



सत्यमेव जयते

Union Territory of Jammu & Kashmir
Office of the Divisional Commissioner, Jammu
(Rail Head Complex, Jammu)

(0191-2478991, 2478999, Fax-2478997, e-mail: divcomjammu@gmail.com)

Subject: Distribution of office work amongst the officers in the office of the Divisional Commissioner, Jammu.

ORDER

In supersession of all previous orders, the following work is hereby assigned to the officers of this office as shown against each with immediate effect:-

Sh. Pawan Sharma, (KAS), Additional Commissioner, Jammu-I:-

1. Appeal cases as may be transferred by the Divisional Commissioner, Jammu from time to time (other than agrarian).
2. Tour Diaries of Revenue Officers.
3. Conduct of Administrative Inspections of subordinate offices.
4. Red Cross Society matters.
5. Issuance of Domicile Certificates and its compilations/review of progress of Domicile certificates of all districts.
6. All section related AQs / CQs and Parliamentary Questions.
7. 1st Appellate Authority under RTI.

Additional Commissioner, Jammu-II (Vacant):-

1. Issues related to DPs of 1947, 1965, 1971 and west Pakistani Refugees etc.
2. Complaint Section/Public Grievances/ Jan Sunwai / I-Gram, JK.
3. General & Miscellaneous Section / Traffic / Citizen Council / Labour issues / Haj & Auqaf etc.
4. Civil Aviation / evacuation of stranded persons / patients by Air.
5. All Elections.
6. Exams – UPSC / PSC etc.
7. Arrangements for the visits of VVIPs.
8. Law and Order including CID reports.
9. All section related AQs / CQs and Parliamentary Questions.
10. Appeal cases as may be transferred by the Div.Com. from time to time.

Sh. Kul Bhushan Khajuria, (KAS), Assistant Commissioner (Central):-

1. Staff officer to Divisional Commissioner, Jammu.
2. Office Administration/Establishment matters - both Gazetted/Non-Gazetted staff.
3. Budget / funds / GPF / POL / Stationery etc.
4. Land Acquisition / Requisition Cases & other land matters and issues.
5. Relief and Rehabilitation cases and SDRF.
6. CBI/Vigilance matters (as Divisional Vigilance officer).
7. All section related AQs / CQs and Parliamentary Questions.
8. National functions including Republic Day Celebrations.
9. Review of Digital India Land Records Modernization Programme.
10. SRO-43 cases.
11. Fixation of Seniority lists of Divisional Cadre officials

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Sh. Rajeev Kumar, KAS, Revenue Attorney :-

1. Court cases before all Courts / litigations (High Court / CAT). (Revenue matters / criminal appeals / subordinate courts / service matters).
2. All the files of the Judicial section pertaining to the magisterial functions e.g., Inquests/ Enquiries/ Arms Act.
3. All section related AQs / CQs and Parliamentary Questions.
4. Licenses (Arms Licenses / Transport Licenses) of the Judicial section pertaining to the Issuance of Arms Licenses.
5. Human Rights Commission / labour cases.
6. Detention cases under Narcotics and Psychotropic substances anti-Tobacco Act.
7. Maintenance of Library books.
8. Retention cases under Unlawful Activities Prevention Act.

Ms. Mehak Gupta, Deputy Director (P&S):-

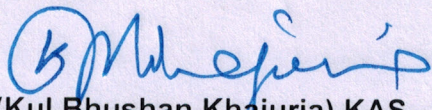
1. All Planning matters of the Division including District Plans and liaison with Planning & Development Department & Districts.
2. Mega Projects / Major Development Projects NBCC / ERA / PWD / JKPC / PDD / PHE / I&FC etc.
3. Public Service Guarantee Act and its compilation
4. P.I.O under Right to Information Act (RTI) and its compilation.
5. Census related work.
6. Arrangements for Yatra including Amar Nath Yatra / All Shrine matters including SMVD/ SASB / Shiv Khori Shrine Board / festivals including Navratra Festival at Katra / Bahu Fort etc. (through Addl. Commissioner-II).
7. Disaster Management Plan/NCRF.
8. Office complex correspondence / file.

Sh. Rakesh Kumar, Pr. Private Secretary.

1. Minutes of meeting of Divisional Commissioner.
2. Dictation work of Divisional Commissioner.
3. Maintenance of APRs of IAS / KAS Officers.
4. Club matters i.e. Amar Singh Club / Jammu Club.
5. Kendriya Vidyalaya Admissions.

By order of the Divisional Commissioner, Jammu.

No. : 101/500/ II/2021/8133-40
Dated: 23 03.2021


(Kul Bhushan Khajuria) KAS,
Asstt. Commissioner (Central),
With Divisional Commissioner,
Jammu

Copy to the:-

1. Financial Commissioner, (Revenue), J&K Jammu for kind information.
2. Additional Commissioner, Jammu for necessary action.
3. Asstt. Commissioner (Central), with Divisional Commissioner, Jammu.
4. Revenue Attorney for necessary action.
5. PPS to Div. com. Jammu for necessary action.
6. JD Planning and Development for necessary action.
7. PA to Div. com. Jammu for necessary action.
8. All sections for strict compliance.