



**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 14-06-2012 to discuss the proposals received from various Departments for inclusion of 16 new services within the purview of J&K Public Services Guarantee Act, 2011.

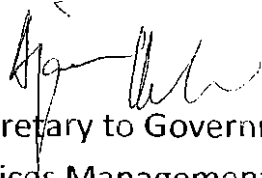
Present:-

1. Chief Secretary : In Chair
2. Administrative Secretary, General Administration Department.
3. Administrative Secretary, Industries & Commerce Department.
4. Administrative Secretary, Revenue Department.
5. Administrative Secretary, Labour & Employment Department.
6. Dr Ishaq, Director Codes, representing Administrative Secretary, Finance Department.
7. Sh. Hafizullah Qadri, Special Secretary, Home Department, representing Administrative Secretary Home Department.
8. Sh. M.K.Kumar, Additional Secretary, Agriculture Production Department, representing Administrative Secretary, Agriculture Production Department.
9. Sh. Shahid Iqbal, Deputy Secretary, Planning & Development Department, representing Administrative Secretary, Planning & Development Department.

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

1. In respect of item No: 1 of Agenda Point I (Industries & Commerce Deptt.), it was decided that the stipulated time frame for providing the service shall be **05 days** instead of 01 day.
2. In respect of item No: 2 of Agenda Point I, the stipulated time for providing the service shall be **05 days** instead of the proposed 02 days.
3. Similarly, with respect to item No: 3 of Agenda Point I, it was decided that the stipulated time frame for providing the service shall be **15 days** instead of the proposed 07 days.
4. In respect of item No: 1 of Agenda Point II (Labour & Employment Department), the stipulated time for providing the service shall be **05 days** in place of the proposed 03 days.
5. With respect to item No: 2 of Agenda Point II, the proposal was approved without any change.

6. Regarding item No: 1 of Agenda Point III(Agriculture Production Department) the proposal was reconsidered on the request of representative of Agriculture Production Department. It was opined by the Commissioner/Secretary, GAD that since the assessment of fruit trees is an inter-departmental affair, involving multiple agencies, which is generally carried out by Horticulture Department at the behest of Collectors in Land Acquisition cases, therefore, it can't be treated purely as a direct public service. Accordingly, it was decided that this service should not be incorporated within the ambit of Public Services Guarantee Act,2011.
7. The proposal with regard to item No's : 1 & 2 of Agenda Point IV (Revenue Department) was approved without any modification.
8. In respect of item No's 1 to 8 of Agenda Point V (Home Department), it was felt that there is need for further consultations with the authorities of Police Department and accordingly it was decided that the inclusion of these services within the purview of PSGA will be considered after holding such consultation.

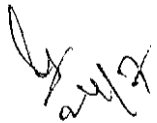

Deputy Secretary to Government
Public Services Management Cell
General Administration Department

No:-GAD/PSMC/ 01 /2012

Dated: 16 .07-2012

Copy to the:-

1. Principal Secretary to Government, Finance Department.
2. Principal Secretary to Government, Home Department.
3. Principal Secretary to Government, Planning & Development Department.
4. Commissioner/Secretary to Government, Industries and Commerce, Department.
5. Commissioner/Secretary to Government, Agriculture Production Department.
6. Commissioner/Secretary to Government, Revenue Department.
7. Commissioner/Secretary to Govt. Labour and Employment Department.
8. Additional Secretary/PPS to Chief Secretary
9. PS to Commissioner/Secretary to Government General Administration Department.


24/7



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

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

Meeting Notice

The Chief Secretary, J&K Government, shall take a meeting to discuss the proposals of various departments for inclusion of new services within the purview of Jammu and Kashmir Public Services Guarantee Act, 2011, **on 14th June, 2012 at 11 AM** in Committee Room 03rd Floor, Civil Secretariat, Srinagar.

The following are requested to kindly make it convenient to attend the meeting on 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 & Development Department.
4. Commissioner/Secretary to Government, General Administration Department.
5. Commissioner/Secretary to Government, Industries and Commerce Department.
6. Commissioner/Secretary to Government, Agriculture Production Department.
7. Commissioner/Secretary to Government, Revenue Department.
8. Commissioner/Secretary to Government, Labour and Employment Department.

The agenda of the meeting is enclosed.

Deputy Secretary to Government
Public Services Management Cell
General Administration Department

No:GAD/PSMC/01/2012

Dated: 11-06-2012

Copy to the:-

1. Principal Secretary to Government, Finance Department.
2. Principal Secretary to Government, Home Department.
3. Principal Secretary to Government, Planning & Development Department.
4. Commissioner/Secretary to Government, Industries and Commerce Department.
5. Commissioner/Secretary to Government, Agriculture Production Department.
6. Commissioner/Secretary to Government, Revenue Department.
7. Commissioner/Secretary to Government, Labour and Employment Department.
8. Additional Secretary/PPS to Chief Secretary for information of Chief Secretary.
9. PS to Commissioner/Secretary to Government, GAD for information of Commissioner/Secretary to Government, General Administration Department.

AGENDA

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. Industries and Commerce Department

S.No.	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 service	First Appellate Authority	Second Appellate Authority
1.	NDC from DIC (Employment purpose)	General Manager of the concerned DIC	1. An Application 2. An affidavit (prescribed). 3. Appointment order	One day	Joint Director	Director Industries and Commerce Department
2	Registration of New Industrial Units (provisional/EM part - I)	General Manager of the concerned DIC	1. An Application 2. Prescribed affidavit 3. Entrepreneur Memorandum (EM part-I) 4. Project report 5. Partnership deed/MOA/AOA (if any). 6. License (if any)	Two day	Joint Director	Director, Industries and Commerce Department
3.	Registration of New Industrial Units (Formal/EM part-II)	General Manager of the concerned DIC	1. Application 2. Prescribed affidavit 3. Bills/Vrs/GRs of Plant & machinery installed. 4. Bills/Vrs/GRs of Raw material. 5. Power sanction with fitness certificate PDD/Alternative DG set. 6. Consent to Operate from J&K State Pollution Control Board. 7. License (if any) 8. Land documents 9. Permanent Certificate (in case of Pvt./Own Land duly registered with Court of Law) 10. Photographs of unit alongwith machinery installed. 11. Entrepreneur memorandum (EM part-II). 12. Partnership deed/MOA/AOA (if any).	Seven days	Joint Director	Director, Industries and Commerce Department

1	NDC for Employment	Deputy Director/Assistant Director concerned DE&CC	Affidavit in prescribed format	Three working days	Joint Director, Employment concerned province	Director Employment J&K
2	Registration of unemployed youth	Deputy Director/Assistant Director concerned DE&CC	<ol style="list-style-type: none"> 1. Filled in Application Form (XI) 2. State Subject/ domicile certificate 3. Proof of date of Birth (municipality/Local Bodies/Matric Diploma) 4. Qualification Certificate 5. Work experience certificate 	Two working days	Joint Director, Employment concerned province	Director Employment J&K

III. Agriculture Production Department

S.No.	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 service	First Appellate Authority	Second Appellate Authority
1	Assessment of fruit trees	Chief Horticulture Officer of the concerned District	<p>The document necessarily required by the Department for assessment of fruit trees are:-</p> <ol style="list-style-type: none"> a. Naksha Intikhab b. Inventory of fruit trees from indenting authority/Department c. Demarcation from authorized representative of Revenue Department 	Fifteen (15) days. However, in case the number of plants is exceeding 50 and they are scattered beyond stretch of 03 Kms distance on foot, the for every additional 50 plants additional ten (10) days will be needed	Deputy Director Horticulture Central	Director Horticulture concerned

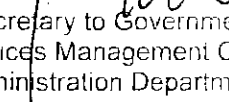
IV. Revenue Department

S.No.	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 service	First Appellate Authority	Second Appellate Authority
1.	Copy of Voter List	Tehsildar (AERO) Concerned/Election Naib Tehsildar of the District	Application alongwith requisite fee indicating necessary details regarding the name of elector and name and number of the Poling Station etc.	05 days	i. Deputy Commissioner (District Election Officer) concerned where Tehsildar is the designated authority ii. Assistant Commr (Revenue) (ERO) where Election Naib Tehsildar is Designated Officer	Chief Electoral Officer where DEO is the 1 st Appellate Authority DC ((DEO) where ACR (ERO) is the 1 st Appellate Authority
2.	Marriage Certificate under Hindu Marriage Act	Tehsildar (Registrar) concerned	Documentary/oral evidence as prescribed under relevant norms/rules/laws in force	Within 05 days (including actual registration of marriage with the Tehsildar (Registrar) concerned	Additional Deputy Commissioner concerned	Deputy Commissioner concerned

V. Home Department

S.No.	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 service	First Appellate Authority	Second Appellate Authority
1.	Copy of FIR	SHO concerned	Simple application	3 days	SDPO concerned	SP concerned
2.	Verification report from CID for Passport	DYSP Hqrs.	As prescribed by Passport authority	60 days	SSP CID, Hqrs	DGP, CID or IGP, CID
3.	Verification report from CID for newly appointment candidates	DYSP Hqrs.	As prescribed by the Recruiting agency	60 days	SSP Hqrs	ADGP, CID or IGP, CID
4.	Verification by Police Station concerned for issuance of Identify Cards	SHO concerned	As may be prescribed by the Authority competent to provide basic service	07 days	DYSP (Hqrs)/concerned SDPO	District SP
5.	Verification by police for issuance of Character certificate	SP concerned	As may be prescribed by the Authority competent to provide basic service.	15 days	Rank DIG	Zonal IGP
6.	Copy of the Untraced report in accident/drowning cases.	SHO concerned	-	15 days from the date of conclusion	DYSP (Hqrs)/concerned SDPO	District SP

				of investigation	
7	Copies of untraced reports in cases of stolen vehicles.	SHO concerned	-	15 days from the date of conclusion of investigation	DYSP (Hqrs) District SP concerned SDPO
8	Copy of untraced report in theft case.	SHO concerned	-	15 days from the date of conclusion of investigation	DYSP (Hqrs) District SP concerned SDPO


 Deputy Secretary to Government
 Public Services Management Cell
 General Administration Department

No:GAD/PSMC/01/2012

Dated 11 -06-2012