



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: jkrelieforganisation@gmail.com, relief-comm@jk.gov.in)

Subject: Work Distribution.

ORDER No: 02-RRCM of 2023
Dated : 30.05.2023

In supersession to all previous order work distribution among the officers working in this office shall be henceforth as detailed under:

S.No.	Name of the Officer	Work assigned
1.	Sh. Devender Singh Bhau (JKAS), Deputy Commissioner (Relief) Jammu	The officer is designated as First Appellate Authority, Relief Organisation, Jammu and is assigned the work of the following sections/heads <ul style="list-style-type: none">a. Administrative Sectionb. Anti Corruption Bureauc. Crime Branchd. CID/Vigilancee. Property Sectionf. Camps and Seminarsg. Issues of Jammu Migrants All other issues/routine matters in the absence of RRCM
2.	Ms. Reetika Arora (JKAS), Assistant Commissioner Relief, Jammu	The officer shall function as Public Information Officer (PIO), Relief Organisation (M), Jammu and shall also lookafter the sections of offline/ online grievances, Legal Section viz Objections filed, and other legal matter. Inclusion Section, Conversion of Ration Cards, Separation of Ration Cards and Revalidation of Ration Cards, Accommodation in Jammu.
3.	Sh. Mohammad Farooq Malik, Assistant Commissioner (Relief) Jammu	The officer shall lookafter the work of Establishment Section, Ex-gratia, Non Migrant Certificates, Correction of name, Registration issues, Duplicate/Torn out/Lost ration cards, Dependent Certificates, Legal Heir certificates for Covid-19, EWS, RBA, Verification Domicile/ PRC/ RBA, EWS/ Registration/ Domicile certificates for left out Kashmiri migrants/PoJK/Displaced Persons online and offline mode.

4.	Sh. Riaz Ahmed (JKAS) Assistant Commissioner (Relief) Jammu	The officer shall lookafter, issues related to Return and Rehabilitation of Kashmiri Migrants to Kashmir valley, Accommodations in Kashmir Valley, bifurcation, Issues of Migrant Property offline/ online, Medical Files, Ayushman Bharat Scheme (Golden Health Cards), Vigilance Section, Change of Address, Ration Section. The officer is designated as Estate Officer of Main office complex and Assistant Electoral Registration Officer (Migrants)
5.	Ms. Shiwani Bhan, JKAS, CAO	All Financial Matters, Audit, Reply to Audit Paras, Reconciliation of Ration, Cash Assistance with Zones/ Camps/CAPD Department. Utilization of funds release to Line Departments. Aadhar seeding of migrants, Medical Claim of migrants.
6.	Sh. Latafat Shawl Qadir, Tehsildar, Relief Srinagar	He shall perform all the duties of Deputy Commissioner Relief Srinagar, in addition to his duties as Zonal Officer Special Zone Srinagar. He shall lookafter all the issues pertaining to the construction of transit accommodation and the transit camps already in place in Kashmir.
5.	Sh. Bansi Lal Raina, AD Planning & Statistics, Relief Org Jammu	Planning Section, MPR, Issues related to construction of Transit Accommodation in Kashmir and other construction works for which the funds are provided by the Department, Needs Assessment of the offices.
6.	Sh. Sanjay Hangloo, Asstt Programmer	Online services, e-office, Biometric Attendance system, Hardware/software issues, Requisition of ICT tools. Ayushman Golden Health Cards.

- All Section Heads are directed to route their files accordingly through **e-office only**.
- The officers shall be personally responsible for timely disposal of files pertaining to the subject assigned to each. Unnecessary and unwarranted delay shall invite strict disciplinary action under CSR.

(K.K. Sidha) JKAS

Relief & Rehabilitation Commissioner (M)

J&K

No: RRCM/Estt/23-24/398

Copy for information to the:

1. Secretary to Government, DMRRR, Civil Secretariat, J&K.
2. All concerned for immediate compliance.

Dated: 30.05.2023