

Government of Jammu and Kashmir
Home Department
Civil Secretariat, Jammu

Subject: Standard Operating Procedure (SOP) for Inter-State movement (outward) of migrant workers and other persons stranded in the UT of J&K, by train-reg.

Government Order No. 114-Home of 2020
Dated: 16.05.2020

Whereas, in furtherance of the instructions/guidelines issued by the Government of India in connection with regulating the movement of migrant workers, stranded students and others, the Chief Secretary in his capacity as the Chairperson of the State Executive Committee has issued instructions, forming part of Government Order No. 47-JK (DMRR&R) of 2020 dated: 30.04.2020; and

2) Whereas, vide Government Order No. 511-JK (GAD) of 2020 dated: 30.04.2020, the Principal Secretary to the Government, Home Department has been designated as Nodal Officer/Overall In-charge for coordinating the movement of the stranded persons from/to the UT of J&K.

3) Accordingly, the instructions annexed with this order are hereby notified as the Standard Operating Procedure for being followed in letter and spirit by all concerned to facilitate the timely, smooth and hassle free movement of the stranded persons including migrant workers from J&K.

By order of the Government of Jammu and Kashmir.



(Shaleen Kabra), IAS
Principal Secretary to Government
(Nodal Officer for
Movement of Stranded Persons of J&K)
Dated: 16.05.2020

No. PS/Home/Mov/2020

Copy to the:

1. Financial Commissioner, Finance Department.
2. Financial Commissioner, Health & Medical Education Department.
3. Director General of Police, J&K.
4. Principal Secretary to the Hon'ble Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Chief Electoral Officer, J&K.
7. Divisional Commissioner, Jammu/Kashmir.
8. Commissioner/Secretary to the Government, Labour & Employment Department.

9. Commissioner/Secretary to the Government, Jal Shakti Department.
10. All Deputy Commissioners.
11. CEO, SMVDSB, Katra.
12. Director, Information and PR Department, J&K.
13. Private Secretary to the Chief Secretary.
14. Incharge website.
15. Government Order File/Stock File.

Copy also to the Joint Secretary (J&K), Ministry of Home Affairs,
Government of India.



SOP for outward movement, by train, of the migrant workers and other stranded persons

1. This SOP applies to the movement of stranded persons, by train, to their States. The trains for various destinations in the country will leave from Railway Station, Katra. The migrant workers and other stranded persons shall be brought from their respective places of stay in the UT of J&K to Katra in an organized manner for departure by train.
2. The movement of the stranded persons shall be in accordance with the directions contained in the SOPs notified by the MHA, UT of J&K and Railways.
3. The Labour Commissioner, J&K shall provide the necessary information to the Nodal Officer of UT of J&K [Principal Secretary, (Home)], enabling him to requisition trains from the Railways. Since the consent of the receiving states is also to be obtained, duly vetted information, after verification on ground, shall be furnished. He shall provide full train passenger manifest alongwith destination districts of a particular State, preferably all those going to a particular destination district in the same train. In addition, he will also provide destination district-wise summary. The information shall be furnished at least four days in advance of the likely departure date.
4. The Nodal Officer of UT of J&K [Principal Secretary, (Home)], shall notify the departure schedule of the trains. Mr. Saurabh Bhagat, IAS, Commissioner/Secretary to the Government, Labour and Employment Department shall assist him.
5. Mr. Hirdesh Kumar, IAS, Chief Electoral Officer, J&K has been nominated, as per G.O. 553-JK(GAD) of 2020 dated: 11.05.2020, as the Overall In-charge for all the stranded persons arriving at Railway Station, Katra and is assisted by Mr. Ramesh Kumar, IAS, Chief Executive Officer, Shri Mata Vaishno Devi Shrine Board, Katra. As the arrivals to Katra from across the UT will have to be coordinated with reference to the departure schedule of the trains, Mr. Hirdesh Kumar will also be the Overall Coordinator/In-charge for the movement from the districts. For better coordination, the Labour Commissioner shall work under the direct supervision of the Mr. Hirdesh Kumar, the Overall Coordinator/In-charge.
6. The Divisional Commissioners, assisted by the Deputy Commissioners, CEO, SMVDSB, Katra and the Labour Commissioner, J&K, shall prepare the detailed plan for movement of the stranded persons from different districts to Railway Station, Katra, in a time-bound manner. The Divisional Commissioners shall ensure that all the passengers reach Katra Railway Station at least four hours before the scheduled departure of the train and in case of uncertain road conditions, well in advance.
7. The senior most officer of the Labour Department shall be the District Nodal Officer (DNO) in a district for movement of stranded persons to Railway

Station, Katra. The Labour Commissioner, J&K shall publicize contact details of the DNOs for information of the stranded persons. He shall also establish a call centre for coordination purpose.

8. Under the supervision of the Deputy Commissioners, the DNO shall:
- compile data of the places of stay of the stranded persons within the district, state-wise as per proforma forming **Annexure A**;
 - prepare list of the stranded persons who wish to return to his/her home state, with key particulars including the destination district, as per proforma forming **Annexure B**;
 - make a transport/movement plan for transportation of the stranded persons, with identification of boarding points, as per proforma forming **Annexure C**;
 - liaise with the RTOs and ARTOs, for logistics arrangement for transportation so that these persons, after screening, are taken from the boarding points to Railway Station, Katra, by **Buses/Mini-Buses/Vans/Taxis**. With regard to any shortages, the matter shall be resolved by the concerned Deputy Commissioner and the Managing Director, SRTC;
 - arrange 1-2 meals on the day of transport** depending upon the time of the departure of the train; and
 - undertake all necessary coordination for movement of the stranded persons from the district to Railway Station, Katra so that they board the trains as per schedule.
9. The Deputy Commissioners shall:
- make arrangements for screening, including deployment of requisite number of Medical teams, whether static or mobile, to ensure that **'Fit to Travel' Certificate is issued well in time to those who qualify as per SOP**;
 - ensure availability of necessary transport;
 - ensure all necessary arrangements including provision of meals/drinking water during the entire day of health protocol and transportation up to Katra;
 - ensure that all the passengers reach Katra Railway Station at least four hours before the scheduled departure of the train and in case of uncertain road conditions, well in advance, in consultation with the CEO, SMVDSB, Katra;
 - appoint required number of Magistrates for safe and secure movement of migrant workers; and
 - augment the staff for DNOs as per necessity and projection made by the Labour Commissioner, J&K.
10. Mr. Hirdesh Kumar, IAS, shall, as In-charge for arrivals at Katra, ensure arrangements for reception, screening, ticketing, boarding, temporary halt (if any), allotment of seats, provision of one meal at Katra and two meals for journey period, alongwith drinking water bottles, etc. The Deputy Commissioner Reasi shall provide any assistance considered necessary by Mr. Hirdesh Kumar.
11. It shall be ensured that the passengers board the trains at least an hour before the actual departure time.

12. Mr. Hirdesh Kumar, IAS, the Overall Coordinator, shall ensure preparation of the passenger manifest (coach-wise) for a particular train (as per the format forming **Annexure-D** to this SOP) as also destination district wise detail (as per the format forming **Annexure-E** to this SOP) **on the day of departure and circulate the same** to the Nodal Officer of UT of J&K [Principal Secretary, (Home)] at the email address: jkgovcovid1@gmail.com, Mr. Ramneek Singh, Addl DRM, Indian Railways, Jammu and the Nodal Officer of the receiving State. He shall also ensure uploading of the final manifests - Annexure D & E, on the web portal <http://jkmonitoring.nic.in> for downloading by the concerned receiving State.
13. The screening, transportation and other arrangements shall be made as per this SOP while ensuring that the guidelines issued by Railway Authorities vide No. DTP/2020/05/17 dated 02/05/2020, for Sharmik Special Trains, are adhered to by all concerned.
14. In the entire process, the applicable guidelines of safety/health precautions/social distancing will be ensured. The buses/ other transport shall be sanitized and shall follow safe social distancing norms.



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ANNEXURE-A												
Present Location in the District/Destination State	Bihar	Chhattisgarh	Andhra Pradesh	Assam	Gujarat	Haryana	Himachal Pradesh	Jharkhand	Madhya Pradesh	Maharashtra	Orissa	Etc

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List of stranded persons (Annexure-B)

S.NO	Name	Parentage	Contact No	GENDER	AGE	Destination State	Destination District	Present address	Present District
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									



Passenger Manifest (passenger carrying capacity = 1200 persons) Annexure-D

S No	Coach No	Name of the stranded person	Mobile No	Age	Gender (M/F)	Destination State	Destination District
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Handwritten signature

