



**Government of Jammu and Kashmir  
Economic Reconstruction Agency**

2<sup>nd</sup> Floor, Commercial Complex, Rambagh, Srinagar  
13 C/C, Gandhi Nagar, Jammu



## Circular

As per the decision taken in the meeting under the chairmanship of Hon'ble Chief Minister on 08-11-2016 and directions thereof conveyed by Secretary, General Administrative Department vide his No. GAD(Adm)229/2016-V dated 09-11-2016, it is enjoined upon all the employees to mark their attendance twice (morning & evening) daily on biometric machines.

All the officers/ officials are accordingly directed to comply with the directions.

**By order.**

  
11/11/2016  
Director Finance,  
J&K ERA

No. ERA/CEO/149 /Adm/2568-84  
Dated: 11 -11-2016

Copy to:

- 1) Financial Commissioner, PD&MD, Civil Secretariat Jammu for information.
- 2) Chief Executive Officer, J&K ERA for information.
- 3-5) Director, Kashmir/ Jammu/ Safeguards, J&K ERA for information.
- 6-9) Project Manager (Hyd./Tpt), JKUSDIP, ERA Jammu/ Kashmir for information.
- 10-12) Accounts Officer, ERA, PMU/ Jammu/ Kashmir for information.
- 13) Network Administrator/ S.A to CEO, J&K ERA for information.
- 14-15) System Manager, ERA Jammu/ Kashmir information.
- 16) All the Consultants of J&K ERA for information.
- 17) Notice board Jammu/ Kashmir.