Chapter-I

Introduction

1.1 Background of this hand-book

This Handbook has been prepared in compliance to General Administration Department, J&K's Circular No. 25-GAD of 2009 dated: - 05-06-2009 endorsed vide Forest Administrative Department No. FST/Coord/21/2009 dated: - 10-08-2009.

The basic purpose of the hand book is to facilitate the public to have access to the desired information in different forms, which is available under the control of this Department on the working of Department of Wildlife Protection.

1.2 Objectives of the Hand Book

The objective of the Hand Book is to provide information to the intended users regarding different functions being delivered by the Wildlife Protection Department. The primary objective is to bring transparency and accountability in day to day working of this department and effective delivery of services.

1.3. Intended Users of this handbook

This hand-book is intended for the use by General Public whosoever is interested in getting any information about Wildlife Protection Department , J&K.

1.4. Organization of the information in this hand book

This Hand Book gives a broad overview of the activities carried on by the Wildlife Department and the procedures to be followed for obtaining information from the Department as per Right to Information Act, 2009.

1.5. Definitions used in the hand-book

Act	=	*means the Right to Information Act 2009*
Public Authority	=	*means the Wildlife Department, J&K*
Government	=	*means the Government of Jammu & Kashmir*
State	=	*State of Jammu & Kashmir*

1.6. Contact Person

(Nodal Officer (Website)

Name of the officer (S/Shri)	***Tahir Shawl***
Designation	**Wildlife Warden (Headquarters)**
Official Website	**www.jkwildlife.com**
Phone (office)	**0191-2572570 (Jammu) 0194-2312847(Srinagar)**
Mobile No.	9419193970
Email Address	**Jkwildlife78@ gmail.com**

1.7. Procedure & Fee Structure for getting information not available in the hand book.

The procedure and fee structure for getting information would be as per the J&K RTI Act and Rules thereto as prescribed by the J&K Government.

Chapter-2

Particulars of Organization, Functions and Duties

2.1. Objective/Purpose

a) Effective Management of Protected Areas.
b) Conservation of wild and endangered species and their habitat.
c) Restoration of degraded habitat within Protected Areas.
d) Control of Poaching, Taxidermy and illegal Trade of wild animal and plant species.
e) Monitoring and Research.
f) Ensuring people's participation in wildlife conservation.
g) Conservation awareness and education.
h) Wildlife Tourism (Eco-Tourism).
i) Ex-situ conservation programme.
j) Health Monitoring and Disease control with respect to Protected Area
k) Resolution of Man-animal conflicts.
l) Infrastructure Development.
m) Establishment of Zoo's.

2.2. Mission/Vision Statement

Survival of man is dependent upon the survival of plants and animals. There exists an intricate balance between all living and non-living components in an eco-system and maintenance of this balance is necessary to ensure economic developments while at the same time ensuring environmental conservation. Wildlife is an important component of an eco-system and they are to be conserved for their ethical, cultural, religious, spiritual, economic and ecological values.

The Wildlife Protection Department in Jammu and Kashmir has evolved from the erstwhile Game Preservation Department. Over a period of time, the Wildlife has been managed for different objectives ranging from regulation to management of the Protected Areas with a focus on conservation on modern scientific lines and as per the provisions of J&K Wildlife Protection Act, 1978 amended upto 2002.

2.3. Brief History & formation

The Jammu & Kashmir Wildlife Protection Department has evolved from the erstwhile Game Preservation Department. In earlier times, the wildlife was managed exclusively for game purposes and the rules were framed to protect and hunt wild animals in wilderness and game reserves.

Over a period of time the wildlife hunting as a game changed into organized trade for meeting requirements of various products at domestic and international markets. Prior to 1997, lot of uncontrolled hunting took place to meet the requirements of trade, which resulted into the considerable reduction of animal population in wilderness.

Since creation of a full-fledged Department of Wildlife Protection, the State Government has taken a series of measures for conservation of Forests and the Wildlife therein. The State Government has notified about 16000 sq km under the Protected Area Network which is about 15.58% of total geographical area of the State as compared to the national average of 4.8%. The State has 5 National Parks, 14 Wildlife Sanctuaries and 37 Conservation Reserves. These Protected Areas are to be managed on scientific lines through habitat improvement, plantations specifically of wild fruit bearing plants, soil and water conservation measures, fire protection, development of infrastructure, providing supplemental feed (like cattle feed, fodder, meat, medicines, tranquilizing drugs, guns and animal keepers to look-after the wild animals that too on round the clock basis).

To save wildlife from hunters and poachers great emphasis is given towards antipoaching activities including engagement of informers to handle the organized wildlife crime.

The State has also responsibility to manage Captive animals in Zoos and Rescue Centers. Feed, fodder and medicines to the captive stock at Manda Deer Park, Mansar Deer Park and Mantalai Enclosures in Jammu Region and in case of Kashmir Region Dachigam National Park and Pahalgam Deer Park is provided. Exchange of animals / birds and their procurement to mitigate the possibilities of in breeding is also covered.

2.4. Duties

With the increasing responsibility of the department from the game regulation to the wildlife conservation, the functions of the department have increased manifold to meet new and additional responsibilities / challenges in order to accelerate management of the protected areas. At present, J&K State is making efforts to come at par with the management of the Protected Areas at the national level, as per the recommendations of National Board of Wildlife. The Wildlife Protection Department has taken several measures for protection of wildlife and their habitat. Attempts are made to manage the PAs on scientific lines, though there are huge gaps in what should be done and what is being done, in view of the very low plan size of the department. The Department under Hon'ble Supreme Court orders is expected to manage the Protected Areas through preparation of Management Plans of National Parks, Wildlife Sanctuaries & Conservation Reserves. The functions of the department is the oversee of the implementation of the Wildlife Protection Act, 1978.

2.5. Main activities/functions

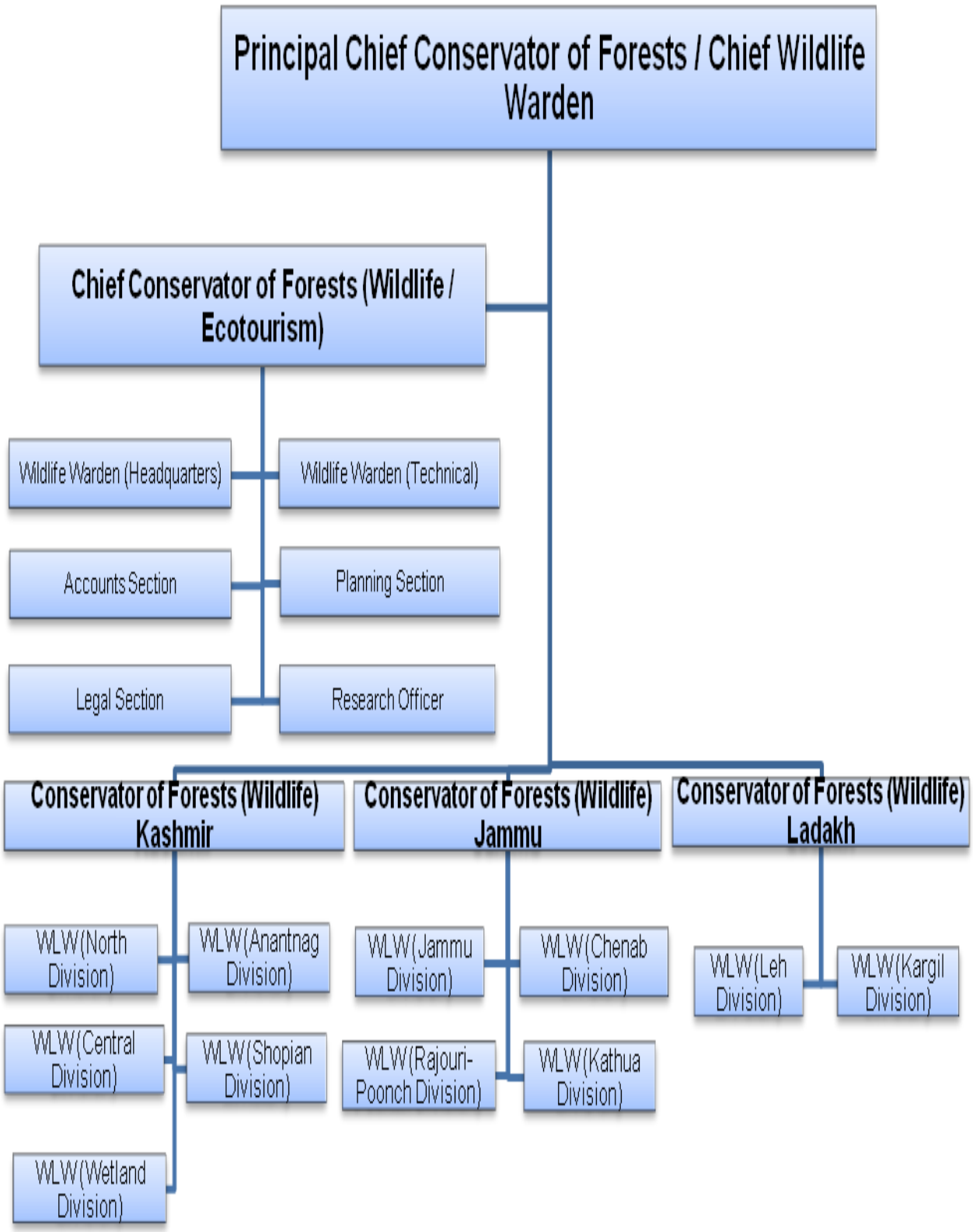
The objectives and functions of the Department are as under:

1. Management & Habitat Improvement of Protected Areas as well as the forest areas which fall in contiguity with the Protected Area Network;
2. Management, Restocking, Reallocation of Rare and Endangered Species;
3. Anti Poaching / Anti Smuggling Drives;
4. Law Enforcement / Wildlife Crime Control.
5. Wildlife Management Plans Formulation and Implementation thereof;
6. Captive Breeding, Zoos & Zoological Parks;
7. Wildlife Health Care, Rescue, Rehabilitation and Release of Wild Animals;
8. Man Animal Conflict Resolution;
9. Promotion of Ecotourism;
10. People's participation for Protection / Preservation of Wildlife;
11. Awareness & Nature Education;
12. Research and Training Programmes;
13. Census and Survey;
14. Species Recovery Programmes;

2.6. List of Services being provided

As mentioned in para 2.5 above and in addition the Department of Wildlife Protection pays compensation to the victims of Man Animal Conflict as per the guidelines of Ministry of Environment & Forests and the State Government.

2.7 Organization Structure.



2.8. The Department expects from public

Expectation of the public authority from the public for enhancing its effectiveness and efficiency with regard to management interventions required to be taken out for management of Protected Area Network on scientific lines.

2.9. Public Participation/Contribution

In the book of devolution of powers to Panchayati Raj Institutions (PRIs) there is mention about interface of People and Wildlife Department are as:-

Supervision of protection of wildlife:-

The Eco-development Committees constituted by the Wildlife Protecton Department for the Development of fringe areas around Protected Areas will be the Sub-Committee of the Halqa Panchayat to deal with the matters pertaining to the Protection of Wildlife in the area. They will specifically be responsible for the following works:-

a) Identification of vulnerability with respect to wildlife for its protection in consultation with the local wildlife guards.
b) Preparation of micro-plans and supervision in implementation of eco-developmental activities in the concerned fringe areas/villages.
c) Assisting in handling Man-Animal Conflict in the respective fringe areas/villages.

Block Development Council:

The Block Development Council will supervise the protection of wildlife in the area under its control and report deviation, if any, to the concerned Wildlife Range Officer/Block Forest Officer for action. The Block Development Council will also facilitate resolution of Man-Animal Conflict and report the same to the concerned wildlife Range Officer/Block Officer for action.

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

Field tours are being conducted regularly by the Wildlife Officers at all levels and public opinion/expectation is considered to improve the quality of public expenditure. The Department assess the quantity and quality of works executed by way of field monitoring. Practical trainings among all ranks of the field staff of the department is being imparted from time to time to acquaint them with the advancement made in the fields of interpretation, zoo management, health monitoring and in several other branches.

2.11 Addresses/Contacts

Direction Office

1. Sheikh-ul-Alam Forest Complex near Silk factory Road, Rajbagh Srinagar- **(Summer session– May to October).**
2. Manda hills,near Ashoka Hotel Jammu- **(Winter session– November to April)**

Regional Offices

1. Boulevard, Royal Fields Golf Course Srinagar- **(Kashmir)**
2. Manda Hills,near Ashoka Hotel Jammu**-(Jammu)**
3. Badami Bagh, Leh- **(Ladakh)**

Divisional Offices

Central Srinagar	Dachigam National Park
Wetlands Srinagar	Hokersar Zainakoot
North-Sopore	Kupwara Road, near Government Hospital Sopore
Anantnag-Bijbehara	Opp. Forest Complex Bijbehara
Shopian	Near Tehsil Office
Jammu	Manda Hills,near Ashoka Hotel Jammu
Kathua	Opp. Forest Complex, Kathua
Poonch-Rajouri	Near Dak-Banglow Forest Complex, Rajouri
Kishtwar	Kishtwar
Leh-Ladakh	Badami Bagh, Leh- (Ladakh)
Kargil	Near Forest (Territorial) Division, Kargil

2.12. Working Hours

Srinagar *Summer:- 10 A.M Opening 4 P.M. Closing.*
Winter:- 10.30 A.M. Opening 4.30 P.M.Closing

Jammu *Summer:- 8 A.M Opening 2 P.M. Closing.*
Winter:- 10 A.M. Opening 4 P.M.Closing

Ladakh *Summer:- 10 A.M Opening 4 P.M. Closing.*
Winter:- 10.30 A.M. Opening 4.30 P.M.Closing

(Six Days Week)

Chapter-3

Powers and Duties of Officers and Employees

S.No	Designation	Pr.CCF(Wildlife)/Chief Wildlife Warden,J&K	Head of Department
01	Powers	Administrative	As Major Head of the Department
		Financial	As Major Head of the Department/ Pr.CCF/Chief Wildlife Warden
	Duties	Others	As Major Head of the Department/ Pr.CCF/Chief Wildlife Warden
02	Designation	Chief Conservator of Forests	(Wildlife/Eco-tourism) J&K
	Powers	Administrative	As Class – I Officer
		Financial	As Class – I Officer
		Others	As Class-I Officer
	Duties	1. First Appellate Authority- Direction Office, Citizen Charter/ Website. 2. Attend the technical, administrative and Planning matters in accordance with the rules and regulations on the subject in the Department. 3. Attend any other work assigned by the Chief Wildlife Warden	
03	Designation	CF(WL)/Regional Wildlife Warden(s)	Jammu/Kashmir and Ladakh
	Powers	Administrative	As Class – I Officer
		Financial	As Class – I Officer
		Others	As Class-I Officer
	Duties	1.First Appellate Authority (Region-wise), RTI, Citizen Charter/ Website/AQ's CQ's, QD's. 2.Monitor and Review the implementation all Plan Schemes of State and Government of India in accordance with the rules & regulations in their respective jurisdiction.	
04	Designation	Assistant Wildlife Warden (Headquarters)	
	Powers	Administrative	Staff officer office of the Chief Wildlife Warden, J&K
		Financial	NIL
		Others	NIL
	Duties	Attend day to day routine administrative/Establishment matters in accordance with the rules & regulations and looking after matter relating to planning.	
05	Designation	Assistant Wildlife Warden (Technical)	
	Powers	Administrative	Technical officer of the Chief Wildlife Warden, J&K
		Financial	NIL
		Others	NIL
	Duties	Attend the technical matters in accordance with the rules and regulations on the subject of the jurisdiction in the department.	

06	**Designation**	**Assistant Wildlife Warden (s) of Wildlife Protection Department, Jammu & Kashmir**	
	Powers	**Administrative**	As Class-III & IV officer
		Financial	As Class-III & IV officer (DDO of the concerned Division
		Others	-
	Duties	In-charge and responsible for all executions in concerned Division. Custodian of all the assets of the Department within their jurisdiction. Attend the technical, administrative and financial matters in accordance with the rules and regulations on the subject.	
07	**Designation**	**Accounts Officer of Wildlife Protection Department**	
	Powers	**Administrative**	**NIL**
		Financial	**Controlling officer**
		Others	-
	Duties	Attend the issues pertaining to the accounts matters of the Department.	
08	**Designation**	**Wildlife Prosecutor of Wildlife Protection Department**	
	Powers	**Administrative**	**NIL**
		Financial	**NIL**
		Others	NIL
	Duties	Attend the legal matters of the Department.	
09	**Designation**	**All other Executive Staff including ROs, Foresters, WL Guards, Malies & Helpers**	
	Powers	**Administrative**	NIL
		Financial	NIL
		Others	NIL
	Duties	Responsible for execution of Wildlife Management and Protection.	
10	**Designation**	**All other Ministerial staff including, SO (ADM) Statistical Officer, Head Assistant, PA, Senior Asstt, Jr. Asstt & Orderlies**	
	Powers	**Administrative**	NIL
		Financial	NIL
		Others	NIL
	Duties	Office work/Safe custody of the office record of their sections.	

Chapter-4

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

A) Name/title of the document :-

O1. J&K Civil Service Rules (deal with Service conditions and control of the employees)
02. J&K Financial Code (deals with financial matters & delegation of powers etc.)
03. J&K Leave Rules (deal with leaves of the employees).
04. J&K Medical Attendance Rules (deal with Medical claims of the employees)
05. J&K Classification & Conduct Rule:- (deal with discipline and conduct of the employees)
06. Forest Manual/Act(deals with management and raising of plantations)
07. SRO-469 of 1985 (Non-Gazetted Recruitment Rules)
08. SRO-158 of 1994 (Gazetted Recruitment Rules)
09. SRO-61 of 1992 & SRO-17 of 1999 (Deal with formation of VFCs
10. SRO-143 (VFCs)
11. State Forest Policy-2011

Chapter-5

Particulars of 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 ?, 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.
	NA	**NA**	**NA**

Implementation of Policy

5.2 Where 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.
	NA	**NA**	**NA**

Chapter-6

A statement of the categories of documents that relates specifically to Wildlife Protection Department

S. No	**Category of the document**	**Name of the document and its introduction in one line**	**Procedure to obtain the document**
01	Publication	1.J&K Wildlife Protection Act, 1978 amended, 2002 2.Govt; Order 128-FST of 1991 dated: 13.05.1991 (Organizational Set- up of the Deptt;) 3.G.O.No:20-FST of 1981, dated: 04.02.1981 (Cabinet decision for declaration of National Parks Sanctuaries, Conservation Reserves) 4.Draft report for declaration of Eco-sensitive/Eco-fragile zones/areas around the PA network. 5.Over-view report on Wildlife Protection Deptt; 6.Gazetted Recruitment rules. 7.Non-Gazetted subordinate Recruitment Rules. 8. Reports released by the department from time to time.	Photostat copy from Direction Office on formal request with reasons thereof.

All affairs of the Department including work, conduct etc. of its employees are governed by the following in vogue service rules of State.

01. J&K Civil Service Rules
02. J&K Financial Code
03. J&K Leave Rules
04. J&K Medical Attendance Rules
05. J&K Classification & Conduct Rule
06. State Forest Policy-2011

Chapter-7

A statement of boards, council, Committees and other bodies constituted as its part

Name and address of the Affiliated Body	*The State Board for Wildlife has been constituted under Wildlife Protection Act, amended upto 2002. The Board is Chaired by Hon'ble Chief Minister.*
Type of Affiliated Body (Board, Council, Committees, Other Bodies)	
Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)	
Role of the Affiliated Body (Advisory/Managing/Executive/Others)	
Structure and Member Composition	
Head of the Body	
Address of main office and its Branches	
Frequency of Meetings	
Can Public participate in the meetings?	No, but public representatives are nominated by the Government including experts from various organizations who are involved in the conservation of Wildlife
Are minutes of the meetings prepared?	Yes.
Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them	Copy of the Minutes are available in the Direction Office/website.

Besides, Standing Committee of the SBWL headed by Hon'ble Forest Minister is also constituted by the Government for disposal of Wildlife Clearance of various projects falling within the Protected Area Network, as per the "Prescribed Format" issued by the Ministry of Environment & Forests on the directions of Hon'ble Supreme Court of India. Firstly placed before the SBWL and subsequently before the National Board for Wildlife for its recommendation.

Chapter-8

The names/designations and other particulars of The Public Information Officers

Name of the Public Authority: - **Department of Wildlife Protection, J&K**

First Appellate Authority

Name of the First Appellate Authority	**Designation**	**Offices for which designated**	**Contact Numbers**
Shri Ashwani Gupta, IFS	Chief Conservator of Forests (Eco-tourism)	Wildlife Warden Headquarters	9419189352
Shri Shuja Hydri, IFS	Conservator of Forests (Wildlife), Kashmir	Asstt; Wildlife Wardens, Central/Wetlands/North/ Anantnag/Shopian (PIOs & APIOs)	9419032886
Shri Roshan Jaggi, IFS	Chief Conservator of Forests (Wildlife), Jammu	Asstt; Wildlife Wardens, Jammu/Kathua/Rajouri-Poonch/Chenab-Kishtwar (PIOs & APIOs)	9419194268
Shri Jigmet Takpa, IFS	Chief Conservator of Forests (Wildlife), Leh-Ladakh	Asstt; Wildlife Wardens, Leh/Kargil (PIOs & APIOs)	9906977888

Public Information Officers

S. No	Name	Designation	Offices for which designated	Contact Numbers
1	Shri Tahir Mehmood Mirza	Wildlife Prosecutor	Office of the Pr. Chief Conservator of Forests (Wildlife)/Chief Wildlife Warden	8713914451
2	Shri Ab. Rouf Zargar	Asstt; Wildlife Warden, Central Division-Srinagar	Office of the Wildlife Warden, Central Division, Srinagar	9419038961
3	Shri M.M.Baba	Asstt; Wildlife Warden, South Division, Anantnag	Office of the Wildlife Warden. Anantnag, Sopore	9419033914
4	Shri Imtiyaz Ahmad Lone	Asstt; Wildlife Warden, Wetland Division, Srinagar	Office of the Wildlife Warden. Wetland Division, Srinagar	9419018014
5	Shri Riyaz Gul	Asstt; Wildlife Warden, Shopian Division	Office of the Wildlife Warden. Shopian Division	9596451731
6	Shri Mohammad Sadiq Mir	I/C Asstt; Wildlife Warden, North Division, Sopore	Office of the Wildlife Warden, North Division, Sopore	9419458854
7	Shri Ranjeev Sharma	I/C Asstt; Wildlife Warden, Kishtwar	Office of the Wildlife Warden Kishtwar	9622241776
8	Shri Suresh Sharma	I/C Asstt; Wildlife Warden, Jammu	Office of the Wildlife Warden Jammu	9419138323
9	Shri Safeer Ahmad	I/C Asstt; Wildlife Warden, Rajouri	Office of the Wildlife Warden Rajouri – Poonch	9419301136
10	Shri Kuldeep Singh	I/C Asstt; Wildlife Warden, Kathua	Office of the Wildlife Warden Kathua	9419245260
11	Shri Intesar Suhail	Asstt; Wildlife Warden, Kargil Division	Office of the Wildlife Warden, Kargil	9419049275
12	Shri Tsering Angchok-I	Range Officer-Grade-II, I/C Asstt; Wildlife Warden, Leh	Office of the Wildlife Warden, Leh-Ladakh	01985-233845

Assistant Public Information Officers

1	Shri Mohd. Yaqoob Wani	Head Assistant	Olffice of the Conservator of Forests (Wildlife) Kashmir	9797090485
2	Shri Tundop	Senior Assistant	Olffice of the Chief Conservator of Forests (Wildlife) Ladakh	9622991775
3	Shri Suresh Koul	Junior Assistant	Office of the Chief Conservator of Forests (Wildlife) Jammu	9419159616

Chapter-9

Procedures 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 decisions are made as per the rules and regulations laid down in the Civil Services Regulation, J&K Employees Conduct Rules, J&K Classification, Control & Appeal Rules, Secretariat Manual, J&K Forest Manual, J&K Forest Accounts Code, J&K Financial Code, and other allied rules and regulations applicable to the Department in conducting the official business.

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 decisions procedures are made from Wildlife Guard to Divisional/ State level and wherever required it is submitted to Administrative Department, for necessary sanctions.

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

Through orders, circulars, notices, communications etc. issued by the competent authorities.

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

As per hierarchy the system hierarchy should be adequately explained, 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?

Competence to take decision is well defined in book of financial code and business manual.

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

Subject on which the decision is to be taken	Management Interventions required in PAN.
Guideline / Direction, if any	As per the WL Protection Act 1978 amended - 2002 and Hon'ble Apex Court Orders
Process of Execution	An application can be made to concerned Asstt. Wildlife Wardens who will takeup the matter as per the subject matter
Designation of the officers involved in decision making	Asstt. Wildlife Warden / Conservator of Forests(WL)/Regional Wildlife Warden, concerned
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	Next higher authority as per the hierarchy.

Chapter- 10

Directory of Officers & Employees

Name S/shri	Designation	Phone Nos				E-mail	Address
		Mobile	Kashmir	Jammu	Ladakh		
Deepak Khanna, IFS	Chief Wildlife Warden	9419113264	0194 – 2312847 **0192 – 2310315 (Fax)**	0191-2572570 **0191-2520994 (Fax)**		jkwildlife78@gmail.com	Sheikh – ul – Alam Forest Complex near Silk Factory Road, Rajbagh Srinagar
Ashwani Gupta, IFS	Chief Conservator of Forests (Eco-tourism)	9419189352					
Tahir Ahmad Shawl	Wildlife Warden, Headquarter	9419193970	0194-2141205				
Samina Charoo	Research Officer	9419773701					
Regional Heads							
Jigmet Takpa, IFS	Chief Conservator of Forests (Ladakh)	9906977888			01982-255733 **01982-257410 (Tel/Fax)**		Badami Bagh, Leh - (Ladakh)
Roshan Jaggi, IFS	Chief Conservator of Forests (Jammu)	9419194268		0191-2544575 **0191-2520948 (Fax)**			Manda Hills, Near Ashoka Hotel Jammu
Shuja Hyderi, IFS	Conservator of Forests (Kashmir)	9419032886	0194-2501069 (Tel/Fax)				Boulevard, Police Golf Course Srinagar – (Kashmir)
Divisional Heads							
M. Sadiq Mir	Wildlife Warden, North Division – Sopore	9419458854	01954-221682 (Tel/Fax)				Kupwara Road near Government Hospital, Sopore
Imtiyaz Ahmad Lone	Wildlife Warden, Wetlands	9419018014					Hokersar Zainakoot, Srinagar
Ab. Rouf Zargar	I/c Asstt. Wildlife Warden, Central	9419038961	0194-2462327 (Tel/Fax)				Harwan, Dachigam National Park, Srinagar
M.M. Baba	I/c Asstt. Wildlife Warden, South Div. Bijbehara	9419033914	01932-234474 (Tel/Fax)				Opp. Forest Complex Bijbehara

Riyaz Gul	DFO/Asstt. Wildlife Warden, Shopian	9596451731	01933-261918 (Tel/Fax)				Near Tehsil Office, Shopian
Intesar Suhail	Wildlife Warden, Kargil	9419049275			01985-233845 (Tel/Fax)		Near Forest (Territorial) Division, Kargil
Tsering Angchok – I	Range Officer – Gd-II I/c Asstt. Wildlife Warden, Leh	9419645000			01982-252171 (Tel/Fax)		Badami Bagh, Leh – (Ladakh)
Shri Kuldeep Singh	Asstt. Wildlife Warden, Kathua	9419245260	01922-234687 (Tel/Fax)				Opp. Forest Complex, Kathua
Ranjeev Sharma	Asstt. Wildlife Warden, Chenab Division, Kishtwar	9622241776	01995-259617 (Tel/Fax)				Kishtwar
Suresh Sharma	I/c Asstt. Wildlife Warden, Jammu	9419138323	0191-2520247 (Tel/Fax)				Manda Hills, Near Ashoka Hotel Jammu
Safeer Hussain	I/c Assstt. Wildlife Warden, Rajouri	9419301136	01962-260084 (Tel/Fax)				Near Dak-Banglow Forest Complex, Rajouri

Chapter-11

The Monthly Remuneration Received by each of its officers and Employees including the system of Compensation as provided in Regulations

S.No	Designation of Post	No.of Posts	with reference to G.O. & Date	Pay Band	Grade Pay
1	Pr.CCF (Wildlife)/Chief Wildlife Warden	*1*	SRO No:158 dated:12-08-1994	75500-80000	-
2	Chief Conservator of Forests (Eco-tourism)	*1*	G.O. No. 32 - FST 2008 dated 16-01-2009	37400-67000	10,000
3	Conservator of Forests (Wildlife)/Regional Wildlife Warden	*3*	SRO No:158 dated:12-08-1994	37400-67000	8,900
4	Dy. Director (Planning)	*1*	Vide G.O. No. 105-PD of 2008 dated 07-10-2008	15600-39100	6.600
5	Accounts Officer	*1*	SRO No:158 dated:12-08-1994	9300-34800	4,800
6	Assistant Wildlife Warden	*13*	SRO No:158 dated:12-08-1994	9300-34800	4,800
7	Asstt. Vety. Surgeon	*1*	SRO No:158 dated:12-08-1994	15600-39100	5,200
8	Research Officer	*1*	SRO No:158 dated:12-08-1994	9300-34800	4,800
9	Ecologist	*1*	SRO No:158 dated:12-08-1994	9300-34800	4,800
10	Asstt;Engineer Civil	*1*	SRO No:158 dated:12-08-1994	9300-34800	4,800
11	Asstt. Vety. Surgeon	*2*	ASH/Plan-2/08 dated 12-08-2008	9300-34800	5,200
12	Range Officer Grade I	*8*	SRO No:158 dated:12-08-1994	9300-34800	4,280
13	Range Officer Grade II	*7*	G.O. No: 138 FST - 1990 dated 27-07-1990	9300-34800	4,200
14	Supervisor Grade II	*2*	SRO No:489 dated: 21-11-1985	9300-34800	4,200
15	Foresters	*31*	SRO 489 dated 21-11-85 & G.O. No: 138 FST - 1990 dt 27-07-90	9300-34800	2,800
16	Dy. Foresters	*9*	SRO 489 dated 21-11-85	5200-20200	2,300
17	Guards/Field Operator	*333*	SRO 489 dated 21-11-85 & G.O. No: 138 FST - 1990 dt 27-07-1990	5200-20200	1800
16	Private Secretary	*1*	SRO 323, dated 10-09-2007	9300-34800	4,800
18	Junior Engineer	*2*	SRO 489 dated 21-11-85 & G.O. No: 138 FST - 1990 dt 27-07-1990	9300-34800	4,300
19	Drafts Man	*1*	G.O. No: 138 FST - 1990 dated 27-07-1990	9300-34800	4,280
20	Wildlife Prosecutor	*1*	SRO 489 dated 21-11-85	9300-34800	4,600
25	Section Officer	*1*	G.O. No: 138 FST - 1990 dated 27-07-1990	9300-34800	4,600
26	Stastical Officer	*1*	Vide G.O. No. 105-PD of 2008 dated 07-10-2008	9300-34800	4,600
27	Head Assistant	*4*	SRO 489 dated 21-11-85 & G.O. No: 138 FST - 1990 dt 27-07-1990	9300-34800	4,200
28	Jr. Stenographer	*1*	SRO 489 dated 21-11-85	9300-34800	4,200
29	Stastical Assistant	*1*	Vide G.O. No. 105-PD of 2008 dated 07-10-2008	9300-34800	4,200
24	Accountant	*1*	SRO 489 dated 21-11-85	9300-34800	4,600
31	Sr. Assistant	*10*	SRO 489 dated 21-11-85	5200-20200	2,400
30	Jr.Assistant	*22*	SRO 489 dated 21-11-85 & G.O. No: 138 FST - 1990 d t27-07-1990	5200-20200	1,900
32	Store Keeper	*1*	G.O. No: 138 FST - 1990 dated 27-07-1990	5200-20200	4,200
23	Mistry/Works Supervisor	*1*	SRO 489 dated 21-11-85	5200-20200	1,900
36	Lab Assistant	*2*	SRO 489 dated 21-11-85	5200-20200	4,200
33	Senior Cameraman	*1*	G.O. No. 08 - FST of 2008 dated 07-01-2008	9300-34800	4,200
34	Cameraman	*1*	G.O. No: 138 FST - 1990 dated 27-07-1990	5200-20200	2,800
35	Project Operator	*1*	G.O. No: 138 FST - 1990 dated 27-07-1990	5200-20200	2,100
37	Driver/Chaffur	*8*	SRO 489 dated 21-11-85 & G.O. No: 138 FST - 1990 d t27-07-1990	9300-34800	4,280
22	Watchers	*25*	G.O No: 81 FST, dated 01-07-85	4440-7440	1,300
38	Malies	*5*	G.O. No: 138 FST - 1990 dated 27-07-1990	4440-7440	1,300

39	Jamadar	*1*	SRO 489 dated 21-11-85	4440-7440	1,300
40	Orderlies	*14*	SRO 489 dated 21-11-85 & G.O. No: 138 FST - 1990 dt 27-07-1990	4440-7440	1,300
41	Lab attendant/Boy	*2*	SRO 489 dated 21-11-85	4440-7440	1,300
42	Chowkidars,	*21*	SRO 489 dated 21-11-85	4440-7440	1,300
43	Farash	*1*	SRO 489 dated 21-11-85	4440-7440	1,300
44	Helpers	*111*	111 DRW regularized (93 posts transferred from Social Forestry Deptt. vide G.O No: FST 501 of 2006, dt: 27-09-2006	4440-7440	1,300
	Total	**657**			
	In addition to above:-				
	Range Officer-Gtrade-I	1	Transferred from Forest Department	9300-34800	4,280
45	Fisheries Guard	1	Transferred from Fishries Deptt. alongwith post	4440-7440	1,300
46	Jr. Asstt. from Social Forestry	**2**	2 posts transferred from Social Forestry Deptt. vide G.O No: FST 501 of 2006, dt: 27-09-2006	5200-20200	1,900
47	Forester	1	Transferred from Forest Deptt. alongwith post vide G.O. No: 377 - FST 1995, dated 08-12-95	9300-34800	2,800
	Helpers	**93**	(93 posts transferred from Social Forestry Deptt. vide G.O No: FST 501 of 2006, dt: 27-09-2006	4440-7440	1,300
	Total	**98**			
	Surplus staff of IWDP				
	Range Officer Grade-I	2	Vide G.O. No. 366-FST of 2011 dated 30-09-2011 of Annexure-B	9300-34800	4,280
48	Forester	2		9300-34800	2,800
49	Dy. Forester	7		5200-20200	2,300
	Guards	13		5200-20200	1,800
50	Computer Operator (FPF)	1		9300-34800	4,200
51	Helper	90		4440-7440	1,300
	Total	**115**			
	Forest Department				
	Range Officer	1		9300-34800	4,280
53	Range Officer Gd-II	1		9300-34800	4,200
54	Forester (Adhoc)	2		9300-34800	2,800
	Total	**4**			
	Surplus Staff of SFC:				
55	Forester/Block Manager	**4**	Vide G.O. No. 366-FST of 2011 dated 30-09-2011 of Annexure-B	9300-34800	2,800
56	Dy.Forester/ Supervisor	**3**		5200-20200	2,300
57	Junior Assistant	**3**		5200-20200	1,900
58	Typest/Computer Opt;	**1**		5200-20200	1,800
59	Watcher/Field worker	15		4440-7440	1,300
60	Helper/Field supervisor	9		4440-7440	1,300
61	Guard (Field Sup)	14		4440-7440	1,800
62	Farash	1		4440-7440	1,300
	Vet; Assistant	**1**		4440-7440	1,300
	Total	**51**			
	Grand total	**925**			

Chapter-12

Budget for the year 2014-15 (Non-Plan)

Revenue ***Rs. In lacs***

Code	*Head*	*Proposed Budget*	*Amount released by Adm.Deptt;*	*Amount released/disbursed (No. of instalments)*	*Total Expenditure ending (12/2014)*
001	Salaries	***2360.00***	***2168.85***	2168.16	1715.77924
002	Travel Expenses	***16.00***	***12.00***	11.88	11.47442
006	Telephone	***3.00***	***2.25***	2.25	1.41320
007	Office Expenses	***14.00***	***10.50***	10.37	10.22618
008	Electricity Charges	***25.00***	***25.00***	22.87	6.25000
009	Rent Rate & Taxes	***5.00***	***3.75***	2.97	2.07500
010	Material & Supplies	***3.00***	***2.25***	2.25	1.46200
011	Books & Periodicals	***2.50***	***1.88***	1.00	1.15000
014	POL	***12.00***	***10.80***	10.45	8.83016
020	Machinery & Equipment	***3.00***	***2.25***	2.25	1.67000
021	Training	***2.00***	***1.50***	1.50	0.10300
025	Wages	***0.00***	***0.00***	0.00	0.000
037	Prop.& Spl. Services Charges	***4.50***	***3.38***	2.70	1.35000
043	uniforms	***9.00***	***6.75***	6.05	2.85000
054	Furniture and Furnishings	***2.50***	***1.88***	1.88	1.87000
070	Arms & Ammunition	***3.00***	***2.25***	2.25	1.75000
071	Medical Reimbursement	***6.00***	***4.50***	3.81	1.01731
079	Stipend & Scholarship	***2.00***	***1.50***	0.00	0.0000
098	Advertisement & Pub.	***10.50***	***7.88***	6.25	5.95000
176	Demarcation	***10.00***	***7.80***	5.00	3.98000
179	Sowing & Planting	***6.00***	***4.50***	4.00	2.98000
180	Protection from Fire	***4.00***	***3.00***	3.00	2.20000
194	Purchase of Computers	***0.00***	***0.00***	0.00	0.0000
320	Research & Survey	***11.00***	***8.25***	5.35	5.95000
326	Maint. of Buildings	***6.00***	***4.50***	2.76	2.76000
363	Outsourcing of upkeep	***31.00***	***29.45***	28.75	23.11425
396	Ext. of firewood	***2.00***	***1.50***	1.50	1.27152
482	Maintenance of Gardens	***3.50***	***2.63***	1.74	1.40000
633	compensation	***150.00***	***112.50***	83.87	56.64000
	Total	***2706.50***	***2443.30***	**2394.86**	**1875.51628**
2071	ORB Leave salary	***41.28***	41.28	40.829	40.82900
	Defined Pension Contribution Scheme	***2.83***	3.58	3.49	1.90500
	Total	**44.11**	**44.86**	**44.319**	**42.73400**

Budget for the year 2014-15 (Plan)

Capital ***Rs. In lacs***

Name of the Scheme	**Activity**	**Starting date of the activity**	***Planned date of the activity***	***Amount Proposed***	***Amount sanctioned***	***Amount released/disbursed (No. of instalments)***	***Actual expenditure for the last year till ending 1/2015***	***Responsible officer for the quality the complete execution of the work***
Salary	**-**	**NIL**	**NIL**	**NIL**	**NIL**	**NIL**	**NIL**	
13th Finance Commission	Works	1.4.2014	31.3.2014	90.00	94.60	74.10	0.00	Assistant Wildlife Wardens
	Works	1.4.2014	31.03.2014	262.50	131.25	74.48	55.35	-do-
Research Survey & Census	Survey & Census	-do-	-do-	3.00	1.50	1.50	0.00	-do-
National Parks & Wildlife Sanctuaries	Various type of execution Works/Habitat Management of Wildlife	-do-	-do-	81.00	40.50	12.00	10.15	-do-
Small & Big Game Reserve	Various type of execution Works/Habitat Management of Wildlife	-do-	-do-	9.25	4.63	4.63	0.00	-do-
Wetland Reserves	Various type of execution Works/Habitat Management of Wildlife	-do-	-do-	24.25	12.12	12.00	12.00	-do-
Captive Breeding & Rehabilitation	Feed & Fodder	-do-	-do-	30.00	15.00	15.00	15.00	-do-
Nature Clubs	Awareness activities	-do-	-do-	3.00	1.50	0.00	0.00	-do-
Wildlife Week	Celebration of Wildlife Week	-do-	-do-	2.00	1.00	0.50	0.00	-do-
Training and Symposium	Training, Symposium/ Meetings of Standing Committee (SBWL)	-do-	-do-	3.00	1.50	1.50	0.00	-do-
Forest Biosphere Reserve	Various type of execution Works/Habitat Management of Wildlife	-do-	-do-	0.50	0.25	0.00	0.00	-do-
Mini-Zoological Park	Various type of execution Works/Habitat Management of Wildlife	-do-	-do-	35.50	17.75	5.00	0.00	-do-
Eco-Development	Various type of execution Works/Habitat Management of Wildlife	-do-	-do-	4.25	2.13	1.50	1.00	-do-
Strengthening of Wildlife Protection	Various type of execution Works/Habitat Management of Wildlife	-do-	-do-	20.25	10.12	2.60	2.60	-do-
Maintenance of Capital Assets	Various type of execution Works/Habitat Management of Wildlife	-do-	-do-	6.50	3.25	3.25	0.50	-do-
Handling of Man Animal Conflict	To deal with handling of Man Animal conflict situation in vulnerable Areas	-do-	-do-	40.00	20.00	15.00	14.10	-do-

* Note:-An amount of Rs.74.10 lacs as 2nd instalment 2012-13 of approved works programme of 13ht FCA has been released by Administrative Department and its utilization in 2014-15,besides an amount of Rs.22.50 lacs released by Adm. Department as 25% of approved works programme of 2014-15.

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 norms/standards set in Forest and PWD Schedules are made applicable in execution of various activities/programmes.

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 schemes/beneficiary PAN are being up-loaded.

Chapter-17

Particulars of the facilities available to citizens for obtaining information

17.1 ***Both soft as well as in hard form information remains readily available for citizens and can be hand for the Directions/Circle/Divisional offices during office hours on any working day.***

Chapter-18

Other Useful information

18.1 ***Frequently asked questions and their answers by Public***
18.2 ***Related to seeking information***

The information related to the various schemes are being up-loaded.

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

Awareness training are being provided to the public to combat the situation arisen during the Man-Animal Conflict.

Name S/Shri	Designation	Phone Nos			E-Mail	Address
		Mobile	**Srinagar**	**Jammu**		
Deepak Khanna, IFS	Pr.CCF/Chief Wildlife Warden	9419113264	0194-2312847 0000-0000000(F)	0191-2572570 0000-0000000(F)		Raj-Bagh, Silk Factory Road, Srinagar, & Manda Hilla, Near Ashoka Hotel, Jammu
Ashwani Gupta, IFS	Chief Conservator of Forests (Eco-tourism)	9419189352				-do-
Shri Shuja Hyderi, IFS	Conservator of Forests (Wildlife), Kashsmir	9419032886				Boulevard, Royal Fields Golf Course Srinagar- (Kashmir)
Shri Joshan Jaggi, IFS	Chief Conservator of Forests (Wildlife), Jammu	9419194268				Manda Hills,near Ashoka Hotel Jammu-(Jammu)
Shri Jigmet Takpa, IFS	Chief Conservator of Forests (Wildlife), Leh-Ladakh	9906977888				Badami Bagh, Leh-(Ladakh)
Tahir Ahmad Shawl	Wildlife Warden, Headquarter	9419193970				Raj-Bagh, Silk Factory Road, Srinagar, & Manda Hilla, Near Ashoka Hotel, Jammu
Ms. Samina Amin	Research Officer	9419773701				
Shri Tej Lal Raina	Accounts Officer	9419193970				
Shri Tahir Mehmood	Wildlife Prosecutor	9622130814				
Divisional Heads						
Shri Mohammad Sadiq Mir	Asstt; Wildlife Warden, North Division-Sopore	9419458854				Kupwara Road, near Government Hospital Sopore
Shri Imtiyaz Ahmad Lone	Asstt; Wildlife Warden, Wetlands Division, Srinagar	9419018014				Hokersar Zainakoot, Srinagar.
Shri Ab. Rouf Zargar	I/C Asstt; Wildlife Warden, Central Division, Srinagar	9419038961				Dachigam National Park, Srinagar
Shri M.M.Baba	I/C Asstt; Wildlife Warden, South Division, Bijbehara	9419033914				Opp. Forest Complex Bijbehara
Shri Riyaz Gul	DFO/Asstt; Wildlife Warden, Shopian Division	9596451731				Near Tehsil Office, Shopian

Shri Tsering Angchok-I	Range Officer-Grade-II, I/C Asstt; Wildlife Warden, Leh-Division	9419645000				Badami Bagh, Leh-(Ladakh)
Shri Intesar Suhail	Asstt; Wildlife Warden, Kargil	9419049275				Near Forest (Territorial) Division, Kargial.
Shri Kuldeep Singh	Asstt; Wildlife Warden, Kathua	9419245260				Opp. Forest Complex, Kathua
Shri Ranjeev Sharma	Asstt; Wildlife Warden, Chenab Division, Kishtwar	9622241776				Kishtwar
Shri Suresh Sharma	I/C Asstt; Wildlife Warden, Jammu	9419138323				Manda Hills,near Ashoka Hotel Jammu
Shri Safeer Hussain	I/C Asstt; Wildlife Warden, Rajouri	9419301136				Near Dak-Banglow Forest Complex, Rajouri