



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
[Corporate Identity Number (CIN) : U40109RJ2000SGC016485]
Office of the Accounts Officer (Admn.-Stores)
Regd. Office : Vidyut Bhavan, Jyoti Nagar, Jaipur-302005.
Telephone - Fax +91-141-2740455
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No.:RVPN/AO(Admn.-Store)/F.Diary(2019)/18-19/D. 343 Date: 22/2/19

CIRCULAR


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

It is to inform you that printing of Diary/Planner-2019 has been completed to issue to the officials/officers shown in Column No. 4. The process of distribution of Diary-cum-Note Book 2019 has been started. Hence, it is requested to kindly arrange to provide a compiled requisition prepared and submitted at level stated at Column No. 3 of Officials/Officers with Name, Designation and current working location and pick-up the Diary/Planner-2019, as follows :-

S. No.	Office / Wing	Level from which Compiled requisition is required	Officials/Officers who are eligible for Diary / Planner - 2019
(1)	(2)	(3)	(4)
1	Corporate Office	Concerned Head of the Section/Cell.	Engineering :- JEN., Engineering Supervisor, Mistry-I, MTR-I & above. Accounts :- Jr. Acctt. & above. Personnel :- PO & above. Administration :- Asstt. Admn. Officer & above. Personal :- Steno & above.
2	T&C	Circle Office i.e. concerned SE (Diaries for O/o. 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 O/o CE/ACE will be taken by SE (Communication), Jaipur.	
5	LD	Concerned CE / ACE.	
6	Civil	Concerned SE (Diaries for O/o CE/ACE (Civil), Jaipur, Ajmer & Jodhpur will be taken by SE (Civil), Jaipur, Ajmer and Jodhpur respectively.	
7	Procurement & Contract	Concerned CE / ACE.	

The Official/Officer working at more than One (1) location, shall be given One (1) Diary only.

Requisition received after 15th March, 2019, shall not be accepted.


(Shyam Singh)
Secretary (Admn.)