

ORDER NO. 258 JKERA OF 2021

DATED: 13- /08/2021

**Subject:-** Digitization of records / files of Darbar Move Offices / Organizations  
for the purpose of scanning legacy data for switching to E-office.

In order to speed up the process of digitization and keep pace with the timelines set by Government and the official working in respective Hod's/sections need to get acquainted with the digitations and eOffice, it is mandatory that more and more participation in the digitization process is required. Therefore in furtherance to office order No. 247 JKERA of 2021 dated 06/08/2021 and No. 251 JKERA of 2021 dated 10/08/2021, the following officials shall also support the Digitization Team for organizing and numbering of files and shall work under the directions of Nodal Officer in addition to their present duties.

1. Ms. Zahida Mushtaq, Accounts Assistant.
2. Mr. Bilal Ahmad Shah, Jr. Assistant.
3. Mr. Hameem Jan, In-charge Jr. Assistant.
4. Mr. Farooq Ahmed Baba, Orderly
5. Mr. Nissar Ahmed Wagay, Orderly.
6. Mr. Mohammad Ashraf Wagay, Orderly.
7. Mr. Kuldeep Singh, Orderly.
8. Mr. Hilal Ahmad, Orderly.
9. Mr. Showkat Ahmad, Orderly (Outsourced).
10. Mr. Javaid Ahmad, Orderly (M/s TAQAC).

By Order

  
Administrative Officer  
J&K ERA / JTFRP

No. ERA/CEO/1491/Adm/ 4309.23

dated: 13- /08/2021

Copy to:-

1. Nodal Officers / Members mentioned in the aforementioned orders for information.
2. Team Members mentioned above for information and compliance.
3. Estates Officer Jammu/Kashmir for providing refreshments to the digitisation team and provide vehicle for to and fro movement of files.
4. Officials mentioned above for information and compliance
5. System Manager, Kashmir for digitization and uploading.