

**GOVERNMENT OF JAMMU AND KASHMIR
LADAKH AUTONOMOUS HILL DEVELOPMENT COUNCIL
OFFICE OF THE CHIEF AGRICULTURE OFFICER
KARGIL**

Chapter 1

Introduction

1.1 Please throw light on the background of this handbook (Right to Information Act -2005)

In order to promote transparency and accountability in the working of every public authority and to empower the citizens to secure access to information under the control of each public authority, the Govt. of Jammu & Kashmir enacted the Right to Information Act - 2009. Agriculture Department Kargil has also been obliged for effective implementation of J&K RTI Act, 2009 this handbook may prove helpful in getting information about Agriculture Department Kargil and its functioning.

1.2 Objective/purpose of this handbook

Objective: The main objective of this handbook is to provide basic information to the citizens about the functioning Agriculture Department Kargil

1.3 Who are the intended users of this handbook?

- Members of Parliament and State legislature, Concerned
- Ministry, Departments of Central Govt., State Govts. and various NGOs.
- Officers working in various departments either directly or indirectly concerned with the programme.
- Public at large

1.4 Organization of the information in this handbook?

The information in the handbook is organized in the following sequence. Manual - 1, Manual - 2, Manual - 3....., Manual - 17.

1.5 Definitions (Please provide definitions of various terms used in the handbook).

RTI Act:	Right to Information Act.
CAO:	Chief Agriculture Officer
DAOE:	District Agriculture Officer Extension.
DAOI:	District Agriculture Officer Inputs.
SDAO:	Sub Divisional Agriculture Officer.
AEO:	Agriculture Extension Officer.
JAE0:	Junior Agriculture Extension Officer.
ATMA:	Agriculture Technology Management Agency.
NMAET:	National Mission on Agricultural Extension and Technology
NFSM:	National Food Security Mission.
NMSA:	National Mission on Sustainable Agriculture.
MOA:	Ministry of Agriculture.
BADP:	Border Area Development Programme
TSP:	Tribal Sub Plan
CDF:	Constituency Development Fund
RKVY:	Rashtriya Krishi Vikas Yojana
HMNEH:	Horticulture Mission For North East and Himalayan States.
LAHDCK:	Ladakh Autonomous Hill Development Council Kargil

Contact Person:

G M Khan

Chief Agriculture Officer,
Kargil.

Phone: 01985-232271

1.7 Procedure and Fee Structure for getting information

A request for obtaining information shall be accompanied by an application fee of Rupees fifty (Rs. 50/=) by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Additional Deputy Commissioner LAHDC Kargil.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

Chapter-2 (Manual -1)

PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

The main objective of the Department of Agriculture is to increase both productivity and production of various crops grown in the District. To accomplish this task it is imperative to transfer the latest technology from Lab to farmer's field for adoption at their level. Land being a limiting factor in Kargil District the department has to lay thrust on intensive cultivation which is to be carried by popularizing cultivation of improved high yielding variety seeds both open pollinated and hybrids/ use of balanced dose of fertilizers. Better pest management, use of improved Agriculture Machinery/ tools and implements and other improved Agriculture practices.

2.2 Vision/ Mission statement of the Public Authority

Vision Statement

To strive for a prosperous and transformed agriculture sector that contributes to employment generation and food security on sustainable basis in the district.

2.3 Brief history of the Public Authority

The Agriculture Department Kargil has been working in the district since mid-eighties.

Annual Plan, Border Area Development Program, Tribal Sub Plan, Constituency Development works and Centrally Sponsored Scheme like National Food Security Mission, National Mission on Sustainable Agriculture, Agriculture Technology Management Agency, Rashtriya Krishi Vikas Yojana (RKVY) are presently being looked after through Agriculture Deptt. by which agriculture production have been greatly strengthened which contributed to up scaling production and productivity of crops and wage employment to poor and down-trodden strata of the society afforded at their doorstep.

The district has been divided into two Sub-Divisions viz. Kargil and Zanskar. Kargil Sub Division has seven Agriculture Zones and Zanskar Sub Division has one zone. Each Agriculture Zone is divided into circles. Each Sub Division is headed by one Sub Divisional Agriculture Officer who is technically supported by 2 SMS and each zone is manned by one Zonal Agriculture Officer each circles manned by one Junior Agriculture Assistant. At District level the extension agency is headed by District Agriculture Officer Extension who functions under over all control of Chief Agriculture Officer. The Extension agency is involved in disseminating latest technical know-how from Lab. to land and other field extension activities.

There are 12 Zonal Stores/ Sale Centers including one District Store at Baroo. One storekeeper who functions under the supervisor of Zonal Agriculture Officer mans each store. Various inputs like seed / pesticides / implements are provided to farmers through Zonal Stores under supervisor of Agriculture Assistant inputs at Sub Division level.

2.4 Duties of the Public Authority.

The duties of the department involve functions as:

Chief Agriculture Officer:-

- To prepare the plans and implement works under various schemes
- To make people aware about the various schemes of the Government.
- To educate the general masses about the benefits of the schemes implemented by the department.
- To plug the various infrastructural gaps.

2.5 Main activities/ functions of the public authority

- To implement various poverty alleviating schemes of Government like RKVY, NMSA, NFSM etc.
- To Implement other schemes of the Government like BADP, SCA, TSP
- To implement the works assigned under various Local Area Development Funds like MPLAD, MLA/MLC LAD, CCDF.
- To implement works under the District plan.

2.6 List of services being provided by the public authority with a brief write ups on them.

Central Government Schemes:

Rashtriya Krishi Vikas Yojana (RKVY):

The RKVY aims at achieving 4% annual growth in the agriculture sector during the XI Plan period, by ensuring a holistic development of Agriculture and allied sectors. The main objectives of the scheme are:

- (i) To incentivise the states so as to increase public investment in Agriculture and allied sectors.
- (ii) To provide flexibility and autonomy to states in the process of planning and executing Agriculture and allied sector schemes.
- (iii) To ensure the preparation of agriculture plans for the districts and the states based on agro-climatic conditions, availability of technology and natural resources.
- (iv) To ensure that the local needs/crops/priorities are better reflected in the agricultural plans of the states.
- (v) To achieve the goal of reducing the yield gaps in important crops, through focussed interventions.
- (vi) To maximize returns to the farmers in Agriculture and allied sectors.
- (vii) To bring about quantifiable changes in the production and productivity of various components of Agriculture and allied sectors by addressing them in a holistic manner.

Agriculture Technology Management Agency (ATMA)

Agricultural Technology, including the adoption/ promotion of critical inputs, and improved agronomic practices were being disseminated under 17 different schemes of the Department of Agriculture & Cooperation during the 11th Plan. The Modified

Extension Reforms Scheme was introduced in 2010 with the objective of strengthening the extension machinery and utilizing it for synergizing the interventions under these schemes under the umbrella of Agriculture Technology Management Agency (ATMA). NMAET has been envisaged as the next step towards this objective through the amalgamation of these schemes.

National Mission on Agricultural Extension and Technology (NMAET) consists of 4 Sub Missions:

- (i) Sub Mission on Agricultural Extension (SMAE)
- (ii) Sub-Mission on Seed and Planting Material (SMSP)

(iii) Sub Mission on Agricultural Mechanization (SMAM)

(iv) Sub Mission on Plant Protection and Plant Quarantine (SMPP)

National Mission for Sustainable Agriculture. (NMSA)

Sustaining agricultural productivity depends on quality and availability of natural resources like soil and water. Agricultural growth can be sustained by promoting conservation and sustainable use of these scarce natural resources through appropriate location specific measures. Indian agriculture remains predominantly rainfed covering about 60% of the country's net sown area and accounts for 40% of the total food production. Thus, conservation of natural resources in conjunction with development of rainfed agriculture holds the key to meet burgeoning demands for foodgrain in the country. Towards this end, National Mission for Sustainable Agriculture (NMSA) has been formulated for enhancing agricultural productivity especially in rainfed areas focusing on integrated farming, water use efficiency, soil health management and synergizing resource conservation.

NMSA derives its mandate from Sustainable Agriculture Mission which is one of the eight Missions outlined under National Action Plan on Climate Change (NAPCC).

The strategies and programme of actions (POA) outlined in the Mission Document that was accorded 'in principle' approval by Prime Minister's Council on Climate Change (PMCCC) on 23.09.2010, aim at promoting sustainable agriculture through a series of adaptation measures focusing on ten key dimensions encompassing Indian agriculture namely; 'Improved crop seeds, livestock and fish cultures', 'Water Use Efficiency', 'Pest Management', 'Improved Farm Practices', 'Nutrient Management', 'Agricultural insurance', 'Credit support', 'Markets', 'Access to Information' and 'Livelihood diversification'. During XII Five Year Plan, these measures are being embedded and mainstreamed onto ongoing/proposed Missions/ Programmes/ Schemes of Dept. of Agriculture & Cooperation (DAC) through a process of restructuring and convergence. NMSA architecture has been designed by converging, consolidating and subsuming all ongoing as well as newly proposed activities/programmes related to sustainable agriculture with a special emphasis on soil & water conservation, water use efficiency, soil health management and rainfed area development. The focus of NMSA will be to infuse the judicious utilization of resources of commons through community based approach.

NMSA will cater to key dimensions of 'Water use efficiency', 'Nutrient Management' and 'Livelihood diversification' through adoption of

sustainable development pathway by progressively shifting to environmental friendly technologies, adoption of energy efficient equipments, conservation of natural resources, integrated farming, etc. Besides, NMSA aims at promoting location specific improved agronomic practices through soil health management, enhanced water use efficiency, judicious use of chemicals, crop diversification, progressive adoption of crop-livestock farming systems and integrated approaches like crop-sericulture, agro-forestry, fish farming, etc.

National Food Security Mission (NFSM)

The National Development Council (NDC) in its 53rd meeting held on 29th May, 2007 adopted a resolution to launch a Food Security Mission comprising rice, wheat and pulses to increase the production of rice by 10 million tons, wheat by 8 million tons and pulses by 2 million tons by the end of the

Eleventh Plan (2011-12). Accordingly, a Centrally Sponsored Scheme, 'National Food Security Mission' (NFSM), has been launched from 2007-08 to operationalize the above mentioned resolution.

The National Food Security Mission will have three components (i) National Food Security Mission - Rice (NFSM-Rice); (ii) National Food Security Mission - Wheat (NFSM-Wheat); and (iii) National Food Security Mission - Pulses (NFSM-Pulses).

Horticulture Mission For North East and Himalayan States (HMNEH)

Horticulture Mission for North East and Himalayan States (HMNEH) will be implemented in accordance with guidelines described hereunder. The Mission will operate in North Eastern States (Assam, Arunachal Pradesh, Manipur, Mizoram, Meghalaya, Nagaland, Sikkim and Tripura) and Himalayan States (Jammu & Kashmir, Himachal Pradesh and Uttarakhand) to promote holistic growth of horticulture sector covering fruits, vegetables, flowers, spices, root & tuber crops, cashewnut, mushroom and aromatic plants. HMNEH is a centrally sponsored scheme for which 100% assistance is provided by Government of India.

Harness potential of Horticulture in the region by increasing production and productivity of Horticultural crops

Maximize; economic, ecological and social benefits; through desirable diversification

Develop additional infrastructure for production of planting material, storage and marketing of horticultural produce

Provide skillful employment in the region.

Community Development:

The funds for the community development is provided from the District Plan and the works mainly taken up under this head are the various irrigation network and other facilities that needs to be taken up at the village level.

Community Development Fund CDF

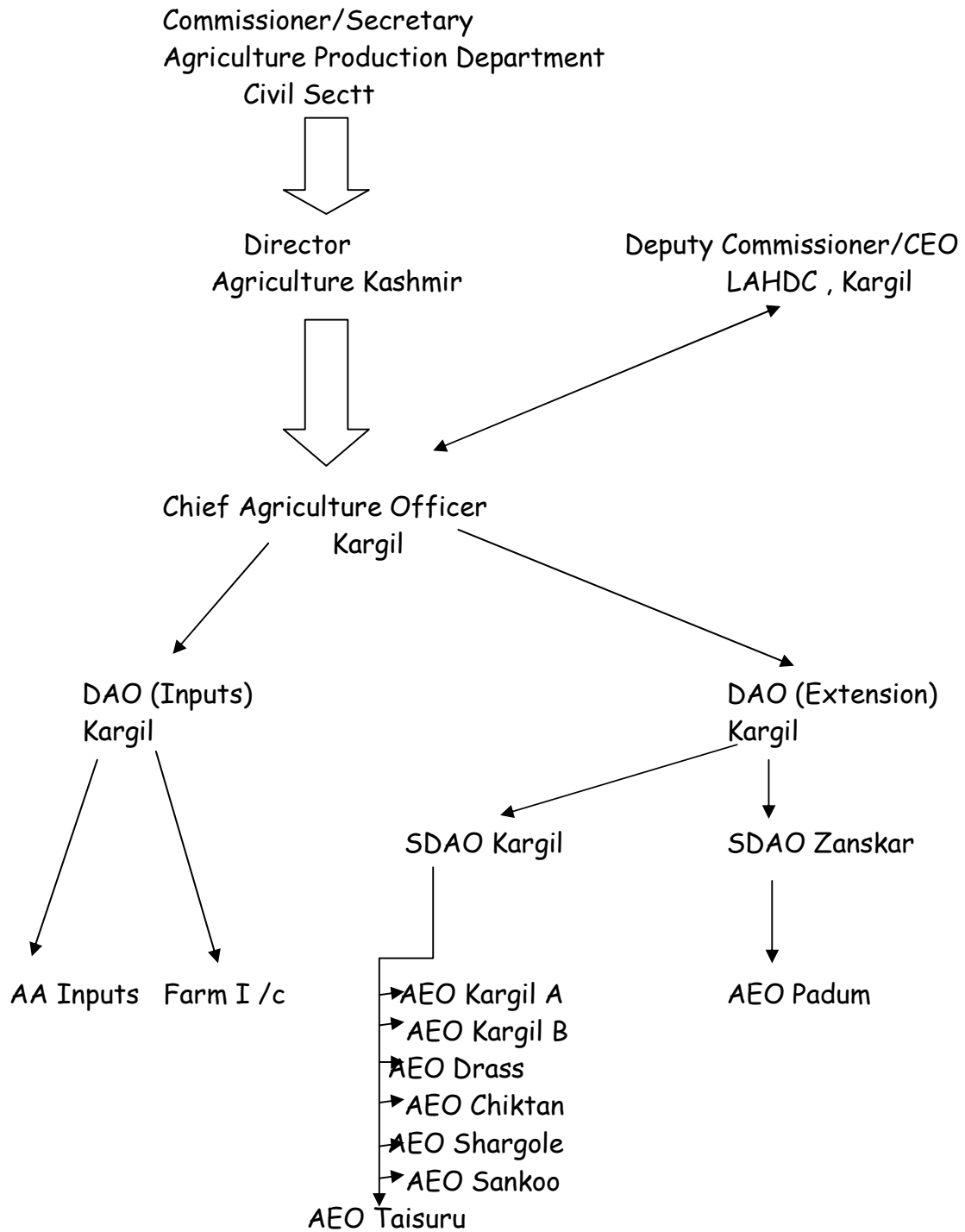
In Kargil District the Community development funds of 1 Member Parliament, two member legislative Assemble, one member legislative Council, and 30 councilors allocate their community development funds for various developmental works. At an average 30% of the community development works are assigned to Command Area Development for execution.

Border Area Development Programme BADP

A special allocation is given to all the blocks bordering other countries so that the border areas develop at par with the other areas of the country. Kargil District has three blocks viz. Drass, Kargil and Shaker Chicktan which share the same border with Pakistan (BADP Indo-Pak).

2.7 ORGANISATIONAL CHART OF AGRICULTURE DEPARTMENT KARGIL

Hierarchical setup



2.8 Expectation of the public authority from the public for Enhancing its effectiveness and efficiency:

To the general public is expected to send their feedback about the programmes run by the Agriculture Department Kargil

2.9 Arrangements and methods made for seeking public /contribution.

Visitors book available with AEO's Offices besides visitor book and complaint register also available at SDAO's office and a complaint box and a register available at the office of the Chief Agriculture Officers Office.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Any specific information/grievance related to works, beneficiaries and other areas of concern of the department is addressed immediately by the concerned AEOs . It may be in the form of Letter, Fax, Telephone, E-mail etc.

2.11 Addresses of the main office and other offices at different levels.

Main Office: Agriculture Complex
Baroo, Kargil- Ladakh.

Offices at Sub Divisional Level.

Sub Divisional Agriculture Officer,
Kargil and Zanskar.

Offices Zonal Level.

Agriculture Extension Officer,
Kargil A, Kargil B, Drass, Chiktan, Shargole, Sankoo,
Taisuru and Zanskar

2.12 Morning hours of the office: 10 am
Closing hours of the office: 4.00pm
(Six days a week)

Chapter-3 (Manual-2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Chief Agriculture Officer

Administrative Power:-

He is the Head of office in charge of establishment and administration of Agriculture Department in Kargil.

Duties:-

1. He is also overall in-charge of all schemes implemented by the DAO (Extension) /inputs and SDAO's in the District.
2. Monitoring, Inspection and Supervision of the performance of the schemes and submission of reports to the Commissioner Secretary, DC, and Director Agriculture Kashmir.
3. Conduct of Review Meeting for assessing the performance of the schemes & take corrective action and submission of Reports to the Higher Authorities.
4. Any other works assigned to by the Council/ DC.

District Agriculture Officer Extension

Administrative Power:

1. Establishment and administration as Head of Office.
2. Technical Officer of scheme and works implemented by the Department.

Duties

- i) His role is to supervise and co-ordinate with Sub Divisions in the implementation of the Schemes.
- ii) Providing guidance to the SDAOs and AEOs in the execution of all departmental activities.
- iii) Field inspection and monitoring of all activities.

Sub Divisional Agriculture Officer

I. Powers:-

Establishment and administration as Head of Office.

Overall control of the Sub Division

Duties:-

1. To implement the Departmental Programmes at Sub. Division level.
2. Preparation of the Annual Action Plan in respect of the Sub Division.
3. Furnishing of Periodical Report to DAOE.
4. Selection of beneficiaries in respect of individual oriented schemes and the places for construction of Community Assets.

5. Review and advice on the progress and implementation of the development programmes.
6. Supervision and monitoring of the quality of works.

Agriculture Extension Officer

I. Powers:-

Establishment and administration as Head of Office.

Overall control of the Zone.

Duties:-

1. To implement the Departmental schemes and programmes at Zonal level.
2. Preparation of the Annual Action Plan in respect of their Zones.
3. Furnishing of Periodical Report to SDAO.
4. Selection of beneficiaries in respect of individual oriented schemes.
5. Review and advice on the progress and implementation of the development programmes.
6. Supervision and monitoring of the quality of works.

Chapter - 4 (Manual -3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

S No	Name of the Act/rules etc	Brief Gist	Reference no if any	Priced
1.	District Plan	Schemes sanctioned by the Council to be implemented by Agriculture Department	District Plan-Annual Plan	CPOs Office
2	RKVY	Works to be implemented for boosting the production of cereals, vegetables pulses, fodder, oilseed	RKVY Guidelines	Circulated by GOI
3	NFSM	1. Increasing production of wheat and pulses through area expansion and productivity enhancement in a sustainable manner in the identified Zones of the District. 2. Restoring soil fertility and productivity at the individual farm level.	NFSM Guidelines	Circulated by GOI
	NMSA	1. To make agriculture more productive, sustainable, remunerative and climate resilient by promoting location specific Integrated/ Composite Farming Systems; 2. To conserve natural resources through appropriate soil and moisture conservation measures;	NMSA Guidelines	Circulated by GOI

		3. To adopt comprehensive soil health management practices based on soil fertility maps, soil test based application of macro & micro nutrients, judicious use of fertilizers etc.;		
	ATMA	It is a Centrally Sponsored Scheme (CSS) to operationalize Agriculture Extension Reforms in the District and the ATMA is district level body and has the main responsibility of all the technology dissemination activities at district level. It has linkage with all allied departments, NGO's and Agencies associated with agricultural development in the district.	ATMA Guidelines	Circulated by GOI
3.	SCA to TSP	Special Central Assistance for supplementing the Agriculture growth in Kargil District which is totally under tribal population	As per Tribal Affair Ministry	Circulated by GOI
4.	BADP	Special Central Assistance for supplementing the Agriculture growth in Border Areas of the District	BADP Guidelines	Circulated by GOI
5.	CDF- MLA/MP/MPL AD/Councilor	Schemes sanctioned by the Council to be implemented by Agriculture Department	District Plan- CDF	CPOs Office
6.	HMNEH	100 percent sponsored central scheme for implementation by the department for agricultural production on the basis of North East Himalayan States	HMNEH Guidelines	Circulated by GOI
Rest of the Government rules and document same as any other department and can be obtained from the Government Press Jammu/Srinagar.				

Chapter - 5 (Manual - 4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Formulation of Policy:

Being a department of the Govt of Jammu & Kashmir, it is not empowered to formulate policies for the public. However, in respect of its own activities public can respond through letters, emails, Complaint box, guest book in the office etc.

Implementation of Policy:

Whether there are any provisions to seek consultation/ Participation of public or its representatives for implementations of policies? If there is please provide details of the provisions in the following format.

S No	Subject/Topic	Is it mandatory to ensure public Participation	Arrangement for seeking public participation
1.	For formulation of all plans	Yes	Convening PRI Meetings

Chapter - 6 (Manual - 5)

A statement of the categories of documents that are held by it or under its control

6.1. Use the format given below to give the information about the official Documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing others).

S No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1.	Norms/ Guidelines	All schemes implemented by the Department	By an application and the price for Photo copy	CAO
2.	Plans	Action plan of the various schemes	By an application and the price for Photo copy	CAO/ DAOE
3.	List of Beneficiaries	Beneficiaries of the Schemes	By an application and the price for Photo copy	CAO/DAOE/SDAO/AEOs

Chapter - 7 (Manual - 6)

A statement of boards, council, committees and other bodies constituted as its part.

The Agriculture Department Kargil comes under the preview of Directorate of Agriculture in terms of the schemes relating to the growth and development of Agriculture in the District.

Chapter- 8 (Manual - 7)

The names, designation and other particulars of the Public Information Officers

Assistant Public Information Officer

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Ashiq Hussain Basharat	AEO	01985	232225			ashiqakhone@gmail.com	SDAO Office Kargil

Public Information Officers:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Kacho Mohd Ali Khan	DAO Extension	01985	232225			kmakhan786@gmail.com	DAO Extension Office Baroo

First Appellate Authority:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	G M KHAN	CAO	01985	232271		232271		CAO Office Complex Baroo Kargil

Chapter - 9 (Manual - 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual and other rules/regulations etc can be made)

As per the Manual on Office Procedure.

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels which a decision process moves?

Same as any other Government Department

9.3 What are the arrangements made to communicate the decision to the public?

Through the Information Department and also through public notices, radio broadcasts.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

Deputy Commissioner, Chief Agriculture Officer, District Agriculture Officer (Inputs/ Extension), Sub. Divisional Agriculture Officer, Agriculture Extension Officers.

9.5 Who is the final authority that vets the decision?

Deputy Commissioner/ CEO LAHDC, Kargil and Director Agriculture Kashmir as per requirement.

Chapter - 10 (Manual - 9)

Directory of Officers and Employee

S. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Home		
1	G.M.Khan	C.A.O	01985	232271			Agriculture Complex, Baroo Kargil
2	K.Mohd Ali Khan	D.A.O.E	01985	232225		kmakhan786@gmail.com	Agriculture Complex, Baroo Kargil
3	Ashiq H Basharat	Agri.Asstt	01985	232271		ashiqakhone@gmail.com	Agriculture Complex, Baroo Kargil
4	Mohd Hussain Khan	HQA	01985	232271			Agriculture Complex, Baroo Kargil
5	Mohd Ibrahim	S.O	01985	232271			Agriculture Complex, Baroo Kargil
6	Mohd Iqbal	A.E.O	01985	232225	—		Agriculture Complex, Baroo Kargil
7	Razia Banoo	A.E.O	01985	232225	—		SDAO Office Zanskar.
8	Mohd Hussain	A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
9	Tsering Norboo	A.E.O	01983	245082			SDAO office Zanskar
10	K.Alamger Khan	A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
11	Tsewang Rigzen	J.A.E.O	01983	245082			SDAO office Zanskar
12	Mohd Kazim	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
13	Mohd Ali Umba	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil

14	M.Abdullah	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
15	Gh.Raza	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
16	Mohd Ishaq	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
17	Mohd Ali (Y)	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
18	Mohd Abass	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
19	Mohd Hassan	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
20	Ali Mohd	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
21	Mohd Kazim	J.A.E.O	01985	232225			Agriculture Complex, Baroo Kargil
22	H.Mohd Hassan	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil
23	H.Gh.Mohd	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil
24	Gh.Rashool	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil
25	Mohd Hussain Kh	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil
26	Anayatullah	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil
27	M.Hassan Goma	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil
28	Gh.Soltan	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil
29	Mohd Kazim	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil

							Kargil
30	Mirza Hussain	Sr.F.A.	01985	232225			Agriculture Complex, Baroo Kargil
31	Abdul Wahid	Sr.Asstt.	01985	232225			Agriculture Complex, Baroo Kargil
32	Mohd Ghulam	Sr.Asstt.	01985	232225			Agriculture Complex, Baroo Kargil
33	Tsewang Tashi	Sr.Asstt.	01985	232225			SDAO office Zanskar
34	Punchok Angmo	Sr.Asstt.	01985	232225			Agriculture Complex, Baroo Kargil
35	Nissar Husain	Sr.Asstt.	01985	232225			Agriculture Complex, Baroo Kargil
36	Hashmat Abass	A/C Asstt.	01985	232271			Agriculture Complex, Baroo Kargil
37	Mehdi Ali Khan	F/Asstt	01985	232271			Agriculture Complex, Baroo Kargil
38	Mohd Ali	Chauffer	01985	232271			Agriculture Complex, Baroo Kargil
39	Ali Hassan	Driver	01985	232271			Agriculture Complex, Baroo Kargil
40	Lobzang Kunchok	Driver	01983	245082			SDAO office Zanskar
41	Bashir Ahmad	F.Asstt.	01985	232271			Agriculture Complex, Baroo Kargil
42	Mohd Ali	F.Asstt.	01985	232271			Agriculture Complex, Baroo Kargil
43	Sanauallah	Farm Sup	01985	232271			Agriculture Complex, Baroo Kargil
44	Tsetan Paljor	Sr.PPO	01983	245082			SDAO office Zanskar
45	Mohd Issa	Sr.P.P.O	01985	232271			Agriculture Complex, Baroo Kargil

49	Hamid Khan	Sr.PPO	01985	232271			Agriculture Complex, Baroo Kargil
50	Mohd Akbar	F/Asstt	01985	232271			Agriculture Complex, Baroo Kargil
51	Mohd Sidiq	F/Asstt	01985	232271			Agriculture Complex, Baroo Kargil
52	Punchok Samphal	Sr.PPO	01983	245082			SDAO office Zanskar
53	Zakir Hussain	Jr.Asstt.	01985	232271			Agriculture Complex, Baroo Kargil
54	Saira Banoo	Jr.Asstt.	01985	232271			Agriculture Complex, Baroo Kargil
55	Syeed Sadiq	Jr.Asstt.	01985	232271			Agriculture Complex, Baroo Kargil
56	Sadiq Ali	Jr.Asstt.	01985	232271			Agriculture Complex, Baroo Kargil
57	Bilal Ahmad	Jr.Asstt.	01985	232271			Agriculture Complex, Baroo Kargil
58	Mohd Hussain(g)	A.O	01985	232271			Agriculture Complex, Baroo Kargil
59	Mohd Ishaq	A.O	01985	232271			Agriculture Complex, Baroo Kargil
60	Mohd Mussa	A.O	01985	232271			Agriculture Complex, Baroo Kargil
61	P.Tsering	A.O	01985	232271			SDAO office Zanskar
62	Rajab Ali	S.K	01985	232271			Agriculture Complex, Baroo Kargil
63	Mohd Rahim	A.O	01985	232271			Agriculture Complex, Baroo Kargil
64	Tsetan Angdus	A/O	01985	232271			SDAO office Zanskar
65	Chamba Yantan	P.P.O	01985	232271			Agriculture Complex, Baroo Kargil

							Kargil
66	Sufdar Hussain	A./O	01985	232271			Agriculture Complex, Baroo Kargil
67	Thenles Dorjay	F/S	01985	232271			SDAO office Zanskar
68	Mohd Jaffar	A.O	01985	232271			Agriculture Complex, Baroo Kargil
69	Ahmad Ali	A.O	01985	232271			Agriculture Complex, Baroo Kargil
70	Skalzang Paldan	A.O	01985	232271			Agriculture Complex, Baroo Kargil
71	Mohd Ali	A.O	01985	232271			Agriculture Complex, Baroo Kargil
72	Gh.Mehdi	P.P.O	01985	232271			Agriculture Complex, Baroo Kargil
73	Mohd Abdullah	Lab Asstt	01985	232271			Agriculture Complex, Baroo Kargil
74	Mussa Mohd	F/Sup.	01985	232271			Agriculture Complex, Baroo Kargil
75	Mohd Hadi	F/Sup.	01985	232271			Agriculture Complex, Baroo Kargil
76	Mohd Issa	Driver	01985	232271			Agriculture Complex, Baroo Kargil
77	Mohd Ali	Cleaner	01985	232271			Agriculture Complex, Baroo Kargil
78	Bashir Ahmad	Cleaner	01985	232271			Agriculture Complex, Baroo Kargil
79	Ghulam Jaffer	Mali	01985	232271			Agriculture Complex, Baroo Kargil
80	Ahmed Ali	Mali	01985	232271			Agriculture Complex, Baroo Kargil

81	Ghulam Hussain	Mali	01985	232271			Agriculture Complex, Baroo Kargil
82	Mohd Baqir	Mali	01985	232271			Agriculture Complex, Baroo Kargil
83	Amina bee	Mali	01985	232271			Agriculture Complex, Baroo Kargil
84	Mohd Hadi	Mali	01985	232271			Agriculture Complex, Baroo Kargil
85	Tsering Namgial	Chokidar	01985	232271			SDAO office Zanskar
86	Mohd Ibrahim	Mali	01985	232271			Agriculture Complex, Baroo Kargil
87	Mohd Jawad	Lab att	01985	232271			Agriculture Complex, Baroo Kargil
88	Noori Banoo	Mali	01985	232271			Agriculture Complex, Baroo Kargil
89	Mohd Hussain	mali	01985	232271			Agriculture Complex, Baroo Kargil
90	Ghulam Abass	Mali	01985	232271			Agriculture Complex, Baroo Kargil
91	Stanzin Chozin	Mali	01985	232271			SDAO office Zanskar
92	Gulzar Hussain	Mali	01985	232271			Agriculture Complex, Baroo Kargil
93	Nyaz Ahmed	Mali	01985	232271			Agriculture Complex, Baroo Kargil
94	Asgar Ali	Helper	01985	232271			Agriculture Complex, Baroo Kargil
95	Mohd Hussain	Helper	01985	232271			Agriculture Complex, Baroo Kargil
96	Skalzang Diskit	Helper	01985	232271			Agriculture Complex, Baroo Kargil

Chapter - 11 (Manual - 10)
The Monthly Remuneration Received By
Each of its Officers and Employees Including
the System of Compensation as Provided in
Regulations

Pay as on 01-04-14

S. No	Name of the Officer/Official	Designation	Pay Band	Pay as on 01-04-2014	Grade Pay	Total Pay + Grade Pay
1	2	3	4	5	6	7
1	G.M.Khan	CAO	9300-34800	28710	5200	33910
2	K.M.A.Khan	DAOE	9300-34800	25520	4800	30320
3	A.H.Basharat	Agri.Asstt	9300-34800	15050	4800	19850
4	M.H.Khan	HQ/ Officer I/C	9300-34800	21010	4200	25210
5	Mohd Ibrahim	S.O	9300-34800	22610	4600	27210
6	Razia Banoo	A.E. O	9300-34800	21890	4280	26170
7	Mohd Hussain	A.E. O	9300-34800	21890	4280	26170
8	K.Alamgir Khan	A.E. O	9300-34800	21890	4280	26170
9	T.Noorboo	A.E. O	9300-34800	21890	4280	26170
10	Mohd Iqbal	A.E. O	9300-34800	26471	4280	30751
11	Ghulam Raza	J.A.E. O	9300-34800	22660	4280	26940
12	Mohd Kazim (P)	J.A.E. O	9300-34800	22660	4280	26940
13	Mohd Abdullah	J.A.E. O	9300-34800	20780	4280	25060

14	Ali Mohd	J.A.E. O	9300-34800	19200	4280	23480
15	Mohd Ali (U)	J.A.E. O	9300-34800	22660	4280	26940
16	Rigzin	J.A.E. O	9300-34800	20780	4280	25060
17	Mohd Hassan	J.A.E. O	9300-34800	13990	4280	18270
18	Mohd Ali Yabgo	J.A.E. O	9300-34800	13990	4280	18270
19	Mohd Abass	J.A.E. O	9300-34800	13990	4280	18270
20	Mohd Ishaq	J.A.E. O	9300-34800	16280	4280	20560
21	Mohd Kazim (S)	J.A.E. O	9300-34800	19200	4280	23480
22	Tsewing Tashi	Sr.Asstt	5200-20200	14760	2800	17560
23	Mohd Ghulam	Sr.Asstt	5200-20200	14760	2800	17560
24	Zakir Hussain	Jr.Asstt	5200-20200	11670	2400	14070
25	Sadiq Ali	Jr.Asstt	5200-20200	9810	1900	11710
26	Ghulam Rasool	Orderly	4440-7440	11240	1900	13140
27	Hamida Banoo	Jr.Stno	9300-34800	14340	4200	18540
28	M.H.Khan	Sr.Field Asstt	9300-34800	12970	4200	17170
29	Punchok Angmoo	Sr.Asstt	5200-20200	12110	2800	14910
30	Nissar Hussain	Sr.Asstt	5200-20200	13160	2800	15960
31	Syad Sadiq	Jr.Asstt	5200-20200	9200	2400	11600
32	Bilal Ahmed	Jr.Asstt	5200-20200	6970	1900	8870
33	Mussa Mohd	F.Supp	5200-20200	8350	1900	10250
34	Rajab Ali	Store Keeper	5200-20200	8990	1900	10890
35	Ahmad Ali	Orderly	4440-7440	8810	1800	10610

36	Mohd Ibrahim	Mali	4440-7440	8810	1800	10610
37	Asgar Ali	Helper	4440-7440	8430	1800	10230
38	Mohd Hussain	Helper	4440-7440	8430	1800	10230
39	Ghulam Mohd	Helper	4440-7440	8120	1800	9920
40	Habibullah	Helper	4440-7440	8120	1800	9920
41	Daskit	Helper	4440-7440	8120	1800	9920
42	Maryam Banoo	Helper	4440-7440	8120	1800	9920
43	Mumtaz Banoo	Helper	4440-7440	8120	1800	9920
44	Ghulam Mohd	Sr.Field Asstt	9300-34800	14900	4200	19100
45	S Paldan	Agri.Overseer	5200-20200	8990	1900	10890
46	Ahmad Ali	Mali	4440-7440	8570	1800	10370
47	Gulzar Hussain (Ch)	Mali	4440-7440	7460	1300	8760
48	Thinless Dorjay	Farm Sup	5200-20200	10460	1900	12360
49	P.Tesring	Agri Overseer	5200-20200	10460	1900	12360
50	Stanzin Chozin	Mali	4440-7440	10590	1400	11990
51	T.Namgyal	Chowkider	4440-7440	10590	1400	11990
52	Mohd Ali	Chuffer	9300-34800	15620	4200	19820
53	Ghulam Mehdi	P.P.O	5200-20200	10320	1900	12220
54	Chamba Yountan	P.P.O	5200-20200	8800	1900	10700
55	Mohd Hussain	Farm Sup	5200-20200	10310	1900	12210
56	Mohd Baqir	Mali	4440-7440	9970	1400	11370
57	Mohd Hussain	Mali	4440-7440	9970	1400	11370

58	Mohd Ali (Bulbul)	Mali	4440-7440	4800	1400	6200
59	Mohd Hassan(G)	Sr.field Asstt	9300-34800	14350	4200	18550
60	Mohd Ali (Saliskot)	Agri.Overseer	5200-20200	8710	1900	10610
61	Cheten Angdus	Agri.Overseer	5200-20200	13370	1900	15270
62	Abdul Wahid	Sr.Asstt	5200-20200	14400	2400	16800
63	Hashmat Abass	Acctt.Asstt	5200-20200	9060	2800	11860
64	Saira Banoo	Jr.Asstt	5200-20200	9410	2400	11810
65	Mohd Hussain (L)	Field Asstt	5200-20200	13330	2800	16130
66	Ghulam Hussain	Mali	4440-7440	8650	1800	10450
67	Ghulam Abass	Mali	4440-7440	7650	1400	9050
68	Gulzar Hussain	Mali	4440-7440	7650	1400	9050
69	Mohd Mussa	Mali	4440-7440	4440	1300	5740
70	Kulsum Bee	Mali	4440-7440	5790	1300	7090
71	Mohd Hassan	Mali	4440-7440	4440	1300	5740
72	Mohd Hussain	Foreman	9300-34800	20730	4280	25010
73	Ghulam Rasool	Machnic	9300-34800	16130	4200	20330
74	Ali Hassan	Driver	5200-20200	11480	2800	14280
75	Bashir Ahmad	Cleaner	4440-7440	8190	1800	9990
76	Mohd Yousf	Chowkider	4440-7440	4440	1300	5740
77	Anyatullah	Sr.Field Asstt	9300-34800	13990	4200	18190
78	Ghulam Rasool	Sr.Field Asstt	9300-34800	12350	4200	16550
79	Mohd Ali Chati	Sr.Field Asstt	9300-34801	12350	4200	16550

80	Mehdi Ali Khan	Field Asstt	9300-34800	12350	4200	16550
81	Akber Ali	Field Asstt	5200-20200	9410	2400	11810
82	Mohd Jaffar	Agri.Overseer	9300-34800	8990	1900	10890
83	Mohd Ishaq	Agri.Overseer	9300-34800	8990	1900	10890
84	Ahmed Ali (T)	Agri.Overseer	9300-34800	8990	1900	10890
85	Mohd Hassan Irfan	Sr.Field Asstt	9300-34800	15790	4200	19990
86	Ghulam Sultan	Sr.Field Asstt	9300-34800	11560	4200	15760
87	Mirza Hussain	Sr.Field Asstt	9300-34800	11560	4200	15760
88	Mohd Issa	Sr.P.P.O	5200-20200	12870	2400	15270
89	Hamid Khan	Sr.P.P.O	5200-20200	10210	2400	12610
90	Tsering Angchok	Sr.P.P.O	5200-20200	10210	2400	12610
91	T.Paaljor	Sr.P.P.O	5200-20200	13730	2400	16130
92	Punchok Sampal	Sr.P.P.O	5200-20200	13730	2400	16130
93	Mohd Hadi	Farm sup	5200-20200	8740	1900	10640
94	Mohd Mussa	Agri.Overseer	5200-20200	8990	1900	10890
95	Mohd Rahim	Agri.Overseer	5200-20200	8990	1900	10890
96	Safdar Hussain	Agri.Overseer	5200-20200	8990	1900	10890
97	Mohd Hadi	Mali	4440-7440	9150	1300	10450
98	Amina Bee	Mali	4440-7440	9150	1300	10450
99	Kahitja Bee	Mali	4440-7440	4980	1300	6280
100	Mohd Hanifa	Mali	4440-7440	4980	1300	6280
101	Bashir Ahmed	Field Man	5200-20200	13040	2400	15440

102	Sanullah	Field Man	5200-20200	13040	2400	15440
103	Noori Banoo	Mali	4440-7440	8090	1300	9390
104	Mohd Abdullah	Lab.Asstt	5200-20200	10120	2400	12520
105	Mohd Javad	Lab.Attendent	4440-7440	8450	1800	10250
106	Mohd Kazim	Farm sup	9300-34800	12040	4200	16240
107	Ghulam Jaffar	Mali	4440-7440	9270	1400	10670
108	Mohd Ali (Stakpa)	Mali	4440-7440	4800	1300	6100
109	Mohd Sidiq	Field Asstt	5200-20200	9660	2400	12060
110	Mussa	Driver	5200-20200	9180	2400	11580
111	Mohd Issa	Driver	5200-20200	9180	2400	11580
112	Mohd Ali	Cleaner	4440-7440	8120	1800	9920
113	Niyas Ahmad	Mali	4440-7440	7190	1400	8590
114	Mohd Baqir	Mali	4440-7440	7190	1400	8590
115	Mohd Yasin	Chowkider	4440-7440	7190	1400	8590
116	Lobzing Chonchok	Driver	5200-20200	15240	2400	17640

Chapter -12 (Manual - 11)

The Budget Allocated to each Agency
(Particulars of all plans, proposed
Expenditures and reports on disbursement
made)

2014-15 (Rupees in lacs)

Major Head	Activities to be performed	Sanctioned Budget 2014-15	Budget estimate 2015-16	Revised Estimate 2014-15	Expenditure for the last year
Non Plan	Salaries Contingent	367.00	471.92	388.31	321.99

Plan (2013-14) Rupees in lacs

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected Date of completion	Amount sanctioned	Amount Expended
District Plan	Revenue / Capital Area coverage under HYV/ Hybrid seeds, Plant Protection and prophylactic measures, Veg. Dev., fodder Dev., Massive assistance, Agri. tools/ machinery/ implements. Protected cultivation.	April	31 st March	165.74	165.43
RKVY	Distribution of IP Set, Power Tiller, Promotion of Potato cultivation.	April	31 st March	12.43	12.43
ATMA	Demonstration, Training, Kissan Goshti, Farmers-farmers Technology dissemination.	April	31 st March	8.02	8.02
HMNEH	Promotion of Farm/ Mission Management	April	31 st March	3.66	3.66

NFSM	Cluster Demonstration on wheat, Micronutrient, Cropping system based training, Local initiatives	April	31 st March	82.77	80.32
BADP	Popularization of vegetables, Purchase of Hybrid seeds	April	31 st March	5.50	5.50
SCA toTSP	Enhancing Agriculture Production through off season veg cultivation/ potato production/ Awareness camp etc	April	31 st March	-	-
Art. 275	Training to women farmers, Distribution of low tunnel/U V film/ Incentive to SHGs construction of farm pound.	April	31 st March	-	-

Plan 2014-15 Rupees in lacs

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected Date of completion	Amount sanctioned	Anticipated Exptd.
District Plan	Revenue / Capital Area coverage under HYV/ Hybrid seeds, Plant Protection and prophylactic measures, Veg. Dev., fodder Dev., Massive assistance, Agri. tools/ machinery/ implements. Protected cultivation.	April	31 st March	221.05	221.05
RKVY	Distribution of IP Set, Power Tiller, Promotion of Potato cultivation. Farm Development	April	31 st March	39.48	39.48
ATMA	Demonstration, Training, Kissan Goshti, Farmers-farmers Technology dissemination.	April	31 st March	-	-

HMNEH	Promotion of Farm/ Mission Management	April	31 st March	2.12	2.12
NFSM	Cluster Demonstration on wheat, Micronutrient, Cropping system based training, Local initiatives	April	31 st March	-	-
BADP	Popularization of vegetables, Purchase of Hybrid seeds	April	31 st March	6.53	6.53
SCA to TSP	Enhancing Agriculture Production through off season veg cultivation/ potato production/ Awareness camp etc	April	31 st March	9.09	9.09
Art. 275	Training to women farmers, Distribution of low tunnel,/U V film/ Incentive to SHGs construction of farm pound.	April	31 st March	12.10	12.10

Chapter - 13 (Manual - 12)

The Manner of Execution of Subsidy Programmes

The subsidy programmes are planned and beneficiaries identified in the PRI meeting convened at the village level and the plan is submitted to the higher authorities. Once the plan gets sanctioned the inputs are provided to the beneficiaries on subsidized rates and services like human resource development are also arranged on the govt. expense as per the provision of the scheme.

Chapter - 14 (Manual - 13)

Particulars of Recipients of Concessions, permits or authorization granted by it.

The Department processes and recommends the issuance of Kissan Credit Cards in favour of the beneficiaries who get term loans for cropping season from the banks on much reduced rate of interest to arrange quality inputs for their crops.

Chapter - 15 (Manual -14)

Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms / Standards set by the department for the execution of various activities / programmes.

Activities and programmes are executed through action plan duly approved by the appropriate authorities

Chapter - 16 (Manual - 15)

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

The website shall be launched and all related information will be uploaded subsequently.

Chapter - 17 (Manual - 16)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Office Library: There is no office library.

Through News paper: The department places notices and other information through newspapers.

Exhibition: Exhibitions/ Kissan Mellas/ Farmers Training Programmes are being conducted to sensitize the farmers about schemes and advisories on Good Agricultural Practices.

Notice Board: The information about the various schemes are painted on the department notice wall.

Inspection of records in the offices: No such system in the main office however information about the schemes are available at each Zonal Office and also shared through social audits.

System of issuing copies of documents: The documents can be copied from the market.

Printed Manual Available: Not available but the manuals can be got copied.

Website of the Public Authority: Not hosted as yet

Chapter - 18 (Manual - 17)

Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public Authority.

What are the key functions of the Department:

The key functions of the Agriculture Department Kargil are:

1. Survey and data base on resources for agriculture growth.
2. Formulation of action plans and Detailed Project Reports (DPRs) on different schemes and potential areas for Agriculture Development.
3. To seek growth and development in agriculture in tandem with emerging trends and for the burgeoning population.
4. To arrange and provide inputs with assistance as proviso to different schemes. These inputs include seeds, planting material, pesticides, growth regulators, farm machinery etc.
5. To promote skill development among farmers and field staff through trainings and exposure visits.
6. To Prepare contingent plans in case of natural calamities.
7. To issue advisories and sensitize the farmers for successful crop harvest.
8. To work with line departments like Animal Husbandry, Sheep Husbandry, Rural Development Department, Forest, command Area Development and KVK Kargil (SKUAST Kashmir) to adopt holistic approach for development of Agriculture sector.

Does it implement any Government of India Schemes?

Yes, Implementation of Schemes Government of India schemes such as for employment generation (for wagers as well as self-employed). Some of the schemes being implemented include.

- Border Area Development Programme (BADP), Special Central Assistance
- Rashtriya Krishi Vikas Yojana (RKVY), Centrally Sponsored Scheme

- NMSA: Centrally Sponsored Scheme
- SCA to TSP: Special Central Assistance.
- Art-275: Special Central Assistance.
- ATMA: Centrally Sponsored Scheme
- NFSM: Centrally Sponsored Scheme

What is the Member of Parliament Local Area Development Scheme (MPLADS)?

The Member of Parliament Local Area Development Scheme (MPLAD) is a 100% Centrally Sponsored Scheme fully funded by the Government of India which entitles a Member of Parliament to recommend works that meet the locally felt community infrastructure and development needs with emphasis on the creation of durable community assets. The annual MPLADS fund entitlement, per MP Constituency is Rs. 2.00 Crore.

Are Panchayats functional in the District: Yes

How many Panchayat Halqas are there in the District.

At present there are 95 Panchayat Halqas and 129 villages in the District.

How many Blocks are there in the District?

At Present there are 15 Blocks in the district.

(Eight Agricultural Zones.)

(G M Khan)
Chief Agriculture Officer
Kargil

**GOVERNMENT OF JAMMU AND KASHMIR
LADAKH AUTONOMOUS HILL DEVELOPMENT COUNCIL
OFFICE OF THE CHIEF AGRICULTURE OFFICER
KARGIL**

To

The Deputy Commissioner/CEO,
LAHDC, Kargil

NO:CAOK/RTI /2014-15

Dated: -03-2015

Subject; Information under Section 4(1)(b) of J&K RTI Act 2009+

Sir

As desired vide your office letter DC-K/SQ-RTI/2015 Dated 08.02 .2015 the desired information is enclosed herewith as per chapters for the handbook . This is for favour of your information and further necessary action . The soft copy is also being transmitted

Yours faithfully

Chief Agriculture Officer
Kargil.