



Govt. of Jammu & Kashmir
Economic Reconstruction Agency
Hotel Tramboo Continental Dalgate Srinagar



Subject: 'Back To Office Note'

Circular

It is hereby ordered that henceforth all the Touring Officers on their return shall submit 'Back To Office Note' to their next authority, who after recording his comments shall forward the same to Administrative Section PMU, for proper recording after perusal of the CEO.

2. No TA claim shall henceforth be released by Director Finance without the clear certification by the Administration Section as regards submission of 'Back To Office Note'.

By Order

Adm. Officer
J&KERA

No:- ERA/CEO/147/Adm/447-56
Dated: - 15 -06-2010.

Copy to:-

- 1). Director Safeguard/ Central/ Urban/ Transport/ Finance, J&K ERA.
- 2). All Project Manager, J&K ERA
- 3). Collector Land Acquisition ERA Jammu/ Kashmir.
- 4). All DPMs/APMs J&K ERA.
- 5). Network Administrator J&K ERA for uploading it on ERA Website.
- 6). SA to CEO for information of CEO, ERA
- 7). Office Order file.