

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
- HRM 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 were 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 ramification 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.gmcs.edu.in
2.	Government Medical College, Jammu	www.gmcjammu.nic.in

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

ix) Directory of its officers and employees

S.No	Name	Designation	e-mail id	Contact No.
1.	Dr. Pawan Kotwal, IAS	Principapal Secretary	secyhealthjk@gmail.com	0194-2506059 0191-2506276
2.	Mohammad Rafiq	Director Finance	dirfin.hme@jk.gov.in	9797979731
3.	Kishore Singh Chib	Additional Secretary	kschib@gmail.com	9419134803
4.	Naseer Ahmed Wani	Additional Secretary	additionsehealth@gmail.com.	9419540634
5.	Madan Lal Bhagat	Joint Director	jdphealth@gmail.com	9419203545
6.	Surinder Kumar Sharma	Deputy Secretary	Sharmasurinder75@gmail.com	9419715498
7.	Rohit Sharma	Deputy Secretary		9419174001
8.	Sajad amin shah	Additional secretary law	Safmshah@gmail.com	
9.	Yashpal	Assistant Director	ypalbhat@gmail.com	9796418103
10.	Dr. Murtaza Rashid	Under Secretary	meermurtaza365@gmail.com	9596121043
11.	Nissar Ahmed wani	Under secretary	nissarwani0086@gmail.com	7006835649
12.	Ajaz shigon	Pvt Secretary	ajazps5273@gmail.com	9419902689
13..	Ms. Tawheeda	Public Law Officer		9494170222

- x) 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. Naseer Ahmed Wani
2.	Designation	Additional Secretary
3.	E-mail	Additionsehealth@gmail.com
4.	STD Code	0191 (Jammu), 0194 (Srinagar)
5.	Contact No.	9419540634
6.	Fax	2541729 (Jammu) 2506101 (Srinagar)
	Address	ROOM NO. 3/21, 3RD FLOOR, MINI BLOCK, CIVIL SECRETARIAT, JAMMU. ROOM NO. 60, GROUND FLOOR, CIVIL SECRETARIAT, SRINAGAR

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

1	Name	Dr. Murtaza Rashid
2	Designation	Under Secretary
3	E-mail	Meermurtaza365@gmail.com
4	STD Code	0191(Jammu), 0194 (Srinagar)
5	Contact No.	959621043
6	Fax	2541729 (Jammu) 2506101 (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. Nissar Ahmed Wani
2	Designation	Under Secretary
3	E-mail id	Nissarwani0086@gmail.com
4	STD Code	0191(Jammu), 0194 (Srinagar)
5	Contact No.	7006835649
6	Fax	2541729 (Jammu) 2506101 (Srinagar)
7	Address	Room No. 3/19, 1 st Floor, Mini Block, Civil Secretariat, Jammu Room No. 271, 2 nd Floor Civil Secretariat, Srinagar