



GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
(Public Services Management Cell)
Civil Secretariat, Jammu/Srinagar

Minutes of the meeting held under the Chairmanship of Chief Secretary on 11-10-2012 to discuss the proposals received from various Departments for inclusion of 05 new services within the purview of J&K Public Services Guarantee Act, 2011.

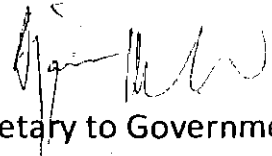
Present:-

1. **Chief Secretary, J&K Government : In Chair**
2. **Principal Secretary to Govt. Planning & Dev. Deptt.**
3. **Commissioner/Secretary to Govt. Transport Deptt.**
4. **Secretary to Govt. Law Department.**
5. **Secretary to Govt. General Administration Department.**
6. **Shri T.Ravi Kumar, Technical Secretary, Forest Department representing Administrative Secretary, Forest Department.**
7. **Shri Mahinder Singh, Addl. Secretary to Govt. PW(R&B)Deptt. representing Administrative Secretary, PW(R&B)Deptt.**

After discussing the Agenda, the following decisions were taken:-

1. In respect of item No.1 of Agenda Point I (**Forest Deptt.**), the Secretary Law Department opined that since there is already an act called the State Pollution Control Act in force, which also provides for a specific time frame for issuance of the said NOC, therefore, the inclusion of this service within the ambit of the J&K Public Service Guarantee Act,2011 can give rise to complications. In view of this, it was decided that the proposal of the Forest Department for inclusion of the said service within the PSGA be deferred as the same needs further examination.
2. The proposal with regard to item Nos.1 & 2 of Agenda Point II (**Transport Deptt.**) was approved without any change.
3. In respect of item No.1 of Agenda Point III (**Public Works(R&B)Deptt.**) the Department proposed Superintendent Engineer(SE) to be the Designated Officer in place of the Executive Engineer proposed earlier.

4. With respect to item No.2 of Agenda Point III, the proposal was approved without any change.



Addl. Secretary to Government
(Public Services Management Cell)
General Administration Department

No: GAD/PSGA/ 01 /2012

Dated: 19 -10-2012

Copy to the:-

1. Principal Secretary to Government, Finance Department.
2. Principal Secretary to Government, Home Department.
3. Principal Secretary to Government, Planning & Dev. Department.
4. Commissioner/Secretary to Government, Transport Department
5. Commissioner/Secretary to Government, Public Works Department.
6. Commissioner/Secretary to Government, Forest Department.
7. Secretary to Government, Law Department.
8. Addl. Secretary/PPS to Chief Secretary for information of the Chief Secretary.
9. P.S to Secretary to Government, General Admn. Department for information of the Secretary, GAD



**GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT**

(Public Services Management Cell)
Civil Secretariat, Jammu/Srinagar


Meeting Notice

The meeting to discuss the proposals of various departments for inclusion of new services within the purview of the J&K Public Services Guarantee Act, 2011, which was earlier scheduled on 20th of September, 2012, will now be held under the Chairmanship of the Chief Secretary, J&K Govt., on **11th of October, 2012 at 12 Noon** in the Committee Room, 3rd Floor, Civil Secretariat, Srinagar.

The following are requested to kindly make it convenient to attend the meeting on the scheduled date, time and venue:-

1. Principal Secretary to Government, Finance Department.
2. Principal Secretary to Government, Home Department.
3. Principal Secretary to Government, Planning & Dev. Department.
4. Commissioner/Secretary to Government, Transport Department
5. Commissioner/Secretary to Government, Public Works Department.
6. Commissioner/Secretary to Government, Forest Department.
7. Secretary to Government, Law Department.
8. Secretary to Government, General Administration Department.

The copy of **Agenda** of the meeting is enclosed.


Addl. Secretary to Government
(Public Services Management Cell)
General Administration Department

Dated: 09 -10-2012

No: GAD/PSGA/ 01 /2012

Copy to the:-

1. Principal Secretary to Government, Finance Department.
2. Principal Secretary to Government, Home Department.
3. Principal Secretary to Government, Planning & Dev. Department.
4. Commissioner/Secretary to Government, Transport Department
5. Commissioner/Secretary to Government, Public Works Department.
6. Commissioner/Secretary to Government, Forest Department.
7. Secretary to Government, Law Department.
8. Addl. Secretary/PPS to Chief Secretary for information of the Chief Secretary.
9. P.S to Secretary to Government, General Admn. Department for information of the Secretary, GAD.

A G E N D A

The proposal for inclusion of following new services within the ambit of the Public Services Guarantee Act, 2011 as submitted by the concerned departments is as under:-

I. Forest Department

S. No	Name of the Service	Designated Officer(the officer who shall provide the service)	Documents to be attached by the applicant with the application for having the service	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
01	Issuance of NOC for installation of industry /project	Orange & Red Category: Member Secretary, SPCB Green Category Regional Director, SPCB	1.Registration of Industries Department 2.NOC from other departments. 3. Requisite Fee. 4.Copy of the Project Report endorsed to the Industries Department. 5. Site Plan. 6.Verification Certificate from Revenue Department as to title in case of private lands.	Four months as envisaged in the State Pollution Control Act.	Orange & Red Category: Chairman SPCB Green Category: Member Secretary, SPCB	Orange & Red Category: Administrative Secretary (Forest) Green Category: Chairman SPCB

II. Transport Department

	Name of the Service	Designated Officer (the officer who will provide the service)	Documents to be attached by the applicant with the application for having the service	Stipulated time frame for providing services	First Appellate Authority	Second Appellate Authority
1.	Renewal of Driving License issued by the State Licensing Authorities	RTO/ARTO concerned	<p><u>1. Documents required for renewal of Computerised/ Manual Driving Licenses.</u></p> <p>Computerized Licenses-Non Commercial</p> <p>a) Form-4 b) Prescribed fees.</p> <p>Manual Licenses-Non-Commercial.</p> <p>a) Form-9 b) Prescribed fees.</p> <p>Manual Licenses-Commercial</p> <p>a) Form- 9 b) Form No. 1 and 1 A (Medical Form). c) Prescribed fees.</p>	15 days	Deputy Commissioner concerned	Transport Commissioner
2.	Issuance of Fitness Certificate of vehicles	RTO/ARTO Concerned	<p><u>2. Documents required for fitness certificate of vehicles</u></p> <p>For Fresh Fitness</p> <p>a) File duly approved by the concerned Regional Transport officer. b) Prescribed fees.</p> <p>For renewal fitness of the vehicles</p> <p>a) Form C-P-A b) Original Registration Certificate. c) Route Permit. d) Insurance certificate. e) Pollution certificate. f) Prescribed fees.</p>	30 days	Deputy Commissioner concerned	Transport Commissioner

Card				Development Commissioner (Works)	Administrative Secretary
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Addl. Secretary to Government
Public Service Management Cell
General Administration Department

No:GAD/PSGA/01/2012

Dated:17-09-2012