

Minutes of the meeting held under the Chairmanship of Commissioner/Secretary to Government, General Administration Department on 28.11.2011 in his office chamber at Civil Secretariat, Jammu to review the pace of implementation of the Jammu & Kashmir Public Services Guarantee Act, 2011.

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Present:-

1. **Special Secretary to Government, General Administration Department.**
2. **Additional District Development Commissioner, Jammu.**
3. **Additional District Development Commissioner, Udhampur.**
4. **Additional District Development Commissioner, Samba.**
5. **Additional Deputy Commissioner, Rajouri.**
6. **Additional Deputy Commissioner, Poonch.**
7. **Additional Deputy Commissioner, Kathua.**
8. **Assistant Commissioner (Revenue), Reasi.**

The following decisions were taken in the meeting:-

1. It was reiterated that all the Deputy Commissioners shall be responsible for proper and strict implementation of the Jammu and Kashmir Public Services Guarantee Act, Rules & Notification, 2011 in their respective Districts. They shall sensitize the Designated Officers/Appellate Authorities about the importance of the instant legislation. A comprehensive report highlighting the achievements regarding proper and strict implementation of the Jammu and Kashmir Public Services Guarantee Act, Rules & Notification, 2011 in their respective Districts shall be furnished by the concerned Deputy Commissioners/District Level Nodal Officers, department wise, to General Administration Department within a week's time positively.
2. The District Level Nodal Officers shall prepare a list of all the Designated Officers, First and Second Appellate Authorities within their jurisdiction and consolidate a report on the following lines and submit the same to the General Administration Department within a weeks time positively:-

#### **DESIGNATED OFFICERS**

Name of the Designated Officer	Name of the Department	Whether acknowledgment receipts as per Form 1 of SRO 223 are being provided to the applicants	Whether painted Notice Boards as per Form 2 of SRO 223 installed at conspicuous places in their offices and other important locations	Whether list of documents to be annexed with the application mentioned on the notice board	Whether registers for providing notified services to the eligible applicants maintained as per Form 3 of SRO 223	Whether any official of the level of Junior/Senior/He-ad Assistant nominated for maintenance of the records as per devised form.
1	2	3	4	5	6	7

### 1<sup>ST</sup> APPELLATE AUTHORITY

Name of the 1 <sup>ST</sup> Appellate Authority	Name of the Department	Whether registers for deciding 1 <sup>st</sup> appeal maintained as per Form 4 of SRO 223	Whether any official of the level of Junior/Senior/He-ad Assistant nominated for maintenance of the records as per devised form.
1	2	3	4

### 2<sup>ND</sup> APPELLATE AUTHORITY

Name of the 2 <sup>ND</sup> Appellate Authority	Name of the Department	Whether registers for deciding 2 <sup>nd</sup> appeal maintained as per Form 5 of SRO 223	Whether any official of the level of Junior/Senior/He-ad Assistant nominated for maintenance of the records as per devised form.
1	2	3	4

3. The District Level Nodal Officers shall conduct inspection of the offices of the concerned Designated Officers/First & Second Appellate Authorities within their jurisdiction for the above purpose. While forwarding reports on the above format, the photographs of the painted notice boards, may also be forwarded to General Administration Department for reference and record.

Sd/-

(Mohammad Shahid Saleem)

Deputy Secretary to Government  
General Administration Department

Dated: 29.11.2011

No:GAD(Adm)66/2011-V

Copy to the:-

1. Special Secretary to Government, General Administration Department.
2. Additional District Development Commissioner, Jammu.
3. Additional District Development Commissioner, Udhampur.
4. Additional District Development Commissioner, Samba.
5. Additional District Development Commissioner, Shopian.
6. Additional District Development Commissioner, Pulwama.
7. Additional District Development Commissioner, Kupwara.
8. Additional Deputy Commissioner, Rajouri.
9. Additional Deputy Commissioner, Poonch.
10. Additional Deputy Commissioner, Kathua.
11. Assistant Commissioner (Revenue), Reasi.
12. Additional Deputy Commissioner, Anantnag.
13. Additional Deputy Commissioner, Bandipora.
14. Additional Deputy Commissioner, Baramulla.
15. Additional Deputy Commissioner, Doda.
16. Additional Deputy Commissioner, Kishtwar.
17. Additional Deputy Commissioner, Kulgam.
18. Additional Deputy Commissioner, Ramban.
19. Assistant Commissioner (Rev), Srinagar.
20. Assistant Commissioner (Revenue), Ganderbal.
21. Chief Planning Officer, Budgam.
22. PS to Commissioner/Secretary to Government, GAD.