



Circular

Sub: Digitization of office records of J&K ERA.

It has been decided to digitize the entire office records of J&K ERA. To start with, the records of the entire organization shall be digitized w.e.f. 01-02-2016.

Network Administrator, J&K ERA shall be the overall in charge of digitization process and responsible for effective implementation of the same.

All the sections of J&K ERA are hereby directed that a copy of each and every correspondence initiated by all officers/ officials be invariably endorsed to System Manager concerned (Jammu/ Kashmir, as the case may be) for its digitization.

By order.

Director Finance,
J&K ERA

No. ERA/CEO/149/Adm/240-54
Dated: 01-02-2016

Copy to:

- 1) Chief Executive Officer, J&K ERA for information.
- 2-4) Director Kashmir/ Jammu/ Safeguards, J&K ERA
- 5-6) Project Manager, JKUSDIP, ERA Jammu/ Kashmir
- 7-8) Project Manager, Urban, ERA Jammu/ Kashmir
- 9-10) Project Manager, Transport, ERA, Jammu/ Kashmir
- 11-12) Accounts Officer, ERA Jammu/ Kashmir
- 13) Network Administrator/ S.A to CEO, J&K ERA
- 14-15) System Manager, ERA Jammu/ Kashmir

*for information and
necessary action*

put it on website
(Tabassum)

2/2/2016