

## DUTIES OF OFFICERS AND EMPLOYEES

S. No.	Name of officers/official	Designation	Works Allotted
1	Sh. Tariq Ahmad Zargar(KAS)	Deputy Commissioner Poonch	Gen. Administration, Law & Order, Court Work, Development Work, District Election Officer,NHRC/SHRC Cases, Vigilance Cases, Public Grievances, Cross LOC Trade, Sakshar Bharat Mission.
2	Sh. Abdul Hamid(KAS)	Addl. District Development Commissioner Poonch	Development works and works assigned by Deputy Commissioner
3	Dr. Gurvinderjeet Singh (KAS)	Addl. Deputy Commissioner Poonch	Gen. Administration, Law and Order, Works assigned by Deputy Commissioner, Court cases,PRC Files of Sub Division Mendhar, District Vigilance officer, Disaster Management, NCRF/CRF, Civil Defence, Allotment of Quarters.
4	Sh. Mohammad Ashraf (KAS)	Assistant Commissioner (Rev) Poonch	Land Acquisition Cases, PMGSY, NABARD Etc., Court work, Law and Order, Misc Works as assigned by Deputy Commissioner, PRC of Tehsil Haveli and Mandi.
5	Sh. Rakesh Kumar Sharma	Headquarter Assistant to Deputy Commissioner Poonch( Tehsildar)	Assistance/appearance in Revenue Court,Filing of objections before Hon'ble High Courts,Disaster Mangement Filing of objections before Subordinate Courts and works assigned by Deputy Commissioner
6	Sh. Kabir Hussain	P.A. to Deputy Commissioner ( Naib Tehsildar)	Personal Section of DC.
7	Sh. Khadam Hussain	ARA ( Naib Tehsildar)	Court Cases
8	Smt. Manjeet Kour	Sn. Scale Stenographer	Public meetings of DC Confidential matters Tour diaries of DC Dictation/Telephone/fax Cross LOC Trade Any work assigned by DC Type work of DC
9	Sh. Sayed Akbar	Saddar Mohasib	Miscillinous Work
10	S. Prithpal Singh	Head Assistant	PRC of Tehsil Haveli & Mandi Legal Heir Certificates Dependant Certificates Misc. WorkVerification of different certificates

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11	Sh. Sugheel Kumar Khajuria	Mohasib	Establishment Property returns Appointment of village guards/lumberdars Leave account of subordinate staff Accounts under head 2053, 2029,2506,2014 Quarterly/half yearly/Yearly returns Maintenance of Service Books Stores, stationary and printing Telephone Celebration of R.Day/I.Day Maintenance and cleanliness of DC Office building Maintenance of vehicles PRC of Sub Division Mendhar
12	Sh. Subash Chander	Jr. Assistant	Land Hiring Cases under RAIP Act Civil Military Liaison Conference Core Group Meeting Rental Compensation Govt. buildings under occupation of SF/Army
13	Sh. Maqbool Ahmed	Jr. Assistant	PSGA Complaint work of DVO Right to Information Act Complaints from CM grievances cell Haj & Auqaf Allotment of Govt. Quarters
14	Sh. Mohd Sharief	Girdawar	Reader to ACR
15	Sh. Abdul Qayuoom	NSQ (Girdawar)	Allotment of land Felling of trees Group Insurance Claims Land Records Encroachments Revenue Officers meetings Work of Budha Amar Nath Trust Tour Diaries of Field Staff/Officers Monthly statements of Revenue Recovery under LRA . Rent Assessment Appeal cases of DC
16	Sh. Shafiq Ahmed	Patwari (Attached)	Land Acquisition
17	S. Gurdeep Singh	Jr. Assistant	Computer Operator
18	Sh. Ashwani Kumar	Jr. Assistant( Attached)	Reader to ADC
19	Sh. Mohd Saleem Khan	WBN(Attached)	Ex-gratia Relief cases (NDRF/SDRF) Human Right Cases DLCCSC meetings SRO-43 cases
20	Sh. Zahid Iqbal	Red Cross Clerk	Red Cross Section
21	Sh. Shafiq Ahmed	Sr. Assistant (JC)	Issuance of Arms. Renewal of Arms
22	Sh. Tahir Hussain Shah	Jr. Assistant(JC)	Licences/Issuance of NOC Deployment of Magistrates
23	Sh. Abdul Hamid	Driver	Driver of ACR