



(Government of Jammu and Kashmir)
OFFICE OF THE DEPUTY COMMISSIONER KUPWARA
 (Kashmir)

Subject: **Work distribution.**


ORDER NO: 190 -DCK/Adm of 2014
D A T E D : 27 - 02 - 2015

For smooth functioning of office work, meeting of all the following officers will be held on every Saturday at 03:00 pm to review the progress of disposal of work assigned to them shown against each: -

S. No	Name of the Officer	Work assigned
01.	Addl. Distt. Dev. Commr. Kupwara	1. Complaints received from CMs grievances cell. 2. Public Service Guarantee Act. 3. Verification of developmental works. 4. Time bond redressal of public grievances. 5. Other miscellaneous works. 6. ICDS related issues.
2.	Addl. Dy. Commissioner Kupwara.	1. Appeals cases as Joint Agr. Reforms Commissioner 2. Human Rights Cases 3. Court cases of Hon'ble High Court. 4. Court cases pending before lower courts. 5. Right to Information Act. 6. District Vigilance Cell. 7. Character verifications. 8. Monitoring availability of essential commodities including LPG/K.Oil 9. Disaster Management. 10. Law & order related issues. 11. Migrant representations regarding removal of illegal encroachments. 12. Census Operation. 13. Hajj arrangements.
03.	Addl. Dy. Commissioner Handwara	1. All revenue, law & order & other related issues of Handwara Sub Division.
04.	Assistant Commissioner ® Kupwara	1. Appeal cases under Land Revenue Act. 2. Land Acquisition/requisition cases. 3. Issuance of PRCs/Stamp vendor licence/Income, Dependent certificates. 4. Relief/SRO/Walnut cases. 5. Complaints. 6. Recovery of Land Revenue Arrears 7. Land related cases/Roshni cases 8. Tour dairy of Tehsildars. 9. Shali section 10. Judicial cases.

05.	Sub Divisional Magistrate Karnah	1. All revenue, law & order & other related issues of Karnah Sub Division.
06.	Sub Divisional Magistrate Lolab	1. All revenue, law & order & other related issues of Lolab Sub Division.

All the officers will ensure their presence in the scheduled meetings along-with full details of the disposal of work assigned to them.


 (Rajeev Ranjan), IAS
 Deputy Commissioner,
 Kupwara.

No: DCK/PS/2014/(209)/2912-17
 Copy to the: -



Dated: 27-02-2015

1. Addl. District Dev. Commissioner Kupwara
2. Addl. Dy. Commissioner Kupwara /Handwara
3. Assistant Commissioner (R), Kupwara.
4. Sub Divisional Magistrate Karnah/Lolab.