



Circular no: 114JK ERA/2012.

Dated: 30-08-12.

Sub: Responsibilities in ERA:

For streamlining the working of ERA and keeping a pace with the progress of projects, the following responsibilities are entrusted upon.

S.no	Description	Responsibility
1.	To Analyze ADB Aide Memoire and revise the Physical and Financial Target with respect to Loan-I	Dir-F
2.	To submit comments on ADB Aide Memoire w.r.to Critical Projects in Urban Sector.	Dir-U
3.	To submit comments on ADB Aide Memoire w.r.to Critical Projects in Transport Sector.	Dir-T
4.	Review critical projects of Kashmir Transport with emphasis on enhancing expenditure and expedite the timely completion of projects	Dir-T
5.	Hold meeting with line department and seek work done estimates for Utility Shifting	Dir-U Dir-T
6.	Review critical projects in Drainage Sector Kashmir	Dir-U
7.	To ensure expeditious tendering of remaining projects of Tranche-2, JKUSDIP	Dir-C
8.	Convene a meeting with the project affected people of Hari Singh High Street in line with RP, approved by ADB.	Dir-C
9.	Expedite a work program and deliverable with M/s Khilari for Landfill Cell-2 at Acchan.	Dir-C
10.	Give a final shape to BOG agenda, including ATR, Approvals, and ratifications.	Dir-C
11.	Prepare a Power Point Presentation exhibiting performance of all loans.	Dir-C
12.	Expedite e-Tendering and e-Procurement for new contracts ensuring trainings by NIC and obtaining ADB clearance.	Dir-C
13.	Digitization of all paper cutting with respect to J&K ERA	PRO-J PRO-K
14.	Erection of notice board & placement of all Notices, Circulars and	Estate Off-J



J&K Economic Reconstruction Agency
Hotel Tramboo Continental, Dalgate, Srinagar
13 C/C Gandhi Nagar, Jammu



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15.	Physical closure of works and handing over to Line Departments	Sector Directors/ Project Managers
	Digitization of records and handing them over to the IT section of ERA	All DSC,s
16.	Monthly report on status of digitization	NWA/System Managers
17.	DDB minutes pertaining to ERA to be tabulated and ATR sought from concerned Director	PA (Raju)
18.	Keeping database of latest photos, project wise for all projects of loan-I and Loan-II	PA (Khalid)
19.	Preparation of Training dossier of officials and systemization of capacity building component	AO (PMU)
20.	Preparation of detailed synopsis of all court cases, dates and follow ups. Coordination with respective Directors.	PRO-J PRO-K

No: ERA/CEO/152/ADM/7516.
Dt- 30-08-12.

Sd/-
Chief Executive Officer
J&K ERA

Copy to:

1. All the concerned.
2. Notice Board and ERA Web Site.


SA to CEO

