



Government of Jammu & Kashmir
J&K Economic Reconstruction Agency
Hotel Rambou Continental, Dalgate, Srinagar
13 C/C Gandhi Nagar, Jammu



Order No: 17 JK ERA of 2012.
Dated: - 22-02-2012.

It is observed that institutional memory of ERA is preserved on files which is scattered within its organisational units. There is need for cataloged itemized central repository to be maintained in ERA. Secondly the consultancy contracts are nearing their completion, which shall necessitate the transfer of important data between consultants and PMU.

For improving the system in ERA, the records need to be digitised and preserved for future use. Important records on highest priority should be.

- TAC agenda and minutes.
- Review minutes.
- BOG agenda and minutes
- Office Orders
- handing over and taking over of charge
- Joining and relieving orders
- Time extension and variation orders along with statements.

The above shall be implemented by scanning the files into PDF and storing them in a central server with proper backup. We may also look into the option of third party, if the volume of data is beyond our capabilities. Meanwhile Consultants are directed to make future correspond through email and PDF files for signed documentation in addition to present practice. All Sub Projects related documentation which is preserved as institutional memory, to be digitised and provided to ERA.


Chief Executive Officer

No:- ERA/CEO/101/Adm/6461-66.
dt:- 22-02-2012.

Copy to:

1. Director Transport/Central, Urban, SG&IR, Finance, J&K ERA
2. Project Manager Transport/Urban, ERA, Jammu/Srinagar
3. Project Manager, JKUSDIP, Jammu/Srinagar
4. Administrative Officer, J&K ERA
5. Experts of ERA
6. Consultants of ERA

