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RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED  
Regd. Office : Vidyut Bhawan, Jyoti Nagar, Jaipur 302 005  
CIN:L40109RJ2000SGC016485  
Tele- Fax: 0141-2740455

No.RVPN/Secy(A)/F/PA/D. 417

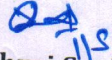
Dated 4-9-2017

**CIRCULAR**

In compliance to the Orders No 339 dated 31.3.2016 & subsequent to D.108 dated 8.8.2016 for re-structuring of organizational structure and man power norms of RVPN, the service records of employees shall be maintained by Personnel Officer of the Circle or by TA to Superintending Engineer(T&C) RVPN, but it has been observed that in some locations the service records of Technical Sub-Ordinate staff including JEN's are still available with the respective Division/Subdivision office.

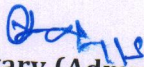
In this regard , it is hereby enjoined upon to all Superintending Engineer (T&C)RVPN to ensure that employees service records will be maintained by Personnel Officer/APO of the Circle or by TA to Superintending Engineer(T&C) RVPN and available with them .

By Order,

  
(Pukhraj Sen)  
Secretary (Admn).

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

1. The Chief Engineer/Addl Chief Engineer( ) RVPN\_\_\_\_
2. The Chief Controller of Account, RVPN Jaipur
3. The Company Secretary RVPN Jaipur
4. The Superintending Engineer( ) RVPN\_\_\_\_\_
5. The Joint/Dy.Director Pesonnel(HQ) RVPN jaipur
6. The CAO(P&F-Control) RVPN jaipur
7. The Joint/Dy/Assistant Secretary( ) RVPN jaipur
8. TA/PS/PA to CMD/Director( )( RVPN Jaipur

  
Secretary (Admn)