



Office Order No: 40 JKERA of 2022

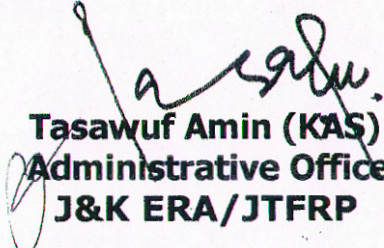
Dated: 10.02.2022

It has been observed that the files that have been digitized for the purpose of implementing E-office in JKERA/JTFRP have not been sorted & indexed properly. Although files are moving on e-office, the physical files also need to be indexed and sorted in the administration section.

As such following officials under the supervision of Mr. Saqib Bisati, NWA shall organize and index all the physical files within a period of one week from issuance of this order.

1. Mr. Mohammad Yaqoob Shah, Jr. Assistant
2. Mr. Hameem Jan, I/C Jr. Asst.

By Order.


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

No: ERA/CEO/101/Adm/258-261

Dated 10-02-2022

Copy to:

1. Network Network Administrator for information and compliance.
2. System Manager, ERA Jammu for digitalization.
3. P.A to CEO for kind information of CEO.
4. All concerned for information and compliance.