

Minutes of the meeting held under the Chairmanship of Chief Secretary on 30-11-2012 to discuss the proposals received from various departments for inclusion of 13 new services within the purview of the J&K Public Services Guarantee Act,2011.

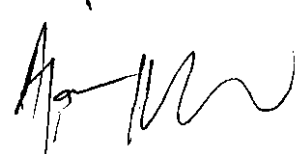
Present :-

- 1. Chief Secretary, J&K Government : in Chair**
- 2. Financial Commissioner, Finance Department.**
- 3. Principal Secretary to Government, Home Department.**
- 4. Principal Secretary to Government, Planning & Dev. Department.**
- 5. Secretary to Government, Law Department.**
- 6. Secretary to Government, General Administration Department.**
- 7. Ms.Babila Rakwal, Additional Secretary, Health Department representing Administrative Secretary to Govt.,Health Deptt.**

After discussing the Agenda, the following decisions were taken:-

- 1. In respect of item No.1 of Agenda Point I (Home Department), it was decided that the stipulated time for providing of the said service shall be 01 day for the complainant and 03 days for others from the date of application.**
- 2. In respect of item Nos. 2 & 3 of Agenda Point I (Home Department), it was decided that the designated officer for providing of both of these services shall be Dy. SP(Hqrs) in the office of the Addl. DGP/IGP, CID while the First Appellate Authority shall be SSP CID, Hqrs. in the office of the Addl.DGP/IGP, CID and the second Appellate Authority shall be Addl. DGP,CID/IGP, CID.**
- 3. With respect to item No.4 of Agenda Point I (Home Department), it was decided that the name of the service shall be "Verification by Police Station concerned for certification of identity" in place of the proposed "Verification by Police Station concerned for issuance of Identity Cards".**

4. The proposal with regard to item Nos. 5 to 8 of Agenda Point I (**Home Department**) was approved without any change.
5. The proposal with respect to item Nos. 1 to 4 of Agenda Point II (**Health & Medical Education Department**) was also approved without any modification.
6. Besides, the proposal of the Forest Department for the service, namely, "**Issuance of NOC for installation of Industry/Project (by Pollution Control Board)**", the decision on which was deferred in the last meeting for further examination, was reconsidered and it was decided to include the said service within the ambit of the J&K Public Services Guarantee Act; however, the stipulated time for it shall be the same as provided in the State Pollution Control Act, viz. **four months**, as also proposed by the Forest Department.



Addl. Secretary to Government
(Public Services Management Cell)
General Administration Department

No:-GAD/PSGA/01/2012

Dated:- 21.12.2012

Copy to the:-

1. Financial Commissioner, Finance Department.
2. Principal Secretary to Government, Home Department.
3. Principal Secretary to Government, Planning and Development Department.
4. Secretary to Government, Health & Med. Education Department.
5. Secretary to Government, Law Department.
6. Addl. Secretary/PPS to Chief Secretary for information of the Chief Secretary.
7. PS to Secretary, GAD for information of the Secretary to Government, General Administration Department.



GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
(Public Services Management Cell)
Civil Secretariat, Jammu/Srinagar

Meeting Notice

The Chief Secretary, J&K Government, shall take a meeting to discuss the proposals of various departments for inclusion of new services within the purview of the J&K Public Services Guarantee Act, 2011, on 30th of November, 2012 at 11 A.M in his Officer Chambers, Civil Secretariat, Jammu.

The following are requested to kindly make it convenient to attend the meeting on the scheduled date, time and venue:-

1. Financial Commissioner., Finance Department.
2. Principal Secretary to Government, Home Department.
3. Principal Secretary to Government, Planning & Dev.Department.
4. Secretary to Government, Health & Medical Education Department.
5. Secretary to Government, Law Department.
6. Secretary to Government, General Administration Department.

The Agenda of the meeting is enclosed.


Addl. Secretary to Government
(Public Services Management Cell)
General Administration Department

No: GAD/PSGA/ 01 /2012

Dated: 26-11-2012

Copy to the:-

1. Financial Commissioner, Finance Department.
2. Principal Secretary to Government, Home Department.
3. Principal Secretary to Government, Planning & Dev.Department.
4. Secretary to Government, Health & Medical Education Department..
5. Secretary to Government, Law Department.
6. Additional Secretary/PP5 to Chief Secretary for information of the Chief Secretary.
7. PS to Secretary, GAD for information of the Secretary to Government, General Administration Department

AGENDA

The proposal for inclusion of following new services within the ambit of the J&K Public Services Guarantee Act,2011. as submitted by the concerned departments is as under:-

I.Home Department

S.No.	Name of the service	Designated officer	Documents to be attached with the application for having the service	Stipulated time frame for providing the service	1 st Appellate Authority	2 nd Appellate Authority
1.	Copy of FIR	SHO concerned	Simple application	03 days	SDPO concerned	SP concerned
2.	Verification report from CID for passport	Dy.SP (Hqrs)	Simple application with details of his case viz passport file No.	60 days	SSP CID, Hqrs	ADGP, CID or IGP, CID
3.	Verification report from CID for newly appointed candidates	DY.SP (Hqrs)	Simple application with details of service to which appointed.	60 days	SSP CID, Hqrs.	ADGP, CID or IGP, CID
4.	Verification by Police Station concerned for issuance of Identity Cards	SHO concerned	Simple application with disclosure of purpose for which Identity Card is required.	07 days	Dy.SP (Hqrs)/ concerned SDPO	District SP
5.	Verification by police for issuance of Character certificate	SP concerned	Simple application with disclosure of purpose for which Character certificate is required along with the authority who has desired such verification.	15 days	Range DIG	Zonal IGP
6.	Copy of untraced report in accident/ drowning cases	SHO concerned	Simple application giving reference to the FIR No. or missing report as the case may be.	15 days from the date of conclusion of investigation	Dy.SP (Hqrs)/ concerned SDPO	District SP

7.	Copies of untraced reports in cases of stolen vehicles	SHO concerned	Simple application giving reference to the FIR No. or missing report as the case may be.	15 days from the date of conclusion of investigation	Dy.SP (Hqrs)/ concerned SDPO	District SP
8.	Copy of untraced report in theft cases	SHO concerned	Simple application giving reference to the FIR No. or missing report as the case may be.	15 days from the date of conclusion of investigation	Dy.SP (Hqrs)/ concerned SDPO	District SP

II. Health & Medical Education Department

S.No.	Name of the service	Designated officer (the officer who shall provide the service)	Documents to be attached by the applicant with the application for having the service	Stipulated time period	1 st Appellate Authority	2 nd Appellate Authority
1.	Disability Certificate	Chief Medical Officer	a) Application b) Three photographs c) Old record, if any	One month from the date of application.	Director Health Services	Administrative Secretary to Government, Health & Medical Education Department
2.	Medical illness certificate	Chief Medical Officer/Medical Supdt./Block Medical Officer	a) Treatment record of any hospital duly countersigned by Medical Supdt./BMO of concerned Block along with relevant investigations and vouchers of medicines prescribed by the doctor.	Within one week after completion of treatment/One day after examination.	Director Health Services	Administrative Secretary to Government, Health & Medical Education Department

			b) Application			
3.	Medical fitness certificate	Chief Medical Officer/Medical Supdt./Block Medical Officer	a) Treatment record b) Application	One day after examination.	Director Health Services	Administrative Secretary to Government, Health & Medical Education Department
4.	Post Mortem report	Chief Medical Officer/Medical Supdt./Block Medical Officer/Doctor/Board conducting Post Mortem	a) Police request b) Application	a) Preliminary report within one week of Post Mortem. b) Final report within one week after received specialized investigation report/viscera report.	Director Health Services	Administrative Secretary to Government, Health & Medical Education Department



Addl. Secretary to Government
(Public Services Management Cell)
General Administration Department

No:GAD/PSGA/01/2012

Dated:26-11-2012