



AVVNL-Rule - 545

AJMER VIDYUT VITRAN NIGAM LIMITED

HATHI BHATA, CITY POWER HOUSE, AJMER-305001

No. AVVNL/CAO(R&C)/AAO (Rule)/F. 25/00 /D. 180 Dated 10-4-2012

CIRCULAR

It has come into notice that information by an employee about his family members at the time of entry into the service is not furnished to their respective Head of Office. Accordingly, it is enjoined upon all concerned authorities to ensure strict compliance of the following instructions in future. The data of all the existing employees, working in the Nigam are to be collected by 30th April 2012, positively:-

1. When a person enters into service of the Nigam, he shall give details of his family members to his Head of Office in the proforma mentioned below. If the employee has no family at the time entering, he shall furnish the detail as soon as he acquires a family.
2. The Nigam employee shall communicate to the Head of Office any subsequent change in the size of his family, including the fact of marriage of his female child.
3. The Head of Office shall on receipt of said information in the given proforma, countersign the same and get it posted on the service book of the employee concerned and acknowledge receipt of the same and all further communications received from the Nigam employee in this concern. The Head of Office on receipt of communication from the Nigam employee regarding any change in the size of family shall incorporate such a change in the proforma posted in the service book.

Proforma for family details

Name & designation of Nigam employee: _____

Date of birth: _____

Date of appointment: _____

Details of family members as on date: _____

S. No.	Name of family member	Date of Birth	Relation with employee	Initials of Head of Office	Remarks

This bears the approval of the Managing Director, AVVNL, Ajmer.

By Order,



(M.K. Jain)

Chief Accounts Officer (R&C)
AVVNL, AJMER



Copy submitted/forwarded to the following for information and necessary action:-

1. The Chief Engineer/Zonal Chief Engineer (), AVVNL, _____.
2. The Chief Accounts Officer (ATB/ IA - W&M), AVVNL, Ajmer.
3. The Secretary (Admn.), AVVNL, Ajmer.
4. The Zonal Sr. Accounts Officer (), AVVNL, Ajmer/Udaipur/JJN.
5. The Sr. Accounts Officer (), AVVNL, _____.
6. The Superintending Engineer (Civil/Plan/MM/O&M/M&P/TW/ADC), AVVNL, Ajmer / Bhilwara/ Nagaur/Udaipur/ Chittorgarh/ Banswara/Rajsamand/ Jhunjhunu/ Sikar/ Dungarpur/ Pratapgarh with the request to circulate this order among division/Sub-division under his control.
7. The Superintending Engineer (IT) AVVNL Ajmer, with the request to upload it at Nigam's website.
8. The Company Secretary, AVVNL/RRVNL, Ajmer/ Jaipur.
9. The Addl. Superintendent of Police (Vig.), AVVNL, Ajmer.
10. The TA to Managing Director, AVVNL, Ajmer/ Jaipur.
11. Dy. Director of Personnel (AZ / UZ / JJZ), AVVNL, Ajmer/Udaipur/ Jhunjhunu
12. The Accounts Officer (O&M/IA/EA/Budget/W&M), AVVNL, Ajmer/ Bhilwara/Nagaur/Udaipur/Chittorgarh/Banswara/Rajsamand/Sikar/JJN./ Pratapgarh/ Dungarpur.
13. The Personnel Officer (Corporate Off./O&M), AVVNL, _____.
14. The Public Relation Officer, AVVNL, Ajmer.
15. The P.A. To Managing Director, AVVNL, Ajmer/Jaipur.
16. The P.A. To Director (Technical), AVVNL, Ajmer.


Asstt. Accounts Officer (Cont.)