

Chapter 1

Introduction

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

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system. In this perspective Govt of Jammu & Kashmir enacted the Right to Information Act, 2009.

Irrigation & Flood Control Division Public Works Department Kargil has also been Obligated for effective implementation of J&K RTI Act, 2009

This handbook may prove helpful in getting information about Irrigation and Flood Control, Public Works 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 of Irrigation & Flood Control Division Public Works 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).

PWD	:	Public Works Department
I&FC	:	Irrigation & Flood Control Division
RTI Act	:	Right to Information Act
NABARD	:	National Bank of Agriculture and Rural Development
AIBP	:	Accelerated Irrigation Benefit Programme
STF	:	Special Task Force
FMP	:	Flood Management Programme
LAHDC	:	Ladakh Autonomous Hill Development Council

1.6 Contact Person:

Maqbool Hussain
Executive Engineer PWD Division No Ist
Kargil
Phone: 232201

1.7 Procedure and Fee Structure for getting information

A request for obtaining information shall be accompanied by an application fee of Rupees ten by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

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 ten.

Chapter-2 (Manual -1)

PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

PWD Division No 1st (I&FC) Division Kargil has been the biggest inspiring force of the Ladakh Autonomous hill Development Council in alleviating poverty in rural areas since its inception. The main aim of this division is to construct the irrigation khul/ canals for the barren land to cultivable so that the poor agriculturist could be improved their socio-economic growth on grass root level. This division construct the protection bund along the Rivers of the District so that the cultivable land and plantation situated beneath the banks could be saved during the peak season of the discharge in the rivers as well as unanticipated floods.

2.2 Mission/vision statement of the public authority

Vision Statement

To growup the irrigation sector and develop the command area of the district. The people who are dependable on agriculture could be financially growup. While at the same time giving due emphasis to framing the lift irrigation project and gravity system irrigation project.

2.3 Brief history of the public authority

The Division was created/ sanctioned by the Government in the year **1982 - 83** naming it as **PWD Division No 1st, (Irrigation & Flood Control) Kargil**. The main aim of the Division is to execute/ supervise all the irrigation and flood control related works of District Kargil except Zanskar Division as proposed by the Government.

2.4 Duties of the public authority

The duties of the Institute involve functioning as:

- To prepare the plans and implement works under various schemes
- To make irrigation project under various schemes/ programme
- To floating tender for construction of khul, canals and protection bund
- To inspect the executing works concerned the division.

2.5 Main activities/ functions of the public authority

- To Implement various scheme for constructing the khul, canal and protection bunds to redressal the public grievance
- To Implement other schemes of the Government like BADP, 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
- To implement Central Sponsored scheme, such as, AIBP, NABARD, STF and FMP for construction of Medium, Minor irrigation schemes and Flood protection works.

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

Central Government Schemes:

A.I.B.P. (Accelerated Irrigation Benefit Programme) : One Major/ Medium irrigation canal namely Parkachik Khows irrigation canal is executing under AIBP programme. Under this programme the funds released on matching share i.e. 90% investment from central government as Central Assistance and 10% investment from state government as State share.

There are many minor irrigation project has been approved under AIBP with the different TACs, such as 8th, 9th, 10th, 11th, and 12th TACs. The State Government has framed a Technical Advisory Committee for examine the project after that the projects send to Central Government for further course of action. The division has taken in hand the projects after sanction of approval from the government. The central monitoring teams are visiting from time to time for inspection of the projects.

NABARD (National Bank of Agriculture and Rural Development) : NABARD Loan assistance to district Kargil are sanctioned providing loan assistance to construction of various irrigation schemes/ canals to boost the agriculture production like alpha alpha, vegetables, ballies, fruit trees etc.

BADP (Border Area Development Programme) : 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 of Drass, Kargil, Shakar Chiktan which share the same border with Pakistan (BADP Indo-Pak).

CDF (Community Development Fund): In Kargil District the Community development funds of One Member Parliament, two member legislative Assemble, one member legislative Council, and 30 councillors allocate their community development funds for various developmental works. At an average 10% of the community development works are assigned to PWD Division No Ist Kargil for execution and remodeling the existing zamindari khuls.

District Plan : 90% of zamindari khuls was entrusted to Rural development Department of District Kargil but the major irrigation zamindari khul which are beyond the capacity of Rural Department are entrusted to identified by Councillor for strengthen and remoulding of khuls was entrusted to I&FC Division Kargil for which meager amount of allocation was proposed under District Plan.

S.T.F Special Task Force: A team of members by central Governemtn was visited to Ladakh region for redress the grievance of the area and they reflected the schemes which was of important nature to providing connectivity to the rural area by constructed bridges, and promoting education byway of upgrading the intrusting of the district Kargil including boosting agriculture byway of protecting the land by way of anti erosion control keeping the fact that megar lands are available along the river like Suru and Drass River for which funds were made available for these schemes and also lift scheme to drought prone area of South.

FMP (Flood Management Programme): For protecting the lands near River and nallahs Government of India sanction funds for flood management programme after devastating floods in Leh and Kargil in the year 2010.

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

To the general public is expected to remodeling/ restoration their zamindari khuls and construction of canal for their possessed barren land

2.9 Arrangements and methods made for seeking public / Contribution.

Complaint may made to Executive Engineer as well as Asstt. Executive Engineer for early redressel.

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

Any specific information/grievance related to irrigation canals/ Khuls and protection bunds of District Kargil is addressed immediately to the District Suptdg. Engineer and Executive Engineer. 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: Office of the District Suptdg. Engineer PWD Kargil

Offices at Divisional level: Executive Engineer PWD Division No Ist (I&FC) Kargil

Morning hours of the office: 10 am

Closing hours of the office: 4.00pm

(six days a week)

Chapter - 17 (Manual - 16)

Particular of the facilities available to citizens for obtaining information.

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

1. Through New paper: The Tender notice was floating in news paper circulated in District Kargil.
2. Through Radio : The tender works broad casting through radio.
3. Notice Board : The information about the various schemes is put in the notice board.
4. Inspection of the record in the office : No such system in the main office however information about the schemes are available in the main office of Executive Engineer and above shared social audits.

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.

Executive Engineer

Administrative Power:-

He is the Head of office in charge of establishment and administration of PWD Division No 1st Kargil

Financial Powers:-

To accord Technical sanction upto Rs 10.00 Lakh

Works allotted up to Rs 40.00 lacs

Disbursing power for payment of executed works

Finalize Tender.

Duties:-

1. He is also overall in-charge of all schemes implemented by the Division.
2. Monitoring, Inspection and Supervision of the performance of the schemes and submission of reports to District Superintending Engineer Kargil.
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.

Asstt. Executive Engineers

Office of the Executive Engineer PWD Division Ist has three Sub Divisions.

Administrative Power:-

Asstt. Executive Engineer is the Head of Sub Division Section

Financial Powers:-

To accord Technical sanction upto Rs 0.50 Lakh

Duties:-

1. He is also overall in-charge of all schemes implemented by their respective Sub Division.
2. Monitoring, Inspection and Supervision of the performance of the schemes and submission of reports to Divisional office.
3. He is over all incharge of execution of works at site including implementation of quality control and maintenance of specification.

Asstt. Engineer:

Duties:-

1. He is Technical office to Asstt. Executive Engineer to Assess the work of the whole Sub Division.

Junior Engineer:

Duties:-

1. To prepare proposals/ estimate and conducting survey to submit the Divisional office for further course of action.
2. He is incharge of civil works of his section.
3. He is submitting the work done claims
4. providing Guidance to work supervisor.

Work Supervisor:

Duties:-

1. To supervisor the all executing works byway of maintaining quality control and specification.
2. He will submit the report to Asstt. Engineer and Jr. Engineer for day to day progress of executed work.

(Chapter-06)
THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND
OFFICIALS
OF PWD DIVISION NO 1ST KARGIL

Sr. No	Name of the Officer/ Official	Deisg.	Monthly Remuneration	Grade
1.	<i>Maqbool Hussain</i>	<i>Executive Engineer</i>	53340.00	9300-34800
2.	<i>Issa Ali</i>	<i>AEE</i>	45200.00	-do-
3.	<i>Ghulam Hussain</i>	<i>AEE</i>	34350.00	-do-
4	<i>Mohd Abdullah</i>	<i>AE</i>	35110.00	-do-
5	<i>Zakir Hussain</i>	<i>AE</i>	37110.00	-do-
6.	Ghulam Ali Sharah	<i>Head Asstt.</i>	38640.00	-do-
7	Mohd Yousuf	<i>Jr. Engineer</i>	26750.00	-do-
8	Abdul Hadi Sangrah	<i>Jr.Engineer</i>	27680.00	-do-
9	Mohd Hadi Chankchik	<i>Jr.Engineer</i>	29040.00	-do-
10	Haji Mohd Afzal	<i>Jr.Engineer</i>	49600.00	-do-
11	Abdul Hamid	<i>Jr.Engineer</i>	35200.00	-do-
12	Mohd Sadiq Shakar	<i>Jr.Engineer</i>	35280.00	-do-
13	Nawaz Ali	<i>Jr.Engineer</i>	29920.00	-do-
14	Ghulam Hassan Sangra	<i>Jr.Engineer</i>	29920.00	-do-
15	Mohd Sajjad	<i>Head Draftsman</i>	24530.00	5200-20200
16	Abdul Hadi	<i>Draftsman</i>	22310.00	-do-
17	Ashraf Ali	<i>--do---</i>	19110.00	-do-
18	Kanez Fatima	<i>--do---</i>	23530.00	-do-
19	Sajjad Hussain	<i>--do---</i>	23110.00	-do-
20	Mohd Ali	<i>--do---</i>	22110.00	-do-
21	Stanzin Angmoo	<i>--do---</i>	22810.00	-do-
22	Ali Asad	<i>--do---</i>	23530.00	-do-
23	Mohd Ayub	<i>--do---</i>	24810.00	-do-
24	Mohd Qasim	<i>Sr.Asstt</i>	38670.00	-do-
25	Nissar Hussain	<i>--do---</i>	29430.00	-do-
26	Haji Asgar Ali	<i>--do---</i>	39640.00	-do-
27	Abdul Rahman Lankhore	<i>--do---</i>	30430.00	-do-
28	Mohd Ayub	<i>--do--</i>	29310.00	-do-
29	Mohd Ali Shiekh	<i>Jr.Asstt</i>	26780.00	-do-
30	Ghulam Mohd Shara	<i>--do---</i>	26370.00	-do-
31	Fida Hussain	<i>--do---</i>	27930.00	-do-
32	Mohd Ali Akchamal	<i>--do---</i>	33510.00	-do-
33	Rangeen Ali	<i>--do---</i>	26370.00	-do-
34	Mohd Asgar Goma	<i>--do---</i>	33530.00	-do-
35	Nissar Hussain	<i>--do--</i>	31420.00	-do-
36	Smt. Sakina Banoo	<i>--do---</i>	18730.00	-do-
37	Mohd Ibrahim	<i>W/S</i>	37560.00	-do-
38	Tsering Anchok	<i>--do---</i>	24970.00	-do-
39	Asgar Ali	<i>--do---</i>	17330.00	-do-
40	Mohd Ali	<i>--do---</i>	21370.00	-do-
41	Mohd Amin	<i>-do-</i>	21010.00	-do-
42	Ahmad Khan	<i>-do-</i>	16148.00	-do-
43	Mohd Ilyas	<i>-do-</i>	15910.00	-do-
44	Akbar Ali	<i>Store Munshi</i>	21670.00	-do-

Sr. No	Name of the Officer /Official	Deisg.	Monthly Remuneration	Grade
45	Mohd kazim	Orderly	19350.00	4440-7440
46	Mohd Abass	Orderly	21990.00	-do-
47	Mohd Hanifa	Orderly	19770.00	-do-
48	Mohd Hussain Chutuk	Orderly	19770.00	-do-
49	Mohd Hussain Pkm	Orderly	11841.00	-do-
50	Amina Banoo	Orderly	13380.00	-do-
51	Neyaz Ali	Helper	19770.00	-do-
52	Mohd Amin	Helper	19770.00	-do-
53	Mohd Sadiq	Helper	18770.00	-do-
54	Mohd Ali	Helper	17900.00	-do-
55	Mohd Amin	Chowkidar	19270.00	-do-

Executive Engineer,
PWD Division No Ist,
Kargil

(CHAPTER-5)
IN RESPECT OF PUBLIC WORKS DEPARTMENT KARGIL
(I) DEPARTMENT APPELLATE AUTHORITY

1.Name	Haji Fida Hussain
2.Designation	District Supdg. Engineer Public Works Department, Kargil
3.STD Code	01985
4.Phone No Office	234030
5.Fax	01985-232289
6.E-mail	
7.Address (Office)	PWD Circle, Kargil Head Quarter Baroo, Kargil

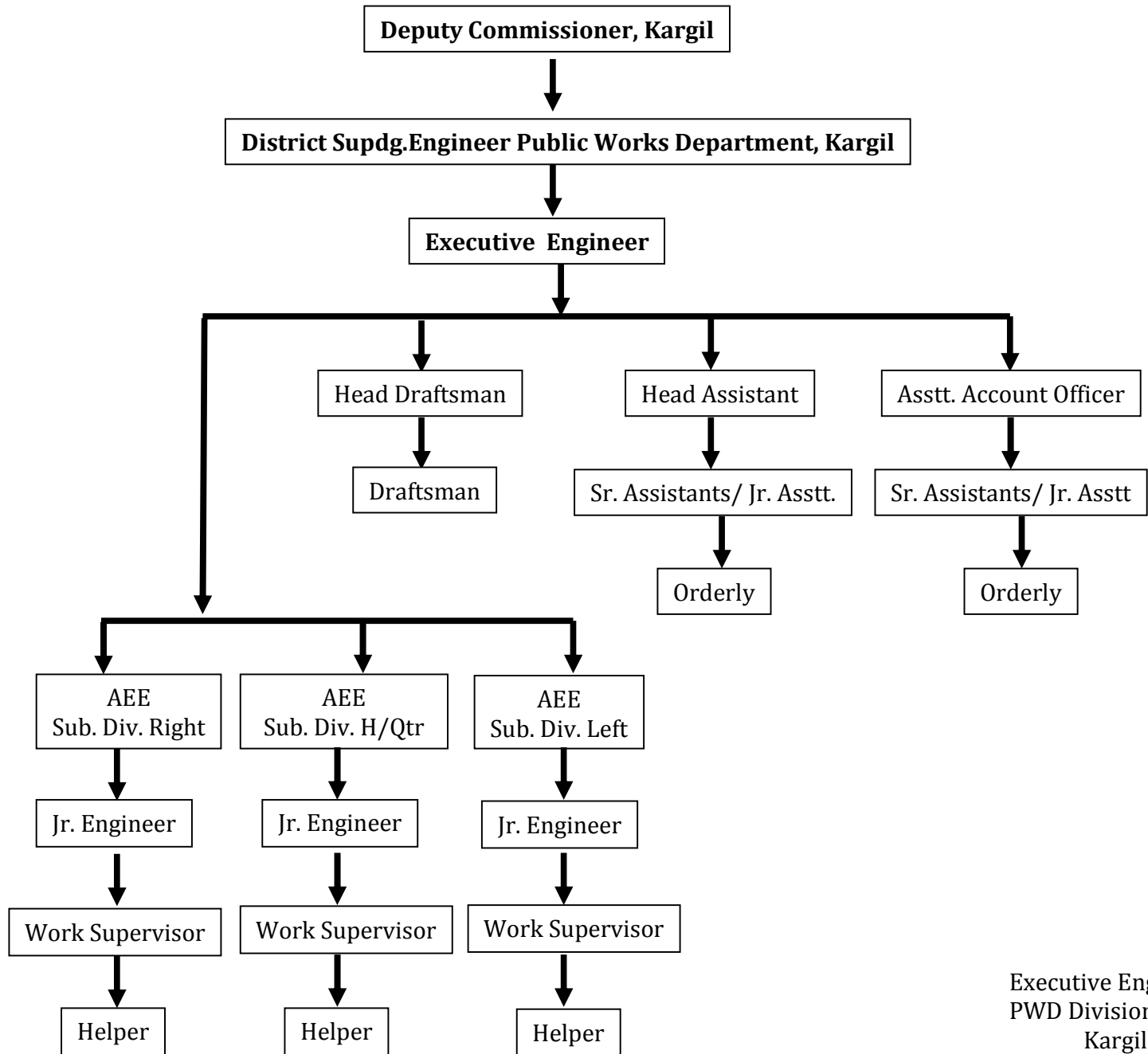
Executive Engineer,
PWD Division No Ist,
Kargil

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IN RESPECT OF PUBLIC WORKS DEPARTMENT KARGIL
(II) PUBLIC INFORMATION OFFICER

1.Name	Maqbool Hussain
2.Designation	Executive Engineer PWD Division No Ist Kargil
3.STD Code	01985
4.Phone No Office	232201
5.Fax	-
6.E-mail	Xenpwd1st@gmail.com
7.Address (Office)	Executive Engineer PWD Division No 1 st Kargil Baroo - 194305

Executive Engineer,
PWD Division No Ist
Kargil

**ORGINSATION SET UP OF EXECUTIVE ENGINEER PWD DIVISION NO IST (I&FC)
KARGIL**



Executive Engineer
PWD Division No Ist
Kargil