

The Jammu and Kashmir State Forest Corporation



Right to Information Hand Book

(under section 4 (1) (b) of J&K Right to Information Act, 2009)

Summer

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CHAPTER-1

Introduction, Function and Duties

1.1 Background of this Handbook

This hand book has been prepared in pursuance of Section 4(b) of J&K Right to Information Act, 2009.

The basic purpose of the hand book is to facilitate the public to have access to the desired information in different forms, which is available under the control of J&K State Forest Corporation.

1.2 Objectives of Handbook

The objective of the Handbook is to provide the information about the functioning of the Corporation to bring transparency in its functioning.

1.3 Intended Users of this Handbook

This handbook is intended for use by anyone who is interested in getting any information about J&K State Forest Corporation.

1.4 Organization of the information in this handbook

This handbook gives a broad overview of the activities carried on by the J&K State Forest Corporation and the procedure to be followed for obtaining information from the Corporation as per Right to Information Act, 2009.

1.5 Definitions used in the handbook

“**Act**” means in the Right to Information Act, 2009

“**Corporation**” means J&K State Forest Corporation

“**Public Authority**” means the J&K State Forest Corporation

“**Government**” means Government of Jammu & Kashmir

“**State**” means State of Jammu & Kashmir

1.6 Procedure & Fee Structure for getting information not available in the handbook

A person seeking information from the Corporation under the Act can give an application indicating the complete details of information required. The persons seeking information can either inspect the concerned records at a specified time during office hours on a specific working day or he/she may also obtain copies of documents upon payment of fee as prescribed under the RTI Rules, 2010.

1.7 Introduction of J&K State Forest Corporation

The Departmental working of forest was started on an experimental scale sometime in 1959-60. A small unit "Keran Logging" was started in Keran Forests of Kamraj Forest Division. Later some coupes were taken up in the valley and the Keran Logging was renamed as Departmental Exploitation Project (DEP).

During 1964 some more areas were taken up in the Kashmir Valley for winter working and a few compartments were taken up in Jammu in Udhampur and Sunderbani Forests. With the success achieved the DEP was expanded into a Departmental Logging Project (DLP) and certain drainages like Lolab, Romshi and Dudganga in Kashmir Valley and Neru, Kellard and Dudu Ranges in Jammu region were earmarked to be worked out by the DLP.

The DLP had a Board of Governors chaired by the Chief Secretary to lay down policy matters and the DLP continued to be under the Chief Conservator of Forests with a General Manager to conduct day to day work.

In the year 1973, the Government created a separate Organization called the Government Lumbering Undertaking (GLU), as a step towards taking over the responsibility of complete Nationalization of Forest Working in the State.

In the year 1978, the State Legislature passed an Act called J&K State Forest Corporation Act, 1978. In pursuance of the SFC Act, 1978, the Government Lumbering Undertaking was converted into J&K State Forest Corporation with the objectives of better preservation, supervision and development of forests and better exploitation of forest produce. The Corporation came into existence and started its functions independently from 01.07.1979.

1.8 Functions of the Corporation

The functions of the Corporation as per the J&K SFC Act 1978 follows:-

- i. To undertake removal and disposal of trees and exploitation of forest resources entrusted to it by the Government.
- ii. To undertake research programmes relating to forest and forest products and render technical advise to Government on matters relating to forestry.
- iii. To manage, maintain and develop such forests as are transferred and entrusted to it by the Government till these are handed back to the Government.
- iv. To perform such functions as the Government may from time to time require.

The J&K State Forest Corporation took over the responsibility as per the SFC Act and has been since its inception in the year 1979 extracting and marketing the forest produce handled by it.

1.9. Activities of the Corporation

The activities of the Corporation can broadly be categorized into the following areas:

- Extraction
- Transportation and Mechanization
- Sales
- Timber Utilization
- Supply of timber to Forest Department for C zone depots
- Supply of timber to bonafide consumers through Fair price depots
- Supply of timber to needy persons under special circumstances like natural calamities
- Public Private Partnership (On Pilot basis for 18 months starting from April 2011).

1.9.1: Timber Extraction

The Forest Department, on the basis of scientific principles of forest management, identifies trees that can be harvested from the forests and marks them. These marked trees are handed over to the State Forest Corporation for their eventual felling, conversion and transportation to markets. At present, such markings are restricted to dry standing and fallen trees only in pursuance to the orders of the Hon'ble Supreme Court of India. The SFC extracts timber in sawn as well as log form from the trees handed over to it.

1.9.2. Timber Sales

The SFC conducts regular auctions of timber from its sales depots located in Kashmir Valley and Jammu. The Corporation also supplies timber to consumers on subsidized rates for house construction and repairs in the Municipal Corporation areas of Jammu and Srinagar cities.

1.9.3. Sale Depots of SFC

<i>Kashmir</i>		<i>Jammu</i>	
Auction Depots	Fairprice Depot	Auction Depots	Fairprice Depot
<ul style="list-style-type: none"> ✓ Awantipora ✓ Harnag ✓ Kakpora ✓ Sangam ✓ Nikus ✓ Batpora ✓ PC Depot 	Shalteng Depot for: <ul style="list-style-type: none"> 1. Log form. 2. Sawn form 	<ul style="list-style-type: none"> ✓ Janipur ✓ Bahu ✓ Sunjwan ✓ Bachan ✓ Aik 	<ul style="list-style-type: none"> ✓ Bachan

1.9.4. Public Private partnership

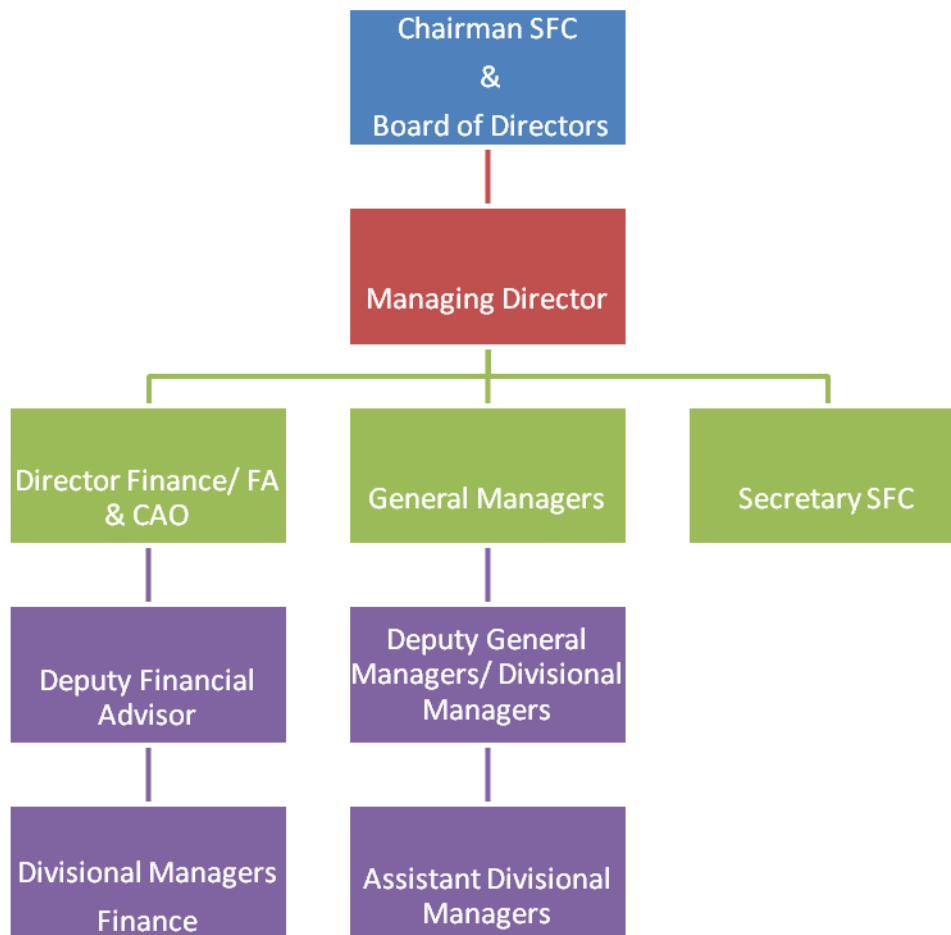
Public Private Partnership between J&K SFC and M/s Tramboo Joinery Mills Pvt. Limited, was introduced vide **SFC Order No. 50 of 2011** dated 28.01.2011 and the PPP started operations from the month of April 2011 onwards on pilot basis for 18 months.

2.5 Constitution of J&K State Forest Corporation

As per Clause-4 of J&K SFC Act, 1978, the Corporation comprises of:

- a. Minister Incharge Forest ...Ex-officio Chairman
- b. Minister of State or Deputy Minister of Forests,
if any ... Ex-officio Vice Chairman
- c. Seven members to be appointed by the Government five from amongst its officers and two from the Legislature as Directors of the Corporation

2.6 Organizational setup of J&K State Forest Corporation



2.7 Organizational Chart of J&K State Forest Corporation

Office	Headquarter	Officer In-charge (As on 01-10-2012)
Managing Director	Jammu/ Srinagar	Abhai Kumar, IFS
General Manager, Administration	Jammu/ Srinagar	S Senthil Kumar, IFS
Administrative Officer	Jammu/Srinagar	M.Y. Dar
Law Officer Administration	Jammu/ Srinagar	Fida H. Naqashbandi
General Manager, P&P	Jammu/ Srinagar	N. S. Kalla, IFS
Dy. G M, Estates, Jammu	Jammu	Sukesh Gupta
DGM (P&P)	Jammu/ Kashmir	A.K.Koul
DM, Statistics	Srinagar	
DM, P&P, Jammu	Jammu	Sunil Kala
DM, Estates, Kashmir	Srinagar	Syed Azad Hussain
DM, Statistics	Kashmir	Azad Hussain
Dy.General Manager, Development	Jammu/ Srinagar	S .H. Mintoo
DM Project Formulation/ Dev.	Jammu	Ashok Sharma
DM Dev; Srinagar	Srinagar	Ali Mohammad Wani
General Manager, T&M	Jammu/ Srinagar	Naveen Kumar Sah, IFS
DM Workshop, Shalteng	Srinagar	Shakeel A. Durrani
DM Workshop, Jammu	Jammu	Mushtaq Ahmad Mir
DM Transport	Jammu	Pardeep Singh
General Manager, Vig & Sec (Addl)	Jammu	DL Sharma
DM Vigilance, Kashmir	Srinagar	Ali Mohammad Wani
DM Vigilance, Jammu	Jammu	M.L. Angoo
Director Finance	Jammu/Srinagar	Abdul Aziz Wani
DFA (Headquarters)	Jammu/Srinagar	Mir Shakeel Ahmad
DFA, Audit Srinagar	Srinagar	MM Mahajan
DM Finance, Kashmir (Addl.)	Srinagar	MA Naqash
DM Fin. Jammu	Jammu	N. K. Gupta
DM Audit-I, Jammu	Jammu	PD Sharma
DM Audit-II Jammu	Jammu	Indeerjeet Mahajan
DM Audit-I, Kashmir	Srinagar	MA Naqash
DM Audit-II Kashmir	Srinagar	M. Faheem Khan
General Manager (S&M) Circle, Kmr	Srinagar	Syed Javid Andrabi
DM Sales North	Srinagar	Jalid Riyaz Banday

Office	Headquarter	Officer In-charge (As on 01-10-2012)
DM Sales South	Srinagar	N.A Gattu
DM PPP Khanmoh	Srinagar	Mohammad Ayub Dar
DM Leh	Leh	G.A. Mir
General Manager (North) Ext. Circle	Sopore	AN Peerzada
DM Ganderbal Ext. Division	Ganderbal	Altaf Hussain Qureshi
DM Baramulla	Baramulla	Mohammad Ayub (RO-I)
DM Handwara	Handwara	Fayaz Ahmad Bhat
DM Zangli	Kupwara	Javaid Ahmad Malik
DM Kehmil	Kralpora	Javaid Ahmad Malik
General Manager (South) Ext. Circle	Bijbehara	Wajhat Javid Koul
DM Anantnag	Anantnag	Peer Manzoor Ahmad
DM PP East	Pulwama	Shabir Ahmad (RO-I)
DM PP West	Budgam	Mohammad Ayub Dar
General Manager, Fairprice Circle	Srinagar	Syed Javaid Ahmad Andrabi
DM Fair Price	Srinagar	Ramesh Koul
DM Timber Utilization	Srinagar	Ramesh Koul
General Manager (Sales)Circle Jammu	Jammu	M.P. Dogra, IFS
Dy. G M, West Marketing	Jammu	Satpaul Sharma
DM East Marketing	Jammu	Kuldeep Sudan
DM E&S Pathankote Adl. charge	Pathankote	Kuldeep Sudan
DM Fair Price, Jammu	Jammu	Shashi Sharma
General Manager (West) Ext. Circle	Jammu	D.L. Sharma
DM Ramban	Ramban	DK Aryan
DM Udhampur	Udhampur	Kuldeep Kumar Sharma
DM Rajouri	Rajouri	S. Jasbir Singh
DM Ext. Jammu	Jammu	Dileep Nakaib
General Manager Ext. East Circle Doda	Doda	AK Sharma
Dy. GM Kishtwar West Division	Kishtwar	AK Naik
Dy. GM Kishtwar East Division	Kishtwar	Ab. Qayoom Bhat
DM Bhaderwah	Bhaderwah	Mohd. Younis Malik
DM Doda	Doda	Swarn Kumar Amla
General Manager (Head Quarter)	Jammu/ Srinagar	
Personnel Officer	Jammu/Srinagar	A.U. Shah
Law Officer Srinagar	Srinagar	Niyaz Ahmad
Law Officer Jammu	Jammu	Kuldeep Singh

2.8 Working Hours (Six days week)

Srinagar:	Summer	:	10.00 am to 04.00 pm
	Winter	:	10:30 am to 04:30 pm
Jammu:	Summer	:	08.00 am to 02.00 pm
	Winter	:	10.00 am to 04.00 pm

CHAPTER-2

The Powers and duties of officers and Employees

2.1. Powers of the Corporation

The Corporation has been vested with the following powers under Section 15 J&K State Forest Corporation Act, 1978.

- a) to set up workshop or factories for processing forest raw materials;
- b) to establish, maintain and operate laboratories and experimental and research stations;
- c) to enter into such contract or arrangement with any person as the Corporation may deem necessary for performing its functions under this Act;
- d) to borrow money, issue debentures, bonds or stocks and manage its funds; and
- e) to incur expenditure and grant advances for performing its functions under this Act.

2.2. Delegation of Powers of the Managing Director

In exercise of powers conferred under Section 31 of the Jammu and Kashmir State Forest Corporation Act, 1978 (Act No. XII of 1978), the Board of Directors of the Corporation in its 64th meeting held on 24.01.2012 delegated the following powers to the Managing Director to perform functions of the Corporation specified hereinafter:

1. To enter into any contract with-
 - a) any person who is not a Director of the Corporation or his relative;
 - b) any firm in which such Director or his relative is not a partner; or
 - c) any private company of which any Director of the Corporation is not a Member or Director.
- 2¹. To change wage structure in respect of casual labours of the Corporation.
- 2a². To change the norm rates/schedule of rates for lumbering activities based on the corresponding change in 12 monthly moving average of Consumer Price Index (Industrial Workers) for Srinagar centre, with the approval of the Steering Committee of the Corporation.

¹ Substituted by SFC Order 58 of 2012 dated 21.02.2012

² Inserted by SFC Order 58 of 2012 dated 21.02.2012

3. To approve and sanction a project report of the capital nature involving a sum not exceeding rupees twenty lakhs and with the previous approval of the Chairman upto rupees fifty lakhs.
4. To place orders for incurring of any expenditure when-
 - (a) Project report of the capital nature has been sanctioned and/or
 - (b) the component of sanctioned project report has received the approval of the Board.
5. To grant concession or provide benefits in accordance with the rules and regulations.
6. To write off the difference in value of any item of stores, equipment, tools and plant material not exceeding rupees thirty thousand in each case and subject to maximum of rupees three lakhs in a year, and with the approval of the Chairman upto rupees ten lakhs in a year.
7.
 - (a) To write off the volume of timber lost or damaged in floods, mahan losses, fire or any other calamity up to any given point up to two percent of the volume involved in the said contract after proper enquiry.
 - (b) To write off the irrecoverable value of stocks lost by fraud, negligence or other causes upto the sum of Rupees fifty thousand in each case and up to Rupees three lakh in a year.
8. To write off the difference of volume assessed due to *Sharmandi* convention up to five percent only in sawn volume in sale depots.
9. To sanction rent for land and/ or buildings hired by the Corporation subject to the assessment made by the rent assessment committee of the District or the committee constituted for the purpose by Corporation.
10. To grant advance to sub-disbursers for execution of SFC works subject to a maximum of rupees one lakh in each case.
11. Deleted.
12. To grant rewards up to rupees five thousand in each case and subject to a maximum of rupees fifty thousand in a year and with the approval of the Chairman up to rupees one lakh in a year to the officials up to the level of Deputy Manager Grade - I and including labour for the good work, for detection and prevention of thefts and other losses to property of the Corporation on the recommendations of the State Forest Corporation Management Committee.

13. To sanction extraordinary expenditure including expenditure on entertainment of guests, visits in connection with the functioning of the Corporation not exceeding rupees twenty five thousand in each case and subject to a maximum of Rupees 2.5 lakh in a year.
14. To sanction deputation of Officers and other staff of the Corporation within the state and with the previous approval of the Chairman outside the State.
15. To sanction all kinds of contracts for construction of roads, buildings etc. not exceeding rupees thirty lakhs in each case, and with the previous approval of the Chairman, upto rupees sixty lakhs in each case.
16. To sanction *ex-gratia* payment to any labour or employee of the Corporation in case of death or injury inflicted during the performance of the Corporation work up to rupees ten thousand in each case, and with the approval of Chairman, up to rupees fifty thousand in each case.
17. To impose minor penalties upon the employees of the Corporation who are within the competence of the Managing Director to appoint in accordance with service rules, and to impose minor penalties upon rest of the employees and major penalties with the approval of the Board.
18. To transfer or suspend any employee of the corporation below the rank of Divisional Manager and with the approval of the Chairman other employees of the Corporation.
19. (i) To make appointment by direct recruitment
 - a. against any post carrying grade pay upto Rs. 1800 in pay band – 1 (5,200 – 20,200) with the previous approval of the Chairman after fulfilment of codal formalities;
 - b. against any other post with the approval of the Board; and
 ii) to make appointment by promotion;
 - a. to any post carrying grade pay upto Rs. 4400 in pay band – 2 (9,300 – 34,800) on the recommendations of the Corporation Promotion Committee; and
 - b. to any other post on the recommendations of the Corporation Promotion Committee with the approval of the Chairman;
20. (i) To sanction contracts for operational works like extraction etc. up to one lakh cubic feet converted volume in each case, and with the pervious approval of the Chairman up to two lakh cubic feet converted volume in each case.

- (ii) To sanction contracts for transportation upto one Lakh cubic feet converted volume in each case and with the approval of the Chairman up to up to two lakh cubic feet converted volume in each case.
- (iii) To sanction contracts for extraction works and/or transportation works beyond two lakh cubic feet converted volume on the terms and conditions fixed by the Pricing Committee. The Committee shall submit recommendations to the Chairman for approval.

Explanation - 1. Financial Advisor & Chief Accounts Officer, State Forest Corporation shall assist the Committee referred in clause (iii)

Explanation - 2. The Board of Directors shall be informed by the Managing Director about all the contracts referred in clause (iii) in the next meeting.

Explanation - 3. For purposes of clauses (i) to (iii) the contracts shall be granted after fulfilling all the codal formalities

- 21. To sanction contracts on negotiated rates for such works only where single tender is received or where there is no response to the tender notice floated or where there is no time left to invite tenders due to urgency, subject to a maximum of rupees Ten lakhs in each case in respect of operational works and rupees Five lakhs in respect of roads in each case. Such works shall be allotted only after getting prior approval of the Chairman.
- 22. To accord sanction for procurement of tools, equipments and machinery required for the operational works of the Corporation up to rupees ten lakhs in each case, subject to a maximum of rupees fifty lakhs in a year on the recommendation of the State Forest Corporation Purchase Committee.
- 23. To sanction estimates up to rupees fifteen lakhs, not included in the annual works programme of the Corporation subject to a maximum of rupees fifty lacs in a year.
- 24. To sanction increase in the sanctioned estimates up to 10% of the sanctioned estimated cost.
- 25. To engage skilled and technical personnel temporarily on work charge establishment for a period not exceeding six months and /or carrying salary up to rupees seven thousand per month with the approval of Chairman.
- 26. To open sales outlets within the State and with the previous approval of the Chairman/ Board of Directors outside the State.
- 27. To raise the sinking fund in terms of the provisions of the Act and the Rules.

28. To carry out the scheme and programmes for further development of the forests and better exploitation of forest produce subject to the directions issued by the Board or the Chairman.
29. Deleted
30. To prepare and submit to the Government/ Chairman report annually regarding the compliance of the various provisions of the Act and the rules/ regulations of the Corporation.
31. To confer powers with the previous approval of the Chairman, on officers of the Corporation subordinate to the Managing Director.
32. To determine profits at the end of each financial year and remit the same annually to the State exchequer as revenue of the Government.
33. To prepare and maintain proper accounts/ annual statements and have the same audited annually by a qualified Chartered Accountant, appointed by the Government.
34. To ensure that the accounts of the Corporation together with the audit report are laid annually before each House of the State Legislature.
35. To prepare and submit to the Government a report of the accounts of its activities during the previous financial year as well as of the activities to be undertaken by the Corporation in the next financial year and also to ensure that the report is laid before each House of the State Legislature.
36. To ensure recovery of sum due to the Corporation as the arrears of land revenue.
37. To annually reconcile the stocks of timber received from the Forest Department viz-a-viz sales effected by the Corporation.
38. To blacklist, with the previous approval of the Chairman, a contractor who,
 - a) is a repeat non-performer of the work or contract allotted to him; or
 - b) causes any loss or damage to any timber or any other forest produce in any area falling within his operational activities; or
 - c) by his direct and /or indirect conduct is responsible for any theft, loss or fire etc. to the timber or any Forest produce in any area falling within his operational activities.
39. To invite permanent or temporary experts or special invitees at the meeting of the Board after obtaining the approval of the Chairman.

- 40 To exercise such administrative and supervisory control as may be necessary for smooth conduct of the functions of the Corporation as well as for smooth discharge of the functions by such employees.
41. To exercise and perform such other powers and functions as the Government or the Chairman or the Board of Directors may from time to time direct.

Finance wing deals with the accounting and audit of revenue and expenditure of the Corporation. It is headed by an Officer of the level of Director Finance on deputation from Finance Department, J&K Government.

3.6. Administration

The Administration Wing of the Corporation is responsible for entire gamut of HR which includes;

- Supervise and manage all day-to-day office administrative activities.
- Maintaining record of AMC.
- Query and grievances handling of the Employees.
- Issuing Appointment Letters, Transfer Letters & Confirmation Letters.
- Maintaining the records of the employee by maintaining their seniority lists.
- Updating of web-site.

3.7. Extraction

The main activity as has been entrusted to J&K State Forest Corporation is extraction of timber from forests of J&K State and its sale in the market. The extraction works are being monitored at Divisional level under the close supervision of General Managers Ext. Circles.

3.8. Sales & Marketing

The sale of timber and its marketing is carried out by the Divisional Managers under the overall supervision of General Managers Sales and Marketing in Kashmir and Jammu regions.

3.9. Secretarial Section

1. To prepare Agenda notes for BOD Meeting and circulation of minutes of the BOD and also to attend the Board constitution matters etc. Construction of the Board agenda and minute book.
2. To attend the assignments as Nodal officer of Legislative questions. Nodal Officer of e-governance.
3. To attend and work as PIO to deal RTI cases in SFC.
4. As member of the Auction committees.
5. Registering authority to register and renew the registration certificates of contractors in SFC.

CHAPTER-4

Norms Set for Discharge of Functions

In order to discharge its functions, the Corporation has set the following norms for its various operations:

4.1 Extraction

The extraction of timber from its felling in forests to its transportation upto sale depots involves various activities like felling, hand sawing, pathroo, tarspan, head carriage etc and finally its transportation to sale depots. To carry out these operations norm rates have been fixed. The works are carried out by inviting tenders. The norm rates for working out various operations are revised periodically based on change in Consumer Price Index.

4.2 Sales

The timber extracted from forests and transported to sales depots, is then sold through auctions, supply to Government Departments and General Public on Subsidiary Rates. The reserve rates/sale rates for sale through different modes are worked out on yearly basis and fixed by High Level Committee known as Steering Committee constituted by its Board for the purpose.

CHAPTER-5

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

5.1 Name/ title of the document with brief write up on the documents

1. J&K State Forest Corporation Employees Regulations, 1981 (deal with Service Conditions and Control of the employees).
2. J&K State Forest Corporation Employees (Condition of Services) Regulations, 1993, as amended from time to time (deal with appointment by direct recruitment and by promotion of its employees).
3. J&K SFC Employees (Higher Standard Pay Scale Scheme) Regulations, 2008 (deal with *in-situ* Promotion of SFC employees).
4. J&K State Forest Corporation Employees (Compassionate Appointment) Regulations-2007 (deal with appointment of beneficiary of deceased employees of Corporation on compassionate grounds on the pattern of SRO-43).
5. Accounts Manual (deals with financial matters).
6. J&K State Forest Contractors Registration Regulations (deal with registration of contractors for various forest operations).
7. J&K State Forest employees Pre-mature Retirement Regulations (deal with premature retirement of employees borne on the cadre of SFC).

CHAPTER-6

A Statement of the Categories of Documents that Relates Specifically to State Forest Corporation

6.1 Category of the Document

- a. Agenda and minutes of Board Meetings.
- b. Agenda and minutes of DPC Meetings.
- c. Agenda and minutes of Management meetings.
- d. Rules and Regulations as mentioned in Chapter-5.
- e. Agenda and minutes of fixation of rates for sale of timber through different modes.

CHAPTER-7

The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relations to the formulation of its policy or implementation thereof

7.1 No such arrangement exists in J&K State Forest Corporation.

CHAPTER-8

A Statement of the Boards, Councils, Committees and other bodies constituted as its part

8.1 Board of Directors

- | | | | |
|----|--|---|-----------------------------|
| a. | Minister In-charge Forest | : | Ex-Officio
Chairman |
| b. | Minister of State or Deputy Minister of Forests, if any | : | Ex-Officio
Vice Chairman |
| c. | One MLC from Legislative Counsel as nominated by the Government from time to time | : | Member |
| d. | One MLA from Legislative Assembly as nominated by the Government from time to time | : | Member |
| e. | Principal Secretary to Government, Finance Department | : | Member |
| f. | Principal Secretary to Government , Planning and Development Department | : | Member |
| g. | Commissioner/Secretary to Government , Forests Department | : | Member |
| h. | Principal Chief Conservator of Forests | : | Member |
| i. | Managing Director | : | Member |

8.2 Steering Committee (a sub-committee of Board of Directors):

- | | | | |
|----|--|---|----------|
| a. | Commissioner/ Secretary to Govt, Forest Department | : | Chairman |
| b. | Pr. Chief Conservator of Forests | : | Member |
| c. | Managing Director, SFC | : | Member |
| d. | Chief Conservator Forests, Kashmir | : | Member |
| e. | Director Finance, SFC | : | |

8.3 Management Committee:

- | | | | |
|----|---|---|----------|
| a. | Managing Director | : | Chairman |
| b. | Chief General Manager (Planning & Projects) | : | Convener |
| c. | General Managers concerned | : | Member |
| d. | Divisional Managers concerned | : | Members |

8.4 Departmental Promotion Committee (for considering promotions of the level of Divisional Managers and above):

- | | | | |
|----|---|---|----------|
| a. | Commissioner/Secretary to Government, Forest Department | : | Chairman |
| b. | Managing Director. SFC | : | Member |
| c. | Director Finance, SFC | : | Member |
| d. | General Manager, Administration, SFC | : | Member |
| e. | Secretary, SFC | : | Member |

8.5 Departmental Promotion Committee (for considering promotions of the level of Assistant Divisional Manager and equivalents and below):

- | | | | |
|----|---|---|----------|
| a. | Managing Director, SFC | : | Chairman |
| b. | Director Finance, SFC | : | Member |
| c. | General Manager, Administration, SFC | : | Member |
| d. | Deputy General Manager (P&P) | : | Member |
| e. | Personnel Officer, J&K SFC | : | Member |
| f. | A representative of Forest Department
(Secretariat) as may be nominated by the
Commissioner Forests | : | Member |

8.6 Committee for pre-mature retirement of SFC Employees:

- | | | | |
|----|---|---|--------|
| a. | Director Finance, SFC | : | Member |
| b. | General Manager, Administration, SFC | : | Member |
| c. | Secretary, SFC | : | Member |
| d. | A senior officer of the rank of Conservator
of Forests to be nominated by the Chief
Conservator of Forests. | : | Member |
| e. | A representative of Administrative
Department to be nominated by the
Commissioner Forests from time to time | : | Member |

CHAPTER-9

9.1 Directory of officers and employees

Office	Telephone Number
	0194-2310567 (PBX)
Head Office, Rajbagh Srinagar	0194-2313553 (PS)
	0194-2312672 (Fax)
Gladni, Forest Complex, Narwal, Jammu	0191-2490067 (PS)
	0191-2490065 (Fax)
	0191-2435206 (PBX)
Sub-Office, Bikram Chowk Jammu	0191-2435261 (PBX)
	0191-2432224 (Fax)

9.2 Officers/Offices with Move

OFFICE	Name of the Officer S/Shri	Telephone		
		Mobile	Jammu	Kashmir
Managing Director	Abhai Kumar	9419180671 9469571151 9469571152	0191-2490101	0194-2312506
Director Finance	Ab. Aziz Wani	9419011929	0191-2434622	0194-2310567
GM (P&P)	S. N. S. Kalla	9419114584	0191-2490292	0194-2310567
GM, Administration	S. Senthil Kumar	9469151755	0191-2476656	0194-2310567
GM, T&M	Naveen Kumar	9419207965		0194-2310567
GM Vig. & Secty. Addl.	D.L. Sharma	9797574295	0191-2435206	0194-2310567
DGM, Development	S.H. Minto	9419186273	0191-2435206	0194-2310567
DFA Audit (HQ)	Mir Shakeel Ahmad	9419078249	0191-2432224	0194-2310567
Personnel Officer	Ahadullah Shah	9419084187 9469571153		0194-2310567
Administrative Officer	M Y Dar	9419086783 469571164		0194-2310567
PIO SFC	A. K. Sen	9469571281	0191-2490065	0194-2310567

9.3 Circle Offices of J&K SFC (Non-move)

OFFICE	Name of the Officer	Mobile No.	Landline/Fax number
GM, (S&M), Jammu	M. P. Dogra	9469571243	0191-2435261 0191-2435206 0191-2434485 (Fax)
GM, (S&M) /Fair Price Kashmir	Syed J. Andrabi	9419001548	0194-2497243 0194-2497243
GM, West, Jammu	D.L. Sharma	9797574295	0191-2435261 0191-2435206

OFFICE	Name of the Officer	Mobile No.	Landline/Fax number
GM, East Ext. Doda	AK Sharma	9419187094	0191-2435206
		9469571312	01996-233263
GM, North, Sopore	AN Peerzada	9419011875	01954-223909
GM, South, Bijbehara	Wajahat Javid Koul	9419011726	01932-233271

9.4 Divisional Offices of J&K SFC

OFFICE/DIVISION	Name of the Officer	Telephone	
		Mobile	Land line office
DGM Estates, Jammu	Sukesh Gupta	9419183490	
		9469571170	
DGM WMD Jammu	Satpal Sharma	9419187051	0191-2530846
		9469571214	
Dy. GM Kishtwar West	AK Naik	9419154876	01995-259381
		9469571169	
DM Kishtwar East	Abdul Qayoom Bhat	9469571231	01995-259380
DM Fairprice, Jammu	Shashi Sharma	9419110930	
DM Baramulla	Mohammad Ayub	9469571246	
DM Handwara	Fayaz Ahmad	9697003101	
DM Kehmil	Javaid Ahmad Malik	9469571314	
DM Zangli	Javaid Ahmad Malik	9419004591	
		9469571315	
DM Ganderbal	Altaf Hussain Qureshi	9419004591	0194-2416528
DM PP West	Mohammad Ayub Dar	9419077603	
DM Anantnag	Peer Manzoor Ahmad	9697003101	
		8803037342	01932-227682
DM PP East	Shabir Ahmad	9469571311	
DM Bhaderwah	Mohammad Younis	01933-240289	
DM Doda	Swarn Kumar Amla	9469571245	01997-244154
DM Udhampur	Kuldeep Kumar Sharma	9469571282	01996-233263
DM Ramban	DK Aryan	9419151681	01992-276981
		9419391697	
DM Rajouri	S. Jasbir Singh	9469571217	01998-266647
		9469571172	
DM Project Development Jammu	Ashok Sharma	9419189744	
		9419141227	0191-2435206
DM Development Srinagar	Ali Mohd Wani	9419465620	
DM Sales North	Jalid Riyaz Bandy	9469571288	
DM Sales South	NA Gattu	9419016437	
		9419167128	
DM Fairprice Srinagar	Ramesh Kumar Koul	9469571304	
		9018030148	
DM T&U Shalteng	Ramesh Kumar Koul	9469571310	
		9018030148	
DM East Marketing	Kuldeep Sudan	9469571310	
		9419239106	0191-2463447
		9469571247	

OFFICE/DIVISION	Name of the Officer	Telephone	
		Mobile	Land line office
DM E&S Pathankot (Addl.)	Kuldeep Sudan	9419239106 9469571247	01862-243917
DM Extraction Jammu	Dileep Naqeeb	9419206442 9469571247	0191-2435206 0191-2435261
DM Workshop Srinagar.	Shakeel A. Durrani	9419001975 9469571289	
DM Workshop Jammu	Mushtaq Ahmad	9419192275 9469571189	0191-2476046
DM Leh	G.A. Mir	9419004834 9596558044	
DM Vigilance Kashmir	Ali Mohd Wani	9419465620 9469571288	0194-2310567
DM PPP Khanmoh	Mohd. Ayub Dar Addl.	9697003101	
DM Transportation, Jammu	Pardeep Singh	9419130159 9469571194	
DM Vigilance Jammu	M. L. Angoo	9419137470 9469571275	0191-2435206
DM (P&P), Jammu	Sunil Kala	9469571186	0191-2490292
DM, (Sts)/ Estates, Srinagar	Syed Azad Hussain	9419009523 9469571171	0194-2310567
DM Fin. Jammu	Naresh Gupta	9419114008 9469571202	0191-2435206
DFA, Audit	M.M. Mahajan	9419065768 9469571295	0194-2310567
DM Finance, Kashmir (Addl.)	M.A. Naqash	9419008780 9469571296	0194-2310567
DM Audit-I Kashmir	M.A. Naqash	9419008780 9469571296	0194-2310567
DM Audit-II, Kashmir	M. Faheem Khan	9419705768 9469571297	0194-2310567
DM Audit-I, Jammu	P.D. Sharma	9419184543 9469571201	0191-2435205
DM Audit-II, Jammu	Inderjeet Mahajan	9906203523	0191-2435206
DM with CGM (Vig & Sec)	Chaman Lal Gupta	9906001350	
Senior Law Officer	Fida Hussain	9419066394 9469571279	0194-2310567
Law Officer, Kashmir	Niyaz Ahmad	9906641410	0194-2310567
Law Officer, Jammu	S. Kuldeep Singh	9419154638 9469571279	0191-2435206
Labour Welfare Officer	Dildar Ahmad	9419043667	
AAO (P&P Circle)	Suresh Sharma	9419173550 9469571200	
AAO	Smt. CK Sudan	9419142574	
AE Civil	Amit Kumar	9419195673 9469571178	
PS to Managing Director	Shiv Kumar Sharma	9419127577 9469571154	0194-2313553
PS to Managing Director	Manzoor Ahmad	9796735324	0194-2312672 (Fax)

OFFICE/DIVISION	Name of the Officer	Telephone	
		Mobile	Land line office
Estates Officer, Jammu	Kuldeep Kumar Ganjoo	9469571177	0191-2435206
Estates Officer, Srinagar	Mohammad Sharief Shah	9797931975	0194-2310567

CHAPTER-10

Strength & Composition of the service in the Corporation and Pay Scales as per J&K SFC Employees (Condition of Services) Regulations, 1993 (as amended from time to time)

#	Designation	Sanctioned Strength		Pay Band with Grade Pay iv
		Permanent	Temporary	
I. Executive Cadre				
1	Managing Director	1		
2	Chief General Manager	3		37400-6700 + 8900
3	General Manager	10		15600-39100 + 7000
4	Deputy General Manager	9		15600-39100 + 6600
5	Divisional Manager	21		9300-34800 + 4400
6	Asstt. Divisional Manager	40		9300-34800 + 4200
7	Range Manager	50		9300-34800 + 2800
8	Block Manager	500		5200-20200 + 2400
9	Field Supervisor	1100		5200-20200 + 1800
II. Ministerial Cadre				
1	Secretary	1		15600-39100 + 6600
2	Personnel Officer	1		9300-34800 + 4600
3	Administrative Officer	2		9300-34800 + 4400
4	Private Secretary	9		9300-34800 + 4200
5	Asst Administrative Officer	9		9300-34800 + 4200
6	Section Officer	10		9300-34800 + 2800
7	Stenographer	10		9300-34800 + 2800
8	Stores Officer	0	4	9300-34800 + 2800
9	Sr. Assistant	38		5200-20200 + 2400
10	Senior Typist-cum-computer Operator	16		5200-20200 + 2400
11	Senior Store Keeper	0	8 (5 exhausted)	5200-20200 + 2400
12	Junior Assistant	58		5200-20200 + 1800
13	Typist -cum-Computer Operator	44		5200-20200 + 1800
	Senior Class IV	40	2	4440-7440 + 1400
14	Junior Class IV	109	8	4440-7440 + 1300
III. Legal Cadre				
1	Senior Law Officer	1		9300-34800 + 4400
2	Labour Welfare Officer	1	1	9300-34800 + 4400
3	Law Officer	4		9300-34800 + 4200

#	Designation	Sanctioned Strength	Pay Band with Grade Pay	
IV. Accounts Cadre				
1	Financial Advisor & CAO	1	15600-39100 + 7000	
2	Deputy Financial Advisor	2	15600-39100 + 6600	
3	Divisional Manager (Finance)	6	9300-34800 + 4400	
4	Junior Accounts Officer	24	9300-34800 + 4200	
5	Accountants	60	9300-34800 + 2800	
6	Accounts Assistants	30	5200-20200 + 2400	
V. Statistics Cadre				
1	Divisional Manager (Sts)	1	9300-34800 + 4400	
2	Statistical Officer	5	9300-34800 + 2800	
3	Statistical Assistant	18	5200-20200 + 2400	
VI. Civil Engineering Cadre				
1	Assistant Engineer Grade-I	2	9300-34800 + 4400	
2	Assistant Engineer Grade-II	3	9300-34800 + 4200	
3	Junior Engineer	2	9300-34800 + 2800	
VII. Workshop and Mechanical Cadre				
1	Divisional Manager Workshop	2	9300-34800 + 4400	
2	Works Manager	2	9300-34800 + 4200	
3	Traffic Manager	2	9300-34800 + 4200	
4	Foreman	8	9300-34800 + 2800	
5	Senior Mechanic (previously senior Mech/Mech/Tech. Asstt/ Mech. Asstt.)	18	5200-20200 + 2400	
6	Saw Mill Operator	0	3	5200-20200 + 2400
7	Crane Operator	0	1	5200-20200 + 2400
8	Electrician	0	7	5200-20200 + 2400
9	Junior Mechanic (previously Washer-cum- Greaser/Helper-I)	22		5200-20200 + 1800
10	Technical Helper (previously Helper-II)	40	10	4440-7440 + 1400
11	Senior Driver	40		9300-34800 + 2800
12	Drivers	80	50 (43 exhausted)	5200-20200 + 2400
13	Cleaner Grade-I	40	2	4440-7440 + 1400
14	Cleaner Grade-II	40		4440-7440 + 1300
VIII Miscellaneous Cadre				
1	Medical Assistant	1		9300-34800 + 2800
2	Telephone Operator	0	3	5200-20200 + 2400
3	Assistant Telephone Operator	4		5200-20200 + 1800
4	Carpenter	0	2	5200-20200 + 2400

#	Designation	Sanctioned Strength		Pay Band with Grade Pay
5	Upholster	0	1	5200-20200 + 2400
6	Timekeeper	0	2	5200-20200 + 1800
7	Plumber	0	1	5200-20200 + 1800
IX Others				
2	Security Guard	0		5200-20200 + 1800
3	Medical Attendant	0		4440-7440 + 1300
4	Sweeper	0		4440-7440 + 1300

Besides above, the Corporation has regularized 1609 daily wagers and the actual working is given below:

#	Designation	No. of employees	Pay Band with Grade Pay
1.	Helpers	438	4440-7440 + 1300
2.	Dak Runner	44	4440-7440 + 1300
3.	Orderly	63	4440-7440 + 1300
4.	Chowkidar	1063	4440-7440 + 1300
5.	Sweeper	1	4440-7440 + 1300

CHAPTER-11

Budget for the year 2010-12

The performance of the Corporation for the year 2010-11 and the Revised Budget Estimate for the year 2011-12 are detailed below

PHYSICAL

(Lakh Cft)

Unit of Appropriation	Estimate	Actual	Estimate	Actual upto Ending 12/2011	Revised Estimate 2011-12
	2010-11	2010-11	2011-12		
Extraction	20.00	18.58	30.00	15.813	22.00
Transportation	16.00	11.84	25.00	16.689	22.00

Sales

a) Non Cash FSD Supplies	3.50	2.54	3.00	3.312	3.00
b) Cash Sale	16.00	10.21	20.00	11.381	17.50
Total	16.00	10.21	20.00	11.38	17.50

FINANCIAL

(Lakh Rupees)

From Sale (Gross)	11520.00	7445.91	15900.00	6870.80	12100.00
a) From Sale (Net)	10185.00	6634.37	14100.00	6088.57	10850.00
b) Other Miscellaneous Incomes	400.00	291.51	250.00	166.54	250.00
Total:	11520.00	7445.91	15900.00	6870.80	12100.00

(Lakh Rupees)

Unit of Appropriation	Estimate	Actual	Estimate	Actual upto Ending 12/2011	Revised Estimate 2011-12
	2010-11	2010-11	2011-12		
Direction & Administration	6495.00	7952.53	8950.00	6673.17	8950.00
Works including Salavaging	1770.00	1266.91	3380.00	1168.31	1500.00
Sales & Marketing	40.00	26.27	50.00	34.40	45.00
Saw Milling Expenses	30.00	45.88	45.00	10.44	15.00
Capital Expenses	500.00	307.02	100.00	144.23	150.00
Insurance & Security Cover	35.00	28.13	50.00	26.49	35.00
Planning, Research, Development Expenses.	5.00	0.00	0.00	0.00	0.00
Labour Compensation	40.00	55.06	40.00	27.68	35.00
Development of Forest (50% Sale Proceeds to Pathankot depot kept in reserve as per Directions of Supreme court)	125.00	0.00	5.00	0.00	0.00
Sales Tax	1335.00	811.54	1800.00	782.23	1250.00
Royalty/Surplus	1000.00	0.00	1000.00	0.00	0.00
Cost of Imported timber Supplied to Leh	0.00	767.78	0.00	0.00	0.00
Removal of Trees from Dal	0.00	0.00	0.00	0.00	0.00

Unit of Appropriation	Estimate	Actual	Estimate	Actual upto Ending 12/2011	Revised Estimate 2011-12
	2010-11	2010-11	2011-12		
Payment to Wakf Board against the stocks of Baba Rashi Sahib	0.00	200.00	70.00	0.00	50.00
Purchase Tax	0.00	0.00	50.00	0.00	0.00
Timber Trade Centre/Khatamband Raw Material Bank	100.00	0.00	10.00	0.00	1.00
Total:	11475.00	11461.12	15550.00	8866.95	12031.00

CHAPTER-12

Manner of Execution of Subsidiary Programmes, including the amount allocated and the details of beneficiary of such programmes

The State Forest Corporation by virtue of Act under which it has been created does not carry out any subsidiary Programmes of the Govt. and thus no funds are allocated by the Govt. However, its subsidiary activities are building of its own infrastructure, clearing of various road alignments coming under Forest Conservation Act, J&K (FCA). The SFC also supplies timber to Forest Sale Depots (FSDs) to meet the requirement of timber for bonafide Consumers on subsidised rates i.e. 'C' Zone, providing timber on Fair Price and also meeting the timber requirements of Earthquake Victims etc, in a way rendering a good service to the Society and discharging its Social obligation.

The State Forest Corporation is supplying timber to Ladakh region for its sale to the consumers on Fair Price rates from SFC Fair Price Depots at Leh, Kargil, Drass and other places.

The State Forest Corporation has also arranged the supply of sufficient quantity of timber to the Cloud Burst victims of Ladakh region during the year 2010.

CHAPTER-13

Particulars of Recipients of Concessions, Permits or Authorizations granted

- 13.1 The J&K State Forest Corporation is supplying timber to the Forest Sales Depots of Forest Department for supply of the same to the inhabitants falling under "C" Zone on concessional rates.
- 13.2 The Forest Corporation is also providing timber to the residents of Urban areas of Jammu & Srinagar cities falling in Municipal Corporation area on Fair Price rates.
- 13.3 The State Forest Corporation is supplying timber to Ladakh region for its sale to the consumers on Fair Price rates from SFC Fair Price Depots at Leh, Kargil, Drass and other places.

CHAPTER-14

Information available in Electronic Form

1. SFC Act, 1978.
2. Rules and Regulations
3. Tender Notices
4. Auction Calendars
5. Telephone Directory
6. List of PIO & APIOs nominated under RTI Rules
7. Recent Orders & Circulars
8. Introduction to SFC activities

CHAPTER-15

Particulars of the Facilities Available to Citizens for Obtaining Information

Information can be provided during office hours (10.00 AM to 4.00 PM) on any working day. In addition information seekers can also visit www.jksfc.com for information that has been posted on official website.

CHAPTER-16

Name, Designation and other Particulars of Public Information officers:

a) Public Information Officer (State level)

#	Name of the Officer	Designation	Department/ PSU/ Board	Nominated as PIO	Contact Number Mobile
1	A. K. Sen	AAO	SFC	PIO	9469571281

b) Assistant Public Information Officers

#	Name of the Officer	Designation	Department/ PSU/ Board	Nominated as APIO	Contact Number Mobile
1.	Mir Shakeel Ahmad	DFA (Hq)	Finance Wing	APIO	9469571199
2.	Ahadullah Shah	PO	Personal Section	APIO	9469571153
3.	M. Y. Dar	AO	Establishment Wing	APIO	9469571164
4.	A.K. Naik	DGM	Kishtwar West Division	APIO	9469571168
5.	Sukesh Kumar Gupta	DGM	Estates Wing Jammu	APIO	9469571170
6.	Satpaul Sharma	DGM	WMD	APIO	9469571214
7.	C.K. Sudan	AAO	West Circle Jammu	APIO	9469571157
8.	Sushail Kumar Raina	S.O.		APIO	9469571276
9.	Ghulam Nabi Wani	Head Clerk	T&M Circle	APIO	9469571195
10.	Mohd. Amin Reshi	Head Clerk	South Circle	APIO	9622824464
11.	Mohd. Afzal Babar	Head Clerk	North Circle	APIO	9419508708
12.	Bashir Ahmad Bhat	PS	(S&M) Circle Kashmir	APIO	9419086284
13.	Ghulam Qadir Gujri	Head Clerk		APIO	9419573154
14.	Subash Chander Sharma	Head Clerk	Doda Circle	APIO	9469226882
15.	Satish Kumar Muju	Head Clerk	S&M Circle Jammu	APIO	9419124435
16.	Ghulam Nabi Tantray	Accountant	Development Circle	APIO	...
17.	Peer Manzoor Ahmad	I/c DM	Anantnag Division	APIO	9469571211
18.	N.A. Gattu	DM	Sales South Division	APIO	9469571304
19.	Altaf Hussain Qureshi	DM	Ganderbal Division	APIO	9419077603
20.	Fayaz Ahmad	I/c DM	Handwara Division	APIO	9469571314
21.	Mohammad Ayub Dar	I/c DM	PP Division West	APIO	9419147538

#	Name of the Officer	Designation	Department/ PSU/ Board	Nominated as APIO	Contact Number Mobile
22.	Javaid Ahmad Malik	I/c DM	Zangli Division	APIO	9469571315
23.	Javaid Ahmad Malik	I/c DM	Kehmil Division	APIO	9469571315
24.	Jalid Riyaz Banday	I/c DM	Sales North Division	APIO	9419016437
25.	Ramesh Kumar Koul	I/c DM	Fair Price Division	APIO	9419016437
26.	Ramesh Kumar Koul	I/c DM	Timber Utilization Divn	APIO	9419016437
27.	Ali Mohammad Wani	I/c DM	Vigilance Divn	APIO	9469571288
28.	Ali Mohammad Wani	I/c DM	Development Division	APIO	9469571288
29.	Shakeel Ahmad Durani	I/c DM	Workshop Division Sgr.	APIO	9469571289
30.	Mushtaq Ahmad Mir	I/c DM	Workshop Division Jammu	APIO	9469571189
31.	Jasbir Singh	I/c DM	Rajouri Division	APIO	9469571172
32.	Kuldeep Sharma	I/c DM	Udhampur Division	APIO	9419151681
33.	Daleep Kumar Aryan	I/c DM	Ramban Ext. Division	APIO	9469571217
34.	Daleep Kumar Naqeeb	I/c DM	Ext. Division Jammu	APIO	9469571215
35.	Mohammad Younis	DM	Bhaderwah Division	APIO	9469571245
36.	Swarn Kumar Amla	I/c DM	Doda Division	APIO	9469571282
37.	Abdul Qayoom Bhat	I/c DM	Kishtwar East Division	APIO	9469571231
38.	Kuldeep Sudan	I/c DM	EMD	APIO	9469571247
39.	Shashi Sharma	I/c DM	Fair Price Divn Jammu	APIO	9469571246
40.	Ashok Kumar Sharma	I/c DM	Dev. Division Jammu	APIO	9419141227 9469571228
41.	Madan Lal Angoo	DM	Vig. Division Jammu	APIO	9469571275
42.	Kuldeep Sudan	I/c DM	E&S Division Pathankote	APIO	9469571247