



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.
(CIN:U40109RJ2000SGC016485)
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No. RVPN/CCOA/Estt-Cont/00-479/D. 1145 Date: 01-03-21

OFFICE ORDER

It is observed that multiple files/ new files are being opened in a causal manner which seems to be inappropriate as well it results into wastage of time and stationery. Several directions have been given on files in the past that cases be put up on relevant original files but still new files are opened in a causal manner and most of the times no reference is given in the new file which makes it difficult for the competent authority to take immediate decision and time is wasted in linking the original file with the new file.

Further, the filing system prescribed in office procedure for offices of erstwhile RSEB should be adhered. As per procedure prescribed therein, files concerning general letters and circulars should not be mixed up with correspondence files. If a Circular gives rise to any correspondence, this shall be kept in a separate file, a note being made on the Circular to this effect and the number of the correspondence file noted thereon.

Where a file is bulky and correspondence is split up in various Sections or Offices or between several district matters or details, the file may be split up into parts each relating to particular section or office or relating to particular item or detail so that whole file may be arranged in logical sequence rather than in a mere chronological order. Whenever a file has more than 250 sheets, a part second of the file may be opened.

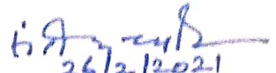
There should be a separate correspondence file of each subject, where the paper does not lead to any exchange of correspondence, no separate file for such paper need to be opened and one file to be kept on annual basis.

If a letter refers to or be connected with another head, that file should be linked with the file to which the letter pertains, the linked files shall remain

together until the file has been finally disposed of and a note should be made on each that it was linked with the other on receipt of the letter.


It is enjoined upon all officers & staff of the accounts & finance wing that matters should be dealt on original & relevant file.

In case due to an emergent circumstance a new file is required to be opened, prior approval shall invariably be obtained from the concerned Chief Accounts Officer and case be put up with complete fact & relevant record on the new file.


26/2/2021
Director (Finance)
RVPN, Jaipur

Copy to the following for information and necessary action:-

1. Chief Accounts Officer/COIA (_____), RVPN, _____.
2. Sr. Accounts Officer/ Dy. COA (_____), RVPN, _____.
3. Accounts Officer/AAO-I (_____), RVPN, _____.
4. PS to Chief COA, RVPN, Jaipur.
5. Strength / Order/ Master file.


Controller of Internal Audit