



यूटी सचिवालय, लेह /UT Secretariat, Leh

HANDBOOK UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT,2005 WITH RESPECT TO PUBLIC HEALTH ENGINEERING, IRRIGATION AND FLOOD CONTROL DEPARTMENT.

<b>Chapters</b>	<b>Contents</b>	<b>Page No</b>
Chapter-1	Introduction	1
Chapter-2	Particulars of Organization, Functions and Duties	1-3
Chapter-3	Powers and duties of Officers and Employees	4-5
Chapter-4	Names, Designations and other particulars of Public Information Officers (PIOs) and 1st Appellate Authority	5
Chapter-5	Monthly remuneration of officer/ officials of PHE/I&FC Department.	5-6

## **Chapter-1**

### **INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2005 WITH RESPECT PHE/I&FC DEPARTMENT**

#### **INTRODUCTION**

The Handbook is prepared in accordance with Section 4(1)(b) of the RTI, Act, 2005 to provide information to the intended users regarding different functions and services being provided by the PHE/I&FC Department.

## **Chapter-2**

### **Particulars of Organization, Functions and Duties**

The following subjects are assigned to the PHE/I&FC Department.

1. Public Health Engineering Department.
2. Irrigation and Flood Control Department.

The PHE/I&FC Department is the nerve centre of the administration of its subordinate offices and makes it more responsive service provider to public at large. The department is headed by the Administrative Secretary and functions from the Union Territory Secretariat.

The Department plays a key role in the formulation of policies and plans for the sustained, need base development in the UT for providing the public utilities to the inhabitants of the Union territory.

The PHE/I&FC Department works through following main sections in Secretariat:

1. Administrative (Gazetted Section/Non-Gazetted Section/RTI/Vigilance)
2. Planning Section.
3. Accounts Section
4. Legal Section.

#### **1. Administrative Section:**

The section is headed by Deputy Secretary and following issues are being dealt by this Section:-

- Service matters i.e Cadre promotions, Placements/postings of the Gazetted Cadre and Non Gazetted under

UT/Divisional cadre, Issuance of NDCs and other service related work of the Gazetted/Non gazetted.

- Monitoring in implementation of various schemes of the Department.
- Meetings and review meetings of the Department.
- Casual Labours/ Workers related issues.
- Inquiry/Vigilance related matters of the Department.

### **RTI Matters**

Any citizen can seek information pertaining to PHE/I&FC Department in terms of the relevant provisions of Right to Information Act-2005 and the rules notified there under.

The details of 1st Appellate Authority, PIOs of PHE/I&FC Department is given in Chapter-4.

## **2. Planning & Statistics Section**

This section headed by Assistant Director (Plg), PHE/I&FC Department. This Section deals with the collection of data required for framing policies by the Administration ; implementation of the UT Plan of the Department and Centrally Sponsored Schemes of Government of India. This section also deals with the Monitoring of different Schemes being executed in the department.

## **3. Accounts Section**

The section is headed by Accounts Officer and deals with the issues pertaining to the accounts/financial matters of PHE/I&FC Department.

## **4. Legal Section**

The Section is headed by a Public Law Officer, deals with the legal issues/cases and gives opinion/advice on legal matters pertaining to the PHE/I&FC Department directly or indirectly. The Section also provides advice on the policy formulation of the Government which may become subject matter of litigation before any Competent Court of the State/Country.

## **Departments under the Administrative Control of PHE/ I&FC:**

The major Departments under the Administrative control of PHE/I&FC Department are as under:-

### **1. PHE Department**

The Department of Public Health Engineering has 01 Divisional Head which is headed by a Chief Engineer who is assisted by 02 Superintending Engineers, of each PHE/I&FC Circles at District Level and Executive Engineers in 02 PHE Divisions in Leh/Kargil. A team of officers consisting of AEEs AEs and Junior Engineers assist the Executive Engineers to perform day to day functions.

#### **Functions of PHE Department:**

- To provide Portable Drinking water to the urban population.
- To provide Portable Drinking water to the rural population under JJM.
- To formulate and execute the water supply schemes under Capex, State Sector and Centrally Sponsored schemes.
- To monitor the water quality and conduct the necessary tests of watersamples of different water sources.

### **2. Irrigation & Flood Control Department**

The Department of I&FC has also 01 Divisional Head and is headed by the same Chief Engineer as that of PHE .The Chief Engineer assisted by 02 Superintending Engineers of PHE/I&FC Circles at District Level and Executive Engineers in 02 Divisions of Districts. A team of officers consisting of AEEs AEs and Junior Engineers assist the Executive Engineers to perform day to day functions.

#### **Functions of I&FC Department:**

- To provide Irrigation facilities to the farmers as per availability of water sources.
- To monitor and implement projects under the Igoo-Phey Division in Leh District.
- To protect the life and public property from the Floods.
- To formulate and execute the Irrigation and Flood Protection Works under Capex, State Sector and Centrally Sponsored schemes.

#### **1.1 Igoo-Phey Division, Leh**

## **Chapter-3**

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

The PHE/I&FC department plays a key role in providing public utilities i.e. Portable Drinking Water, Implementation of the JJM, Water for Irrigation Facilities and to protect the life and property of the people through flood protection works. The cases involving policy decisions and the cases relating to different Subordinate Departments are placed before the competent authority for necessary approval and appropriate orders.

The Hon'ble Lieutenant is at the helm of top echelon of the UT Administration under whom is the Advisor. The Administrative Department is headed by Administrative Secretary. Presently the Department is Headed by Administrative Secretary, **Shri Ajeet Kumar Sahu, IAS** who is assisted by the following team of officers dealing with different subjects as mentioned below:

1. Deputy Secretary.
2. Assistant Director (PIG).
3. Accounts Officers.
4. Public Law Officer.

1. **Administrative Secretary:** - The Powers and duties of the Administrative Secretary is as under: -

- i. He is the Administrative Head of the Department and performs the duties of overall supervision of functions of the Department.
- ii. He monitors the implementation of various projects and schemes of the Department through review meeting, physical inspection and status reports from the Chief Engineer.
- iii. Approves projects and schemes to be implemented by the Department.
- iv. Accords sanction to projects and schemes.
- v. Accords sanction for transfers, postings and promotions of Officers under gazette Cadre and Non-Gazetted services under Divisional/UT Cadre.

2. **Deputy Secretary:-**

- i. To assist the Administrative Secretary in the administrative functions of the Department.
- ii. To examine and put-up file related to the administrative matters, service related matted and miscellaneous important issues of the Department.
- iii. To issues Administrative Orders of the Department after approval of the Administrative Secretary.
- iv. To place important issues for discussion before the Administrative Secretary.
- v. To issue meeting notices, minutes of the meetings and maintain status on the

action points.

- vi. To perform such other functions as may be assigned by the Administrative Secretary.

### **3. Assistant Director (Plg):-**

- i. To formulate budget plan of the Department and place before the Administrative Secretary.
- ii. To process compile data for processing annual budget plan of the Department.
- iii. To examine and put files related to plans of the Department to the Administrative Secretary.
- iv. To maintain status of various projects and works of the Department and apprise the administrative Secretary from time to time of the progress.
- v. To process release of plan budget to various Offices of the department.
- vi. To perform such other functions of the Department as may be assigned by the Secretary.

### **4. Accounts Officer:**

- i. The Accounts Officers assist the Administrative Secretary of the Department in functions related to Accounts and Finance of the Department.
- ii. To examine and put-up matters related to release of funds under plan and non-plan budget to various Offices of the Department through LIFMS.
- iii. To process allocation of budget to various Offices in coordination with the planning section.
- iv. To release funds under various centrally sponsored schemes and process Utilization Certificates.
- v. To maintain records of the financial progress like utilization of funds in each quarter of financial year.

#### **Chapter-4**

#### **Name, Designation of the 1<sup>st</sup> Appellate Authority , Public Information Officer and Assistant Public information Officer of PHE/I&FC Department.**

1.	1 <sup>st</sup> Appellate Authority	Sh. Ajeet Kumar, Sahu, IAS, Administrative Secretary, PHE/I&FC.
3.	Public Information Officer	Sh. Zakir Hussain, JKAS, Deputy Secretary, PHE/I&FC
4.	Assistant Public Information Officer	

#### **Chapter-5**

#### **Monthly remuneration/salaries of Officers/Officials of the Department.**

S.No	Name of the Officer/Officials	Designation	Pay level	Monthly pay/remuneration
1.	Sh. Ajeet Kumar Sahu, IAS	Commissioner/Secretary	L-14	144200/-
2.	Sh. Zakir Hussain, JKAS	Deputy Secretary	L-11	117000/-
3.	Sh. Bilal Hussain	Accounts Officer	L-8	
4.	Sh. Tsewang Norboo	Assistant Director (Planning)	L-7	110000/-
5.	Ms. Diskit Angmo	Law Officer	-	40000/-
6.	Sh. Faheem Riyaz	JE	L-6	83000/-
7.	Ms. Parveen Akhtar	Junior Assistant	L-4	48000/-
8.	Sh. Stanzin Jamyang	Junior Assistant	L-4	44000/-
9.	Sh. Pervaze Ahmad	Junior Assistant	L-4	43000/-
10.	Ms. Arjumand Shaheen	Orderly	SL-1	39000/-