

Government of Jammu and Kashmir  
Department of Skill DevelopmentHandbook under Section 4(1)(b) of Right to Information Act, 2005 with  
Respect to Department of Skill Development

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## INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2005 WITH RESPECT TO DEPARTMENT OF SKILL DEVELOPMENT

### **Introduction**

The Right to Information Act, 2005 has been issued by Ministry of Law and Justice (Legislative Department), Government of India on 21<sup>st</sup> of June 2005. The Act provides for setting out the practical regime of right to information for citizens 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 Central Information Commission and State Information Commission and for matters connected therewith or incidental thereof.

The objective of this handbook is to provide information to the intended users regarding different functions and services being delivered by the Department of Skill Development.

### **Chapter-1**

Particulars of organizations, Functions and Duties

In terms of Rule (1) of the Business Rules (Schedule I), the following subjects are assigned to the Department of Skill Development.

1. Mission Director, J&K, Skill Development Mission.
2. Director, Skill Development, J&K.
3. Director, Craft Development Institute, Srinagar.
4. Secretary, Board of Technical Education.
5. Food Craft Institute, Jammu.

The Department of Skill Development works through following main sections in Civil Secretariat:

1. General Section
2. ITI Section
3. Polytechnic Section
4. Craft Development Institute Section
5. Board of Technical Education Section
6. Food Craft Institute Section
7. Accounts Section
8. Planning Section
9. Legal Section
10. Skill Mission
11. RTI Section

### **General Section**

Department of Skill Development receives communications from different Departments of the UT Government and the Government of India on various issues. These include issues of general nature not otherwise specifically defined. It also attends day to day administrative matters of urgent nature. This section has a coordinating role over other sections of the department as well as over subordinate formulation under the Administrative Control of Department of Skill Development.

### **RTI Section**

Any citizen can seek information pertaining to Department of Skill Development in terms of the relevant provision of Right to Information Act, 2005

The details of 1<sup>st</sup> Appellate Authority, CPIO, of Department of Skill Development is given as under:-

### **1<sup>st</sup> Appellate Authority**

1.	Name	Shri Kuldip Kumar Sepolia
2.	Designation	Additional Secretary to Government
3.	Phone/Mobile No.	9419102931
4.	e-mail	ksepolia@gmail.com
5.	Address	Room no. 04 Mini block Civil Sectt. Jammu

### **Central Public Information Officer**

1.	Name	Shri Naveed Hussain Badroo
2.	Designation	Under Secretary to Government
3.	Phone/Mobile No.	7006582533
4.	e-mail	naveed_1703@yahoo.co.in
5.	Address	Department of Skill Development, Civil Sectt. Srinagar

## **Chapter-2**

### **Powers and Duties of Officers and Employees**

In the bureaucratic hierarchy at the Administrative Department level, the Department is headed by Administrative Secretary who may be of the rank of Financial Commissioner/Principal Secretary/Commissioner Secretary. The Administrative Secretary is assisted in the administrative and policy matters by the following teams of officers with different subject as mentioned below:

**Mr. Nazim Zai Khan, Secretary in the Department of Skill Development**

**Mr. Latief Ahmad Poswal, Director, (Finance)**

Dealing with all Accounts related matters

**Ms. Sapna Salathia, Joint Director (Planning)**

Dealing with all Planning related matters

**Mr. Kuldip Sepolia, Additional Secretary**

Dealing with all Establishment related matters

**Mr. Naveed Hussain Badroo, Under Secretary**

- i. ITI Section
- ii. Skill Development Mission
- iii. Office Administration
- iv. Food Craft Institute
- v. Grievance Cell (Nodal Officer)
- vi. RTI (CPIO)
- vii. Media reports

**Mr. Fayaz Ahmad Bhat, Under Secretary**

- i. Polytechnic Section
- ii. Board of Technical Education
- iii. General Section
- iv. Craft Development Institute

**Mr. Zahoor Ahmad Ganie, Public Law Officer**

- i. Dealing with all Legal related matters

### **Chapter-3**

#### **Rules, Regulations, Instructions, Manual and Records for discharging functions**

The list of rules, regulations, instructions, manual and records of the Department of Skill Development is as under:

#### **Secretariat Level:**

1. Recruitment Rules of Gazetted and Non-Gazetted.
2. DPC for Gazetted officers.
3. Guidelines for establishment of ITIs.

4. Rules and Regulations of Craft Development Institute.
5. Rules and Regulations of Food Craft Institute.
6. Rules and Regulations of Board of Technical Education.
7. PMKVY
8. SANKALP & STRIVE
9. J&K Civil Service Rules
10. J&K Budget Manual
11. J&K Secretariat Manual
12. J&K Business Rules etc.

#### Chapter-4

**A statement of Boards Corporations and other bodies constituted as its part. The Department of Skill Development, administers and monitors the functioning of the following organization/Public Sector Undertaking/Boards/Institutes:**

1. Food Craft Institutes (Societies)
2. Mission Director, J&K, Skill Development Mission (Societies)
3. J&K Board of Technical Education (Autonomous Body)