



Government of Jammu & Kashmir  
J&K Economic Reconstruction Agency (ERA)  
Jhelum & Tawi Recovery Project (JTFRP)  
2<sup>nd</sup> Floor ERA, Commercial Complex, Rambagh, Srinagar  
2<sup>nd</sup> Floor JKPCC Complex, Rail Head, Jammu



Subject: Timeline for release of payment in respect of goods/works/consultancies in JKERA/JTFRP.

Order No: 25 JTFRP of 2022

Dated: 1-2-2022

In order to expedite the processing of claims/ bills within different sections of JKERA/JTFRP, it is hereby ordered that following procedure for processing of bills/claims for payments alongwith indicated timelines against each be followed with immediate effect.

S.No	Name of Officer	Claim	Timelines
1	Concerned Project Manager after checking necessary requirements /contract obligations/codal formalities/ site verification, shall submit the same to Director P&C/Technical/Kashmir/Jammu//DM as the case may be.	Works/ Consultancy/ Goods services	8 days for work 5 days for goods 5 days for consultancy
2	Concerned Director after technical vetting & certification of the said expenditure, shall forward the claims to Director Finance/CAO		03 days
3	Director Finance/CAO after checking all the codal procedures shall submit the said claim to Chief Executive Officer, JKERA/JTFRP for approval.		05 days

Further, all the bills/claims shall be received in General Receipt under proper receipt number & date. The bills shall be processed in E-Office and hard copies shall also move simultaneously.

By Order,

  
Tasawuf Amin (KAS)  
Administrative Officer  
J&K ERA/JTFRP

Copy to the:

1. Chief Executive Officer, JKERA/JTFRP for kind information.
2. Director P&C/Technical./Central/Jammu/Kashmir/Finance/, JKERA/JTFRP for information.
3. Chief Accounts Officer, JKERA/JTFRP for information.
4. All Project Manager's, Trp/Hyd, JKERA/JTFRP, Jammu/Kashmir for information.
5. System Manager, ERA Jammu for digitalization.