



# RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

Corporate Identity Number (CIN)

[L40109RJ2000SGC016485]

Regd Office: Vidyut Bhawan, Jyoti Nagar, Jaipur - 302005  
(An ISO 9001:2008 Certified Company)



RVPN/Secy.(Admn.)/SE(MIS&IT)/F.72/2018-19/D. 508

Jaipur, dated 11.07.2018

## NOTICE


Subject: - Updation of Half Pay leave.

On the subject cited above, this is to inform that as per Amendment Order no. 23 dated 20.04.2018 (F&R No.1194) of F&R (copy enclosed), vide which amendment has been made in the rules that half-Pay leaves of Nigam employee shall be credited on the 1<sup>st</sup> of January every year.

Therefore all Office in-charges are hereby advised to check the leave balance/Quota of all employees and update leave balance as on 31.12.2017 through following process:

1. **Leave balance Checking Report:** Through Leave Balance Report  
T-Code- PT\_QTA10.
2. **Leave Balance Updation :** If Leave balance are NIL/not correct and need to be updated then, correct leave balance of Non-Gazetted/Gazetted employees may be sent to Leave Sanction Authority.
3. Corrected Leave balance of SE and above may be sent to Leave Sanction Section AS(Estt.-I),Jaipur.
4. Leave Sanctioning Authority are advised to update Leave Balance through Absence Quota (2006) in PA30. For bulk uploading through PA71, send the data to IT team. **Please Do not use PA71.**
5. **At the start of next calendar Year, new Leave quota will be generated through system, therefore all office in-charge are advised to check and update the leaves in the system within 15 days.**

Encl:-a/a

  
(Pukhrāj Sen)  
Secretary (Admn.)  
RVPN, JAIPUR

Copy to the following for kind information and needful:-

1. Addl./Chief Engineer (\_\_\_\_\_), RVPN, Jaipur
2. Zonal Chief Engineer ( T&C-JP/AJ/JDP), RVPN \_\_\_\_\_
3. Chief COA, RVPN, Jaipur,
4. Chief Account Officer (P&F-Cont./Acct-Insp),RCAO (T&C-JP/AJ/JDP) RVPN, Jaipur/\_\_\_\_\_

5. TA to CMD, RVPN, Jaipur for kind perusal of CMD, RVPN
6. TA/PS to Director(Tech./Op./Fin.), RVPN, Jaipur
7. Sr. Account Officer (EA-Cash)

  
Superintending Engineer (MIS&IT)  
RVPN, Jaipur