

Government of Jammu & Kashmir,
OFFICE OF THE FINANCIAL COMMISSIONER (Revenue), J&K

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Subject:- Transfers/ Postings of the field functionaries in the Revenue Department.

**ORDER NO.: 177-FC (Revenue) of 2023
DATED: 06. 04.2023**

Consequent upon the delegation of the powers vide Order No. 796-JK(GAD) of 2021 dated:26.08.2021, orders are being issued by the Revenue Officers at different levels. Necessity has been felt to keep a proper track of these orders, easy access to these orders by the common public, real time information to supervisory authorities, obviate possibility of unauthorised orders and, especially, any kind of fraudulent orders.

A Software for Generation of Unique Order Number (SoGUON) and availability of Order in Public Domain has been devised. The details/features of the software are as follows:

1. URL of the software is <http://jkrevenue.nic.in/rms/>
2. Access shall be provided to all the authorised officers. To begin with, this has been generated for the FCR, two Divisional Commissioners and all the Deputy Commissioners.
3. The software will generate unique number for every order, with separate sequence for each authorised officer. Similarly, the software will also generate unique number for every circular.
4. Upon uploading of the order, the unique number shall be displayed on the said order along with QR Code, thus enabling validation of the genuineness of the order.
5. The Procedure for uploading of orders / circulars shall be as follows:
 - a) Select any one option from orders / circulars.
 - b) Enter Subject and document issuance date and press "Submit" button.
 - c) Application will generate a unique number.
 - d) Once unique number is generated, option to upload PDF file shall be visible in the grid below.
 - e) User can view uploaded document using "Download" button.
 - f) QR code facility can be used to verify authenticity of the issued document.
 - g) Search facility is also available in the application.
6. Upon such uploading of the order, the same shall be also visible instantly on the website of the issuing authority as well as FCR.



7. Assignment of duties to any official shall invariably be made only by issuance of an Order through SoGUON irrespective of the words used while assigning the duties viz. attachment, temporary duties, deployment, placements, additional duties, additional charge, etc. etc.
8. SoGUON shall be used also in respect of any order assigning duties to any official of any department, eg; teachers etc., for disposal of work in a Revenue Department Office.
9. Any person working in any Revenue Department office without SoGUON shall be treated as an unauthorized person and the responsibility shall lie on the Revenue Officer under whom the person is working as well as the DDO who is drawing his/her salary.
10. Any DDO who is drawing salary of an official who has been assigned duties in a Revenue Office without obtaining Biometric Attendance report from the said Revenue Office, will be treated as drawing salary of the official in violation of rules.
11. In case of any non-compliance of this order, the Revenue Officer as well as the DDO shall be proceeded against by the concerned disciplinary authority. The DC shall be responsible to ensure the same.
12. Every DC shall establish a unit under his direct control to ensure that there are no violation of this order. Any attachment/ deployment made, with or without order, shall be specifically monitored by this cell through conduct of surprise inspections. This cell shall also be responsible for monitoring progress of disciplinary action.
13. Instances have also been reported where officials without any valid order have been included in the e-office hierarchy for processing of files. Every Deputy Commissioner shall furnish information on monthly basis of all those figuring in the hierarchy in e-office along with the date of inclusion in e-office and date since when performing such work in manual mode. The first report shall be submitted as on 1st April, 2023, by or before 15th April, 2023.
14. Complaints have also been received where a number of matters within the DC offices are still being processed manually despite repeated directions, instead of uploading/ processing through e-office. This, no doubt, makes it difficult to track the references and grievously affect time bound delivery of public services. While such instances require immediate punitive action, in the interest of work, as a last opportunity, it is directed that each one of such matters/ cases/ files/ issues which are being processed manually shall be uploaded/ processed only through e-office by 15th April, 2023. Any matters that are found to be pending or being processed manually after this date shall imply wilful violation and connivance of the concerned staff; however, the primary responsibility shall lie on the gazetted officer. The DC shall furnish a certificate thereafter, signed by him/her, confirming that every aspect of work of DC office is only and only through e-office.
15. Shortage of computers or other IT equipment, if any, for implementation of e-office in Deputy Commissioner office as well as in the revenue offices right up to the Niabat Level shall be addressed by purchasing these equipment from the funds available for administrative charges available under land acquisition. This is in reiteration of



the decision already taken in the meeting held in the beginning of March 2023 wherein the date for complete switchover to e-office in respect of all offices from Niabat offices upwards was confirmed by every DC as 31st March, 2023.

16. Any authority subordinate to the Deputy Commissioner who wishes to issue any order for assignment of duties to an official shall, for the time being, do so by accessing SoGUON through Deputy Commissioner concerned who, before generating the unique identifier through SoGUON, check the necessity for such order and also ensure rotation / replacement in case of stay period beyond the period prescribed by the GAD.
17. After the implementation of SoGUON, any order in circulation without the Unique ID and the QR Code shall be deemed to be a fraudulent order.
18. It is clarified here that SoGUON will not substitute the order register/ order numbers being in the offices. However, every order that related to assignment of duties has to be uploaded on this software and hence, would additionally bear SoGUON.

By the order of the Financial Commissioner (Revenue) J&K.


Sd/-
Shaleen Kabra (IAS)
Financial Commissioner (Revenue),
J&K

No: FCR-NGAZ/SS/2023 (7153351)

Copy to:

Dated: 06-04-2023

1. Principal Secretary Hon'ble Lieutenant Governor for information.
2. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs, Govt. of India.
3. Commissioner/Secretary to Govt., General Administration Department for information.
4. Secretary to Govt., Revenue Department for information.
5. Divisional Commissioner, Kashmir/ Jammu for information.
6. Commissioner, Survey & Land Records, J&K
7. Dy. Commissioners (All)
8. Regional Director, Survey and Land Records, Jammu, Rajouri, Udhampur, Doda, Srinagar, Baramulla, Anantnag.
9. OSD to Hon'ble Advisor (B)
10. Principal, Revenue Training Institutes, Jammu/Srinagar.
11. Private Secretary to Chief Secretary for kind information of the Chief Secretary.
12. PA to FCR for kind information of the FCR.
13. Incharge website in the office FCR for uploading.
14. Office Order file.


(Pawan Kotwal) JKAS
Administrative Officer
With Financial Commissioner (Revenue)
J&K

