



Office of the Relief and Rehabilitation Commissioner (M) Jammu
Phone No. : 0191-2586218, (Email id: jkrelieforganisation@gmail.com)

Minutes of the meeting held on 27th March 2024 at 10:30 AM

1. A meeting was held on 27-04-2024 at 10.30 AM at Meeting Hall to review the working of the Relief and Rehabilitation office

Following officers attended the Meeting :-

Dr. Arvind Karwani. Relief and Rehabilitation commissioner, J&K - **In Chair**

Deputy Commissioner (Relief), Vijay Kumar Sharma

Assistant Commissioner (Relief), Sanjeev Goswami

Assistant Commissioner (Relief), Ritika Arora

Assistant Commissioner (Relief), Dr. Riyaz

Chief Accounts Officer, Shivani Bhan

Tehsildar, Kunal Sharma

Tehsildar, Shivani Deonia

Assistant Director (p), Bansi Lal

Technical officer, Ashwani Pandita

Programmer, Sanjay Hangloo

Legal Assistant, Komal

Election Naib Tehsildar, Sushil

Private Secretary, Poonam Bala

Personal Assistant, Ratesh Labroo

All Zonal Officers and Camp Commandants along with all the staff at Headquarters and in the field.

2. Dr Arvind Karwani Relief and Rehabilitation Commissioner (M), J&K, welcomed all participants and highlighted the importance of ongoing election work and also the immediate disposal of all pending matters. He more specifically stressed on the clearance of the applications pending for issuance of various certificates keeping in view the urgency faced by the applicants in filling up forms in the various educational institutions. He highlighted the importance of teamwork in the best interest of the public and also highlighted that the suggestions are welcome from all. The chair also highlighted importance of the punctuality of time and prompt disposal of all public grievances.

S.No.	Points of Discussion/Decision	Action to be taken by
1.	All officers were directed to immediately clear all cases of minor spelling corrections.	All Zonal Officers, Camp Commandants, ACRs and DCR.
2.	All zonal officers and camp commandants shall ensure that list of all requisite documents as	All Zonal Officers Camp Commandants

	required for issuance of different certificates is displayed at prominent places for the convenience of the applicants. The list shall be also put up on the website.	and I/c Website.
3.	All Zonal officers, camp commandants and other officers shall examine and submit their requirements for establishing hassle free e-office/online services	All officers
4.	All officers/ officials shall ensure time bound disposal of all applications/services.	All officers
5.	<p>Regarding the issuance of ration slips/coupons and distribution of ration, following decisions were taken :</p> <p>i. Ration slips/coupons shall be issued by the Zonal Officer/Camp Commandant, against proper receipt to the head of the family. In case head of the family(HoF) is not able to collect in person the ration coupon from the Camp/Zone due to any exigent reason, then to any other adult member of the family against proper receipt. As regards the single soul families, in case the person is not himself/herself available, Zonal Officer/Camp Commandant shall issue ration coupon to the close blood relation duly authorized by the registered single soul, to collect coupon on her/his behalf.</p> <p>ii. The Zonal Officer/Camp Commandant shall ensure to maintain a detailed data of the ration coupons issued viz. name of the HoF, Aadhar number of the HoF, contact number of the HoF, present address, name and contact number of the person issued ration coupon. The phone number and Aadhar card of the Head of the</p>	All Zonal Officers/ Camp Commandants/Officers at the Head Office

family shall be verified before the ration slips/ ration coupons are issued.


- iii. The Zonal Officer/Camp Commandant shall ensure ration coupon is issued **under his/her seal and signature, with the date and time explicitly indicated.** The Zonal Officer/Camp Commandant shall also **ensure that signature/thumb impression of the person issued ration slips/coupon is duly obtained for records.**
- iv. The Zonal Officer /Camp Commandant shall be personally responsible for ensuring that all the used and unused ration coupons / slips are submitted in the head office **by of before 25th of every month, and accordingly place the ration requisition for the next month.** The Ration Section **at the Head Office** after thorough scrutiny of such documents and requirement submitted by the requisitioning authority (**Zonal officer/ Camp Commandant concerned**), shall ensure all requisite steps are taken to place demand for next month's ration with the Department of food, Civil Supplies and Consumer Affairs, **by or before 30th of the previous month.**
- v. The Zonal officer/ Camp Commandant concerned shall ensure **monthly reconciliation of the ration slips/coupons issued and the ration actually disbursed,** with the concerned officials of the Department of Food, Civil Supplies

	and Consumer Affairs, on monthly basis.	
6.	It has been observed that the name, date and designation is often not indicated in the communications by the Zonal Officers/Camp Commandants. Chief Accounts Officer shall get prepared self inked stamps of all officers indicating name and designation. Zonal Officers/ Camp Commandants shall ensure these are affixed on all documents signed by them, including ration coupons/slips.	Chief Accounts Officers/All Zonal Officers/ Camp Commandants
7.	Checklist of the requisite documents for different certificates/services shall be drafted by the Deputy Commissioner (Relief) , who shall be assisted by the Chief Accounts Officer and all the Assistant Commissioner (Relief) . The recommendations in this regard shall be put by 5th April, 2024.	All officers at the head office
8.	Checklist of the requisite documents for different certificates is to be rechecked by all the Assistant Commissioner and Deputy Commissioner at head office and shall submit their recommendation by 1st April .	Deputy Commissioners Assistant Commissioners
9.	<ul style="list-style-type: none"> It was brought to the notice that in the Ayushman Bharat portal only the head of the family is being reflected while other members aren't. Many empanelled hospitals are not entertaining the Ayushman Bharat card as their earliest claims are not being cleared by SHA.. It was decided that the matter shall be taken up in writing with the State Health Agency, and follow up shall be ensured on daily basis. 	Deputy Commissioner (Relief) Mr. Sanjay Hangloo Ms. Shivani, Incharge Ayushman Bharat Card
10.	ELECTION : <ul style="list-style-type: none"> For all election related communications a separate email and a dedicated landline number shall be put up in place within two days. All the Polling Stations will be 	Deputy Commissioner (Relief) Assistant Commissioner (RZ) All concerned staff

	<p>physically checked and geo-tagged pictures and also the nearby landmark indicated. The basic facilities like separate toilets, water facility, ramp and electricity will be checked within 24 hours.</p> <ul style="list-style-type: none"> • A helpdesk for distribution /receipt of the M-form and form 12-C, shall be immediately put in place in all Zones/Camps and head office. • Daily Reporting Format shall be submitted every evening by the concerned officer. • The SVEEP plan shall be prepared by 30th March • For voter awareness and EPIC distribution a detailed plan for special camps shall be prepared by 30th March. 	
11.	No communications shall be made up with higher authorities/other departments , without prior approval of Relief Commissioner. The Establishment Section shall ensure monitoring of attendance of all employees, including those deployed for election duties.	All officers / officials
12.	While reporting it has been found that the reporting is not precise and also lacks specific recommendation. In future it shall be ensured that clear copies of all relevant prescribed documents are annexed with and the report is with specific recommendation.	All Zonal Officers Camp Commandants
13.	It has been observed that many works, activities and participations have not been reported by the field agencies, which shall be in future reported upon.	All officers
14.	All pending applications for different certificates will be cleared by 30th April positively as many applicants have to fill up forms for educational purposes.	All officers/ Zonal Officers Camp Commandants
15.	In many ACB cases the reports are awaited from different officers owing to which unnecessarily delay is caused in final disposal. All pending reports must be submitted by 5th April.	Deputy Commissioner (Relief) All concerned officers

16.	For magisterial powers to Zonal Officers/Camp Commandants matter shall be taken up with the Department of Law, Justice & Parliamentary Affairs.	Deputy Commissioner (Relief)
17.	No Zonal Officer / Camp Commandant shall suspend the Ration Card/ Relief Assistance of any migrant at his level. In case the Ration Card/ Relief Assistance is required to be stopped/suspended, the Zonal Officer/Camp Commandant shall submit a report in this regard indicating cogent reasons and specific recommendations to the head office. Only after the approval from head office any Ration Card/ Relief Assistance of any migrant shall be suspended/stopped.	All Zonal Officers Camp Commandants

The meeting ended with the vote of thanks to the chair and it was assured by all the participants that they will work with full sincerity, honesty and zeal by strictly following the guidelines and directions issued from time to time.


30/3/24

KUNAL SHARMA

Tehsildar (HQ)

Relief & Rehabilitation Commissioner (M)
J&K, Jammu.

No. RRCM/PS/2023-2024/1172-92

Dated: 30/03/2024.

Copy to the:-

1. Secretary to the Government, Disaster Management, Relief, Rehabilitation & Reconstruction Department, Civil Secretariat, J&K.
2. All concerned.
3. Record file.