

WORK DONE / SITE VISIT REPORT

Duration: 1.07.2010 to 15.07.2010

Designation:

Name of the Officer/Official:

Projects undertaken:

Date	Site visited / Work Done	Issues/ Impediments	Action Taken
1-Jul-2010			
2-Jul-2010			
3-Jul-2010			
4-Jul-2010	SUNDAY		
5-Jul-2010			
6-Jul-2010			
7-Jul-2010			
8-Jul-2010			
9-Jul-2010			
10-Jul-2010			
11-Jul-2010	SUNDAY		
12-Jul-2010			
13-Jul-2010			
14-Jul-2010			
15-Jul-2010			

Remarks/ Comments:

- 1.
- 2.
- 3.

Signature of Person reporting

Signature of Reporting Officer



- ii) All Project Managers, J&K ERA.
- iii) Collector Land Acquisition Jammu/Kashmir.
- iv) Administrative Officer, J&K ERA
- v) All DPMs, APMs & JEs in J&K ERA.
- vi) Networks Administrator
- vii) Public Relation Officers Jammu/Kashmir
- viii) Environment Expert Jammu/Kashmir
- ix) S&RE Jammu/Kashmir.

All officers/officials shall submit a monthly report and submit it on fortnightly basis on every 2nd and 17th working day of the month to the concerned reporting officer as indicated in the sub-joined table below:

Reporting Officer	Person Reporting
Concerned Dy. Project Manager / Project Managers	Junior Engineers / Assistant Project Managers
Concerned Project Managers	Dy. Project Managers
Directors - Central/Urban/Transport	Project Managers
Director - S&RE (Institutional)	Collector (Land Acquisition)
Reforms	Public Relation Officers
Concerned S&RE	Soil and Reclamation Expert
Concerned Environmental Expert	Environmental Expert
	Assistant S&RE
	Assistant JE

While furnishing the fortnightly report, all the concerned shall indicate details of work done (date noted on each day of the month) as per the enclosed format, also indicating the impediments faced in execution of the project and action taken in resolving the problem. The concerned reporting officers shall satisfy themselves about the veracity of the work done; also visit report, shall submit the regular report with their comments for perusal of the Chief Executive Officer, J&K ERA.

Any breach of these circular instructions shall be viewed seriously and shall invite appropriate action against the defaulters. The salary for the month of July 2010 onwards shall also not be released in case of erring officers/officials.


Chief Executive Officer
J&K ERA

Encl: 11/11

Ref: J&K/ERA/2010-11/1111
Date: 11.08.2010

Copy to: All Directors, J&K ERA



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



CIRCULAR

All officers/officials shall henceforth maintain a correct record of daily work done/site visit report and submit it on fortnightly basis on every 2nd and 17th working day of the month to the concerned reporting officer as indicated in the sub-joined table below:

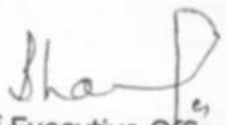
Person Reporting	Reporting Officer
Junior Engineers / Assistant Project Managers	Concerned Dy. Project Managers / Project Managers
Dy. Project Managers	Concerned Project Managers
Project Managers	Directors – Central/Urban/Transport
Collector (Land acquisition) Public Relation Officers Social and Resettlement Expert Environmental Expert	Director- Safeguard & Institutional Reforms
Assistant S&RE	Concerned S&RE
Assistant EE	Concerned Environmental Expert

While furnishing the fortnightly report, all the concerned shall indicate details of work done /site visited on each day of the month as per the enclosed format, also indicating the impediments faced in execution of the project and action taken in resolving the problem. The concerned reporting officers after satisfying themselves about the veracity of the work done/ site visit report, shall submit the requisite report with their comments for perusal of the Chief Executive Officer, J&K ERA.

Any breach of these circular instructions shall be viewed seriously and shall invite appropriate action against the defaulters. The salary for the month of July 2010 onwards shall also not be released in case of erring officers/officials.

Encl: 1Leaf

No: ERA/CEO/335/Adm/384-392
Dated: 11.06.2010


Chief Executive Officer
J&K ERA

Copy to :

- i) All Directors, J&K ERA.