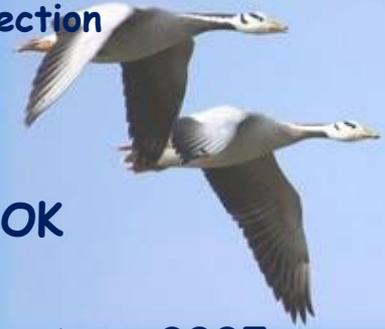




**Government of Jammu & Kashmir
Department of Wildlife Protection**



**HAND BOOK
Under
Right to information Act, 2005**



Chapter-I

Introduction

1.1 Background of this hand-book

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 Department of Wildlife Protection, J&K.

1.4. Organization of the information in this hand book

This Hand Book gives a broad overview of the activities carried out by the Department of Wildlife Protection and the procedures to be followed for obtaining information from the Department as per Right to Information Act, 2005.

1.5. Definitions used in the hand-book

<i>Act</i>	=	<i>means the Right to Information Act 2005</i>
<i>Department</i>	=	<i>means Department of Wildlife Protection, J&K</i>
<i>Public Authority</i>	=	<i>means the Wildlife Department, J&K</i>
<i>Government</i>	=	<i>means the Government of Jammu & Kashmir</i>
<i>UT</i>	=	<i>UT of Jammu & Kashmir</i>

1.6. Contact Person

(Nodal Officer (Website))

Name of the officer (S/Shri)	Sohail Ahmad Wagay
Designation	Assistant Conservator of Forests (Wildlife)
Official Website	www.jkwildlife.com
Phone (office)	0191-2572570 (Jammu) 0194-2501069 (Srinagar)
Mobile No.	7006588077
Email Address	jkwildlife78@gmail.com

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

A person seeking information from the Department under RTI Act can give an application indicating the complete details of information required. The persons seeking information can either inspect the concerned records at a specified time during office hours on a specific working day or he/she may also obtain copies of documents upon payment of fee as prescribed under the Right to Information Rules, 2005.

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 and illegal Trade of wild 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 Human-Wild Animal Conflict.
- l) Infrastructure Development.
- m) Establishment of Zoos and rescue centers.

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 vision and mission of the department is to conserve and manage the wildlife and wildlife protected areas of UT of Jammu & Kashmir on scientific principles and as per the provisions of Wildlife Protection Act, 1972.

2.3. Brief History & formation

The Department of Wildlife Protection, Jammu & Kashmir 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. Thus, lot of uncontrolled hunting took place to meet the requirements of trade, which resulted into the considerable reduction of wild animal population in wilderness.

Since creation of the Department of Wildlife Protection, the Government of Jammu & Kashmir has taken a series of measures for conservation of Forests and the Wildlife therein. The Jammu & Kashmir, Wildlife Protection Act was enacted in 1978. This act was amended in 2002. After the enactment of Jammu & Kashmir

Reorganization Act, 2019, the Central Act i.e Wildlife Protection Act, 1972 became applicable to the Union Territory of Jammu & Kashmir as the Jammu & Kashmir Wildlife Protection Act, 1978 (Amended upto 2002) was repealed. The Jammu & Kashmir Government has notified Wildlife Protected Areas from time to time and presently there are 4 National Parks, 14 Wildlife Sanctuaries and 30 Conservation Reserves in the UT of Jammu & Kashmir. These Protected Areas are managed on scientific lines through habitat improvement, plantations mostly comprising of wild fruit, fodder and shelter plant species, soil and water conservation measures, fire protection, development of infrastructure etc.

The Department also has responsibility to manage Captive as well as injured animals in Zoos and Rescue Centers. The Department also handles Human - Wildlife Conflict Cases, both inside and outside forest areas.

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 secure the management of the wildlife protected areas. The management of wildlife protected areas is done as per the management plans. Thus, the preparation/ revision of management plans is one of the prime duties of the Department. Various management interventions like habitat improvement, anti poaching operations, awareness and capacity building programmes, research and monitoring of populations of wild species alongwith development of required infrastructure are undertaken. The Department provides compensation to victims of Human – Wildlife Conflict as per standing government orders.

2.5. Main activities/functions

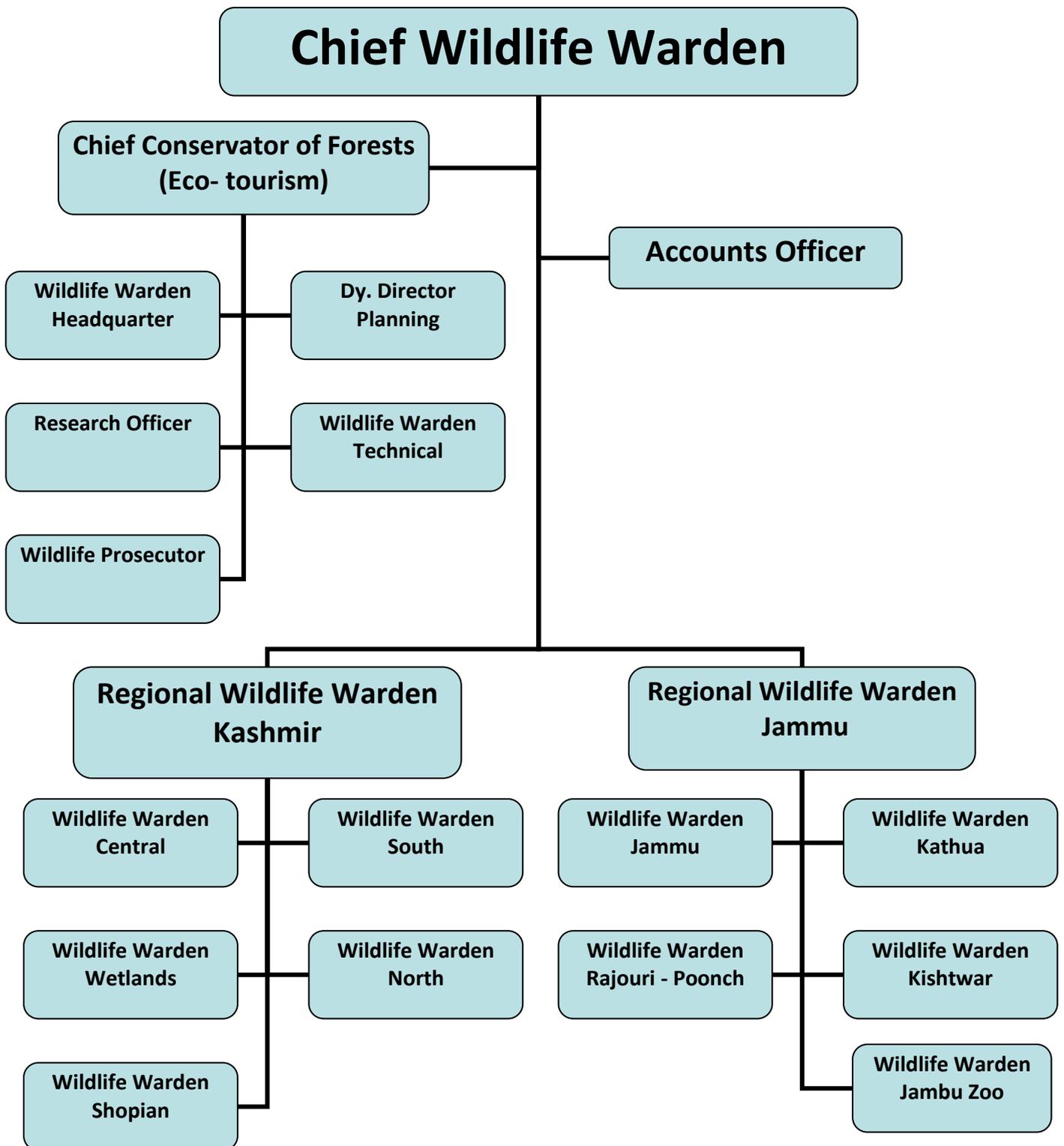
The objectives and functions of the Department are as under:

1. Effective Management & Habitat Improvement of Protected Areas
2. Anti Poaching / Anti Smuggling Drives;
3. Law Enforcement / Wildlife Crime Control.
4. Wildlife Management Plans Formulation and Implementation thereof;
5. Captive Breeding, Zoos & Zoological Parks;
6. Wildlife Health Care, Rescue, Rehabilitation and Release of Wild Animals;
7. Human Wildlife Conflict Resolution;
8. Promotion of Wildlife Tourism (Eco-Tourism).
9. Awareness & Nature Education.
10. Research and Training programme.
11. Census and Survey.
- 12. Species Recovery.**

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 UT of Jammu & Kashmir.

2.7 Organization Structure.



2.8. The Department expects from public

The Department expects positive inputs from public with respect to effective management of wildlife areas and conservation of wildlife species. The Department also expects active support of public in protection and conservation efforts as well as raising awareness about these aspects.

2.9. Public Participation/Contribution

In the book of devolution of powers to Panchayati Raj as per the Panchayati Raj Act, 1989, amended upto 2018 there is mention of Wildlife in **chapter III (Section 2)** and **chapter – IV (Section 31)** as :-

Supervision of protection of wildlife:-

In chapter III of Panchayati Raj Act, 1989, amended upto 2018 the Halqa Panchayat shall perform the functions specified in **schedule 1-A** in accordance with the guidelines or norms laid down for performing such functions. In this **schedule 1-A** the function is specified as:

- i) Supervision/Protection of Wildlife by Halqa Panchayat.

Block Development Council:

In chapter III of Panchayati Raj Act, 1989, amended upto 2018 the BDC shall perform functions specified in **schedule II – A** in accordance with the guidelines or norms laid down for performing such functions. In this **schedule II – A**, the function is specified as:

- ii) Supervise the protection of wildlife and assist Department of Wildlife Protection in addressing Man – Animal Conflict.

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. Regular reviews are undertaken by the Officers at the various levels to monitor the progress, service delivery and public grievances resolution.

2.11 Addresses/Contacts

Direction Office

A) Direction Office

- i.* Wildlife Complex, Boulevard Road near Police Golf Course, Hotel Grand Lalit at Srinagar.
- ii.* Wildlife Complex, Manda Hills, near Ashoka Hotel at Jammu.

B) Regional Offices

- i.* Boulevard, Police Golf Course Srinagar- **(Kashmir)**
- ii.* Manda Hills, near Ashoka Hotel Jammu-**(Jammu)**

C) 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
Jambu Zoo	Manda Hills, near Ashoka Hotel Jammu

- i. Official Website** = www.jkwildlife.com
- ii. Email Address** = jkwildlife78@gmail.com & jkwildlife72@gmail.com
- iii. Phone (office)** = **0191-2572570 (Jammu)**
0194-2501069 (Srinagar)

2.12. Working Hours

Srinagar **10 A.M Opening 4:30 P.M. Closing.**

Jammu **10 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	--
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 – II Officer
		Financial	As Class – II Officer
		Others	--
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 officer
Financial		As Class-III 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	--
		Financial	Class III
		Others	-
Duties	DDO in office of Chief Wildlife Warden.		
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 :-

01. *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)*

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. Wildlife Protection Act, 1972 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. Notifications of declaration of Eco-sensitive zones around the Wildlife protected areas. 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

Chapter-7

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

Name and address of the Affiliated Body	<i>The Wildlife Board has been constituted under Wildlife Protection Act, 1972. The Board is Chaired by Hon'ble Lieutenant Governor UT of Jammu & Kashmir.</i>
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 on the official website of this department.

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 Kumar M.K. IFS	Regional Wildlife Warden, Jammu	Office of the Chief Wildlife Warden, J&K	94191673 94
Shri Kumar M.K., IFS	Regional Wildlife Warden, Jammu	Wildlife Division, Jammu/ Kathua/ Rajouri-Poonch/ Chenab-Kishtwar/ Jambu Zoo (PIOs)	94191673 94
Shri Rashid Yahya Naqash	Regional Wildlife Warden, Kashmir	Wildlife Division, Central-Srinagar/ Wetlands/ North/ South/ Shopian (PIOs & APIOs)	94190025 29

Public Information Officers

S. No.	Name of the Public Information Officer	Designation	Offices for which designated	Contact Numbers
1.	Shri Anil Kr. Atri	Assitant Conservator of Forests	Office of the Regional Wildlife Warden, Jammu Region	9797604648
2.	Shri Sohail Ahmad Wagay	Assitant Conservator of Forests (Wildlife)	Office of the Chief Wildlife Warden, J&K	7006588077
3.	Shri Abdul Rouf Zargar	I/c Deputy Conservator of Forests (Wildlife)	Office of the Wildlife Warden, South Division	9419038961
4.	Shri Altaf Hussain Dentoo	Assitant Conservator of Forests	Office of the Wildlife Warden, Central Division, Srinagar	7006776385
5.	Shri Mohammad Maqbool Baba	Assitant Conservator of Forests (Wildlife)	Office of the Wildlife Warden, North Division, Sopore	9419033914
6.	Shri Intesar Suhail	Assitant Conservator of Forests (Wildlife)	Office of the Wildlife Warden, Shopian Division	9419049275
7.	Ms. Ifshan Dewan	Assitant Conservator of Forests (Wildlife)	Office of the Wildlife Warden, Wetlands Division, Srinagar	9419173343
8.	Shri Anil Kr. Atri	Assitant Conservator of Forests	Office of the Wildlife Warden, Jammu Division	9797604648

9.	Shri Mushtaq Hussain Choudary	Assitant Conservator of Forests	Office of the Wildlife Warden, Rajouri-Poonch Division	9469467777
10.	Shri Vijay Kumar	Assitant Conservator of Forests	Office of the Wildlife Warden, Kathua Division	9419154255
11.	Shri Amit Sharma	Assitant Conservator of Forests (Wildlife)	Office of the Assistant Wildlife Warden, Jamzu Zoo	9469213369
12.	Shri Majid Bashir	I/c Wildlife Warden	Office of the Wildlife Warden, Chenab-Kishtwar Division	9419182731

Assistant Public Information Officers

S. No.	Name of the Assistant Public Information Officer	Designation	Offices for which designated	Contact Numbers
1.	Shri Shafiq Ahmad Handoo	I/c Range Officer, Technical	Office of the Regional Wildlife Warden, Kashmir	7006153848

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, GFR, Wildlife Protection Act, 1972 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/approval.

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?

The opinions of concerned field officers and in-charge sections are sought as and when required.

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	Wildlife Protection and Management as well as allied technical and administrative matters.
Guideline / Direction, if any	As per the Wildlife Protection Act 1972, orders of Hon'ble Supreme Court and Hon'ble High Court of J&K, decisions of the Standing Committee of National Board for Wildlife and Wildlife Board for UT of J&K.
Process of Execution	The works are executed by the Wildlife Wardens after observing codal formalities.
Designation of the officers involved in decision making	Chief Wildlife Warden, Conservator of Forests(WL)/Regional Wildlife Warden and Wildlife Warden as per delegation of powers by the Govt.
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

S. No	Name Mr/Mrs/Ms.	Particulars	E-Mail ID	Mobile No.	Std. Code	Phone No.
A	Direction Office					
1	Suresh Kumar Gupta, IFS	Chief Wildlife Warden, J&K	jkwildlife78@gmail.com, jkwildlife72@gmail.com		0191 0194	2572570 2501069
2		Chief Conservator of Forests (Eco – Tourism)				
3.	Dr. Samina Amin Charoo	Research Officer		9419046654		

4.	Sohail Ahmad Wagay	Wildlife Warden Technical		7006588077		
5	Dr. Arun Gupta	Wildlife Warden Headquarter		9419296401		
B	Jammu Division					
1	Dr. Kumar MK, IFS	Regional Wildlife Warden , Jammu	ccfwildlife@gmail.com	9419167394	191	2544575
2	Anil Kumar Atri	Wildlife Warden, Jammu	wlwjammu@gmail.com	9797604648	0191	2520247
3	Vijay Kumar	Wildlife Warden, Kathua	wildlifekathua1@gmail.com	9419154255	01922	234622
4	Mushtaq Ahmad	Wildlife Warden, Rajouri-Poonch	wlwrajouri@gmail.com	9469467777	01962	260013
5	Majid Bashir	Wildlife Warden, Chenab-Kishtwar	wildlifeProtectionKishtwar@gmail.com	9419182731 9858623401	01995	259617
6	Amit Sharma	Wildlife Warden ,Jambu Zoo	wlwjambuzoo@gmail.com	9469213369	0191	2544575
C	Kashmir Division					
1	Rashid Yahya Naqash	Regional Wildlife Warden , Kashmir	rwlwKashmir@gmail.com	9419002529	0194	2462327
2	Mohd. Maqbool Baba	Wildlife Warden, North	wlwnorth786@gmail.com	9419033914	01954	221682
3	Altaf Hussain	Wildlife Warden, Central	wlwc786@gmail.com	9489010926	0194	2462327
4	Intisar Suhail	Wildlife Warden, Shopian	wildlifeshopian@gmail.com	9419049275	01933	261918
5	Abdul Rauf Zargar	Wildlife Warden, South	wildlifejk.skd@gmail.com	9419038961	01932	234474
6	Ifshan Dewan	Wildlife Warden, Wetland	hokersarwetland@gmail.com	9419173343	0194	2496120

Chapter-11

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

#	Name of the post	No. of Posts	Pay Level as per 7th PC
<u>Gazetted</u>			
1	Chief Wildlife Warden	1	Level 16
2	Chief Conservator of Forests (ET)	1	Level 14
3	Regional Wildlife Warden	3	Level 12
4	Deputy Conservator of Forests (SG)	1	Level 12
5	Deputy Conservator of Forests	4	Level 11
6	Deputy Director (P&S)	1	Level 11
7	Assistant Engineer (Civil)	1	Level 8A
8	ACF (Wildlife)	13	Level 8
9	Accounts Officer	1	Level 8

10	Veterinary Assistant Surgeon	2	Level 8
11	Private Secretary	1	Level 8
12	Range Officer Gr-1	11	Level 6E
	Total Gazetted:	40	
Non-Gazetted			
1	Section Officer	1	Level 7
2	Statistical Officer	1	Level 7
3	Senior Scale Stenographer	1	Level 7
4	Computer Operator	1	Level 4
5	Wildlife Prosecutor	1	Level 6D
6	Sectional Officer JE (Civil)	2	Level 6D
7	Supervisors	2	Level 6D
8	Head Assistant	4	Level 6B
9	Accountant	1	Level 6B
10	Junior Stenographer	2	Level 6B
11	Statistical Assistant	1	Level 6B
12	Draftsman	1	Level 6A
13	Range Officer Gr-II	9	Level 6
14	Project Operator	1	Level 6
15	Senior Cameraman	1	Level 6
16	Cartographer	1	Level 7
17	Field Assistant	1	Level 6
18	Wildlife Forester	33	Level 5
19	Junior Accountant	1	Level 5
20	Senior Assistant	12	Level 5
21	Driver	9	Level 5
22	Store Keeper	1	Level 5
23	Cameraman	1	Level 5
24	Patwari	1	Level 4
25	Junior Assistant	26	Level 4
26	Laboratory Assistant	2	Level 4
27	Deputy Foresters	18	Level 3B
28	Wildlife Guards/ Anti poaching Guard	371	Level 2
29	Field Operator	4	Level 2
30	Watchers	25	Level 2
31	Jamadar	1	SL3
32	Mistry	1	SL1
33	Laboratory Boy/ Attendant	2	SL1
34	Orderly	23	SL1
35	Chowkidar	23	SL1
36	Farash	1	SL1
37	Mali	5	SL1
38	Helper	182	SL1
39	Fieldman	1	SL1
40	Khalasi	2	SL1
41	Veterinary Attendant	5	SL1
	Total Non:Gazetted:	781	
	Total Strength:	821	

Chapter-12

Total expenditure incurred for the year 2020-21 (Non-Plan)

Revenue

Rs. In lacs

Detailed Head	Exptd. Ending 03/2021
001-Salary	3769.82
002-Travel Expenses	17.49
003-Leave Travel Concession	0.00
006-Telephone	2.80
007-Office Expenses	10.87
008-Electricity Charges	41.43
009-Rent Rates And Taxes	5.06
010-Material And Supplies	97.6
011-Books Periodicals And Publication	0.67
014-Pol	15.58
017-Honorarium And Remuneration	51.74
020-Machinery And Equipment	3.30
021-Training	1.02
023-Maintenance & Repairs	6.64
029-Hospitality /Sumptuary Allowance	0.36
037-Professional And Special Service Charges	1.72
043-Uniform	4.45
054-Furniture And Furnishings	1.92
070-Arms And Ammunition	1.86
071-Medical Reimbursement	10.59
103-Office Equipments And Appliances,	1.80
180-Protection From Fire	2.72
320-Research And Survey	4.05
364-Wages(Outsourcing)	44.88
396-Firewood	1.71
633-Compensation	92.39
Total	4192.47
M.H: 2071 - ORB (Leave Salary)/Defined Contribution Scheme:-	
641-Pensionary Charges	45.95
670-Leave Encashment	153.94
Total	199.89

Total expenditure incurred for the year 2020-21 (Plan)

Capital

Rs. In lacs

Statement showing exp. Ending 3/2021 under Capex Budget 2020-21		
S.No	Scheme	Total expenditure 3/2021 (Rs. in Lacs)
1	Handling of man animal conflict	41.27
2	Development of Protected areas	39.49
3	Dev. Of Zoological parks	23.40
4	Const. programme	64.44
5	Dev. wetlands	22.41
6	Maintenance of capital assets	14.72
	Total	205.73

Chapter-13

The Manner of Execution of Subsidy Programme

Not applicable

Chapter-14

Particulars of Recipients of Concessions, permits or authorization granted by it

The permissions granted in favour of researchers, photographers and visitors for entry into the Wildlife areas can be had from the office of Chief Wildlife Warden and respective Wildlife Wardens.

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 Department Schedule and PWD Schedule 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 under implementation like CAPEX, CAMPA, Integrated Development of Wildlife habitats and National Plan for Conservations of Aquatic Eco-system is available in electronic forms.

Chapter-17

- 17.1 Particulars of the facilities available to citizens for obtaining information**

The information pertaining to various aspects is available on Departmental Website. The emails IDs and contact numbers of various offices of this Department are available on Departmental Website and also displayed on boards.

Chapter-18

Other Useful information

- 18.1 Frequently asked questions and their answers by Public**

Frequently asked questions mostly pertain to vacancies and appointments.

- 18.2 Related to seeking information**

- **Application form (a copy of filled application form for reference)**
- **Fee**
- **How to write a precise information request Few Tips**
- **Right of Citizen in case of denial of information and procedure to appeal**

The details given in the Right to Information Act, 2005 and the rules made thereunder.

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

The trainings were imparted during the initial period when the Act became applicable. Now, the well established procedure is in vogue and information seekers are fully aware. However, the officers/PIOs are always forthcoming in helping anybody seeking information under the Act.

District wise officers and their contact Nos. given as under:-

Region	Name of the Division	District	Name of the Officer (Wildlife Warden)	Mobile Number	Landline Number
Kashmir	Central Division	Srinagar	Shri Altaf Hussain Dentoo	9489010926	0194-2462327
		Ganderbal			
	South Division	Anantnag	Shri Abdul Rouf Zargar	9419038961	01932-234474
		Kulgam			
	North Division	Baramulla	Shri Mohammad Maqbool Baba	9419033914	01954-221682
		Bandipora			
		Kupwara			
	Wetland Division	Budgam	Smt. Ifshan Dewan	9419173343	0194-2496120
	Shopian Division	Shopian	Shri Intesar Suhail	9419049275	01933-261918
		Pulwama			
Jammu	Jammu Division	Jammu	Shri Anil Kumar Atri	9797604648	0191-2520247
		Udhampur			
	Kathua Division	Kathua	Shri Vijay Kumar	9419154255	01922-234622
		Samba			
	Kishtwar Division	Kishtwar	Shri Majid Bashir	9419182731	01995-259617
		Doda			
		Ramban			
	Rajouri Division	Rajouri	Ch. Mushtaq Ahmad	9469467777	01962260013
		Reasi			
		Poonch			