



FLORICULTURE DEPARTMENT

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO FLORICULTURE 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 functions being delivered by the Floriculture Department.

Chapter – 1

Particulars of Organization, Functions and Duties

Department of Floriculture is working on two different aspects of Floriculture which are:

1. **Ornamental Floriculture**
2. **Commercial Floriculture**

ORNAMENTAL FLORICULTURE

Department is involved in maintenance and development of Gardens and Parks in the valley to boost tourism at various prime tourist destinations like Mughal Gardens (Nishat, Shalimar, Cheshmashahi, Pari Mahal, Verinag, Achabal and Jarokabagh), Botanical Garden, Kokernag, Pahalgam, Manasbal, Tulip Garden, Nehru Memorial Botanical Garden, Children Park, 98 city parks and other VIP Quarters. Besides department is involved in production of flower seedlings and other ornamental plants from its nursery known as Plant Introduction Section, Cheshmashahi. In addition maintenance and development of various Zanana/Children Parks is also going on. Renovation, restoration and preservation of heritage gardens are some other major initiatives of the department for the last five years.

COMMERCIAL FLORICULTURE

For the last five years department has laid major thrust on commercial floriculture under the Centrally sponsored schemes Technology Mission, RKVY for Integrated Development of Floriculture and in this field sufficient progress has been made by involving farmers of different categories particularly unemployed youth. People are showing positive response to different schemes, but several apprehensions related to the Post Harvest Management and Marketing and Post Harvest Management and Marketing is a vital component of Commercial Floriculture which is managed optimally despite shortage of manpower and infrastructure. Symmetrically, Floriculture is playing its role of creating and maintaining various parks and gardens and assets, as a supplement to tourism and recreational activities. With the inexorable adoption of floriculture as a commercial activity, not only at the

national but at international level as well, department has developed link in popularizing commercial floriculture in the valley. Floriculture department has a vast scope and potential in the valley, which is evident from the fact that during 1996 an area of 80 Ha was under flower cultivation in Jammu and Kashmir, which expanded to the level of 350 Ha, with an annual turnover of about Rs.1350 lacs. Further, more than 1500 unemployed youth are directly engaged under commercial floriculture sector in Kashmir Division. Moreover, an area of about 9.297 Hac. Has been covered under protected cultivation, in private sector by revising Tubular Structure Poly Houses, High Tech Poly Houses, Shade Net Houses, etc. A flower mandi has also been established and inaugurated by Hon'ble Minister for Health, Horticulture and Floriculture on 15th October, 2012 at Rajbagh, Srinagar, with an idea to provide facilities like marketing and preservations of cut flowers and cold storage facilities to the flower growers on no profit no loss basis. In order to facilitate flower production, department has introduced contact farming for establishing flower-seed villages. Seeds of different flowers like, Cosmos, Zinnia and Salvia have been provided to the growers of the valley, in the buyback scheme, who have produced the flower seed of different kinds.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretary/Deputy Secretary. Below the Deputy 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 the **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.

With a view to dealing with the different issues pertaining to the Floriculture Department, different Sections have been set up. The brief description is as under: - 1) Administrative Section

2) Accounts Section

3) Planning Section

ADMINISTRATIVE SECTION

The Section is headed by an officer of the rank of Special Secretary/ Deputy Secretary of Floriculture Department. The issues relating to the Floriculture Department as indicated below are being dealt with by the Section. During the Legislative Session, the Section plays a coordinating role in collecting information from different Departments/Agencies for preparing replies to the Questions raised by Hon'ble Members.

1. All Subordinate Departments/Agencies
2. Establishment (Gazetted/non-Gazetted)
3. Legal Issues

ACCOUNTS SECTION

There is a full-fledged Accounts Section headed by Director Finance, in the Floriculture Department which deals with the issues pertaining to the accounts matters of the Department and other related issued i.e. Administrative matter, and other related issues.

PLANNING AND STATISTICS SECTION

This section is headed by Deputy Director (P&S) and deals with the collection of data which may be required for framing policies by the Government and also implementation of the State Plan of the Department and Centrally Sponsored Schemes of Government of India. During the Legislative Session, the Section also plays a coordinating role in collecting information from different Departments for preparing replies to the Questions raised by Hon'ble Members.

THE PUBLIC INFORMATION OFFICER (PIO)

Any citizen can seek information pertaining to Floriculture Department in terms of the relevant provisions of J&K Right to Information Act-2009 and Rules notified there under vide SRO 199 of 2010 dated 29.04.2010.

The Public Information Officer (PIO) in case of any administrative issues pertaining to Floriculture is **Shri Shri. Subash Chander**, Under Secretary to Government, Floriculture Department. Special Secretary to Government, in the Floriculture Department, **Shri Bal Krishan, KAS** Deputy Secretary is the 1st Appellate Authority. The officers of the Floriculture Department are available for public hearing on every working day between 3 to 5 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the Floriculture Department.

Office timings

Morning Hours of the office = 09.30 A.M

Closing Hours of the office = 05.00 P.M

Chapter – 2

Powers and Duties of Officers and Employees

The Floriculture Department plays a lead role in formulation of policies for smooth functioning of the subordinate Departments/Agencies. It monitors and coordinates their working. For better appreciation of the cases involving policy decisions relating to various Departments/Agencies, the matters are placed before the Competent Authority for advice/guidance. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the Secretary, the Hon'ble Minister and the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in **Schedule III** of the J&K Government Business Rules are submitted to the Hon'ble Chief Minister.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretary/Director Finance/Financial Advisor/CAO /Deputy Secretary and Director, (P&S).

Below the Deputy 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 the **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.

Chapter – 3

Rules, Regulations, Instructions and Manual for Discharging Functions.

The list of rules, regulations, instructions, manual and records is hosted on the website of the Floriculture Department i.e <http://www.jkfloriculture.nic.in> . The department.

Chapter – 4

A statement of boards, Corporations and Other bodies constituted as its part.

The Floriculture Department, administers and monitors the functioning of the following agencies/societies:

- 1. Director Floriculture Jammu**
- 2. Director Floriculture Kashmir**

Chapter – 5

The names, designations and other particulars of the Public Information Officers

Public Information Officers:

1.	Name	Subash Chander
2.	Designation	Under Secretary to Government
3.	STD Code	
4.	Mobile No.	9419188934
5.	Fax	
6.	E.mail	
7.	Address	Floriculture Department, Civil Secretariat, J&K

Department Appellate Authority:

1.	Name	Shri. Bal Krishan, KAS
2.	Designation	Deputy Secretary to Government
3.	STD Code	
4.	Mobile No.	9419116109
5.	Fax	
6.	E.mail	bkrishandy@yahoo.com
7.	Address	Floriculture Department, Civil Secretariat, J&K