

Manual of Information In Respect To Science & Technology Council under Rule 4(1) (a) and Rule 4(1) (b) of RTI Act

- **Introduction, procedure for seeking information & fee structure**

This Information Manual of J&K State Council of Science & Technology, Jammu /Srinagar is published/ displayed to enable the citizens secure access to complete information being processed & held under the control of this organization under Section 4(I) (b) of the right to information Act 2009 in order to promote accountability .

- **The particulars of its organization, functions and duties.**

Name of the Society: 'J&K State Science & Technology'& Innovation Council

Registered office of the Society:

The Registered office of the Society is situated at office of the Department of Science and Technology, Government of Jammu and Kashmir Srinagar/Jammu.

Legal status

J&K State Council for Science and Technology was established in the state on March 15,1989 as an autonomous body registered under Societies Registration Act VI of 1988 (1941AD)

Objectives of the Society :

- To identify and co-ordinate the activities and make effective use of the existing voluntary Agencies, Educational Institutions, Research and Development Institutions engaged in Technology and Environment within the State in order to pro-mote the generation and application of Science & Technology with special emphasis on solving the problems like backwardness, unemployment, and poverty in the rural areas faced by the under privileged section of the society;
- To identify, generate, utilize, promote new technology relevant to the needs of the State in various fields like Agriculture, Industry, Power, Horticulture and environment etc.;
- To assist and advise State Government for the formulation of policies and implementation of plans of the State for pro-motion of Science and Technology;
- To initiate, support, promote and co-ordinate preferably problems, surveys in institutions and organizations of the State; projects, as are likely to be relevant to the specific objectives, problems, surveys in institutions and organizations of the State.
- To prepare or assist in the preparation of Science and Technology plans for the State;
- To promote and establish pilot plans and programmes including demonstration units based on technology generated through indigenous science and technology, to promote and develop indigenous science technology users/entrepreneurs and to establish units of commercial exploitation of science and technology for the use of minerals and other natural reserves available in the State depending on priority of the State;
- To initiate, promote, and co-ordinate such research designs and development projects for solving any specific technologies/ scientific problems or requirements of the State Government keeping in view availability of local resources on integrated basis;
- To develop and utilize renewable sources of energy in the State;
- To disseminate new technology in the State and all matters relating to arrangements for processing of new technology;
- To provide for transfer of technology, act as think-tank, arrange brain storming Sessions of academicians, intellectuals, administrations, researchers, field specialists for pooling knowledge;
- To interact with other State and National Science and Technology bodies having Similar or related objectives.
- To advise the State Government on policies and measures relating to the development and

deployment of science and technology manpower resources;

- To take any other steps which are relevant to the application and promotion of Science and technology for solving specific problems and required for Development plans of the State.

- **Rules Of J&K State Council For Science And Technology**

- **Rules.** These rules may be called 'J&K Council for Science & Technology Rules'.

- **State Council.-**

(i) There shall be State Council with the Chief Minister as its Chairman and such other members as may be nominated by the Chairman and drawn from the Government Departments, Agencies, public life and social organizations.

(ii) The State Council shall be the supreme governing body of the Society.

(iii) The annual general meeting of the Society shall be held within six months of the close of each financial year. The annual accounts of the Society duly audited alongwith report of the Executive Committee on the various activities of the Society shall be placed before the State Council in the annual general meeting. However the Chairman shall have the right to call any number of ordinary meetings of the State Council/ Governing Body in any year.

(iv) The State Council may from time to time constitute such Committees, or Standing Committees as may be considered necessary. The Committees so constituted shall exercise only those powers as may be assigned to them by the State Council from time to time.

(v) The quorum in the meetings of the State Council/Governing Body shall be 1/3 rd of the members present but in no case less than minimum of 5 members present.

- **Executive Committee. -**

(i) There shall be an Executive Committee consisting of such number of members as the Chairman of the Council may nominate from time to time from amongst the members of the State Council. The affairs of the Society, its management and administration shall be looked after by the Executive Committee under the overall superintendence, supervision and control, of the State Council.

(ii) The Chief Secretary of the State shall be the Chairman of the Executive Committee and the Commissioner/Secretary, Department of Science & Technology shall be the Chief Executive of the Society.

(iii) The Executive Committee shall meet at least once in each quarter of each calendar year.

(iv) The quorum for the Executive Committee meeting shall be 1/3 rd of the total number of members

(v) The Chairman of the State Council shall have the right to give such directions as may be necessary to the Executive Committee for the purpose of achieving

- **Minutes of the Meeting-** The minutes of the meeting of State Council and Executive Committee be recorded in separate minute books within 15 days of holding each meeting.

- **Finance. -**

(i) The activities of the Societies shall be financed from the following sources :-

(a) Grants from Central/State Governments.

(b) Grants or assistance from any international or other organizations; body or institution in accordance with any rules/procedure in force.

(c) Donations and contributions form individuals, institutional organizations.

(d) Any fees or charges recovered for providing services to any agency, institution or individuals.

(ii) The funds collected in a manner herein before stated shall be utilized as under:-

- The funds shall be utilized for the promotion and implementation of objectives set forth in the Memorandum of Associations which shall include such expenses as may be necessary or incidental for carrying out various activities of the Society.

- The funds may be utilized for acquiring any property as may be necessary for carrying out various

activities laid down in the Memorandum of Association.

- The Society may supplement Government or Institutional Finance available to such Government or other agencies for the furtherance of the objective of the Society. However, the Society shall take all possible steps to monitor the implementation of the schemes and utilization of the funds by such other agencies.
- The Society, where for reasons of expediency cannot take up further schemes for the implementation of its objectives, may get these schemes executed through such Government or voluntary agencies as the Executive Committee may decide.
- **Maintenance of Accounts.** -
 - (i) The funds of the Society shall be kept in J&K Bank in one or more Accounts in any branch as may be decided by the Executive Committee.
 - (ii) All sums received by the Society shall be properly entered in the books of accounts to be maintained for this purpose and proper receipts thereof shall be issued to the individuals, organizations etc. from whom such sums have been received.
 - (iii) The Society shall account for all sums of money spent for carrying out the objectives laid down in the Memorandum of Association.
 - (iv) The Society shall cause to prepare income expenditure account for each year and statement of affairs as at the close of each year.
- **Powers.** -

The Chairman of the State Council shall have the full financial and administrative powers and may delegate to Chief Executive any such powers which he thinks fit for carrying out of the objectives laid down in Memorandum of Association. The Chief Executive Officer of the Society shall also have the powers to sub-delegate any of his powers to any officer of the Society as he thinks fit for carrying the affairs of the Society.
- **Audit.** -
 - (i) The annual accounts of the Society shall be audited by a Chartered Accountant who may be appointed by the Executive Committee.
 - (ii) Notwithstanding the aforesaid provisions, the Society shall get its account audited by the Comptroller and Auditor General of India or any other statutory authority as may be necessary under any law for the time being in force.
- **Secrecy.** -

No member or other person shall be entitled to require the discovery of any information regarding the Society's affairs or any matter which is or may be in the nature of secret or secret process relating to the conduct of activities of the Society and which in the opinion of the members of the Executive Committee will be inexpedient in the interest of the Society to communicate or to inspect or examine the premises or property of the Society without the permission of the members of the Executive Committee.
- **The Powers and duties of the Officers :**
- **Management and Administration.**-

The Governing Body of the Society is the 'State Council'. There is an Executive Committee for administrating the affairs of the Society who works under the superintendence, control and supervision of the State Council. The Society has also Chief Executive for administering day-to-day affairs who works under the superintendence, control and super-vision of the Executive Committee.
- **Governing Body and Executive Committee:**

The latest re-constituted Governing body of the Council is as follows:

1.	Hon'ble Chief Minister	Chairman
2.	Hon'ble Minister, Science & Technology	Vice Chairman

3.	Hon'ble Minister of State for Science and Technology	Co Vice Chairman
Representatives of J&K Government :		
4.	Chief Secretary , J&K State	Member
5.	Principal Secretary to Hon'ble Chief Minister	Member
6.	Administrative Secretary to Government, Finance Department , J&K Srinagar/Jammu	Member
7.	Administrative Secretary to Government, Planning and Development Department, J&K Srinagar /Jammu	Member
8.	Administrative Secretary to Government, Science and Technology Department, J&K Srinagar/Jammu	Member Secretary
Representatives of Universities and R&D Institution		
9.	Director, Indian Institute of Integrative Medicines, Jammu	Member
10.	Vice Chancellor Jammu University Jammu	Member
11.	Vice-Chancellor Kashmir University, Srinagar	Member
12.	Vice-Chancellor, Sheri Kashmir University of Agricultural Sciences and Technology, Kashmir	Member
13.	Vice-Chancellor, Sheri Kashmir University of Agricultural Sciences and Technology , Jammu	Member
14.	Vice-Chancellor, Islamic University of Science & Technology, Awantipora, Srinagar	Member
15.	Vice-Chancellor, Shri Mata Vishno Devi University, Katra	Member
16.	Vice Chancellor, Baba Ghulam Shah Badshah University, Rajouri	Member
17.	Director, National Institute of Technology, Srinagar	Member
18.	Director, Sheri Kashmir Institute of Medical Sciences, Soura Srinagar	Member
Representative of National Science and Technology Departments/Organizations of Government of India, New Delhi .		
19.	Dr. Meenakshi Munshi, Director, Department of Bio-Technology Govt of India New Delhi	Member
20.	Dr. G.J. Samathanam Scientist "G" Advisor & Head-TDT Department of Science & Technology Bhavan, New Mehrauli Road, New Delhi	Member
21.	Prof. Nazeer Ahmad, Director, Central Institute of Temperate Horticulture Rangreth, Srinagar	Member
22.	Dr. Ram A Vishwakarma, Director, Indian Institute of Integrative Medicine , Canal Road Jammu	Member

23.	Dr. J.R. Sharma, Officer on Special Duty, Branch Secretariat, New Delhi Department of Space , Govt. of India, Antariksh Bhawan, New BEL Road, Bangalore.	Member
24.	Ms.Anumita Roy Chowdhury, Executive Director-Research and Advocacy, Centre for Science and Environment New Delhi	Member
25.	Dr. NJidhi P Chanana, Fellow The Energy and Resources Institute, New Delhi	Member
26.	Representative of Private Industry (to be nominated by Hon'ble Chairman)	Member
27.	Dr. Baldev Raj, Scientist and Director, C/O Department of Atomic energy Indira Gandhi Centre for Atomic Research, Kalpakkam, Tamil Nadu, India (to be nominated by Hon 'ble Chairman)	Member

• **Executive Committee :**

The latest re-constituted Executive Committee of the Council is as follows:

S. N	Members of Executive Committee	Designation
1.	Chief Secretary ,J&K State	Chairman
2.	Principal Secretary to Hon'ble Chief Minister	Member
3.	Commissioner/ Secretary to Government, Planning and Development Department, J&K Srinagar /Jammu	Member
4.	Commissioner / Secretary to Government, Finance Department	Member
5.	Director, Indian Institute of Integrative Medicines, Jammu	Member
6.	Administrative Secretary to Government, Science and Technology Department, J&K Srinagar/Jammu	Chief Executive

• **Officers authorized to operate upon the finances of the Council :**

- Accounts Officer (State Level)
- District Coordinators (District Level)

• **The procedure followed in the decision making process, including channels of supervision and accountability.**

Chief Executive is assisted by full-time Technical /Scientific Secretariat comprising of S&T personnel and administrative & financial staff The Council Secretariat coordinates/implements the decisions of the Council including its various policies and programmes. The Secretariat also executes all field activities of the Council.

• **The norms set by it for the discharge of its functions:**

Norms are as detailed in the Memorandum of Association of the Council

• **The Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

The Council has framed the following rules for effective and smooth functioning of its activities:

- J&K ScST Scheme Guidelines .
- J&K ScST MOU& Rules

• **A Statement of the categories of documents that are held by it or under its control.**

- Project / programmes records

- Meetings' agenda and proceedings.
- Establishment /Accounts records
- Employees Service Books
- **The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**
 - Through the members of the Executive Committee of the Council.
 - Through the members of the General Body of the Council.
- **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**
 - Executive Committee of the Council.
 - Governing Body of the Council.
 - Scientific Advisory Committee to CM
- **A directory of officers and employees:**

Sl N	Name & Designation	Phone No	District
1	Dr M.A Bhat ,	941919544	Kulgam
2	Kali Dass ,	9419222642	Jammu
3	Sanjay Kharoo ,	9419100636	Srinagar
4	Shruti Khanna ,	9419196296	Jammu
5	Manzoor Ahmad Mir,	9858461615	Gandherbal
6	Riyaz Ahmad Makroo ,	9797936165	Srinagar
7	Ashiq Hussain ,	8803566414	Srinagar
8	Sunita Bhat ,	9419174946	Pulwama
9	Zahoor Ahmad,	09596197384	Pulwama
10	Arshad Hussain ,	09796526657	Srinagar
11	Ashok Kumar Razdan ,	9419307228	Srinagar
12	Parveen Kumar ,	9419197036	Jammu
13	Balwan Singh ,	9858682645	Jammu
14	Rajinder Singh ,	9419900158	Jammu
15	Mohd Yousouf Lone ,	9419426292	Pulwama
16	Ajit Kumar ,	9796335934	Kishtwar
17	Parshotam Lal,		Jammu
18	Babu Ram ,	9622289209	Kathua

- **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

SN	NAME OF THE EMPLOYEE	MONTHLY SALARIES (GROSSAMOUNTIN RUPEES)
1	M.A Bhat ,	80949
2	Kali Dass	60456
3	Sanjay Kr. Kharoo	68409
4	Shruti Khanna ,	64984

5	Reyaz Ahmad Makroo	62500
6	Ashiq Hussain ,	62500
7	Manzoor Ahmad Mir ,	35822
8	Zahoor Ahmad,	36652
9	Sunita Bhat ,	35711
10	Arshad Hussain ,	37211
11	Ashok KumarRazdan ,	36051
12	Parveen Kumar ,	48908
13	Balwan Singh ,	47067
14	Rajinder Singh ,	27745
15	Mohd Yousouf Lone ,	27190
16	Ajit Kumar ,	27651
17	Parshotam Lal,	26859
18	Babu Ram	26901

- **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:**

- **Source of funding**

- The Council Secretariat is funded by Planning & Development Department (Developmental Budget) & also by Finance Department (Establishment Budget) Govt. of J&K
- Council also occasionally receives Project Specific grant from Department of Science & Technology (DST), & its sister Organizations Ministry of Science & Technology, Govt. of India

- **Budget(2015-16)**

Budget	Proposed Estimates	Amount provided	Expenditure Till date
State Plan	187.50	140.63	20.08

- **The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.** Currently, no subsidy programmes are handled by the Council.

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme

This Department does not have any subsidy programme

- **Particulars of recipients of concessions, permits or authorizations granted by it:**

Not applicable.

- **Details in respect of the information, available to or held by it, reduced in an electronic form:**

Details in respect of information available to or held by it reduced in electronic form.

Details about the organization on State Council's web site : www.jksandtcouncil.nic.in

Email : jksandtcouncil@gmail.com

- **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Working hours are 9-30 am to 5 pm from Monday to Fridays . Council follows General Holidays pattern of

J&K Govt.

• **The name and designated authorities under RTI Act:**

S. No	Name	Designation	Office Address & Phone Number Email Address Office Fax Nos	Jurisdiction
Public Information Officer (SPIO)				
1	Dr.Mushtaq Ahmad Bhat mushtaqbhat60@gmail.com Cell No 9419195994	Joint Director J&K Science Technology & Innovation council Jammu/Srinagar.	Winter Capital (Nov-April) H.No 5 B/C Green Belt Park Hospital Road Gandhi NagarJammu-180004 Tele/Fax No 0191-2433045/2439886 Summer Capital (May-Oct) Room No.114, First Floor,Zum Zum Hotel Complex, Rambagh, Srinagar 190015.Tele/Fax No 0194-2438369	State level
Assistant Public Information Officer (APIO)				
2	Smt. Sunita Razdan	District S&T Coordinator Udhampur	District Science & Technology & Innovation Council Office Udhampur Office Address Near District Industries Centre Thanda Padder Udhampur Pin 182104 Phone No: 01992-271672	District Udhampur
3	Shri Bilal Ahmad Bhat	DistrictS&T Coordinator Anantnag	District Science & Technology & Innovation Council Udhampur Office Address Gassi Building, Near Khannabal Bridge,Khannabal, Anantnag Pin 192101 Phone No: 01932-211397	District level
4	Shri M. Ali Tak	District S&T Coordinator	District Science & Technology & Innovation Council office Kargil Office Address Office Kargil Baro Kargil Pin 194101 Phone No: 01985-232188	District level
Appellate Authority &Transparency Officer		Director Finance Science and Technology Department Civil Secretariat Srinagar/Jammu(J&K)		

- **Such other information as may be prescribed; and thereafter update these publications every year:**
Nil.

How To Apply & Seek RTI Information

The person seeking information under RTI Act, 2005 may apply on a plain paper to Public

Information Officer, J&K science Technology & innovation council giving particulars of information being sought and his/her correct address for communication.

A request for obtaining information shall be accompanied by an application fee of Rs 10/- by way of cash against proper receipt or demand draft or banker's cheque or Indian Postal Order payable to the J&K science Technology & innovation council, Srinagar (J&K). Persons falling in the BPL category are exempted from the payment of fee.

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the J&K science Technology & innovation council at the following rates: -

- (a) Rs 2/- for each page (in A4 or A3 size paper) created or copied;
- (b) actual charges or cost price of a copy in larger size paper;
- (c) actual cost or price for samples or models; and
- (d) for inspection of records, no fee for the first hour; and a fee of Rs 5/- for each subsequent hour (or fraction thereof.)

For providing the information under sub -section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque or Indian Postal Order payable to the J&K science Technology & innovation council at the following rates:-

- For information provided in diskette or floppy Rs 50/- per diskette or floppy;
- (b) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publications.