



Union Territory of Jammu and Kashmir
Office of the Relief & Rehabilitation Commissioner (M) J&K
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Sub: Distribution of ration to the relief holders-reg.

ORDER No: 33-RRCM of 2024

Dated: 30.03.2024

In the interest of streamlining the process of distribution of ration to the relief holders registered with the Relief Organization, following directions are issued :

- i. Ration slips shall be issued by the Zonal Officer/Camp Commandant/Tehsildar Concerned, 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 slips from the Camp/Zone/Tehsil due to any exigent reason, then to any other adult member of the family against proper receipt only. As regards the single soul families, in case the person is not himself/herself available, Zonal Officer/Camp Commandant/Tehsildar concerned shall issue ration slips to the close blood relation duly authorized by the registered single soul, to collect ration slips on her/his behalf.
- ii. The Zonal Officer/Camp Commandant/Tehsildar concerned shall ensure to maintain a detailed data of the ration slips issued viz. name of the HoF, Aadhar number of the HoF, contact number of the HoF, present address, name, relation and contact number of the person issued ration slips alongwith the updated family details. The phone number and Aadhar card of the Head of the family shall be verified before the ration slips are issued.
- iii. The Zonal Officer/Camp Commandant/Tehsildar concerned shall ensure ration slip is issued under his/her seal and signature also with the date and time explicitly indicated. The Zonal Officer/Camp Commandant/Tehsildar concerned shall also ensure that signature/thumb impression of the person issued ration slips is duly obtained for records.
- iv. The Zonal Officer /Camp Commandant/Tehsildar concerned shall be personally responsible for ensuring that all the used and unused ration slips are submitted in the head office by or 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/Tehsildar 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/ issued and the ration actually disbursed**, with the concerned officials of the Department of Food, Civil Supplies and Consumer Affairs, on monthly basis.
- vi. A team of officers headed by Sh. Vijay Kumar Sharma, JKAS Deputy Commissioner (Relief), shall supervise the distribution of ration slips by the Zonal Officers/ Camp Commandants/Tehsildars and the actual distribution of the ration by the depots designated by the Department of Food, Civil Supplies and Consumer Affairs :

S.No.	Name of Officer/Official (Sh/Ms)	Designation
1.	Shiwani Bhan	Chief Accounts Officer
2.	Dr. Riaz Ahmed, JKAS	Assistant Commissioner (Relief)
3.	Sanjeev Goswami, JKAS	Assistant Commissioner (Relief)
4.	Kunal Sharma	Tehsildar
5.	Bansi Lal	Assistant Director Planning

The Committee shall also ensure monthly reconciliation of the funds released to the Department of Food, Civil Supplies and Consumer Affairs, requisition of the ration placed by the Relief Organization with the Department of Food, Civil Supplies and Consumer Affairs, and the ration actually disbursed to the Relief holders from the depots designated by the Department of Food, Civil Supplies and Consumer Affairs. **The Committee shall ensure monthly reconciliation for the previous month is completed by the 5th of the succeeding month.**

All the officers /officials shall ensure strict compliance of the **forementioned directions, without fail.**

Sd/-

(Dr. Arvind Karwani) JKAS
Relief & Rehabilitation Commissioner (M).
J&K.

No: RRCM/RS/2023-24 | 201-06

Dated: 01-04-2024

Copy for information to the-

1. Secretary to the Government, Department of Disaster Management, Relief, Rehabilitation & Reconstruction, Civil Secretariat, J&K.
2. Director, Department of Food, Civil Supplies and Consumer Affairs, Jammu/Kashmir with the request to direct the registered ration depot holders for reconciliation of migrant ration with officers of Relief Organisation (M) on monthly basis.
3. Deputy Commissioner Udhampur/ Ramban/Reasi/Doda.
4. Concerned Territorial Tehsildar
5. Zonal Officers/Camp Commandant (All) Relief Organisation (M)
6. Order file.

(Sanjeev Goswami) JKAS
Assistant Commissioner (Relief)
JKAS