



# RVPN

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.**  
[Corporate Identity Number(CIN): L40109RJ2000SGC016485]  
Regd.:Office: Vidyut Bhawan, Jyoti Nagar, Jaipur 302005  
Tele: 0141-2747037/Fax: 0141-2740066  
Email chief\_coa@rvpn.co.in Website:www.rvpn.co.in

No.RVPN/CCOA/B&R/W&M/F.Bank Guarantee/17-18/D.959 Date: 27-11-2017

## CIRCULAR

The work related to issuance of Bank Guarantee will be carried out centrally at the level of corporate office from the sanctioned Bank Guarantee limit of Rs. 1 crore by State Bank of India (SBI), SME Branch, Church Road, Jaipur. In this regard, Sr. Accounts Officer(CPC) has been authorized for issuance of Bank Guarantee from sanctioned Bank Guarantee limit of Rs. 1 crore and to make payment of bank charges/cash margin on such bank guarantee(s) as per the requirement from time to time. Therefore, all circle officers are requested to send the details annexed at Annexure -A to the O/o Sr. Accounts Officer(CPC) for issuance of Bank Guarantee.

This bears the approval of Director (Finance).

(Manish Saxena)

Chief Controller of Accounts

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

1. Zonal Chief Engineer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
2. Regional Chief Accounts Officer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
3. Superintending Engineer(T&C), RVPN ( )
4. Sr. Accounts Officer (CPC), RVPN, Jaipur.
5. TA to Director(Technical/Operations), RVPN ,Jaipur.
6. PA to Director(Finance), RVPN ,Jaipur.
7. Superintending Engineer(MIS), RVPN, Jaipur for uploading the same on RVPN's Website.

Chief Accounts Officer (A/cs-W&M)

राष्ट्रहित में बिजली की बचत करें

## **Annexure – A**

Documents to be sent by field officers for issuance of Bank Guarantee:-

1. A request letter, with all required details like value, tenure and beneficiary detail with full name, its address alongwith the details of the Bank of the beneficiary viz Name of the Bank, its address & IFSC code.
2. Draft of Bank Guarantee is required.
3. Request of beneficiary.
4. Administrative approval/approval of competent authority for Bank Guarantee is required mentioning the tenure of Bank Guarantee.

राष्ट्रहित में बिजली की बचत करें