

THE J&K BOARD OF PROFESSIONAL ENTRANCE EXAMINATIONS



# Hand book of information

UNDER SECTION 4(1)(b) OF THE JAMMU AND KASHMIR  
RIGHT TO INFORMATION ACT, 2009

Baghat-i-Barzulla, Opposite J&K Bank, Srinagar-190005 (May – Oct.) &  
4th Floor, South Block, Bahu Plaza, Jammu-180012 (Nov. – April)

**Information Hand Book under Section 4(1)(b) of the Right to Information Act, 2009 of  
J&K Board of Professional Entrance Examinations.**

**Introduction:-**

The Jammu and Kashmir Right to Information Act has been enacted in the State of Jammu and Kashmir in the year 2009 and the Rules issued therein vide SRO 279 dated 30-08-2012. The objective of the Legislation is to provide information to the information seekers and to promote cause of transparency in the governance. Under Section 4(1)(b) of the Act, it is obligatory upon the Competent Authority to publish the information with regard to the Organization.

The Jammu and Kashmir Board of Professional Entrance Examinations has been constituted through an Act No. XXV of 2002 dated 21-04-2002

- (i) the particulars of the Organization, functions and duties:-

**Name of the Organization:-** Jammu and Kashmir Board of Professional Entrance Examinations.

As per Section 3 and 4 of the BOPEE Act the Board shall consist of a Chairman and such other members as the Government may appoint. The Chairman shall be a whole time paid officer of the Board and shall be appointed by the Governor on the recommendations of the Screening Committee consisting of Vice Chancellors of Kashmir and Jammu Universities to be headed by the Chief Secretary to Government.

As per Section 8 of the BOPEE Act, the Powers of the Chairman are as under:-

- (1) The Chairman shall be the Principal Executive Officer of the Board and shall preside at the meetings of the Board, Advisory Committee and of such bodies or authorities as might be provided under the provisions of the BOPEE Act and the Regulations made thereunder.
- (2) The Chairman shall ensure that the provisions of this Act and Regulations made thereunder are faithfully observed and he shall have the powers necessary for the purpose.

Under Section 9 of the BOPEE Act, the Board shall have the following powers and duties:-

- (a) To conduct written tests and hold interviews/counselling and take such other steps as may be considered necessary for making selection of candidates to the professional courses in the professional Institutions;
- (b) To select and invite experts and appoint examiners for the purpose specified in clause (a);
- (c) To appoint Committees of persons specified in clause (b) for the purpose of assisting the Board in making selection to professional courses; and
- (d) To incur such expenditure as shall be necessary for the due discharge of its powers under this section out of the funds placed at its disposal by the Government, from time to time.

Further, subject to the orders issued by the Government in this behalf from time to time, the Board shall be fully independent for exercise of the powers vested in it under this Act.

As per Section (10) of the Act following shall be the officers of the Board:-

1. Secretary;
2. Controller of Examinations
3. Financial Advisor;
4. Law Officer
5. Such other officers as the regulations may declare to be the officers of the Board or as the Government may appoint.

#### **Powers of Secretary:-**

**As per Section 11 of the Act Secretary of the Board shall have the following powers: –**

(1) The Secretary shall be a whole time officer of the Board appointed by the Government.

(2) The Secretary shall be appointed from amongst the Principals of Degree Colleges or members of the Jammu and Kashmir Administrative Service Officers of equivalent rank in other [State Services or an academician from any University or Institute not below the rank of Reader.

(3) The Secretary shall conduct official correspondence on behalf of the Board.

(4) The Secretary shall be the administrative officer for the ministerial and other staff.

(5) The Secretary shall have powers to realise the fees and other dues and disburse the salary and other expenditure on account of the Board, subject to the provisions of Regulations and approval of the Chairman.

(6) The Secretary shall have a term of office for three years and shall be eligible for re-appointment for another term of three years.

#### **Powers of Controller of Examinations:-**

**As per Section 12 of the BOPEE Act,—** (1) The Controller of Examinations shall —

[(a) be a whole time officer of the Board and shall be appointed by the Government from amongst the officers not below the rank of Principal of a Degree College or an academician from any University or Institute not below the rank of Associate Professor or Assistant Professor or Reader with at least 15 years experience in teaching and conduct of examinations];

(b) make arrangements connected with the conduct of examinations including setting and printing of question papers for all tests to be held by the Board including maintenance of secrecy and safe custody and all other matters connected therewith;

(c) arrange all items of examination work such as despatch and transit of Question Booklets, Answer Scripts, their evaluation, tabulation of results, publication of results and other related matters;

(d) discharge such other duties and exercise such powers as may be prescribed under rules and regulations framed from time to time. (2) In the execution of his duties and exercise of his powers, the Controller of Examinations shall be subject to the immediate direction and control of the Chairman and shall render such assistance to the Chairman as may be required by him in the performance of his official duties.1 Substituted

for the words "State Services" by Act No. VI of 2007, s. 3. 2 Clause (a) to sub-section (2) substituted *ibid*, s. 4. 5  
(3) The term of office of Controller of Examinations shall be three years.

**As per Section 13 of the BOPEE Act,** — The Financial Advisor shall —

- (a) be a whole time salaried officer of the Board and shall be appointed by the Government from amongst the members of the Jammu and Kashmir Accounts (Gazetted) Service not lower than the rank of Chief Accounts Officer;
- (b) be responsible to Chairman and shall advise him on financial matters;
- (c) be responsible for the preparation of the annual budget and maintenance of income and expenditure accounts;
- (d) exercise such other powers and perform such other duties as may be assigned to him by the Chairman or prescribed by Regulations.

**As per section 14 of the BOPEE Act,** the Law Officer shall be a whole time salaried officer of the Board and shall be appointed by the Government from amongst the members of the Jammu and Kashmir Legal (Gazetted) Service not lower than the rank of Deputy Legal Remembrancer.

The Law Officer shall advise the Board on the legal issues and shall take all such steps as are necessary for conduct of cases on behalf of the Board.

The Board takes the decisions after due consultation with the officers of the Board and also takes into consideration the advices rendered to it by the Advisory Committee constituted under Rule 14 of the J&K Board of Professional Entrance Examinations Rules 2014 issued under SRO 168 dated 10-06-2014, and norms set by it for the discharge of its functions.

The Board being an examination conducting body is governed by the rules and regulations of the regulating bodies and the Government. In this regard, procedures under the Act, Rules and Regulations issued thereunder, the MCI/DCI regulations, AICTE norms, regulations and AYUSH regulations, reservations rules of the State Government formulated are being followed.

The statement of the categories of documents that are held by it under its control:-

The Board being an examination conducting body holds the records of such candidates who appear in the examinations being conducted by it and those required during the process of admissions. These records are as under:-

1. Application forms including the biodata of the candidate(s);
2. Examination details;
3. OMR answer sheets of the candidates;
4. Result sheets;
5. Various notifications and notices related to the examinations;

However, in terms of Rule 20(1,2,3,4) of SRO 168 dated 10-06-2014, it is obligatory on the part of the Board to destroy the records as specified in Rule 20(2) after three months after declaration of result of the entrance tests except the portions as may be required in connection with any proceedings pending before any competent court or authority.

The Board being an examination conducting body for professional courses as mandated under the BOPEE Act 2002, is aided and advised by an Advisory Committee comprising Ex-officio Members viz Chairman, Controller of Examinations, Secretary of the Board and Chairman, Permanent Statutory Committee or his nominee, Academicians of the Universities/Colleges, Heads of Medical Institutions and such representatives of the Government as are appointed to the Committee by the Government in pursuance of Rule 14 of the J&K Board of Professional Entrance Examinations Rules 2014 issued under SRO 168 dated 10-06-2014.

In addition to above, the Board is also assisted by the following subordinate staff at various levels:-

1. Section Officer (Examinations). The Examination Section is headed by the Section Officers, who monitor and supervise the actions related to examinations. The main duties of the Examination Section are as under:-
  - (a) To prepare the Notifications/Public Notices related to examinations;
  - (b) Receive the Application Forms and determination of eligibility;
  - (c) Help in conduct of the examinations and discharge such actions as are assigned to it by the Board;
2. Administration Section:-The Administration Section is headed by the Section Officers, who deal with the administration related matters of the Board & those which crop up during the conduct of examinations;
3. IT Section:- The Board has a dedicated team of IT professionals, who aid and advise the Board on IT related issues, updating the website, facilitating in conducting of examinations by way of receipt of online Application Forms and tabulation and analysis of data, which also assists the Board in the online counselling process and all such matters related to the IT section.
4. The Chairman is assisted by a Private Secretary, who maintains records of confidential matters as assigned to him by the Chairman in day to day discharge of activities by the Board.
5. The Board is also supported by the staff which has been engaged from time to time in connection with discharge of duties of the Board, details of such staff are given in Annexure (A) to this Hand Book.

Directory of the officers and employees and remuneration shown against each is given in Annexure B to this Hand Book

The budget for the year 2017-18 is available as annexure "C" to this Hand Book. The expenditure ending Sep.2017 is also enclosed as annexure "D". Further , the Board incurs confidential expenditure in connection with conduct of the examinations which information is confidential for the purpose of maintaining secrecy in the examinations.

Board does not implement any poverty elevation programme, being an examination conducting body.

The Board has a website [www.jakbopee.org](http://www.jakbopee.org) and [www.jkbopee.gov.in](http://www.jkbopee.gov.in) on which all the information is hoisted for information of the competing candidates.

The Board being an examination conducting body even remains open after normal hours of office as and when required for discharging of duties and for providing information to the aspiring candidates. The employees working over time are paid honorarium as fixed for the purpose.

There are two PIOs in BOPEE as below:-

Ms. Saniya Malik, Under Secretary (During offices at Jammu)  
Ms. Shubi Tabasum, Under Secretary (During office at Srinagar)

First Appellate Authority      Mr. Khurshid Ahmad Shah, Secretary

The Board conducts the following examinations:-

1. B. Ed. Kashmir(Special)/B.Ed. Jammu
2. Three Year Diploma (Engineering) Polytechnic Course.
3. CET (Engineering).

In addition to the above, the Board also conducts counselling for the above courses. Upto 2016 the Board was mandated to conduct the examinations for admission to Medical PG Courses and Under Graduate courses. This role is now being performed by the National Board of Examinations and Central Board of Secondary Courses respectively. However, the counselling part is conducted by the BOPEE after the declaration of results by the examination conducting bodies.

Similarly, the Board is now utilizing the NEET PG/UG merit list for admission to AYUSH courses like BUMS/BAMS/BPT and CRC courses like BPT/DPO/DHLS/DRT in the professional colleges in the State. In order to bring transparency in the systems, the Board is in the process of upgradation of its IT infrastructure. It has already installed video conferencing in the BOPEE Office at Srinagar and Jammu for the purpose of counselling of candidates and with a view to avoid any movement of candidates. The Board has also installed dedicated lease lines to ensure adequate internet facility in the offices. It has also shifted from offline counselling to online counselling for admission to MBBS MD/MS/PG Diploma and MDS courses, CET (Engineering) courses during the first round. Further, it intends to bring PET and AYUSH also under the ambit of online counselling and also to extend the facility to the subsequent rounds of counselling.

**Grievance Redressal Mechanism:-**

The Board responds to the queries made by the candidates in a time bound manner. They could approach the Secretary and or Controller of Examinations or any other officer(s) available in the Board. The queries being examination related are responded on spot. Even the Board responds to queries sent to it through mail.

The Board is a moving office but in view of the duties performed by it, maintains a sub office at Srinagar and Jammu when the offices move from Srinagar to Jammu and vice versa. The addresses of the office is as under:-

At Jammu:- 4<sup>th</sup> Floor, South Block, Bahu Plaza, Jammu.  
At Srinagar:- Baghat-i-Barzalla, Srinagar.

**To whom to contact:-**

Following mobile numbers are available in BOPEE office Srinagar/Jammu on which the candidates can contact the Board officials for providing information:-

0191-2470102, 0191-2479371, 0194-2433590, 0194-2437647

Following documents are also annexed herewith:-

1. JKBOPEE Act (2002);
2. JKBOPEE Rules (SRO 168 of 2014);
3. JKBOPEE Regulations of 2016.

## Annexure 'A'

<b>S.No.</b>	<b>Name S/Shri</b>	<b>Emoluments</b>	<b>Remarks</b>
01.	Noor Mohammad Beigh	23100.00	Computer Personnel.
02.	Madan Lal	12953.00	
03.	Jamshied Ahmad Mir	12953.00	
04.	Barooj Ali	11500.00	
05.	Shafayat Shafi	5200-20200	
06.	Ranjit Kumar	4500.00	
07.	Kulbir Singh	4500.00	
08.	Jagdish Lal	4500.00	
09.	Salam-ud-Din Qazi	4500.00	
10.	Kuldip Kumar	4500.00	
11.	Bashir Ahmad	4500.00	
12.	Mohammad Hanief	4500.00	
13.	Showkat Ahmad	4500.00	
14.	Mohd.Aslam Khan	4500.00	
15.	Abdul Rashid	4500.00	



## Annexure "B"

S.No.	Name and designation of the officer/official	Telephone Numbers	Grade of employee Rs.
1.	Mr. M. A. Bukhari, Chairman	9419000315	37400-67000
2.	Mr. Khurshid Ahmad Shah	9419023472	15600-39000
3.	Prof.(Dr.) B. L. Gupta, COE	9419150693	37400-67000
4.	Mr. Mohammad Shafeeq Malik, FA/CAO	9797684369	15600-39100
5.	Mr. P. L. Sharma, Deputy Secretary (Law)	9858172504	15600-39100
6.	Ms. Saniya Malik, Under Secretary	7006404724	9300-34800
7.	Ms. Shubi Tabassum, Under Secretary	7006002097	9300-34800
8.	Mr. Shakeel Hussain Akmali	9086053816	15600-39100
9.	Mr. Venus Sethi, S.O.	9419106698	9300-34800
10.	Mr. Ravi Kumar, S.O.	9419200551	9300-34800
11.	Ms. Leena Vishan, S.O.	9469212754	9300-34800
12.	Mr. Mohammad Syed Mir, S.O.	9596406346	9300-34800
13.	Ms. Arguvana Bashir, Sts. Officer	9419407197	9300-34800
14.	Mr. Sanjay Kumar, Acctt.	7889909078	9300-34800
15.	Ms. Kaki Bhan, Head Asstt.	9419201282	9300-34800
16.	Mr. Kirni Turki, Head Asstt.	9419110111	9300-34800
17.	Mr. Riyaz Ahmad, Head Asstt.	9596221300	9300-34800
18.	Ms. Niki Jahan, Head Asstt.	9596318455	9300-34800
19.	Ms. Farida Bashir, Head Asstt.	9419523326	9300-34800
20.	Mr. Mehraj-ud-Din, Head Asstt.	8803484386	9300-34800
21.	Mr. Vikrant Singh, Head Asstt.	9419175599	9300-34800
22.	Ms. Bimla Koul, Steno Typist	8713083453	9300-34800
23.	Mr. Mubashir Jahangir, Sr.C.O.	9419403272	5200-20200
24.	Mr. Tilak Raj, Sr. Assistant	9419724012	5200-20200
25.	Ms. Gazala Hashim, Sr. Asstt.	9596409269	5200-20200
26.	Ms. Fehmeeda Akhtar, Sr.Asstt.	9419824325	5200-20200
27.	Ms. Bilques Zargar, Sr. Asstt.	8713982575	5200-20200
28.	Ms. Kounsar Jan, Sr. Asstt.	8803465570	5200-20200
29.	Mr. Manzoor Ahmad, Sr. Asstt.	9797027742	5200-20200
30.	Mr. Mohd. Sajid Bhat, Sr. Asstt.	9906482897	5200-20200
31.	Ms. Khumaira, Jr. Asstt.	8713954897	5200-20200
32.	Mr. Mohd. Amin, Orderly	9906875983	4400-7440
33.	Mr. Gazanffar Ali, Orderly	9419243790	4400-7440
34.	Mr. Manzoor Ahmad Dar, Orderly	9858785212	4400-7440
35.	Mr. Mohd. Ismail, Orderly	9796979613	4400-7440
36.	Mr. Mohd. Sultan, Cook	9419025033	4400-7440

**Grade Pay as applicable in all cases.**



Government of Jammu and Kashmir  
General Administration Department  
(Accounts Section)  
Civil Secretariat  
Srinagar/Jammu

"C"  
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No. GAD/Accts/Funds/2017/14  
Dated:- 22-08-2017

Subject:- Release of funds for the financial year 2017-18.  
Reference:- FD - VII - Hgt(01) 2017-18 dated 17-08-2017.

Finance Department has authorized further funds for the financial year 2017-18. Accordingly, funds to the extent shown below are hereby released in favour of the "Board of Professional Entrance Examination".

Major Head	2053 - Secretariat - General Services
Sub major Head	00
Minor Head	002 - SECRETARIAT.
Group Head	0099 - General
Subhead	0463 - Board of Professional Entrance Examination.

₹ in Lacs

S. No	Unit of appropriation	Previous	Current	Total
1	001 - Salary	114.875	68.985	183.860
2	002 - T. E.	3.500	1.750	5.250
3	006 - Telephone	1.025	0.513	1.538
4	007 - O.E.	2.290	1.125	3.415
5	008 - Electricity Charges	4.000	2.000	6.000
6	009 - Rent Rates & Taxes	10.000	5.000	15.000
7	014 - Pcl	3.000	1.500	4.500
9	037 - Professional & Spl Service Charges	3.000	1.500	4.500
10	043 - Uniform	0.290	0.125	0.415
11	071 - Med; Reimbursement.	0.500	0.250	0.750
	<b>Total</b>	<b>142.500</b>	<b>82.748</b>	<b>225.248</b>

The release of funds shall be subject to following conditions:

1. Instruction issued by the Government from time to time shall be strictly adhered to.
2. The expenditure booked shall in no case exceed the released allocations.
3. The department shall submit the monthly draw/expenditure statement in time without waiting for any further communication from this department.
4. Full six tire classification shall be indicated while preferring bills on the treasury.

  
(Tahir Hussain)  
Director Finance,  
General Administration Department

Director Finance, Financial Advisor/ CAO  
Board of Professional Entrance Examination.

Copy to Treasury Officer, Civil Secretariat Treasury, Srinagar.

Note: Should there be a case of funds earlier released during 2017-18 being on a higher side than the funds released now, the authorization will be maintained at the higher level.

Annexure (D)

**The J&K Board of Professional Entrance Examinations**

**Expenditure statement for the month of SEP-2017**

R. No.	PAYMENT OF APPROPRIATION	ALLOTMENT FOR 2017-18	Exp. upto 08/2017	Expenditure during 09/2017	Progressive Expenditure	Balance
1.	001-SALARY	183.96 LACS	9508110	0	9508110	8887890
2.	002-T.E	5.25 LACS	317713	3500	321213	203787 ✓
3.	006-TELEPHONE	1.538 LACS	84111	14825	98936	54864 ✓
4.	007- O-E	3.375 LACS	145987	0	145987	191513 ✓
5.	008-ELECTRIC CHARGES	6.00 LACS	16940	0	16940	583060 ✓
6.	009-R.R.T	15.00 LACS	0	0	0	15.00 LAC ✓
7.	014-MV/POL	4.50 LACS	264760	78231	342991	107009 ✓
8.	017-HONORARIUM	0 LACS	0	0	0	0
9.	037-LEGAL CHARGES	4.50 LACS	48700	50000	98700	351300 ✓
10.	043-UNIFORMS	0.375 LACS	0	0	0	0.375 LAC ✓
11.	054-FURNITURE / FURNISHING	0.00 LACS	0	0	0	0
12.	071-MED. REIMBURSEMENT	3.00 LACS	0	261000	261000	39000 ✓
13.	2071-NPS	1.23 LACS	56993	0	56993	66007 ✓

FA/CAD