

Minutes of the meeting held under the Chairmanship of Commissioner/Secretary to Government, General Administration Department on 22.10.2011 in his office chamber at Civil Secretariat, Srinagar to review the pace of implementation of the Jammu & Kashmir Public Services Guarantee Act, 2011.

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Present:-

1. Deputy Commissioner, Anantnag.
2. Special Secretary to Government, GAD.
3. Additional District Development Commissioner, Shopian.
4. Additional District Development Commissioner, Pulwama.
5. Additional Deputy Commissioner, Bandipora.
6. Additional Deputy Commissioner, Baramulla.
7. Additional Deputy Commissioner, Doda.
8. Additional Deputy Commissioner, Kishtwar.
9. Additional Deputy Commissioner, Kulgam
10. Additional District Development Commissioner, Kupwara.
11. Additional Deputy Commissioner, Ramban.
12. Assistant Commissioner (Rev), Srinagar.
13. Assistant Commissioner (Revenue), Ganderbal.
14. Chief Planning Officer, Budgam.

The following decisions were taken in the meeting:-

1. 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 Service 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 ensure that the Designated Officers of all the concerned departments in the districts have, for convenience of general public, displayed all the relevant information relating to the services to be provided by them, on **Form 2** appended with **SRO 223 of 2011**, on the permanent painted Notice boards installed at conspicuous places in their offices and other important locations. Similar painted notice boards shall be set up by the First and Second Appellate Authorities. The exercise shall be conducted by the concerned designated officers/appellate authorities within a period of one week. The concerned district level Nodal Officers shall, after completion of one week time, furnish action taken report to General Administration Department for submission to Hon'ble Chief Minister.

3. The District Level Nodal Officers shall conduct inspection of the offices of the concerned Designated Officers/First & Second Appellate Authorities and ensure that they have maintained registers/records as per **Form 3, Form 4 & Form 5** of the **SRO 223 of 2011** respectively. The District level Nodal Officers shall also ensure that the concerned Designated Officers/First & Second Appellate Authorities have specifically nominated any official of the level of Junior/Senior/Head Assistant for maintenance of the records as per devised forms. In case of non compliance of above instructions by any Designated Officer/First & Second Appellate Authority, the concerned District Level Nodal Officer shall recommend disciplinary action against such officer to his Administrative Department with a copy to GAD.
4. The Director Information, J&K shall ensure publication of advertisement relating to Jammu and Kashmir Public Services 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 on a daily basis. In order to ensure wide publicity to the Act and Rules he shall start series of audio/visual advertisements for the purpose on a daily basis through Doordarshan, preferably through the programme **Aks-e-Parwaaz**, extending department wise coverage.
5. The Commissioner/Secretary to Government General Administration Department shall hold quarterly meetings of the State Level Nodal Officers and District Level Nodal Officers to review the pace implementation of the instant legislation.

Sd/-

**(Mohammad Shahid Saleem)**

Deputy Secretary to Government  
General Administration Department

Dated: 24.10.2011

No:GAD(Adm)66/2011-V

Copy to the:-

1. Deputy Commissioner, Anantnag.
2. Director Information J&K for information & necessary action.
3. Special Secretary to Government, GAD.
4. Additional District Development Commissioner, Shopian.
5. Additional District Development Commissioner, Pulwama.
6. Additional Deputy Commissioner, Bandipora.
7. Additional Deputy Commissioner, Baramulla.
8. Additional Deputy Commissioner, Doda.
9. Additional Deputy Commissioner, Kishtwar.
10. Additional Deputy Commissioner, Kulgam
11. Additional District Development Commissioner, Kupwara.
12. Additional Deputy Commissioner, Ramban.
13. Assistant Commissioner (Rev), Srinagar.
14. Assistant Commissioner (Revenue), Ganderbal.
15. Chief Planning Officer, Budgam.
16. PPS to Chief Secretary.
17. PS to Hon'ble Chief Minister.
18. PS to Commissioner/Secretary to Government, GAD.