

## Strength of Staff working in Deputy Commissioner Office Poonch

| S. No | Name of section                            | To be dealt by  | Subject/nature of work assigned   | Supervisory Officer |
|-------|--|---|---|---------------------|
| 1     | Personal Section of DC                     | i. Smt. Manjit Kour, Sr. Steno (PA)   | i. Public meetings of DC<br>ii. Confidential matters<br>iii. Tour diaries of DC<br>iv. Dictation/Telephone/fax<br>v. Cross LOC Trade<br>vi. Any work assigned by DC<br>vii. Type work of DC   | DC                  |
| 2     | Personal Section of ADC                    | i. Sh. Maqbool Ahmed , Jr. Asstt.   | i. PSGA<br>ii. Complaint work of DVO<br>iii. Right to Information Act<br>iv. Complaints from CM grievances cell<br>v. Haj & Auqaf<br>vi. Allotment of Govt. Quarters  | DC/ADC              |
| 3     | Appeal Section                             | 1. Sh. Ashwani Kumar  | i. Reader to ADC  | ADC                 |
| 4     | Establishment Section/<br>Accounts Section | i. Sh. Sugheel Kumar, Mohasib<br>ii. Sh. Sayed Akbar, SM<br>iii. S. Gurdeep Singh, Jr. Asstt. | ii. Establishment<br>iii. Property returns<br>iv. Appointment of village guards/lumberdars<br>v. Leave account of subordinate staff<br>vi. Accounts under head 2053, 2029,2506,2014<br>vii. Quarterly/half yearly/Yearly returns<br>viii. Maintenance of Service Books<br>ix. Stores, stationary and printing<br>x. Telephone<br>xi. Celebration of R.Day/I.Day<br>xii. Maintenance and cleanliness of DC Office building<br>xiii. Maintenance of vehicles<br>xiv. PRC of Sub Division Mendhar<br>xv. Type work of Accounts/SQ/Red Cross Sections | DC                  |

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| 5  | Land Records (SQ) Section       | i. Sh. Abdul Qayoom, NSQ         | i. Allotment of land                                 | DC  |
|    |                                 |                                  | ii. Felling of trees                                 |     |
|    |                                 |                                  | iii. Group Insurance Claims                          |     |
|    |                                 |                                  | iv. Land Records                                     |     |
|    |                                 |                                  | v. Encroachments                                     |     |
|    |                                 |                                  | vi. Revenue Officers meetings                        |     |
|    |                                 |                                  | vii. Work of Budha Amar Nath Trust                   |     |
|    |                                 |                                  | viii. Tour Diaries of Field Staff/Officers           |     |
|    |                                 |                                  | ix. Monthly statements of Revenue                    |     |
|    |                                 |                                  | x. Recovery under LRA                                |     |
|    |                                 |                                  | xi. Rent Assessment                                  |     |
|    |                                 |                                  | xii. Appeal cases of DC                              |     |
| 6  | Relief & Rehabilitation Section | i. Sh. Mohd Saleem Khan, WBN     | i. Ex-gratia Relief cases (NDRF/SDRF)                | DC  |
|    |                                 |                                  | ii. Human Right Cases                                |     |
|    |                                 |                                  | iii. DLCCSC meetings                                 |     |
|    |                                 |                                  | iv. SRO-43 cases                                     |     |
|    |                                 | ii. Sh. Zahid Iqbal              | v. Red Cross   | DC  |
| 7  | General Section                 | i. S. Prithpal Singh, Head Asstt | i. PRC of Tehsil Haveli & Mandi                      | ADC |
|    |                                 |                                  | ii. Legal Heir Certificates                          | ACR |
|    |                                 |                                  | iii. Dependant Certificates                          | DC  |
|    |                                 |                                  | iv. Misc. Work                                       |     |
|    |                                 |                                  | v. Verification of different certificates            |     |
| 8  | Land Hiring Section             | i. Sh. Subash Chander, Jr Asstt. | i. Land Hiring Cases under RAIP Act                  | DC  |
|    |                                 |                                  | ii. Civil Military Liaison Conference                |     |
|    |                                 |                                  | iii. Core Group Meeting                              |     |
|    |                                 |                                  | iv. Rental Compensation                              |     |
|    |                                 |                                  | v. Govt. buildings under occupation of SF/Army       |     |
| 9  | Land Acquisition Section        | i. Sh. Mohd Shafiq, Patwari      | i. Land acquisition cases                            | DC  |
| 10 | Head Quarter Assistant          | i. Sh. R.K. Sharma, HQA          | i. Assistance/appearance in Revenue Court.           | DC  |
|    |                                 |                                  | ii. Filing of objections before Hon'ble High Courts. |     |
|    |                                 |                                  | iii. Disaster Mangement                              |     |
|    |                                 |                                  | iv. Filing of objections before Subordinate Courts.  |     |

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| 11 | Personal Section           | i. Sh. Kabir Hussain, P.A.(Naib Tehsildar)   | i. Work assigned by Deputy Commissioner                         | DC           |
| 12 | Assistant Revenue Attorney | i. Sh. Khadam Hussain , A.R.A.( Naib Tehsildar)                                      | 1. Court cases/work assigned by Deputy Commissioner             | DC           |
| 13 | DLO Section                | ii. Sh. Sohail Mir, Jr.Legal Asstt.<br>iii. Sh. Shahnawaz Ahmed, Jr. Legal Assistant | ii. Court Cases   | DC           |
| 14 | Judicial (L&O) Section     | i. Sh. Shafiq Ahmed, Sr, Asstt.<br>ii. Sh. Tahir Hussain Shah, Jr. Asstt.            | i. Issuance of Arms   | DM           |
|    |                            |  | ii. Renewal of Arms Licences/Issuance of NOC                    | AD(M) ADM(S) |
|    |                            |  | iii. Deployment of Magistrates & Magisterial enquiries          | DM           |
|    |                            |  | iv. Permission for transportation of Bovine Animals             |              |
|    |                            |  | v. Child/bonded labour  |              |
|    |                            |  | vi. Atta Chakki Permission                                      |              |
|    |                            |  | vii. Prosecution of Police Cases                                |              |
|    |                            |  | viii. Cinemography licenses                                     |              |
|    |                            |  | ix. Publication of news papers                                  |              |
|    |                            |  | x. NOC for Mobile Towers  |              |
|    |                            |  | xi. Society Registration  |              |
|    |                            |  | xii. Post Office Agency   |              |
|    |                            |  | xiii. Stamp vendor licences                                     |              |
|    |                            |  | xiv. Brick Kiln   |              |
|    |                            |  | xv. Character/Antecedent verification                           |              |
|    |                            |  | xvi. Enforcement of law & order under Cr.P.C                    |              |
|    |                            |  | xvii. PSA   |              |
| 15 | Personal Section of ACR    | i. Mohd Sharief, GQ  | i. Appeal cases of ACR  | DC           |
|    |                            |  | ii. Tour diaries of ACR   |              |
|    |                            |  | iii. Type work of Land Hiring/Acquisition/Judicial/ARA Sections |              |
| 16 | Receipt & Despatch         | i. Sh. Farooq Ahmed, Orderly   | i. Receipt  | DC           |
|    |                            |  | ii. Despatch  |              |