

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.

Consumer Affairs & Public Distribution, Kargil has also been Obligated for effective implementation of J&K RTI Act, 2009

This handbook may prove helpful in getting information about Consumer Affairs & Public Distribution, 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 Consumer Affairs & Public Distribution, 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.
- LAHDC Kargil.
- Officers working in various departments either directly or indirectly concerned with the PDS
- **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).

CA&PD	:	Consumer Affairs and Public Distribution Department
RTI Act	:	Right to Information Act
PDS	:	Public Distribution System
APL	:	Above Poverty Line
BPL	:	Below Poverty Line
AAAY	:	Antodhya Annayojna
ANP	:	Annapurna
FP Shop	:	Fair Price Shop.
LAHDC	:	Ladakh Autonomous Hill Development Council.

1.6 Contact Person:

- Ruth Mary
- Assistant Director
- Phone: 232384

1.7 Procedure and Fee Structure for getting information

A request for obtaining information shall be accompanied by an application fee of Rupees fifty 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 fifty.

Chapter-2 (Manual –1)

PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/Purpose of the Public Authority.

CA & PD, Kargil has been one of the crucial and helping force of the LAHDC in distributing ration and monitoring other essential commodities since its establishment. It is the main implementing agency to reach the poorest of the poor by feeding them.

2.2 Mission/Vision statement of the public authority

Vision Statement.

To reach the poorest of the poor at their door steps and to feed them. While at the same time to monitor and check the quality and standard of Essential commodities.

2.3 Brief history of the public authority

Consumer Affairs and Public Distribution Department was earlier known as Food and Supply Department, which was established in Kargil in the year 1958-59. The main objective of this department was to provide ration to the general public. This department earlier had only (7) sale centers in the entire District including Zanskar. In the year 2002-03, the name of the department was changed to Consumer Affairs and Public Distribution by the J&K Govt. At present 21,000 Nos. of Ration Tickets are catered by 197 sale outlets in the District under PDS, where from Ration like Rice, Atta, Sugar and K.oil etc is being issued to the rationees on cash payment against Govt. approved rate and scale.

2.4 Duties of the Public Authority

The duties of the Institute involve functioning as:

- To prepare the plans for ration under various schemes
- To make people aware about the various schemes of the Government.
- To issue ration to the general public under various schemes.
- To redress Public grievances .
- To check market rate lists and standard of Essential Commodities.

2.5 Main Activities/ Functions of the Public Authority

- To Implement various schemes of Government like APL,BPL ,AAY and ANP.

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

Central Government Schemes:

BPL Scheme:

The Below Poverty Scheme was launched in 1997. The basic objective of the scheme is to focus the people living below the poverty line on the basis of their identification as poor families both in Rural and Urban areas. The scheme covers the families whose annual income from all the sources does not exceed Rs.11000 in Rural areas and Rs 11850 in Urban Areas. Government Allotted /Identified 10158 families in Kargil District. In 2001 the Government enhanced another 1900 families as BPL in Kargil district thereby totaling to 11858 families.

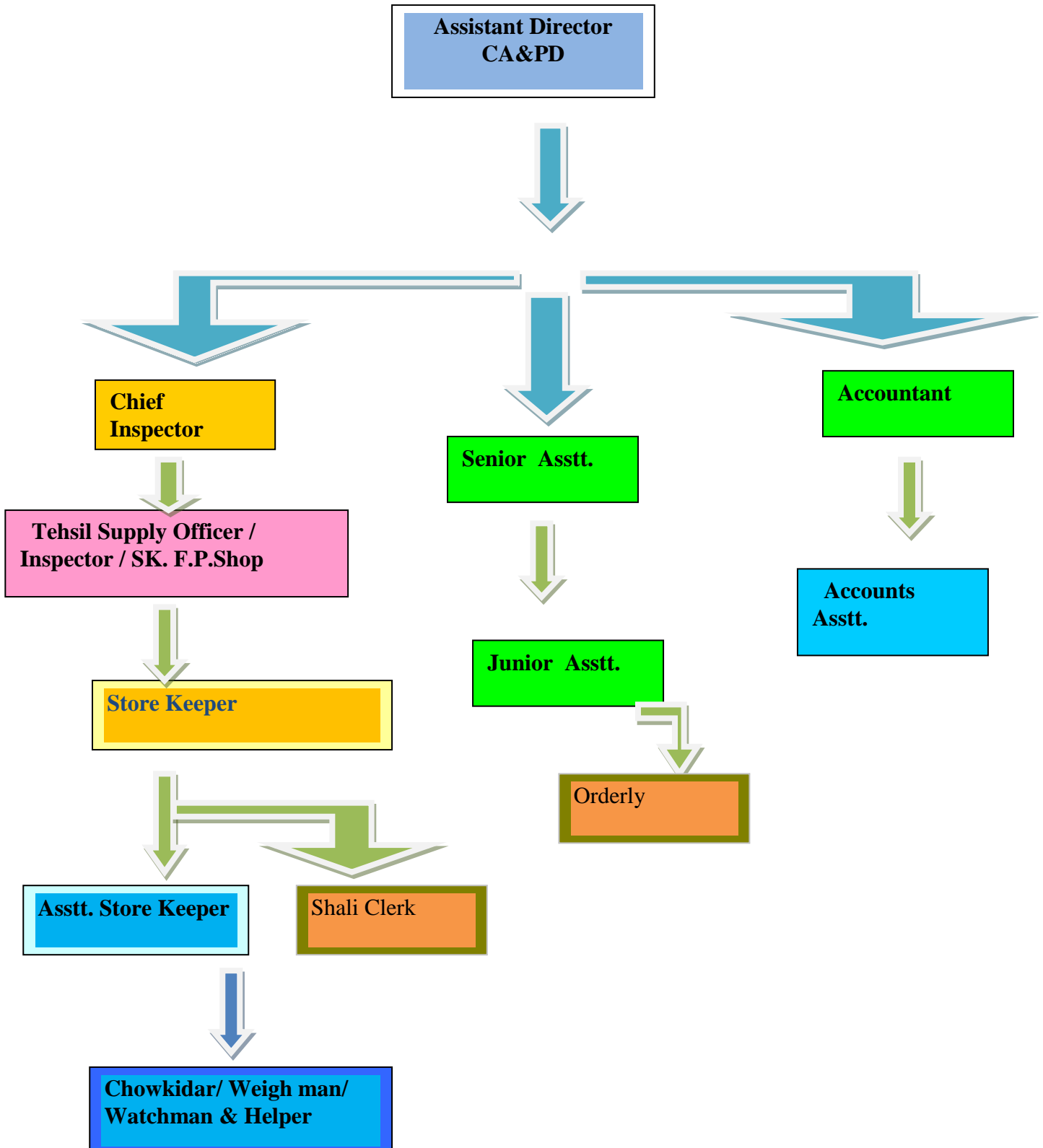
AAY Scheme:

The Antodaya Annayojna Scheme was launched in the Year 2000-2001 on the basis of the families identified as poorest of the poor. These families were identified from the existing BPL families from 1997 and 2001, thereby making the breakup of both the beneficiaries i.e. BPL:7522 families and AAY:4336 totaling to 11858 families in Kargil district.

ANP Scheme:

The objective of the scheme is to provide free of cost ration i.e. 10kgs Rice/Atta to each beneficiary. Such beneficiaries are identified by Public Elected Representatives like MP, MLA and MLC. The identified beneficiary should be above the age of 65 years, widow, destitute and should not be availing any other social benefits like pension etc.

2.7 ORGANISATIONAL CHART OF Consumer Affairs And Public Distribution Department Kargil .



2.8 Expectation of the Public Authority from the Public for Enhancing its Effectiveness and Efficiency:-

The general public is expected to send their feedback about the distribution system of ration and implementation of various schemes run by the Institute.

2.9 Arrangements and Methods made for seeking public / contribution.

Public awareness camps are organized as and when funds are available.

2.10 Mechanism Available for Monitoring the Service Delivery and Public Grievance Resolution.

Any specific information/grievance related to distribution of Ration, schemes and other related cases concern to the department is addressed immediately by the Assistant Director. 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 Assistant Director,
Consumer Affairs and Public Distribution Baroo Kargil near
D.C. Office Complex.

Offices at Block level:-

Circle Inspector:-

Drass, Bazar, Batalik, Shakar-Chiktan, Shargole, Baroo, 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.

- **Assistant Director :-**
- **Administrative Power:-**
- He is the Head of office in charge of establishment and administration of CA&PD.

Duties:-

- He is also overall in-charge of all the schemes implemented.
- Monitoring, Inspection and Supervision of the performance of the schemes, distribution of ration and submission of reports to D.C. and Director CA&PD Kashmir.
- Conduct of Review Meeting for assessing the performance of the schemes & distribution of ration and submission of reports to DC and Director CA&PD Kashmir.
- Take corrective action and submission of Reports to the Higher Authorities.
- Any other works assigned to by the Council.

Chapter – 4 (Manual –3) Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

Please provide 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.	BPL Beneficiary	List of Beneficiaries under BPL	List	AD's Office Cost of photocopy
2.	AAV Beneficiary	List of beneficiaries under AAV	List	AD's Office. Cost of photo copy
3.	ANP	List of Beneficiary under ANP	List	AD's Office Cost of photo copy.
4.	District Plan	Schemes sanctioned by the council.(if any)	District Plan	CPOs Office
Rest of the Government rules and documents same as of any other departments 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, telephone in the office.

Implementation of Policy:-

Whether there is 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	No	NIL

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.	List of Beneficiaries	Beneficiaries of the Schemes	By an application and the price for Photo copy	A.D.
2.	BPL	List of BPL	By an application and the price for Photo copy	A.D.

Chapter – 7 (Manual – 6)

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

The department comes under the preview of Director Kashmir in terms of the schemes relating to poverty alleviation.

The composition of the members who identify the beneficiary falling under various schemes like BPL & AAY in Kargil District shall be as follows:-

1. Tehsildar.
2. BDO Concern.
3. TSO of the Department.
4. Public Elected Representative.
5. The above Committee can seek assistance of concerned village Nambardar / Sarpanch.

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	Abdul Shukoor Mir	TSO	01985	232384				CA&PD Office Kargil

Public Information Officers:-

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Ruth Mary	AD	01985	232384		232384	capdkar gil@yahoo.in	CA&PD Head Qtr Baroo

District Appellate Authority:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Prasana Ramaswamy G	Dy. Commissioner	01985	232644		232644		D.C. Office Kargil. (Baroo)

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 through 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, Assistant Director

9.5 Who is the final authority that vets the decision?

General Council LAHDC and Deputy Commissioner

Chapter – 10 (Manual – 9) Directory of Officers and Employee.

S. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Home		
1.	Ruth Mary	AD	01985	232384	941917 8303	capdkar gil@yahoo.in	CA&PD Office Kargil Near DC Office Complex
2.	Abdul Shukoor Mir	TSO	01985	232384	941902 6327		CA&PD Office Kargil Near DC Office Complex
3.	Mohd Yousuf	I/C Inspector	01985	232384	941981 7085		CA&PD Office Kargil Near DC Office Complex
4.	Haji Mohd Hadi	Account Assistant	01985	232384	946926 1727		CA&PD Office Kargil Near DC Office Complex
5.	Mohd Tohir	Sr.Asstt	01985	232384	941918 2182		CA&PD Office Kargil Near DC Office Complex
6.	Anayatullah Rahi	Storekeeper	01985	232384	941954 0377		CA&PD Office Kargil Near DC Office Complex
7.	Fayaz Hussain	Asst.S.K.	01985	232384	946907 3575		CA&PD Office Kargil Near DC Office Complex
8.	Stanzin Nurboo	I/C Computer Asstt.	01985	232384	914981 9884		CA&PD Office Kargil Near DC Office Complex
9.	Mohd Ali	Chowkidr / Orderly	01985	232384			CA&PD Office Kargil Near DC Office Complex
10.	Gh.Mohd	Orderly	01985	232384			CA&PD Office Kargil Near DC Office Complex
11.	Mohd Sadiq	Driver	01985	232384			CA&PD Office Kargil Near DC Office Complex

Chapter – 11 (Manual – 10)

The Monthly Remuneration Received By Each of its Officers and Employees Including the System of Compensation as Provided in Regulations.

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.	Ruth Mary	AD	9300-34800	16250	4280	20530
2.	Abdul Shukoor Mir	TSO	-do-	15790	4200	19990
3.	Mohd Yousuf	I/C Inspector	-do-	do	do	do
4.	Haji Mohd Hadi	Account Asst	-do-	16140	do	20340
5.	Mohd Tohir	Sr.Asstt	5200-20200	9790	2400	12190
6.	Anayatullah Rahi	Storekeeper	9300-34800	15790	4200	19990
7.	Fayaz Hussain	Asst Storekeeper	5200-20200	5830	1900	7730
8.	Stanzin Nurboo	I/C Computer Asstt	5200-20200	7380	1400	8780
9.	Mohd Ali	Orderly	5200-20200	8970	1900	10870
10.	Ghulam Mohd	Orderly	-do-	8450	1800	10250
11	Mohd Sadiq	Driver	-do-	Do	Do	do

Chapter –12 (Manual – 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed Expenditures and
reports on disbursement made).

Major Head	Activities to be performed	Sanctioned Budget 2014-15	Budget estimate 2015-16	Revised Estimate 2014-15	Expenditure for the last year
8448	Salaries Contingent	831.95	973.00	932.95	799.56

Non Plan.

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected Date of completion	Amount sanctioned	Amount disbursement
Nil	Nil	Nil	Nil	Nil	Nil

Chapter – 13 (Manual – 12)

The Manner of Execution of Subsidy Programmes

The list of beneficiaries identified and authenticated by the members (as approved by Govt), are issued Ration Cards under various schemes accordingly

Chapter – 14 (Manual – 13)
Particulars of Recipients of Concessions,
permits or
authorization granted by it.

No concessions, permits or authorization granted by the Department.

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 schemes 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 shall 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.
Drama & Show :- No such programmes.

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

Exhibition: No such programme.

Notice Board: The information about the various schemes are pinned on the department notice board.

Inspection of records in the offices: No such system in the main office however information about the schemes are available at AD's Office.

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 Department of CA&PD are:

(i) Distribution of Food grains & K.oil: The department undertakes the distribution of ration commodities through 197 sale outlets in Kargil District. Apart from this the Department also monitors the standard and quality of other essential commodities available in the market through market checking. The department also consolidates the procurement of key construction material of various departments and submits the information to Higher authorities.

Does it implement any Government of India Schemes?

Yes, the schemes are BPL,AAY & ANP .

Are panchayat Functional in the District:

Yes.

How many Ration Cards are issued in the District under various schemes?

At present there are **24,000** Ration Cards issued under various schemes. Breakup of the same is as under:-

APL	:	11892
BPL	:	7522
AAY	:	4336
ANP.	:	250

How many circle Inspectors are there in the District?

There are **9** circle Inspectors, who monitors the various sale outlets handled by the Storekeepers in their respective Circles within the District.