

Minutes of the meeting held under the Chairmanship of Hon'ble Chief Minister on 07.10.2011 in the meeting hall Civil Secretariat, Srinagar to review the pace of implementation of the Jammu & Kashmir Public Services Guarantee Act, 2011.

Present:-

1. **Hon'ble Chief Minister.** **In chair**
2. **Hon'ble Deputy Chief Minister.**
3. **Hon'ble Minister for Public Health Engineering, Irrigation and Flood Control.**
4. **Hon'ble Minister for Consumer Affairs & Public Distribution and Transport.**
5. **Hon'ble Minister for Revenue, Relief & Rehabilitation.**
6. **Hon'ble Minister of State for Housing & Urban Development, PHE, Tourism, Revenue & Relief & Home.**
7. **Chief Secretary.**
8. **Principal Secretary to Government, Housing & Urban Dev. Department.**
9. **Commissioner/Secretary to Government, Power Development Department.**
10. **Commissioner/Secretary to Government, Public Health Engineering, Irrigation and Flood Control Department.**
11. **Commissioner/Secretary to Government, CAPD & Transport Department.**
12. **Commissioner/Secretary to Government, Revenue Department.**
13. **Ishtiaq Ahmed Ashai, KAS, Special Secretary, CA & PD Department, (Nodal Officer).**
14. **S. A. Laharwal, OSD in the Transport Department, (Nodal Officer).**
15. **Mrs. Shabnum Kamili, KAS Deputy Secretary, Power Development Department (Nodal Officer).**
16. **Rajinder Singh Tara, KAS, Deputy Secretary, Housing and Urban Development Department, (Nodal Officer).**
17. **M. R. Matoo, Joint Director Planning, PHE, Irrigation and Flood Control Department (Nodal Officer).**

The following decisions were taken in the meeting:-

1. The Designated Officers of all the concerned departments shall, for convenience of general public, display all the relevant information relating to the services to be provided by them, time limit for providing the service & particulars of First Appellate Authorities & Second Appellate Authorities, on the Notice boards installed at conspicuous places in their offices and other important locations. Similar notice boards shall be set up by the First and Second Appellate Authorities. The exercise shall be conducted by the concerned Nodal Officers within a period of two weeks. The concerned Administrative Departments shall, after completion of two weeks time, furnish action taken report to General Administration Department for submission to Hon'ble Chief Minister.

2. The State Information Department shall on a daily basis ensure publication of advertisement relating to Jammu and Kashmir Public Service Guarantee Act, Rules & Notification, 2011 for information of the general public in the leading local dailies of both Divisions of the State, in Urdu/Hindi/English languages. In order to ensure wide publicity to the Act and Rules the Information Department shall start series of advertisements for the purpose on a daily basis extending department wise coverage.
3. The General Administration Department shall prepare a brief note regarding Jammu and Kashmir Public Service Guarantee Act, Rules & Notification, 2011 for circulation amongst all the Hon'ble Ministers/Hon'ble MLAs/Hon'ble MLCs.
4. All the Deputy Commissioners shall be responsible for proper and strict implementation of the Jammu and Kashmir Public Service Guarantee Act, Rules & Notification, 2011 in their respective Districts. They shall ensure that the information regarding Designated Officers/Appellate Authorities and time line for delivery of different services is displayed at various levels in consonance with the provisions of Rule 6 of Jammu and Kashmir Public Service Guarantee Rules, 2011. A comprehensive report highlighting the achievements in this back drop shall be furnished by the concerned Deputy Commissioners, department wise, to General Administration Department within two week's time.
5. The Rural Development Department shall prepare pamphlets containing information relating to Jammu and Kashmir Public Service Guarantee Act, Rules & Notification, 2011 in Hindi/Urdu/English within two weeks time for distribution amongst Sarpanches/Panches and prominent citizens of the civil society. Commissioner/Secretary to Government, Rural Development Department shall have the needful done under his own supervision through Dehat Sudhar Wing. Action taken report shall be furnished to the General Administration Department after the expiry of deadline.
6. The concerned Administrative Departments shall prepare a check list of documents for being attached with the applications

by the applicants while submitting the same to the concerned Designated Officers for delivery of different identified services. The check lists shall be prepared by the concerned Administrative Departments within a weeks time and notified for information of all the concerned including the Designated Officers so as to ensure adherence to a uniform procedure through out the State for timely hassle free delivery of services by the identified departments.

7. Hon'ble Chief Minister shall take a Review Meeting soon after opening of offices at Jammu after Annual Darbar Move.

Sd/-

(Mohammad Shahid Saleem)

Deputy Secretary to Government
General Administration Department

Dated: 07.10.2011

No:GAD(Adm)66/2011-V

Copy to the:-

1. Principal Secretary to Government, Housing & Urban Dev. Department.
2. Principal Secretary to Government, Information Department.
3. Commissioner/Secretary to Government, Power Development Department.
4. Commissioner/Secretary to Government, Public Health Engineering, Irrigation and Flood Control Department.
5. Commissioner/Secretary to Government, CAPD & Transport Department.
6. Commissioner/Secretary to Government, Rural Development Department.
7. Commissioner/Secretary to Government, Revenue Department.
8. All Deputy Commissioners for information and compliance.
9. Special Assistant to the Hon'ble Deputy Chief Minister.
10. Special Assistant to the Hon'ble Minister for Public Health Engineering, Irrigation and Flood Control.
11. Special Assistant to the Hon'ble Minister for Consumer Affairs & Public Distribution and Transport.
12. Special Assistant to the Hon'ble Minister for Revenue, Relief & Rehabilitation.
13. Special Assistant to the Hon'ble Minister of State for Forests, Environment & Ecology, Transport, CA & PD and Power.
14. Hon'ble Minister of State for Housing & Urban Development, PHE, Tourism, Revenue & Relief & Home.
15. Ishtiaq Ahmed Ashai, KAS, Special Secretary, CA & PD Department (Nodal Officer).
16. M.S.Shiekh, KAS, Special Secretary, Revenue Department (Nodal Officer) .
17. S. A. Laharwal, OSD in the Transport Department (Nodal Officer),
18. Mrs. Shabnum Kamili, KAS Deputy Secretary, Power Development Department (Nodal Officer).
19. Rajinder Singh Tara, KAS, Deputy Secretary, Housing and Urban Development Department (Nodal Officer).
20. M. R. Matoo, Joint Director Planning, PHE, Irrigation and Flood Control Department (Nodal Officer).
21. PPS to Chief Secretary.
22. PS to Hon'ble Chief Minister
23. OSD (Press) to HCM.
24. PS to Commissioner/Secretary to Government, GAD.