



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

In supersession of all previous orders work distribution of the officers is ordered as under:

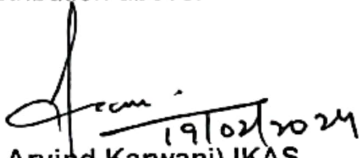
S.No.	Name of the officer/official	Work assigned
1.	Sh. Vijay Kumar (JKAS) Deputy Commissioner (Relief).	<p>(1) First Appellate Authority, Relief Organisation, Jammu.</p> <p>(2) Shall co-ordinate and ensure timely reply to the communications from :</p> <p>(a) Administrative Department</p> <p>(b) Anti Corruption Bureau</p> <p>(c) Crime Branch</p> <p>(d) C.I.D</p> <p>(e) Concerned Deputy Commissioner of valley regarding issues related to left over immovable property of the displaced people in the valley.</p> <p>(3) Shall 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>(4) All the files related to conversion, inclusion, deletion, bifurcation, issuance of duplicate ration card and revalidation of ration card shall be routed by the concerned Assistant Commissioner Relief through Deputy Commissioner, Relief.</p> <p>(5) Concerned Assistant Commissioner Relief shall process monthly ration requisition and all issues related to ration distribution through Deputy Commissioner, Relief.</p> <p>(6) Monthly reconciliation of the ration supply with the CA& PD Department.</p> <p>(7) All files related to the Legal Section and Establishment Section, shall be routed by the concerned Assistant Commissioner through Deputy Commissioner Relief.</p> <p>(8) Supervision of the Election related arrangements.</p> <p>(9) All files related to issues of allotment of Residential Quarters and Shops shall be routed by the concerned Assistant Commissioner Relief through Deputy Commissioner Relief.</p> <p>(10) EWS/RBA/PSP certificates shall be routed by the concerned</p>

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		<p>Assistant Commissioner Relief through Deputy Commissioner Relief.</p> <p>(11) All issues related POJK/Jammu Migrants/ Non-Registered Kashmiri Migrants.</p> <p>(12) Registration Section.</p> <p>(13) Supervision of Camps/Seminars.</p>
2.	Ms. Reetika Arora, JKAS Assistant Commissioner (Relief)	<p>(1) All issues related to the Establishment Section.</p> <p>(2) All issues related to conversion, inclusion, deletion, bifurcation, issuance of duplicate ration card and revalidation of ration card.</p> <p>(3) Medical reimbursement cases</p> <p>(4) All issues related to the implementation of Ayushman Bharat Scheme and Centrally Sponsored /UT Schemes.</p> <p>(5) Legal Section.</p>
3.	Sh. Sanjeev Kumar Goswami (JKAS) Assistant Commissioner (Relief)	<p>(1) Monthly ration requisition and all issues related to ration distribution and reconciliation with CA&PD department.</p> <p>(2) Issues related to return and rehabilitation of displaced people in Kashmir valley.</p> <p>(3) Supervision of the development works in the Camps/Transit Accomodations.</p> <p>(4) All issues related to allotment of Residential Quarters and Shops in the Camps.</p> <p>(5) All issues related POJK/Jammu Migrants/Non-Registered Kashmiri Migrants.</p> <p>(6) Registration Section.</p> <p>(7) EWS/RBA/PSP certificates</p> <p>(8) Other miscellenous issues pertaining to Relief Organisation but not indicated in this work distribution order.</p>
4.	Dr. Riaz Ahmed, JKAS Assistant Commissioner (Relief)	<p>(1) Nominated as Assistant Returning Officer(Migrants).</p> <p>(2) All issues related to the Elections. He shall ensure close coordination with the O/o Chief Electoral Officer, J&K.</p> <p>(3) Estate Officer of the Relief Organization.</p> <p>(4) Vigilance Section.</p> <p>(5) Verification of Domicile/PRC/RBA/Migrant Certificates.</p> <p>(6) Monitoring of Bio-Metric Attendance.</p> <p>(7) E-Office related issues.</p>
5.	Sh. Kunal Sharma, Tehsildar	<p>(1) Public Information Officer.</p> <p>(2) All issues related to the grievance redressal and disposal of online/offline complaints.</p> <p>(3) Assisting RRCM in the issuance of Domicile / EWS/RBA/PSP certificates.</p> <p>(4) Organising of Camps/Seminars</p> <p>(5) Public Relations/Media Coordination</p>
5.	Sh. Kumar Ji Raina, Sr. Lecturer	<p>(1) Assisting Sh. Riyaz Ahmed Assistant Commissioner (Relief) in the Election related work.</p> <p>(2) Assisting issues related to allotment of Residential Quarters and Shops in the Camps.</p>

- All Section Heads are directed to route their files accordingly through **e-office 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.


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

Dated: 19.02.2024

No: RRCM/Estt/2023-24/ 1335 - 36

Copy for information:

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