



**RAJASTHAN RAJYA VIDYUT PRASARN NIGAM LTD.**

(Corporate Identity Number (CIN): U40109RJ2000SGC016485)

Vidyut Bhawan, Jan Path, Jyoti Nagar, Jaipur-302005

email: [cao.eacash@rvpn.co.in](mailto:cao.eacash@rvpn.co.in), Website: [www.rvpn.co.in](http://www.rvpn.co.in)

No. RVPN/CAO/EA-Cash/D.

135

Dated: 7-5-21

**CIRCULAR**

**Sub.: Regarding timely updation of attendance in SAP of officers of RVPN**

The Chief Engineer (IT), RVPN, Jaipur vide letter No. 208 dated 26.7.2019 had circulated duties and functions of AEN (ERP) in which it has been mentioned that attendance submission at both levels- location as well as circle should be completed by **19th** of every month positively.

However, it is observed that even after repeated reminders/ pursuance/ e-mails, controlling officers are updating attendance of the officers of RVPN in SAP after 19th day of the corresponding month due to which processing of salary bill on time becomes difficult and cumbersome.

It is, therefore, again reiterated that the attendance in SAP should be updated by 19th of every month so that processing of salary by payroll admins could be done on time.

This may be treated as **"Most Urgent"**.

(Manish Saxena)

**Chief Controller of Accounts**

Copy to the following for information and necessary action:-

1. The Secretary (Admn.), RVPN, Jaipur.
2. The Zonal Chief Engineer ( ) / Chief Engineer (T&C)/  
Addl. Chief Engineer ( ), RVPN, Jaipur.
3. The Superintending Engineer ( ) RVPN, \_\_\_\_\_.
4. The Chief Accounts Officer/COIA ( ) RVPN, \_\_\_\_\_.
5. The Incharge, Data Centre, RVPN, 101, Vidyut Bhawan, Jaipur.
6. Sr. Accounts Officer/Dy.CO.A ( ) RVPN, \_\_\_\_\_.
7. PS to Director (Finance), RVPN, Jaipur.
8. The Accounts Officer/AAO-I ( ) RVPN, \_\_\_\_\_.
9. Strength / Order/ Master file.

**Chief Accounts Officer (EA-Cash)**