



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

[Corporate Identity Number (CIN)U40109RJ2000SGC016485]

Regd. Office: Vidyut Bhawan, Janpath, Jaipur 302005

Tele- Fax: +91-141-2740455, email ID aao.admn.store@rvpn.co.in website www.rvpn.co.in


No. RVPN/AO/Admn-Store/F. /D. 267 Jaipur, date 27-01-17

The CE/ACE/ SE/.....,
(.....), RVPN,

It is to inform you that Printing of Diary cum Note book- 2017 has been completed. The process of distribution of Diary cum Note book- 2017 is to be started. Hence it is requested to kindly arrange to provide a compiled requisition of officials/officers as follows:

S. No.	Office/Wing (As per order no. RVPN/AO(Admn-Store)/F. /D.108 Jaipur, Dated 08.08.16	level from which Compiled requisition is required	Officials/ Officers who are eligible for Diaries cum Note Book
1.	Corporate	Concerned Head of the Section/Cell	
2.	T&C	Circle office i.e. Concerned SE (Diaries for office of CE/ACE (T&C), Jaipur, Ajmer, Jodhpur will be taken by SE (T&C), Jaipur city, Ajmer, Jodhpur respectively.	Engineering: - AEN & above Accounts :- AAO-I & above
3.	MPT&S	Concerned CE/ACE	Personnel :- PO & Above
4.	Communication	Concerned SE (Diaries for office of CE/ACE will be taken by SE (communication Jaipur)	Admn :- AS & above
5.	LD	Concerned CE/ACE	
6.	CIVIL	Concerned SE (Diaries for office of CE/ACE (civil), Jaipur & Jodhpur will be taken by SE (civil), Jaipur & Jodhpur respectively.	Others :- (i) All PA/Steno (ii) Control room of GSS
7.	PROCUREMENT & CONTRACT	Concerned CE/ACE	

It is desired that compiled requisition must comprise the Name of official/officer with the proper designation and current working location.


(PUKHRAJ SEN)
SECRETARY (Admn)