



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

[Corporate Identity Number (CIN) L40109RJ2000SGC016485]

Regd. Office: Vidyut Bhawan, Janpath, Jaipur 302005

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No. RVPN/AO/Admn-Store/F. /D. 289

Jaipur, date 28/12/17

Circular

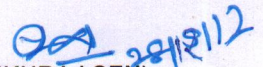
The CE/ACE/ SE/..... ,
(.....), RVPN,

It is to inform you that Printing of Diary/ Planner-2018 has been completed to issue to the officials/Officers shown in column no 4. The process of distribution of Diary cum Note book- 2018 has been started. Hence it is requested to kindly arrange to provide a **compiled requisition of Officials/Officers** and pick up the Diary/ Planner-2018 as follows:-

S. No.	Office/Wing	level from which Compiled requisition is required	Officials/Officers who are eligible for Diaries
1.	2.	3.	4.
1.	Corporate	Concerned Head of the Section/Cell	Engineering: - JEN & above Accounts :- Jr. Accountant & above Personnel :- APO & Above Admn :- OS-II & above Personal :- Steno & above
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.	
3.	MPT&S	Concerned CE/ACE	
4.	Communication	Concerned SE (Diaries for office of CE/ACE will be taken by SE (communication Jaipur)	
5.	LD	Concerned CE/ACE	
6.	CIVIL	Concerned SE (Diaries for office of CE/ACE (civil), Jaipur , Ajmer & Jodhpur will be taken by SE (civil), Jaipur , Ajmer & Jodhpur respectively.	
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. The official/officer working at more than 1 location shall be given 1 diary only.

Requisition received after 15th January 2018 shall not be accepted.


(PUKHRAJ SEN)

SECRETARY (Admn)