



Government of Jammu & Kashmir  
Jammu & Kashmir Economic Reconstruction Agency  
Project Management Unit Jhelum & Tawi Flood Recovery Project (JTFRP)  
2nd Floor, JKPC Building, Rail Head Complex/  
2nd Floor, ERA Complex, Rambagh Srinagar

**ORDER NO: 309 JK ERA of 2022**  
**DATED: 13.12.2022**

**Subject:** Redistribution of work in Accounts Section.

Whereas, the project steering committee in its 4<sup>th</sup> meeting held on 07-03-2019, while considering whole of the JKERA as PMU for JTFRP works approved transfer of works for direct execution to PMU JTFRP.

Whereas, the Accounts sections of ERA Kashmir & Jammu were till now handling the financial closure of ADB works which has been considerably completed.

Whereas, at present the respective accounts sections of ERA Kashmir and Jammu are virtually leftover with no work and utilization of the staff needs to be rationalized.

Now in order to rationalize the utilization of accounts staff, in the interest of the organization, in PMU JTFRP including ERA Jammu & Kashmir, it is hereby ordered that all the bills pertaining to ERA Kashmir and Jammu shall be processed through the respective Accounts Officers henceforth.

The processing of bills shall follow the following route:-

1. All the hardcopies of the bills shall be received by Accounts Officer ERA Kashmir and Jammu for their respective offices.
2. The e-office copy of the bill shall be forwarded to Director Finance/Chief Accounts Officer by the concerned Directors with the recommendations of concerned Project Managers.
3. Director Finance/Chief accounts Officer shall mark the bills on E-Office to Accounts Officer Jammu and Accounts Officer Kashmir for check as per the contract conditions and rules in vogue.
4. The respective Accounts Officer after all checks and scrutiny shall submit the bill on e-office to Director Finance/Chief Accounts Officer strictly as per the contract conditions and norms for approval of CEO JKERA/JTFRP.
5. After approval the bills shall be prepared by the concerned accounts section and submitted to Director Finance/ Chief



Accounts Officer in original for signatures and sent to treasury for payment.


6. The consultancy bills shall be processed by accounts section PMU as per existing arrangements.
7. The Accounts personnel in JKERA/JTFRP shall process the bills as below:-

S N o	Name of the Accounts personnel	Work Assigned	Shall submit files to	Shall submit to	Shall submit to
1	Mr Vinod Sharma	Transport ERA Jammu	Accounts Officer ERA Jammu	Director Finance/Chief accounts Officer	
2	Mr Abid Ashraf Wali	Hydraulic Era Kashmir/Tran sport Kashmir/JKP CC Works	Accounts Officer ERA Kashmir	Director Finance/Chief accounts Officer	
3	Mr Lateef Ahmad	GST/IT/PF/L- Cess/Tally/MI S	Assistant Accounts Officer PMU	Accounts Officer PMU	Director Finance/ Chief Accounts Officer
4	Ms Irfana	Preparation of salary and other bills	Assistant Accounts Officer PMU	Accounts Officer PMU	Director Finance/ Chief Accounts Officer
5	Mr Vinayak Sharma	Preparation of Bills for Jammu	Accounts Officer ERA Jammu	Director Finance/Chief accounts Officer	
6	Mr Hamid	Preparation of Bills for Kashmir	Accounts Officer ERA Kashmir	Director Finance/Chief accounts Officer	
7	Mr Vimal Kant	MPR JKERA/JTFR P and RTI related works	Assistant Accounts Officer PMU	Accounts Officer PMU	Director Finance/ Chief Accounts Officer

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8	Mr Aijaz	Cashier work and maintenance of record including Cash Book/Contingent register/drawl and all other records. Responsibility of BGs of JTFRP works	Assistant Accounts Officer PMU	Accounts Officer PMU	Director Finance/ Chief Accounts Officer
9	Mr Maninder Singh	Consultancy JTFRP/JKER A	Assistant Accounts Officer PMU	Accounts Officer PMU	Director Finance/ Chief accounts Officer

**The order shall have immediate effect.**

  
**Director Finance/  
Chief Accounts Officer  
JKERA/JTFRP**

**No: ERA/CEO/101/Adm/2231-40**

**Dated: 13.12.2022**

**Copy to:**

1. Chief Executive Officer, JKERA/JTFRP for kind information.
2. Director P&C/Technical/ Kashmir/ Jammu, JKERA/JTFRP for information and necessary action.
3. Project Manager (Jammu/Kashmir), Transport/Hyd JKERA for information and necessary action.
4. Accounts Officer PMU/PIU Jammu/Kashmir, JKERA for information and necessary action.
5. Assistant Accounts Officer PMU, JTFRP for information with the instruction to hand over the M Books to the concerned Accounts Officer PIU Jammu/Kashmir.
6. All Concerned Accountants for compliance.