

Revised



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

[Corporate Identity Number (CIN) : U40109RJ2000SGC016485]

Office of the Accounts Officer (Admn. & Store)

Regd. Office : Vidyut Bhavan, Jyoti Nagar, Jaipur-302005.

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Email: ao.admn.store@rvpn.co.in ; Website: www.rvpn.co.in

No.:RVPN/AO (Admn. & Store)/F.Diary(2020)56/19-20/D. **281**

Date: 01/01/2020

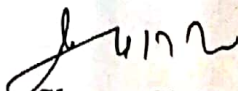
CIRCULAR

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

It is to inform you that printing of **Diary/Planner-2020** has been completed to issue the same to the officials/officers, shown in Column No. 4. The process of distribution of **Diary** has been started. Hence, it is requested to kindly arrange to provide a compiled requisition prepared and submitted at office stated at Column No. 3 with Name, Designation and current working location of officials/officers and pick-up the **Diary/Planner-2020**, as follows :-

S. No.	Office / Wing	Office from which compiled requisition is required	Officials/Officers who are eligible for Diary / Planner - 2020
(1)	(2)	(3)	(4)
1.	Corporate Office	Concerned Head of the Section / Cell.	Engineering :- JEN., Engineering Supervisor, Communication Supervisor, Mistry-I, MTR-I & 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.	Accounts :- Jr. Acctt. & above.
3.	MPT& S	Concerned CE / ACE.	Personnel :- PO & above.
4.	Communication	Concerned SE (Diaries for O/o CE/ACE will be taken by SE (Communication), Jaipur.	Administration :- Asstt. Admn. Officer & above.
5.	LD	Concerned CE / ACE.	Personal :- Steno & above.
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 January, 2020** shall not be accepted.


(Shyam Singh)
Secretary (Admn.)