

INFORMATION HANDBOOK UNDER SECTION 4 (B) OF RIGHT TO INFORMATION ACT, 2009 WITH RESPECT OF ADMINISTRATION (HEALTH AND MEDICAL EDUCATION) DEPARTMENT.

INTRODUCTION

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

The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the Health and Medical Education Department

Section 4 (b)

(i) Particulars of Organization, Functions and Duties

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Government Business Rules. These Rules have been framed under Section-43 and Sub Section-2 of Section-45 of the Constitution of the State. The Council of Ministers headed by the Chief Minister is highest executive authority of the State under the Constitution. Each Minister is Incharge of one or more Administrative Departments. At the Secretariat level, the business of the government is transacted through various Departments, each one or more Departments headed by an Administrative Secretary.

In terms of Rule-4(1) of the Jammu and Kashmir Government Business Rules, following subjects are assigned to the Health and Medical Education Department:-

1	Administrative Control of Government Medical College, Jammu/ Srinagar.
2	Administrative Control of Government Dental College, Jammu/ Srinagar.
3	Administrative Control of Directorate of Health Services, Jammu/ Kashmir.
4	Administrative Control of Directorate of Indian Systems of Medicine, J&K.
5	Administrative Control of Directorate of Family Welfare & RCH.
6	Administrative Control of Drug and Food Control Organization.
7	Administrative Control of National Health Mission, J&K.
8	Administrative Control of J&K, Aids Control & Prevention Society.

The **Health and Medical Education Department** by virtue of its duties is the nerve centre of the administration of its subordinate offices. The Department functions under the supervision and guidance of the Hon'ble Chief Minister, Minister for Health and Medical Education, besides Administrative Secretary.

The Administrative Secretary of the department is assisted by a team of officers of the rank of Special Secretary/ Additional Secretary/ Director Finance/ Joint Director (P&S)/ Law Officer and Under Secretaries.

Down-below the under Secretaries there is an established Non-Gazetted administrative hierarchy headed by the Section Officers. The procedures for dealing with the cases and the function of the Non-Gazetted staff have been defined in the Secretariat Manual. As per the Secretariat Manual, the Section Officer is empowered to

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

With a view to dealing with the different issues pertaining to the Health and Medical Education Department, different Sections have been set up. The brief description is as under:-

- Gazetted Section (Health).
- Non-Gazetted Section (Health).
- Gazetted Section (Medical Education).
- Non-Gazetted Section (Medical Education).
- Coordination Section.
- Legal Section
- Accounts Section
- Planning Section

- **Gazetted Section (Health).**

The Section is headed by an Officer of the rank of Additional Secretary to Government, Health and Medical Education Department. The issues relating to the doctors belonging to Health establishment and other gazetted categories are being dealt within this Section. This section includes the gazetted staff of Indian Systems of Medicine, Drug and Food Control Organization, NHM, J&K State AIDS Control & Prevention Society.

- **Non-Gazetted Section (Health).**

The Section is headed by an Officer of the rank of Additional Secretary to Government, Health and Medical Education Department. The issues relating to the non-gazetted establishment as received from HOD's and requiring intervention of the Administrative Department are dealt with in this Section. This section includes the non-gazetted staff of Indian Systems of Medicine, Drug and Food Control Organization

- **Gazetted Section (Medical Education).**

The Section is headed by an Officer of the rank of Special Secretary to Government, Health and Medical Education Department. The issues relating to the faculty members belonging to Medical Education establishment and other gazetted categories are being dealt with in this Section.

- **Non-Gazetted Section (Medical Education).**

The Section is headed by an Officer of the rank of Special Secretary to Government, Health and Medical Education Department. The issues relating to the non-gazetted establishment as received from HOD's and requiring intervention of the administrative department are dealt with in this Section.

- **Legal Section.**

There is a full-fledged Legal Section in the Health and Medical Education Department headed by Law Officer. This Section deals with the legal issues like providing opinion/ advice and preparing of replies in compliance of Court orders in respect of matter pertaining to Health and Medical Education Department. The Section attends to the litigation in the cases where either Health and Medical Education Department is directly involved or where the department has been arrayed as a respondent.

- **Accounts Section.**

There is a full-fledged accounts Section in the Health and Medical Education Department headed by Director Finance. This section deals with the issues pertaining to the accounts matters of the Health and Medical Education Department.

- **Planning Section.**

This section deals with the collection of data and also implementation of the State Plan of the department and Centrally Sponsored Schemes of Government of India. It is headed by an Officer of the rank of Joint Director.

OFFICE TIMINGS & PUBLIC MEETING

Morning Hours of the office = 09:30 A.M.

Closing Hours of the office = 05.00 P.M.

The officers of the Administrative (Health and Medical Education) Department are available for public hearing on every working day between 3 to 5 p.m. Any person can approach the officers for redressal of grievance or to enquire about the status of pending case, if any, in the Health and Medical Education Department.

ii) **Powers and Duties of Officers and Employees**

The Health and Medical Education Department plays a lead role in formulation of policies for smooth functioning of the subordinate department and monitors/coordinates their working. For better appreciation of the cases involving policy decisions relating to various departments, the matters are placed before the competent authority for advice/guidance. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the administrative secretary, the Hon'ble Minister and the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in **Schedule III** of the J&K Government Business Rules are submitted to the Hon'ble Chief Minister.

iii) **Procedures followed in the decision making process, including channels of supervision and accountability**

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iv) **Norms set by it for the discharge of its functions**

In Health and Medical Education Department, secretarial practice is filled. There is a hierarchy of officer and officials. On any particular matter, different officials/ officers contribute in terms of Rule positions and other related aspects required to make a correct decision. After, necessary corrections and refinements matter reaches to the Administrative Secretary and with his views/ recommendations goes to concern Hon'ble Minister for approval. In this process there is an inbuilt mechanism for supervision and accountability because every matter is properly screened and refined through a hierarchy of officers/officials.

v) Rules, Regulations, Instructions, Manual and Records administrated by Health and Medical Education Department for Discharging Functions.

The list of Rules, Regulations, Instructions, Manual and Records is hosted on the website of the Health and Medical Education Department i.e. www.jkhealth.org.

Rules, Regulations, Instructions, Manual and Records held by the Department under its control is as follows:-

At Secretariat level:-

- Jammu and Kashmir Health and Family Welfare (Gazetted Services Recruitment Rules, 2013, (SRO 325 dated 12-07-2013.)
- Jammu and Kashmir Medical Education (Gazetted) Services Recruitment Rules, 1979, (SRO 517 dated 19-09-1979.)
- Jammu and Kashmir Health and Medical (Subordinate) Services Recruitment Rules, 1992, (SRO 20 dated 24-02-1992.)
- Jammu and Kashmir Dental College (Gazetted) Services Recruitment Rules, 1993, (SRO 75 dated 15-04-1993.)
- Jammu and Kashmir Drug and Food Control Gazetted Recruitment Rules, 1997 (SRO 56 dated 03-02-1997)
- Jammu and Kashmir ISM Gazetted Services Recruitment Rules, 2006. (SRO 379 dated 12-12-2006)

At Sub-ordinate levels:-

The Policies, Rules, Regulations framed by the Government in Health and Medical Education Department and Instructions thereof are being administered by Health and

Medical Education Department for discharging functions through its subordinate departments.

vi) Statement of the categories of documents that are held by it or under its control.

Department is custodian of files/documents on different issues related to the functioning of Health and Medical Education Department on which decisions have been taken. Similarly, there are many files/documents which are under process, which will ultimately culminate into a decision/policy in due course of time.

vii) 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

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viii) Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of the purpose of its advice, 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.

The important policy decisions are taken after detailed deliberations in Legislature where public representations (MLA's, MLC's) contribute their views/opinion in formulation of better policies. Moreover, before taking decisions on many issues of this department having wider public ramifications are put into public domain and valuable suggestions of General public are invited to frame a better policy which is in the interest of general masses.

Regarding implementation part various committees of both the houses periodically review the various schemes of our departments and minutes of such meeting are published and necessary action are taken. Similarly, a mechanism of social audit under National Health Mission is available for public participation in implementation part, similarly, platform for public participation is available in the institutions like "Rogi Kalyan Samiti".

The Health and Medical Education Department administers and monitors the functioning of the following department/statutory Bodies/Boards.

S. No.	Name of the Department	Website
1.	Government Medical College, Srinagar	www.gmcsrinagar.net
2.	Government Medical College, Jammu	www.gmcjammu.nic.in

3.	Indra Gandhi Government Dental College, Jammu	
4.	Government Dental College, Srinagar	
5.	Directorate of Family Welfare and RCH	
6.	Directorate of Health Services, Jammu/ Kashmir	www.jkhealth.org
7.	Directorate of ISM, J&K	www.jkdism.in
8.	Controller, Drug and Food Control Organization, J&K	
9.	Mission Director , NHM, J&K	
10.	Project Director, Aids Control & Prevention Society, J&K	

ix) Directory of its officers and employees

S.No	Name	Designation	e-mail id	Contact No.
1.	Dr. M.K. Bhandari, IAS	Secretary	secyhealthjk@gmail.com	0194-2506059 0194-2506276
2.	Zahoor Ahmad Wani	Director Finance	zahoorwani.aaa@gmail.com	0194-2506150
3.	Rajinder Singh Tara, KAS	Special Secretary		9419160922
4.	Madan Lal Bhagat	Joint Director	jdphealth@gmail.com	0194-2506003
5.	Mohd Ashraf Hakak, KAS	Additional Secretary	ashrafhakak@gmail.com	0194-2506101
6.	Krishan Lal, KAS	Additional Secretary		9419215335
7.	Tahir Mustafa Malik	Under Secretary	tahirmustafamalik@gmail.com	9419139786
8.	Yashpal	Assistant Director		9796418103
9.	Bilal Ahmed	Under Secretary		9419059871
10.	Pooja Rasgotra	Under Secretary	poojarasgotra@gmail.com	9469502020
11.	Muner-ul-Hassan	Public Law Officer		9419890710

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The monthly remuneration received by each of the officers and officials of Health and Medical Education Department				
S.No	Name	Designation	Basic Pay	Grade Pay
1.	Dr. M.K. Bhandari, IAS	Secretary	43160	8700
2.	Zahoor Ahmad Wani	Director Finance	40220	8700
3.	Rajinder Singh Tara, KAS	Special Secretary	27420	7600
4.	Madan Lal Bhagat	Joint Director	31510	6600
5.	Suraj Prakash Rakwal, KAS	OSD with Hon'ble Minister	24990	6600
6.	Mohd Ashraf Hakak, KAS	Additional Secretary	25000	6600
7.	Krishan Lal, KAS	Additional Secretary	25700	6600
8.	Tahir Mustafa Malik	Under Secretary	18290	5600
9.	Yashpal	Assistant Director	23970	5200
10.	Bilal Ahmed	Under Secretary	19550	4800
11.	Pooja Rasgotra	Under Secretary	15050	4800
12.	Rajiv Khajuria	Pvt Secy to Hon'ble Minister	17570	4800
13.	Ajaz Ahmed Shigon	Pvt Secy	22210	4800
14.	Muner-ul-Hassan	Public Law Officer	16880	4280
15.	Vijay Kumar	Assistant Account Officer	18630	4600
16.	Feroz Ahmed	Assistant Account Officer	18110	4260
17.	Manzoor Ahmad	Statistical Officer	17560	4600
18.	Ghulam Rasool	Section Officer	13890	4600
19.	Ghulam Mohidin	Section Officer	14620	4600
20.	Rehmatullah Shah	Section Officer	14350	4600
21.	Rajesh Sapolia	Section Officer	12080	4600
22.	Mohinder Pal Singh	Sr. Scale Stenographer	14040	4600
23.	Rayees Ahmed Sheikh	Jr. Stenographer	9300	4200
24.	Nasir Ahmad	Statistical Assistant	11940	4200
25.	Ravneet Singh	Head Assistant	11010	4200
26.	Javed Iqbal lone	Head Assistant	11010	4200
27.	Pritam Singh	Head Assistant	13590	4200
28.	Shaima Nargis	Head Assistant	10130	4200

29.	Syed Feroz Ahmed	Head Assistant	9710	4200
30.	Manoj Kumar	Head Assistant	10130	4200
31.	Rukhsana	Senior Assistant	10890	2400
32.	Fida Hussain	Senior Assistant	9300	2400
33.	Imtiyaz Ahmad	Senior Assistant	8240	2400
34.	Manmeet Singh	Senior Assistant	11820	2800
35.	Urfana Maqbool	Senior Assistant	8460	2400
36.	Sujeet Mattoo	Junior Assistant	7930	1900
37.	Abdul Majid	Junior Assistant	9670	1900
38.	Hilal Ahmad Lone	Junior Assistant	6540	1900
39.	Sheikh Abdul Latif	Junior Assistant	8730	1900
40.	Mohd Kumail Bhat	Junior Assistant	6560	1900
41.	Syed Mubishir	Junior Assistant	6070	1900
42.	Bilkis Tabasum	Junior Assistant	5420	1900
43.	Punkaj	Junior Assistant	6070	1900
44.	Sheikh Javid	Junior Assistant	6070	1900
45.	Nisar Ahmed	Junior Assistant	5180	1400
46.	Raj Kumar	Daftri	9490	1900
47.	Sheikh Mohd Rafiq	Jamadar	7890	1400
48.	Nissar Ahmad Khan	Jamadar	9260	1800
49.	G.N.Palla	Jamadar	9320	1800
50.	Muzaffar Hussain	Orderly	5180	1300
51.	Mohd Maqbool Mir	Helper	8970	1800
52.	Ragubir Singh	Orderly	9850	1900
53.	Pawan Kumar	Addl PRO to Hon'ble Minister	7500	1400

xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

FINANCIAL

Health & Medical Education Department									
Financial Progress under Annual Plan 2014-15 for the period ending March, 2015									
S. No	Sector	Total Availability 2014-15				Expenditure ending 3/2015			
		Revenue	Capital		Total Outlay (R+C)	Revenue	Capital		Total Expdnt (R+C)
			Projectized	Total Capital			Projectized	Total Capital	
1	2	3	4	5	6	7	8	9	10
1	Health Services Jammu	2316.43	2092.11	2092.11	4408.54	1987.94	2092.11	2092.11	4080.05
2	Health Services Kashmir	1000.00	3153.26	3153.26	4153.26	901.87	2923.00	2923.00	3824.87
3	Assoc. Hospitals Jammu	461.97	809.50	809.50	1271.47	464.97	633.99	633.99	1098.96
4	Assoc. Hospitals Srinagar	2645.00	1095.00	1095.00	3740.00	2519.41	985.08	985.08	3504.49
5	Medical College Jammu	3029.14	2222.96	2222.96	5252.10	2723.45	1362.85	1362.85	4086.30
6	Medical College Srinagar	1942.26	2863.50	2863.50	4805.76	1674.13	2044.77	2044.77	3718.90
7	Dental College Jammu	320.00	879.00	879.00	1199.00	269.71	861.46	861.46	1131.17
8	Dental College Srinagar	500.00	472.51	472.51	972.51	468.56	415.57	415.57	884.13
9	Indian Systems of Medicine	116.00	784.50	784.50	900.50	88.02	787.50	787.50	875.52
10	Drug & Food Control Org.	543.00	137.50	137.50	680.50	387.17	134.01	134.01	521.18
11	National Health Mission	1000.00	3000.00	3000.00	4000.00	1000.00	3000.00	3000.00	4000.00
12	J&K Medical Supplies Corporation	155.13	22.50	22.50	177.63	155.13	22.50	22.50	177.63
	Total	14028.93	17532.34	17532.34	31561.27	12640.36	15262.84	15262.84	27903.20

PHYSICAL

Physical Achievements under Annual Plan (2014-15) Schemes in respect of Health & Medical Education Department ending March, 2015							
S. No	Department	Units in lacs					
		Patients Treated			Operations Performed		
		OPD	IPD	Total	Major	Minor	Total
1	2	3	4	5	6	7	8
1	Health Services Jammu	83.15	3.47	86.62	0.21	2.22	2.43
2	Health Services Kashmir	124.90	5.22	130.12	0.46	2.48	2.94
3	Indian Systems of Medicine J&K	27.07	0.02	27.09	0.00	0.00	0.00
4	Medical College, Srinagar	0.83	0.01	0.84	0.00	0.02	0.02
5	Asso. Hospitals, Srinagar	16.52	1.15	17.67	0.25	0.21	0.46
6	Medical College, Jammu	4.78	0.45	5.23	0.11	0.06	0.17
7	Asso. Hospitals, Jammu	4.11	0.58	4.69	0.11	0.05	0.16
8	Govt Dental College, Jammu	0.49	0.00	0.49	0.02	0.19	0.21
9	Govt Dental College, Srinagar	1.69	0.00	1.69	0.01	0.25	0.26
	Total	263.54	10.90	274.44	1.17	5.48	6.65
10	Drug & Food Control Organization, Physical Progress ending 3/2015						
a.	Drug Samples Tested	3766 Units					
b.	Food Samples Tested	3005 Units					
c.	Inspections conducted	55031 Units					

xvi) The name, designations and other particulars of the Public Information Officer and First Appellate Authority:-

First Appellate Authority Health and Medical Education Department:

1.	Name	Sh. M.A. Hakak
2.	Designation	Additional Secretary
3.	E-mail	ashrafhakak@gmail.com
4.	STD Code	0191 (Jammu), 0194 (Srinagar)
5.	Contact No.	9419009894
6.	Fax	2541729 (Jammu) 2506101 (Srinagar)
	Address	ROOM NO. 3/18, 3RD FLOOR, MINI BLOCK, CIVIL SECRETARIAT, JAMMU. ROOM NO. 246, 2ND FLOOR, CIVIL SECRETARIAT, SRINAGAR

Public Information Officer, Health and Family Welfare Department, ISM, Drug and Food Control and HRM Branch:

1	Name	Mrs. Pooja Rasgotra
2	Designation	Under Secretary
3	E-mail	poojarasgotra@gmail.com
4	STD Code	0191(Jammu), 0194 (Srinagar)
5	Contact No.	9469502020
6	Fax	2546334 (Jammu) 2506276 (Srinagar)
	Address	Room No. 36, 1 st Floor, Mini Block, Civil Secretariat, Jammu Room No. 2, Ground Floor Civil Secretariat, Srinagar

Public Information Officer, Medical Education Department:

1	Name	Sh. Tahir Mustafa Malik
2	Designation	Under Secretary
3	E-mail id	tahirmustafamalik@gmail.com
4	STD Code	0191(Jammu), 0194 (Srinagar)
5	Contact No.	9419139786
6	Fax	2546334 (Jammu) 2506276 (Srinagar)
7	Address	Room No. 36, 1 st Floor, Mini Block, Civil Secretariat, Jammu Room No. 272, 2 nd Floor Civil Secretariat, Srinagar