

**ORDER NO 247 JK ERA of 2021**  
**DATED: 6 .08.2021**

**Subject:** Digitisation of record/files of Darbar Move Offices/Organisations for the purpose of scanning legacy data for switching to e-office.


In compliance to Govt. Order No: 50-JK (ITD) of 2021 dated: 04-08-2021, **Sh. Saqib Bisati**, Networks Administrator J&K ERA is nominated as Nodal Officer for Kashmir Region and **Sh. Makarand Mehta**, System Manager Jammu is nominated as Nodal Officer for Jammu Region for accomplishing digitization of records to be used for switching to e-office.

The Nodal officers shall be assisted by the following committee for preparation and reorganizing of files within their jurisdiction for digitization as per SOP's set by Information Technology Department.

1. Sh. Javid A. Khan, System Manager JTFRP Kashmir.
2. Ms. Tabassum Wani, System Manager JKERA Kashmir.
3. Mr. Khalid Yaseen, PA to Director Kashmir.
4. Mr. Rahul Bhat, PA to PM (Hyd Jammu)
5. Ms. Monika Pathania, PA to PM (Transport Jammu)
6. Mr. Vikas Bhat, PA to Director Finance, J&K ERA.
7. Mr. Peer Fayaz, PA to PM (Transport Kashmir)
8. Mr. Mohammad Yaqoob Shah, Jr. Assistant Administrative Section.
9. Mr. Mahesh Sharma, Jr. Assistant Administrative Section.
10. Mr. Abid Bashir PA to PM (Hyd Kashmir)
11. Mr. Neeraj Chowdhary Asst. IT.
12. Mr. Sahil Sharma, Asst. to Dir Jammu, (Outsourced)

The Nodal Officers shall coordinate with Ikraft Software Pvt. Ltd, Shafi Manzil, Abiguzar, Srinagar and complete the task in timely manner.

**By Order**

  
**Administrative Officer**  
**J&K ERA/JTFRP**

No: - ERA/CEO/1491/Adm/4483-99

Dated: - 06-08-21

Copy to: -

1. Chief Executive Officer, J&K ERA for kind information.
2. Deputy Secretary to the Govt. IT Department for information.
3. Nodal Officers/ Members mentioned above for information and compliance.
4. System Manager Kashmir for Digitization and uploading.
5. Estates Officer Jammu/Kashmir to provide vehicle from pool duty for to and fro movement of records