

## **(PUBLIC INFORMATION (CITIZEN'S CHARTER))**

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. These rules have been framed under section 43 and sub-section 2 of Section 45 of the Constitution of the State. The Council of Ministers headed by the Chief Minister is the highest executive authority of the State under the Constitution. Each Minister is Incharge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various Departments, each one or more Department headed by an Administrative Secretary. As of now the business of the Government is transacted in the Departments, details whereof are given in Annexure – I.

In terms of Rule 4 (i) of the Business Rules, following subjects are assigned to the General Administration Department.

- (i) All India Services.
- (ii) Coordination of working of different Departments of Government.
- (iii) Cabinet work.
- (iv) Services Selection Board.
- (v) Personnel administration.
- (vi) Public Service Commission.
- (vii) Secretariat administration.
- (viii) Vigilance Organization.
- (ix) IMPA.

The **GENERAL ADMINISTRATION DEPARTMENT** by virtue of its duties is the nerve center of the administration. The Department functions under the supervision and guidance of the Hon'ble Chief Minister, who is also Minister Incharge of the General Administration Department and also under the guidance of the Chief Secretary. The Department is headed by an Administrative Secretary, who happens to be of the rank of Secretary and above. At present, the Department is headed by Commissioner/Secretary.

The Department plays a lead role in formulation of policies for smooth functioning of the Departments. It monitors and coordinates their working. For better appreciation of the cases involving policy decisions relating to various Departments, the matters are placed before the Apex Committee called Establishment-cum-Selection Committee for advice/guidance. The Committee is headed by the Chief Secretary with senior most officers as its Members. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the Commissioner/Secretary, the Chief Secretary, the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in Schedule ..... of the J&K Government Business Rules are submitted to H.E. the Governor by the Hon'ble Chief Minister.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretary/Additional Secretary/Deputy Secretary and Under Secretaries.

Down-below the Under Secretary there is an established non-gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-gazetted staff have been defined in Secretariat Manual. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issued at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

With a view to dealing with the different issues pertaining to the General Administration Department, different Sections have been set up. The brief description is as under :-

(i) **SERVICES SECTION:-** The Section is headed by an officer of the rank of Special Secretary/Additional Secretary. The issues relating to IAS/KAS are being dealt with by the Section. These include the personnel matters like appointments, promotions, trainings, settlement of service benefits etc. Further, the Section regulates the appointment of officers to various feeding Services to the KAS. The Administrative Secretary of the General Administration Department or his representative not below the rank of Additional Secretary represents

the Chief Secretary in the Departmental Promotion Committees in the Public Service Commission. The valuable assistance is provided to the DPC/PSC in finalizing the promotions in accordance with the rules.

The Section also deals with the services like Under Secretaries, Administrative Officers, Private Secretaries of Secretariat/HODs.

There is also a Common Pool of Officers. Appointment to the Common Pool is made from amongst the Heads of the Departments other than IAS, IPS, IFS and KAS. This Common Pool is also managed by the Services Section.

The issues pertaining to the Services as broadly defined above are placed before the Establishment-cum-Selection Committee for advice in case it is so required.

(ii) **VIGILANCE SECTION**:- The General Administration Department is the Administrative Department of the Vigilance Organization also. The Vigilance Section in the GAD deals with the cases where vigilance organization has taken action against any officer(s)/official(s) under prevention of corruption Act. The role of this section is to obtain approval of the competent authority for accord of sanction to the prosecution against an official involved in corruption case. The vigilance section also gives clearances from corruption angle for promotion of the officers.

Besides the Services and Vigilance Sections, there is a **General Admsitration Branch** which deals with the following subjects :-

- (i) Cabinet/Coordination
- (ii) Admsitration
- (iii) Establishment
- (iv) Planning & Statistics.
- (v) Monitoring
- (vi) Legal Section

This Branch is headed by an officer of the rank of Additional Secretary/Special Secretary.

(iii) **CABINET SECTION/CO-ORDINATION SECTION:-**

In terms of Rule 8 of the Jammu and Kashmir Government Business Rules, all the cases referred to in the Second Schedule shall be brought before the Cabinet.

Similarly, in terms of Rule 31 (2) of the Jammu and Kashmir Government Business Rules, the classes of the cases listed in the third schedule shall be submitted to the Chief Minister through Chief Secretary before the issue of the orders by the Administrative Departments.

The Administrative Departments submit the cases contained in the second schedule and the third schedule of the Jammu and Kashmir Business Rules to the General Administration Department for orders of the Cabinet/Chief Minister, as the case may be. These cases are examined in the Cabinet/Coordination Section of the General Administration Department and subsequently processed for orders of the Competent Authority.

(iv) **ADMINISTRATION SECTION:-** General Administration Department receives communications from different Departments of the State Government and the Government of India on varied issues. These include the opinion cases from different Departments, policy formulation like Recruitment etc. conferment of awards, visit of VVIPs, contractual appointments, inter-departmental transfers, foreign visits, inter-departmental deputations and the cases of freedom fighters etc. Cabinet formation, amendments in Business Rules and other issues of general nature not specifically otherwise defined are also being dealt with by GAD. The Administration Section of the GAD deals with the above issues. It also attends to day to day administrative matters of urgent nature. This Section has, rather, a supervisory role over all the Departments functioning in the Secretariat and outside the Secretariat.

The representative of the GAD not below the rank of Under Secretary also attends various meetings of various Standing Committees where valuable assistance is provided to the Departments on the rules and procedures.

(v) **LEGAL SECTION:-** There is a full-fledged Legal Section in the General Administration Department which deals with the legal

issues like providing of opinion/advice on legal matters pertaining to the GAD and also on the issues referred to by various Departments. The Section attends to the litigation in the cases where either GAD is directly involved or where the Chief Secretary has been arrayed as a respondent. The Section also provides advice on the policy formulation of the Government which become subject matter of litigation before any Competent Court of the Country.

(vi) **ESTABLISHMENT SECTION:-** This section deals with the non-Gazetted cadre management of the employees of different Departments of the secretariat. The section also deals with the issues of providing necessary staff to different Hon'ble Ministers.

(vii) **Monitoring Section:-** This Section deals with the cases of the compassionate appointments of Militancy related violence, monitors the functioning of SSB/PSC. This section also deals with the implementation of reservation policy in the State.

(viii) **Planning and Statistics Section:-** This section deals with the collection of data which may be required for framing policies by the Government. During the Legislative Session the Section plays a coordinating role in collecting information from different Departments for preparing replies to the Questions raised by Hon'ble Members.

Any citizen can seek any information about the functioning of the Department in terms of the relevant provisions of J&K Right to Information Act-2004 and Rules notified there under vide SRO 181 of 2005 dated 30-06-2005.

The authorized officer in case of issues pertaining to GAD is Under Secretary, Administration.

The Special Secretary, GAD(Administration) is the Incharge Officer under Right to Information Act and Commissioner/Secretary, GAD is the controlling Officer (Ist Appellate Authority)

The officers of the General Administration Department are available for public hearing on every working day between 3 to 4 p.m. Any person can approach the officers for redressal of their

grievances/enquire about the status of his pending case, if any in the General Administration Department.

The particulars of the officers of the General Administration Department are given in Annexure "A".