

INFORMATION HANDBOOK UNDER RIGHT TO
INFORMATION ACT, 2009 WITH RESPECT TO
FINANCE DEPARTMENT

TABLE OF CONTENTS

INTRODUCTION

CHAPTER - 1: Particulars of Organization, Functions and Duties CHAPTER - 2: Powers and
Duties of Officers and Employees

CHAPTER - 3: Rules, Regulations, Instructions and Manual for Discharging Functions

CHAPTER - 4: A statement of boards, Corporations and Other bodies constituted as its part

CHAPTER - 5: The names, designations and other particulars of the PIO/FAA

CHAPTER - 6: The monthly remuneration received by each of the officers and employees of
Finance Department

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 function being delivered by the Finance Department.

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. 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 the highest executive authority of the State under the Constitution. Each Minister is Incharge of one or more Administrative Departments. Each Minister shall by means of standing orders arrange with the Secretary of the Department what matters or classes of matters are to be brought to his personal notice. Copies of such standing orders shall be sent to the Governor and the Chief Minister.

The Finance Department by virtue of its duties is the nerve center of the administration of its subordinate offices / directorates. The Department functions under the supervision and guidance of the Hon'ble Minister for Finance, and the Administrative Secretary of Finance Department, who at present is of the rank of Commissioner Secretary to Government.

As per Jammu & Kashmir Business Rules:

- The Finance Department shall be consulted before the issue of orders upon all proposals which affect the finances of the State and in particular:
 - (a) proposals to add any post or abolish any post from the public service or to vary the emoluments of any post;
 - (b) proposals to sanction an allowance or special or personal pay for any post or class of posts or to any servant of the Government of the State;
 - (c) Proposals involving abandonment of revenue or involving expenditure for which no provision has been made in the Appropriation Act.
- The views of the Finance Department shall be brought to the permanent record of the

Department to which the case belongs and shall form part of the case.

- The Finance Department may by general or special order prescribe cases in which its assent may be presumed to have been given.
- (1) The Finance Minister may call for any papers in case in which any of the matters referred to in rule 10 or rule 34 is involved and the department to whom the request is addressed shall supply the papers.
- (2) On receipt of papers called for under sub-rule (1), the Finance Minister may request that the papers with his note on them shall be submitted to the Cabinet.
- (3) The Finance Department may make rules to govern financial procedure in general in all departments and to regulate the business of the Finance Department and the dealings of other departments with the Finance Department.

With a view to deal with the different issues pertaining to the Finance Department, different Subordinate offices / Directorates within and outside the Secretariat have been set up. These are:

Subordinate offices / directorates within the Secretariat

- Director General Budget
- Director Finance (Ex-officio Spl. Secretary to Government)
- Director Code

Subordinate offices / Directorates Outside the Secretariat (field offices)

- Excise Department
- Commercial Taxes Department
- Directorate General of Accounts & Treasuries.
- Directorate General of J&K Fund Organization.
- Directorate General of Audit & Inspections.

Chapter - 2 : Powers and Duties of Officers and Employees.

The powers and the duties of various functionaries of the Finance Department are:

Minister for Finance:

- a) Powers are exercised in accordance with the provision of Jammu and Kashmir Government Business Rules.
- b) Represents the department in State Legislature, State Cabinet and any appropriate national/ international forum.

Administrative Secretary:

- a) Overall head of the department
- b) Executive authority for implementation/enforcement of all the policies, mandate & functions of the department as envisioned by the government.
- c) Directs the formulation of policies related to planning, administration and financial matters in order to achieve the desired objectives of the sector.
- d) Review of the developmental & administrative activities of the line departments.

The Powers and duties of officers are as under:

S.NO	Designation	Power & Duties
1	Commissioner Secretary	Head of the Administrative Department, acts and exercises the powers delegated to him under Jammu & Kashmir CSR, Financial Code, Leave/GPF Rules etc.
2	Special Secretary /Deputy Secretary /Under Secretary	The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretaries/Additional Secretaries/Deputy Secretary and Under Secretaries.
3	Section Office	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.
4	Head Assistant / Senior Assistant	To assist the Section Officer in discharge of the duties.
5	Junior Assistant/ Store Keeper	In charge of the work of diarizing and organizing movements, distribution of receipts/ files in section and other duties like typing as may be assigned to them by the Section Officer etc. One Junior Assistant is designated as Store Keeper who maintains records of the stores and makes entries of the fresh stores purchased into the registers.

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 Finance Department (www.jakfinance.nic.in) & on www.jkgad.nic.in.

Chapter - 4: A statement of boards, council, committees and other bodies constituted as its part.

The Finance Department administers and monitors the functioning of the following organizations/ agencies/ societies/ boards:

Director Finance

The functions of the Director Finance (also called Resources wing) include:

1. To monitor the flow of resources for plan implementation in the State.
2. The flow of resources takes places from different agencies/sources
3. Twelfth Finance Commission (TFC) is one of the Chief engagements of the Resources wing.
4. Flow of resources under TFC is Rs 20880.00 Crore.
5. An increase of 27% over the Eleventh Finance Commission (EFC).

Director Code

The Directorate of codes attends the following matters:

1. Prepares and Updates Financial Rules, Service Rules and other Manuals related to State administration including for Treasury administration.
2. Deals with Opinion cases relating to various issues of personnel administration and financial administration.
3. Interpretation of various Rules and Regulations.

Director General Budget

Functions of the Directorate of Budget include:

1. Financial Management of the State
2. Budget formulation and execution
3. Public Expenditure policy and allocation
4. Monitoring of own Tax and Non-Tax Revenue
5. Classification of Accounts
6. Contingency Fund of the State
7. All issues relating to Government expenditure
8. ARM
 - a. Localized exemption withdrawals
 - b. Liquor regulation and duty restructuring.
9. Overdraft II for Power Purchase
10. Stamps and Registration.
11. Amnesty for non-tax.

Office Timings

Morning Hours of the office 09.30 A.M

Closing Hours of the office 05.00 P.M

The function of the department is to administer and regulate the following acts for taxation purposes:

Commercial Taxes Department

- J&K GENERAL SALES TAX ACT, 1962
- CENTRAL SALES TAX ACT,1956
- J&K ENTRY TAX ON GOODS ACT,2000
- J&K MOTOR SPIRIT (TAXATION & SALES)ACT,2005
- J&K STAMPS ACT SMT.1977
- J&K PASSENGER TAXATION ACT,1963
- J&K URBAN IMMOVABLE PROPERTY TAX ACT,1962
- (CONCLUSION OF PROCEEDINGS UP TO MARCH,2002)
- THE J&K PROFESSIONS, TRADE, CALLINGS AND EMPLOYMENT TAX ACT,2005

Administrative Setup of the Commercial Taxes Department

HEADQUARTER

- COMMISSIONER COMMERCIAL TAXES
- ADDITIONAL COMMISSIONER (TAX PLANNING)
- DEPUTY COMMISSIONER (HEAD QUARTER)
- DEPUTY COMMISSIONER (JUDICIAL)

KASHMIR DIVISION

- ADDITIONAL COMMISSIONER (ADM)
- DEPUTY COMMISSIONER (RECOVERY)
- DEPUTY COMMISSIONER (APPEALS)
- DEPUTY COMMISSIONER (AUDIT)
- DEPUTY COMMISSIONER (V&I)
- DEPUTY COMMISSIONER STAMPS
- 15 CTO'S I/C CIRCLES AT SRINAGAR.
- 2 CTO'S ANG I / II
- CTO BUDGAM
- CTO SOPORE
- CTO BARAMULLA
- CTO PULWAMA
- CTO KUPWARA
- CTO UPSHI LEH
- CTO KARGIL
- CTO PASSENGER TAX
- CTO UIP
- CTO CHECKPOST LOWER MUNDA.

JAMMU DIVISION

- ADDITIONAL COMMISSIONER(ADM)
- DEPUTY COMMISSIONER (RECOVERY)
- DEPUTY COMMISSIONER (APPEALS)
- DEPUTY COMMISSIONER (AUDIT)
- DEPUTY COMMISSIONER (V&I)
- DEPUTY COMMISSIONER STAMPS
- 16 CTO'S I/C CIRCLES AT JAMMU
- 2 CTO'S UDHAMPUR I/ II
- CTO KATHUA
- CTO DODA
- CTO POONCH/ RAJOURI
- CTO UIP
- CTO PASSENGER TAX
- CTO CHECKPOST RAILWAY PASSENGER SIDE
- CTO CHECKPOST RAILWAY GOODS SIDE.

Further information about the department can be had from their website at <http://jkcomtax.nic.in/>

Excise Department

In early eighties the Excise Department and the Sales Tax Department existed as "Excise and Taxations Department". These were later segregated into two departments-

- i) Excise Department and
- ii) Sales Tax Department- each headed by a Commissioner.

The Excise Department was charged with the responsibility of:

- Excise related activities on IMFL.
- Manufacture of Country Liquor at two bonded warehouses located at Jammu and Srinagar and its sale through departmental^ run country liquor vends by the Excise Sub-Inspectors and Excise Guards.
- Collection of Entertainment duty.
- Collection of Toll at various Toll Posts.

Responsibilities

- Enforcement of the Jammu and Kashmir Excise Act, SAMVAT 1958.
- Enforcement of the Jammu and Kashmir Liquor License and Sales Rules, 1984.
- Enforcement of the Jammu and Kashmir Distillery Rules.
- Enforcement of the Jammu and Kashmir Brewery Rules, SAMWAT, 2003.
- Enforcement of the Jammu and Kashmir Levy of Tolls Act, SAMVAT 1995 and Rules made thereunder.
- Enforcement of the Jammu and Kashmir Entertainment Act and Rules made thereunder.
- Enforcement of the Jammu and Kashmir Public Warehousing of Liquor and intoxicating Drug Rules, 1970.

- Enforcement of the Jammu and Kashmir Narcotics Drugs and Psychotropic Substances Act and Rules made thereunder. Assistance in Policy Formulation of Levy of Toll, Excise Duties, Entertainment duties etc.
- Prevention of Evasion of Toll, Excise Duty, Entertainment duty, etc.
- Administration of matters relating to Excise, Toll, Entertainment and Narcotics under the Excise purview.

ORGANIZATIONAL SET UP

- EXCISE COMMISSIONER
- DEPUTY EXCISE COMMISSIONER, EXECUTIVE, JAMMU.
- DEPUTY EXCISE COMMISSIONER, EXECUTIVE, KASHMIR.
- DEPUTY EXCISE COMMISSIONER, DISTILLERIES, JAMMU.
- DEPUTY EXCISE COMMISSIONER, TOLL POST, LAKHANPUR.
- DEPUTY EXCISE COMMISSIONER, ACCOUNTS, JAMMU

Further information about the department can be had from their website at <http://jkexcise.nic.in/>

Directorate General of Accounts & Treasuries

The functions of the Directorate of Accounts and Treasuries include:

- Organization training including practical training of the Accountants, administration and placement of State Accounts Service.
- Inspection of Departments to ensure regular and proper maintenance of accounts.
- Laying down of account procedure, providing guidance and day to day improvement.
- Inspection of Treasuries and departmental stores.
- Exercising vigilance to expedite pension cases and ensure reconciliation of departmental figures of expenditure with that booked in the audit Department.
- Periodical review of compliances with audit reports.

TREASURIES

Sadder Treasuries	02
District Treasuries	12
Additional Treasuries	06
Civil Sectt .Treasury .(Moving)	01
Muffasil and sub-treasuries	82
Treasuries outside state	02
Total	103

ORGANIZATIONAL SET UP

- The Saddar Treasuries, Additional Treasuries and District Treasuries are headed by the Senior Scale Officers.
- Additional Treasury Officers of the Junior Scale rank are also posted in District Treasuries and treasuries of Jammu and Srinagar cities.

- Muffassil treasuries/ sub- treasuries are headed by the officers of the rank of Junior Scale Accounts Officers/ Assistant Accounts Officers at Divisional level.
- The control of the treasuries is exercised by Deputy Director Accounts & Treasuries of the Division under the overall control of Director Accounts & Treasuries.

CASH MANAGEMENT

- Treasuries are charged with the responsibility of payment control for better management of the resources and to keep watch over progress of expenditure against released allotments to DDOs by controlling officers.
- The control is exercised through Budget Control Registers.
- Cash remittance to the treasuries is arranged from the Civil Secretariat treasury almost on daily basis.
- Aggressive enforcement of proper cash management has resulted in discernible improvement in overall functioning of the treasuries. Statements of liabilities of all the treasuries are prepared on daily basis at the close of the day by two Deputy Directors of two divisions and consolidated at the level of Director Accounts & Treasuries.
- The amounts are released on different object heads of expenditure with the approval of Financial Commissioner Finance keeping in view of the resource position of the State.
- Payments are made strictly on first come first go basis against different object heads of expenditure.
- In the event of mis-match between the available resources and requirements, the payments are prioritized on first come first go basis.

Further information about the department can be had from their website at <http://www.jkdat.nic.in>.

Directorate General of Audit & Inspections.

With a view to enforce financial discipline and accountability in the Government departments of the State, Directorate of Audit and inspections was created in the year 1996 Director. Towards achieving the aforesaid objective this Directorate has been undertaking the following assignments:

- Conducting of Special /Detailed /Snap audit and inspections of the Government offices/ Departments/ Corporations, Autonomous/Statutory bodies and other Government aided institutions.
- Yearly closing of cash books of the Drawing & Disbursing Officers (DDOs) mostly chest holders as on 31st March every year and obtaining of requisite information as per the devised memo for thorough scrutiny at his level.
- Verification of complaints received in the Directorate from various quarters alleging embezzlements, misappropriations and other grave financial irregularities.
- Verification of liability claims of various offices as are being referred by the concerned Administrative Departments/Finance Department.
- Other assignments / enquiries as are assigned to the Finance Department.

On the last day of March every year (closing of financial year) the Directorate is sending Audit and inspection parties to various offices especially to chest holder viz Engineering and Forest Divisions for closing of their cash books to avoid issuance of pre dated treasury and bank cheques after close of financial year in view of the general complaints.

Public Sector Undertakings (PSUs)

- The PSU Section in the Finance Department does not have overall control on PSUs being under the Administrative Control of various departments viz I&C, Agriculture, Forest, Transport and Tourism etc.
- State Finance Corporation (SFC) is under the Adm. Control of Finance Department.
- Monitors the working of PSUs in respect of general matters like finalization of accounts with AG etc.
- Total number of PSUs - 19.
- Profit Making PSUs - 07.
- Sick Unit - 12.

Road Map for Revival of Potentially Viable Sick Units

To Strengthen PSUs financially through :

- Disposal of assets not in use.
- Diversification of their activities.
- Leasing out to Private Investors.

Khursheed Ganie Committee Report :

- Professionally sound management.
- Technical Strengthening.
- Co-opting experts on B.O.Ds.

Downsizing/rightsizing :

- VRS for potentially viable units.
- GHS for Sick Units.

Directorate General of J&K Fund Organization.

The Directorate of J&K Funds Organisation came into existence way back in 1980 for maintaining the individual ledge accounts of the General Provident fund subscribers. Earlier, the individual ledger accounts of the subscribers to the General Provident Fund (GPF) were being maintained by the Accountant General (A.G.) Jammu and Kashmir for the entire State till 31.03.1964 when the Ledger Accounts of Class-iv employees were transferred from the Accountant General's Office and entrusted to the Drawing and Disbursing Officers (DDOs) to maintain the accounts of Class-IV employees working under them in their respective offices. The DDOs failed to maintain individual ledger account in their offices although the accounts continued with them till 31.01.67, when Government decided that these accounts be centralized and entrusted to Finance Department from 01.02.67 vide Government order No. 172-F of 1966 dated 30.03.66 read with the Accountant General's circular instructions issued under No. PFR- 1/28-4/65-67/3868 dated

24.01.1967 These accounts were finally taken over by the G.P. Fund wing of the Finance Department from 01.02.1967.

Under Government order No. 528-F of 1980 dated 15.11.1980, the G.P. Fund Class-IV ledger accounts were bifurcated on divisional basis . A separate office of Accounts Officer, G.P. Fund Calss_IV was established at Jammu for maintenance of the individual ledger accounts of the subscriber to the G.P. Fund belonging to Jammu Province. The accounts of the subscribers belonging to Kashmir Province including Ladakh were entrusted to Accounts officer, General Provident Fund Calss-IV Srinagar. The bifurcation came into effect from 01.04.1979.

Govt of J&K vide Government order No. 88-F of 1984 dated 05.03.1984 have been pleased to order that the maintenance of individual ledger accounts of Government servants including the subscribers belonging to IAS, IPS, IFS cadres other than the class iv i.e (sup) which were hitherto fore being maintained buy the Accountant General, Srinagar be transferred to the State Government for being maintained on District basis w.e.f 01.04.1986. The District Fund offices in the three divisions of the State are supervised by the Divisional Fund offices. The Jammu Divisional Fund offices supervise the District Fund offices of Jammu province and Srinagar Divisional Fund office supervise the District Fund offices of Kashmir Division including Ladakh. The Divisional Fund offices are under the Administrative Control of Director , J&K Funds Organisation.

Similarly, G.P. Fund Move Cell, Civil Secretariat was created in the year 1992 vide Government Order No. 313-F of 1992 dated 28.02.1992 for maintenance of G.P. Fund accounts of Move employees. Earlier these accounts were maintained by the District Fund Office, Srinagar.

For last several years, Police Department had been insisting on creation of separate G.P. Fund office exclusively for Police personnel as they had been witnessing difficulties in consolidation of their G.P. Fund accounts due to frequent transfer of Battalions from one District/Province to other. Accordingly, these separate offices have been created vide Government order No. 270-FD of 2006 dated 29.08.06.

Further information about the department can be had from their website at <http://jkfunds.nic.in/>

Chapter - 5 : The names, designations and other particulars of The Public Information Officers.

INFORMATION OF FIRST APPELLATE AUTHORITIES / PUBLIC INFORMATION OFFICERS UNDER J&K RTI, 2009 IN THE FINANCE DEPARTMENT ALONG WITH CONTACT DETAILS & E-MAIL-ID.

S.No	Name of the Section	Name and Designation of PIO	Name and Designation of 1 st Appellate Authority in the section
1	Budget Section	Mr. Mushtaq Ahmad Shah, Accounts Officer, Budget -Room No. 425, Main Sectt, Srinagar	Dr Mohammad Ishaq, Director General,(Budget). mohmadishaq@gmail.com 0191-2542897 0194-2476849 -Room No. 136, Main Sectt, Srinagar. -1/9, Civil Sectt.,Jammu
2	Codes Section	Imran Mehmood, Dy. Director (Codes), Finance Department. Room No. 421, Main Sectt, Srinagar Phone No. 9419500673	Mr. Rafi Ahmad Andrabi Director General (Codes). mohd.rafiandrabi@yahoo.com Mobile No. 9419129133 -Room 426, Main Sectt, Srinagar -1/8 Main Building, Jammu
3	Resources Section	Mr. Showkat Hussain Mir, Dy. Director, Resources/CAO, Finance Department. Phone No. 0194-2478557 Room No. 422, Main Sectt, Srinagar	0194-2456991 0191-2579914 -Room No. 514, Main Sectt, Srinagar -1/6
4	Administration Section	Mr. G.D.Alam, Under Secretary to Government, Finance Department. Mobile No -Room No. 419, Main Sectt, Srinagar -1/7 Main Building, Jammu	Mr. T.K.Bhat, KAS Addl. Secretary to Government, Finance Department. Mobile No.9419168297 -Room No. 419, Main Sectt, Srinagar -1/7 Main Building, Jammu

Chapter - 6 : The net monthly remuneration (excluding GPF & other deductions) received by each of the officers and employees of the General Administration Department

S.No	Name & Designation	Pay	Pay Band
1	MOHAMMAD ISHAQ WANIGAZ. DIRECTOR GENERAL BUDGET	PB4	37400-
2	M.RAFI ANDRABI.GAZ. DIRECTOR CODES	PB4	37400-67000+8700
3	SHOWKAT AJAZ BHAT.KAS. DIRECTOR FINANCE	PB4	67400-67000+6600
4	IMTIYAZ AHMAD WAMI. KAS. DIRECTOR BUDGET	PB4	37400-67000+8700
5	GH.RASOOL DAR.GAZ. CHIEF ACCOUNTS OFFICER	PB3	15600-39100+5200
6	SHOWKAT HUSSAIN MIR.GAZ. DY DIRECTOR	PB3	15600-39100+
7	IMRAN MEHMOOD.KAS. DY DIRECTOR	PB3	15000-39100+4800
8	BASHIR AHMED.GAZ. INSTITUTIONAL FINANCIAL OFFICER	PB3	15600-39100+
9	MUSHTAO AHMAD SHAH.GAZ. ACCOUNTS OFFICER	PB2	9300-
10	YASIR ARFAT.KAS. ACCOUNTS OFFICER	PB2	9300-
11	SHAFAT AHMAD.GAZ. ACCOUNTS OFFICER	PB2	9300-
12	KAMAL KISHORE.GAZ. ACCOUNTS OFFICER	PB2	9300-
13	BASHIR AHMAD DAR.GAZ. ACCOUNTS OFFICER	PB2	9300-
14	VIMLESH KUMAR GUPTA.GAZ. ACCOUNTS OFFICER	PB2	9300-
15	BHARAT SINGH.KAS. DEPUTY SECRETARY	PB3	15608-39100+6600
17	MOHD YASIN SHAH.GAZ. PRIVATE SECRETARY	PB2	9300-
18	RAKESH KUMAR.GAZ. PRIVATE SECRETARY	PB2	9300-
19	CHANDJI BHAT. PUBLIC RELATION OFFICER TO HFM	CONSOLIDATED	
20	A.R TARGAR .ADDL. PRO	CONSOLIDATED	
21	MOHAMMAD IOBAL LONE. SECTION OFFICER	PB2	9300-34800
22	ANIL KUMAR RAINA. SECTION OFFICER	PB2	9300-34800
23	NIYAZ AHMAD NAJAR. ASSISTANT ACCOUNTS OFFICER	PB2	9300-34800
24	FAYAZ AHMAD SHEIKH. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
25	BOPINDER SINGH. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
26	PRIDMAN KRISHAN BHAT. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
27	AB.MAJEED THAG. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
28	MOHD HUSSAIN. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
29	FAROOO AHMAD THOKAR. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
30	GULAM MOHAMMAD WANI. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
31	MOHD YOUSUF BHAT. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
32	RAMESH KRISHAN RAINA. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
33	M.FAROOO HAJAM. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
34	AJAY GUPTA. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
35	RADHEY SHYAM KOUL. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
36	JIA LAL. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
37	SUNIL KUMAR. ASSISTANT ACCOUNTS OFFICER	PB2	9300-+4800
38	GIRDHARI LAL RAINA. SENIOR SCALE STENO	PB2	9300-+4800
39	SANJEEV SHARMA. SENIOR SCALE STENO	PB2	9300-+4800
40	PRAVEEN KUMAR. STATISTICAL ASSISTANT	PB2	9300-+4800
41	SHOWKAT AHMAD DAR. SENIOR SCALE STENO	PB2	9300-+4800
42	PEERZADA SHABIR AHMAD. SENIOR SCALE STENO	PB2	9300-+4800
43	MOHAMMAD RAMZAN DAR. SENIOR SCALE STENO	PB2	9300-+4800
44	BASHIR AHMAD KUMAR.GAZ. UNDERSECRETARY	PB2	9300-
45	GHULAM DASTGEER ALAM.GAZ. UNDERSECRETARY	PB2	9300-
46	SHOWKAT HUSSAIN. ACCOUNTANT	PB2	9300-+4800
47	RAJINDER KUMAR. ACCOUNTANT	PB2	9300-+4800
48	SUKHDEV RAJ. ACCOUNTANT	PB2	9300-+4800
49	PURAN KRISHAN KOUL. ACCOUNTANT	PB2	9300-34800

50	FAROOQ AHMAD SHAH. ACCOUNTANT	PB2	9300-34800
51	TABASUM. HEAD ASSITANT	PB2	9300-34800
52	L.M.WAGAY, HEAD ASSITANT	PB2	9300-34800
53	SUNIL KUMAR HEAD ASSITANT	PB2	9300-34800
54	BILAL AHMAD SHEIKH. HEAD ASSITANT	PB2	9300-34800
55	DIMPY KOUL. HEAD ASSISTANT	PB2	9300-34800
56	BUNTY KUMAR. JUNIOR ASSISTANT	PB1	5200-
57	MANZOOR AHMAD BHAT. HEAD ASSITANT	PB2	9300-34900
58	ZAMEER AHMAD ALAQABAND. JUNIOR SCALE STENO	PB	9300-34800
59	SHAHNAWAZ QADIR LALWANI. ACCOUNTANT	PB	5200-
60	SYED MUNFEER AHMAD. ACCOUNTS ASSITANT	P B	9300-34200
61	RAJINDER SINGH. ACCOUNTS ASSITANT	PB	5200-
62	MOHD YOUSUF TANTRAY. ACCOUNTS ASSITANT	PB	5200-
63	MASARAT ANJUM. SENIOR ASSITANT	PB	5200-
64	M.YOUSUF WAN!.. SENIOR ASSITANT	P1	5200-
65	VINOD KUMAR RAINA. SENIOR ASSITANT	P1	5200-
66	JAVID IOBAL LONE. SENIOR ASSITANT	P1	5200-
67	GH RASOOL HAJI. SENIOR ASSITANT	P1	5200-202003
68	NAZIR AHMAD DAR. JUNIOR ASSITANT	P1	5200-
69	TRILOK SINGH. JUNIOR ASSITANT	P1	5200-
70	HEENA MUMTAZ. JUNIOR ASSITANT	P1	5200-
71	PARVEZ HUSSAIN.CL IV. JAMADAR	P1	5200-202003
72	MUSHTAQ AHMAD AHANGAR.CL IV. JAMADAR	P1	5200-202003
73	GULAM NABI BHAT.CL IV. JAMADAR	P1	5200-202003
74	GH MOHD GANAI.CL IV. JAMADAR	P1	5200-202003
75	AZAD HUSSAIN SHAH.CL IV. JAMADAR	P1	5200-202003
76	ISHER DASS .CL IV. JAMADAR	P1	5200-
77	MOHAMMAD YOUSUF KHAN.CL IV. ORDERLY	P1	5200-202003
78	AB.RASHID MALIK.CL IV. ORDERLY	P1	5200-
79	GUIZAR AHMAD KHAN.G IV. HELPER	P1	5200-
80	BASHIR AHMED BHAT.CL IV. HELPER	PB	5200-
81	J.A.KHAN.IAS.GAZ. ECONOMIC ADVISIOR	CONSOLIDATED	
82	MUSHTAQ AHMAD.CL IV. DAFTARI	PB1	5200-2020031900
83	RASHIM KASHYAP.KAS. CHIEF CO-ORDINATOR	CONSOLIDATED	
84	ZAHOOR AHMAD DAR. SENIOR SCALE STENO	PB2	9300-34800-4200
85	RAMESH SINGH.CL IV. ODERLY	PB1	5200-202003 1800
86	YOUSUF MUSHTAQ. JR. Assn.	PB1	5200-2020031900
87	SHAKEEL AHMAD KHAN. JR. Assn.	PB1	5200-2020031900
88	MUZAFFER HUSSAIN. CL IV. ORDERLY	1S	4440-74403 1800
88	DALAWAR SINGH. GAZ. AO	PB2	9300-3480034800