

ORDER NO: 147JTFRP of 2023
DATED: 22-06-2023

Subject: Re-assignment of duties to Systems Managers of J&K ERA in Kashmir Region:

In furtherance to this office Order No: 138 JKERA of 2023 dated: 21-06-2023, the following modification to the roles and responsibilities of System Managers under the overall supervision of Networks Administrator is hereby assigned. This shall be in supersession to the previous assignments w.r to IT section and shall include the duties assigned to them w.r to other sections of J&K ERA.

| S.no | Name | Designation | Roles and Responsibilities |
|------|----------------------|----------------|--|
| 1. | Mr. Javid Ahmad Khan | System Manager | 1. To be stationed in CEO Hall 2. All IT Hardware related work (Desktop, Laptop, Printers, Photocopier, Telephone Systems, Routers). 3. Internet, JTFRP MIS, 4. Videoconferencing and CCTV Cameras. |
| 2. | Ms. Tabassum Wani | System Manager | 1. To be Stationed in PIU accounts hall 2. All Software related work (Websites ERA, JTFRP). 3. Biometric Attendance. 4. E-Office and digitization . 5. Videoconferencing and CCTV Cameras. |

Networks Administrator
J&K ERA/JTFRP

ERA/CEO/427Adm/3346-54
 Copy to:-

Dated: 22-06-2023.

1. Director ERA Kashmir/Technical /P&C for information.
2. Administrative Officer J&K ERA/JTFRP for information.
3. All Project Manager of J&K ERA for information.
4. Chief Accounts Officer JKERA / JTFRP for information.
5. Accounts Officer PMU for information.
6. Networks Administrator for information.
7. Mr. Javid Khan System Manager for compliance.
8. Ms. Tabassum Wani System Manager for Uploading on website and compliance.
9. PA to CEO for kind information of CEO.