



**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: relief-comm@jk.gov.in)**

**ORDER No. 44-RRCM of 2024**  
**Dated : 19-07-2024**

**Subject: Work Distribution of the Officers of the Head Office.**

In supersession of all the previous orders, consequent to the joining of the new officers, work distribution of the officers of the Head Office is ordered as under, **with immediate effect:**

S.No.	Name of the Officer	Work assigned
1.	Mr. Vijay Kumar, Deputy Commissioner (Relief).	<p>(1) Co-ordination and timely reply to the communications received from:</p> <p>(a) HLG Secretariat</p> <p>(b) Administrative Department</p> <p>(c) Anti-Corruption Bureau</p> <p>(d) Crime Branch</p> <p>(e) C.I.D</p> <p>(f) Concerned Deputy Commissioner of Kashmir Valley regarding issues related to left over immovable property of the displaced people in the valley.</p> <p>(2) Monitor issues related to sanitation, repair work, water supply, electric supply and timely supply of ration to camp and non-camp relief holders, and ensure required co-ordination in this regard with the concerned departments.</p> <p>(3) All files related to registration, conversion of the ration card, inclusion/deletion from the ration card, bifurcation of ration card, correction of name(s) in the ration card, issuance of duplicate ration card, transfer of ration card due to change of address and revalidation of ration card etc; shall be routed by the concerned Desk Officer through the Deputy Commissioner, Relief.</p> <p>(4) All files related to the monthly ration requisition and all issues related to ration distribution, shall be routed by the concerned Desk Officer through Deputy Commissioner, Relief.</p> <p>(5) Reconciliation of records with the Food, Civil Supplies &amp; Consumer Affairs Department, on monthly basis.</p> <p>(6) All files related to the Medical Re-imburement, Legal Section and Establishment Section, shall be routed by the concerned Desk Officer through Deputy Commissioner Relief.</p>

		<p>(7) All files related to issues of allotment of Residential Quarters and Shops shall be routed by the concerned Desk Officer through the Deputy Commissioner Relief.</p> <p>(8) All files related to POJK/Jammu Migrants/ Non-Registered Kashmiri Migrants, shall be routed by the concerned Desk Officer through Deputy Commissioner Relief.</p> <p>(9) First Appellate Authority under the RTI Act, 2005.</p>
2.	Ms. Shiwani Bhan, Chief Accounts Officer	<p>(1) All issues related to the Accounts Section/Financial Matters.</p> <p>(2) Maintenance of the up to date stock registers of deadstock and consumables.</p> <p>(3) Physical verification and reconciliation of the assets and other consumable material on quarterly basis.</p> <p>(4) Reconciliation of records with the Food, Civil Supplies &amp; Consumer Affairs Department, on monthly basis.</p> <p>(5) Compilation of requirement of Computers and related paraphernalia/ ICT Tools, other need assessment of the Relief Organization.</p> <p>(6) Drafting of tenders for Sanitation/Water Supply etc.</p> <p>(7) Reply to the Audit Paras/ Observations in the Administrative Inspection Report.</p> <p>(8) Aadhar Seeding of Migrants.</p> <p>(9) Supervision of the Planning Section.</p> <p>(10) Compilation of Monthly Progress Report as per the prescribed proforma for submission to the higher authorities.</p>
3.	Mr. Deepak Kumar , Assistant Commissioner (Relief)	<p>(1) All issues related to the Establishment Section.</p> <p>(2) All issues related to the Special Summary Revision of Voter Lists/Elections, and close coordination with the O/o Chief Electoral Officer, J&amp;K.</p> <p>(3) All issues related to the GeM portal.</p> <p>(4) Medical reimbursement cases.</p> <p>(5). All issues related to Ration Card viz. Integration of the cards into the NAFSA database after classification based on the extant rules of the Department of Food Civil Supplies &amp; Consumer Affairs, J&amp;K; Registration, Conversion of the Ration Card, Inclusion/ Deletion from the Ration Card, Bifurcation of Ration Card, Correction of name(s) in the Ration Card, Transfer of Ration Card due to change of address etc. and Issuance of Duplicate Ration Card in lieu of torn out card etc.</p> <p>(6). All issues related to provisional registration and delayed/time barred cases.</p> <p>(7). All issues related to facilitation of the Screening Committee constituted vide Government Order No. 1107-JK(GAD)of 2024, dated 29-05-2024.</p> <p>(8). Organising of Camps/Seminars/Out Reach Programmes.</p> <p>(9). Maintenance of records of all the pertinent minutes of meeting, orders/circulars issued by the higher authorities and RRCM office.</p> <p>(10). Digitization of the records of the Relief Organization.</p>



4.	Ms. Kailash Devi Assistant Commissioner (Relief)-	<ol style="list-style-type: none"> <li>(1). Public Information Officer.</li> <li>(2). Drafting/ compilation of the replies of the Parliamentary Questions/important communications received from HLG Secretariat/MHA/higher authorities, in consultation with the concerned officers of the Relief Organization</li> <li>(3). Compilation of weekly report for submission to the higher authorities, regarding the disposal of services provided to migrants, in reference to Administrative Department's communication No. <b>DMRRR-MR/15/2024 dated 04-05-2024.</b></li> <li>(4). All issues related to the Legal Section, including drafting of objections/replies, filing of appeal and maintenance of database of the court cases.</li> <li>(5). Ex gratia matters.</li> <li>(6). Maintenance of database of PM Package Employees and Migrant Employees.</li> <li>(7). Maintenance of comprehensive database of Kashmiri Migrants /POJK Refugees/Jammu Migrants/Non- Registered Kashmiri Migrants.</li> <li>(8). Issuance of various certificates viz. EWS, RBA, PSP, Migrant Certificate etc. <b>She shall be assisted in this assignment by Sh. Abbass Ahmad, Naib Tehsildar.</b></li> <li>(9). Nodal Officer for registration for the purpose of Domicile. <b>She shall be assisted in this assignment also by Sh. Abbass Ahmad, Naib Tehsildar</b></li> <li>(10). Verification of the certificates/documents referred by various Government Departments/Organizations.</li> </ol>
5.	Mr. Sanjeev Kumar Goswami, Assistant Commissioner (Relief)	<ol style="list-style-type: none"> <li>(1) Compilation of monthly ration requisition after thorough scrutiny of pertinent documents and requirement submitted by the requisitioning authority (Zonal officer/ Camp Commandant/Tehsildar concerned), and placement of demand for next month's ration with the Department of Food, Civil Supplies and Consumer Affairs, <b>by or before 30<sup>th</sup> of every month.</b></li> <li>(2) All issues related to ration distribution and reconciliation of records with the Food, Civil Supplies &amp; Consumer Affairs Department.</li> <li>(3) All issues related to allotment of Residential Quarters and Shops in the Migrant Camps at Jammu, as per the laid down criterion.</li> <li>(4) All issues related to the monitoring of the construction of the Transit Accommodations in the Kashmir Valley and allotment of Quarters to the PM Package employees, as per the allotment criterion laid down by the Government.</li> <li>(5) Maintenance of up to date data base of the allottees of Residential Quarters and Shops in the Migrant Camps/Transit Accommodations.</li> <li>(6) Estate Officer of the Relief Organization; maintenance of up to date Asset Register of all properties of the Relief Organization.</li> <li>(7) Supervision of the development works in the Camps/Transit Accommodations.</li> <li>(8) Supervision of all issues related to sanitation, repair work, water supply, electric supply in the Migrant Camps, and coordination with the concerned officers of the district administration/ line department.</li> </ol>

		<p>(9). All issues related to the POJK Refugees/Jammu Migrants/Non-Registered Kashmiri Migrants. <b>He shall be assisted in this assignment by Sh. Abbass Ahmad, Naib Tehsildar.</b></p> <p>(10). Issues related to return and rehabilitation of the displaced people to the Kashmir valley.</p>
6.	Mr. Kunal Sharma, Tehsildar	<p>(1) Assist RRCM in the issuance of Domicile/EWS/RBA/PSP certificates.</p> <p>(2) Public Relations/Media Coordination.</p> <p>(3) Monitoring of Bio-Metric Attendance of all staff.</p> <p>(4) Handling/disposal of the complaints on the <b>Migrant Property Portal.</b></p> <p>(5) All issues related to arrangements of Mata Kheer Bhawani Mela and other Yatras/Melas, including coordination with the concerned line departments/districts and J&amp;K RTC in this regard.</p> <p>(6) All issues related to SEOC/Disaster Management.</p> <p>(7) All issues related to the implementation of Ayushman Bharat Scheme and Central/Centrally Sponsored /UT Schemes.</p> <p>(8) Coordination with various Government Departments /Banks regarding Self Employment Schemes for the Migrants/POJK/WP Refugees and maintenance of the necessary database of the beneficiaries in this regard.</p> <p>(9) Assist RRCM in the election related issues and the organising of Camps/Seminars/Out Reach Programmes.</p> <p>(10) Compilation of the requisition of ration received from the Zones and reconciliation of records with the Food, Civil Supplies &amp; Consumer Affairs Department, on monthly basis. <b>He shall report through Sh. Sanjeev Kumar, Assistant Commissioner(Relief).</b></p>
7.	Ms. Shivani Deonia, HQA	<p>(1) All issues related to the Establishment Section. <b>She shall route the files through Sh. Deepak Kumar, Assistant Commissioner (Relief).</b></p> <p>(2) All issues related to Ration Card viz. Integration of the cards into the NAFSA database after classification based on the extant rules of the Department of Food Civil Supplies &amp; Consumer Affairs, J&amp;K ; Registration, Conversion of the Ration Card, Inclusion/ Deletion from the Ration Card, Bifurcation of Ration Card, Correction of name(s) in the Ration Card, Transfer of Ration Card due to change of address etc. and Issuance of Duplicate Ration Card in lieu of torn out card, etc. All issues related to provisional registration and delayed/time barred cases, and issues related to facilitation of the Screening Committee constituted vide Government Order No. 1107-JK(GAD)of 2024, dated 29-05-2024. <b>She shall route the files through Sh. Deepak Kumar, Assistant Commissioner(Relief).</b></p> <p>(3) All issues related to the JKIGRAMS portal / all online/offline complaints, <b>except Migrant Property portal.</b></p> <p>(4) Nodal Officer on Samadhan portal.</p> <p>(5) All issues related to the Legal Section. <b>She shall report through Ms. Kailash Devi, Assistant Commissioner (Relief).</b></p> <p>(6) Maintenance of all Social Media Handles of the Relief Organization.</p> <p>(7) Up-dation/Monitoring of the Website of the Relief Organization.</p> <p>(8) Supervision of the Computer Section and smooth functioning of the Online services, including taking up the matter/coordinating with the</p>



		concerned in the NIC/IT Dept. (9). All e-office related issues.
8.	Mr. Jeewan Singh Accounts Officer	(1). All Accounts related matters assigned by the Chief Accounts Officer. (2). Reconciliation of records with the Food, Civil Supplies & Consumer Affairs Department. (3). <b>Maintenance of a detailed inventory of deadstock /asests purchased by the Relief Organization since the year 2019-20.</b> (4). Issues related to the condemnation of vehicles and the auction of deadstock.


- All the Officers/Officials are directed to route their files, as per the work distribution ordered above, accordingly **with immediate effect**, through **e-office /portal only**.
- The officers shall ensure timely disposal of files pertaining to the subject assigned to each through proper channel as indicated in the work distribution above.
- **Any issue not explicitly mentioned in the aforementioned work distribution order, shall be dealt by the Deputy Commissioner (Relief).**

Further, in the interest of ensuring speedy redressal of various grievances/complaints on the spot, to ensure close monitoring of the development works, and to address issues related to the sanitation, repair work, water supply, electric supply and timely supply of ration etc; it is hereby ordered that the following senior officers shall remain available every week in the Migrant Camps at Jammu from **11:00 am to 1:00 pm** , and for one week in the Kashmir Valley , as per the following schedule :

S.No.	Designation	Venue	Day	Kashmir Valley ( HQ DC Relief Sgr)
1.	Sh. Vijay Kumar, Deputy Commissioner (Relief).	Jagti Migrant Camp	Wednesday	As per instructions of RRCM from time to time.
2.	Ms. Shiwani Bhan, Chief Accounts Officer.	As per instructions of RRCM from time to time		4 <sup>th</sup> week of every month.
3	Ms. Kailash Devi , Assistant Commissioner (Relief)	Muthi Migrant Camp	Thrusday	3 <sup>rd</sup> Week of every month
4	Sh. Deepak Kumar, Assistant Commissioner (Relief)	Nagrota Migrant Camp	Friday	2 <sup>nd</sup> week of every month
5	Sh. Sanjeev Kumar Goswami, Assistant Commissioner (Relief)	Purkhoo Migrant Camp	Saturday	Ist week of every month

When the senior officer is not available to attend Migrant Camp at Jammu due to any official exigency/official duty in Kashmir Valley, Mr. Kunal Sharma, Tehsildar/ Ms. Shivani Deonia, HQA, shall attend the Camp at Jammu, after due consultation/inputs from the concerned officer. Further, all officers shall inspect at least two Non-Camp Zones every week. All the officers available at the head office shall also remain available in the public hearing of RRCM in the meeting hall of the head office at 12 noon daily.

**This issues with the approval of the Relief & Rehabilitation Commissioner(M),J&K.**

  
(Shivani Deonia) OKAS  
Head Quarter Assistant  
to the Relief & Rehabilitation Commissioner(M)  
J&K

**No: RRCM/Estt/2024-25/501-506**

**Dated: 19.07.2024**

**Copy for information:**

1. Secretary to the Government, Department of the Disaster Management, Relief & Rehabilitation, Civil Secretariat J&K.
2. All concerned Officers/Officials in the Head Office.
3. All Zonal Officers/Camp Commandants.
4. Incharge website, Relief Organization.
5. Office Order file.