



ORDER No: JSJKERA of 2019
DATED: 09.01.2019

In order to streamline the process of digitisation of all records pertaining to the sub projects under ADB Loan-II and ADB Loan-I for Jammu Region, the following committee "**Digitisation Support Committee**" is hereby constituted under the overall supervision of the concerned Project Manager (Hyd/Tpt) Jammu;

1. DPM Mechanical Jammu.
2. Networks Administrator, J&K ERA.
3. System Manager Jammu.

The Digitisation shall be carried out under the overall personal supervision of the concerned Project Manager who will be incharge of the process of digitisation of all Projects under their jurisdiction.

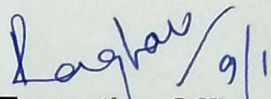
The Project Manager concerned will designate DPM, APM, Technical Officer, JE under their control for each sub-project and he/she will be the Nodal Officer of the particular sub-project and shall be responsible for scanning and converting the documents contained in the Project files in digital form.

The officers designated by the Project Manager as nodal officer of the concerned project shall do the following:

- a. Obtain the existing digitised data as prepared by previous consultancies and available with the respective System Manager. Authenticate this data and share it with the digitisation support committee.
- b. For re-organising the digitised data and digitising the missing data, the nodal officer will obtain the hard copy of the records and digitise the same.
- c. Concerned Project Manager will depute support staff under them with the concerned DPM, APM, TO, JE for searching and organising the records for digitisation.
- d. The Digitisation Support committee shall utilise existing equipment (Scanners, Android Devices) for digitisation and will also project their demand for procurement of specialised scanners, if required, after fulfilling codal formalities on priority. The equipment shall be issued to the concerned Nodal officers (DPM/APM/TO/JE) and the Digitisation

- Support committee will provide necessary technical hand holding to the concerned Nodal Officers of sub- projects in the process of Digitisation.
- e. Concerned Nodal Officer will get the files to be digitized/ already digitized; vetted by the concerned Project Manager and then the soft copy of digitized file shall be provided to the Digitisation Support Committee. The committee will ensure that separate file folders are made to docket the soft copies of digitized records which can be easily located by the users. Replica soft copy of every digitized file shall also be kept by the Digitisation Support Committee.
 - f. The Digitisation Support committee will provide necessary training to the Nodal officers and support staff in digitisation process and also take a written acknowledgment from all concerned that he/she has received the requisite training for digitization of records.

Accordingly all designated Nodal Officers of various sub Projects shall ensure digitization of records of Loan-II Sub Projects on priority and afterwards Loan-I Sub Projects shall be taken up for digitization. Concerned Project Manager (Transport/ Hyd) will set monthly target of digitization for each concerned Nodal Officer and the monthly performance certificate for the release of salary of each concerned Nodal Officer shall be issued by PM only after getting the record digitization progress reviewed by CEO J&K ERA.


**Chief Executive Officer
J&K ERA**

No:ERA/CEO/1431/Adm/214-22

Dated:09.01.2019

Copy to:-

1. Director Finance, J&K ERA for information.
2. Director Jammu/Kashmir/SG&IR ERA for information.
3. Project Manager (Hyd/Transport) Jammu for compliance.
4. DPM Mechanical Jammu for compliance.
5. Networks Administrator, J&K ERA for compliance.
6. System Manager Jammu for digitization and compliance.