

SRINAGAR DEVELOPMENT AUTHORITY



INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009
WITH RESPECT TO SRINAGAR DEVELOPMENT AUTHORITY

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 Srinagar Development Authority .

Chapter - 1 Particulars of Organization, Functions and Duties

The Srinagar Development Authority was constituted under section 3 of Jammu and Kashmir Development Act, 1970, (enforced in the whole of the State w.e.f. 31st October, 1970 by Notification S.R.O 518 dated 31-10-1970), the Local Area delineated vide SRO 43 dated 2nd February, 1971 for the purpose of this Act formed the area of jurisdiction under the Authority. First Master Plan of said Local area was approved by Government and notified vide SRO 754 dated 22nd November, 1976. The second Master Plan (2000-2021) has been presently under operation and implementation which stands approved by Govt. vide Cabinet Decision No. 11/1 dated 16-01-2003 and notified vide SRO-28 dated 30th January, 2003.

CITIZEN CHARTER

The objectives of the Authority is to promote and secure the development of the local area, according to plan and for that purpose the Authority has the power to acquire, hold, manage and dispose of land and other property, to carry out building, engineering and other operations, to execute works in connection with supply of water and electricity, disposal of sewerage and other services and amenities and generally to do anything necessary or expedient for purposes of such development and for purposes incidental thereto.

ADMINISTRATIVE SETUP

Administrative Setup of Srinagar Dev. Authority

The present Administrative Setup of the Srinagar Development Authority with their Job Chart

Chairman

The Hon'ble Minister for Urban Development & Urban Local Bodies is the Chairman of the Authority/Organization .

Vice Chairman

The Vice Chairman is the head of Department of the organization/Authority, who is assisted by the sub-heads of following Wings on the matters relating to their discipline.

Establishment/Administrative Wing :

The Administrative Section of the SDA is headed by the Secretary, SDA who is assisted by the Administrative Officer, SDA, whose job is to coordinate the activities of different wings of the SDA and get the orders of the Chairman/Vice Chairman on Policy Matters. The Administrative Section has to enter in to all correspondence outside offices, thus coordinates between different sub-ordinate wings of SDA and outside Offices. The Secretary prepares the Agenda for the Board Meetings , record the minutes of the Board meetings and issue the minutes of the meetings. Secretary monitors the implementations of the decisions taken in the Board meetings by the various wings of the SDA. The sub-ordinate wings route all papers meant for orders of Vice Chairman through Establishment section of SDA. The All establishment matters like appointments, transfers, sanction of leaves, G.P.Fund and disciplinary action, if any is to be taken by the establishment Section. All policy matters/decisions are taken in consultation with Secretary/Establishment Section

Land Management Wing.

Administratively controlled by Director, Land Management. Land Management Wing is the backbone of SDA. Mainly looks after land bank of SDA, besides all the assets including Shopping Complexes/office complexes/plots/shops/parking lots/Community centers/Nazool Land and other immovable assets. It also takes care of Revenue Realization/capital Receipts/Recoveries/Evictions/Encroachments.

Finance Wing.

Finance Wing is headed by FA/CAO. This wing looks after finance matters of SDA. Maintains establishment of records. Preparation of budget proposals, Receipts and Expenditures.

Engineering Wing.

This wing is headed by Executive Engineer having (5) A.E.s at disposal with other allied engineering staff looking after all sort of execution works/projects/roads/drainage. To implement works programme as per approved budget proposals, Developmental Activities.

Town planning Wing.

This Wing is headed by Senior Town Planner. This wing looks after Master Plan proposals, Planning and Architectural side. Preparation of zonal plans, preparation of designs for projects envisaged by SDA. This Wing also issues building permissions for SDA owned colonies/local area.

Enforcement & Maintenance Wing:

This wing is headed by Dy. Director, Enforcement & Maintenance, who works under the control of Director, Land Management. This wing looks after the encroachments and violations in local area of Srinagar Development Authority and also looks after the maintenance of SDA Assets

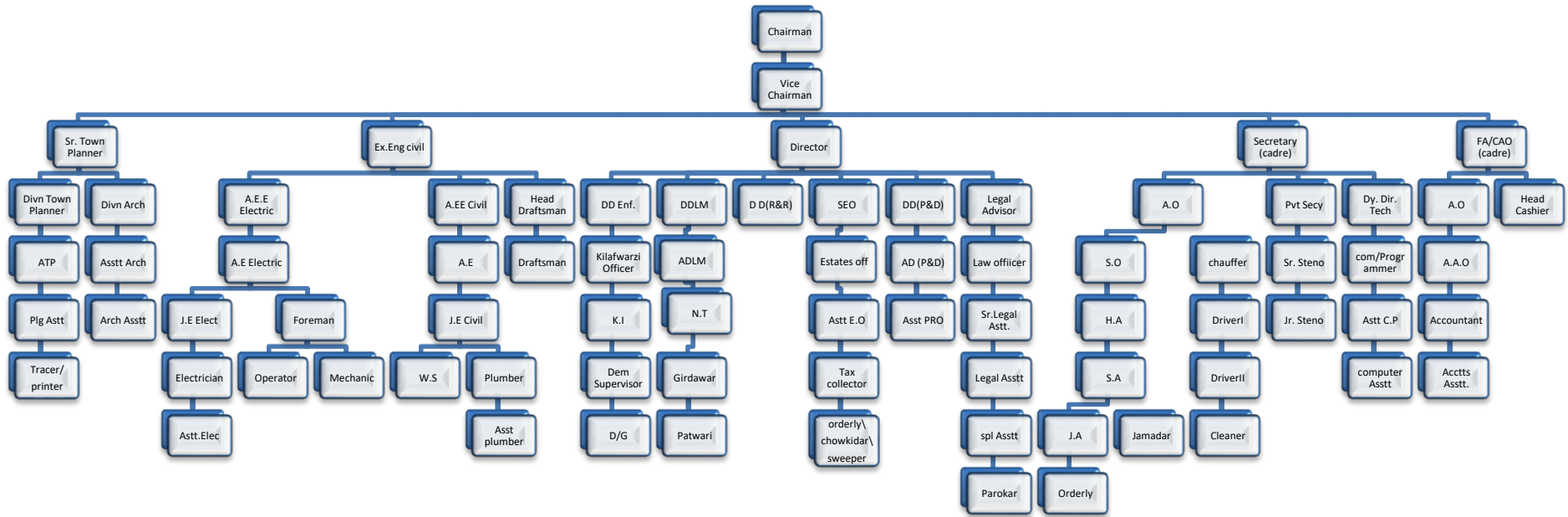
Legal Wing:-

There is a full-fledged Legal Section in the SDA, works under the control of Director, Land management which deals with the legal issues like providing opinion/advise on legal matters pertaining to the SDA and handles litigations by and against the Authority in various courts through its panel of Advocates.

I.T Wing:-

The wing is under the control of administrative head of SDA. Its main function is to provide information technology solutions to the Department in accordance to the latest technologies and guidelines issued time to time by the Government.

Organizational Chart of SDA



THE PUBLIC INFORMATION OFFICER (PIO) & 1ST APPELLATE AUTHORITY

Any citizen can seek information pertaining to Srinagar Development Authority 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.

RTI DESIGNATED OFFICERS

1. Vice Chairman, SDA

First Appellant Authority

Office Phone No. 0194-2493191

Fax No. 0194-2493180

Email: vicechairman@sdasrinagar.com

srinagardevelopmentauthority@gmail.com

2. Mr. Showkat Ahmad Mattoo

Director Land Management

Public Information Officer (PIO), SDA

Office Phone No. : 0194-2490443

Fax No: 0194-2493180

Email: srinagardevelopmentauthority@gmail.com

Cell No :9419007319

The officers of the Srinagar Development Authority are available for public hearing on every working day between 2.00 to 4.00 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the Srinagar Development Authority.

OFFICE TIMINGS

In Summer the Office timings are:

Morning Hours of the office = 10.00 A.M

Closing Hours of the office = 4.00 P.M

In Winter the Office timings are:

Morning Hours of the office = 10.00 A.M

Closing Hours of the office = 4.30 P.M

Chapter-2
Powers and Duties of Officers and Employees

1.	Vice Chairman	Administrative financial and Technical powers	To the extent exercisable by a Chief Engineer of the PWD major Head of Deptt
		To depute officers of SDA within and outside the J&K State, but (Within the country) in connection with official work.	
		To Sanction expenditure of Contingent nature debitible	Full powers within Budget limits
		To sanction expenditure of visit of officers/experts called in Connection with affairs of SDA, with respect as indicated below. i) Actual to and for travel expenses. ii) Actual expenditure on Board, lodge and transportation during stay, commensurate with the status of the visiting functionary	Full powers
2.	Secretary	To coordinate the activities of different wings of the SDA and get the orders of the Chairman/Vice Chairman on Policy Matters. The Administrative Section has to enter in to all correspondence outside offices, thus coordinates between different sub-ordinate wings of SDA and outside Offices. The Secretary prepares the Agenda for the Board Meetings , record the minutes of the Board meetings and issue the minutes of the meetings. Secretary monitors the implementations of the decisions taken in the Board meetings by the various wings of the SDA. The sub-ordinate wings route all papers meant for orders of Vice Chairman	

		through Establishment section of SDA. The All establishment matters like appointments, transfers, sanction of leaves, G.P.Fund and disciplinary action, if any is to be taken by the establishment Section. All policy matters/decisions are taken in consultation with Secretary,SDA	
2.	Director Land Management	To sign for and on behalf of SDA all lease deeds, rent deeds and other relevant documents, in connection with the Acquisition, management and disposable of moveable and immovable property of SDA subject to the specific decisions and directions from the Competent Authority. Besides, have the responsibilities of recovery of rentals and in case utilize the powers as Estates officer of the Authority.	Subject to specific decisions and directions passed from the Competent Authority/Board of Directors.
3.	Financial Advisor/CAO,	Drawing and disbursement powers	Drawing and disbursement powers
4.	Executive Engineer	Administrative, financial and Technical powers	To the extent exercisable by the Ex. Engineer of PWD (Class II Officers)
5.	Sr. Town Planner	Execution of Building Plans	Issuance of building permissions of SDA Colonies and other local area of SDA
6.	Dy. Director Enforcement	To Look after local area of SDA Srinagar.	Removal of illegal encroachments in SDA jurisdiction and stop violation of building norms thereof.

Chapter - 3

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

Different functions of the Department are discharged at various levels in accordance with the following Acts, Rules, Bye-laws and Manuals:-

1. THE JAMMU AND KASHMIR DEVELOPMENT ACT, 1970 ACT NO. XIX OF 1970.
2. The JAMMU AND KASHMIR RULES 1976.
3. The Jammu and Kashmir State Town Planning Act, 1963. Act No. XX of 1963.
4. The Jammu and Kashmir Building Operations Controlling Authority Act, 1988.
5. Notification: The J&K Building Operations Controlling Authority , Vice Chairman, SDA (Notification No. SDA/STP/BOCA of 2008 Dt; 20-06-2008)

Chapter – 4

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

SRO 406: In exercise of the powers conferred by Section-4 of the Jammu & Kashmir Development Act, 1970 (XIX of 1970), and in supersession of all previous notifications issued on the subject, the Government hereby direct that the Srinagar Development constituted under notification SRO 43 dated 02.02.1971 shall consist of the following members

- | | |
|---|------------------|
| 1. Hon'ble Minister for Housing & Urban Dev. Deptt | Chairman |
| 2. Hon'ble Minister of State for H&UD Deptt. | Member |
| 3. Administrative Secretary, Planning Dev & Monitoring Deptt. | Member |
| 4. Administrative Secretary, Finance | Member |
| 5. Administrative Secretary, H&UD Department | Member |
| 6. Divisional Commissioner, Kashmir. | Member |
| 7. Deputy Commissioner, Srinagar | Member |
| 8. Vice Chairman, Srinagar Dev. Authority | Member Secretary |
| 9. Commissioner, Srinagar Municipal Corporation | Member |
| 10. Chief Architect, J&K | Member |
| 11. Chief Engineer, R&B, Kashmir | Member |
| 12. Chief Town Planner, Kmr. | Member |

Chapter – 5

Telephone Directory of officers of SDA

Name	Designation	Phone(office)	Mobile No.
Mr. Sajad Hussain Ganaie	Vice Chairman	0194-2493191	
Mrs.FarzanaNaqashbandi	Senior Town Planner	0194-2492941	9419553470
Mr. Mohammad Yousuf Dar	Financial Advisor	0194-2493199	
Mr. Tahir Aijaz	Secretary	0194-2493122	
Mr.Showkat Ahmed Mattoo	Director Land Management		9419007319
Mr.Khawaja Abdul Aziz	Dy. Director Enforcement		9419407798
Mr.Javad Hassan Qadri	Executive Engineer	0194-2493199	9419095058
Mr. Syed Abul Qasim	Dy Director Rev.&Rehb		9906700000
Mr. Syed Tauqueer Showkat	Sr. Estates Officer		9596445544
Mrs.Bilkees jeelani	Divisional Town Planner		9906469473

Mr.Ghulam Hassan Mir	Divisional Town Planner		9596331233
Mr.Shabir Ahmed Lone	A.E.E		9419011143
Mr.Zahid Hussian Bhat	A.E.E		9419424870
Mr.Aijaz Sidiqi	A.E.E		9419007504
Mr.Riyaz Qaiser Koul	A.E.E		9906819254
Mr.Umran Rashid	A.E		9596418184
Mr.Basharat Rasool	A.E		9419011178
Mr.Muneer Ahmed Mir	Enforcement Officer		9419002119
Mr.ZulfikarHussian	Law Officer		9419010780
Mrs.Raziajalali	Law Officer		9697977145
Mr. Wahid Hussian	A.T.P		9906699778
Mrs.ShaiqaQadri	Pvt. Secretary to Vice Chairman		9596187286
Mr.Mushtaq Ahmed	Head Cashier		9906462337

Chapter 6
The monthly remuneration received by each of the officers and employees of Srinagar Development Authority

SNo	Name	Designation	Revised Pay Level
1.	Mr. Sajad Hussain Ganaie	Vice Chairman	Level 12
2.	Mrs Farzana Naqasbandi	STP	Level 12
3.	Mr. Mohammad Yousuf Dar	FA/CAO	Level 08
4.	Mr. Tahir Aijaz	Secretary	Level 10A
5.	Mr.Showkat Ahmad Matoo	DLM	Level 11
6.	Mr.Javeed Hassan Qadri	Executive Engineer	Level 11
7.	Mr.Ab.Aziz Kwaja	DD Enforcement	Level 11
8.	Mr.Gh.Hassan Mir	D.T.P	Level 11
9.	Mrs Bilkees Jeelani	D.T.P	Level 11
10.	Mr.SyedAbulQasim	DD(Rev)	Level 11
11.	Mr.SyedTouqeer	SEO	Level 11
12.	Mr.ShabirAhamed Lone	AEE	Level 10A
13.	Mr.AjazAhamedSidiqi	AEE	Level 10A
14.	Mr.ZahidHussainBhat	AEE	Level 10A
15.	Mr.QuiserRayazKoul	AEE	Level 10A
16.	Mr.Ahsan-ur-Reman	Dy. Dir. Technical	Level 8
17.	Mr.ArshidHussainBhat	A.E	Level 8
18.	Mr.Umran Rashid Bhat	A.E	Level 8
19.	Mr. Javaid Ahmad Salaria	A.E	Level 8
20.	Mr.BasharatRasool Sheikh	A.E.Elec	Level 8
21.	Smt.ShaiqaMasarat	Pvt Sec	Level 8
22.	Mr.Mustaq Ahmad Wagay	H.C	Level 8

23.	Mr.MuneerAhamed Mir	Kh Officer	Level 8
24.	Mrs.RuksanaGazanfer	Programmer	Level 8
25.	Mrs Razyajalali	LO	Level 8
26.	Mr.ZalifkarHassain	LO	Level 8
27.	Mr.Wahid Ali Saudagar	I/C ATP	Level 8
28.	Mr. Nazir Ahmad Dar	Jr.Eng	Level6
29.	Mr.M. Shafi Shah	Jr.Eng	Level7
30.	Mr. Sajad javeed Khan	AAO	Level7
31.	Mr ImtyazHussain Baba.	Sr.Steno	Level7
32.	Mr Rafee Ahmad Peer.	Sr.Steno	Level7
33.	Mr HabibullahKuchay.	EO	Level8
34.	Mr MohdJavedBeigh.	AEO	Level6G
35.	Mr Tahir Mustafa Buch	AEO	Level6F
36.	Tariq Hussainshamash	I/C ATP	Level6F
37.	Javaid Ahmad Mufti	D.M	Level6F
38.	Mr Bilal Ahmad Qazi.	C.Man	Level6E
39.	RehanaJabeen	H.D/p	Level6C
40.	Mr GhNabiWani.	CHOFER	Level6B
41.	Mr GhNabiNajar	Jr/Eng.	Level6A
42.	Mr. Aijaz Hassan mir	Naib Tehsildar	Level6
43.	Gh. Hassan khan	Girdiwar	Level6
44.	Mr Mohammad Altaf Shah	Girdiwar	Level6A
45.	Mr MohdSalim Shah	Accountant	Level6A
46.	Mr AtharYousfQureshi.	Accountant	Level6A
47.	InderJeet SINGH Bali	A/Asstt	Level6A
48.	Mr Zahoor Ahmad Wani.	H.Asstt	Level6
49.	Mrs WaziraKhanam	H/A	Level6
50.	Mr Javeed Ahmad Hakeem.	H.Asstt	Level6
51.	Mr.Zahoor Ahmad Farooqi	H.Asstt.	Level6

52.	MrJavidIqbal	J.E	Level6
53.	Mr.ZubirZahoorLala	J.E	Level6
54.	Ms. Amreen Yaqoob	J. E	Level6
55.	Mr Javeed Ahmad Siraj.	Electt	Level6
56.	Mr Showkat Ali Dar	W /Sup	Level6
57.	Smt .MushadaAkther	A/Astt.	Level6
58.	Mr MohdAltaf Mir.	A/Astt.	Level6
59.	Mr.Nissar Ahmad Khan	Sr.Asstt	Level5
60.	Mrs KhalidaBanoo.	S/Astt	Level5
61.	Mr GhMohdBhat.	Plumb	Level5
62.	Mr.MohdShafi	W/sup	Level6
63.	Mr Javeed Ahmad Sirwal.	W /Sup	Level6
64.	Mr AbQayoom Shah	W /Sup	Level6
65.	Mr Nazir Ahmad Lone.	W /Sup	Level6
66.	Mr Showkat Ahmad Wagay.	W /Sup	Level6
67.	Mr AbQayoomPandit.	W /Sup	Level6
68.	Mr Jahangeer Ahmad Rather	W /Sup	Level6
69.	Mr MohdSaleemBhat	W /Sup	Level6
70.	Mr R.K.Sadoo.	W /Sup	Level6
71.	Shakeel Ahmad Matoo	W/sup	Level6
72.	Mr Ali Mohammad Hura	Operator	Level5
73.	Mr Mushtaq Ahmad Bhat.	K/Ins	Level6
74.	Mr Ab Rashid Dar(A)	Opertor	Level5
75.	Mr Ab Rashid Dar(B)	Opertor	Level5
76.	Mr Farooq Ahmad Wani.	Sr/Asst	Level4
77.	Mr Ab Aziz Wani.	K/Ins	Level6
78.	Mr AshiqHussain.	Sr.Asstt	Level4
79.	Mr GulMohd Parry.	Patwari	Level4
80.	Mr GhQadirWagay.	R/C	Level4

81.	Mr Mohd Akbar Wani.	K/Ins	Level4
82.	Mr MohdShafi Lone.	patwari	Level4
83.	Mr Nazir Ahmad Sheikh.	K/Ins	Level4
84.	Mr MohdLatiefBhat.	Driver	Level4
85.	Mr GhMohd Rather.	Driver	Level4
86.	Mr.Ajaz Ahmad Mir	Driver	Level4
87.	Mr GhNabiBhat.	Sr.Asstt	Level4
88.	Mr GhRasoolGanie.	R/C	Level4
89.	Mr GulzarAhmadKuchay	Patwari	Level4
90.	Mr AbMajeedKangroo.	Patwari	Level4
91.	Mr Hilal Ahmad Nagami.	Jr /Astt.	Level4
92.	Mr Parveez Ahmad Lone.	Jr/Astt.	Level4
93.	Mr Farooq Ahmad Hakeem.	Jr /Astt.	Level4
94.	Mr Bashir Ahmad Khan .	Jr/Astt.	Level4
95.	Mr Hakim Gh.Mohd	JrAstt	Level4
96.	Mrs RifatKutay.	JrAstt	Level4
97.	Mrs SeemaMattoo	Jr Steno	Level6
98.	Mr Mushtaq Ahmad Mir,	I/C DraftsMan	Level4
99.	Mrs Shabir Ahmad Bhat.	R/C	Level6
100.	Farooq Ahmad Najar	W/sup	Level4
101.	Mohd.SultanBhat	I.W/s	Level2
102.	Mr Mushtaq Ahmad Peer.	T/C	Level2
103.	Mr Gh Ahmad Khan.	A/Plumb	Level2
104.	Mr Bashir Ahmad Baba .	Jr/Astt.	Level6
105.	Mr MohdIsmiel.	Sr.Asstt	Level5
106.	Mr MohdJaffer Dar.	Jr/Astt.	Level4
107.	Mr Wahid Hussain Khan.	Jr/Astt.	Level4
108.	Mr Ishfaq Ahmad Malik.	A/asstt	Level5
109.	Mr Sheikh Jamal Ashiq.	R/C	Level4

110. Mr Shabir Ahmad Khan.	Jr/Astt.	Level4
111. Mr GhMohdWani.	R/C	Level4
112. Mr GhRasoolAhanger.	Operator	Level2
113. Mr GhMohi-U-Din Wani.	T/C	Level2
114. Mr Ajaz Ahmad Malik.	Gardener	Level2
115. Mr Imtyaz Ahmad Bhat.	A.Asstt	Level5
116. Mrs ZamroodaBano.	JrAstt	Level4
117. Mr Tahir Ahmad Khan.	JrAstt	Level4
118. Mr GhMohdBhat.	W /Sup	Level4
119. Mr Ab Hamid Bhat.	R/C	Level4
120. Mr MohdShafi Dar.	Asstt. Electrician	Level4
121. Mr MohdRafiqBhat.	Photostate Oper	Level2
122. Ab.Rahman Dar	PhotostatS Oper	Level2
123. Mr MohdShafiBhat	D/Sup	Level2
124. Mr GulMohdBhat.	T/C	Level2
125. Mr FaroozIsmiel.	T/C	Level2
126. Mr M.AfzalPatoo.	T/C	Level2
127. Mr.Nissar Ahmad Khan	Printer	Level2
128. Mr.Jahangir Ahmad Malik	Driver	Level2
129. Mr.RiyazSiraj	Electt	Level2
130. Mr Ab Rashid Dar.	orderly	Level2
131. Mr MohdMaqboolBhat.	Orderly	Level2
132. Mr Nazir Ahmad Darzi.	Orderly	Level2
133. Mr Assadullah Dar.	Ord/Chow	Level2
134. Mr Ab Rashid Lone.	Ord/Chow	Level2
135. Mr GhNabi Mir.	Ord/Chow	Level2
136. Mr Ab Aziz Lone.	Ord/Chow	Level2
137. Mr Mohd Sultan Ganie.	Ord/Chow	Level2
138. Mr GhRasool Dar.	Ord/Chow	Level2

139. MohdSadiqThakar	Orderly	Level2
140. Mr Kulwant Singh.	Orderly	Level2
141. Mr Ab Salam Mir.	Orderly	Level2
142. Mr Assadullah Shah.	Orderly	Level2
143. Mr GhMohdHura.	Orderly	Level2
144. Mr MohdRamzan Dar	Orderly	Level2
145. Mr AbAhadDar .	Orderly	Level2
146. Mr.MohdMaqbool Dar	Orderly	Level1
147. Mr Ab Salam Wani.	Orderly	Level1
148. Mr Ali Mohd Dar.	Orderly	Level1
149. Mr GhMohdBhat(Haji)	Ord/Chow	Level1
150. Mr GhQadir Kumar.	Ord/Chow	Level1
151. MrAbAhadBhat.	Jr.Asstt	Level1
152. Mr GhMoh Dar (Hydr)	I/C W/Sup	Level1
153. Mr Gh Hassan Kumar.	Ord/Chow	Level2
154. Mr Ali MohdTeeli.	Ord/Chow	Level1
155. Mr Ab Hamid wani.	Orderly	Level1
156. Mr Gh Ahmad Wagay.	Ord/Chow	Level1
157. Mr AbMajeedGanie.	Ord/Chow	Level1
158. Mr MohdShafiAhanger.	Ord/Chow	Level1
159. Mr Javeed Ahmad Sofi.	Ord/Chow	Level1
160. Mr Khursheed Ahmad Dar.	Ord/Chow	Level1
161. Mr MohdIsmielGanie.	Ord/Chow	Level1
162. Mr Gh Hassan Dar.	D.Gard	SLevel2
163. Mr GhMohdBhat(HMT)	D.Gard	Level1
164. Mr AbMajeedWani.	D.Gard	Level1
165. Mr MohdShafi Sheikh	D.Gard	Level1
166. Mr Gh Hassan Sheikh.	Sweeper	Level1
167. Mr M.Yousf Sheikh.	Sweeper	Level1

168. Mr Ravindar Singh.	Ord/Chow	Level1
169. Mr Mehraj Din Bhat.	Orderly	Level1
170. Mr AbGaniSofi.	Orderly	Level1
171. Mr Shakeel Ahmad Mir.	Orderly	Level1
172. Mr Mohd Ashraf Bhat (H)	Orderly	Level1
173. Mr Mohd Ashraf Bhat(S)	Orderly	Level1
174. Mr Mohd Ashraf Bhat (D)	Orderly	Level1
175. Mr Bashir Ahmad Paul.	Orderly	Level1
176. Mr MohdAltaf Mir.	Orderly	Level1
177. Mr AbKhaliq Kumar.	Orderly	Level1
178. Mr MohdRamzan Dar.	Orderly	Level2
179. Mr Mohd Sultan Teeli.	Orderly	Level2
180. Mr AbQayoom Shah.	Orderly	Level1
181. Gh.MohdBhat (Mazh)	Orderly	Level2
182. Mr Mehraj-U-Din Dar.	Orderly	Level2
183. Mrs KulsumaHabib	I/c Jr.Asstt.	SLevel1
184. Mr Mohd Amin Bichoo.	I/C W/Sup	SL1
185. Mr Mushtaq Ahmad Mir,	IC/jr.asstt	SL1
186. Mr Gh Ahmad Dar.	I/c Jr.Asstt.	SL1
187. Mr Sajad Ahmad Sheikh.	Driver	Level4
188. Mrs Fatima.	Orderly	Level1
189. Mr GhMohdWani.(K)	Orderly	Level4
190. Smt.Zeenat Rashid	Orderly	Level1
191. Mrs Raja Bibi.	Orderly	Level1
192. Mr Saidullah Shah.	Orderly	Level1
193. Mr AbRehmanMathanji.	Orderly	Level1
194. Mr Zahoor Ahmad Dar.	I/C W/Sup	Level1
195. Mr MohdZareen Khan.	Orderly	Level1
196. Mr Gh Hassan Dar.	D.Gard	Level1

197. Mr Mushtaq Ahmad Sheikh	Orderly	Level1
198. Smt Dilafroza	Jr. Asstt.	Level4
199. Mr AbAhad Mir.	Orderly	Level1
200. Mr Riyaz Ahmad Naseeb.	ORDERLY	SLevel1
201. Mr.Nazir Ahmad Dar	I/cDriver	Level1
202. Mr.Muzinal Bashir	I/Jr.Asstt	Level1
203. Mr.Shabir Ahmad lone	I/Jr.Asstt	Level1
204. Mr.MohdQasimMalla	Parowkar	Level1
205. Mr.Muzffar Ahmad lone	I/C/Tax Cott	Level1
206. YasmeenaBano	I/C/Tax Cott	Level1
207. Mr GhNabi Sheikh.	Orderly	Level1
208. Mr Ali MohdBhat.	Orderly	SLevel1
209. Mr Manzoor Ahmad Dar.	Orderly	Level1
210. Mr GhRasool Sheikh.	Orderly	Level1
211. Mr MohdShafiGugri.	Orderly	Level1
212. Mr Javeed Ahmad Mir.	Orderly	Level1
213. Mr Khursheed Ahmad Bhat.	Orderly	Level1
214. Mr Ab Hamid Mir.	Orderly	Level1
215. Mr Farooq Ahmad Pandit.	Orderly	Level1
216. Mr.Farooq Ahmad Bhat	Orderly	Level1
217. Fareed Ahmed Bhat	Orderly	Level1
218. Mr Latief Ahmad Bhat.	Orderly	Level1
219. Mr MohdYousufBhat.	Orderly	Level1
220. Mr Nazir Ahmad Lone.	Orderly	Level1
221. Mr Gulzar Ahmad Khan.	Orderly	Level1
222. Mr GhMohi U din Mir.	Orderly	Level1
223. Mr Ab Gani wani.	driver	Case under process for voluntary retirement
224. Mr Iffi Jan.	Orderly	Level1

225. Mrs Suraya Jan.	I/c Jr.Asstt.	Level1
226. Mr.BashirAhd. Sheikh	Orderly	Level1
227. Mr.AbaasWani	Orderly	Level1
228. Mr.UmarMajeed	Orderly	Level1
229. Mr.Nissar Ahmad Sheikh	Orderly	Level1
230. Mr Adhir Kumar	Statistical Assistant	Level6
231. Ms. Fatima Qamar	A/Asstt.	Level6
232. Kasir Abdullah	I/C A.E	Level6
233. Mr. Owais Yousuf Bhat	A.E	Level6

Chapter-7

GENERAL ABSTRACT OF SDA BUDGET-2016-17

RECEIPTS

EXPDT

Rs. In Lacs

S.No	Name of Head	Budget	Actual	Budget	Name of Head	Budget	Actual	Budget
		Proposals	Receipts	Proposals		Proposals	Expend	Proposals
		2016-17	2016-17	2017-18		2016-17	2016-17	2017-18
1.	Capital Receipts	3695.48	245.95	3859.69	Capital Expenditure	3759.10	588.64	3201.57
2.	Revenue receipts	2509.07	1210.61	2389.04	Revenue Expenditure	2052.52	1413.92	2168.07
	Total	6204.55	1416.56	6248.73		5811.62	2010.89	5369.64

General Abstract of SALARY Budget 2017-18

Rs. In Lacs

S. NO.	PATICULARS	Budget Estimates 2017-18
1	Budget Proposals Executive/ Non- Executive	Rs. 1256.87
2	Provision of Leave salary	Rs. 30.00
6	Total	Rs. 06.00
7	Provision of vacant posts	Rs. 390.10
8	G. Total of salary provision including vacant provision	Rs. 1682.97

**BUDGET ESTIMATES FOR THE YEAR 2017-18 AND REVISED ESTIMATES 2016-17
(REVENUE EXPDT)**

Expenditures			Rs. In Lacs
S. No.	Name of scheme	Revised Estimates Actual Expdt 2016-17	Budget Estimates 2017-18
1	Salaries	1105.37	1682.97
2	Medical Reimbursement	1.90	10.00
3	Pension fund of SDA	174.51	190.00
4	Monthly Retainer ship	0	8.00
5	Consolidated Wages	4.12	5.00

6	Office expenses	7.22	15.00
7	Travelling expenses	2.53	6.00
8	Printing and Stationery	3.44	5.00
9	Telephone Expenses	1.47	3.00
10	POL Expenses	9.27	16.00
11	Electricity Charges	16.84	20.00
12	R & M of Vehicles	3.90	10.00
13	Fuel for running the central heating system And purchase of	7.22	15.00
14	Postage and Telegrams	0	0.50
15	Books and periodicals	0.45	2.00
16	Repair of Photostat Machine, fax machine and type writers	0.08	1.00
17	Liveries	0.42	3.00
18	Drawing and Stationery	0	0.60
19	Council fees (Standing Councils)	2.85	7.00
20	Audit and Completion of Annual Accounts	3.00	12.00
21	Remuneration to Tax Consultants and Legal Proceedings of Income Tax issues	7.32	20.00

Expenditures

Rs. In Lacs

S. No.	Name of scheme	Revised Estimates Actual Expdt 2016-17	Budget Estimates 2017-2018
22	Annual maintenance contract for repair of Computers, Printers, UPS etc and for Photostat Machine, fax Machine and purchase of Cartridge for computer printers and Photostat machines, Extension of LAN internet/WIFI etc.	10.84	20.00
23	Repair of generators	0.00	5.00
24	Training charges	0.00	5.00
25	Up Keeping of security for SDA Assets	8.20	15.00
26	Insurance of SDA Assets	7.65	12.00
27	Advertisement Charges	3.69	15.00
28	Sweeping Charges of GBS Batamaloo	11.88	15.00
29	Water Charges	0.00	9.00
30	Information Technology	0.00	15.00
31	Purchase & Repair of Furniture	2.37	20.00
32	Garden Equipments	0.00	5.00
	Grand Total	1413.92	2168.07