

Minutes of the meeting held under the Chairmanship of Commissioner/Secretary to Government, General Administration Department on 29.11.2011 in his office chamber at Civil Secretariat, Jammu to review the pace of implementation of the Jammu & Kashmir Public Services Guarantee Act, 2011.

Present:-

1. Special Secretary to Government, General Administration Department.
2. M.S.Shiekh, KAS, Special Secretary, Revenue Department, (Nodal Officer).
3. S. A. Laharwal, OSD in the Transport Department, (Nodal Officer).
4. Rajinder Singh Tara, KAS, Deputy Secretary, Housing and Urban Development Department, (Nodal Officer).
5. M. R. Matoo, Joint Director Planning, PHE, Irrigation and Flood Control Department (Nodal Officer).
6. Sh. F.C. Dansalia , Dy. Sec. CA&PD attended the meeting on behalf of Sh. Ishtiaq Ahmed Ashai, KAS, Special Secretary, CA & PD Department, (Nodal Officer).

The following decisions were taken in the meeting:-

1. It was reiterated that the State Level Nodal officers shall be responsible for proper and strict implementation of the Jammu and Kashmir Public Services Guarantee Act, Rules & Notification, 2011 with respect to their Administrative Departments. The concerned Nodal Officers shall sensitize the Designated Officers/Appellate Authorities about the importance of the instant legislation. A comprehensive report highlighting the achievements regarding proper and strict implementation of the Jammu and Kashmir Public Services Guarantee Act, Rules & Notification, 2011 shall be furnished by the concerned State Nodal Officers pertaining to their departments to General Administration Department by **10th December, 2011**.
2. While noting that the H&UDD has finalised and issued the checklist of documents for being attached with the applications by the applicants to all the concerned, the remaining State Level Nodal Officers were asked to ensure that the checklists are prepared by their Administrative Departments by **10th December, 2011** for information of the concerned Designated Officers and general public.
3. The State Level Nodal Officers shall prepare a list of all the Designated Officers, First and Second Appellate Authorities w.r.t their departments and consolidate a report on the following lines and submit the same to the General Administration Department by **10th December, 2011:-**

DESIGNATED OFFICERS

Name of the Designated Officer	Designation	Whether acknowledgment receipts as per Form 1 of SRO 223 are being provided to the applicants	Whether painted Notice Boards as per Form 2 of SRO 223 installed at conspicuous places in their offices and other important locations	Whether list of documents to be annexed with the application mentioned on the notice board	Whether registers for providing notified services to the eligible applicants maintained as per Form 3 of SRO 223	Whether any official of the level of Junior/Senior/He-ad Assistant nominated for maintenance of the records as per devised form.
1	2	3	4	5	6	7
Documents in support be furnished						

1ST APPELLATE AUTHORITY

Name of the 1 ST Appellate Authority	Designation	Whether registers for deciding 1 st appeal maintained as per Form 4 of SRO 223	Whether any official of the level of Junior/Senior/He-ad Assistant nominated for maintenance of the records as per devised form.
1	2	3	4
Documents in support be furnished			

2ND APPELLATE AUTHORITY

Name of the 2 ND Appellate Authority	Designation	Whether registers for deciding 2 nd appeal maintained as per Form 5 of SRO 223	Whether any official of the level of Junior/Senior/He-ad Assistant nominated for maintenance of the records as per devised form.
1	2	3	4
Documents in support be furnished			

4. The State Level Nodal Officers shall conduct inspection of the offices of the concerned Designated Officers/First & Second Appellate Authorities for the above purpose. While forwarding reports on the above format, the photographs of the painted notice boards, may also be forwarded to General Administration Department for reference and record.

Sd/-

(Mohammad Shahid Saleem)

Deputy Secretary to Government
General Administration Department

No:GAD(Adm)66/2011-V

Dated: 29.11.2011

Copy to the:-

1. Administrative Secretary,Department.
2. Special Secretary to Government, General Administration Department.
3. Ishtiaq Ahmed Ashai, KAS, Special Secretary, CA & PD Department, (Nodal Officer).
4. M.S.Shiekh, KAS, Special Secretary, Revenue Department, (Nodal Officer).
5. S. A. Laharwal, OSD in the Transport Department, (Nodal Officer).
6. Mrs. Shabnum Kamili, KAS Deputy Secretary, Power Development Department (Nodal Officer).
7. Rajinder Singh Tara, KAS, Deputy Secretary, Housing and Urban Development Department, (Nodal Officer).
8. M. R. Matoo, Joint Director Planning, PHE, Irrigation and Flood Control Department (Nodal Officer).