



**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED**  
**OFFICE OF THE SUPERINTENDING ENGINEER (MIS&IT)**  
**IT CENTRE, Chambal Power House Premises, Hawa Sarak Sodala,**  
**Jaipur**  
Email: [se.mis@rvpn.co.in](mailto:se.mis@rvpn.co.in)

No./RVPN/ SE (MIS&IT)/XEN (MIS-I)/Website/ D.1194

Date: 19/12/19

To,

\_\_\_\_\_  
\_\_\_\_\_

RVPN

Subject: Regarding guideline while sending order/circular/ information to MIS wing for updating on RVPN Website.

On the above cited subject it is to intimate that while sending the documents/information for uploading on RVPN website the subject of the document has not been mentioned and also random filename is given to the documents which create issues in asset management and uniformity of documents heading/subjects on energy portal.

In this regard it is requested to follow guidelines mentioned below while sending the documents for uploading on RVPN website (<https://energy.rajasthan.gov.in/rvpnl>):

1. All information should be sent to email ID **[web.admin@rvpn.co.in](mailto:web.admin@rvpn.co.in)** and the heading that is to be used for uploading is to be clearly mentioned. If the documents need to be uploaded to some specified location then it should be mentioned.
2. The file name should be in proper format which contains date, office name and dispatch number (if Any) in format **<Office Name>\_<Date of Order>\_<Dispatch Number>.pdf**.

For example if letter is from this office then file name should be **SEMIS\_181219\_345.pdf** where SEMIS is the office name, 181219 is the date in format DDMMYY and 345 is the Dispatch number. This will help in future document search for users and proper asset management.

3. For scanned documents it is advised to please create the documents in printable document format (.pdf) and also the size should be below 5 MB so that users can download easily and the scanning resolution should not be more than 300 ppi.
4. All documents should be sent in **.pdf format** only, no file in **.docx**, **.xls**, etc. will be uploaded on the website.
5. Please ensure that the orientation and numbering should be in proper order while scanning and send for upload.
6. In the tenders section, it should be ensured that checkbox of **"Hide in navigation"** should be checked otherwise problem arises in display of tenders.

*Manish Ahariya*  
19/12/19  
Superintending Engineer (MIS & IT)  
RVPN, Jaipur

Copy to the following for kind information and necessary action:

1. The Chief Engineer (IT), RVPN, Jaipur
2. The Executive /Assistant Engineer(MIS), RVPN, Jaipur

*Manish Ahariya*  
19.12.19  
Superintending Engineer (MIS & IT)  
RVPN, Jaipur