J&K Economic Reconstruction Agency
2nd Floor, ERA Commercial Complex, Srinagar
2nd Floor JKPCC Building Rail Head Complex, Jammu

JEHLUM & TAWI
FLOOD RECOVERY PROJECT

Circular

Subject: Implementation of e-Office in J&K ERA.

Subsequent to the implementation of e-office in J&K ERA/JTFRP, the digitised data of the previous files/records is available with IT section and record keeper has been assigned the responsibility of injecting the digitised data to e-Office.

It has been observed that the users of e-Office are creating files, even for petty issues. This has resulted in unnecessary creation and duplication of files.

It is therefore impressed upon all users of e-officer in J&K ERA not to create files of their own. The users are advised to carry out day to day business only through creation and movement of receipts. The comments on the receipts shall be used as a mode of communication. In case, the receipts are to be used as paper under consideration for files, then receipt created by users/officers should be moved to record keeper who will insert it in the relevant file and submit the file (existing or newly created) to the concerned for further movement and approval. The files once processed should be moved to the record keeper for temporary/permanent closing. Networks Administrator shall conduct a refresher training for streamlining the working of e-Office in J&K ERA/JTFRP.

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

No: - ERA/CEO/2260/Adm/505-510   Dated: - 27-4-2022

Copy to the: -

1. Director P&C/Technical/ Safeguard/Jammu/Kashmir J&K ERA, for information.
2. Project Managers (Hyd. /Tpt.) Jammu/Kashmir J&K ERA/JTFRP for information and ensure adherence by all concerned officers/officials within their jurisdiction.
3. System Manager Kashmir for Whatsapp, and uploading to the website.
4. P.A to CEO for kind information of CEO.
5. Mr. Mohammad Yaqoob Shah, Record Keeper for information and compliance.
6. Notice board for information of all.