

J&K HOUSING BOARD

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO J&K HOUSING BOARD

Chapters	Contents	Page No.
Chapters-1	Particulars of Organization, Functions and Duties.	3
Chapters-2	Powers and Duties of Officers and Employees.	4
Chapters-3	Discharging Functions of Department.	6
Chapters-4	A statement of boards, Corporations and other bodies constituted as its part.	7
Chapters-5	Names, Designations and other particulars of Public Information Officers (PIOs) and 1 st Appellate Authority.	8-9
Chapters-6	Remunerations of Officers/Employees.	10
Annex A	Extension/Transfer of Lease Hold rights	11-18

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009
WITH RESPECT TO J&K HOUSING BOARD

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 J&K Housing Board.

Chapters-1

Particulars of Organization, Functions and Duties.

J&K Housing Board was established in March, 1976 by virtue of Jammu & Kashmir [Housing Board Act, 1976](#) with a view to provide '**Affordable Shelter for All**' and to make such Schemes and to carry out works as are necessary for the purpose of satisfying the Housing needs and providing residential and office accommodation in the State. The primary objective of the Housing Board is:

- Development of Housing Colonies in Urban as well as in rural areas of the State.
- Construction of Flats under Self Financing Schemes.
- Construction of Office/Commercial Complexes.
- Execution of works pertaining to Rental Housing facilities for the Government Employees.
- Works of other departments entrusted to this Organization.

Offices:- 1. Managing Director, A/D Block, Green Belt Park, Gandhinagar, Jammu.
2. Habitat Centre, Bemina, Srinagar.

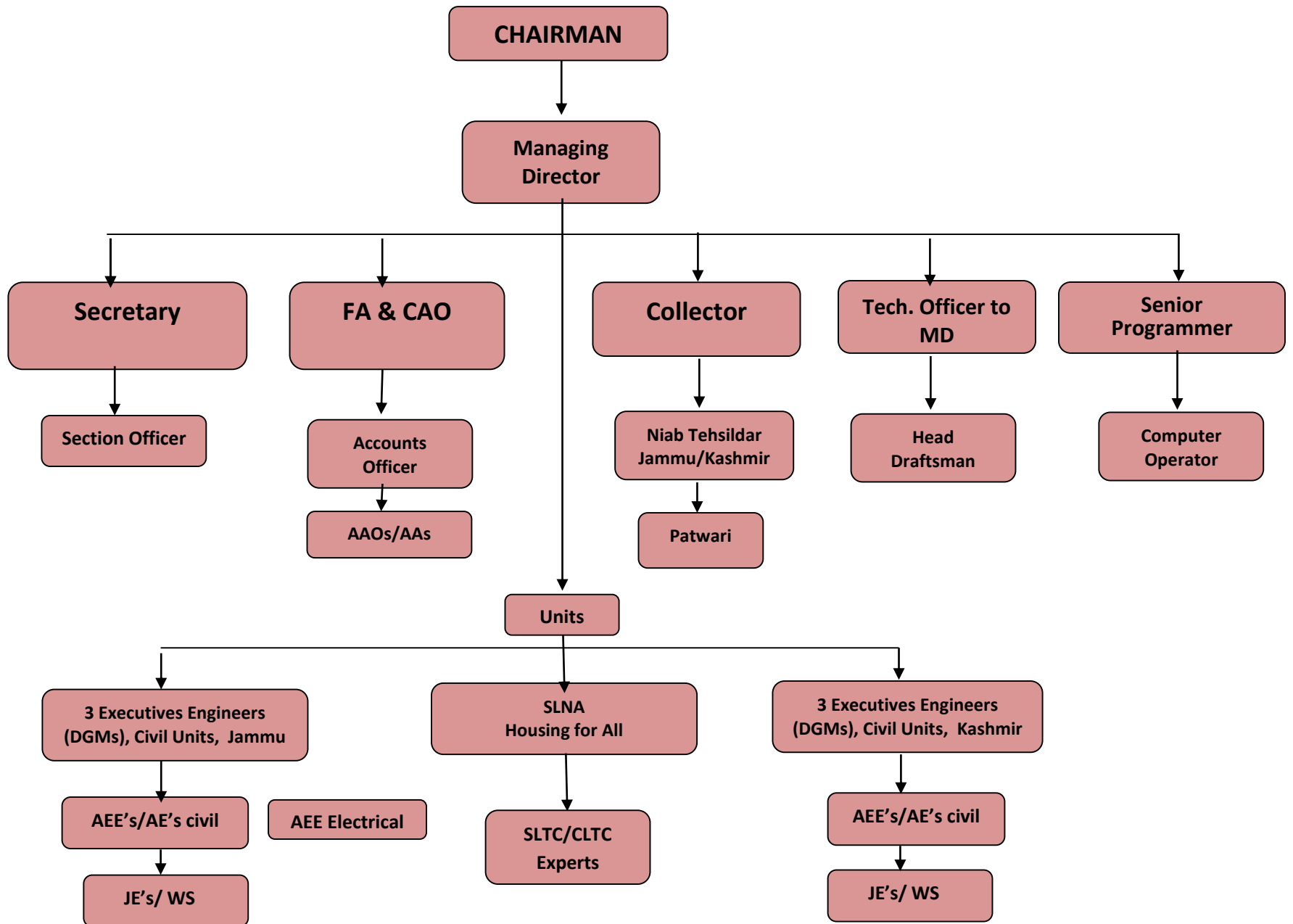
Chapters-2

Powers and Duties of Officers and Employees.

J&K Housing Board was established in March, 1976 by virtue of Jammu & Kashmir Housing Board Act, 1976. The Powers and Duties of Officers and Employees are as per the Board Act.

Managing Director	Managing Director is Head of the Department and takes final decision on all Financial, Administrative and Technical matters and also exercises powers of Chief Engineer.
Secretary	Heads the Administrative Section and looks after all the matters pertaining to allotment of plots, commercial assets, flats, transfer of property, lease extension, free hold etc. He also looks after establishment and other administrative matters.
FA/CAO	Heads Finance Section and looks after financial matters being Financial controller of the department. He is also responsible for maintenance of accounts of the department.
Collector land Acquisition	Heads the Land acquisition Section and entrusted with the responsibility of acquiring land required for development of colonies and other developmental schemes.
Sr. Programmer	Heads the Information technology Section and looks after computerization and e-Governance of the department. Besides that also working as Departmental Vigilance Officer and PIO.

Organisation Setup



Chapter – 3

Discharging Functions of Department.

1. Disposal of property

Housing Board is disposing plots, flats and other commercial assets after giving wide publicity from time to time.

The mode of disposal is either

- a. First Cum first Basis in case of number of applications are less then availability of property.
- b. Draw of lots in case of number of applications are more than availability of property.
- c. The property is also being auctioned and allotted to the highest bidder in a transparent manner.

2. Extension of Lease Hold rights/ Free hold rights.

The plots , flats and other property holders of J&K Housing Board being original allottees or on the basis of any legal document, whose lease period has been expired, can apply to Housing board for extension of lease hold rights for further 20 years or free hold rights. The case shall be processed after completing all the procedures and formalites as per performa at Annex. A.

Fee charges for

- a. Lease hold rights Rs 4/SFT.
- b. Free hold rights Rs 20/SFT.

3. Transfer of property.

The Housing Board Property is also transferred with the same procedure adopted for extension of lease hold rights.

Fee charges for transfer Rs 10/SFT limiting to Rs 30/SFT.

Chapter - 4

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

The J&K Housing Board established by virtue of J&K Housing Board Act 1976.

BOARD OF DIRECTORS

<i>S. No.</i>	<i>Name of Member</i>	<i>Designation</i>
1	<i>Dr. Nirmal Singh</i> Hon'ble Deputy Chief Minister, Minister for Power Development and Housing & Urban Development.	<i>Chairman</i>
2	<i>Sh. K.B. Aggarwal, IAS</i> Financial Commissioner Housing and Urban Development Department.	<i>Director</i>
3	<i>Sh. Rohit Kansal, IAS</i> Principal Secretary to Govt. Planning Development & Monitoring Department.	<i>Director</i>
4	<i>Sh. Navin Kumar Chowdhary, IAS</i> Commissioner/Secretary to Govt. Finance Department..	<i>Director</i>
5	<i>Sh. Sanjeev Verma, IAS</i> Commissioner Secretary to Govt. Public works(R&B) Department.	<i>Director</i>
6	<i>Dr. Mandeep Bhandari, IAS</i> Divisional Commissioner , Jammu	<i>Director</i>
7	<i>Sh. Bashir Admed Khan, IAS</i> Divisional Commissioner, Kashmir.	<i>Director</i>
8	<i>Sh. Manmohan Singh, KAS</i> Managing Director J&K Housing Board	<i>Director(Member Secretary)</i>
9	<i>Sh. Fiyaz Ahmed Khan</i> Chief Town Planner, Town Planning Organization Kashmir.	<i>Director</i>
10	<i>S. Joginder Singh</i> Chief Town Planner, Town Planning Organization Jammu.	<i>Director</i>

Chapter - 5

The names, designations and other particulars of the Public Information Officers & 1st Appellate Authority J&K Housing Board.

Public Information Officer

Name:- Mr. Yogesh Sharma
Designation:- Sr. Programmer
Ph. No:- Office Jammu- 0191-2431044
Srinagar-0194-2490421
Fax:- Jammu- 0191-2431230
Srinagar-0194-2490731
Email:- jkhousingboard@nic.in
Address:- Jammu:- A/D Block, Green Belt Park,
Gandhinagar, Jammu.
Srinagar:- Habitat Center, Bemina, Srinagar.

1st Appellate Authority

Name:- Dr Manmohan Singh, KAS
Designation:- Managing Director
Ph. No:- Office Jammu- 0191-2431044
Srinagar-0194-2490421
Fax:- Jammu- 0191-2431230
Srinagar-0194-2490731
Email:- jkhousingboard@gmail.com
Address:- Jammu:- A/D Block, Green Belt Park,
Gandhinagar, Jammu.
Srinagar:- Habitat Center, Bemina, Srinagar.

APIOs

<u>Sno</u>	<u>Name</u>	<u>Designation</u>	<u>Address</u>	<u>Phone No.</u>
1.	Sh. Jugal Kishore	Deputy General Manager	Housing Unit-I, Sector 2, Channi Himmat, Jammu	0191-2462660
2.	Sh. Ashok Khokkar	Deputy General Manager	Housing Unit II, Shastri Nagar, Jammu	0191-2433586
3.	Sh. Ram Singh	Deputy General Manager	Housing Unit III, Gole Market, Jammu	0191-2439901
4.	Sh. Sajjad Khowsa	Deputy General Manager	Housing Unit I, Barbar Shah, Kashmir	0194-2476895
5.	Sh. Aftab Rashid Pandit	Deputy General Manager	Housing Unit II, Habitat Center, Bemina, Kashmir.	0194-2435462
6.	Sh. Aijaz Ahmed Wani	Deputy General Manager	Housing Unit II, Habitat Center, Bemina Kashmir.	0191-2490435

Chapter - 6

Renumerations of Officers/Officials in J&K Housing Board as per Sanctioned Posts

S.No.	Name of the Post	Scale of Post	Grade Pay	Sanctioned Strength
1	Managing Director	37400-67000	8700	1
2	FA/CAO	15600-39100	7600	1
3	Secretary	15600-39100	6600	1
4	Collector	15600-39100	5600	2
5	Sr.Comp.Programmer	15600-39100	6600	1
6	Deputy General Manager	15600-39100	5200	6
7	Senior Manager	9300-34800	5200	9
8	Sr. Manger Electric-	9300-34800	5200	1
9	A.O	9300-34800	5200	1
10	A.A.O	9300-34800	4600	4
11	Manager	15600-39100	6600	1
12	Asstt. Manager	9300-34800	4200	18
13	Asstt. Manager elect.	9300-34800	4200	1
14	SPO	9300-34800	4200	1
15	S.O	9300-34800	4600	2
16	Senior Steno	9300-34800	4600	1
17	Junior Steno	9300-34800	4200	1
18	Kilafwarzi Officer/Inspector	9300-34800	4200	2
19	Head draftsman	9300-34800	4200	3
20	Naib Tehsildar	9300-34800	4200	2
21	Draftsman	5200-20200	2400	5
22	Accountant	9300-34800	4200	4
23	Head Asstt.	9300-34800	4200	4
24	Mixor Operator	5200-20200	1900	1
25	Work Supervisor	9300-34800	4200	20
26	Accounts Assistant	5200-20200	2800	4
27	Patwari	5200-20200	2400	2
28	Carpenter	5200-20200	1900	1
29	Mason	9300-34800	4200	1
30	Electrician	5200-20200	2400	2
31	Driver	5200-20200	2400	10
32	Comp.Operator	5200-20200	2800	3
33	Senior Assistant	5200-20200	2400	4
34	Jr.Astt	5200-20200	1900	24
35	Tracer/Printer	5200-20200	1900	1
36	Plumber	5200-20200	1900	1
37	Jamadar	5200-20200	1900	1
38	Ordely/Chow./Gang Coolie	4440-7440	1300	79
39	Cleaner-II,	4440-7440	1300	1
40	Gestetner Astt.	5200-20200	1900	1
41	Khansama-I	5200-20200	1900	1
42	Khansama-II	4440-7440	1300	1

Annex A

DOCUMENTS TO BE SUBMITTED FOR TRANSFER OF LEASEHOLD RIGHTS

1. Passport size photograph/signature of the Purchaser/Seller (duly attested by Gazetted Officer) (proforma enclosed).
2. Photocopy of State Subject Certificate (duly attested by Gazetted Officer).
3. Offer Letter.
4. Allotment Letter.
5. Possession letter issued by M.D. Office.
6. Physical Possession letter issued by the D.G.M. Office.
7. Power of Attorney and Agreement to Sell (original/photocopy attested).
8. Indemnity Bond (duly attested by Magistrate/Registered by the Court).
9. Objection to be called through Press (proforma enclosed).

PUBLIC NOTICE

I, _____ S/O, W/O Sh. _____
R/O _____ have purchased Plot No. _____ Sector No. _____
in Housing Colony _____ from Sh. _____
S/O, W/O _____ R/O _____, originally
allotted in favour of Sh. _____ S/O, W/O Sh. _____
R/O _____. The following original papers issued by the J&K Housing Board
stands misplaced/not traceable: 1. _____ 2. _____ 3. _____ 4. _____. I
have applied for transfer of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the
Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date
of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:
S/O, W/O Sh.
R/O

IDEMNITY BOND

Before the Managing Director, J&K Housing Board, Jammu:

Whereas, Sh. _____ S/O, W/O Sh. _____ R/O _____ have
purchased/sold Plot No. _____ Sector No. _____ measuring _____ in Housing Colony, Channi Himmat,
Jammu from/to Sh. _____ S/O, W/O Sh. _____
R/O _____. I/He/She have/has applied for the transfer of leasehold
rights of above said plot in my/his/her name.

And whereas sale consideration of Rs. _____ already paid to/from the vendor. I am physically in
possession of the said plot which is free from all disputes and litigation etc.

Whereas, the following original papers issued by the J&K Housing Board stands misplaced and are not traceable:-
1. _____ 2. _____ 3. _____ 4. _____.

And whereas except me there is no else having concern with the said plot and the principal allottee who have received
the sale consideration.

By way of entering into Agreement to Sell surrender all rights of Plot in my/his/her favour and have/has no objection
of the leasehold rights of the said plot in my/his/her favour and has no objection if the leasehold rights of the said plot
are transferred in my/his/her name, as such, by virtue of these presents I _____ S/O, W/O

Sh. _____ R/O _____ physically occupied the Plot No. _____ Sector No. _____ do hereby undertake and keep indemnified the department against any third party liaison, dispute, litigation arises out of the said plot after the transfer fee charges thereof and in case any third party claim arise, the same shall be made good by me even from my both moveable and immoveable property.

In witness whereof I signed this Indemnity Bond at Jammu on this the _____ day of _____ in presence of the following witness.

Witness

Executant.

(From Purchaser)

AFFIDAVIT

I, _____ S/O, W/O Sh. _____
R/O _____ do hereby solemnly affirm and declare:

1. That I have purchased Plot No. _____ Sector No. _____ in Housing Colony, Channi Himmat, Jammu from Sh. _____ S/O, W/O Sh. _____ R/O _____ .
2. That I have applied for transfer of leasehold rights. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
3. That I have not executed Agreement to Sell/Power of Attorney in favour of any individual for above said plot.
4. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province.
5. That my family consists of _____ members as detailed below:-

S. No.	Relation	Name
-----	-----	-----
1.	Self	
2.	Husband/Wife	
3.		

DEPONENT

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

DEPONENT

AFFIDAVIT

I, _____ S/O, W/O Sh. _____
R/O _____ do hereby solemnly affirm and declare:

1. That I have sold Plot No. _____ Sector No. _____ in Housing Colony, Channi Himmat, Jammu to Sh. _____ S/O, W/O Sh. _____ R/O _____.
2. That Sh. _____ has applied for transfer of leasehold rights. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
3. That I have not executed Agreement to Sell/Power of Attorney in favour of any individual for above said plot.
4. That the plot in question has not been mortgaged with any Bank/Financial Institution.
5. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province except for plot in question.
6. That my family consists of _____ members as detailed below:-

S. No.	Relation	Name
-----	-----	-----
1.	Self	
2.	Husband/Wife	
3.		

DEPONENT

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

DEPONENT

Signature

Signature

Signature



Name _____ S/O, W/O

Sh. _____

R/O _____

Age _____ as on _____ Occupation _____ Name and address of office _____ Present residential address (Full

address indicating House No./Sector/Block/Lane/Mohalla or Block

No. _____

_____ Mobile

No. _____ Telephone No. _____

It is certified that the person whose particulars given above, specimen signatures and latest photograph has been attested is personally known to me and is alive on the date of attestation.

1. Name of the attesting Authority _____
2. Residential address of the attesting authority _____
3. Date of attestation _____
4. Mobile No. _____
5. Telephone No. _____

Seal and Signature of Attesting authority.

Signature

Signature

Signature



Name _____ S/O, W/O

Sh. _____

R/O _____

Age _____ as on _____ Occupation _____ Name and address of office _____ Present residential address (Full address indicating House No./Sector/Block/Lane/Mohalla or Block

No. _____

_____ Mobile

No. _____ Telephone No. _____

It is certified that the person whose particulars given above, specimen signatures and latest photograph has been attested is personally known to me and is alive on the date of attestation.

1. Name of the attesting Authority _____
2. Residential address of the attesting authority _____
3. Date of attestation _____
4. Mobile No. _____
5. Telephone No. _____

Seal and Signature of Attesting authority.

For Extension of Lease Hold Rights

AFFIDAVIT

I, _____ S/O, W/O Sh. _____
R/O _____ do hereby solemnly affirm and declare:

6. That I am the original allottee/transferee of Plot No. _____ Sector No. _____ in Housing Colony, Channi Himmat, Jammu.
7. That I have applied for extension of leasehold rights of above said plot in my favour. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all the charges/legal charges to be borne by J&K Housing Board on account of such dispute.
8. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
9. That the plot in question has not been mortgaged with any Bank/Financial Institution.
10. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province except for plot in question.
11. That my family consists of _____ members as detailed below:-

S. No.	Relation	Name
4.	Self	_____
5.	Husband/Wife	_____
6.		_____
7.		_____

DEPONENT

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

DEPONENT

PUBLIC NOTICE

I, _____ S/O, W/O Sh. _____
R/O _____ am the original allottee/transferee of Plot No. _____ Sector No. _____ in Housing Colony, Channi Himmat, Jammu and have applied for extension of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:

S/O, W/O Sh.

R/O

Free Hold Rights
AFFIDAVIT

I, _____ S/O, W/O Sh. _____
R/O _____ do hereby solemnly affirm and declare:

12. That I am the original allottee/transferee of Plot No. _____ Sector No. _____ in Housing Colony, Channi Himmat, Jammu.
13. That I have applied for conversion of leasehold rights to freehold rights of above said plot in my favour. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all the charges/legal charges to be borne by J&K Housing Board on account of such dispute.
14. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
15. That the plot in question has not been mortgaged with any Bank/Financial Institution.
16. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province except for plot in question.
17. That my family consists of _____ members as detailed below:-

S. No.	Relation	Name
8.	Self	_____
9.	Husband/Wife	_____
10.		_____
11.		_____

DEPONENT

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

DEPONENT

PUBLIC NOTICE

I, _____ S/O, W/O Sh. _____
R/O _____ am the original allottee/transferee of Plot No. _____ Sector No. _____ in Housing Colony, Channi Himmat, Jammu and have applied for transfer of leasehold rights to freehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:
S/O, W/O Sh.
R/O

Signature

Signature

Signature



Name _____ S/O, W/O

Sh. _____

R/O _____

Age _____ as on _____ Occupation _____ Name and address

of office _____ Present residential address (Full

address indicating House No./Sector/Block/Lane/Mohalla or Block

No. _____

_____ Mobile

No. _____ Telephone No. _____

It is certified that the person whose particulars given above, specimen signatures and latest photograph has been attested is personally known to me and is alive on the date of attestation.

6. Name of the attesting Authority _____

7. Residential address of the attesting authority _____

8. Date of attestation _____

9. Mobile No. _____

10. Telephone No. _____

**Seal and Signature of
Attesting authority.**