

# **INFORMATION UNDER SECTION 4 OF THE JAMMU AND KASHMIR RIGHT TO INFORMATION ACT, 2009 OF THE DEPARTMENT OF FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS**

## **Introduction**

The Jammu and Kashmir Right to Information Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Governor on 20<sup>th</sup> March, 2009. The Act provides for setting out the regime of Right to Information for the people of the State to secure access to information under the Control of Public Authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a State Information Commission and for matters connected therewith or incidental thereto.

The objective of this handbook is to provide information to the intended users regarding different Functions being delivered by the Department of Food, Civil Supplies and Consumer Affairs which previously known as "Consumer Affairs and Public Distribution Department" is one of the oldest Department in the State entrusted with the responsibility of implementing one of the prime social sector programme of providing "Food Security" to one and all in general and to the vulnerable sections of the Society in particular by way of providing foodgrains like rice, wheat, and Atta and other essential commodities like Sugar, K.oil and Petroleum Products besides, protecting the consumer rights.

## **CHAPTER-1**

### **Particulars of Organization, Functions and Duties:**

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. Each Minister is in-charge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various Departments, each one or more department headed by an Administrative Secretary. The following Departments/Commission

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are working under the Administrative control of the Department of Food, Civil Supplies and Consumer Affairs:-

1. Directorate of Department of Food, Civil Supplies and Consumer Affairs, Jammu.
2. Directorate of Department of Food, Civil Supplies and Consumer Affairs, Kashmir.
3. Legal Metrology Department.
4. Jammu and Kashmir State Consumer Dispute Redressal Commission.

### **I. Directorate of Department of Food, Civil Supplies and Consumer Affairs, Jammu/Kashmir:**

The Directorate of Department of Food, Civil Supplies and Consumer Affairs, Jammu/Kashmir has been performing the following prime functions:

- Public Distribution System
- Regulation of Supplies, LPG and other Petroleum Projects etc.
- Price/Market Control
- Redressal of Consumer Grievances and Protection of Consumer Rights
- Consumer Awareness Programme

Presently, the Department of Food, Civil Supplies and Consumer Affairs has twin objectives of procuring food grains, sugar and kerosene Oil and its distribution and also protecting the rights of the consumers. Procuring of food grains from Food corporation of India and then transporting the same to District godowns, then to Tehsil godowns and to govt. sale depots/Fair Price Shops is itself is gigantic task and it leaves no time with the departmental officers to work for protecting and safe guarding the interest of Consumers. The Department of Food, Civil Supplies and Consumer Affairs is continuously taking effective steps to protect the interest of consumers in the State by strictly enforcing the State/central Laws, and organizing consumer awareness programmes.

### **II. Legal Metrology Department:**

"Legal Metrology" is the science of measurement having legislative and statutory backing and it endures public guarantee from the point of view of security and accuracy of the weighing and measuring instruments. The department is entrusted with powers to enforce the

standard units of metric system for maintaining uniformity, accuracy and traceability in weighing and measuring instruments used in all transactions of trade and commerce. The department regulates their correct usage to ensure that exact delivery by weight measure or number of any commodity or service is delivered to the consumer as contracted or paid by him. Besides, department has to check all the Packaged Commodities and it also safeguards consumer's interest by ensuring mandatory declarations on packaged commodities.

### **III. Jammu and Kashmir State Consumer Dispute Redressal Commission:-**

In order to facilitate the common consumer of the State and to get speedy justice, without much loss of time, energy and money, the State Government established Consumer Forums at State Level known as "State Consumer Dispute Redressal Commission" and at District level known as "District Consumer Forum, having quasi judicial functions under the authority of "Jammu and Kashmir Consumer Protection Act, 1987. The State Government has also established State Consumer Protection Council at State level under the chairmanship of Hon'ble Minister for Department of Food, Civil Supplies and Consumer Affairs and District Consumer Protection Council at District level under the chairmanship of concerned Deputy Commissioner with a view to apprise the Government by their valuable suggestions/recommendations for promotion, protection and enforcement of the rights of the consumers of the State.

## **CHAPTER-2**

### **Powers and Duties of Officers and Employees:**

The Department of Food, Civil Supplies and Consumer Affairs plays vital role in for providing better foodgrains and safety to all sections of the society to different parts of the State especially remote and far-flung areas. The Administrative Secretary of the Department is assisted by the team of officers and there is an established Non-Gazetted Administrative hierarchy headed by the Section Officer and the procedures for dealing with the cases and the functions of the non-gazetted staff have been defined in Secretariat Manual. As per the Secretariat Manual, the Section Officer is

empowered to dispose off certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

### **CHAPTER-3**

#### **Rules, Regulations, Manual and Records for discharging functions:-**

The list of rules, regulations, Manual and records is hosted on the website of the Department of Food, Civil Supplies and Consumer Affairs/Legal Metrology Department. [www.jkfcs&ca.gov.in/jklm.nic.in](http://www.jkfcs&ca.gov.in/jklm.nic.in)

### **CHAPTER-4**

The names, designation and other particulars of the Public Information Officer is given at the heading of RTI in the website of Department of Food, Civil Supplies and Consumer Affairs/Legal Metrology Department:-

Name	Shri Romesh Kumar Giri
Designation	Under Secretary to Government
Phone No./Mobile	<b>Mob.9419070343</b>
Address	Department of Food, Civil Supplies and Consumer Affairs, Civil Secretariat Jammu/Kashmir.

Similarly, in pursuance of Section 16(1) of the Jammu and Kashmir Right to Information Act 2009, the following Officer has been notified as First Appellant Authority in respect of Public Information Officer (PIO):-

<b>First Appellate Authority</b>	
Name	Sh. Zia-Ur-Rehman
Designation	Financial Advisor/CAO
Phone No./Mobile	<b>Phone:</b> Srinagar: 0194-2506310 <u>Jammu:</u> 0191-2565857 <b>Mob:9419202021</b>
Address	Department of Food, Civil Supplies and Consumer Affairs, Civil Secretariat Jammu/Kashmir.

## CHAPTER-5

The pay bands with grade pay of the officers and officials of the Department of Food, Civil Supplies and Consumer Affairs, Civil Secretariat is as under:-

### Gazetted Staff

S. No	Name	Designation	Pay Band	G. Pay
1	Dr. Abdul Rashid	Commissioner/Secretary	37400-67000	10000
2.	Jugal Kishore Anand	Additional Secretary	15600-39100	6600
3	Zia-ur-Rehman	Financial Advisor/CAO	15600-39100	7600
4	Minakshi Viad	Deputy Secretary	15600-39100	7600
5	Sanjay Vashist	Joint. Director	15600-39100	6600
6	Romesh Kumar Giri	Under Secretary	9300-34800	4800
7	Mohd. Yaseen	Private Secretary	9300-34800	4800
8.	Ashok Kumar	Private Secretary	9300-34800	4800
9	Manoj Kumar Pandita	Under Secretary	9300-34800	4600
10.	Zahoor Abass	I/C Public Law Officer	9300-34800	4280

### Non-Gazetted Staff

1	Pamposh Ganjoo	Section Officer	9300-34800	4600
2	Sham Lal	Section Officer	9300-34800	4600
3	Ghulam Qadir	Section Officer	9300-34800	4600
4	Shafiq Ahmad Shah	Statistical Officer	9300-34800	4600
5	Abdul Rashid Paul	Assistant Accounts Officer	9300-34800	4600
6	Manzoor Ahmed Wani	Assistant Accounts Officer	9300-34800	4600
7	Ramesh Kumar Raina	I/C Section Officer	9300-34800	4200
8	Jagdish Raj	I/C Section Officer	9300-34800	4200
9	Vikas Sethi	Head Assistant	9300-34800	4200
10	Abhimanyu Verma	Statistical Assistant	9300-34800	4200
11	Sanjay Kumar	Accounts Assistant	5200-20200	2800
12	Sham Singh	Accounts Assistant	5200-20200	2800
13	Harjeet Singh	Senior Assistant	5200-20200	2400
14	Mehraj-Ud-Din	Junior Assistant	5200-20200	1900
15	Tajamul Islam	Junior Assistant	5200-20200	1900
16	Subash Chander	Junior Assistant	5200-20200	1900
17	Gulozar Ahmed Bhat	Junior Assistant	5200-20200	1900

At present, following Officers are posted in the Department:-

**Dr. Abdul Rashid (KAS)**

Commissioner/Secretary to the Government

Room No:-2/1, Mini Block, Civil Secretariat,  
Jammu Ph.No.0191-2566188, Fax No.0191-  
2549682

Room No:-158/1<sup>st</sup> Floor, Mini Block Civil  
Secretariat, Srinagar Ph.No.019-2506284

**Jugal Kishore Anand**

Additional Secretary to the Government

Room No.G/14, Mini Block Civil Secretariat,  
Jammu

Room No.16/Ground Floor Mini Block Civil  
Secretariat, Srinagar

**Zia-Ur-Rehman,**

Financial Advisor,

Room No:-3/12, Mini Block Civil Secretariat,  
Jammu Ph.No.& Fax No.0191-2565857

Room No.443/4<sup>th</sup> Floor Mini Block Civil  
Secretariat, Srinagar Ph.No.0194-  
2506310

**Sanjay Vashist**

Joint Director, (P&S)

Opposite Post Office, Mini Block Civil  
Secretariat, Jammu

Room No.3/4<sup>th</sup> Floor, Mini Block Civil  
Secretariat, Srinagar

**Minakshi Vaid**

Deputy Secretary to the Government

Room No:-26-E, Main Block Civil Secretariat,  
Jammu

Room No.3/4<sup>th</sup> Floor, Mini Block Civil  
Secretariat, Srinagar

**Romesh Kumar Giri**

Under Secretary to the Government

Opposite Post Office,  
Mini Block Civil Secretariat, Jammu

Room No.3/3<sup>rd</sup> Floor, Mini Block Civil  
Secretariat, Srinagar

**Manoj Kumar Pandit**

Under Secretary to the Government

Opposite Post Office, Mini Block Civil  
Secretariat, Jammu

Room No.3/3<sup>rd</sup> Floor, Mini Block Civil  
Secretariat, Srinagar

**Zahoor Abass**

Public Law Officer,

Room No.3/4<sup>th</sup> Floor, Mini Block Civil  
Secretariat, Srinagar