

2023



Information Handbook under

Right to Information Act, 2005

of
Advocate General,
Jammu & Kashmir

Advocate General, J&K
Office: High Court Complex, Srinagar / Janipur, Jammu
25th August, 2023



Template for the information Handbook under Right to Information Act, 2005

Chapter – 1

Introduction

1.1 *Please throw light on the background of the handbook (Right to information Act, 2005)*

The Right to Information Act, 2005 as passed by the Parliament received the assent of the President of India on 21st June, 2005. The Act provides for setting out the regime of Right to Information for the people of the nation 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 National Information Commission and for matters connected therewith or incidental thereto. Needless to mention here that the Jammu & Kashmir Right to Information Act, 2009 was operative till 2019, when The RTI Act-2005 was extended to the UT of Jammu & Kashmir.

1.2 *Objective/purpose of the handbook.*

The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the Advocate General office, J&K.

1.3 *Who are the intended users of the handbook?*
The citizens of India.

1.4 *Organisation of the information in this handbook.*
Advocate General's Organisation, J&K.

1.5 *Definitions (Please provide definitions of the various terms used in the handbook.*

| | |
|------|--------------------------------------|
| RTI | Right to Information |
| PIO | Public Information Officer |
| APIO | Assistant Public Information Officer |
| J&K | Jammu & Kashmir Union Territory |
| AD | Anna Domino |
| HoD | Head of Department |
| APR | Annual Performance Report |
| DDO | Drawing and Disbursing Officer |

1.6 *Contact person in case somebody wants to get more information on topics covered in the handbook as well as the other information also.*

CPIO's nominated by the Organisation can be contacted. (Details given in chapter-B)

1.7 *Procedure & fee structure for getting information not available in the handbook.*

The procedure and fee structure for getting information would be as per the RTI Act-2005 and Rules thereto, as issued by Govt. of India.

Chapter-2

Particulars of organisation, Functions & Duties

2.1 Objective/purpose of the public authority.

In terms of mandate, the following objectives are assigned to the Ld. Advocate General in view of the importance of Law, Justice and Parliamentary Affairs connected with the UT of J&K, their intrinsic link with human survival and justice delivery system:

- To examine various issues received from different Departments of the Government/Corporations and to tender legal advice to the concerned Departments.
- To examine legislative proposals as drafted and referred by the Law Department which include Bills, Ordinances, Notifications, rules and Regulations etc.
- To suggest advises / opinions on draft agreements/deeds to be executed by the Union Territory Government with different Organizations / Bodies / Companies etc.
- To administer affairs of the Govt. Counsels [Addl. Advocate Generals, Dy. Advocate General's, Govt. Advocates] of the Union Territory.
- To make all necessary arrangements for conduct of cases in different courts in which the Government or any of its Departments/functionaries is a party.
- Standing Counsels for various Departments are also referred to the Law Department for providing timely advice/legal assistance to the Departments for proper conduct of cases as and when felt necessary by the authority.
- Examination of the cases for filing of appeals, reviews and revisions and SLPs before the competent courts on receipt from Law Department.
- To see all other issues/matters connected with the affairs of Jammu & Kashmir.

2.2 Mission / Vision Statement of the public authority.

The Organisation is created with the mission to examine all the pros and cons from legal point of view of the matters referred by the J&K Govt. and provide amicable solutions / minimizing the disputes between the parties, while defending the Govt. policies, acts and rules thereto before the Hon'ble Courts of various levels. Examine, Aid and Advice the Government in legislative proposals etc. to enhance vision of transparency in accessibility of schemes, strengthening and accountability of Administration for public deliverance.

2.3 Brief history of the public authority & context of its formation.

The Advocate General came into existence in J&K in 1939, in terms of Section-10 of Jammu & Kashmir Constitution Act, 1939 promulgated on September-10, 1939, to defend and raise the interests of the Government before the Hon'ble Courts. The eligibility criteria for the Advocate General was the same qualification as provided for the appointment of a Judge of the High Court with State subject to be appointed by his Highness the Maharaja with stipulated duties, period and remuneration. The Advocate General was also given the right to speak in the Praja Sabha and to take part in its proceedings and in the proceedings of any of its committees but shall not merely by virtue of this section, have a right to vote.

In 1954 vide Constitution Application Order of 1954, the jurisdiction of the Supreme Court was extended to the State of J&K. Under Art.32(2-A) of the Constitution of India, the State High Court was for the first time given power to issue writs for enforcement of the fundamental rights so far as they were applicable to the erstwhile State of J&K.

The Board of Judicial Advisers at the time of its abolition by the Constitution Act 1956 had 17 appeals pending before it. On request of the Chief Justice, the Government of India in consultation with the Chief Justice of India, constituted a Special Bench of the Supreme Court of India consisting of Justice Mehar Chand Mahajan, Chief Justice of India, Justice S.R. Das and Justice Ghulam Hassan for disposing off the pending 17 appeals. The Bench heard the appeals in Srinagar and upheld the judgment of the High court in all the 17 appeals. It was a historical event, when a Bench of Supreme Court held sitting outside the place of seat at Delhi till date this is the sole instance. The Government counsel to contest these appeals was headed by Mr. Raja Jaswant Singh, the then Advocate General, J&K.

In 1957, by the Jammu and Kashmir Constitution Act, an independent judicial body with the High Court of Judicature at the top was created. The High Court having present sanctioned strength of 17 Judges including 13 Permanent Judges and 4 Additional Judges has the Court sections at both the Jammu and Srinagar Wings of the High Court functioning throughout the year. The Advocate General office at State level in terms of Section 42 and Section 56 of the Jammu and Kashmir Constitution Act, 1956 was continued with same terms and conditions of legal nature as were promulgated in J&K Constitution Act, 1939.

At present, while repealing the Jammu and Kashmir Constitution, 1956 after promulgation of Jammu and Kashmir Re-Organisation Act, 2019 vide SO No.34 of 2019 dated: 09.08.2019, the Office of the Advocate General being constitutional office has been continued under Article 165 of the Constitution of India. The authority and the functions of the Advocate General are specified in the Constitution of India under Article 165 and 177. So far as the UT of Jammu and Kashmir is concerned, the Advocate General is appointed under Section 79 of the Jammu and Kashmir Re-organisation Act, 2019. The terms and conditions of the Advocate General are same as were hither-to-fore.

The service writ petitions which were part of the Hon'ble High Court of Jammu & Kashmir and Ladakh were further transferred to the newly created Central Administrative Tribunals Jammu Bench and Srinagar Bench.

The business of the Advocate General's Office is transacted in accordance with the mandate given in the Constitution of India read with J&K Re-organisation Act, 2019 on legal management related matters. The Office headed by the Learned Advocate General of the rank of High Court Judge [selected from Senior Advocates], is the Chief Advisor and executive authority / Major Head of the Department. The Learned Advocate General is assisted by Government Counsels [GC] at Divisional level by the Additional Advocate Generals, Deputy Advocate Generals and Government Advocates to be appointed by Law, Justice and Parliamentary Affairs Department, J&K. The Government Counsels are allocated separate business / departments to deal with the litigation cases before the Hon'ble High Court of J&K with regard to Civil and criminal matters, and before the Central Administrative Tribunal, Jammu and Srinagar Benches with regard to civil service petitions/applications. Besides, the Government Counsels [Advocate on Record, Addl. Advocate Generals] are also appointed by the Administrative Department Law, Justice and Parliamentary Affairs to attend the cases at Supreme Court of India, High Court of Delhi, Chandigarh etc. as per requirement. At the Direction office level, the business is transacted by the Administrative Officer [ADO] through various Branches, headed by an officer of relevant field. Further, the Law Department is the Administrative Department at Secretariat level to the office of the Advocate General.

For administrative purposes, the working of the office is divided into two wings, namely; Srinagar wing and Jammu wing for High Court business and Srinagar Bench and Jammu bench for Central Administrative Tribunals besides to District level courts.

| Courts | No. of wings/ benches |
|-----------------|-----------------------|
| High court | 2 |
| CAT | 2 |
| District courts | 20 |

2.4 Duties of the public authority.

The Organisation plays a lead role in contesting the legal matters of civil, criminal and service nature to defend and safeguard the interests of the Government organizations in general in accordance with the applicable Acts, Rules, Regulations etc. The technical guidance besides legal opinions, advisory in the related issues of multifaceted activities and infrastructures are conveyed in a free and fair manner while keeping care to justice. It monitors and coordinates working of Government Counsels. For better appreciation of the issues involved for legal discourse and management throughout the State, the matters are contested after thorough examination, consideration under rules at different levels with the Administrative Secretaries and Heads of the Departments as the case may be. The Learned Advocate General pursuant to Constitution of India read with Section 79 and 22 of the J&K Re-organisation Act, 2019 has to primarily:-

1. Give advice to the Government of Union Territory of J&K upon such legal matters and perform such other duties of a legal character, as may from time to time be referred or assigned by the said Government.
2. Discharge the functions conferred on him by or under the Constitution or any other law for the time being in force.
3. The right of audience in all courts in the Union Territory of Jammu and Kashmir in the performance of duties.
4. Holds office during the pleasure of the Lieutenant Governor and receive such remuneration as the Lt. Governor may determine.
5. Right to speak in, and otherwise to take part in the proceedings of the Legislative Assembly, and
6. To speak in, and otherwise to take part in the proceedings of, any Committee of the Legislative Assembly of which he may be named a member, but shall not by virtue of this section be entitled to vote.

For this purpose, the Ld. Advocate General is provided assistance of Law Officers in three ranks viz; Additional Advocate Generals, Dy. Advocate Generals and Government Advocates.

The Government Counsels are assisted by Legal Assistants/ Junior Legal Assistants, Stenographers, Record Keepers, MTS [Multi-tasking staff] for implementation of the job assignments to pave way for smooth implementation of various programmes / acts / rules drawn by the government to benefit the common masses besides down trodden classes/ categories, with utmost care of providing justice and opportunity to the affected party.

The Advocate General's Office is headed by the Administrative Officer [ADO], who is also working as Staff Officer. The ADO supervises the staff at both the offices viz; Srinagar wing and Jammu wing besides at Direction Office level and attends the matters as entrusted by the authority from time to time in addition to his own duties. The Learned Advocate General being the constitutional authority, the Administrative Officer [ADO] is the designated officer to make correspondence with the Government at Secretariat level and with other Heads of the Departments. The ADO being the Reviewing Authority for the staff on their performance, is also acting as Central Public Information Officer.

Down-below at Litigation Branch level, there is a Section Officer at High Court wing level i.e. Srinagar and Jammu. The Section Officers in their respective jurisdictions are mainly responsible for maintenance and management of Record Keepers to provide adequate assistance in providing the court case files to the Government counsels. At Record Keeper level there are Senior Assistants. However, due to having inadequate strength in said category, the gap is filled up from other categories like; Head Assistants, Jr. Legal Assistants, Junior Assistants and by placing lower rung officials on In-charge basis or given additional charges as per the feasibility and suitability. The Record Keepers in their respective jurisdictions are mainly responsible/ accountable for maintenance, preservation and updation of court case records like; writ petitions/ LPAs/ Contempt Applications etc., including replies filed in court, status reports etc to be provided by the Government Counsels through the Stenographers/

Legal Assistants besides other assignments as entrusted from time to time by the Administration. These are assisted by nominal staff available in the rank of Junior Assistants / MTS [Orderlies] etc.

In Ministerial cadre there is an established Non-Gazetted administrative hierarchy headed by the Section Officer at Direction Office level. 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 of certain issues at his own level or seek information from the concerned Record Keepers, Stenographers and Legal Assistants which he feels would be relevant for decision making. The Organisation has Legal cadre personnel, who assist the Law Officers [AAGs/DAGs/GAs] in technical side for legal matters. The other cadres are; Senior/ Junior Stenographers, Head Assistants, Senior Assistants, Junior Assistants besides to Accounts cadre officials.

Besides to above, the Finance Department has temporarily provided the services of Accounts Officer, over and above to the sanctioned staff strength. The Accounts Officer is working at Direction Office level to attend the financial matters of the Organisation and is also delegated with Drawing and Disbursing Powers.

With a view to dealing with the different issues at the head office level, different Branches/ Sections have been set up. The brief description of which is as under:-

which is as under:-

A. Litigation Branch:-

The Branch is headed by the Section Officer, at respective office wings at Srinagar and Jammu. Each section is dealing with the matters connected with the maintenance of court cases by the Record Keepers. The Section is responsible to provide the case files to the Govt. Counsels in accordance with the cause lists as notified by the Hon'ble High Court on daily basis. In addition, the Section deals maintaining the stock positions at each office level.

Receipt and Dispatch Section:

The Section is headed by Section Officer Srinagar and Jammu. The section is responsible to ensure receipt and dispatch of daily official dak from and to, other offices of civil secretariat and Heads of the Departments. The copies of petitions received from Director, Litigation Kashmir and Director Litigation Jammu are transmitted to the concerned Record Keepers, for its placement before the respective Government Counsels [GCs].

B. Administrative Branch:-

This Branch is headed by Section Officer (A&C) and attends the subjects connected with the office administration. The issues dealt by the different sections as assigned are given below;

1. Administrative Section:

The Section headed by Section Officer deals with the Gazetted and non-Gazetted cadre management of the employees of the office. The section also deals with the issues of providing necessary staff to different wings. The assignments include the personnel matters like appointments, promotions, trainings, settlement of service benefits, Service Rules, issuance of No Demand Certificates on account of advances etc. Further, it deals with the affairs of appointments, resignation etc of Law Officers/ Govt. Counsels.

2. Coordination Section:

The Section headed by Section Officer deals with the general matters, coordination issues, Complaints, RDAs, Govt. Grievance Cell, RTI, APRs, Planning matters etc. Till 2021-22, the section was also dealing release of counsel fee in HCP cases to Government Counsels, which is now taken care of by the Law Department.

During the Legislative Session, the Section plays a coordinating role in collecting information from different sections for preparing replies to the Questions raised by Hon'ble Members of Parliament and Assembly.

3. Library Section:

The Section headed by Librarian deals with the maintenance and upkeep of Departmental Libraries both at Srinagar and Jammu wing offices. The correspondence for procurement or otherwise of the books, periodicals besides to the Accession Register etc. are maintained for issuance of the books etc. to the Govt. counsels at both the Libraries separately. The Librarian is assisted by Library Assistant at each Library.

C. Accounts Branch:

The Branch is headed by Accounts Officer. It deals with formulation of Non-Plan budget, compilation of accounts, release of Non-Plan funds, pension cases, Nazarat, reconciliation of expenditure figures and correspondence on financial matters etc. of the Organisation.

D. Personnel Section.

The Section is headed by Private Secretary and deals with the Personal issues related to the authority; Ld. Advocate General besides attending the telephone, official email accounts etc. as assigned by the authority time to time.

E. Technical Branch:-

The issues dealt by the branch are related to the technical matters of legal nature including opinions/ comments on such matters besides to the court cases dealt by the Ld. Advocate General. The branch is maintaining the distribution of daily court work as per need and instruction of Ld. Advocate General on casual absence of Law Officers/Govt. Counsels due to unavoidable circumstances/ or on assignment of special nature. The Branch Head is assisted by the Legal Assistant and Record Keeper of the rank of Junior Legal Assistant / Senior Assistant with other staff. The Branch is presently in absence of technical officer, looked after by the Private Secretary in addition to own duties.

2.5 Main activities /functions of the public authority.

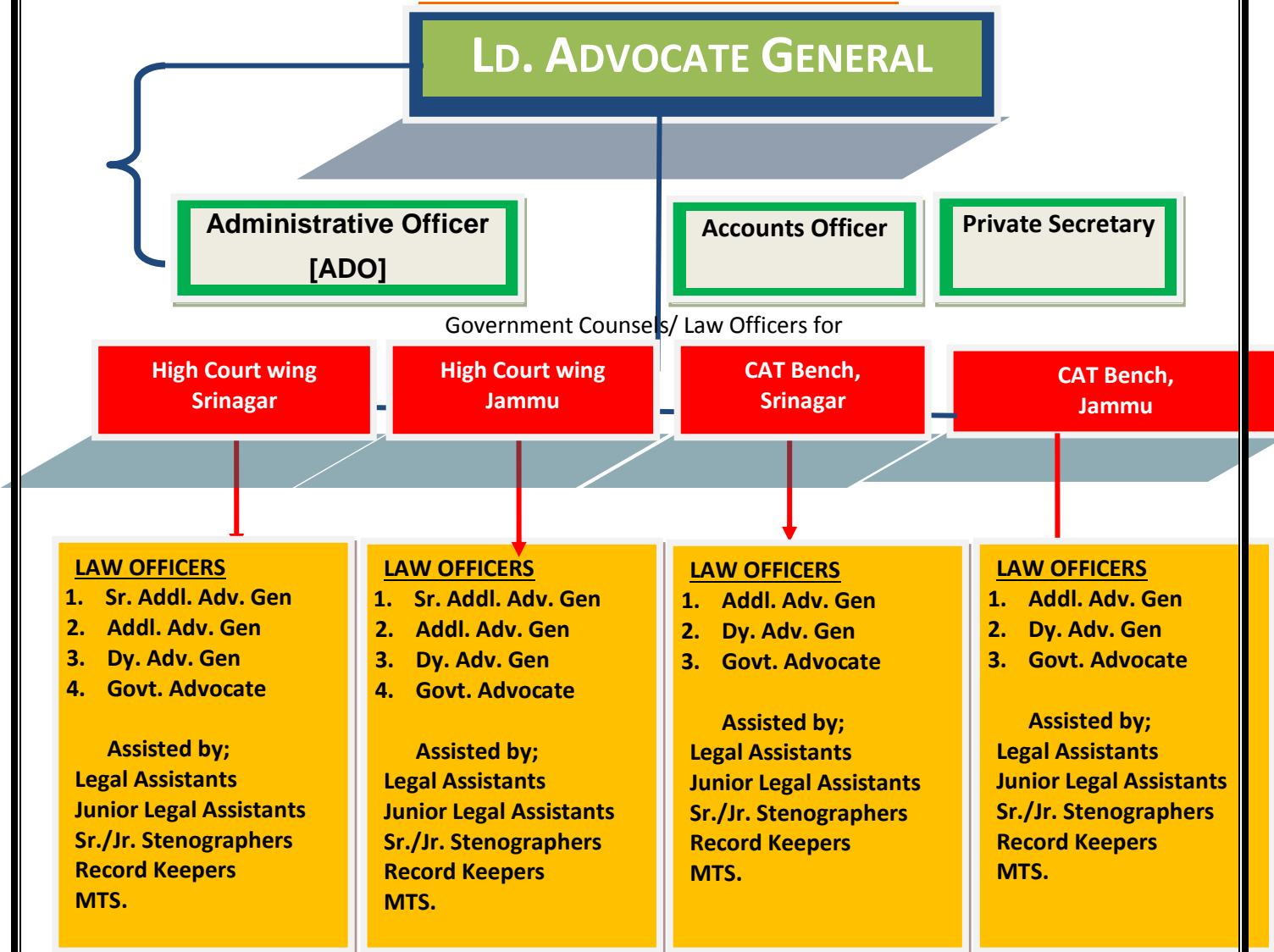
- Office Administration.
- Custodian of Litigation Records of Govt. side.
- Providing opinions/ comments/ views on legal matters on case to case basis, as sought by the concerned Govt. functionary.
- Providing services for contesting the legal matters before the Hon'ble High Court of Jammu & Kashmir and Ladakh, Central Administrative Tribunal etc.
- Providing services in arbitration matters connected to the affairs of the Government.

2.6 *List of services being provided by the public authority with a brief write up on them.*

The Office of Advocate General has no public dealing. However, it defends the interests of the Jammu & Kashmir Government before the Hon'ble High Court of Jammu & Kashmir and Ladakh and Central Administrative Tribunals and arbitration matters connected to the affairs of the Government.

2.7 *Organizational structure diagram at various levels namely state, directorate, region, district, block etc. whichever is applicable).*

ORGANIZATIONAL STRUCTURE :



2.8 *Expectation of the public authority from the public for enhancing its effectiveness & efficiency.*

Support and cooperation in early resolution of disputes from Government level by timely filing of responses before the fora enabling the Hon'ble Court / CAT for appropriate resolution of justice to the parties as per the mandate of the Constitution.

2.9 *Arrangements & methods made for seeking public participation/contribution.*

No public dealings.

2.10 *Mechanism available for monitoring the service delivery & public grievance resolution.*

There is a set mechanism of monitoring, reviewing the service delivery for effective grievance resolution for Government functionary.

2.11 *Address of the main office & other offices at different levels (please categorise the addresses district wise for facilitating the understanding by the user.*

| S. No | Name of the Office | Location |
|--------------|---------------------------|---|
| 1 | Ld. Advocate General, J&K | High Court Complex, Srinagar -190008 |
| | | High Court Complex, Janipur, Jammu -180007 |

2.12 Working hours of the office:

Office Timings : 10.00 AM- 04.30 PM working hours as per High Court timings.

Chapter 3
Powers & duties of Officers & Employees

3.1 Please provide details of the powers & duties of officers & employees of the organization

| | | |
|-------------|---|---|
| Designation | Ld. Advocate General, J&K | |
| Powers | Administrative | Constitutional Authority. / Major Head of the Department. |
| | Financial | As Major Head of the Department. |
| | Technical Powers | Constitutional Authority. |
| Duties | <ol style="list-style-type: none"> 1. Give advice to the Government of Union Territory of J&K upon such legal matters and perform such other duties of a legal character, as may from time to time be referred or assigned by the said Government. 2. Discharge the functions conferred on him by or under the Constitution or any other law for the time being in force. 3. The right of audience in all courts in the Union Territory of Jammu and Kashmir in the performance of duties. 4. Holds office during the pleasure of the Lieutenant Governor and receive such remuneration as the Lt. Governor may determine. 5. Right to speak in, and otherwise to take part in the proceedings of the Legislative Assembly, and 6. To speak in, and otherwise to take part in the proceedings of, any Committee of the Legislative Assembly of which he may be named a member, but shall not by virtue of this section be entitled to vote. | |

| | | |
|-------------|---|----------------------|
| Designation | Administrative Officer [ADO] | |
| Powers | Administrative | As Class-III officer |
| | Financial | As Class-III officer |
| | Others (Technical Powers) | NIL. |
| Duties | <ol style="list-style-type: none"> 1. Coordinate in Monitoring and Reviewing in the implementation of litigation matters. 2. Coordinate overall at office level as Staff Officer. 3. Attend the technical, administrative and financial matters in accordance with the rules and regulations governing on the subject, of the jurisdiction in the Organisation. 4. Represent the subject matter with other Heads of the State Government Departments / organisations on behalf of the Ld. Advocate General. | |

| | | |
|-------------|---|----------------------|
| Designation | Accounts Officer | |
| Powers | Administrative | As Class-III officer |
| | Financial | As Class-III officer |
| | Others (Technical Powers) | NIL. |
| Duties | 1. Attend the financial matters in accordance with the rules and regulations governing on the subject, of the jurisdiction in the Organisation. 2. To function as Drawing & Disbursing Officers. | |

Chapter – 4

Rules, Regulations, Instructions, Manual & Records, for discharging Functions

The list of rules, regulations, instructions, manual and records is hoisted on the website of the General Administration Department i.e. www.jkgad.nic.in., Law, Justice & Parliamentary Affairs Department i.e. www.jklaw.nic.in, High Court of Jammu & Kashmir and Ladakh www.jkhighcourt.nic.in Central Administrative Tribunal, Srinagar/ Jammu www.cat.nic.in Advocate General Orgn. www.jkadvgen.nic.in etc.

Chapter 5

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

Formulation of policy

- 5.1 Whether there is any provision to seek consultation/participation of public or its representative for formulation of policies? If there is, please provide details of such policy in following format.

| S. No | Subject / Topic | Is it mandatory to ensure/ participation (yes/No) | Arrangements for seeking public participation. |
|-------|-----------------|---|--|
| 1 | Not applicable. | Not applicable. | Not applicable. |

Implementation of Policy

- 5.2 Whether there is any provision to seek consultation /participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

| S. No | Subject / Topic | Is it mandatory to ensure/participation (Yes/No) | Arrangements for seeking public participation. |
|-------|-----------------|--|--|
| 1 | Not applicable. | Not applicable. | Not applicable. |

Chapter 6

A statement of the categories of documents that are held by it or under its control

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, others (please mention level in place of writing others)

| S. No | Category of the document | Name of the document & its introduction in one line | Procedure to obtain the document | Held by/under control of |
|-------|--------------------------|---|----------------------------------|--------------------------|
| 1 | Publication | 1. NIL | NIL | NIL |
| 2 | Official Document | 1. NIL | NIL | NIL |

Chapter 7

A statement of boards, council, committees & other bodies constituted as its part.

| S. No. | Committee/ Board /Council | Reference to the constitution order. |
|--------|--|--|
| 01 | Departmental Promotion Committee [State Level] | Govt. Order No.2866-LD(A) of 2016 dated: 15-11-2016. |
| 02 | Departmental Purchase Committee | Order No.152-AG of 2022 dated: 19-12-2022. |
| 03 | Library Committee. | Order No.77-AG of 2022 dated: 17-05-2022. |

Chapter 8

The names, designations & other particulars of the public information Officers

- 8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers & Departmental Appellate Authority of the public Authority in the following format:

Name of the public authority:

| S. No | Name of the PIO with designation & contact number | Name of the 1 st Appellate Authority with designation | Level of Jurisdiction |
|-------|--|--|-----------------------|
| | Public Information Officer: | | |
| 1 | Administrative Officer (ADO) 0194-2455121 0191-2533317 | Ld. Advocate General, J&K 0194-2473146 0191-2533317 | UT level |

Assistant Public Information Officers:

| | | | |
|---|---------------------------|-----|-----------------|
| 1 | Section Officer, Jammu | NIL | Jammu office |
| 2 | Section Officer, Srinagar | NIL | Srinagar office |

NB: The Name and other details are given on official website.

Chapter 9

Procedure followed in Decision making process.

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual & Business Rules & other rules/regulations etc. can be made)

The procedure followed to take a decision for various matters are made as per the laid down:-

- Acts, Rules and Regulations applicable to the Department in conducting of the official business, and
- J&K Civil Services Regulation, J&K Employees Conduct Rules, J&K Classification, Control & Appeal Rules, Secretariat Manual, J&K Financial Code, and other allied rules and regulations in conducting the affairs of employees of the Department.

- 9.2 What are the documented procedures / laid down procedures / defined criteria / rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

The procedures for decisions are made from Govt. Counsels [Sr. Addl. Adv. General /Addl. Advocate General, Dy. Advocate General and Govt. Advocate] to Ld. Advocate General on technical matters. In respect of administrative and financial matters, the cases are examined and dealt by the respective Branches and submitted to the Ld. Advocate General level. Wherever required it is submitted to Administrative Department, for necessary sanctions.

- 9.3 What are the arrangements to communicate the decision to the public?

The office has no public dealing. However, the arrangements to communicate the decisions to the staff and Govt. functionaries are made through orders, circulars, notices, communications etc. issued by the competent authorities through ADO, as per need.

- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

As per hierarchy system, the opinion of all the subordinate officers is taken as per the requirement of the issue.

- 9.5 Who is the final authority that vets the decision?

The final authority that vets the decision is as per the para-3.1 provided in chapter-3.

- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority. The important matters on which the decision is taken by the public authority are:-

| | |
|----------|---|
| Subjects | Maintenance/ updation of litigation records of the State. |
|----------|---|

| | |
|--|---|
| Guideline / Direction, if any | As per Govt. directives and High Court guidelines. |
| Process of Execution | An application can be made to the ADO, who will take up the matter as per the subject matter. |
| Designation of the officers involved in decision making | As per hierarchy system. |
| Contact information of above mentioned officers | The information is given in relevant chapter of this book. |
| If not satisfied by the decision, where & how to appeal. | The appeal can be made before MHOd i.e. Ld. Advocate General, J&K. |

Chapter 10

Directory of officers & Employees

10.1 Please provide information district wise in following format:

| Directory | | | | | |
|------------------|---------------------------------|-------------------------------|-----------|----------|-----------------------------|
| S. No | Office | Contact | Tel. Code | Location | email address |
| 01. | Advocate General. | 2533317(O), 2536065 (Fax) | 0191 | Jammu | advocategenjk@gmail.com |
| | | 2473146 (O), 2455120 (Fax) | 0194 | Srinagar | |
| 02. | Administrative Officer [ADO] | 2533317 | 0191 | Jammu | jkadvocategeneral@gmail.com |
| | | 2455121 | 0194 | Srinagar | |

The office address of these authorities are given at Para 2.11 of chapter-2.

The Branch/Section-wise contact numbers of Officers/officials is placed on official website.

Chapter 11

The Monthly Remuneration Received by each of its officers & Employees, including the system of compensation as provided in regulations.

11.1 Please provide information in following format:

| S. No | Govt. Counsel. | Monthly remuneration | | Remarks |
|-------|------------------------|----------------------|------------|-----------------------------|
| | | Level | Scale | |
| 1 | Ld. Advocate General | -- | 1,00,000/- | Being released by Law Deptt |
| 2 | Addl. Advocate General | -- | 62,500/- | -do- |
| 3 | Dy. Advocate General | -- | 50,000/- | -do- |
| 4 | Government Advocate | -- | 37,500/- | -do- |
| 5 | Assisting Counsel | -- | 20,000/- | -do- |

Employees

| S. No | Name of Officer/official | Designation | Monthly remuneration | |
|-------|----------------------------|-------------------------|----------------------|--------------|
| | | | Level | Scale |
| | Officers: | | | |
| 1 | Mr Zahoor Ahmad Dewani, | Administrative Officer | 11 | 67700-208700 |
| 2 | Mr. Showkat Ali | Accounts Officer | 10A | 56600-179800 |
| 3 | Mr. Rajesh Kumar | Private Secretary | 8-A | 50700-160600 |
| | Officials: | | | |
| 4 | Mr. Ghulam Mohammad Bhat | Section Officer | 7 | 44900-142400 |
| 5 | Mr. Gulzar Ahmad Wani | I/c Section Officer | 6-B | 35600-112800 |
| 6 | Mr. Bilal Ahmad Lone | Senior Stenographer | 7 | 44900-142400 |
| 7 | Mr. Rakesh Sharma | Senior Stenographer | 7 | 44900-142400 |
| 8 | Mr. Vasu Nishchal | Senior Stenographer | 7 | 44900-142400 |
| 9 | Mr. Khurshid Mohammad Bhat | Senior Stenographer | 7 | 44900-142400 |
| 10 | Mr. Sanjay Kumar | Senior Stenographer | 7 | 44900-142400 |
| 11 | Mr. Arvinder Singh Jamwal | Senior Stenographer | 7 | 44900-142400 |
| 12 | Ms. Mohini Kakroo | Senior Stenographer | 7 | 44900-142400 |
| 13 | Ms. Anju Koul | Senior Stenographer | 7 | 44900-142400 |
| 14 | Mr. Mohammad Amin Shah | Senior Stenographer | 7 | 44900-142400 |
| 15 | Mr. Ripu Daman | I/c Senior Stenographer | 6B | 35600-112800 |
| 16 | Mr. Shambu Dass | I/c Senior Stenographer | 6B | 35600-112800 |
| 17 | Ms. Anita Mahaldar | Librarian | 6E | 35900-113500 |
| 18 | Ms. Shehla Bashir Rawa | Legal Assistant | 6E | 35900-113500 |
| 19 | Ms. Tamkeen Bhat | Legal Assistant | 6E | 35900-113500 |
| 20 | Mr. Waseem Rasool Dar | Legal Assistant | 6E | 35900-113500 |
| 21 | Mr. Irfan Nabi Sofi | Legal Assistant | 6E | 35900-113500 |
| 22 | Ms. Saraswati Rao | Legal Assistant | 6E | 35900-113500 |
| 23 | Mr. Farooq Ahmad Baba | Legal Assistant | 6E | 35900-113500 |
| 24 | Mr. Bilal Maqbool Mir | Junior Stenographer | 6B | 35600-112800 |
| 25 | Mr. Aijaz Ahmad Wani | Junior Stenographer | 6B | 35600-112800 |
| 26 | Mr. Riyaz Ahmad Shah | Head Assistant | 6B | 35600-112800 |
| 27 | Ms. Suriya Aziz | I/c Head Assistant | 5 | 29200-92300 |
| 28 | Mr. Abdul Ahad Bhat | Junior Legal Assistant | 6B | 35600-112800 |
| 29 | Mr. Umar Rashid Bhat | Junior Legal Assistant | 6B | 35600-112800 |
| 30 | Mr. Umar Javed Magray | Junior Legal Assistant | 6B | 35600-112800 |
| 31 | Ms. Hishma Gowhar | Junior Legal Assistant | 6B | 35600-112800 |
| 32 | Mr. Toyub Mohammad Burhan | Junior Legal Assistant | 6B | 35600-112800 |
| 33 | Ms. Reena Rani | Junior Legal Assistant | 6B | 35600-112800 |

| | | | | |
|----|---------------------------|-------------------------------------|-----|--------------|
| 34 | Ms. Savita Devi | Junior Legal Assistant | 6B | 35600-112800 |
| 35 | Ms. Sufiya Bashir | Junior Legal Assistant | 6B | 35600-112800 |
| 36 | Mr. Noman Khan | Accounts Assistant | 5 | 29200-92300 |
| 37 | Mr. Lal Mohammad | Senior Assistant | 5 | 29200-92300 |
| 38 | Mr. Tilak Raj | Senior Assistant | 5 | 29200-92300 |
| 39 | Mr. Sunil Kumar | Senior Assistant | 5 | 29200-92300 |
| 40 | Mr. Mohammad Yaqoob Bhat | Senior Assistant [under suspension] | 5 | 29200-92300 |
| 41 | Mr. Arun Pal Singh | Senior Assistant | 5 | 29200-92300 |
| 42 | Mr. Narinderjeet Singh | Senior Assistant | 5 | 29200-92300 |
| 43 | Mr. Abdul Hamid Mir | Senior Assistant | 5 | 29200-92300 |
| 44 | Mr. Abdul Rashid Wani | Senior Assistant | 5 | 29200-92300 |
| 45 | Mr. Muzaffar Ahmad Bhat | Senior Assistant | 5 | 29200-92300 |
| 46 | Mr. Mushtaq Ahmad Sheikh | Senior Assistant | 5 | 29200-92300 |
| 47 | Mr. Shamem Ahmad Reshi | Driver | 6 | 35400-112400 |
| 48 | Mr. Mohammad Asif Iqbal | Junior Assistant | 4 | 25500-81100 |
| 49 | Mr. Abrar Shakeel | Junior Assistant | 4 | 25500-81100 |
| 50 | Ms. Roshi | Junior Assistant | 4 | 25500-81100 |
| 51 | Mr. Karan Arora | Junior Assistant | 4 | 25500-81100 |
| 52 | Mr. Touseef Ashraf Magray | Junior Assistant | 4 | 25500-81100 |
| 53 | Mr. Owais Ahmad Dar | Junior Assistant | 4 | 25500-81100 |
| 54 | Mr. Mohammad Hashim Shah | Junior Assistant | 4 | 25500-81100 |
| 55 | Mr. Neeraj Khadotra | Junior Assistant | 4 | 25500-81100 |
| 56 | Mr. Abid Hussain Wani | Junior Assistant | 4 | 25500-81100 |
| 57 | Mr. Mohammad Shafi Reshi | Junior Assistant | 4 | 25500-81100 |
| 58 | Mr. Kayssar Ahmad Lattoo | Gestestner Assistant | 2 | 19900-63200 |
| 59 | Mr. Mohammad Ashraf Dar | MTS | 1 | 18000-56900 |
| 60 | Mr. Bhagwan Singh | MTS | 1 | 18000-56900 |
| 61 | Mr. Bodh Raj | MTS | 2 | 19900-63200 |
| 62 | Mr. Tarseem Singh | MTS | 2 | 19900-63200 |
| 63 | Mr. Puran Chand | MTS | 2 | 19900-63200 |
| 64 | Mr. Dev Raj | MTS | 2 | 19900-63200 |
| 65 | Mr. Ashok Kumar | MTS | 2 | 19900-63200 |
| 66 | Mr. Ghulam Rasool Lone | MTS | 2 | 19900-63200 |
| 67 | Mr. Chaman Lal | MTS | 2 | 19900-63200 |
| 68 | Mr. Raj Ali | MTS | 1 | 18000-56900 |
| 69 | Mr. Mohammad Rafiq | MTS | SL2 | 15900-50400 |
| 70 | Ms. Kamlesh Kumari | MTS | SL2 | 15900-50400 |
| 71 | Ms. Neelam Kumari | MTS | SL1 | 14800-47100 |
| 72 | Mr. Mohammad Asif | MTS | SL1 | 14800-47100 |
| 73 | Mr. Ved Prakash | MTS | SL2 | 15900-50400 |
| 74 | Mr. Nazir Ahmad Sheikh | Sanitation Worker | 2 | 19900-63200 |
| 75 | Ms. Khursheeda Bibi | Sanitation Worker | 1 | 18000-56900 |
| 76 | Mr. Zahid Nazir | MTS | SL1 | 14800-47100 |
| 77 | Mr. Shahid Ahmad Sheikh | MTS | SL1 | 14800-47100 |
| 78 | Mr. Aquib Amin Khan | MTS | SL1 | 14800-47100 |
| 79 | Ms. Kanto Devi | MTS | SL1 | 14800-47100 |
| 80 | Mr. Shakir Ahmad Lone | MTS | SL1 | 14800-47100 |
| 81 | Mr. Munib Qadir | MTS | SL1 | 14800-47100 |
| 82 | Mr. Jatinderpal Singh | MTS | SL1 | 14800-47100 |

Deployed staff:

| S. No | Name of Officer/official | Designation | Monthly remuneration | |
|-------|----------------------------|--------------------------|----------------------|--------------|
| | | | Level | Scale |
| 1 | Mr. Wahid Ahmad Bhat | Head assistant | 6B | 35600-112800 |
| 2 | Mr. Ashkar Ali | Senior Assistant | 6 | 35400-112400 |
| 3 | Mr. Gagan Deep Singh | Senior Assistant | 5 | 29200-92300 |
| 4 | Mr. Mohi Ud Din Lone | Senior Assistant | 6 | 35400-112400 |
| 5 | Mr. Muneer Ahmad Mir | Junior Assistant | 4 | 25500-81100 |
| 6 | Mr. Gh Hussain Rather | Junior Assistant | 4 | 25500-81100 |
| 7 | Mr. Mukhtiyar Ahmad Rather | Junior Assistant | 4 | 25500-81100 |
| 8 | Mr. Sukhvinder Singh | Junior Assistant | 4 | 25500-81100 |
| 9 | Ms. Harinda Abbass | Junior Assistant | 4 | 25500-81100 |
| 10 | Mr. Masood Ahmad Malik | Junior Assistant (Adhoc) | PB-1 | 5200-20200 |
| 11 | Mr. Kuldeep Raj | MTS | SL1 | 14800-47100 |
| 12 | Mr. Abdul Rashid Hakeem | MTS | SL1 | 14800-47100 |
| 13 | Mr. Fayaz Ahmad Baba | MTS | SL1 | 14800-47100 |
| 14 | Mr. Javid Ahmad Bhat | MTS | SL1 | 14800-47100 |
| 15 | Mr. Bashir Ahmad Badoo | MTS | SL1 | 14800-47100 |
| 16 | Mr. Ajay Kumar Digra | MTS | L1 | 18000-56900 |
| 17 | Ms. Anita Devi Bhat | MTS | SL1 | 14800-47100 |
| 18 | Mr. Kalu Ram | MTS | 1S | 14800-47100 |
| 19 | Mr. Vikram Massi | MTS | L2 | 19900-63200 |
| 20 | Mr. Yash Pal | MTS | SL1 | 14800-47100 |

NB: The procedure to determine the remuneration is as per rules governing to pay and allowances as ordered by the State Government from time to time.

Chapter 12

The Budget allocated to each Agency (Particulars of all plans, proposed expenditures & reports on disbursement made)

For public authorities responsible for developmental, construction, technical works.

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format:

For Public Authorities

NOT APPLICABLE, as the office is not responsible for developmental, construction, technical works.

However, this office is provided funding to meet out the salary of staff and other office requirements only.

Chapter 13

The manner of execution of subsidy programme:

Not applicable

Chapter 14

Particulars of recipients of concessions, permits or authorization granted by it:

Not applicable

Chapter 15

Norms set by it for the discharge of its functions

15.1 Please provide the details of the norms / Standards set by the Department for execution of various activities / programmes:

The following norms/ standards set in are made applicable in execution of various activities/ programmes.

| S. No. | Norms/ Standards | Reference |
|--------|------------------|-----------|
| 01 | Nil | Nil |

Chapter 16

Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format:

The information related to the various activities is available on official website www.advogenjk.gov.in.

Chapter 17

Particulars of the facilities available to citizens for obtaining information

17.1 Means methods or facilitation available for the public which are adopted by the Department for dissemination of information like

- Meetings
- Symposium
- Seminars
- Walk and talk programme
- Through press and publication.

Chapter 18

Other useful information

18.1 Frequently asked questions & their answers by public

18.2 Related to seeking information

Related information is available / provided in website www.jklaw.nic.in,
www.jkhighcourt.nic.in and www.advgenjk.gov.in

18.3 With relation to training imparted to public by public authority.

Not applicable

NB: **The annual detail against Chapter-08 [RTI-PIOs], 10 [Telephone Directory], and 11 [Remuneration of Staff], hereafter i.e. beyond this publication, shall be updated and placed separately on the official website.**

Dated: 31.08.2023

Sd/(Z.A. Dewani)
Administrative Officer,
with Advocate General, J&K

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