

JAWAHAR INSTITUTE OF
MOUNTAINEERING & WINTER SPORTS
NUNWAN, PAHALGAM-J&K (192126)



STANDARD OPERATING PROCEDURE (SOP)

DECLARATION CERTIFICATE

This SOP is for functioning of JIM&WS which covers all functional and administrative aspects of JIM&WS. The SOP has a total of 84 pages including appendices and 12 number of appendices. All individual functioning whether permanent or temporary, in JIM&WS would be guided by it. Any violation of SOP would invite disciplinary action. This SOP would be effective w.e.f 10 June 2024. Amendment in SOP may undertake whensoever required by the Principal of JIM&WS.

(Hem Chandra Singh)
Principal
JIM&WS, Pahalgam

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1. Introduction/ Brief History. Jawahar Institute of Mountaineering and Winter Sports (JIM&WS) was established at Aru (Pahalgam), Jammu & Kashmir on 25 Oct 1983. The Institute is a registered Body / Society under the J&K Societies Registration Act-VI of SVT.1998 (1941 AD). Hon'ble Defence Minister of India is the President and Hon'ble Lieutenant Governor, Jammu & Kashmir is Vice President of the Institute. The superintendence, direction and control of the affairs of the Institute vest in the Executive Council of the Institute. The Executive Council has representatives of the Central and State Governments, members elected by the General Body of the Institute, members nominated from among donors and persons who promote the cause of the Institute. A representative each from the Ministry of Defence) Govt. of India (Jt. Secretary (Army) and Govt. of Jammu & Kashmir (Secretary Tourism) act as Secretary of the Institute.

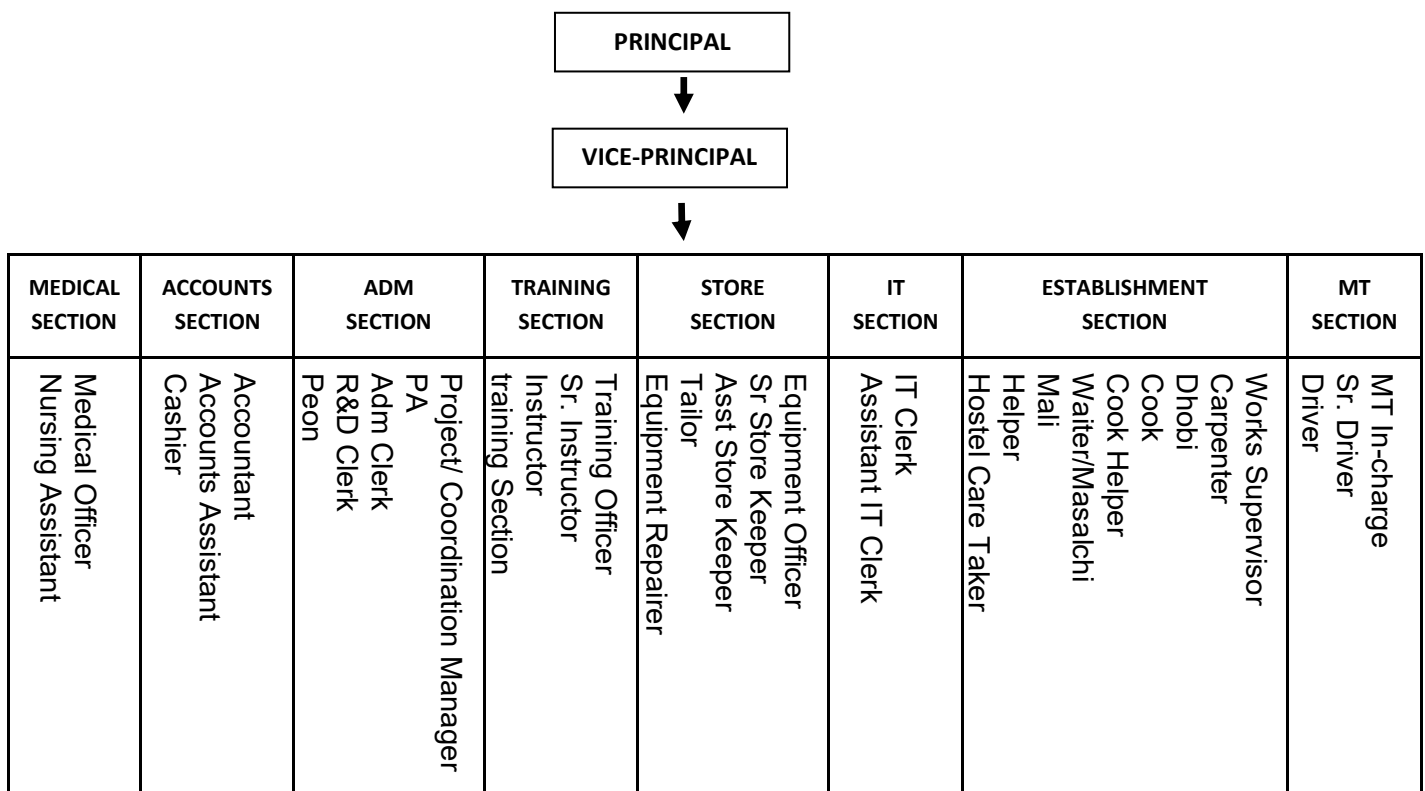
2. Aims and Objectives of the Institute. The Aim of the Institute is. -

The Institute exposes the youth to nature and kindles the spirit of adventure in consonance with National Ethos with an aim to develop their personality, character, courage and confidence through adventure sports.

The main objectives of the Institute are:

- (a) To impart theoretical and practical training in mountaineering, rock climbing techniques, and winter sports.
- (b) To awaken interest and love for mountains.
- (c) To encourage and provide training in winter sports.

3. Organization Chart of JIM&WS.



4. Delegation of Financial Powers of Principal. Financial powers of the Principal are revised from time to time as per the recommendations of the Principals of the Institutes, by the Executive Council of the Institutes. A copy of revised financial powers of the Principal are attached in the SOP for ready references as “**Appendix-B.**”

5. Activities of the Institute. The main objective of the Institute is to train the Youth of the Nation in Mountaineering and Winter Sports. Institute conducts its Mountaineering as well as Winter Ski courses as per the approved training schedule of the Institute by The Ministry of Defence. In Addition, the Institute also trains NDRF, SDRF, J&K Police and Other Organizations in search and rescue courses. The approved training program for the current financial year is appended in the SOP for reference as “**Appendix-C.**”

6. Syllabus for Mountaineering, Skiing and Adventure Courses. The syllabus for training courses in Mountaineering, Adventure and Skiing is attached in SOP as guidelines for its activities. The syllabus is always updated as per National and International standards and latest techniques and methodologies are included; at times consultation with the Indian Mountaineering Foundation is also done for any latest guidelines and UIAA standards. (**Appendix-D.**)

7. Appointments/ Regularization of the Staff. The Institute's staffing adheres to the recruitment policies of Jammu and Kashmir. Despite its status as a Central Autonomous body, the Institute operates under its own bye-laws. The Principal holds the authority to appoint class IV employees, subject to consultation and approval from the Executive Council of the Institute. Additionally, the Principal has the power to regularize class IV employees, in consultation with the Ministry of Defence in New Delhi.

(a) Casual employees are engaged by the Institute as needed, following the guidelines outlined in the Jammu and Kashmir recruitment policies (a copy of which is readily available at the Institute for reference). Instructors are deputed by the Ministry of Defence on a tenure basis, with the Principal approving the panel of Instructors. The Inf-6 Branch of the Ministry of Defence, upon the recommendation and approval of the Principal, is responsible for posting the instructors.

(b) Nursing assistants are deputed from the Army Medical Corps, based on the Principal's recommendation, and their posting is facilitated by the DGMS Branch of the Ministry of Defence in New Delhi.

8. Charter of Duties of Principal.

(a) **Comprehensive Institute Oversight.** As the overall head of the Institute, the Principal is entrusted with overseeing all facets of Institute administration, including the Accounts, Administration, Training, and Establishment Sections.

(b) **Leadership and Delegation.** Presiding over the Vice Principal, Medical Officer, and Registrar, the Principal delegates responsibilities as needed to ensure effective Institute functioning.

(c) **Operational Continuity.** The Principal's duty is to maintain the continuous functionality of the Institute, including all Sub Training Centers, aligning with the approved training activities.

(d) **Meeting Chairmanship.** Chairing meetings with higher authorities of the Institute, the Principal guides discussions on sections related to Accounts, Administration, Training, and Establishment.

(e) **Daily Reporting.** Aiming for transparency and awareness, the Principal receives daily reports in the morning and evening, covering various activities within the Institute.

(f) **Government Liaison.** Actively engaging with the Ministry of Defence, Jammu and Kashmir government, and the Ministry of Youth Affairs and Sports (MYAS), the Principal addresses issues related to Institute development.

(g) **Staff Welfare and Meetings.** Ensuring the welfare of both the Institute and its staff, the Principal conducts monthly staff meetings to discuss Institute affairs and address concerns.

(h) **Strategic Development Planning.** Collaborating with relevant staff, the Principal formulates future development plans for the Institute, encompassing infrastructural development and training enhancement.

(i) **Event Coordination.** Organizing seminars and annual functions, the Principal appraises the Ministry of Defence about the Institute's achievements and developmental endeavors.

(j) **Budget Management.** Attending the annual budget meeting at the Ministry of Defence, Delhi, and the Principal provides a detailed budget report to the Joint Secretary (Armed Force) and seeks budget sanctions.

(k) **Diversification for Sustainability.** Recognizing the government's emphasis on self-sustainability, the Principal focuses on additional adventure activities for fund generation beyond regular Institute activities.

(l) **Civil Administration Collaboration.** Maintaining a robust liaison with civil administration, the Principal ensures optimal collaboration for the Institute's smooth functioning.

(m) **Financial Prudence and Compliance.** The Principal guarantees financial prudence in all Institute financial transactions and construction works, adhering to General Financial Rules (GFR) and other regulations meticulously.

9. Charter of Duties for the Vice Principal.

(a) **Role as 2IC.** As the Second-in-Command (2IC) of the Institute, the Vice Principal operates in accordance with the guidance provided by the Principal.

(b) **Directive-Based Responsibilities.** The Vice Principal undertakes the following duties as directed by the Principal.

i. Conducting Institute training activities.

ii. Supervising the Medical Officer and Registrar.

- iii. Overseeing the Training Section, Instructors, and serving as the overall in-charge of Institute training.
- iv. Submitting daily reports on all training activities and training plans to the Principal, seeking approval before making decisions in this regard.
- v. Accompanying training courses and monitoring their daily progress through the Senior Instructor for subsequent submission to the Principal.

10. Charter of Duties for the Training Officer.

- (a) Responsible for smooth conducting of training.
- (b) Oversee training/admission of the students.
- (c) Regular interactions with the students thus motivating their issues.
- (d) Daily report of students to be given to Principal (Important issues may be included).
- (e) Safety and security during training.
- (f) Ensuring safety, security of men, material and equipment.
- (g) Oversee supply of dry and fresh ration.
- (h) Action on student's feedback after discussion with the Principal.
- (i) Discussing of results and ensuring dispatch of certificates.
- (j) Interaction with training clerk thus ensuring fulfillment of vacancies.

11. Charter of Duties for the Medical Officer.

- (a) **Comprehensive Medical Oversight.** The Medical Officer assumes the role of overseeing the entire medical wing of the Institute.
- (b) **Supervision of Nursing Assistant (NA).** The primary responsibility involves supervising the Nursing Assistant and providing essential medical assistance to students.
- (c) **Course Accompaniment.** The Medical Officer is duty-bound to accompany courses, including specialized training such as glacier training and Ice and Rock craft training.
- (d) **Pre-course Medical Checkups.** Ensuring compliance with Standing Instructions outlined in the Medical Form, the Medical Officer conducts thorough medical checkups of students before course commencement. Students are required to fill out the Medical Form along with their application forms.
- (e) **Medicine Procurement.** It is the duty of the Medical Officer to anticipate and make indents for required medicines before the start of courses. Approval and procurement are sought through the Principal via the noting sheet.
- (f) **Record Keeping and Audit Preparation.** The Medical Officer takes charge of all medicine purchases during courses, maintaining meticulous records of

purchases and consumption. The register is submitted to the Principal for periodic signatures and, notably, before the annual Institute CAG Audit.

(g) Mess Inspection and Ration Quality Control. Regular inspections of the mess and scrutiny of the quality of ration purchased and supplied by suppliers fall under the purview of the Medical Officer. Additionally, ensuring the quality of food served to students is vital for maintaining health and hygiene standards.

(h) Assistance to Principal. The Medical Officer plays a pivotal role in supporting the Principal in the day-to-day functioning of the Institute. As the sole officer, aside from the Principal, the Medical Officer contributes significantly to the overall operational efficiency of the Institute.

12. Project Coordination Manager. The duty of the project manager is as under

(a) To take care of all the constructions, project under construction of the Institute at various training centers.

(b) To make the liaison with the Govt. agencies regarding the pending cases of land, grants, and approval etc.

(c) To assist Principal regarding all the administrative matters and has to carryout liaison with the audit authorities so that Audit and all the reports and returns of accounts can be submitted in time.

(d) Regular visit at the site and provide timely feedback to the Principal.

13. Accountant.

(a) Recognizing the sensitivity of the Accounts section, the accountant serves as the guardian of all financial matters, establishing connections with Funding Agencies, Audit, Income tax, CDA(O), CPF, and other relevant departments linked to the Institute's funds.

(b) Responsible for timely submission of reports and returns, the accountant seeks approval from the Principal before finalizing and presenting them.

(c) Collaborating with the Principal and administration, the accountant formulates the annual budget, submitting all budget papers for approval and ensuring its annual approval.

(d) Establishing close ties with audit authorities, the accountant oversees the timely completion of the Institute's annual accounts, reminding the Principal as necessary.

(e) Addressing audit queries, the accountant approves bills after meticulous verification of code formalities, seeking the Principal's approval.

(f) As a joint account holder, the accountant signs the checkbook, submitting checks with relevant documents to the Principal for final approval and signature.

(g) Ensuring proper entry of the transactions in auditable form for future reference.

- (h) Financial advice to all officers as per GFR and Institute procurement policy.
- (i) Ensuring adherence to the procurement policy of the Institute. –
 - I. Demand Requisition.
 - II. Procurement Requisition.
 - III. Opening Bond requisition.
 - IV. In addition, proper noting sheet is to be prepare. Thus, leaving proper trail for future reference.
- (j) Maintaining close ties with banks, the accountant manages the cashbook ledger and subsidiary account books, subject to quarterly inspection by the Principal.
- (k) Scrutinizing bills from various sections, including training, store, rations, TA/DA and miscellaneous, the accountant ensures authenticity before seeking approval from the Principal.
- (l) Initiating contact with funding agencies, the accountant submits necessary documents for annual fund release.
- (m) Aligning receipt books with the course fee register, the accountant ensures accurate financial tracking.
- (n) Responsible for procurement tenders, the accountant, after Principal sanction, ensures adherence to the approved budget, attending annual budget meetings as directed by the Principal.
- (o) Ensuring the financial integrity of tender notices, the accountant prevents inflation of rates before uploading them on the internet.
- (p) Providing a consolidated expenditure report and monthly funds requirement, the accountant facilitates timely fund utilization.
- (q) Promoting fair competition, the accountant ensures a diverse pool of vendors, preventing monopolies and maintaining transparency in all purchasing activities.

14. Accounts Assistant (In absence, duties to be performed by the Account Clerk).

- (a) The Accounts Assistant supports the accountant in maintaining accurate account records and handling cash transactions.
- (b) Working under the Accountant's guidance, the Accounts Assistant records all relevant transactions in the appropriate account books.
- (c) Responsibilities include scrutinizing payment vouchers before submission to the accountant and obtaining final approval and signatures from the Principal.
- (d) The Accounts Assistant oversees the accounting of all records, including ledgers and cheque book registers.

15. Cashier (In absence, duties to be performed by the Account Clerk).

- (a) The Cashier manages Institute's cash transactions, collecting course fees from the training section and depositing them in the bank with proper receipts and vouchers.
- (b) Daily maintenance of the cash book, subject to regular checks by the accountant, falls under the Cashier's purview.
- (c) The Cashier is responsible for ledger and cash book transactions and transfers, ensuring accuracy.
- (d) Monthly bank reconciliation statements are prepared by the Cashier and reconciled with the Institute's cash book.

16. Personal Assistant to Principal.

- (a) The PA assists the Principal in office correspondence and day-to-day functioning.
- (b) Handles calls, schedules meetings with other administrative departments, and maintains the Principal's tour diary.
- (c) Manages the posting in of Army personnel, publishing and maintaining their Part II orders.
- (d) Provides daily reports to the Principal and reviews all incoming and outgoing mail before submission.
- (e) Coordinates monthly and weekly staff meetings with the Principal.
- (f) Receives and attends to all incoming official guests of the Institute before their meeting with the Principal.
- (g) Safeguards confidential documents of army personnel, deputations, and the Principal, ensuring secure custody.
- (h) Ensures proper handovers for staff proceeding on leave/temporary duty, countersigned by the Principal.
- (i) Coordinates official functions, ensures staff are informed of regular directions, and organizes necessary arrangements for the Principal's monthly meetings, recording and disseminating actions taken.
- (j) Responsible for proper handling of Guest Rooms which include booking, Cancellation, tiffin charges, maintenance of rooms etc.

17. Senior Instructor Responsibilities.

- (a) **Course Oversight and Collaboration.** As the **linchpin** for the overall course conduct, the Senior Instructor collaborates with the JIM and WS Principal, taking charge of course administration. He would work in coordination with Training Officer.
- (b) **Supervision of Training Activities and Instructor Discipline.** Serving as the chief authority, the Senior Instructor oversees the entirety of training activities,

as well as the administration and discipline of Instructors. All instructors function under his vigilant supervision.

(c) Reporting and Communication. Regular reporting is a key facet of the Senior Instructor's role. Daily reports are submitted directly to the Principal, facilitated through either the Training Officer or Vice Principal.

(d) Course Accompaniment. The Senior Instructor actively participates in courses, aligning with the course program to ensure seamless training.

(e) Daily DS Prayer Oversight. Responsible for the functional aspect, the Senior Instructor ensures the daily conduct of DS prayers, adhering to the directives of Principal JIM and WS. The Senior Instructor leads daily meetings with course instructors to discuss all aspects of training

(f) Leave Management and Instructor Welfare. The Senior Instructor takes charge of leave and welfare concerns for instructors. Proactively managing leave, the Senior Instructor prevents leave accumulation by planning instructor leaves at the start of the training year, submitting plans to the Principal.

(g) Training Program and Basic DS Coordination. Ensuring readiness, the Senior Instructor collaborates with Basic DS for each course. Participating in the development of training programs, discussions with the Principal occur at least two weeks before the course commences.

(h) Material and Equipment Readiness.

I. The Senior Instructor guarantees the preparedness of all course materials, including PPT lecture scripts and instructional plans.

II. Ensures the functionality of electronic gadgets required for course execution.

III. **Electronic Item Management and Inspection.** The Senior Instructor oversees the functionality and custody of electronic items issued to the training branch and instructors. Collaborates with the Equipment NCO to conduct monthly inspections, providing comprehensive reports to the Principal.

IV. **Mess and Ration Inspection.** The Senior Instructor delegates designated personnel to inspect the mess and ration supplies, signing all bills. Ensures the quality of supplied items through inspections, reporting findings to the Principal or Medical Officer in daily reports.

18. Instructor Duties Overview.

(a) General Training Responsibilities. The primary duty of Instructors is to deliver training to students in accordance with the approved program.

(b) Role of Basic DS. If designated as Basic DS, an instructor assumes responsibility for planning, preparing, and conducting the entire assigned course. Specific duties include.

- I. Developing a comprehensive syllabus for the course, discussing it with the Principal at least two weeks in advance.
- II. Ensuring strict adherence to the training program and reporting the progress to the Senior Instructor.
- III. Informing trainees and staff about the daily program and lectures one day in advance for adequate preparation time.
- IV. Submitting a detailed feedback or after-action report at the course's conclusion, addressing improvements and ensuring the basic needs of students are met. Gathering feedback from students and communicating relevant points to higher authorities.

(c) Daily Responsibilities of Instructors.

- I. Instructors, excluding the Basic DS, review the daily training program with the Senior Instructor and actively participate in all daily activities without breaks during course conduct.
- II. Reporting daily on training activities and the program to the Senior Instructor, with discussions during the evening DS prayer.

(d) Rotation Basis QM Instructor. One Instructor is designated as the Quartermaster (QM) Instructor on a rotation basis, undertaking duties outlined in subsequent paragraphs.

(e) Respectful and Caring Conduct. Instructors ensure the proper respect and care of all students, especially females. They must exhibit appropriate behaviour at all times, refraining from personal relationships with students, adhering to standing instructions issued by the Institute's administration.

(f) Safety and Security Measures. The Senior Instructor, in conjunction with the Basic DS, ensures the continuous safety and security of students, particularly during outdoor training activities such as Rock climbing, Pitch climbing, Glacier training, and Stream crossing. In the event of accidents, the Senior Instructor, Basic DS, and the conducting DS share responsibility.

19. Quartermaster Instructor Responsibilities.

(a) Ration Records Management. The Quartermaster Instructor is entrusted with maintaining meticulous records of all rations. It is imperative that ration demands align with authorizations and are utilized efficiently without any wastage.

(b) Ration Demand and Submission. Responsible for initiating ration demands and other necessary items for training, the Quartermaster Instructor submits these requests to the Accounts section. Special ration demands based on course requirements are also prepared and submitted by the Quartermaster Instructor.

(c) Ration Distribution and Cookhouse Oversight. The Quartermaster Instructor takes charge of receiving all ration items from suppliers and issuing them to the cookhouse on a daily basis. Ensuring minimal wastage, the Quartermaster Instructor guarantees that students receive proper and nutritious food, maintaining health and hygiene standards in the cookhouses.

(d) Stock Record Maintenance. Maintaining comprehensive ration stock books, the Quartermaster Instructor records consumption based on the course's strength and the approved ration scale outlined by the Ministry of Defence.

(e) Submission of Details to Accounts Section. It is the duty of the Quartermaster Instructor to submit detailed information on ration and relevant items, entered in the proper stock register, to the Accounts section.

(f) Procurement Recordkeeping. The Quartermaster Instructor records all ration procurement entries made during the financial year and submits them to the Accounts section for incorporation into the Institute's annual accounts.

(g) Training Item Inspection. The Quartermaster Instructor inspects condemned training items and provides details to both the Principal and the Accounts section.

(h) Procurement Oversight. The Quartermaster Instructor holds responsibility for all procurements, ensuring their safety, security, and accountability throughout the process.

20. Technical NCO / Instructor.

(a) Responsible for issue of training equipment and clothing required for the course.

(b) Proper Storage of all the training equipment.

(c) Issuance, Safety and Collection of training equipment.

(d) Report of any damage or loss during the training.

(e) Forecast of any procurement required based on available stock.

21 Clerk Section.

(a) Each clerk in their respective sections is responsible for meticulous documentation, encompassing preparation, maintenance, organizing, and the overall upkeep of all files relevant to their designated areas.

(b) They are mandated to ensure that all correspondence receives prior approval from the Principal of JIM & WS. A circulation file, showcasing all correspondences and preferably presented on Mondays, is to be prepared and shown to the Principal on a weekly basis. Additionally, all files must be appropriately numbered and presented for quarterly inspections.

(c) The clerks are tasked with the responsibility of displaying and inspecting purchased items by the Principal before storage. Regardless of cost, every item should be meticulously recorded in the ledger, assigned to a specific person who is accountable in case of loss, breakages, or malfunctioning of the equipment.

(d) Section heads are required to maintain a Master ledger for their respective sections, ensuring proper docketing of all files. Proper documentation, including FR (File Register) and BR (Briefing Register), should be completed for each file. Any introduction of new files must follow the docket numbers assigned to each section.

22. Training Clerk.

- (a) The primary responsibility of the training clerk is to guarantee comprehensive documentation of students, including registration, seat cancellations, seat confirmations, and the processing of refunds when necessary.
- (b) Maintaining all relevant records of training files, expedition files, and certificates issued to students for future reference is integral to the role.
- (c) Managing a proper course fee register and linking all course fee payments with the accounts section is a crucial duty.
- (d) Responding promptly and courteously to calls from students, addressing their queries and concerns, is part of daily tasks.
- (e) Keeping separate records of students by course and linking all certificates issued to them is a meticulous duty.
- (f) Maintaining a record of students trained each year and submitting it to the accounts section as needed for audits, reports, and returns is essential.
- (g) Handling all correspondence, the training clerk ensures certificates are prepared and dispatched within one week of course completion.
- (h) Ensuring the fair distribution of vacancies to applicants in accordance with school policies, particularly noting that vacancies after 60 will be non-subsidized.
- (i) Keeping a register for feedback points provided by students, presenting it to the Principal for necessary guidance, and endorsing subsequent actions are additional responsibilities.

23. Nursing Assistant.

- (a) The nursing assistant plays a vital role in supporting the medical officer of the Institute, providing essential medical care to students.
- (b) In addition, to attending to students during various training activities, including glacier and expedition training, the nursing assistant accompanies courses to ensure the well-being of participants.
- (c) Conducting medical checkups before the commencement of courses is a primary responsibility, ensuring the students' fitness for the training.
- (d) Responsible for the stock of medicines, the nursing assistant records purchases and issues during courses. All acquired medicines are presented to the Principal and medical officer for approval before being taken into inventory.
- (e) Daily reports on medical conditions are communicated to the medical officer and subsequently provided to the Principal for review.
- (f) Ensuring respectful and considerate behaviour, especially when attending to female students, the nursing assistant maintains discipline in the medical facility.
- (g) Oversight of medical equipment in the Medical Inspection (MI) Room includes maintaining a proper stock register, reporting breakages to medical officer, and informing the Principal for necessary action.

(h) When procuring medicines, the nursing assistant ensures diversity in vendors, promoting competition and transparency in the purchasing process.

24. Admin Clerk.

- (a) The Admin Clerk maintains files and essential documents in the Admin Section.
- (b) Responsible for comprehensive documentation of Institute personnel, including armed forces instructors, covering leave, part-II orders, and welfare activities.
- (c) Ensures the safety and security of Admin Records.
- (d) Drafts policies and daily correspondence files for the Principal's approval by checking the policy file of the Institute.
- (e) Manages daily mail, responding to incoming and outgoing correspondence after obtaining the Principal's signature.
- (f) Provides reports on staff-related matters, returns, and reports to the Principal.
- (g) Conducts quarterly inspections of all Admin files as per the master ledger.

25. Admin Assistant (In absence, duties to be performed by Admin Clerk).

- (a) The Admin Assistant assists the Admin Clerk, working under their guidance.
- (b) Maintains Admin Section records, checking daily reports and returns before submission to the Admin Clerk and then to the Principal for approval.
- (c) Creates dockets for all Admin files and records.

26. Equipment In-charge.

- (a) The Equipment In-charge is primarily responsible for the storage and maintenance of various technical and non-technical equipment within the institution. Documentation involves capturing details such as make, model, cost, quantity, purchase date, and photographs for easy identification in the future. Strict measures will be taken if any defaults are found.
- (b) Ensures meticulous ledger and record-keeping for the equipment section, MT and ADM section, maintaining accurate accounts for all equipment.
- (c) Conducts checks on equipment in line with the stock register and submits detailed reports to the Principal.
- (d) Identifies unserviceable items through assistant storekeepers, compiles a consolidated list for the condemnation board annually or at the end of each course/expedition, and reports discrepancies or losses to the Principal.
- (e) Manages the rotation of mountaineering and technical stores at other sub-centers quarterly. Conducts yearly stocktaking, prepares a condemnation board, and oversees the disposal of items as directed by the Principal.

(f) Segregates items that can be issued to other units, maintains a record, ensures proper condition upon return, and charges items as per institutional directives.

(g) Ensure proper and regular changing of Electronic items like ABS etc. (once in a month), for other items he would ensure electronic batteries are removed and kept separately. For solar Changing items, he would ensure proper charging once in 15 days (fortnight).

(h) He would ensure proper accounting of items and report any theft, loss on missing items at the time of instance.

(i) Losses due to the negligence would be paid by him.

27. Senior Storekeeper.

(a) The Senior Storekeeper is responsible for maintaining stock registers, issue registers, general contingent registers, miscellaneous store registers, etc.

(b) Records all stock entries for procurements made by the Institute.

(c) Compiles a list of unserviceable items annually, submits it to the Principal through the Equipment In-charge for approval.

(d) Requests new equipment based on student strength, condemnation board outcomes, instructor demands, and expedition requirements.

(e) Maintains Ration Purchase and Consumption registers, submitting them to the accounts section for inclusion in the Annual Accounts. Registers all stores purchased for machines and equipment after approval from the Principal.

28. Assistant Store Keeper.

(a) The Assistant Store Keeper collaborates with the Senior Store Keeper in maintaining stock registers and records.

(b) Responsible for checking and issuing equipment to students during courses, ensuring proper collection after course completion.

(c) Coordinates with the Tailor Master or Cobbler for the repair of damaged equipment as needed.

(d) Conducts systematic stocktaking of equipment following established procedures, emphasizing proper maintenance.

(e) Assesses damaged equipment at the end of courses and submits requirements for new equipment through the Senior Store Keeper and Equipment Officer.

29. MT In Charge/Senior Driver.

- (a) The primary responsibility of the MT In Charge is to oversee the movement of all drivers and vehicles, ensuring proper parking and daily maintenance. Vehicles must be well-maintained, and no vehicle should be off-road.
- (b) Ensures that vehicles undergo regular daily, weekly, and monthly maintenance routines, including tire rotation, servicing, and other necessary checks.
- (c) Verifies vehicle documents before their expiration dates and submits reports to the accounts section.
- (d) Checks and submits maintenance records of vehicles to the accounts section before any repairs.
- (e) Ensures timely renewal of insurance documents for all vehicles.
- (f) Checks vehicle logbooks and car diaries before refilling oil (FOL), obtaining signatures from concerned officers who have travelled in the vehicles.
- (g) Manages the distribution of vehicles to individual drivers with one replacement driver. Each driver is accountable for the proper upkeep, maintenance, servicing, insurance, and documentation of their assigned vehicle. Maintains log books and car diaries, submitting quarterly reports to the Principal.
- (h) Ensures timely servicing and make sure that it is done from only authorized service centers.

30. MT Mechanic.

- (a) The MT Mechanic checks the entire vehicle upon the request of the driver or MT In Charge, submitting reports accordingly.
- (b) Maintains logbooks for vehicles repaired, keeping detailed records.
- (c) Checks vehicles before each move for official duties, coordinating with the MT In Charge.
- (d) Ensures the availability of all emergency spare parts within the Institute.

31. Cleaner (or duties performed by the driver).

- (a) The primary duty of the cleaner is to assist the driver during tours and perform the role of a Co-Driver.
- (b) Keeps the vehicle clean and checks all lubricants before each move.
- (c) Reports any concerns about the vehicle's fitness and relevant documents to the driver.
- (d) Assumes responsibility for the mechanical maintenance of the vehicles.
- (e) Ensures the availability of all emergency spare parts within the Institute.

32. Cook.

- (a) Cooks are responsible for preparing food for students participating in training activities, ensuring strict adherence to hygiene and sanitation in the cookhouse.
- (b) Demands ration weekly or daily, using it efficiently, cooking food under hygienic conditions, and storing unused items properly.
- (c) Manages cook helpers, ensuring optimal food preparation without wastage.
- (d) Accompanies courses for outdoor activities and glacier training.
- (e) Ensures no food wastage, obtains fresh ration as needed, and maintains proper behavior, especially towards female students.
- (f) Takes responsibility for maintaining discipline in the kitchen during courses.
- (g) Strives to prepare food based on the majority of students' taste and considers daily suggestions for improvement.

33. Cook Helper.

- (a) Cook Helpers assist cooks during courses and outdoor activities.
- (b) Performs assigned duties in the kitchen under the guidance of the quartermaster and cooks.
- (c) Ensures systematic functioning and preparation of food in the Cook House.

34. Waiter.

- (a) Waiters distribute food to students during courses, collect utensils after meals, and cleaning dining tables before and after food distribution.
- (b) Ensures proper hygiene and sanitation in the Cook House.

35. Masalchi.

- (a) Masalchi's clean utensils, assist waiters and cooks during meal preparation, and accompany courses for outdoor activities and glacier training.
- (b) Maintains a clean kitchen and ensures proper cleaning and storage of utensils.

36. Cobbler/Equipment Repairer.

- (a) The Cobbler/Equipment Repairer is tasked with repairing all equipment under the Institute's charge as per the Equipment in-charge's directives.
- (b) Assists the Equipment In-charge in appropriately drying and airing equipment as per standard operating procedures.
- (c) Repairs technical and clothing equipment following the Equipment in-charge's instructions, working under the store section.

37. Tailor.

- (a) The Tailor is responsible for repairing clothing items and damaged stored items under the guidance of the Equipment In-charge and Senior Storekeeper.
- (b) Stitching clothing and stores as required by the Institute falls under the Tailor's duties
- (c) Works under the control of the equipment section, performing assigned duties directed by the Equipment In-charge and Senior Storekeeper.

38. Hostel Caretaker.

- (a) The Hostel Caretaker's duty is to maintain the hostel, including changing clothing and replacing old bedding after course completion.
- (b) Checks electricity and water supply, ensuring all electrical appliances are in working order.
- (c) Operates under the establishment section, supervised by the Work Supervisor.
- (d) Regularly interacts with students to gather feedback for improvement.
- (e) Ensures proper hygiene and sanitation in the hostel premises or living areas where students stay for courses.
- (f) Regularly inspects sanitation facilities, ensuring they meet proper hygiene standards.
- (g) During October, November, and December, conducts thorough inspections of student living facilities, suggesting improvements, repairs, replacements, and innovations as needed to the administrative section.
- (h) Accompanies courses during the move from Pahalgam to Sonamarg, ensuring proper hygiene and sanitation at training locations.
- (i) To ensure the cleaning of the septic tanks every year in the month of March at all training centers.

39. Dhobi.

- (a) The Dhobi's responsibility is to clean clothing items monthly after course completion and ensure thorough drying before use.
- (b) Maintains hostel and guest room clothing as directed by the Hostel Caretaker and Guestroom In-charge, managing washing and ironing based on the Institute's needs.
- (c) Maintains close coordination with the store section, ensuring proper documentation and receipt for clothing-related activities.

40. Safai Karamchari.

- (a) Safai Karamchari's are tasked with cleaning the Institute premises, including washrooms and other areas.
- (b) Conducts daily cleaning of hostel rooms and prepares the office complex before opening.
- (c) Disposes of waste at designated locations as per Pahalgam MC guidelines, ensuring adherence to hygienic measures.
- (d) Ensures proper functioning of drainage systems, conducts daily rounds of the unit premises, and monitors the boundary to prevent unauthorized entry.

41. Chowkidar.

- (a) The Chowkidar is responsible for watching over the Institute property and premises, documenting entries and exits, and ensuring safety.
- (b) Checks all outdoor and Institute staff before entry, records guest details, and maintains vigilance during night duty.
- (c) Performs night duty on a rotational basis, checks security lights, and carries a lathi (stick) and torch.
- (d) Has the authority to inspect staff and vehicles if deemed suspicious, taking rounds during night hours and ensuring the integrity of the school premises.
- (e) Maintains alertness, prevents unauthorized entries, and conducts regular rounds of school boundaries, reporting any breakages or losses promptly.
- (f) Makes a proper register entry of anyone entering and exiting the school premises.

42. Social Media Handler. Responsible for complete social media update. He would accompany all activities and put update on social media platform. In addition, he would perform other media related activities as per the directions of the Principal/ Training Office. On important issues, he would take higher concurrence uploading.

43. Guest Room In-charge. The guest room In-charge diligently records guest details for booking including contact information in the booking register. He proactively contacts guests one day prior to their arrival to confirm ETA and secure a 50% deposit for one days charge. He would work in coordination with P.A upon guests' arrival and would ensure entry into the register, gather the feedback and responsibly collect room charges, promptly depositing them to accounts section.

44. Training Syllabus (Training Program Guidelines). Training at the Institute adheres to the approved training program, subject to periodic amendments. The syllabus for mountaineering, adventure, and skiing courses is outlined in the SOP, serving as strict guidelines for instructors. Precis documents for mountain and winter courses, as well as

IP/TP (Instructor and Trainee Programs) guidelines, are prepared. Instructors are obligated to ensure that courses strictly follow the prescribed documents, such as the Mountain and Winter Series Precis and IP/TP.

45. Training Sub-Centres and Areas. Sub-Centres and Current Facilities. The Institute operates from its headquarters in Nunwan, Pahalgam, and has three sub-training centres in Sanasar (Patnitop), Bhaderwah (Doda), and Shey (Leh). The sub-centres are temporarily located in rented accommodations, accommodating 80 students each. A 49.3 canals land in Nalthi (Bhaderwah) is earmarked for establishing permanent infrastructure. Adventure courses are conducted at Sanasar and Bhaderwah, while mountaineering training occurs in Pahalgam, Sonamarg, and Ladakh. Glacier training is conducted at Kolhai and Machoi Glacier, and skiing courses take place in Sonamarg with transit camp accommodations.

46. Office Timing (Standard Office Timing). The Institute's office operates in accordance with the office hours of J&K Government employees. However, the training section follows the Institute's training program schedule. Standard office hours are 10 AM to 4 PM, aligning with J&K Government CSR and office orders for winter and summer seasons. Variations in timing, if required, will be communicated by the Principal and accepted without representation, based on the Institute's needs.

47. Leave and Medical Claims. Leave and Medical Policies. Leave and medical claims for Institute staff adhere to J&K Government leave and medical rules. The SOP includes a copy of these rules. Specific leave rules for training staff instructors, such as Mountain leave, will be formulated and approved by the Executive Council. All leave and holidays applicable to J&K Government (UT) employees are applicable to the Institute. **Appendix “E”.**

48. Pay and Allowances, and TA/DA Claims. Pay and Allowances. Regular staff members receive pay and allowances in accordance with the J&K Service Rules and grades approved by the Executive Council of the Institute. The attached SOP includes a copy of the pay scales. Deputation staff follows Central Government employees' pay and allowances structure. Army personnel's pay and allowances align with their Last Pay Certificate (LPC) and Army pay scales. TA/DA claims for civilian staff adhere to J&K Service rules, while Army personnel's claims align with Army TA Rules, with a copy available in the attached SOP. **Appendix “F”.**

49. Advances and Adjustments (Advances during Training Activities). Advances during training activities are granted based on the Principal's approval and can be adjusted upon course completion. There's no provision for advances like house-building advances, given the Institute's reliance on grants-in-Aid. However, provisions exist for TD/DA advances during official tours, which can be adjusted post the tour. The Institute offers provisions under LTC, following J&K and Central Government rules for its employees.

50. Transfer of Staff (Staff Transfer Policy). The Institute has provisions for staff transfer among its training centres. The Principal has the authority to transfer or depute staff to various training sub-centres as needed. This includes permanent or rotation basis transfers. The appointment orders explicitly state that staff appointed by the Institute can be transferred or posted to any training sub-centres as per the Institute's directions and requirements.

51. Disciplinary Action, Suspension, Termination, and Reinstatement (Disciplinary Policies). The Principal is empowered to initiate disciplinary actions, suspensions, terminations, and reinstatements in adherence to existing J&K Government CSR rules. Being a central autonomous body, the Principal can take such actions in consultation with the Executive Council of the Institute, considering it is the supreme authority. A copy of the disciplinary action policy is provided in the attached SOP for additional guidance in administering the Institute.

52. Procurement and Purchases / GFR-17 and Institute's Common Procurement Procedure by MOD. Procurement Guidelines. In adherence to GFR-17, the Institute strictly follows rules and regulations concerning procurements and purchases. Additionally, the Institute adheres to the common procurement procedures outlined by the Ministry of Defence (MOD) for all mountaineering Institutes. The SOP includes a copy of these procedures. Given that the Institute relies solely on grants-in-aid from various government agencies, stringent adherence to these guidelines is crucial. In addition, the comprehensive guidelines prepared by the Institute being in remote location would be adhered. **Appendix “G”**.

53. Budget of the Institute (Funding Mechanism). As a recipient of funding from various agencies, the Institute relies on grants-in-aid. Each year, proposed budget estimates are meticulously prepared in alignment with approved budget heads. These estimates are then submitted to funding agencies for scrutiny. A budget sub-committee meeting is convened, inviting representatives from all funding agencies for discussion and input. The final approval of the budget estimates occurs during a committee meeting presided over by the Joint Secretary of MOD (Armed Forces). The existing funding pattern is adhered to, and proposals for revised funding patterns are presented to the Executive Council for approval. The Institute is actively pursuing approval for the revised funding pattern, with a copy of both existing and proposed patterns available for reference is hereby attached as **Appendix “H”**

54. Audit and Internal Audit of the Institute. Audit Reports and Returns of the Institute. The Institute undergoes an internal audit conducted by a Chartered Accountant (CA) before the annual audit carried out by the Comptroller and Auditor General (CAG) of India. Annual accounts are prepared by the Institute's Accounts section, circulated to the Executive Council for approval before the CAG audit. The Government of India has entrusted the audit to the Director Defence Services Audit Jammu for the next five years. The final audit report by CAG is laid in Parliament yearly,

and translated versions in Hindi and English are printed. Copies are forwarded to funding agencies and CDA(O) Jammu for information. **Appendix “I”**

55. Annual Reports and Returns of the Institute (Annual Reporting). The Institute compiles its Annual Report in December each year, submitted to the Ministry of Defence D(HMI) New Delhi for approval. After Ministry approval, the report, along with the Annual Audit Report, is printed in Hindi and English, circulated to the Executive Council, and submitted to Parliament alongside Annual Accounts and review reports.

56. Annual Function and Special Occasions to be Celebrated by the Institute (Celebratory Occasions). The Institute observes its Annual Raising Day on October 25th each year. Independence Day on August 15th and Republic Day on January 26th are also celebrated annually. Additionally, International Yoga Day and International Mountain Day are commemorated. The Institute follows central government directives to celebrate events like Ekta Diwas and Swachhata Diwas, with expenditures authorized from allocated funds.

57. Hut/Guest Room Booking and Maintenance Policy (Accommodation Management). The Institute has constructed four guest rooms within its premises, a project sanctioned through the Institute's budget. These guesthouses are allocated to both Institute and external guests, with a fixed rent determined by the Institute. The revenue generated is deposited into the Institute's bank account under the category of "Institute Own Receipts," aligning with the budget sub-committee's directive to foster self-sufficiency. This financial activity is duly recorded in the Annual Accounts of the Institute. In addition, the Institute is making 09 guestrooms from prefabricated material to meet its training requirements.

58. Service Rules and Regulations of the Institute (Governing Civil Staff). In accordance with the directives from the 6th Executive Council meeting, the civil staffs of the Institute are subject to the Jammu & Kashmir Service Rules. These rules cover aspects such as pay, allowances, promotions, leave regulations, medical rules, and disciplinary actions. Additionally, the Institute has established its own bye-laws to supplement these rules, which all staff members are obliged to follow. Copies of the Civil Service Rules are accessible within the Institute to provide guidance and are hereby attached as **Appendix “J”**

59. Deputation Policy of the Institute (Staff posting and Deputation). The Institute's deputation policy involves the assignment of directorial and instructional staff from the three services. Instructor (NCO's/JCO's) postings are overseen by the Inf-6 Branch, Ministry of Defence, New Delhi, according to the approved strength of the Institute, for tenure of two years. The Principal, Vice Principal, and Medical Officer are posted by the MS Branch, Ministry of Defence, based on their Qualitative Requirements (QRs) for a tenure initially set at three years, extendable to four. Deputations are entitled to their pay,

allowances, and other claims as per their respective pay scales and Last Pay Certificate (LPC) issued by their records from the Institute budget. **Appendix “K”**

60. Annual/Monthly Meeting of the Institute (Governance and Budget Approval).

The Memorandum of Association and bye-laws mandate the conduct of an Executive Council and Annual General Body meeting annually. These meetings serve as the supreme authority for the Institute to deliberate on significant developmental and administrative matters. The Executive Council regularizes expenditure and approves the budget estimates, with an Annual Budget Sub-Committee meeting held yearly to sanction the budget before funds are released by funding agencies.

61. Welfare Policy (Staff Well-being). The Institute allocates a budget for staff welfare in its yearly budget estimates, facilitating various initiatives such as posting-in and posting-out dining parties for the staff. Expenditure is incurred for staff marriages, gifts, uniforms, and other incentives based on the approved budget and Principal's endorsement.

62. Monthly Employee Meet (Interactive Employee Session). A monthly employee meet, presided over by the Principal, is conducted towards the end of each month. Resembling a Sainik Sammelan parade in military units, this session fosters healthy interaction with employees, addresses grievances, and disseminates important policies, rules, regulations, and recent changes within the Institute. Recognition and incentives are awarded to outstanding performers from the previous month. The Principal's Assistant records the minutes for future references.

63. Inventory Management at the Institute (Annual Stocktaking Procedure). The Institute conducts an annual stocktaking exercise, involving a board of officers periodically constituted by JIM & WS. The board's recommendations, including any identified deficiencies, are communicated to the Institute's administration. A stocktaking certificate is mandatory for audit purposes, aligning with audit requirements. Ideally scheduled for the last quarter of the year, post the culmination of mountain series courses, this process ensures the meticulous accounting of all assets.

64. Rotation and Maintenance of Equipment (Equipment Rotation Guidelines). In adherence to instructions from the Institute's administration, all training sub-centres are mandated to rotate equipment monthly, safeguarding against dampness and preserving cleanliness. Storekeepers are responsible for maintaining the functionality of equipment under their charge, ensuring compliance with storage directives from the company. Proper documentation, including details such as make, model, manufacturing year, cost, and photographs for future reference, must be meticulously recorded in the ledgers.

65. Condemnation Board. A condemnation board will convene on a yearly basis or as per requirements, such as after expeditions, course conduct, natural calamities, or other eventualities as determined by the board.

(a) Fixed Assets. Depreciation as per existing government regulations. (As appended in SOP)

(b) Items of Regular Personal Use and Training Equipment. Given the nature of these items, which undergo fair wear and tear during training sessions and are crucial for life-saving purposes, a fixed life cycle cannot be ascertained. Hence, these items will be subject to timely replacement to ensure the continued safety of users.

Details of the methodology and the board details are attached with the SOP as **Appendix “L”**

66. Procurement Board. The fundamental objective of the Institute is to promote adventure among enthusiasts and students while facilitating personality development through adventure sports. Managing the Institute becomes a critical task, necessitating the swift acquisition of various items such as food, furniture, training equipment, IT equipment, etc., to ensure seamless operations during winters and rainy seasons, making the transportation of goods challenging due to heavy snow and adverse weather conditions.

The Institute operates subsidized courses throughout the year, offering students complete facilities, including food, lodging, and equipment etc. Surviving the harsh winter becomes a significant challenge, requiring urgent procurement of essential items for normal functioning.

Details of the procurement methods are mentioned in the procurement board attached to SOP as

This SOP provides comprehensive guidance for the Institute's operations, though not exhaustive. Additional directives may be issued through timely orders to complement this SOP. Adherence to moral and social norms is imperative and non-negotiable. The established principles of service and seniority will be unwaveringly followed. Any unethical behaviour, including but not limited to alcohol consumption, disrespect towards seniors, threats, misbehaviour with colleagues or female associates, disrespecting national symbols, speaking ill of the institution or nation, engaging in rumour-mongering, or any other immoral conduct, will be addressed with severity. The essence of this SOP lies in facilitating the seamless functioning of the institution, eliminating obstacles hindering progress. Furthermore, specific SOPs will be developed for activities requiring standardization, such as camp setting and event organization.

(Hem Chandra Singh)
Principal
JIM&WS, Pahalgam

MEMORANDUM OF ASSOCIATION & CONSTITUTION



JAWAHAR INSTITUTE OF MOUNTAINEERING &
WINTER SPORTS, NUNWAN PAHALGAM
JAMMU & KASHMIR

Appendix-A

MEMORANDUM
OF
ASSOCIATION
AND
CONSTITUTION
OF
JAWAHAR
INSTITUTE
OF
MOUNTAINEERING
AND
WINTER SPORTS (ARU)

Appendix-A**JAWAHAR INSTITUTE OF MOUNTAINEERING AND WINTER
SPORTS JAMMU AND KASHMIR****MEMORANDUM OF ASSOCIATION**

1. The name of the Society is Jawahar Institute of Mountaineering and Winter sports.
2. The registered office of the Society is situated at Srinagar in the State of Jammu and Kashmir.
3. The object of the Institute will be principally to encourage and promote a mountaineering and Winter Sports among: -
 - (a) its members, including honorary, associate and life members, and
 - (b) such outsiders as may be enrolled as students by the Executive Council for the purpose for specified term or terms in order that the enterprising members of the community may take a healthy interest in the development of mountaineering activities as a sport or as a scientific pursuit; and with that end in view take such steps as it may deem necessary from time to time.
4. The Institute to start with, will undertake the following courses of training:-
 - (a) Comprehensive professional training courses for those who wish to attain high proficiency in mountaineering which may include short intensive courses for civil and military personnel;
 - (b) Short courses for students and teachers, interested in mountaineering;
 - (c) Character training, through self-discipline, team work, adventure, hardship and risks,
 - (d) Training of guides.

Appendix-A

(a) Winter sports in the mountain; etc

The names, addresses and description of the present members of the Executive Council are:

1. Shrimati Indira Gandhi	New Delhi	Prime Minister of India
2. Dr. Farooq Abdullah	Jammu	Chief Minister J&K
3. Sh. Gh. Mohi-ud-Din Shah	Jammu	Minister for PWDJ &K
4. Shri H.Ce Sarin	Kathmandu	President, Indian Mountaineering Foundation and Indian Ambassador to Nepal.
5. Shri S.M. Ghosh	New Delhi	Defence Secy.
6. Shri Noor Mohammad	Jammu	Chief Secretary J&K
7. Shri A.V. Sing	New Delhi	Director (G) Ministry of Defence

6. We the undersigned are desirous of forming a Society in pursuance of the Memorandum of Association:-

Signature	Address and description of Signatory	Name, address and description of witness
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.....

(Sd)

Shrimati Indira' Gandhi	Prime Minister of India, New Delhi
Dr. Farooq Abdullah	Chief Minister, J&K, Jammu

Shri Gh. Mohi-ud-Din Shah Minister for PWD
J&K, Jammu

(Sd.) H.C. Sarin	President, India Mountaineering Foundation Ambassador of India, Kathmandu.
Shri s.M. Ghosh	Defence Secretary, New Delhi
Noor Mohammad	Chief Secretary, J&K Jammu
A.V. Singh	Director (G) Ministry of Defence, New Delhi

Dated: the 12th Sept. 83

Appendix-A**JAWAHAR INSTITUTE OF MOUNTAINEERING AND WINTER SPORTS
JAIMMU AND KASHMIR****CONSTITUTION****NAME**

The Institute shall be known by the name of Jawahar Institute of Mountaineering and Winter Sports, Jammu and Kashmir.

OBJECT

The object of the institute will be to encourage and promote the science and art of mountaineering and Winter Sports among:-

- (a) its members, including honorary, associate and life members;
and
- (b) such outsiders as may be enrolled as students by the Executive Council for the purpose, for a specified term or terms, in order that the enterprising members of the community may take a healthy interest in the development of mountaineering activities as a sport or as a scientific pursuit;

and with that end in view take such steps as it may deem necessary from time to time.

The Institute, to start with, may undertake some or all the following courses of training:-

- (a) Comprehensive professional training courses for those who wish to attain high proficiency in mountaineering, which may include short intensive courses for civil and military personnel;
- (b) Short courses for students and teachers interested in mountaineering;
- (c) Character training through self-discipline, team-work adventure hardships and risks.

Appendix-A

- (a) Training of guides;
- (b) Winter sports in the mountains etc.

MEMBERS

Auth: 7(6)/93/JIM Dt. 25 05 98

4. There shall be the following categories of members:-

- (a) Ordinary members who pay an annual subscription of Rs. 100 (Rupees One hundred)
- (b) Life members who pay a lump contribution of not less than Rs. 2000 (Rupees Two thousand) in one or more instalments;

Donors who pay Rs. 50,000 or more may nominate a person as a member to represent him in the society of the Institute.

- (c) Honorary member who, being persons of distinction, may be admitted to this category of members by the Executive Council; and
- (d) The following shall be honorary life members:-

- (i) Shrimati Indira Gandhi, Prime Minister of India.
- (ii) Dr. Farooq Abdullah, Chief Minister, J&K.

- (e) No one Who is below the age of 21 shall be eligible to become an ordinary or life member of the Institute.

PRESIDENT AND VICE-PRESIDENT

3. Shrimati Indira Gandhi shall be the first President of the Institute and Dr. Farooq Abdullah shall be the first Vice-President of the Institute, and they hold offices for three years in the first instance.

5. ANNUAL GENERAL MEETING

6. There shall be an Annual General Meeting of the Institute every year in May or as soon thereafter as possible for the purpose of transacting such business as hereinafter specified.

Appendix-A**EXECUTIVE COUNCIL**

7, There shall be an Executive Council to be formed as follows:-

- | | |
|------------------------------------|---------------|
| I, President of the Institute | Chairman |
| 2, Vice-President of the Institute | Vice-Chairman |

3-4 Two representatives of the Ministry of Defence to be nominated by the Ministry.

5, One representative of the Department of Sports (Govt. of India) to be nominated by that Department.

6-8 Three representatives of the Govt. of Jammu and Kashmir to be nominate by the State Government.

9-13 Five representatives to be elected by the Members of the Institute other then the Honarary members at the Annual General Meeüing.

14-18 Not more than five members (non-official) Non official to be nominated by the President in consultation with the Vice President from amongst donors or those who are likely to promote the cause of the Institute.

19. Principal;

Provided further that the members of the Executive Council other than those who are otherwise members of the Institute shall be deemed to the members of the Institute as long as they remain members of the Executive Council.

- (a) Experts may be invited to advise the Executive Council or other committees that may be set up from time to time.
- (b) The President and the Vice-President and die nominated members will hold offices for three years.

Appendix-A

Elected members will hold office for one years. They will, however, be eligible for re-election.

(c) One of representatives of the Ministry of Defence Govt. of India and one of the representatives of the Government of Jammu and Kashmir will act as Secretaries of the Executive Council.

BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

8. At die Annual General Meeting, the Executive Council shall place:

- (a) the Budget of the Institute for the next financial year,
- (b) the Administrative Report for the immediately preceding year, and
- (c) any other business that may be duly brought toward with the approval of the President or in his absence the Vice-President.

and the Budget shall be approved and other business transacted at the Annual General Meeting, by appropriate resolution, subject to such modifications as may be made at the meeting;

Provided, further that it shall be competent for the Government of India and the Government of Jammu and Kashmir and other State Government to make appropriate contributions to the funds of die Institute form time to time and such contributions shall be included by the Council in the said Budget.

FUNCTIONS OF THE EXECUTIVE COUNCIL

9. The superintendence, direction and control of the affairs and concerns of the Institute shall vest in the Executive Council but, in particular and without prejudice to the generality of the aforesaid provision it shall be the duty of the Council:-

- (a) to lay down the conditions on which persons may be admitted to the membership of the Institute (including entrance fee, if any, and rules of conduct of members and also the conditions for continuance and termination of membership);

Appendix-A

- (b) to arrange training courses and lectures in mountaineering (including practical and training) for enrolled students and for such members as may wish to take advantage thereof, to maintain a library and to provide equipment and all other facilities in this connection;
- (c) to establish and run the Institute for the above purpose to lay down the conditions of admission thereto and to provide for the administration of the Institute (including preparation of a syllabus for training);
- (d) to prepare all business for transaction at the Annual General Meeting;
- (e) to appoint the staff of the Institute and to determine the pay and allowances and conditions of service.
- (f) to create posts and make appointments thereto and determine the pay and allowances and conditions of services of the officers and staff of the Institute.
- (g) to frame necessary bye-laws for regulating any or all of the aforesaid matters (including the procedure for transaction of business at its own meetings and at the Annual General Meetings of the Institute);
- (h) to take necessary steps to facilitate affiliation with Institutes of equal status situated in order parts of the country with the object of sharing facilities and technical know-how on a reciprocal basis;
- (i) to hold control and administer the properties and funds of the Institute;
- (j) to deal with any outer matter that may be deemed necessary for the proper conduct of the Institute;

Provided that it shall be competent for the Government of India, in consultation with the Government of Jammu and Kashmir to issue directives to the Council expenditure incurred with the approval of the President and Vice-President prior to its first meeting shall be accepted by the Executive Council of the Institute when formed as having been validly done and incurred.

10. Any vacancy occurring in the Executive Council in the Courses of the year may be filled up by the remaining members by the Council for the period of such vacancy:

Appendix-A

Provided the year _ may similar vacancy in the seat of a nominated member shall be filled by nomination of another members by the appropriate nominating authority.

11. (a) In the absence of the President at any meeting of the Institute or the Council the Vice-President shall preside.

(b) In the absence of the President and the Vice-President at the meeting of the Council such person as members present at the meeting may elect for the purpose, shall preside.

QUORUM

12. Five members in the case of a meeting of the Council and ten members in the case of a meeting of the Institute shall form the quorum. All questions before a meeting shall be decided by a majority of the members present.

VOTING

13. Each person present shall have one vote and in the event of an equality of votes the person presiding shall have a second or casting vote.

FREQUENCY OF MEETINGS

14. The Council shall meet at least once in a year to pass the accounts relating to the preceding year and transact other business which may have arisen since the last meeting. Notices with agenda of business shall be duly circulated before hand to all members entitled to be present at such meeting:

Provided that if any business required to be transacted for any action requires to be taken at any time when the Council is not meeting such business may be transacted or such action may be taken by the President or the Vice-President as the case may be. A report of such action shall be placed before the Council as its next meeting and the council may rectify such action subject to modification and exceptions, if any.

Appendix-A**EXTRAORDINARY MEETING OF THE COUNCIL**

15. Notwithstanding anything in these rules, an extra ordinary meeting of the Council of the Institute may be called at any time by the Council or by the President for transaction of any urgent business, if necessary.

ANNUAL GENERAL MEETING

16. Until the formation of the Executive Council by members at the first Annual General Meeting of the Institute to be called in accordance with the provisions of these rules, all preliminary action to be taken in this behalf shall be taken by an ad hoc Board set up with the approval of the President which shall exercise all powers and perform all duties of the duly constituted council in accordance with the provisions of these rules.

AMENDMENT OF RULES

17. The above rules may be amended, added to or altered at the General Meeting of the Institute or at a meeting specially convened for that purpose after due notice.

LOCAL ADVISORY COMMITTEE

18. The Executive Council shall be assisted by a local advisory Committee in conducting such business as may be assigned to it by the Executive Council or the President, and shall consist of the following: -

1. The Deputy Commissioner of the Distt. Chairman
2. The Principal of the Institute.
3. The Executive Engineer, PWDJ&K
4. Two residents of the place where the Institute is located (to be nominated by the Vice-President).

"Certified to be true copy of the Constitution of the Jawahar Institute of Mountaineering & Winter Sports, Jammu and Kashmir.

1. (Sd.) Chief Secretary, J&K
2. (Sd.) H.C. Sarin
3. (Sd.) A.V. Singh

Members of Executive Council

Date:

Appendix-A

**JAWAHAR INSTITUTE OF MOUNTAINEERING AND WINTER SPORTS
JAMMU AND KASHMIR (Registered Under the Society Registration Act
No. VI of 1998)**

APPLICATION FOR MEMBERSHIP

I wish to become an Ordinary/ Life Member of the Jawahar Institute of Mountaineering and Winter sports, I have read the Memorandum of Association and Rules of the Institute and if admitted, shall abide by them.

Name in full
(in Block Capitals) _____

Age _____

Permanent address _____

State to which born or domiciled _____

Profession or occupation with details of
present post. _____

Bankers _____

1.

2. Signature of the applicant

3. Date:

PROPOSED BY Member, Jawahar Institute of Mountaineering
And Winter sports.

SECONDED BY Member, Jawahar Institute of Mountaineering
And Winter Sports

Date:

For Office use only

Admitted/ not admitted as Ordinary/ Life member at the meeting of the
Executive Council held on

Secretary to the
Executive Council

Date:

The application should be sent to the Principal Jawahar Institute of Mountaineering and Winter Sports, Pahalgam.

Appendix-A

No :-.....

Dated :-.....

CERTIFICATE OF REGISTRATION OF SOCIETIES**ACT VI OF 1998****-O-****No :799-S****of 1983**

I hereby, certify that JAWAHAR INSTITUTE OF
MOUNTAINEERING & WINTER SPORTS, SRINAGAR

has this day been registered under the Societies Registration
Act, VI of 1998

Given under my hand at Srinagar

this Day 25th _____ day of October
One thousand nine hundred and Eighty Three.

REGISTRAR OF SOCIETIES**X****X****X**

Appendix-B**Item No. 13 Enhancement of Financial Powers of Principal**

It is proposed to enhance the financial powers delegated to the principal JIM & WS keeping in view the inflation of prices in the market as under:

S. no	Of expenditure	Existing ceiling	Proposed Ceiling
1	Maintenance & repairs of vehicles	RS in each case	RS in each case
2	Repair to fixture	Full Powers up to Rs 25,000/-	Full Powers up to Rs 50,000/-
3	Off / damages etc of stores	(a) Not exceeding Rs 15000/- in any individual case not due to theft, fraud or neglect. (b) Not exceeding Rs in any individual case due to theft, fraud or	(a) Not exceeding Rs 25,000/- in any individual case not due to theft, fraud or neglect (b) Not exceeding Rs 10,000/- in any individual case due to theft, fraud or
4	Souvenirs/presents to visiting expeditions and dignitaries	Rs per annum	Rs per annum
5	Donations	Up to 15000 in a year	Up to 20,000/- in a year
6.	Hospitalities to visitors	Rs5000/- per party subject to a maximum of Rs 25,000 per annum	Rs 10,000/- per party subject to a maximum of RS 40,000/- er annum
7	Demurrage charges	RS 5000/- in each	Rs 10000/- in each case
8	power to write off an un-serviceable /damaged item /stores due to fair wear and tear and recommended by the board of officers to condemn the stores	Full powers subject to the condition that the involving more than one lakh Will be reported to secretary JIM Delhi	Full power subject to the condition that the case involving more than two lakh Will be reported to Secretary Delhi

Appendix-C**JAWAHAR INSTITUTE OF MOUNTAINEERING & WINTER SPORTS****NUNWAN, PAHALGAM – 192126**

BASIC MOUNTAINEERING COURSES								
Course	Duration	From	To	No. of vacancies	Venue	Course fee J&K students other states		Age group
Basic Mountaineering	24 days	06 May	29 May	60	Pahalgam	16,800/-	24,800/-	17-40 years
Basic Mountaineering	24 days	01 Jun	24 Jun	60	Pahalgam	-do-	-do-	-do-
Basic Mountaineering	24 days	28 Jun	21 July	60	Pahalgam	-do-	-do-	-do-
Basic Mountaineering	24 days	25 July	17 Aug	60	Pahalgam	-do-	-do-	-do-
ADVANCE MOUNTAINEERING COURSES								
Advance Mountaineering	24 days	10 Aug	02 Sept	40	Pahalgam	16,800/-	24,800/-	17-42 years
Advance Mountaineering	24 days	05 Sept	28 Sept	40	Pahalgam	-do-	-do-	-do-
Note: One is eligible for an AMC only if he/she had an "A" Grade in Basic Mountaineering Course from any recognized Mountaineering Institutes.								
METHOD OF INSTRUCTION COURSE								
MOI	15 days	14 Sept	28 Sept	20	Pahalgam	16,800/-	24,800/-	17-45 years
ADVENTURE COURSES								
Adventure Course	15 days	01 Apr	15 Apr	50	Pahalgam	9,100/-	13,400/-	12-50 years
Adventure Course	15 days	18 Apr	02 May	50	Pahalgam	-do-	-do-	-do-
SKIING COURSES								
Basic Skiing	14 days	05 Jan	18 Jan	60	Sonamarg /Pahalgam	16,800/-	17,900/-	12-45 years
Basic Skiing	14 days	21 Jan	03 Feb	60	Sonamarg /Pahalgam	-do-	-do-	-do-
Basic Skiing	14 days	06 Feb	19 Feb	30	Sonamarg /Pahalgam	-do-	-do-	-do-
Basic Skiing	14 days	22 Feb	07 Mar	30	Sonamarg /Pahalgam	-do-	-do-	-do-
Intermediate Skiing	14 days	06 Feb	19 Feb	30	Sonamarg /Pahalgam	-do-	-do-	-do-
Advance Skiing	14 days	22 Feb	07 Mar	30	Sonamarg /Pahalgam	-do-	-do-	-do-
Method of Instruction in Skiing	14 days	22 Feb	07 Mar	20	Sonamarg /Pahalgam	16,800/-	24,800/-	-do-

Search and Rescue Course	15 days	14 Mar	28 Mar	20	Sonamarg /Pahalgam	16,800/-	24,800/-	17-45 years
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COURSE PROGRAMME

NOTE: Once the hard copy of your application form, medical form & fee receipt is received by the Institute, you will get a mail from our official mail address i.e., principal@jawaharinstitutepahalgam.com regarding seat confirmation.

TRANSFER OF SEAT:

Seat can be transferred on request prior one month before commencement of the course, to the next batch subject to availability of seat in it. The charges will be Rs 1000/- (rupees One thousand only). If the student want's his/ her seat to be transferred to the next year then he/ she has to pay 10% of Course fee already paid by him/ her in addition to Rs 1000/-.

SPECIAL VACANCIES:

The Institute has a provision to accommodate twenty (30) more seats in each course beyond the approved strength as per the course schedule. The fee details for such seats are given as:

Course	Seat Availability (60-70)	(70-80)	(80-90)
	65% Subsidized	50% Subsidized	Full Payment
BMC/ AMC/ MOI	33,000/-	44,000/-	88,000/-
BSC/ ISC/ ASC/MOI/SRC	33,000/-	44,000/-	88,000/-

SPECIAL ADVENTURE /SKIING (05/06/07/08/09/10DAYS)

1. Special Adventure Courses & Special Skiing Courses will be conducted on request for groups, keeping other training commitments of the Institute in view. The course can be conducted at Pahalgam, Sanasar, Bhaderwah and Leh. The skiing course dates are subject to change, keeping in view the weather and snow conditions. The rates for the same are:

No. of Students	Fee Per Person per Day	GST @18%	Total Amount
More Than 30	1500/-	270/-	1770/- Per Day Per Person
< 30 & >= 20	2000/-	360/-	2360/- Per Day Per Person
< 20 & >= 10	2500/-	450/-	2950/- Per Day Per Person
Less than 10	3000/-	540/-	3540/- Per Day Per Person

2. The Institute provides food, accommodation, equipment, and first aid during the course in the above-mentioned fee structure. No escort is permitted with individual trainees, but escort is only permitted for Special Courses for registered schools only.

Deduction of Course fees

3. (a) Cancellation of seat 03 months before the course - 50%
- (b) Cancellation of seat 02 months before the course - -
- (c) Cancellation of seat 01 month before the course - -

How to apply

4. Application and medical forms are available on our website www.jawaharinstitutepahalgam.com for admission in any course in the Institute. Pay the applicable fee online and attach the receipt of the fee with application and medical form and send us through speed post only.

5. The Institute will provide mountaineering equipment and all specialized clothing required during the course. The students are however, required to bring the following:

- (a) One or two changes of personal clothing.
- (b) Toilet requisites.
- (c) Sport shoes.
- (d) Goggles
- (e) Woolen Socks
- (f) Woolen gloves & cap
- (g) Sun screen lotion / lip guard
- (j) Thermals under garments
- (k) Wind & water proof jacket

Administrative Details

6. The administrative details are given in succeeding paragraphs:

- (a) Fee is payable in advance, along with duly filled application forms. Adventure sports activities are prone to physical injuries. Students participating in these activities should be aware of the risks involved and accepted the same. Participation is on voluntary basis.
- (b) Students would be relieved on last day of the course after breakfast. In order to make return journey comfortable, students are advised to have the reservation done in advance.
- (c) Medium of instructions for training would be Hindi and English.
- (d) All queries regarding the courses / administrative details are to be addressed to the Principal, Medical officer and training clerk only.

Insurance Cover for the Trainees

7. Students undergoing mountaineering / adventure/Skiing courses at JIM & WS are to get themselves insured for the duration of the course. They must report to the Institute along with insurance papers. The insurance must cover accidents, death, loss of limb any illness/injury suffered while undergoing courses at JIM & WS.

Climatic condition

Pahalgam

- (a) Pahalgam has a cool and pleasant climate in summers and very cold climate in winters and the best season for adventure is from April to October.
- (b) Winters (November to March) are chilly and snow bound. The minimum mercury level goes below sub-zero levels and the region mostly covers receives fresh snowfall. The views of the landscape are excellent with snow covered hilly terrains.
- (c) Summers (March to June) are warm and pleasant. The temperature in this hilly region ranges between 11°C and 25°C. Intermittent showers are seen during this period. There is no snowfall but snow can be found on high altitudes.
- (d) Monsoons (July to September) are very scanty. The region becomes highly humid during this period.

Sanasar

- (a) Sanasar has a cool and pleasant climate in summers and very cold climate in winters and the best season for adventure is from Apr to Oct.
- (b) Winters (October to March) are chilly and snow bound. The minimum mercury level goes below sub-zero levels and the region mostly covers receives fresh snowfall. The views of the landscape are excellent with snow covered hilly terrains.
- (c) Summers (March to June) are warm and pleasant. The temperature in this hilly region ranges between 15°C and 30°C. Intermittent showers are seen during this period. There is no snowfall but snow can be found on high altitudes.
- (d) Monsoons (July to September) are very scanty. The region becomes highly humid during this period.

Bhaderwah

(a) Bhaderwah has a cold and pleasant climate in summers and very cold climate in winters and the best season for adventure is from Apr to October.

(b) Winters (November to March) are chilly and snow bound. The minimum mercury level goes below sub-zero levels and the region mostly covers receives fresh snowfall. The views of the landscape are excellent with snow covered hilly terrains.

(c) Summers (March to June) are warm and pleasant. The temperature in this hilly region ranges between 15°C and 30°C. Intermittent showers are seen during this period. There is no snowfall but snow can be found on high altitudes.

Leh (Ladakh)

(a) Leh (Ladakh) has a hot and dry climate in summers and very cold climate in winters and the best season for adventure is from May to September.

(b) Winters (October to April) are chilly and snow bound. The minimum mercury level goes below sub-zero levels and the region mostly covers receives fresh snowfall.

(b) Summers (March to June) are very hot and dry. The temperature in this hilly region ranges between 25°C and 40°C. No showers are seen during this period. There is no snowfall but snow can be found on high altitudes on the peaks.

Sonamarg

(a) Sonamarg has a cool and pleasant climate in summers and very cold climate in winters and the best season for adventure is from Jun to October.

(b) Winters (November to March) are chilly and snow bound. The minimum mercury level goes below sub-zero levels and the region mostly covers receives fresh snowfall. The views of the landscape are excellent with snow covered hilly terrains.

(c) Summers (Apr to October) are warm and pleasant. The temperature in this hilly region ranges between 11°C and 25°C. Intermittent showers are seen during this period. There is no snowfall but snow can be found on high altitu

(Hem Chandra Singh)
Colonel
Principal

Mobile:

: 9906967821 (Med Officer)

: 9906967831 (Training Clerk)

: 01936-243129 (TELE / FAX)

Web Site: www.jawaharinstitutepahalgam.com

Email: principal@jawaharinstitutepahalgam.com



TRAINING PROGRAMME

BASIC MOUNTAINEERING COURSE



Sr. No.	Day	Time	Subject	Type	Resp.	Place
1.	D - Day	1600-Onwards	Arrival, Reception, Documentation, Issue of Bedding, Med. Checkup.	Miscl.	In charge	Institute
2	D + 1	0700-0800 hrs	Accln March (5 Km)	Accln	Instructors	RCA
		0900-1000 hrs	Opening Address	Miscl	Principal	Institute
		1000-1100 hrs	Issue of Eqpt.	-do-	SK	-do-
		1100-1240 hrs	Intro to Mtn. Eqpt.	-do-	Instructors	-do-
		1530-1630 hrs	Mountain Terminology.	Lec	-do-	-do-
		1700-1800 hrs	Around the Pahalgam	Game	-do-	Market
3.	D + 2	0700-0800 hrs	PT	PT	Instructors	RCA
		0900-1100 hrs	Rope Knots & Hitches	LDP	-do-	Institute
		1100-1240 hrs	Coiling of Rope	-do-	-do-	-do-
		1530-1630 hrs	Environment (Mountain Manners & Customs)	Lec	-do-	-do-
		1700-1800 hrs	Games	Game	-do-	-do-
4	D + 3	0700-0800 hrs	PT	PT	Instructors	RCA
		0900-1000 hrs	Types of Holds & Bouldering,	LDP	-do-	-do-
		1005-1240 hrs	Prep.of Base, Anchors & Belaying	-do-	-do-	-do-
		1530-1630 hrs	Do's & Dont's in Mountains	Lec	-do-	Institute
		1700-1800 hrs	Games	Game	-do-	-do-
5	D + 4	0700-0800 hrs	PT	PT	Instructors	RCA
		0900-1240 hrs	Principles of Climbing & Rappelling	LDP	-do-	-do-
		1530-1630 hrs	Zip Wire & Causality Evac.	Lec	-do-	-do-
		1700-1800 hrs	Load Packing & Marching in Mtns. Games	Game	-do-	Institute
6	D + 5	0700-0800 hrs	Endurance	Prac	Instructors	RCA
		0900-1240 hrs	Climbing & Rappelling	-do-	-do-	-do-
			High Altitude Illness & Cold			

		1530-1630 hrs	Injuries	Lec	MO	Institute
		1700-1800 hrs	Games	Game	Instructors	-do-
7	D + 6	0700-0800 hrs	Endurance	Prac	Instructors	RCA
		0900-1240 hrs	Stream Crossing	LDP	-do-	-do-
		1530-Onwards	Preparation for Move to Sonamarg	Miscl	-do-	Institute
8	D + 7	0700 -1300hrs	Move to Sonamarg Camp	Move	Instructors	Sonamarg
		1530 -1630hrs	Tent Pitching	LDP	-do-	Camp
9	D+8	0700-0800 hrs	Acclimatization walk	Accln.	Instructors	RCA
		0900-1240 hrs	Climbing & Rappelling	Prac	-do-	-do-
		1530-1630 hrs	Hazards in Mtns. & Snow Bnd Area	Lec	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-
10	D + 9	0700-0800 hrs	PT	Prac .	Instructors	RCA
		0900-1240 hrs	Climbing & Rappelling	-do-	-do-	-do-
		1530-1630 hrs	Base Making Practice	-do-	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-
11	D +10	0700-0800 hrs	PT	PT	Instructors	RCA
		0900-1240 hrs	Pitch Climbing	LDP	-do-	-do-
		1530-1630hrs	Shelters	Lec	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-
12	D + 11	0700-0800 hrs	Endurance	Prac	Instructors	RCA
		0900-1240 hrs	Route Selection & Rope Fixing	LDP	-do-	-do-
		1530-1630 hrs	Avalanche.	Lec	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-
13	D + 12	0830-1600 hrs	Height Gain Trek to Mountains.	Trek	Instructors	Mtns
		1700-1900 hrs	Period for Adm. Work	Miscl	-do-	Camp
14	D + 13	0830 -1240 hrs	Climbing & Rappelling	Prac	Instructors	RCA
		1530-1630 hrs	Avalanche Rescue Prac.	-do-	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-

15	D + 14	0800 -1240 hrs	Rock Craft Test	Test	Instructors	RCA
		1530-1630 hrs	Glacier	Lec	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-
16	D + 15	0700-0900 hrs	Endurance Competition	Test	Instructors	RCA
		1000 - Onwards	Prep to Move Glacier	Miscl.	-do-	Camp
17	D + 16	0830-0930 hrs	Accln. Walk to Glacier	Accl.	Instructors	ICA
		0930-1050 hrs	Intro.to ice Eqpt & March with Crampon	LDP	-do-	-do-
		1100-1240 hrs	10 pt, 2 pt climbing, fall & Arrest	-do-	-do-	-do-
		1530-1630 hrs	Map Reading	Lec	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-
18	D + 17	0830-0930 hrs	Walk to Glacier	Accl.	Instructors	ICA
		0930-1240 hrs	10 pt, 2 pt & 3 pt Climbing, Preparation of Bases	LDP	-do-	-do-
		1530-1630 hrs	Adam Period.	-do-	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-
19	D + 18	0830-0930 hrs	Walk to Glacier	Accl.	Instructors	ICA
		0930-1240 hrs	3pt & 4pt Climbing	LDP	-do-	-do-
		1530-1630 hrs	Preparation of Bases	Prac	-do-	Camp
		1700-1800 hrs	Games	Game	-do-	-do-
20	D + 19	0830-0930 hrs	Walk to Glacier	Accl,	Instructors	ICA
		0930-1050 hrs	Glacier March	LDP	-do-	-do-
		1100-1240 hrs	Crevasse Crossing & Rescue Drill	-do-	-do-	-do-
		1530-1630 hrs	Preparation of Crevasse Rescue Bases	Prac	-do-	-do-
		1700-1800 hrs	Games	Game	-do-	Camp
21	D + 20	0830-0930 hrs	Walk to Glacier	Prac	Instructors	ICA
		0930-1240 hrs	4 pt & Rope fixing	LDP	-do-	-do-
		1530-1630 hrs	Bases Practice	Prac	-do-	Camp
		1700-1800 hrs	Game	Game	-do-	-do-
22	D + 21	0830-1240 hrs	Ice Craft Test	Test	Instructors	ICA
		1600-1700 hrs	Preparation to move to Institute	Miscl	-do-	Camp

			Pahalgam			
23	D + 22	0800-Onwards	Move to Institute	Misc	Incharge	Institute
24	D + 23	0800-1240 hrs	Bouldering on Artificial Climbing Wall & Obstacles	LDP	Instructors	Institute
		1530-1630 hrs	Written Test	Test	-do-	-do-
25	D + 24	1000-1240 hrs	Deposit of Clothing & Equipment	Misc	SK	Institute
		1500-1600 hrs	Graduation Ceremony & Group Photo	-do-	Principal/ MO	-do-
		1800-2000hrs	Cultural programme	-do-	Instructors	-do-
26	D + 25	0800hrs	Departure	Misc	Incharge	-

Appendix-C**TRAINING PROGRAMME****ADVANCE MOUNTAINEERING COURSE**

Sr. No.	Day	Time	Subject	Type	Resp.	Place
1.	D - Day	1600-Onwards	Arrival, Reception, Documentation, Issue of Bedding Med. Checkup	Miscl.	In charge NA / MO	Institute -do-
2	D + 1	0700-0800 hrs 0900-1030 hrs 1030-1240 hrs 1530-1630 hrs 1700-1800 hrs	Accln March (5 Km) Opening Address Issue of Eqpt & Clothing Intro to Mtn. Eqpt. Including Adv Eqpt. Games	Accln Miscl -do- -do- Game	Instructors Principal/M O SK Instructors -do-	RCA Institute -do- -do- -do-
3.	D + 2	0700-0800 hrs 0900-1100 hrs 1100-1240 hrs 1530-1630 hrs 1700-1800 hrs	PT Advance Rope Knots, Hitches & Coiling of Rope Holds & Bouldering, Bases with Hero loop Including Expansion Bolts and Artificial Holds, Anchoring & Belaying Mountain Terminology Games	PT LDP -do- Lec Game	Instructors -do- -do- -do- -do-	RCA -do- -do- Institute -do-
4	D + 3	0700-0800 hrs 0900-1240	PT Climbing & Rappelling Including Classical	PT Prac	Instructors -do-	RCA -do-

		hrs 1530-1630 hrs 1700-1800 hrs	Do's & Don'ts in Mountains Games	Lec Game	-do- -do-	Institute -do-
5	D + 4	0700-0800 hrs 0900-1240 hrs 1530-1630hrs 1700-1800 hrs	PT Zip Line & Causality Evacuation Including Cliff Rescue. High Altitude Illness & Cold Injuries Base Making	PT LDP Lec Prac	Instructors -do- MO Instructors	RCA -do- Institute -do-
6	D + 5	0800-1240 hrs 1530-1630 hrs 1700-1800 hrs	Stream Crossing With Disk Hitch Retrieval Method First Aid & CPR Games	Prac LDP Lec Game	Instructors -do- MO -do-	RCA -do- Institute -do-
7	D + 6	0700-0800 hrs 0900-1240 hrs 1530-1630 hrs 1700-1800 hrs	PT Climbing & Rappelling Hazards in Mtns. & Snow Bnd Area Games	Accln. Prac Lec Game	Instructors -do- -do- -do-	RCA -do- Institute -do-
8	D + 7	0700-0800 hrs 0900-1240 hrs 1530- onwards	PT Lead & Speed Climbing on Artificial Climbing wall Including Ladder Launching Preparation for Move to Sonamarg	PT LDP Miscl	Instructors -do- -do-	RCA -do- Institute
9	D+8	0700 -	Move to Sonamarg Camp	Move	Instructors	Sonamar

		1300hrs 1530 - 1630hrs 1700-1800hrs	Tent Pitching Mt Movie	LDP Film	-do- -do-	g Camp -do-
10	D + 9	0700-0800 hrs 0900-1240 hrs 1530-1630 hrs 1700-1800 hrs	Acclimatization walk Advance Ascending Techniques with Jummar Expedition Planning Games	Accli LDP Lec Game	Instructors -do- -do- -do-	RCA -do- Camp -do-
11	D +10	0700-0800 hrs 0900-1240 hrs 1530-1630hrs 1700-1830 hrs	PT 2 Piton Climbing & Rescue Rappelling With Balduteen Retrieval Weather Base Making	Prac LDP Lec Prac	Instructors -do- -do- -do-	RCA -do- Camp -do-
12	D + 11	0700-0800 hrs 0900-1240 hrs 1530-1630hrs 1700-1830 hrs	Endurance Pitch Climbing Survival Games	PT LDP Lec Game	Instructors -do- -do- -do-	RCA -do- Camp -do-
13	D + 12	0700-0800 hrs 0900-1240 hrs 1530-1630 hrs 1700-1800 hrs	Endurance Advance Climbing & Over hang Rappelling Map Reading Games	Accln. Prac Lec Game	Instructors -do- -do- -do-	RCA -do- Camp -do-
14	D + 13	0700-0800	Endurance	Prac	Instructors	RCA

		hrs 0900-1240 hrs 1530-1630 hrs 1700-1830 hrs	Route Selection & Rope Fixing Avalanche. Movie	LDP Lec Movie	-do- -do- -do-	-do- Camp -do-
15	D + 14	0700-0800 hrs 0900-1240 hrs 1530-1630 hrs 1700-1830 hrs	Endurance Climbing & Rappelling Shelters Games	Prac Prac Lec Game	Instructors -do- -do- -do-	RCA -do- Camp -do-
16	D + 15	0800 -1240 hrs 1530-1630 hrs 1700-1830 hrs	Rock Craft Test Glacier Games	Test Lec Game	Instructors -do- -do-	RCA Camp -do-
17	D + 16	0700-0800hrs 1530-Onwards	Endurance Competition Move to Machoi Establishment of Camp & Acclimatization	Test Miscl.	Instructors -do-	RCA Camp
18	D + 17	0830-0930 hrs 0930-1050 hrs 1100-1240 hrs 1530-1630 hrs 1700-1800 hrs	Accln. Walk to Glacier Intro. to Adv. ice Eqpt & March with Crampon Adv Tech of Ice wall Climbing Including Tip Toe & Ladder Emery, Bases with retrieval methods and Glissading. Avalanche Rescue Prac. Games	Accl. LDP -do- Lec Game	Instructors -do- -do- -do- -do-	ICA -do- -do- Camp -do-
19	D + 18	0830-0930	Walk to Glacier	Accl.	Instructors	ICA

		hrs 0930-1240 hrs 1530-1630 hrs 1700-1800 hrs	Glacier March ,Crevasse Crossing & Rescue Drill Bases Practice Games	LDP Prac Game	-do- -do- -do-	-do- Camp -do-
20	D + 19	0830-0930 hrs 0930-1240 hrs 1530-1630 hrs 1700-1800 hrs	Walk to Glacier Ice Craft Test Expedition Planning Discussion Game	Prac LDP Miscl Game	Instructors -do- -do- -do-	ICA -do- Camp -do-
21	D + 20	0830 - Onwards	Preparation for Final Push for Summit	Miscl	Instructors	Camp
22	D + 21	2300 hrs- Onwards	Height Gain To Machoi Peak	Expd.	Instructors	Summit
23	D + 22	0800- Onwards	Move to Institute Pahalgam	Miscl	Incharge	Institute
24	D + 23	0900-1240 hrs 1530-1610 hrs	Speed & Lead Climbing Competition Written Test	Test -do-	Instructors -do-	Institute -do-
25	D + 24	1000-1240 hrs 1500-1600 hrs 1800-2000hrs	Deposit of Clothing & Equipment Graduation Ceremony & Group Photo Cultural programme	Miscl -do- -do-	SK Principal/M O Instructors	Institute -do- -do-
26	D + 25	0800hrs	Departure	Miscl	Incharge	-

Appendix-C

BASIC SKIING COURSE TRAINING PROGRAMME
AT SONAMARG



S/No.	Time	Subject	Type	Responsible	Place
D-1	0900 onwards	Arrival, Reception, Documentation, Issue of equipment. Medical Checkup Opening Address	Misc -do- -do- -do- Misc	OIC Clerk SK MO Principal/MO	Camp -do- -do- -do- Lecture Hall
D Day	0900-1000hrs 1030-1100hrs 1100-1130hrs 1130-1240hrs	Accln. March Intro. To Skii Eqpt. Adjusting boot in skii Sliding, Gliding, Schussing , Fall & Recovery, Side- Stepping	Accln. LDP -do- -do-	Instructors -do- -do- -do-	Slope -do- -do- -do-
D+1	0900-1000hrs 1005-1100hrs 1105-1240hrs 1630-1730hrs	Stretching Exercise Tip turn & Heel Turn Snow Plough & Snow Plough Break Winter Terminology	PT. LDP -do- Lec	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D+2	0900-1000hrs 1005-1130hrs 1130-1240hrs 1630-1730hrs	Stretching Exercise Snow Plough & Herring bone Snow Plough Movie	PT. Prac Prac Movie	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D+3	0900-1000hrs 1005-1240hrs 1630-1730hrs	Stretching Exercise Snow Plough Turn Cold Injuries	PT. LDP Lec	Instructors -do- -do-	Slope -do- Lecture Hall
D+4	0900-1000hrs 1005-1240hrs 1630-1730hrs	Stretching Exercise Snow Plough Turn Do's & Don'ts	PT. Prac Lec	Instructors -do- -do-	Slope -do- Lecture Hall
D+5	0900-1000hrs 1005-1130hrs 1130-1240hrs 1630-1730hrs	Stretching Exercise Traverse & Kick Turn Traverse Stem Turn Skii Movie	PT. LDP -do- Movie	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D+6	0900-1000hrs 1005-1240hrs 1630-1730hrs	Stretching Exercise Traverse Stem Turn Adam	PT Prac Misc	Instructors -do- Individual	Slope -do- Camp
D+7	0900-1000hrs 1005-1130hrs 1130-1240hrs 1630-1730hrs	Stretching Exercise Side Slipping Stem Swing Avalanche	PT LDP -do- Lec	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D+8	0900-1000hrs	Stretching Exercise	PT	Instructors	Slope

	1005-1240hrs 1630-1730hrs	Stem Swing Avalanche Movie	Prac Movie	-do- -do-	-do- Lecture Hall
D+9	0900-1000hrs 1005-1130hrs 1130-1240hrs 1630-1730hrs	Stretching Exercise Stem Swing Gate attack for Slalom Adam	PT. Prac LDP Movie	Instructors -do- -do- Individual	Slope -do- -do- Camp
D+10	0900-1000hrs 1005-1240hrs 1630-1730hrs	Stretching Exercise Gate attack for Slalom Preparation for test	PT. Prac Miscl	Instructors -do- Individual.	Slope -do- Camp
D+11	0900-1000hrs 1005-1240hrs 1700-1730hrs	Stretching Exercise Gate Attack for Slalom Written Test	PT. Prac Test	Instructors -do- Examiner	Slope -do- Lecture Hall
D+12	0900-1240hrs	Course Final Test	Test	Examiner	Slope
D+13	0900-Onwards	Graduation Ceremony Deposit of Clothing & Equipment Cultural Programme	Miscl -do- -do-	Principal\MO SK Instructors	Lecture Hall Stores Lecture Hall
D+14	0900-1000hrs	Departure after breakfast	Miscl	OIC	Camp

Appendix-C

INTERMEDIATE SKIING COURSE TRAINING PROGRAMME
AT SONAMARG



S/No.	Time	Subject	Type	Responsible	Place
D-Day	0900 onwards	Arrival, Reception, Documentation, Issue of equipment. Medical Checkup Opening Address	Miscl -do- -do- -do- Miscl	OIC Clerk ASK MO Principal/MO	Camp -do- -do- -do- -do-
D-1	0900-1000hrs 1030-1100hrs 1100-1130hrs 1130-1240hrs	Accln. March. Adjusting boot in skii Free Run Snow Plough, Snow Plough Break & Herring bone	Accln. LDP Prac -do-	Instructors -do- -do- -do-	Slope -do- -do- -do-
D-2	0900-1000hrs 1005-1100hrs 1105-1240hrs 1630-1730hrs	Langlauf/Stretching Skating Snow Plough Turn Winter Terminology	PT. Prac -do- Lec	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D-3	0900-1000hrs 1005-1100hrs 1105-1240hrs 1630-1730hrs	Langlauf/Stretching Skating Traverse Kick Turn & Stem Turn Movie	PT. Prac -do- Movie	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D-4	0900-0930hrs 0930-1000hrs 1020-1240hrs 1630-1730hrs	Langlauf/Stretching Skating Traverse Stem Turn Cold Injuries	PT. Prac -do- Lec	Instructors -do- -do- MO	Slope -do- -do- Lecture Hall
D-5	0900-0930hrs 0930-1000hrs 1020-1240hrs 1630-1730hrs	Langlauf/Stretching Skating Stem Swing Do's & Don'ts	PT. Prac -do- Lec	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D-6	0900-0930hrs 0930-1000hrs 1020-1240hrs 1630-1730hrs	Langlauf/Stretching Skating Dynamic Stem Swing Ski Movie	PT. Prac LDP Movie	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D-7	0900-0930hrs 0930-1000hrs 1020-1240hrs 1630-1730hrs	Langlauf/Stretching Skating Dynamic Stem Swing Adam	PT. Prac -do- Miscl	Instructors -do- -do- -do-	Slope -do- -do- Camp

D-8	0900-0930hrs 0930-1000hrs 1020-1240hrs 1630-1730hrs	Langlauf/Stretching Skating Side Slipping Avalanche	PT. Prac LDP Lec	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D-9	0900-0930hrs 0930-1000hrs 1020-1240hrs 1630-1730hrs	Langlauf/Stretching Parallel Turns Parallel Turns Avalanche Movie	PT. LDP -do- Movie	Instructors -do- -do- -do-	Slope -do- -do- Lecture Hall
D-10	0900-0930hrs 0930-1000hrs 1020-1240hrs 1630-1730hrs	Langlauf/Stretching Wedlen Turns Wedlen Turns Adam	PT. LDP Prac Miscl	Instructors -do- -do- -do-	Slope -do- -do- Camp
D-11	0900-0930hrs 0930-1000hrs 1020-1240hrs 1700-1730hrs	Langlauf/Stretching Gate Attack for Slalom Gate Attack for Slalom Preparation for Test	PT. LDP Prac Miscl	Instructors -do- -do- Indiv.	Slope -do- -do- Camp
D-12	0900-0930hrs 0930-1240hrs 1700-1730hrs	Langlauf/Stretching Gate Attack for Slalom Written Test	PT. Prac Test	Instructors -do- Examiner	Slope -do- Lecture Hall
D-13	0900-0930hrs 0930-1240hrs	Langlauf Competition Course Final Test	Test -do-	Examiner -do-	Slope -do-
D-14	0900- Onwards	Deposit of Clothing & Equipment Graduation Ceremony	Miscl -do-	SK Principal\MO	Stores Lecture Hall
D-15	0900-1000hrs	Departure after breakfast	Miscl	OIC	Camp

Appendix-C

ADVANCE SKIING COURSE TRAINING PROGRAMME
AT GULMARG



S/No.	Time	Subject	Type	Responsible	Place
D-Day	0900 onwards	Arrival, Reception, Documentation, Issue of equipment. Medical Checkup Opening Address	Miscl -do- -do- -do- Miscl	OIC Clerk ASK MO Principal/MO	Institute -do- -do- -do- -do-
D-1	0900-1000hrs 1030-1100hrs 1100-1200hrs 1200-1240hrs 1400-1520hrs	Accln. March. Adjusting boot in skii Free Run Snow Plough, Snow Plough Turn,Break & Herring bone -do-	Accln. LDP Prac -do- -do-	Instructors -do- -do- -do- -do-	Slope -do- -do- -do- -do-
D-2	0900-0930hrs 0930-1000hrs 1020-1300hrs 1400-1520hrs 1700-1800hrs	Langlauf/Stretching Skating 1st Gear with Stick Traverse Stem Turn Stem Swing Winter terminology	PT. LDP -do- -do- Lec	Instructors -do- -do- -do- -do-	Slope -do- -do- -do- Institute
D-3	0900-0930hrs 0930-1000hrs 1020-1300hrs 1400-1520hrs 1700-1800hrs	Langlauf/Stretching Skating 2 nd Gear with Stick Dynamic Stem Swing Dynamic Stem Swing Do's & Don'ts in Mountains and snow bound area	PT. Prac LDP Prac Lec	Instructors -do- -do- -do- -do-	Slope -do- -do- -do- Institute
D-4	0900-0930hrs 0930-1000hrs 1020-1300hrs 1400-1520hrs 1700-1800hrs	Langlauf/Stretching Skating with Gear Parallel Turn With Pole Plant Parallel Turn With Pole Plant High Altitude Illnesses	PT. LDP -do- Prac Lec	Instructors -do- -do- -do- MO	Slope -do- -do- -do- Institute
D-5	0900-0930hrs 0930-1000hrs 1020-1300hrs 1400-1520hrs	Langlauf/Stretching Skating Gear with Stick Wedlen Wedlen	PT. LDP -do- Prac	Instructors -do- -do- -do-	Slope -do- -do- -do-
D-6	0900-Onwards	Adam day	Miscl	Instructors	Institute
D-7	0900-0930hrs 0930-1000hrs 1020-1300hrs 1400-1520hrs 1700-1800hrs	Langlauf/Stretching Skating1st Gear with Stick Long Brook, Middle Brook & Short Brook Long Brook, Middle Brook & Short Brook Cold Injuries	PT. LDP -do- Prac Lec	Instructors -do- -do- -do- MO	Slope -do- -do- -do- Institute
D-8	0900-0930hrs 0930-1000hrs	Langlauf/Stretching Brook Turn	PT. LDP	Instructors -do-	Slope -do-

	1020-1300hrs 1400-1520hrs	Deep Turn -do-	Prac LDP	-do- -do-	-do- -do-
D-9	0900-0930hrs 0930-1000hrs 1020-1300hrs 1400-1520hrs 1700-1800hrs	Langlauf/Stretching Off Pesta Brook Turn Middle Turn/Brook Turn Avalanche	PT. Prac LDP -do- Lec	Instructors -do- -do- -do- -do-	Slope -do- -do- -do- Institute
D-10	0900-0930hrs 0930-1000hrs 1020-1300hrs 1400-1520hrs 1630-1730hrs	Langlauf/Stretching Down Hill One Leg Skiing Magul Skiing Ski Movie	PT. Prac LDP -do- Movie	Instructors -do- -do- -do- -do-	Slope -do- -do- -do- Institute
D-11	0900-0930hrs 0930-1300hrs 1400-1520hrs	Langlauf/Stretching Gate Attack For Slalom Short Brook Turn	PT. LDP -do-	Instructors -do- -do-	Slope -do- -do-
D-12	0900-0930hrs 0930-1000hrs 1020-1300hrs 1400-1520hrs	Langlauf/Stretching Down Hill Gate Attack for Slalom Gate Attack for Slalom	PT. Prac -do- -do-	Instructors -do- -do- -do-	Slope -do- -do- -do-
D-13	0900-1500hrs 1800-1900hrs	Course Final Test Graduation Ceremony	Test Miscl	Examiner Principal\MO	Slope Institute
D-14	0900-1000hrs	Departure after breakfast	Miscl	OIC	Institute

Note:-

Programme Changes subject to Local Weather Conditions.

Legends:-

LDP- Lecture Demo Practice

Bed tea will be served at 0700hrs

Breakfast 0800-0830hrs

Tea Break 1000-1015hrs

Lunch Break 1300-1345hrs

Evening Tea 1600-1615hrs

Roll Call 1800hrs

Dinner 2000-2100hrs

Lights off 2130hrs

**(Hem Chandra Singh)
Colonel
Principal (JIM & WS)**

**THE JAMMU AND KASHMIR
CIVIL SERVICE REGULATIONS**



VOLUME II

**FIRST EDITION
(9TH REPRINT 2006)**

***Corrected up to
Ending August, 2006***

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**THE JAMMU AND KASHMIR
CIVIL SERVICE REGULATIONS**

VOLUME 11

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Appendix-E**CHAPTER II****General Conditions**

8. (i) Leave cannot be claimed as a matter of right.

(ii) When the exigencies of Public Service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for, except at the written request of the Government servant.

9. **Regulation of claims to leave.** A Government servant's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

10. Effect of dismissal, removal or resignation on leave at credit. (i) Except as provided in rule 36 and this rule, any claim to leave to the credit of a Government servant who is dismissed or removed. or who resigns from Government service ceases from the date of such dismissal or removal or resignation.

(ii) Where a Government servant applies for another post under the State Government but outside his parent office or department and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new one such resignation shall not result in the lapse of the leave to his credit.

(iii) Unless it be otherwise provided in the reinstatement order or in any separate order a Government servant, who is dismissed or removed from service and is reinstated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.

(iv) A Government servant who having retired on compensation or invalid pension or gratuity is re-employed and allowed to count his past service for pension shall be entitled to count his former service towards leave.

11. **Commutation of one kind of leave into another.** (i) At the request of a Government servant the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the Government servant cannot claim such commutation as a matter of right.

(ii) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the Government servant, that is to say, amount paid to him in excess, if any, shall be recovered or any arrears due to him shall be paid.

Note- Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of rule 30.

12. Combination of different kind of leave except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

Explanation Casual leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules. Special casual leave shall however, be allowed to be combined with other leave subject to provisions of rule 60.

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13. Maximum amount of continuous leave. Unless the Government in view of the exceptional circumstances of the case otherwise determines, no Government servant shall be granted leave of any kind for a continuous period exceeding five years.

14. Acceptance of service or employment while on leave. (i) A Government servant while on leave, shall not take up any service or employment elsewhere, including the setting up of a private professional practice as an Architect, Accountant, Consultant or legal or medical practitioner, etc. without obtaining the previous sanction of the authority competent to appoint him if the employment/profession lies within the country and of the Government, in case it is outside the country.

Exception- Government servants who have been permitted to undertake private practice or any casual literary work or any similar employment are exempted from the operation of the above rule.

(ii) (a) No permission for private employment shall ordinarily be allowed during leave other than leave preparatory to retirement.

(b) A Government servant desirous of taking up service or employment under a non-Government employer may be required to resign his appointment before taking up any other service or employment, except where grant of permission to serve elsewhere is considered desirable in any exceptional case. In the latter case a Government servant shall be treated as temporarily transferred to the private body/organisation from his parent organisation. He will neither be treated as on leave, nor allowed any pay and allowance for the period involved. The period of such absence shall not, however, exceed the total

CHAPTER III

Grant of and Return from Leave

15. **Application for leave.** Any application for leave or for extension of leave shall be made in Form 1 to the authority competent to grant leave.

16. **Leave Account.** A leave account shall be maintained in Form 2 for each Government servant by the Head of Office or the Drawing Officer, as the case may be.

17. **Verification of title to leave.**(i) No leave shall be granted to a Government servant until a report regarding its admissibility has been obtained from the authority maintaining the leave account.

(ii) (a) Where there is reason to believe that the obtaining of admissibility report will be unduly delayed, the authority competent to grant leave may calculate, on the basis of available information, the amount of leave admissible to the Government servant and issue provisional sanction of leave for a period not exceeding 60 days.

The grant of leave under this sub-rule shall be subject to verification "by the authority meaning the leave account and a modified sanction for the period of leave may be issued where necessary.

Note. In the case of leave preparatory to retirement an undertaking for recovery of the leave salary, if any, paid in excess shall be taken from the Government servant.

18. Leave not to be granted in certain circumstances. Leave shall not be granted to a Government servant whom a competent punishing authority has decided to dismiss,

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remove or prematurely retire from Government service. No leave shall be granted when a person is under suspension.

19. **Grant of leave on medical certificate.** (i) An application for leave on medical certificate, made by a Government servant, shall be accompanied by a Medical Certificate in Form 3 given by an Authorized Medical Attendant or an Assistant Surgeon or above holding registerable qualifications for All India Register, defining as clearly as possible the nature and probable duration of the illness,

(ii) A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties and, in such case, the opinion that the Government servant is permanently unfit for Government service shall be recorded in the Medical Certificate period of leave due to him at the time of his joining other service subject to a maximum of 5 years. The Government servant may have a right to return to his parent service/Department during such absence provided the post from which he proceeded exists at the time of his return and has not been filled up substantively. In case of his re-absorption in State service such a Government servant will count for leave (and also pension) his service prior to his taking up service elsewhere. He will forfeit the benefits of promotion, increase in pay etc. which but for his taking up service elsewhere would have become due to him in the normal course during the period of his absence.

(iii) (a) In case a Government servant who has proceeded on leave preparatory to retirement is required, before the date of retirement for employment during such leave in any post under the State Government and is agreeable to return to duty, the unexpired portion of the leave from the date of rejoining shall be cancelled.

(b) The leave so cancelled under clause (a) shall be treated as un-utilized leave and the Government servant granted cash in lieu of leave salary after his retirement subject to the provisions of rule 37.

(c) In respect of any period of employment during leave preparatory to retirement, he shall earn leave at the rate of 24 days per month.

(2) A Government servant who is declared by a medical authority to be completely and permanently incapacitated for further service shall: -

(a) If he is on duty, be invalided for service from the date of relief of his duties, which should be arranged without delay on receipt, of the report of the medical authority, if however, he is granted leave under sub-rule (i) he shall be invalided from service on the expiry of such leave.

(b) if he is already on leave, be invalided from service on the expiry of that leave or extension of leave, if any, granted to him under sub- rule (i).

21. Commencement and termination of leave. Except as provided In rule 22, leave ordinarily begins on the day on which the transfer of charge is effected or a report of departure on leave is submitted and ends on the day preceding that on which the charge is resumed or a report of joining the duties is submitted.

22. Combination of holidays with leave. -(i) Prefixing and suffixing holidays to leave other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for prefixing and suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified

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medically fit for rejoining duty happens to be a holiday, he shall be automatically allowed to suffix such holiday(s) to his medical leave and such day(s) shall not be counted as leave.

(ii) For purposes of sub-rule (i) above the term "holiday" shall mean such holidays on which Government Offices remain closed for transaction of public business without reserve or qualification. It shall not include restricted holidays.

(iii) Unless the authority competent to grant leave in any case otherwise, directs, -

(a) If holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances takes effect from the day after the holidays; and

(b) If holidays are suffixed to leave, the leave is treated, as having terminated and any consequent re-arrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

(iii) the authority competent to grant leave may, at its discretion secure a second medical opinion by requesting a Government Medical Officer not below the rank of a District Medical Officer/Civil Surgeon to have the applicant medically examined on the earliest possible date.

(iv) It shall be the duty of the Government Medical Officer referred to in sub-rule (iii) to express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for that purpose, he may either require the applicant to appear before himself or before a Medical Officer nominated by himself.

(v) the grant of medical certificate under this rule does not in itself confer upon the Government servant concerned any right to leave, the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

(vi) the authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not however, exceeding three days at a time. Such leave shall not however be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

20. Leave to Government servant who is unlikely to be fit to return to duty. (1) (a) When a medical authority has reported that there is no reasonable prospect that the Government servant will ever be fit to return to duty, leave shall not necessarily be refused to such Government servant.

(b) The leave may be granted, if due, by authority competent to grant leave on the following conditions

(i) If the medical authority is unable to say with certainty that the Government servant will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to a medical authority.

(ii) If a Government servant is declared by a medical authority to be completely and permanently incapacitated for further service, leave or an extension of leave be granted to him after the report of the medical authority has been received, provided the amount of leave as debited to the leave account, together with any periods of duty beyond the date of the report of the medical authority does not exceed six months.

Attendant or an Assistant Surgeon or above holding registerable qualifications for All India Register or the District Medical Officer or a Medical Officer of equivalent or higher status or the Medical Superintendent of the hospital concerned.

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Note 1- A Government servant who has been suffering from tuberculosis may be allowed to resume duty on the basis of fitness certificate which recommended light work for him.

Note 2.- In the case of leave on medical certificates, if the day on which an employee is certified medically fit for rejoining duty happens to be a holiday he shall be automatically allowed to suffix such holiday(s) to his medical leave and such day(s) shall not be counted as leave.

25. Absence after expiry of leave. - (1) Unless the authority competent to grant leave extends the leave a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half-pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

(2) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

Exception 1. Whenever a Government servant is detained on the road owing to its being blocked by land slips, snow etc., he may be treated as, on duty during the period of unavoidable detention, but will be entitled; until he

rejoins his appointment, to draw leave allowances.

The above concessions will not apply in cases of overstayed of casual leave or quarantine leave such leave not recognised leave.

This shall be deemed to have come into force from 1-1-1979.

Exception 2.-Whenever a Government servant, on his return from leave (other than casual leave or quarantine leave) is detained owing to cancellation of air flight due to bad weather or otherwise, he may be treated as on duty for the period of un-avoidable detention, subject to a maximum of two days. For the period of enforced halt, he will be entitled until he rejoins his appointment, to draw leave allowances only.

1. Inserted vide Finance Department Notification SRO-547 dated: 26-09-1979.

[10]

23. Recall to duty before expiry of leave. A Government servant recalled to duty before the expiry of his leave shall be entitled to:

(a) If the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw: -

(1) travelling allowance equal to the amount admissible for the journey on tour; and

(ii) leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

(b) If the leave from which he is recalled is out of India, to count the time spent on the voyage to India as duty for purposes of calculating

leave, and to receive: -

(i) leave salary, during the voyage to India and for the period from the date of landing in India to the date of joining the post, at the same rate at which he would have drawn it but for recall to duty;

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(ii) a free passage to India; and

(iii) travelling allowance, under sub-rule (a) (i) for travel from the place of landing in India to the place of duty.

24. Return from leave. A Government servant on leave shall not return the duty: -

(1) before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him

leave;

(ii) notwithstanding anything contained in sub-rule (i), a Government servant on leave preparatory to retirement shall be persuaded from returning to duty save with the consent of the authority competent to appoint him to the post from which he proceeded on leave preparatory to retirement; and

(iii) a Government servant who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 4 from an Authorised Medical.

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THE FIRST SCHEDULE
(See Rule 3)
STATEMENT SHOWING EXISTING PAY STRUCTURE AS PER JAMMU & KASHMIR
(REVISED) PAY RULES, 2009 AND THE PAY (LEVEL) STRUCTURE W.E.F 01.01.2016

In Rupees

Existing Pay Bands		Revised Pay Structure	
	Existing	Existing Gr. Pay	REVISED PAY LEVELS
(1)	(2)	(3)	(4)
1.	1S (4440-7440)	1300	SLI (14800-47100)
2.	1S (4440-7440)	1400	SL2 (15900-50400)
3.	1S (4440-7440)	1650	SL3 (16900-53500)
4.	PB-I (5200-20200)	1800	Level-1 (18000-56900)
5.	PB-I (5200-20200)	1900	Level-2 (19900-63200)
6.	PB-I (5200-20200)	2100	Level-3A (25300—80500)
7.	PB-I (5200-20200)	2300	Level-3B (25400-81000)
8.	PB-I (5200-20200)	2400	Level-4 (25500-81100)
9.	PB-I (5200-20200)	2800	Level-5 (29200-92300)
10. 11	PB-2 (9300-34800)	4200 4210	Level-6 (35400-112400)
12.	PB-2 (9300-34800)	4220	Level-6 B (35600-112800)
13.	PB-2 (9300-34800)	4240	Level-6 C (35700-113100)
14.	PB-2 (9300-34800)	4260	Level-6 D (35800-113200)
15.	PB-2 (9300-34800)	4280	Level-6 E (35900-113500)
16.	PB-2 (9300-34800)	4300	Level-6 F (40800-129200)
17.	PB-2 (9300-34800)	4400	Level-6 G (42300-134300)
18.	PB-2 (9300-34800)	4600	Level-7 (44900-142400)
19.	PB-2 (9300-34800)	4800	Level-8 (47600-151100)
20.	PB-2 (9300-34800)	5200	Level-8 A (50700-160600)
21.	PB-2 (9300-34800)	5400	Level-9 (52700-166700)
22.	PB-3 (15600-39100)	5600	Level-10 A (56600-179800)
23.	PB-3 (15600-39100)	6600	Level-11 (67700-208700)
24.	PB-3 (15600-39100)	7600	Level-12 (78800-209200)
25.	PB-4 (37400-67000)	8700	Level-13 (123100-215900)
26.	PB-4 (37400-67000)	8900	Level-13 A (131100-216600)
27.	PB-4 (37400-67000)	10000	Level-14 (144200-218200)
28.	67000-79000		Level-15 (182200-224100)
29.	75500-80000		Level-16 (205400-224400)
30.	80000	-	Level-17 (225000)



MANUAL FOR PROCUREMENT OF GOODS 2017

Government of India
Ministry of Finance
Department of Expenditure

Appendix-G**FOREWORD**

1 . Government organizations procure a wide variety of goods and services and undertake execution of works in pursuance Of their duties and responsibilities. With a view to improving transparency in decision making in public procurement and reducing the scope for subjectivity, Department of Expenditure in 2006 had prepared a set of three Manuals on Policies and Procedures for Procurement of Goods, Works and hiring of Consultants, in conformity with the General Financial Rules (GFR), 2005. Over the years, these Manuals have served as a guide book for procurement.

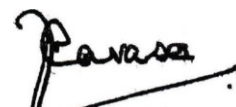
2. In the last few years, the Government of India has issued new instructions in the domain of public procurement. Some of these important changes include introduction of Central Public Procurement Portal (CPPP), Government e-Marketplace (GeM), preferential market access for micro and small enterprises, preference for domestic manufacturers of electronic goods, inclusion of integrity pact, etc. The GFR has been revised comprehensively in March 2017 covering inter-alia these set of new instructions. Consequently the Manual of Procurement too has been revised after a decade and within a month of the release of CFR 201 Z

3. The new Manual on Procurement of Good; has been extensively revised in keeping with GFR 2017 and in consonance with the fundamental principles of transparency, fairness, competition, economy, efficiency and accountability. Efforts have been made to cover all major aspects of procurement in this Manual in a User-friendly manner. The manual is the outcome of extensive consultations in two stages with Ministries/Departments/PSUs and other organizations over a period pf six months.

4. Manuals issued by this Department are to be taken as generic guidelines, which have to be necessarily broad in nature. Ministries/Departments are advised to supplement this manual to suit their local/specialized needs, by issuing their own detailed manuals (including customized formats); Standard Bidding Documents and Schedule of Procurement Powers te serve as detailed instructions for their own procuring officers.

5. I would like to acknowledge the lead taken by Dr. Vivek Joshi, Joint Secretary, DOE and dedicated efforts of Shri Sanjay Aggarwal, Director (PPD), Shri Vinayak T. Likhar, Under Secretary(PPD) and Shri Girish Bhatnagar, Consultant (Public Procurement) in revision of this Manual. I would also like to thank Ministries, Departments, other organisations and individuals who reviewed the drafts of the Manual and provided their valuable inputs.

6. I hope that this Manual would be useful to procuring officials working in various Ministries/ Departments as operating instructions and will bring about greater transparency and predictability in government procedures did help in improving the ease Of doing Business with Government.



(Ashok Lavasa)
Finance Secretary

Date : 05.04.2017

Appendix-G**DISCLAIMER**

While every care has been taken to ensure that the contents of this manual are accurate and up to date till March 2017 the procuring entities are advised to check the precise current provisions of law and other applicable instructions from the original sources. In case of any conflict between the provisions stipulated in this manual and in the original source such as CFR or the prevailing laws, the provisions contained in the extant law and the original instructions shall prevail.

Appendix-G

Department of Commerce (Supply Division)
Directorate General of Supplies & Disposals

Subject: - Procurement on Government e Marketplace (GeM) — regarding.

Refer MOD (Fin/GS-11) ID No. 28(11)/GS-II/2015 dated 31.01.2017 on the subject noted above.

2. point wise clarification/advice on the issues raised therein is as under —

5	s. No.	Point raised	Clarification/Advice
	(a)	Can IT Hardware be procured under Fall Clause as per Para 7.18.1 of DPM 2009? If so, when (Month & Year) is the fall clause valid in case the vendor agrees to supply at the same rate.	With the introduction of GeM, Rate Contract is gradually being phased out and renewal of most of the RCs has been stopped, Further, most of the IT Hardware are available on GeM. Thus, it would not be advisable to procure IT hardware under Fall Clause as per Para 7.18.1 of DPM 2009.
	(b)	Is the fall clause valid for those items that are included in the GeM.	Since, RCs of those items which are included in the GeM has now been stopped, fall clause would not be valid for those items that are included in the GeM.
	(c)	Can the Competent Financial Authorities (CFAs) be ordered to make all purchases from GeM in case the desired items are listed on GeM.	Department of Expenditure, Ministry of Finance, has issued an amendment in the General Financial Rules and has inserted Rule 141-A in the GFR vide OM dated 6th May 2016 allowing use of Government e-Market place GeM for Govt. purchase.
	(d)	If case an item is in DGS&D Rate Contract and GeM, then is it necessary to purchase from DGS&D.	Presently mere 9000 products are available on GeM. Items that are now available on GeM will not be brought on RC.
	(e)	Whether DGS&D will enter into Rate Contract for IT Hardware and if so when Rate Contracts will be finalized and notified.	

52870-1
2/3/2017
A.P. (GS-II)
2/3/2017

Shri SPS Tomar, Dy FA (GS-II), M/o Defence(Finance), South Block, New Delhi
 DGS&D's ID No. GeM/Problems/2017 dated 28th February, 2017

(Signature)
 (Aman Sharma)
 Director (GeM)

(Signature)
 2/3
 2/3/2017

Appendix-G

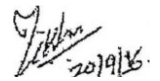
PAO/Paying authority the discrepancies should be addressed by concerned Buyer/DDO within one working day and thereafter on resubmission of Bill the PAO / Paying Authority should also not take more than one (1) working day for triggering payment to the supplier/Seller. Any matter needing a resolution will be escalated to the next higher level in each agency (Buyer, DDO and PAO/Paying Authority) where the matter should be resolved within 24 hours. In the entire process, time taken for payment should not exceed ten (10) days including holidays.

17. GeM System/Portal would also have on-line provisions for generating supplementary Invoice(s) for claim/refund of statutory changes in Duties and taxes, if any, as above. A provision for all types of refunds/claims should be available on-line through PFMS the Payment System of Railways/Defence/Posts/Others.

18. The multi-year liabilities so created as referred to in Para 2(h) above shall be reviewed regularly by the Programme Division/Administrative unit in consultation with the Financial Adviser. The consolidated information on the total committed liabilities year-wise, shall be submitted by the Financial Adviser to the Budget Division, Department of Economic Affairs Ministry of Finance for suitably reflecting in the Budget Estimates for the relevant financial year and in the Medium Term Expenditure Framework (MTEF).

19. The above procedures and time lines shall be strictly adhered by the Ministries/Departments.

20. This issues with the approval of Secretary (Expenditure).



(Vinayak T. Lihar)

Under Secretary to the Govt. Of India Tel:-24621305

All the Secretaries and Financial Advisers to Government of India

Copy to:

1. CGA, CGDA, FC/ Railway Board- for information and necessary action.
2. Secretary/Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.
3. Internal circulation: AS (PA), uS (Pers.) and JS (PF-II).

Appendix-G

supplies and also statutory deductions including TDS as applicable. The same will be used by GeM portal to compute the net amount payable for the accepted quantity and generate claims for payments digitally/e-signed by the Buyer. This claim for payment shall be made available to the PAO/Paying Authority on GeM Portal for payment, after deducting any statutory deductions including TDS as applicable.

In case the Buying organisation allows direct online payment through the payment gateway integrated with Bank(s) available on GeM Portal, the concerned PAO/Paying Authority shall log into the GeM Portal to process and advice for release of online payment to the Seller/Supplier through the available payment gateway. However, in case the PAO/Paying Authority operates through its own online Payment System, the requisite data will be pushed online in the Payment System of the Buying organisation. PAO/Paying Authority shall log into the Payment System to process the payment advice for release of online payment to the Seller/Supplier. The Buyer shall also be responsible for issuing TDS certificate.

14. After online pre-check of all relevant documents, PAO/Paying Authority shall debit the Government account: releasing the corresponding payment through PFMS (the Payment System of Railways/Defence/Posts/Others to be credited into the bank account of the Seller/Supplier. The payment so released shall be credited to the Seller/Supplier's account within 24 hours (excluding public holidays), by the Bank. SMS alerts shall be sent to the Seller and Buyer after the payment is authorized by PAO/Paying Authority and also after the confirmation of the payment by the Bank. The payment authorization as well as payment confirmation details shall be shared by PFMS Payment System of Railways/Defence/Posts/Others on the GeM portal. The PAO/Paying Authority and DDO shall comply with the provisions of General Financial Rules for budget implementation.

(b) In case of return of Bill, if necessary by PAO/Paying Authority, it should be made online with all queries/discrepancies/reasons for rejections indicated in one go with the approval of competent authority, to the DDO/Buyer for the needful corrections at their end.

15. In terms of the provisions of the Information Technology Act 2000 as amended from time to time, digitally/e-signed online documents generated on GeM shall be treated at par with ink-signed documents for release of payment to the Seller/Supplier and no ink signed paper/documents shall be demanded/insisted

16. It is obligatory for payments to be made without any delay for purchases made on GeM. In no case should it take longer than the prescribed timelines. The timelines after Consignee Receipt and Acceptance Certificate (CRAC) issued on-line and digitally/e-signed by consignee, will be two (2) working days for Buyer, one (1) working day for concerned DDO and two (2) working days for concerned

Appendix-H**F. No. 3(7)2023-D9HMI/JIM**

Government of India

Ministry of Defence

Department of Defence

Subject: Minutes of Meeting of Budget Sub-Committee of Jawahar Institute of

Mountaineering & Winters Sports (JIM&WS), Pahalgam, J&K on 23rd
August, 2023 to consider Revised Estimates (RE) 2023-24 and Budget
Estimates (BE) 2024-25.

A copy of minutes of the meeting of Budget Sub-Committee of Jawahar Institute of Mountaineering & Winters Sports (JIM&WS), Pahalgam, J&K (held in hybrid mode) chaired by Shri Satyajit Mohanty, Joint Secretary(AF) Secretary(JIM&WS) is forwarded herewith for information and necessary action.



(Rahul
Mahna)
Deputy
Secretary(H
MI) Tele:
23011896

To
The Commissioner / Secretary,
Department of Tourism,
Government of J&K
Civil Secretariat
Jammu / Srinagar
(via: e-mail : tourism-jk@nic.in)
The Commissioner / Secretary,
Finance Department,
Govt. of J&K,
Civil Secretariat
Jammu / Srinagar
(via E-mail: psfinance-jk@nic.in)

Shri Nitesh Kumar Mishra,
Joint Secretary,
Ministry of Youth Affairs & Sports,
Department of Youth Affairs,
Shastri Bhawan, New Delhi-110 001

Joint Secretary & Addl FA, MoD(Finance)

Director/ DG FP-2

Principal,
Jawahar Institute of Mountaineering & Winter Sports
Pahalgam (J&K) - 192126

MOD ID No. 3(7)2023-D(HMI)/JIM dated 21 September, 2023

Date	03/09/23	No.	230
Principal			
Medical Officer			
PA	long		
Equipment No.			
Accountant			

Appendix-H**F. No. 3(7)2023-D9HMI/JIM**

Government of India
Ministry of Defence
Department of Defence

Room No. 418-C, B-Win , Sena Bhawan,
New Delhi, dated a September, 2023

OFFICE MEMORANDUM

Subject:- Revised Estimates (RE) 2023-24 and Budget Estimates (BE) 2024-25 in
respect of Jawahar Institute of Mountaineering & Winter Sports (JIM&WS),
Pahalgam

The undersigned is directed to say that the meeting of Budget Sub Committee in respect of Jawahar Institute of Mountaineering & Winter Sports (JIM&WS), Pahalgam (held in hybrid mode) on 23rd August, 2023 was chaired by Shri Satyajit Mohanty, Joint Secretary (AF)/Secretary (JIM&WS) to consider the Institute's proposals relating to Revised Estimates (RE) 2023-24 and Budget Estimates (BE) 2024-25. No representative attended the meeting through VC on behalf of Ministry of Youth Affairs & Sports. A copy of the minutes of the said meeting is enclosed.

2. The details of RE 2023-24 and BE 2024-25 approved by the Committee are furnished in the minutes. The details of the grants to be shared/released by the funding agencies in RE 2023-24 and BE 2024-25 are indicated in the minutes. The share of grants to be released by the Ministry of Youth Affairs & Sports are as under:

- (I) RE 2023-24: Rs. 187.38 lakhs
- (II) BE 2024-25: Rs. 143.94 lakhs

3. Ministry of Youth Affairs & Sports is requested to make allocation in RE 2023-24 and BE 2024-25 for release of grants as mentioned above to JIM&WS, to ensure its smooth functioning.

(Raj)
Mahna) Dep^y Secretary(HMI)

Tele: 23011896

Shri Nitesh Kumar Mishra,
Joint Secretary,
Ministry of Youth Affairs & Sports,
Department of Youth Affairs,
Shastri Bhawan, New Delhi

Copy to: Principal, Jawahar Institute of Mountaineering & Winter Sports, Pahalgam

Appendix-H**F. No. 3(7)2023-D9HMI/JIM**

Government of India
Ministry of Defence
Department of Defence

Room No. 418-C, B-Wing, Sena Bhawan,
New Delhi, dated September, 2023

The Commissioner / Secretary,
Department of Tourism,
Government of J&K,
Civil Secretariat,
Jammu / Srinagar
(via: e-mail : tourism-jk@nic.in)
The Commissioner / Secretary,
Finance Department,
Govt. of J&K,
Civil Secretariat,
Jammu / Srinagar
(via e-mail: psfinance-jk@nic.in)

Subject:- Revised Estimates (RE) 2023-24 and Budget Estimates (BE) 2024-25 in respect of Jawahar Institute of Mountaineering & Winter Sports (JIM&WS), Pahalgam

Sir,

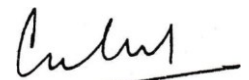
I am directed to say that the meeting of Budget Sub-Committee in respect of Jawahar Institute of Mountaineering & Winter Sports (JIM&WS), Pahalgam, J&K (held in hybrid mode) on 23rd August, 2023 was chaired by Shri Satyajit Mohanty, Joint Secretary(AF)/ Secretary(JIM&WS) to consider the Institute's proposals relating to Revised Estimates (RE) 2023-24 and Budget Estimates (BE) 2024-25. A copy of the minutes of the said meeting is enclosed.

2. The details of RE 2023-24 and BE 2024-25 approved by the Committee are furnished in the minutes. The details of the grants to be shared/released by the funding agencies, as per the agreed funding pattern, in RE 2023-24 and BE 2024-25 are indicated in the minutes. The share of grants to be released by the Govt. of UT of J&K is as under:

(I) RE 2023-24: Rs. 1335.23 lakhs

(II) BE 2024-25: Rs. 1240.63 lakhs

It is requested that the Govt. of UT of J&K may make necessary allocation in RE 2023-24 and BE 2024-25 for release of grants, as mentioned above to JIM&WS to ensure its smooth functioning.



(Rahul Mahna)
Deputy Secretary(HMI)
Tele: 23011896

Copy to: (i) Shri Nitesh Kumar Mishra, Joint Secretary, Department of Youth
Affairs, Shastri Bhawan, New Delhi Principal,
JIM&WS, Pahalgam

Appendix-H**F. No. 3(7)2023-D9HMI/JIM**

Government of India
Ministry of Defence
Department of Defence

Minutes of the meeting of Budget Sub-Committee of Jawahar Institute. of Mountaineering & Winter Sports (JIM&WS), Pahalgam, J&K held on 23rd August, 2023 under the chairmanship of Joint Secretary (Armed Forces), MoD/Secretary, JIM&WS

The meeting of the Budget Sub-Committee of Jawahar Institute of Mountaineering & Winter Sports (JIM&WS), Pahalgam, J&K was held on 23rd August, 2023 under the chairmanship of Joint Secretary (Armed Forces), MoD/Secretary (JIM&WS) in South Block, New Delhi. The list of participants is annexed.

Joint Secretary (AF)/Secretary (JIM&WS) welcomed the members of the Budget Sub-Committee. Thereafter, with the permission of the Chair, Principal, JIM&WS presented the proposals relating to Revised Estimates 2023-24 and Budget Estimates 2024-25 as indicated below:

(A) Revised Estimates (RE) 2023-24

(Rs. in lakhs)

HEAD	RE 2022-23	ACTUALS 2022-23	BE 2023-24	Exp till Aug 23	RE 2023-24	Variation WRT BE 2023-24
Recurring & Non Recurring	904.18	743.27	949.77	425.00	952.24	(+) 02.47
Capital	800.29	165.66	1079.03	100.30	1112.29	(+) 33.26
Total	1704.47	908.93	2028.80	525.30	2064.53	(+) 35.73

(B) Budget Estimates (BE) 2024-25

(Rs. in lakhs)

HEAD	BE 23-24 Approved	Exp till Aug 2023	RE 2023-24 Proposed	BE 2024-25	Variation WRT BE 2023-24
Recurring & Non Recurring	949.77	425.00	952.24	1042.71	(+) 90.47
Capital	1079.03	100.30	1112.29	851.65	(-) 260.64
Total	2028.80	525.30	2064.53	1894.36	(-) 170.17

3. After presentation by the Principal, JIM&WS, the budget proposals were taken up for discussion and consideration by the Committee, as detailed below:

Appendix-I**F. No 1(19)2008-D9HMI)**

**Government of India
Ministry of Defence
Department of Defence
D(HMI)**

Room No. 225-F, South Block
New Delhi. Dated •.25April, 2023

To,
The Principal,
Himalayan Institute of Mountaineering(HMI), Darjeeling.

The Principal, Nehru Institute of
Mountaineering(NIM), Uttarkashi.

The Principal,
Jawahar Institute of Mountaineering and
Winter Sports (JIM&WS), Pahalgam.

The Director,
National Institute of Mountaineering & Allied Sports (NIMAS),
Dirang.

Subject: Re-Entrustment of Audit of Accounts of to the Comptroller and Auditor General of India for a further period of five years in respect of four Mountaineering Institutes viz. HMI, Darjeeling, NIM, Uttarkashi, JIM&WS, Pahalgam & NIMAS, Dirang, Arunachal Pradesh

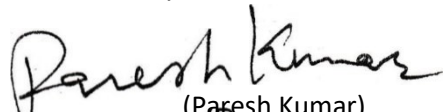
Sir,

I am directed to state that extension of period of the re-entrustment of audit of accounts of under mentioned four Mountaineering Institutes, to the Comptroller and Auditor General of India, for a period of 'five years, as mentioned below, under Section 20(1) of the C&AG(Duties, Powers and Conditions of Service) Act, 1971 has been agreed to by the Ministry of Finance, Department of Economic Affairs:-

Sl.NO.	Name of the Institute	Period of Audit
1	Himalayan an Mountaineering Institute HMI , Darjeeling	2023-24 to 2027-28
2	Nehru Institute of Mountaineering NIM, Uttarkashi	2023-24 to 2027-28
(3)	National Institute of Mountaineering & Allied S orts NIMAS , Diran , Arunachal Pradesh	2023-24 to 2027-28
(4)	Jawahar Institute of Mountaineering & Winter S orts JIM&WS , Paha! am,	2024-25 o 2028-29

2.In this regard a copy of Ministry of Finance, Department of Economic' Affairs (Budget Division)'s letter dated 18th April 2023 addressed to C&AG of India along with a copy of Terms & Conditions for conducting the audit of the accounts is enclosed for your information and necessary action.

Date	01/05/23	No.	896.
Principal			
Medical Officer			
PA			
Equipment I/c			
Accountant			
Training			


(Parash Kumar)

Deputy Director(HMI)

Tele: 23012990

p.T.O

Appendix-I

Ministry of Finance
Department of Economic Affairs
Budget Division

North Block, New Delhi
Dated 18th April, 2023

The Comptroller and Auditor General of
India,
9, Deen Dayal Upadhyaya Marg,
New Delhi. 1 10124.

Subject: Re-entrustment of audit of accounts of (i) Himalayan Mountaineering Institute (HMI), Darjeeling, West Bengal, (ii) Nehru Institute of Mountaineering (NIM), Uttarkashi, Uttarakhand, (iii) National Institute of Mountaineering and Allied Sports (NIMAS), Dirang, Arunachal Pradesh and (iv) Jawahar Institute of Mountaineering and Winter Sports (JIM), Pahalgam, J&K to the Comptroller and Auditor General of India under Section 20 (1) of C&AG's (DPC) Act, 1971 for a further period of five years from (i, ii & iii)-2023-2024 to 2027-2028 and for (iv)- 2024-2025 to 2028-2029-

Sir,

I am directed to state that the President is pleased to request the Comptroller & Auditor General of India for re-entrustment of audit of accounts of (i) Himalayan Mountaineering Institute (HMI), Darjeeling, West Bengal, (ii) Nehru Institute of Mountaineering (NIM), Uttarkashi, Uttarakhand, (iii) National Institute of Mountaineering and Allied Sports (NIMAS), Dirang, Arunachal Pradesh and (iv) Jawahar Institute of Mountaineering and Winter Sports (JIM), Pahalgam, J&K to the Comptroller and Auditor General of India under Section 20(1) of (DPC) Act, 1971 for a further period of five years from 2023 -2024 to 2027-2028 for (i, ii & iii) and from 2024-2025 to 2028-2029 for (iv) above.

2. As required under the said Section, the Office of the Comptroller & Auditor General of India has been consulted and their consent has been received vide their Letter. No. 203(H)-PPG/(A.B.)/20-2008 dated 10.04.2023.

3. Provisions of sub-section (3) of section 20 of the said Act are satisfied in this case.

4. The Terms and Conditions for conducting the Audit of the Accounts of the said Institution shall be as per usual Terms and Conditions (Copy enclosed).

Yours faithfully,
(Chandra Katyal)
Deputy Director (Budget)

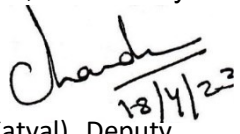
Copy to: -

1) The Department of Expenditure (Monitoring Cell), CGA, Room No. 302, Block-E, GPO Complex, INA, New Delhi.

2) Office of Director General of Audit, Defence Service, New Delhi.

3) Ministry of Defence alongwith their file I.D. NO. I (19)/2008-D(HMI) dated 07.03.2023.

4) Shri Vijay Kumar, Sr. Administrative Officer (PPG-AB), 0/0 C&AG of India, 9, Deen Dayal Upadhyaya Marg, New Delhi. 1 10124.


(Chandra Katyal) Deputy
Director (Budget)

Appendix-I**Terms & Conditions**

The conditions for undertaking audit of a body or authority at the request of the President or the Governor of a State or the Administrator of a Union Territory having a legislative assembly under Section 20(1) are the following:

- (1)** Audit shall be entrusted to the Comptroller and Auditor General if and as agreed to, by the Comptroller and Auditor General.
- (2)** The arrangement may be reviewed if requested by the Government or Comptroller and Auditor General.
- (3)** The scope, extent and manner of audit shall be decided by the Comptroller and Auditor General.
- (4)** The Comptroller and Auditor General may appoint a primary auditor to conduct audit on his behalf and in accordance with the directions or guidelines issued by him.
- (5)** The Comptroller and Auditor General or any other person so authorised in connection with the audit of accounts of the body or authority shall have the same rights, privileges and authority as the Comptroller and Auditor General has in connection with the audit of accounts of Government.
- (6)** The Comptroller and Auditor General, or an officer so authorised in this regard, will communicate the results of audit to the governing body of the body or the authority. The governing body shall submit a copy of the report to the concerned Government along with its observations. The Comptroller and Auditor General or an officer so authorised in this regard, will also forward a copy of the report to the concerned Government. The Comptroller and Auditor General shall have the right to report the results of audit to Parliament or the State legislature or Union Territory legislature.
- (7)** Any expenditure incurred by the Comptroller and Auditor General in connection with the audit of the body or authority, including the expenditure incurred for the services of the primary auditor, if any, shall be paid by the body or the authority to the Comptroller and Auditor General.

Appendix-J

**Minutes of the 6th meeting of the Executive Council and
1st meeting of the General Body of the Jawahar Institute of
Mountaineering & Winter Sports held at Pahalgam J&K at
1400 hrs on 14th May 2006.**

Present

- | | | |
|---------------------------|---|-----------|
| 1. Shri Pranab Mukherjee | Raksha Mantri | In chair. |
| 2. Shri Ghulam Nabi Azad | Chief Minister, J&K | |
| 3. Shri Shekhâr Dutt | Defence Secretary. | |
| 4. Shri Bimal Julka | JS (G/Air) & Secretary, JIM (Delhi). | |
| 5. Shri Anil Goswami | Principal Secretary (Tourism)
Govt. of J&K & Secretary, JIM (J&K). | |
| 6. Shri MR Dogra | FA CAO, Tourism Deptt. Govt. of J&K | |
| 7. Shri Mohd Ashraf | | |
| 8. Shri Satinder Sethi | | |
| 9. Shri Narinder Singh | | |
| 10. Lt. Col. AS Shekhawat | Principal, JIM & WS. | |
| 11. Capt. Javed Ahmad | Member, General Body. | |

Also Present

- | | |
|------------------------|------------------------------------|
| 1. Shri F. Renzu | Director Information Govt. of J&K. |
| 2. Shri H.M Kundlia | Desk Officer D (HMI) |
| 3. Shri Jogesh Chander | D (HMI) |
| 4. Shri N Gautam | D (HMI) |

At the outset, Secretary (JIM/Delhi) welcomed Raksha Mantri, the President of the Institute, Chief Minister, J&K the Vice President and other members. Thereafter the members introduced themselves to Hon'ble President and the Vice President. The Chief Minister, J&K while welcoming the Raksha Mantri thanked him for sparing time out of his busy schedule even when the parliament session was on and requested him to also visit other parts of the State in the near future. Outlining the brief history of the setting

4.1 (ii) The State Government's share in the BE for 2006-07 of the Institute was fixed at Rs.1,15,10,000/=. CM, J&K however announced to increase the share of the State Government for BE 2006-07 of the Institute to Rs.1.50 Crore for setting up of a Sub-Centre of the Institute at Bhadarwah in J&K. The EC accorded Ex-post facto approval to RE 2005-06 and BE 200607 of the Institute.

Appendix-J**Item No. 4.2: Formulation of Service Rules for the Staff of JIM & WS.**

4.2 (i) Secretary (JIM/Delhi) stated. that at present the staff of the Institute are not governed by any Service Rules and he proposed that the State Government of J&K may allow the Institute to follow the Service Rules as applicable to the civilian employees of the State Government.

(ii) Secretary (JIM/J&K) pointed out that there is no objection to the proposal and the Staff of the Institute can now be governed by the Service Rules, as applicable to the employees of the State Government (except pension benefits). This was agreed to by the Executive Council.

4.3 (iii) RM desired that the business companies related to the tourism activities should come forward to give scholarship as they would be the actual beneficiaries in this field. CM J&K pointed out that the persons trained in various courses at the Institute will bring in adventure tourism and the agencies related to the tourism in the State will get more work. Sardar Narinder Singh, nominated (Non-Official) member on the EC of JIM offered to give one such scholarship. Sardar Satinder Sethi another nominated (Non- Official) member' however mentioned that the issue of scholarship may be discussed among the leading hotelier and business community of the State who may decide the same as a matter of policy.

Item No.4.3: Creation of Sub-Center of the Institute at Batote.

4.3 (i) The proposal for creation of sub-center of the Institute at Batote was considered. CM, J&K desired to have one sub-center of the Institute at Bhadarwah also as the place had enough potentials for adventure activities.

4.3 (ii) The Executive Council agreed to the proposal to create a subcenter each of the Institute at Batote and Bhadarwah.

Item No.4.4: Revision of Financial powers delegated to the Principal, JIM & WS.

4.4 (i) The proposal for revision of the financial powers delegated to the Principal, JIM & WS was discussed. The Executive Council agreed to the revision of financial powers of Principal, as under, to bring him at par with other two Institutes:-

Adviser from Defence (Finance) as a nominated official member on the EC of the Institute, were also agreed to.

The meeting concluded with a vote of thanks to the chair.

(Bima Julka)
Joint Secretary (G/Air) & Secretary
(HMI/NIM/JIM)

To

All members of the Executive Council and the General Bod No.7 (1)/2005-
JIM dated 3rd August 2006.

Appendix-K**MINISTRY OF DEFENCE****D (HMI)**

Subject:- Deputation of Service Personnel to Jawahar Institute of Mountaineering and Winter Sports (JIM & WS), J&K -----for appointment as instructors.

Reference This Ministry's Note No. 4 (14)/92-JIM dated 16th September 1996 and Army Hqrs AG's Branch Note NO. 08330/0rg 1 (PP & Coord) dated 1 Feb. 1998 and DG Infantry's Note No. A/00141/NIMU/Inf-6 (Pers) dated 23rd September 1998 on the above subject.

2. The activities of the Jawahar Institute of Mountaineering & Winter Sports (JIM & WS), J&K are going to re-Start shortly. Army HQrs/AG's Branch/Org-1 (pp & Coord)! DG Infantry are requested to let us have names and particulars of a few suitable NCOs alongwith their ACRs for the last five years and their bio-data to enable us to make selection of three, AQ9fry40rs for posting at Jawahar Institute of Mountaineering & Winter Sports (JIM & WS)) J&K which has been relocated at Pahalgam area.

3. The qualifications and experience prescribed for the post ere as under:-

1. Should have qualified Advance Mountaineering course at HMI/NIM/JIM/ HAWS and should have got Instructor grading;
2. Should be in age group of 25-40 years;
3. Should have sober habits and be soft spoken
4. Should be well disciplined; and
- 5.
6. Preferably should have some teaching experience.



(H.M. Kundlia)

Desk Officer D (GS-III & HMI)

Arm HQrs/AG.s Branch /Org 1 (PP Coord)

Arm HQrs/DG.s Infantry- Inf -6 (pers)

MOD ID No. 4 (63)/2023-JIM dated 03rd November 2003

Copy to Principal; Jawahar Institute of Mountaineering & Winter Sports;

Appendix - L**Annual Condemnation & Disposal Board**

1. The condemnation and Disposal Board would be conducted on at the place and time decided by the Presiding Officer.

2. The Board would carry out condemnation and disposal of following items.

- a. All training equipment's including (Mountaineering Equipment, Rafting Equipment, Ski Equipment, and other equipment's in charge of Training store holder.)
- b. All electronic items (TV, Printers, PCs, Set -Top box etc.)
- c. All office furniture (Chairs, Tables, Stand Cabinets, Almirahs etc.)
- d. All office equipment's (Staplers, coaster, shredders, cups, plates, Bukhari's etc.)
- e. All student's supply's (Blankets, pillows, bottles, etc.)
- f. All mess equipment (gas, burners, food warmers, water purifiers, water dispensers, crockery, plates etc.)
- g. All accommodation equipment and supplies in office, dining hall, hostels and staff quarters (taps, wires, heaters, bathroom fixture, light bulbs, fans etc)
- h. All vehicles and related accessories. (tyres, spaniels, mud gurnards etc)
- i. All generator sets.
- j. All tapestry items (curtains, curtain rods, flags, flag poles, red carpets, rugs, room carpets, room carpets, room cushioning etc)
- k. All other equipment as per office records.

The board proceeding duly completed in all aspects with findings and recommendations.