

149



Circular

Subject: Biometrics Attendance in J&K ERA

Biometrics attendance is being introduced in most of the Departments in the State Govt. In order to adopt best practices, it has been decided to immediately introduce the system in J&K ERA.

2. Accordingly, to create the requisite database for the Biometrics Systems, all the employees of J&K ERA are required to provide following information:

- i. One passport size photograph.
- ii. J&K Bank account no (Salary).
- iii. ATM Card Number.

3. The employees working in Kashmir province shall provide above information to Sh. Saqib Bisati, Networks Administrator and the employees of Jammu province shall provide the information to Sh. Makarand Mehta, System Manager Jammu. They will also affix signatures on the prescribed forms which are available with Sh. Saqib Bisati & Sh. Makarand Mehta. It is enjoined upon all the employees to provide the requisite information latest by 4 pm on 28-June-2010. A compliance report shall be submitted on 29-06-2010 to Chief Executive Officer, J&K ERA.

By Order.

Administrative Officer-
J&K ERA
25/6/10

No: ERA/CEO/149/Adm/607-17
Dated: 25-06-2010

Copy to:

- i. All Directors, J&K ERA.
- ii. All Project Managers, J&K ERA.
- iii. Land Collector, Jammu/Kashmir, J&K ERA.



- iv. All Deputy Project Managers, J&K ERA.
- v. All Accounts Officer, J&K ERA
- vi. All Assistant Project Managers, J&K ERA.
- vii. Network Administrator, J&K ERA for compliance. He will upload the circular on the website of J&K ERA for information of all the officers/officials of J&K ERA.
- viii. Special Assistant to CEO ERA for information of CEO ERA.
- ix. _____
- x. Shri Makarand Mehta, System Manager, PIU Jammu for compliance.
- xi. Notice board.
- xii. Office File (w.2.s.c).

By Order

For
 J&K ERA
 Jammu

Copy to:
 1. All Director, J&K ERA
 2. All Project Manager, J&K ERA
 3. Land Officer, Jammu/J&K ERA



Jammu & Kashmir Economic Reconstruction Agency



Requisition Form for Smart ATM Card

Name: _____

Address: _____

Department: J&K ERA

Designation: _____

Mobile Number: _____

Email: _____

Salary Account No: _____

J&K Bank Branch: _____

Present ATM Card No: _____



Kindly issue smart ATM/ID/Access Control/Attendance card as per details mentioned above

Place:

Date:

Signature