

(Government of Jammu and Kashmir)  
LADAKH AUTONOUS HILL DEVELOPMENT COUNCIL KARGIL  
**OFFICE OF THE DEPUTY DIRECTOR EMPLOYMENT AND COUNSELING CENTRE, KARGIL**

**The Deputy Commissioner / CEO,  
LAHDC, Kargil.**

**No: DDE-K/RTI-Training/2015**

**Dated: .03.2015**

**Subject: Right to information Act-imparting Training to the APIOs/PIOs/1<sup>st</sup>  
AA's**

Sir,

Kindly refer your letter No: DC-K/SQ-395/RTI/2015 Dated: 04.03.2015, regarding the subject cited above. In this connection the required information in respect of this office is enclosed as per the devised format and the book let of this office containing the various schemes is also annexed for favour of information and necessary action at your end please.

**Assistant Public Information Officer:**

S. No	Name of the Officer / Officials	Designation	STD Code	Phone Number		FAX	E-mail	Address
				Office	Home			
1.	Gh. Mohd	Senior Assistant	01985	232452	-	232452		Opp. Helipad, Baghi-i-Khumini, Kargil

**Public Information Officers:**

S. No	Name of the Officer / Officials	Designation	STD Code	Phone Number		FAX	E-mail	Address
				Office	Home			
1.	Mohd Kazim	Assistant Director	01985	232452	-	232452	-	Opp. Helipad, Baghi-i-Khumini, Kargil

**District Appellate Authority:**

S. No	Name of the Officer / Officials	Designation	STD Code	Phone Number		FAX	E-mail	Address
				Office	Home			
1.	Mohammad Hussain (KAS)	Deputy Director	01985	232452	232931	232452		

Your's faithfully

Deputy Director  
Employment and Counseling Centre,  
LAHDC, Kargil.

**Rules, Regulations, Instructions, Manual and Records, for discharging functions:**

<b>S. No</b>	<b>Name of the Act / Rules etc</b>	<b>Stipulated time frame for providing service</b>	<b>Reference no if any</b>	<b>Priced</b>
1	No objection Certificates	5 days	As per the guidelines	As per the Government Order
2	Registration of unemployed Youths	2 days	-do-	-do-

## Chapter - 11 (Manual-10)

**Employees Including the System of Compensation as provided in regulations:**

S. No	Name of the Officer / Officials	Designation	Pay Band	Pay as on 31.01.2015	Grade Pay	Total pay+ Grade pay
1.	Mohammad Hussain	Dy. Director	15600-39100	24920	6600	31520
2.	Mohd Kazim	Asstt. Director	9300-34800	16020	4200	20220
3	Muzaffer Ahmad Beigh	Statistical Officer	9300-34800	13820	4600	18020
4.	Niyaz Ali	Head Assistant	5200-20200	10700	2400	13100
5.	Sonam Nurboo	Head Assistant	5200-20200	13230	2800	16030
6.	Firdoss Ahmad	Account Assistant	5200-20200	9060	2800	11860
7.	Abass Ali	Jamadar	5200-20200	9500	1900	11400
8.	Mohd Ibrahim	Orderly	4444-7444	4990	1300	6290
<b>DSSRB, LAHDC, Kargil</b>						
1.	Gh. Mohd	Senior Assistant	9300-34800	16020	4200	20220
2.	Mohd Ibrahim	Junior Assistant	5200-20200	8770	1900	10670
3.	Mohd Ibrahim	Orderly	5200-20200	9130	1800	10930

## Chapter - 10 (Manual -9)

### DIRECTORY OF OFFICERS AND EMPLOYEES

S. No	Name of the Officer / Officials	Designation	STD Code	Phone Number		Email	Address
				Office	Home		
1.	Mohammad Hussain	Dy. Director	01985	232452	232931		Opp. Helipad, Baghi-i- Khumini, Kargil
2.	Mohd Kazim	Asstt. Director	01985	232452	-	mohdkazim3366@gmail.com	Opp. Helipad, Baghi-i- Khumini, Kargil
3.	Muzaffer Ahmad Beigh	Statistical Officer	01985	232452	-		Opp. Helipad, Baghi-i- Khumini, Kargil
4.	Niyaz Ali	Head Assistant	01985	232452	-		Opp. Helipad, Baghi-i- Khumini, Kargil
5.	Sonam Nurboo	Head Assistant	01985	232452	-		Opp. Helipad, Baghi-i- Khumini, Kargil
6.	Firdoss Ahmad	Account Assistant	01985	232452	-		Opp. Helipad, Baghi-i- Khumini, Kargil
7.	Abass Ali	Jamadar	01985	232452	-		Opp. Helipad, Baghi-i- Khumini, Kargil
8.	Mohd Ibrahim	Orderly	01985	232452	-	ibrahimkachoo2@gmail.com	Opp. Helipad, Baghi-i- Khumini, Kargil
<b>DSSRB, LAHDC, Kargil</b>							
1.	Gh. Mohd	Senior Assistant	01985	232452	-		Opp. Helipad, Baghi-i- Khumini, Kargil
2.	Mohd Ibrahim	Junior Assistant	01985	232452	-		Opp. Helipad, Baghi-i- Khumini, Kargil
3.	Mohd Ibrahim	Orderly	01985	232452	-		Opp. Helipad, Baghi-i- Khumini, Kargil

## Chapter - 8 (Manual - 7)

### NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

#### Assistant Public Information Officer:

S. No	Name of the Officer / Officials	Designation	STD Code	Phone Number		FAX	E-mail	Address
				Office	Home			
1.	Gh. Mohd	Senior Assistant	01985	232452	-	232452		Opp. Helipad, Baghi-i-Khumini, Kargil

#### Public Information Officers:

S. No	Name of the Officer / Officials	Designation	STD Code	Phone Number		FAX	E-mail	Address
				Office	Home			
1.	Mohd Kazim	Assistant Director	01985	232452	-	232452	mohdkazim3366@gmail.com	Opp. Helipad, Baghi-i-Khumini, Kargil

#### District Appellate Authority:

S. No	Name of the Officer / Officials	Designation	STD Code	Phone Number		FAX	E-mail	Address
				Office	Home			
1.	Mohammad Hussain (KAS)	Deputy Director	01985	232452	232931	232452	empkg1333@gmail.com	

## Chapter - 7 (Manual - 6)

### STATEMENT OF BOARD, COUNCIL, COMMITTEE, AND OTHER BODIES CONSTITUTED AS ITS PART:

Committee constituted for selection of beneficiaries for Self Employment Loan under Jammu and Kashmir Self Employment Scheme:

1. Deputy Commissioner / CEO, LAHDC, Kargil (Chairman District Task Force Committee).
2. Deputy Director Employment and Counseling Centre, LAHDC, Kargil (Member Secretary)
3. General Manager, DIC, (Member)
4. District Lead Bank Officer (Member)
5. One representative of the leading Bank in the District.

## 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

S.No	Subject / Topic	Is it mandatory to ensure public participation	Arrangement for seeking public participation.
1.	Voluntary Service Allowance	Application received as per the norms	The public called for counseling
2.	Self-Employment Scheme	Applications invited	The unemployed youths participated

❖ POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

1.	Mohmmad Hussain (KAS), Deputy Director	The Officer is drawing Salary and Controlling the office over all.
2.	Sh. Mohd Kazim, Assistant Director.	The Officer is controlling the office and also registering Unemployed Engineers (Degree / Diploma) holders under Self Help Group of Engineers.
3.	Sh. Sonam Nurboo, Head Assistant	The official is maintaining the store and stocks and dealing establishment section, VSA scheme, registration of unemployed educated youths and preparation of reports of all various schemes.
4.	Sh. Gh. Mohd, Senior Assistant	The official is dealing the inviting of application forms as and when advertised the posts and collecting application forms and also running the routine works.
5.	Sh. Niyaz Ali, Head Assistant	The official inviting application for Self Employment Scheme and sponsoring the cases to the various Banks and also preparing the report.
6.	Sh. Firdoss Ahmad Account Assistant	The official is running the Accounts section of this office.
7.	Mohd Ibrahim, Junior Assistant	The official is preparing the list of the candidates applied for various posts and also dealing with the Cashier to draw the bills from the Treasury.

❖ RULES REGULATION, INSTRUCTION, ANNUAL AND RECORD:

The office is inviting application under the Self Employment Scheme and sponsoring the cases to the various Banks and V.S.A. paying to the eligible candidates under the scheme of Sher-i-Kashmir Employment Welfare Programme for Youths and running the other schemes of this office as per the rules and regulations mentioned in the letter and all the records are maintaining properly scheme wise separately. The Deputy Director Employment issuing order and instructions time to time and implementing the same accordingly.

❖ BUDGET ALLOTMENT TO EACH OF ITS AGENCY:

The allotted budget under the Plan scheme granting by the Deputy Commissioner / CEO, LAHDC, Kargil for the year 2014-15 are as under:

1.	Margin Money / Incentives	Rs 67.50 lacs
2.	Machinery Equipment	Rs 0.26 lacs



Regarding the salary of all staffs members existing under the non-plan scheme.

❖ STATE SECTOR FUNDS:

This office is providing the VSA to the eligible candidates / Beneficiaries under the Sher-i-Kashmir Employment Scheme. The budget is allotting by the Director Employment J & K, Jammu under the State Sector sub-head 2230-labour and employment allotting Rs 89.88 lacs on account of VSA dues for the year 2014-15.



GOVERNMENT OF JAMMU AND KASHMIR

OFFICE OF THE

**DEPUTY DIRECTOR EMPLOYMENT AND  
COUNSELING CENTRE**

*LAHDC - KARGIL*

❖ *BOOKLET CONTAINS THE DETAILS OF VARIOUS SCHEMES OF THIS OFFICE:*

- Registration of Un-employed Educated Youths.
- Jammu and Kashmir Self Employment Scheme.
- Voluntary Service Allowance Scheme.
- Registration of Self Help Group of Engineers.
- Career Counseling and Guidance.
- Collection of Employment Market Information.
- DSSRB, LAHDC, Kargil.

*Opposite Helipad,  
Bagh-i-Khumini, Kargil,  
Tele/Fax : 01985-232452  
e-mail: [empkg1333@gmail.com](mailto:empkg1333@gmail.com)*

*Deputy Director  
Employment & Counseling Centre,  
LAHDC, Kargil*

The **Deputy Director Employment and Counseling Centre, LAHDC, Kargil** office was established during the year 1981 and came to force as highest inspiring force of the Ladakh Autonomous Hill Development Council, LAHDC, Kargil, and Counseling Centre, Kargil for registration of Youths of this District and placed the candidate to the various intending agencies for recruitment of central Government vacancies. Moreover the Jammu and Kashmir has sanctioned the many schemes to uplift the weaker section of the unemployed youth, and to establish their venture for income generating. It is the main implementing agency for the various schemes to the unemployed youth as Technical and Non-Technical in this District, and thus the backbone for empowering to the unemployed educated youth in the District at the grass root level. In order to avoid the burning problems of the unemployed educated youth and the opportunities in the Government sector are very limited and under the circumstances the development of service, trade and small scale industries is the viable option for the creation of employment opportunities for the unemployed youths of the District.

The Deputy Director Employment and Counseling Centre, LAHDC, Kargil performs following functions:

1. Registration of unemployed youth.
2. Implementation of Jammu and Kashmir State Self Employment Scheme.
3. Implementation of Voluntary Service Allowance (VSA) Scheme.
4. Registration of Self Help Group.
5. Career Counselling and Guidance.
6. Collection of Employment Market Information

#### ➤ **REGISTRATION OF UNEMPLOYED YOUTH:**

Registration is a Voluntary process. The unemployed youth should come forward for their registration as it helps.

1. To create and maintain a database of all the unemployed educated youth of the state for policy planning by the Government.
2. To Categorize different unemployed youth according to their qualification and technical qualification.

The unemployed youth who wish to register at their respective District Employment and Counseling Centre becomes eligible for the following benefits:

1. Access to reading rooms / career corners providing essential educational and preparatory materials for various competitive exams / admission to training institutes.
2. Access to the World Wide Web for downloading examination / recruitment forms and other related information.
3. Access to the expert counselling.
4. Eligibility for Voluntary Service Allowance if member of target group.
5. It is essential to be registered with DECC to avail benefits under the various employment generating schemes being implemented by other departments/ institutions VSA etc.

#### ➤ **DOCUMENTS REQUIRED FOR REGISTRATION:**

1. Original Copies of all Qualification Certificates.
2. Date of birth Certificates
3. State subject
4. Category Certificate, if any
5. Proof of identity.

#### ➤ **JAMMU AND KASHMIR SELF EMPLOYMENT SCHEME:**

Jammu and Kashmir Self Employment Scheme (JKSES) was launched in 1995 to promote entrepreneurship among the educated unemployed youth aged 18-42 of J & K State. In this regard the scheme has implemented in the District, and provide the funds from the District plan, LAHDC, Kargil on account of Margin Money, Capital Subsidy and Interest Subsidy in favour of the entrepreneur who has established their venture for income generating.

**Eligibility Criteria:**

1. Age 18-42 for qualification in the general category and 5 years relaxation for women and persons belonging for SC/ST/Ex-Serviceman / physically handicapped.
2. Holder of atleast a middle pass certificate.
3. Permanent resident of J & K.
4. Candidate should be unemployed and should not have drawn any loan from any bank / financial institutions for setting up of venture of his/her own.

**➤ Selection of the candidates:**

The selection of the candidates is done by the District Task Force Committee (DTFC), headed by the concerned District Development Commissioner, after inviting application from all the interested eligible person and interviewing them to assess the technical feasibility and economic viability of the project , the cases of the selected person are then sponsored to the various banks for sanction of loan on their favour. Once the cases are sanctioned, margin money and subsidy is released by the employment department into their accounts. After the units are established, interest subsidy is released periodically into their loan accounts. The candidates selected by the DTFC, can establish their units with the following upper ceiling of project costs.

1. For Retail Trade upto Rs 2.00 lacs
2. For Industry / Service etc. upto Rs 3.00 lacs
3. For Joint Venture (minimum two people) Rs 10.00 lacs.

The units can be established as per the following pattern:

1. Loan from Bank 75 %
2. Margin Money 15 %
3. Contribution of the candidate 5%
4. Capital subsidy 5 % ( Maximum Rs 7500/-)

Interest Subsidy:

The entrepreneurs who establish their units are entitled to interest subsidy in the following pattern.

1. During first 6 months - @ 100 %
2. One year after 6 months - @ 75 %
3. Next 6 months - @ 50 %

**➤ Voluntary Service Allowance:**

The Voluntary Service Allowance Scheme (VSA) has been launched as a part of "Sher-i-Kashmir Employment and Welfare Programme for Youth" The objective of the scheme is to provide financial support to eligible educated unemployed youth aged between 26-37 years. In exchange for VSA, beneficiaries may have to render 12 hours of service per week. VSA Support is given for three years, with the expectation that by the end of this period, the beneficiary will have found a suitable employment.

**➤ Eligibility Criteria:**

1. Educational qualification of matriculate and above.
2. Age of 26 years or have not exceeded the age of 37 years on January 1<sup>st</sup> in the year of application.
3. Compulsory registration with District Employment and Counseling Centre.
4. Annual House hold income does not exceed 1.50 lacs from all sources.

VSA is distributed by monthly direct Bank deposits depending upon the qualification of the candidate in the following manner:

1. Rs 600/- per month for 10<sup>th</sup> passed
2. Rs 650/- per month for 12<sup>th</sup> passed
3. Rs 700/- per month for 12<sup>th</sup> passed and ITI/other equivalent qualification.
4. Rs 850/- per month for 12<sup>th</sup> passed + professional qualification (3 years from a recognized institution).

5. Rs 1000/- per month for Graduates.
  6. Rs 1200/- per month for Post Graduates and Engineering / Medical Graduates and equivalent in the field of computer science, technology and education.
- (An additional Rs 50/- per month is granted to qualifying women candidates).

### ➤ **Career Counseling and Guidance:**

To educate the unemployed youth about the career opportunities and to build their confidence and understanding of their own intrinsic potential, the Department of Employment is providing career counseling and guidance. Experts are providing valuable, personalized advice for developing soft skills and conduction training programme for emerging entrepreneurs in many areas, including managerial and accounting skills, quality management, marketing, interaction of new technologies etc. District Employments and Couselling Centre also provide information regarding all Government jobs and advertisement issued by J & K Public Service Commission (PSC) / J & K Services Selection Board (SSB), ZilaSainaik Board, etc.

### ➤ **Self Help Group of Engineers:**

With a view to address the growing unemployment among Engineers, the Government launched a well envisioned Self Employment Scheme for Self Group of Engineers by organizing them into groups and allotting them construction works executed by various Works/ Development Department/ Agencies under the control of the State Government.

#### ➤ **Allotment of work:**

The various department / agencies identified for allotment of works to SHG include:

- i. PW (R&B) Department
- ii. PW (Irrigation and Flood Control) Department
- iii. Public Health Engineering Department.
- iv. Power Development Department
- v. Rural Dev. Department and so on.

### ➤ **District Services Selection Recruitment Board, LAHDC, Kargil:**

The Deputy Commissioner / CEO, LAHDC, Kargil is functioning as Chairman and Deputy Director Employment Kargil as member secretary of the selection committee (DSSRB, LAHDC), Kargil. The Department advertises the District Cadre posts and recruiting the posts to solve the burning problems of the educated youths of the District, as per the requisition made by the intending Department