



ORDER NO: 152JK ERA of 2022

DATED: 19.07.2022

Subject: Redistribution of work in the Administration Section of J&K ERA.

Consequent to the implementation of e-office in JKERA, the working of Administration Section, including other sections, has undergone transformational changes which has necessitated strengthening of the section for e-indexing of files and switching over to electronic mode for entire working of the section.

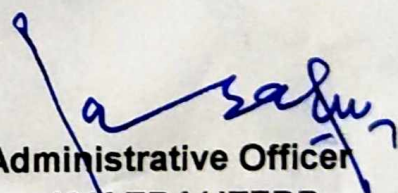
In view of this requirement, the following re-assignment of duties is hereby ordered for smooth functioning of the Administration Section:-

1. Sh. Saqib Bisati (SA to CEO), overall supervision and guidance.
2. Sh. Javid Khan (System Manager) shall be responsible for e-indexing of files along with digitization.
3. Sh. Mohammad Yaqoob Shah, Senior Assistant shall assist Javid Khan in indexing of e-files & physical files..
4. Sh. Neeraj Kumar Orderly to assist admin section.

Further, It is impressed upon all officers/officials of J&K ERA/JTFRP Jammu/Srinagar not to create any files of their own in e-Office, instead get them created or requisitioned from Sh. Javid Khan, System Manager. Further all files that have completed their movement should be marked to Mr. Javid Khan for electronic repository.

This order shall have immediate effect.

By Order


Administrative Officer
J&K ERA/JTFRP

No: - ERA/CEO/101/Adm/1417-21

Dated: - 19-7-2022

Copy to:-

1. Chief Executive Officer, J&K ERA/JTFRP for kind information.
2. Director P&C/Technical/Central/Jammu/Kashmir/Finance J&K ERA/JTFRP for information.
3. Officers/Officials mentioned above for compliance.
4. System Manager ERA Kashmir for uploading on website and digital transmission to all concerned in J&K ERA.
5. Office Order file.