



Government of Jammu and Kashmir
Directorate of Food, Civil Supplies and Consumer Affairs Department
Jammu

CIRCULAR

Ref:- State Information Commission Notification no.SIC/J/15/2009-11/148-80 dated 17.03.2017

It is notified for the information of all concerned officers/Public Authorities, P.I.O and A.P.I.O of the FCS&CA, Department that in compliance to notification bearing SIC/J/15/2009-11/148-80 dated 17.03.2017 received from the Jammu and Kashmir State Information Commission regarding **Disclosure of information in terms of section 4 of the RTI Act, 2009**, which includes:-

- i. The powers and duties of its officers and employees;
- ii. The procedure followed in the decision making process, including channels of supervision and accountability;
- iii. The norms set by it for the discharge of its functions;
- iv. A statements of the categories of documents that are held by it or under its control;
- v. A directory of its officers and employees;
- vi. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- vii. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- viii. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- ix. Publish all relevant facts while formulation important policies or announcing the decisions which affect public;
- x. Provide reasons for its administrative or quasi-judicial decisions to affected persons.
- xi. To provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of the Act to obtain information.

Making it obligation of all Public authorities that any orders, Public notice/ notification/ Circular issued shall be kept in public domain by uploading the same on official website of the Directorate of FCS&CA Department for information of general public. Therefore it is ordained that all orders, public notice/notification/Circular so issued by concerned section of this Directorate FCS&CA shall be placed on the official website for public information and minimizing the RTIs to this effect.

All Subordinate offices are also act in such a way by uploading the same on their official website of their respective Districts.

6/6
Mansoor Aslam Chowdhary (KAS)
(Public information officer)

Joint Director (Adm.)

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FCS&CA, Jammu.

No. 169/G/RTI/Circular/2017-18/65-89
Date: 6.6.2017

Copy to the:

1. Secretary to Government FCS&CA , Department Civil Secretariat, Srinagar.
2. Secretary to State Information Commission Jammu/ Srinagar.
3. All Deputy Directors FCS&CA, Department Jammu.
4. Chief Accounts officer FCS&CA Department Jammu.
5. All Assistant Directors of FCS&CA, Department Jammu.
6. P.A. to Director, FCS&CA, Department Jammu.
7. Incharge official Website FCS&CA, Department Jammu.