



Govt. of Jammu & Kashmir
Economic Reconstruction Agency
Hotel Tramboo Continental, Dalgate, Srinagar
13 C/C Gandhi Nagar, Jammu



Circular no: 18 JK ERA of 2013
Dated: 17-01-2013

For smooth functioning and ensuring punctuality in the working of various organisational units in J&K ERA, the following instructions are hereby issued.

1. All the Employees of PMU (Move Office) will report to the head quarters at 09:30 AM sharp and will not leave before 5:00 PM. Employees below the rank of Directors will mark their attendance on the manual register in administrative section. The attendance register will close at 9:45 AM. Record keeper shall maintain the attendance register of PMU employees with move.
2. The employees of PMU/PIU (non move office) will report to their stations at sharp 10:00 AM and will not leave before 4:00 PM. The attendance shall be marked by all employees below the rank of Project Manager in the office of the Accounts Officer in respective PIU on manual register. The Accounts section PIU of respective region shall maintain the attendance register.
3. All the Engineers who are supposed to be on sites shall remain present on the site during working hours. The respective Project Manager shall be responsible for monitoring the availability of engineers on sites. This is in light of expected surprise visits by CEO and other higher authorities.
4. It is important that no official in ERA shall remain absent without proper leave. Record keeper shall ensure that all approved leaves are recorded on manual as well as electronic attendance register on the same day such leaves are approved.

The above instructions shall be followed in letter and spirit with immediate effect and any digression shall warrant a strong action from the management.

By Order

Director Finance
J&K ERA

No: ERA/CEO/719/Adm/9822-25
Dated: 17-01-2013

Copy to:

1. CEO ERA for information.
2. Director Urban & SG / Central/Transport/Tranche-3
3. All Project Managers of J&K ERA
4. System Manager ERA, Jammu/Kashmir for posting on the ERA Website and Notice Board in Srinagar and Jammu.