



Union Territory of Jammu and Kashmir
Office of the Relief & Rehabilitation Commissioner (M) J&K
Phone No: 0191-2586218 (Jammu), 0194-2468116 (Srinagar)
(Email id: jkreliieforganisation@gmail.com, relief-comm@jk.gov.in)

Subject: Vigilance Awareness Week 2023.

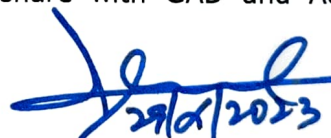
CIRCULAR No: 05 -RRCM of 2023
Dated : 29.10.2023

S.No.	Date	Activity	Venue	Time	Nodal Officer	
1	30.10.2023	Integrity Pledge	All Offices	11:00 am	Mr. D.S. Bhau, JKAS, DCR	
2		Grievance Redressal Camps	All Offices	11:00 am onwards	Ms. Reetika Arora, JKAS, ACR	
3	31.10.2023	Review of disposal of files on eoffice	All Offices	3:00pm to 5:00 pm	Mohd. Farooq Malik, ACR & Mr. Sanjay Hangloo, Asstt. Programmer	
4	01.11.2023	Sensitization Programme for officers and officials of working in Relief Organisation on the following:	Head Office	3:00 pm to 5:00 pm	Mr. D.S.Bhau, JKAS, DCR Each speaker shall sensitize through PPT and have feedback forms from the participants also.	
		Topic				Speaker
		Procurement				Mr. Shiwani Bhan, JKAS, CAO
		Ethics & governance				Mr. D.S. Bhau, JKAS, DCR
		Systems & Procedures of the Organisation				Ms. Reetika Arora, JKAS, ACR
5	02.11.2023	Awareness of e-services and e-office	In all offices, camps and non camp areas	11:00 am to 01:00 pm	Camp Commandants, Zonal Officers	

6	03.11.2023	Launch of social media handle	Head Office	11:00 am	Ms. Shiwani Bhan, JKAS, CAO, Mr. Sanjay Hangloo, Asstt Programmer
7	04.11.2023	Updation of departmental website (Circulars, Orders, Guidelines, Mannuals, Achievements and likewise)	Head Office	10:00am to 4:00 pm	Mr. Sanjay Hangloo, Asstt. Programmer
8	04.11.2023	Session on cyber hygiene & Security	Head office	3:00pm to 4:00 pm	Guest Speaker
5	5.11.2023	Formulation of Vigilance Awareness Week Report	Head Office	10:00 am to 4:00 pm	Mr. D.S. Bhau, JKAS, DCR Mr. Reetika Arora, JKAS, ACR Mr. Bansi Lal Raina, AD (P&S)

The activities of the department, photographs, videos and progress report of the department shall be shared with the General Administration Department on email gad-jk@nic.in (as per circular No. 32-JK(GAD) of 2023 dated: 27.10.2023) and are to be uploaded on departmental website also. All the officers to share the photographs, videos and media clips with Mr. Sanjay Hangloo, Asstt. Programmer who shall update the same on departmental website and also share with GAD and Administrative Department.

Issued for compliance.



(K.K. Sidha) JKAS

Relief and Rehabilitation Commissioner (M)

J&K

No: RRCM/Estt/2023-24/856-59
Copy for information to the:

Dated: 29.10.2023

1. Commissioner/Secretary to Government, General Administration Department, Civil Secretariat, J&K.
2. Secretary to Government, DMRRR, Civil Secretariat, J&K.
3. All concerned for immediate compliance.
4. I/c website.