

**INFORMATION UNDER SECTION 4 OF THE
J&K RIGHT TO
INFORMATION ACT, 2009 OF
TRANSPORT DEPARTMENT,
J&K-HAND BOOK**

Introduction

The J&K 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 Transport Department. The Transport Department is charged with the responsibility of looking after the functioning of J&K Motor Vehicles Department, J&K State Motor Garages Department and J&K State Road Transport Corporation. The department has clear vision of providing mobility with comfort and safety to all sections of the society to different parts of the State especially remote and far-flung areas. Improving infrastructure and encouraging innovations with due emphasis on capacity building and training of the Drivers. Raising safety level of both personalized and public transport by creating awareness and strict enforcement. Maximizing revenues from transport related services.

CHAPTER-1

Particulars of Organization, Functions and Duties

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. Each Minister is in-charge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various departments, each one or more department headed by an Administrative Secretary. The following

Departments/Corporation are working under the Administrative control of the Transport Department: -

1. Motor Vehicles Department.
2. State Motor Garages Department
3. J&K State Road Transport Corporation

Motor Vehicles Department: -

Jammu and Kashmir Motor Vehicles Department is one of the Public Services Department with lot of interface with the people on day to day basis. The Motor Vehicles Department is implementing monitoring and co-coordinating various transport related activities in consonance with the Central Motor Vehicles Act, 1988, and J&K Motor Vehicle Rules 1991 and other statues/enactments. It is required to deal with the multi-dimensional aspects of the road transport as reflected below:-

1. To register different types of vehicles in the State.
2. Issuance of Driving Licenses and renewal thereof.
3. Grant and renewal of different types of permits.
4. Grant and renewal of fitness Certificates of Transport Vehicles.
5. Grant and renewal of authorization to Pollution Checking Centers.
6. Grant and renewal of Driving Institute licenses.
7. Grant and renewal of goods booking and Transport Services Licenses.
8. Grant and renewal of Trade Licenses of vehicles.
9. Enforcement and Checking.
10. High security Registration Plates.
11. Comprehensive e-governance & computerization of MVD.

State Motor Garages Department: -

The basic responsibility of the State Motor Garages Department is to provide light transport to the Hon'ble Governor of J&K State, Council of Hon'ble Ministers, Senior State Government functionaries, State Guest and other Touring Officers. The Department is also charged with the Job of maintaining light motor vehicles of all State Government Departments including the B.P. Vehicles of Council of Hon'ble Ministers, other protected serving Government officers and vehicles attached with SSG.

J&K, State Road Transport Corporation:

The Erstwhile Government Transport Undertaking was established in 1948 and was converted into JKSRTC on 1st September, 1976 under section (3) of the Road Transport Corporation Act, 1950.

Under the provisions of section 23(1) of the Road Transport Corporation Act, 1950, the Corporation has to provide adequate, economic and coordinate transport to the public.

Since its inception JKSRTC is dutifully serving the people of the State. The Corporation has also been successfully performing the transportation business for Armed forces, Border Roads Organization etc; besides providing un-interrupted services during Hartals, Curfews and crisis situations.

With a view to dealing with the different issues pertaining to the Transport Department, different sections have been setup at the Secretariat level of which the brief description is as under: -

Motor Vehicles Section: -

The section deals with the services of the Gazetted officers of the Motor Vehicles Department. These include the personnel matters like appointments, promotion, training, settlement of service benefits etc. Referring of vacancies, framing of Recruitment Rules, Legal Cases in consultation with Legal Assistant. Referring of cases of Gazetted Officers to Public Service Commission for their confirmation by DPC/PSC and all other matters relating to Motor Vehicles Act and Rules framed the under, referred by the HoDs working under the Administrative Control of Transport Department. The flow chart is as under :-

State Motor Garages Section: -

The section deals with the services of the Gazetted officers of the Motor Vehicles Department. These include the personnel matters like appointments, promotion, training, settlement of service benefits etc. Referring of vacancies, framing of Recruitment Rules, Legal Cases in consultation with Legal Assistant. Moreover, referring of cases of Gazetted Officers to Public Service Commission for their confirmation by DPC/PSC.

J&K, State Road Transport Corporation Section:-

The section deals with the issues pertaining to the SRTC i.e. release of budgetary allocations with the concurrence of the Finance Department to JKSRTC and gives approval to their Administrative matters.

General Section:

The section deals with the important issues like Right to Information applications, Chief Minister's Grievances cell, Public Service Guarantee Act, and other issues of general nature/coordination cases etc.

Accounts Section

The section deals with all the financial/accounts matters of the department under the supervision of the Director Finance.

Planning Section:

All the plan matters pertaining to MVD, SMG and SRTC are looked after by the Plan section headed by Deputy Director (P&S), Statistical Officer and Statistical Assistant etc.

Secretariat of State Road Safety Council: The Section deals with issues pertaining to the Road Safety in the State under the control of Administrative Secretary Transport Department to implement the decision taken in the State Road Safety Council which was constituted on the direction of the Hon'ble Supreme Court of India.

CHAPTER-2

Powers and Duties of Officers and Employees : - The Transport Department plays vital role for providing better mobility with comfort and safety to all sections of the society to different parts of the State especially remote and far-flung areas. The Administrative Secretary of the Department is assisted by the team of officers of the rank of Special Secretary, Additional Secretary, Deputy Secretary and Under Secretaries. Down below the Under Secretary. There is an established Non – Gazetted Administrative hierarchy headed by the Section Officer. 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 offices which he feels would be relevant for decision making.

CHAPTER-3

Rules, Regulations, instructions, Manual and Records for discharging functions:-

The list of rules, regulations, instructions, manual and records is hosted on the website of the Transport Department. www.jktransport.nic.in

CHAPTER-4

A) Constitution of Board of Directors of Jammu and Kashmir State Road Transport Corporation vide Government. .

Transport Department has constituted State Road Transport Corporation Board of Directors (BOD) vide Govt. Order No. 59-TR of 2016 dated 15-07-2016 comprising of the following:-

1.	Minister for Transport (Independent Charge)	Chairman
2.	Joint Secretary, Ministry of Road Transport and Highways, GOI, New Delhi	Director
3.	Administrative Secretary, Planning, Development and Monitoring Department	Director
4.	Administrative Secretary, Finance Department	Director
5.	Administrative Secretary Housing and Urban Development Department.	Director
6.	Administrative Secretary Public Works (R&B) Department.	Director
7.	Administrative Secretary transport Department	Director
8.	Managing Director, J&K SRTC.	Director
9.	Chief Engineer, R&B Department, Kashmir	Director
10.	Chief Engineer, R&B Department Jammu	Director
11.	Chief Engineer, Mechanical Engineering Department, Kashmir	Director

a) Constitution of State Road Safety Council

Transport Department has constituted State Road Safety Council vide **SRO 52 dated 1st February, 2012 comprising of the following:-**

- | | |
|-------------------------------|----------|
| 1. Chief Secretary | Chairman |
| 2. Director General of Police | Member |

3. Administrative Secretary of Finance Department	Member
4. Administrative Secretary of Home Department	Member
5. Administrative Secretary of PW (R&B) Department	Member
6. Administrative Secretary of Planning & Development Deptt	Member
7. Administrative Secretary of Housing & Urban Dev. Deptt	Member
8. Administrative Secretary of Health and Medical Education Dept.	Member
9. Administrative Secretary of Transport Department	Member
10. Chairman Pollution Control Board	Member
11. Inspector General of Police (Traffic)	Member
12. Director National Highways Authority of India Jammu	Member
13. Director Health Services, Jammu	Member
14. Director Health Service, Kashmir	Member
15. Chief Engineer Project Beacon, Srinagar	Member
16. Chief Engineer Project Vijayak	Member
17. Chief Engineer Project Himank	Member
18. Managing Director, J &K SRTC	Member
19. Transport Commissioner	Member Secretary

The State Road Safety Council shall:-

- I. Advise the Government for the steps to be taken for collecting, comparing and analyzing road accidents data, establishment of a Road Safety Fund, provision of Trauma and Health Care facilities to the victims of road accidents etc;
- II. Formulate a comprehensive Road Safety Policy for implementation by all the concerned departments/organizations with the overall objective of preventing/minimizing the incidence of road accidents;
- III. Prescribe the procedure and methodology for its functioning and shall hold its meeting at least twice a year.

C) District Road Safety Committees

Transport Department also constituted District Road Safety Committees at District level vide SRO-328 dated 9th October 2012 comprising the following: -

1. Deputy Commissioner	Chairman
2. District Superintendent of Police	Member
3. Executive Engineer (R&B)	Member
4. Chief Medical Officer	Member
5. Chief Education Officer	Member
6. Representative of Boarder Road Organization to be nominated by the concerned Chief Engineer of the BRO Project.	Member
7. Two NGO's/Experts in the field of Road safety to be nominated by the concerned Deputy Commissioner.	Member
8. RTO/ARTO Concerned	Member-Secretary

The Committee so constituted shall: -

- I. Take effective measures for collecting, comparing and analyzing road accident data, provision of trauma and health care facilities to the victims of the road accidents;
- II. Coordinate with District Disaster Management Committee/Quick Reaction Team (QRT), concerned organization dealing with Road Safety Management conduct Road Safety Audit of roads within the territorial limits of the District and advise for measures to be taken mitigating the road accident deaths has and for better management of traffic within the District;
- III. Meet at least once in a quarter of the year; and
- IV. Submit such reports and returns and furnish such information to Transport Commissioner as may be required from time to time and the Transport Commissioner shall submit a consolidated report to the State Road Safety Council annually

CHAPTER-5

The names, designation and other particulars of the Public Information officers are given at the heading of RTI in the web site of Transport Department:-

1st Appellate Authority

S.No.	Name	Designation	Mobile No	Official Address
1.	Sh. Ashok Kumar (KAS)	Additional Secretary to Govt.	9419151700	Transport Dept. , Civil Sectt. Jammu/Srinagar

PUBLIC INFORMATION OFFICER

S.No.	Name	Designation	Mobile No/E-Mail ID
1.	Sh. Rajeshwar Singh Charak (KAS)	Deputy Secretary to Govt.	Mob:9419182851

ASSTT. PUBLIC INFORMATION OFFICERS

1	Smt. Shoba Rani	Under Secretary to Govt.	Mob:9419653939
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CHAPTER-6

The pay bands with pay grade of the officers and employees of the Transport Department is as under:-

GAZETTED (TRANSPORT DEPARTMENT)

S. No	Name	Designation	Pay Band
01	Sh Hemant Kumar Sharma	Secretary to Govt.	37400-6700+8700
02	Sh. G.A Sofi	Secretary (Tech)	37400-6700+8700
03	Tehseena Mufti	Director Finance	37400-67000+8700
04	Sh. Ashok Kumar	Addl. Secretary to Govt.	15600-39100+7600
05	Sh. Prem Singh Chib	Dy. Secretary (Spl. Assistant to Transport Minister)	15600-39100+6600
06	Sh. Rajeshwar Singh Charak	Dy. Secretary to Govt	15600-39100+6600
07	Sh Satpal	Dy Director (P&S)	9300-34800+6600
08	Shoba Rani	Under Secretary to Govt	9300-34800+4800
09	Sh. Tarun Sharma	Pvt. Secretary	9300-34800+4800
10	Sh. Atul Dutt Sharma	Pvt. Secy.	9300-34800+4800

NON-GAZETTED (TRANSPORT DEPARTMENT)

01	Bopinder Singh	AAO	9300-34800+4600
02	Sh Kuldeep Raj	SO (Plan)	9300-34800+4600
03	Sh. Sanjay Kumar Koul	Section Officer	9300-34800+4600
04	Sh Tej Krishan	AAO	9300-34800+4600
05	Smt. Rifat Yasmeen	I/C SO	9300-34800+4600
06	Sh. Hilal Ahmad	Sr. Steno	9300-34800+4600
07	Sh. Deepak Khosla	Jr. Steno	9300-34800+4200
08	S. Randeep Singh	St Asstt	9300-34800+4200
09	Sh. Deepak Bangroo	Head Assistant	9300-34800+4200
10	Sh. Ajaz Ahmed Chiloo	Head Assistant	9300-34800+4200
11	Smt. Garo Devi	Head Assistant	9300-34800+4200
12	Sh. Javid Iqbal Lone	Head Assistant	9300-34800+4200
13	Sh. Shadi Lal Rain	Head Assistant	9300-34800+4200
14	Sh. Moneish Kumar	Head Assistant	9300-34800+4200
15	Sh. Shoib Abbas	JLA	9300-34800+4200
16	Sh. Bashir Ahmad Sheikh	Acct. Asstt.	5200-20200+2800
17	Sh. Surjeet Singh	PRO	5200-20200+2800
18	Sh Ajay Mohan Bhat	Sr. Asstt	5200-20200+2400
19	Sh. Bhupinder Singh	Sr. Asstt.	5200-20200+2400
20	Sh. Tarsem Lal	Sr. Asstt.	5200-20200+2400
21	Sh. Ishtiyaq Ahmad	Jr. Asstt.	5200-20200+1900
22	Sh. Kaka Ji Bhat	Jr. Asstt.	5200-20200+1900

23	Sh. Abdul Hamid Sheikh	Helper	4400-7440+1400
24	Mir Tahir Ul Gani	Orderly	4400-7440+1400
25	Gulzar Ahmad Sofi	Orderly	4400-7440+1400
26	Abdul Rashid Ganie	Orderly	4400-7440+1400
27	Bashir Ahmad Bhat	Orderly	4400-7440+1400
28	Sh. Raghu Nath	Jamadar	4400-7440+1400

At present following officers are posted in the Department

Hemant Kumar Sharma, IAS

Room No. 569/5
Civil Secretariat, Srinagar
Ph. No. 0194-2506092
Fax No.0194-2506058

G.A. Sofi,

Room No. 268/2
Civil Secretariat, Srinagar

Tehseena Mufti, KAS

Room No. 69 Ground Floor
Civil Secretariat, Srinagar
Ph. No. 0194-2506192
Fax No.0194- 2506192

Ashok Kumar, KAS

Room No. 225/2
Civil Secretariat, Srinagar
Ph. No. 0194-2506139

Sh. Satpal,

Room No. 25 (Ground Floor)
Civil Secretariat, Srinagar

Rajeshwar Singh Charak, KAS

Room No.3rd Floor New Complex
Civil Secretariat, Srinagar

Shoba Rani,

Room No. Room No.3rd Floor New Complex
Civil Secretariat, Srinagar