

**The Jammu and Kashmir Projects Construction Corporation
Right to Information Hand Book**
(under section 4 (1) (b) of J&K Right to Information Act, 2009)

Summer

Haft Chinar (Near Sher Gali Police Station) Srinagar, J&K-190009	Ph. 91-194-2435780, 2436036, 2431879
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Winter

J&K Projects Construction Corporation Panama Chowk Rail Head Complex Jammu-180001 Jammu and Kashmir	Ph. 91-191-2471423, 2471428, 2471440
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Introduction, Function and Duties

1.1 Background of this Handbook

This hand book has been prepared in pursuance of Section 4(b) of J&K Right to Information Act, 2009. 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 J&K Projects Construction Corporation.

1.2 Objectives of Handbook

The objective of the Handbook is to provide the information about the functioning of the Corporation to bring transparency in its functioning.

1.3 Intended Users of this Handbook

This handbook is intended for use by anyone who is interested in getting any information about J&K Projects Construction Corporation.

1.4 Organization of the information in this handbook

This handbook gives a broad overview of the activities carried on by the J&K Projects Construction Corporation and the procedure to be followed for obtaining information from the Corporation as per Right to Information Act, 2009.

1.5 Definitions used in the handbook “Act” means in the Right to Information Act, 2009. “Corporation” means J&K Projects Construction Corporation “Public Authority” means the J&K Projects Construction Corporation, “Government” means Government of Jammu & Kashmir. “State” means State of Jammu & Kashmir.

1.6 Procedure & Fee Structure for getting information not available in the handbook

A person seeking information from the Corporation under the 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 RTI Rules, 2010.

1.7 Introduction of J&K Projects Construction Corporation

The J&K Projects Construction Corporation Ltd. A Govt. owned company was incorporated in 1965. It had an authorized share capital of Rs. 25.00 Lacs. and corresponding paid up capital of Rs. 10.00 Lacs. The authorized capital was raised from time to time and finally it was raised to Rs. 200.00 Lacs in 1981-82 with the paid up capital to Rs. 152.50 Lacs. The Board of Directors further raised the authorized share capital to Rs. 1000.00 Lacs and the same has been approved by the Govt. The Corporation has constructed its own building complexes both in Jammu and Srinagar and has added a fleet of Machinery to augment the construction methods on modern lines. Also JKPC has set up material testing laboratories on modern lines both at Jammu & Srinagar on collusion with M/s AIMIL.

Besides the Corporation has Computerized its activities both in Jammu and Srinagar in the last 2 years and the Corporation has floated its Web Site also.

1.8 Objectives of the Corporation

1. To construct, execute, carry out, improve, work, develop, administer, manage or control in the state, works and conveniences of all kinds, which expression in this Memorandum includes ropeways, piers, wharves, dams, barrages, weires, reservoirs, embankments, canals, irrigation, power houses, transmission lines, reclamations, improvement, sewage, drainage, sanitary water, gas, electric light, telephonic and power supply works, and hotels houses, markets and buildings, private or public and all other works or conveniences, whatsoever, and generally to carry on the business of builders and constructors, engineers, architects, surveyors, estimators and designers, in all their respective branches.
2. To supply for tenders, purchase or otherwise acquire any contracts and concessions for or in relation to the construction, execution, carrying out equipment, improvement, management, administration or control of works and conveniences and to undertake, execute, carry out, dispose off or otherwise turn to account the same.
3. To carry into any contract or arrangement for the more efficient conduct of the business of the company or any part thereof and to sublet contracts from time to time upon such terms and conditions as may be thought expedient.
4. To carry on in India or elsewhere the business of metal workers, builders and contractors, engineers, merchants, importers and exporters and to buy, sell and deal in property and articles of all kinds.
5. To purchase for investment or re-sale and to traffic in land, houses of other property of any tenure and any interest therein and to create, sell and deal in freehold and leasehold and generally to deal in traffic by way of sale, lease, exchange or otherwise with land and house property and any other property, whether immovable or movable.
6. . To acquire, establish, construct, provide maintain and administer, factories, townships, estates, building yards, walls, water reservoirs, channels pumping installations, purification plants, pipe lines, landing grounds, hangers, garages, storage sheds and accommodation of all description connected with the business of the corporation.

7. To carry on the business of bricks, tiles, earth-ware and pottery manufacturers, merchants, and dealers of any such business and such any other businesses as usually are/or may be profitably or conveniently carried on in connection with any of the foregoing.
8. To buy, sell, make, manufacture and deal in bricks, tiles, earthenware, cement stone, and pottery of every description, pipes, china, terracotta and ceramic ware of all kinds and to carry on business of paviours and manufacturers of and dealers in artificial stones whether for building, paving or for other purposes.
9. To carry on business as quarry masters and stone merchants, and to buy sell get work, shape, hew, carve, polish crush and prepare for market or use stone of all kinds; and to carry on business as makers and manufacturers of and dealers in lime, cement, mortar, concrete and building materials of all kinds.
10. To carry on all or any of the business of the manufacturers of and dealers and workers in cement, lime, plasters, whittings, casks, sacks, minerals, clay, earth, gravel sand, coke, fuel, artificial stone and builders requisites of all kinds.
11. To carry on all or any of the business of timber, plumber, iron and wood merchants, timber growers; importers, and exporters, saw mills and dealers in all kinds of goods, plants, furniture and builders requisites and to purchase, take on lease or otherwise acquire, plant, cut and deal in forest or timber lands and estate of every description.
12. To carry on the business of electric supply company and to do all things incidental to such business.
13. To carry on the business of civil engineers, mechanical engineers, electrical engineers, sanitary and water engineers and plumbers, brass founders, metal workers, machinists, smiths and tool makers, and to manufacture, .buy, sell, exchange, install, work, alter, improve, manipulate, otherwise deal, prepare for market, import or export, let on hire and all kinds of plant and machines, apparatus, tools, utensils, substances, material and things necessary or convenient for carrying on any of the business which the Corporation is authorized to carry on or which is usually dealt in by persons engaged in such business.
14. To carry on the business of carriers by land, sea and air.
15. To carry on the business of a water works company in all its branches, and to sink wells and shafts, and to acquire, build, provide and maintain dams, barrages, reservoirs, infiltration, galleries, water works cisterns, culverts, filter beds, mains and other pipes and other appliances, and to execute and do all other acts and things necessary to convenient for obtaining, storing, selling, delivering, measuring, disturbing and dealing in water.
16. To purchase, take on lease under concession or otherwise lands, buildings, works, mines, mineral deposits, mining rights, plantations, forests and any rights and privileges or interest therein and to explore, work, exercise develop and to turn into account the same.
17. To purchase, take on lease or in exchange or under amalgamation licence or concession or otherwise, absolutely or conditionally, solely or jointly with others

and make, construct, maintain, work, hire, hold, improve, alter, management at, sell, dispose of exchange, roads canals, water courses, ferries, piers, aerodromes, lands, buildings, water houses; works, factories, mills, workshops, engineers, machinery and apparatus, water rights, way leaves, trade marks, patents and designs, privileges or rights of any description or kind.

18. To carry on the business of manufacturers and dealers in explosives, ammunition, fireworks and other explosive products and accessories of all kinds and of whatsoever composition and whether for military, sporting, mining, industrial or any other purpose.
19. To establish, provide, maintain and conduct or otherwise subsidise research laboratories and experimental workshops for scientific and technical research and experiments to undertake and carry on scientific and technical research and experiments and tests of all kinds, to promote studies and researches both scientific and technical, investigations and inventions by providing, subsidising, endearing or assisting laboratories, workshops, libraries, lectines, meetings and conferences and by providing or constituting to the remuneration of scientific or technical purposes or teachers and by providing or constituting to the award of scholarships, prizes, grants to students or otherwise and generally to encourage promote and reward studies researches, investigation experiments tests and inventions of any kind that may be considered likely to assist any business which the Corporation is authorised carry on.
20. To search for and to purchase or otherwise acquire from any Government, State or authority, any licenses, concessions, grants, decrees, rights, powers and privileges whatsoever which may seem to be the corporation capable of being turned to account and in particular any water rights or concessions either for the purpose of obtaining motive power or otherwise and to work, develop, carry out exercise and turn to account the same.
21. TO acquire or take over with or without consideration and carry on the business of managers, secretaries, treasurer and agents of managing agents by themselves or in partnership with others of companies or partnerships or concerns whose objects may be similar in part or in whole to those of the Corporation.
22. To purchase or by any other means acquire and protect, prolong and renew, whether in the state or elsewhere, any patents, patent rights, brevets invention, licences, protections and concessions which may, appear likely to be advantageous or useful to the Corporation, and to use and turn to account, and to manufacture under or grant licences or privileges in .respect of the same and to spend money in experimenting upon and testing and in improving, seeking to improve any patent invention or rights which the corporation may acquire or propose to acquire.
23. To be interested in promote and undertake the formation, establishment and maintenance of such institutions, businesses or companies (industrial, engineering, agricultural, trading, manufacturing or other) as may be considered to be conducive to the profit and interest of the Corporation and to carry on any other business (industrial, engineering, agricultural, trading, manufacturing, or others which may seem to the Corporation capable of being

conveniently carried on in connection with any of these objects or otherwise calculated, directly or indirectly, to tender any of the Corporation's property or rights for the time being profitable; and also to acquire, promote, aid, foster, subsidise, or acquire, interests in any industry or undertaking in any country or countries whatsoever.

24. To create any Depreciation Fund, Reserve Fund, Sinking Fund, Insurance Fund, or any other special fund, whether for depreciation, or for repairing, improving, extending or maintaining any of the property of the Corporation, or for any other purposes conducive to the interests of the Corporation.
25. To provide for the welfare of employees of the Corporation and the wives, widows and families or the dependants or connections of such persons, by building or contributing to the building of houses, dwellings or chawls, or by grants of money, pensions allowance, bonus or other payments, or by creating and from time to time subscribing or contributing to Provident Fund and other associations, institutions, fund or trusts and by providing or subscribing or contributing towards places of instruction and creation, hospitals, and dispensaries, medical and other attendance and other assistance as the corporation may think fit and to subscribe or otherwise to assist to guarantee money to charitable, benevolent, religious, scientific, national or other institutions or objects or purposes.
26. To remunerate any person, firm or Company for service rendered or to be rendering in placing or assisting to place or guaranteeing the placing of any of the shares in the corporation capital or any debenture or debenture stock or other securities of the Corporation or in or about the formation or promotion of the Corporation or the conduct of its business.
27. To acquire and undertake the whole or any part of the business property and liabilities of any person, or company carrying on any business, which the Corporation is authorised to carry on, or possessed of property suitable for the purposes of this Corporation.
28. To let out on hire all or any of the property of the Company whether immovable or movable including all and every description of apparatus or appliance.
29. To apply for purchase or otherwise acquire, any patent, brevets, invention, licences, concessions and the like, conferring any exclusive or non-exclusive or limited rights to use, or any secret or other information as to invention which may seem capable of being used for any of the purposes of the Corporation, or the acquisition of which may seem calculated directly or indirectly to benefit the Corporation and to use, exercise, develop or grant licences in respect of, so otherwise, turn to account the property rights or information so acquired.
30. To enter in partnership or into any arrangement for sharing or pooling of profits, amalgamation union of interests, co-operation, joint adventure, reciprocal concession, or otherwise, or amalgamate with any person or company carrying on or engaged in or about to carry on or engage in, any business or transaction which this Corporation is authorised to carry on or engage in any business undertaking or transaction which may seem capable of being carried on or conducted so as directly or indirectly to benefit the Corporation.

31. To guarantee the payment of money unsecured or secured to guarantees or to become sureties for the performance of any contracts or obligations.
32. To enter into any arrangement with the Government of Jammu & Kashmir or any local or state Government in India or with the Government of any other state, Country or Dominion or with any authority local or otherwise or with any ruler, chiefs, landlords, or other persons that may seem conducive to the Corporation's objects or any of the them and to obtain from them any rights, powers and privileges, licences, grants and concessions which the corporation may think it desirable to obtain and to carry out exercises and comply with any such arrangements, rights, privileges and concessions.
33. To promote and undertake the formation of any institution or company for the purpose of acquiring all or any of the property, rights and liabilities of this corporation, or for any other purpose which may seem directly or indirectly calculated to benefit this corporation or from any subsidies company or companies.
34. To carry on any business which may seem to the corporation capable of being conveniently carried on in connection with any of the Corporation's objects or calculated directly or indirectly to enhance the value of or render profitable any of the corporation's property or rights.
35. To invest and deal with the money's of the Corporation in any securities, shares investments, properties movable and immovable and in such manner as may from time to time be determined and to sell, transfer or deal in with the same.
36. To make draw, accept endorse, execute and issue cheques promissory notes, bills of landing, debentures and other negotiable or transferable instruments.
37. To borrow or raise or to receive money on deposit at interest or otherwise in such manner as the Corporation may think it, and in particular by the issue of debentures or debenture stock, perpetual or otherwise including debentures or debenture stock, convertible into shares of this Corporation or perpetual annuities; and in security of any such money so borrowed, raised or received, to mortgage pledge or change the whole or any part of the property, assets or
evenues of. the Corporation, present or future, including its uncalled capital, by assignment or otherwise or to transfer or convey, the same absolutely or in trust and to purchase, redeem or pay of any such securities.
38. To distribute any of the property of the Company among the members in species or kind but so, that no distribution amounting to a reduction in capital *œ* made except with the sanction (if any) for the time being required by law.
39. To pay for any properties, rights or privileges acquired by the Corporation either in a shares of the Corporation or partly in shares and partly in cash.
40. To sell, improve, manage, develop, exchange, lease, mortgage, enfranchise, dispose of, turn to account or otherwise deal with, all or any part of the property and rights of the Corporation.
41. To do all or any of the above things and all such other things as are incidental or may be thought conducive to the attainment of the above objects or any of them, and as principles, agents, contractors, trustees, or otherwise, and either alone or in conjunction with others. It is hereby declared that the word "Company" in this Memorandum when applied otherwise than to this Corporation shall be deemed to include any authority partnership or other body of persons, whether incorporated or not incorporated and whether domiciled in the state or elsewhere

Telephone Nos. & Address of JKPCC Ltd. Offices at various District Headquarters

S.No	Name	Designation	e-mail address	Mobile	Address
1	Mr. M.M. Gupta	Managing Director	0191-2471407, 2473379, 2471440 2472470, 2470432 (Fax) (Jammu) 0194-2311763, 2313927, 2311248 (Fax) (Srinagar)	9419194380	Jammu office:- Rail Head Panama Chowk, Jammu. Srinagar Office:- Haft Chinar near Sher Ghari Police Station Srinagar.
2	Dr. Suresh Kumar Sain	Financial Controller	0191-2472849 (Jammu) 0194-2433815 (Srinagar)	9419108298	
Jammu Division					
1	Nayeem Ahmed	General Manager Jammu	0191-2474036, 2471423, 2471428 2472470, 2470432 (Fax)	9419144191	Rail Head Panama Chowk, Jammu.
2	Ravi Koul	Technical Officer to MD, Jammu	0191-2471423, 2471428, 2471440 2472470, 2470432 (Fax)	9419181302	
3	Neeru Chadha	Company Secretary	--do--	9419194948	
4	Ali Hussain Hakla	D.G.M. (2 nd) Jammu	--do--	9419104829	
5	Harkewal Singh	D.G.M. (3 rd) Jammu	--do--	9419187027	
6	Suresh Rekhi	D.G.M. (4 th) Jammu	--do--	9419142448	
7	Roshan Din	D.G.M. (7 th) Jammu	--do--	9419148304	
8	K.S. Katoch	D.G.M. (Mech.) Jammu	--do--	9419142819	
9	Abhinav Wangneo	D.G.M. (Proc.) Jammu	--do--	9419183302	
10	Sandeep Rathore	D.G.M. (Elect.) Jammu	--do--	9419194924	
11	Kali Dass	Accounts Officer Jammu	--do--	9419222642	
12	R.K. Mansotra	D.G.M. (5 th) Kathua	01922233317 (Tele/Fax)	9419150478	Deputy General Manager, JKPCC Ltd., Unit 5th, Near Police Petrol Pump, near Rana Nursing Home Kathua.
13	M.L. Thapa	D.G.M. (6 th) Udhampur	01992270663 (Tele/Fax)	9419187368	Deputy General Manager, JKPCC Ltd., Unit 6th, Near Salain Talab, Masjid Road Udhampur.
14	Ab. Majid Shabnam	D.G.M. (8 th) Rajouri	01962262398 01962262534 (Fax)	9419130403	Deputy General Manager, JKPCC Ltd., Unit 8 th , Near D.C. Office Rajouri.
15	Pardeep Sharma	D.G.M. (9 th) Doda	01996234488 (Tele/Fax)	9419191289	Deputy General Manager, JKPCC Ltd.,

					Unit 9th, Pul Doda near Kheelani Doda.
16	Harbans Singh Johal	D.G.M. Reasi	01991245692 (Tele/Fax)	9419195143	Deputy General Manager, JKPCCLtd., Geeta Nagar Opp. CMO Office Reasi.
17	Pardeep Sharma	D.G.M. Kishtwar	01995261429 (Tele/Fax)	9419191289	Deputy General Manager, JKPCCLtd., Near Govt. Degree College, Kishtwar.
18	Shakti Sagar	D.G.M. Health Unit	0191-2471423, 2471428, 2471440 2472470, 2470432 (Fax)	9419141551	Rail Head Panama Chowk, Jammu.
	Kashmir Division				
1	Fayaz Ahmad Khan	D.G.M. (Adm.)	--do--	9419004628	Haft Chinar near Sher Ghari Police Station Srinagar.
2	M. Abbas Lone	DGM-1st Srinagar	--do--	9419018147	
3	Parvez Ahmed Bhat	DGM-2nd Srinagar	--do--	9419002609	
4	Feroz Ah. Chat	DGM-3rd Srinagar	--do--	9419014063	
5	Mufti Imran	DGM-6th Srinagar	--do--	9419001716	
6	Imtiyaz Khaliq	D.G.M. Proc. Srinagar.	--do--	9419059189	
7	Fasil Azmat	DGM-Mech. Srinagar	--do--	9419004154	
8	Muzaffar Jan	DGM-Elect. Srinagar	--do--	9906787526	
9	Mushtaq Ah. Shagoo	DGM-5th, Anantnag	01932-222968	9419058073	Deputy General Manager, JKPCCLtd., Unit 5th, Near Aali Hadis Masjid Nai Basti Khanbal.
10	Ab. Rashid Malik	DGM-8th Baramulla	01952-235355	9419748329	Deputy General Manager, JKPCCLtd., Unit 8th, Near Jet College Kanispora Baramulla.
11	Ab. Rashid Malik	DGM-10th, Kupwara.	01955-252438 01955-252125 (Fax)	9419748329	Deputy General Manager, JKPCCLtd., Unit 10th, Near Girls Higher Secondary School, Salkute Kupwara.
12	Mushtaq Ah. Shagoo	DGM-11th, Kulgam	01931-260505	9419058073	Deputy General Manager, JKPCCLtd., Unit 11th, Near D.C. Office Kulgam.
13	M.S. Malla	DGM-12th, Pulwama	01933-240136	9596087691	Deputy General Manager, JKPCCLtd., Unit 12th, Pirchoo Near Fruit Mandi Pulwama.
14	M. Abbas	D.G.M. Leh	01982-255498	9419176725	Deputy General Manager, JKPCCLtd., Near Hotel Hill View, Old Road Leh.

Statement showing the position of sanctioned posts in JKPCC Ltd. along with their respective grades

S.NO	Name of Post	Pay Scale	Grade Pay
1	Managing Director	37400-67000	8700
2	Executive Director	37400-67000	8701
3	Financial Controller	15600-39100	7600
4	General Manager (Civil)	15600-39100	6600
5	Company Secretary	9300-34800	4600
6	Deputy General Manager (Adm)	9300-34800	4600
7	DGM Civil/ (Executive Engineer)	15600-39100	6600
8	DGM (Mech) Executive Engineer)	15600-3910	6600
9	Technical PA to MD (Executive Engineer)	15600-39100	6600
10	Quality Control Officer	9300-34800	4400
11	Asstt. Financial Advisor	9300-34800	4200
12	Accounts Officer	9300-34800	4600
13	Administrative Officer	9300-34800	5200
14	Manager (Civil)	9300-34800	4200
15	Manager (Electric)	9300-34800	4200
16	Manager (Mech)	9300-34800	4200
17	Assistant Secretary	9300-34800	4200
18	Computer Programmer / Operator.	9300-34800 5200-20200	4200/ 2400
19	Dy. Manager (Civil)	9300-34800	4200
20	Dy. Manager (Mech)	9300-34800	4200
21	Dy. Manger (Electric)	9300-34800	4200
22	Asstt. Manager (Civil)	9300-34800	2400

Statement showing the position of sanctioned posts in JKPCC Ltd. alongwith their respective grades

S.No	Name of Post	Pay Scale	Grade pay
23	Asstt. Manger (Mech)	9300-34800	2400
24	Asstt. Manager (Electric)	9300-34800	2400
25	Private Secy. To MD	9300-34800	4200
26	Procurement Officer	9300-34800	4200
27	Head Computer	9300-34800	4200
28	AAO/Sr. Accountant	9300-34800	4600
29	Head Draftsman	9300-34800	4600
30	Draftsman	9300-34800	4200
31	Sr. Steno	9300-34800	2800
32	Jr. Steno	5200-20200	2400
33	PA to MD	9300-34800	2800
34	Superintendent	9300-34800	4200
35	Head Assistant	5200-20200	2400
36	Legal Assistant	9300-34800	2800
37	Accountants	9300-34800	2800
38	Supply Officer	5200-20200	2400
39	Sr. Assistants/ Accounts	5200-20200	2400
40	Jr. Asstts.	5200-20200	1800
41	Jamadar	5200-20200	1800
42	Orderlies	4440-7440	1300/ 1400
43	Chowkidar	4440-7440	1300/ 1400
44	Water Women	4440-7440	1300/

Statement showing the position of sanctioned posts in JKPCC Ltd. alongwith their respective grades

S.No	Name of Post	Pay Scale	Grade pay
45	Works Supervisor	5200-20200	2400
46	Time keeper	5200-20200	2400
47	Driver/ Tipper Operator	5200-20200	2400
48	Cleaners	5200-20200	1800
49	Lab. Asstt.	5200-20200	2400
50	Store Keeper/ Store Khalsi	5200-20200	1800
51	Technician Khalasi	5200-20200	2400
52	Chief Foreman	9300-34800	4200
53	Foremen	9300-34800	2800
54	Mechanics	5200-20200	2400
55	Machinery Operator	5200-20200	2400
56	Helper (Mechanical/ Civil)	4440-7440	1300/
57	Stressing Man	5200-20200	2400
58	Fabricating Man	5200-20200	2400
59	Welders	5200-20200	2400
60	Carpenters	5200-20200	2400
61	Safai Karamchari/ Sweeper	4440-7440	1300/ 1400
62	Book Binder	5200-20200	1800
63	Printer	5200-20200	1800
64	Electrician/ Auto Electrician	5200-20200	1800
65	Gestner Operator	5200-20200	1800
66	Table turner	5200-20200	2400