



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.

[COROPORATE IDENTITY NUMBER(CIN):

L40109RJ2000SGC016485]

VIDYUT BHAWAN, JANPATH, JYOTI NAGAR, JAIPUR – 302 005.

PHONE NO. 0141-2740381/82

Website: [www.energy.rajasthan.gov.in/rvpnl](http://www.energy.rajasthan.gov.in/rvpnl)

No. RVPN/Karmik/F.4(G)49/D. 16

Jaipur, dated 3/4/2020

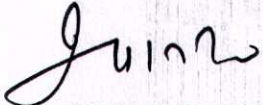
CIRCULAR

It has been observed that the theft incidences at GSS/Stores of RVPN are not being reported timely and no appropriate efforts are being made to prevent occurrence of such incidences. This has been viewed seriously by the authorities.

It is therefore enjoined upon all the concerned to follow the below mentioned guidelines regarding timely reporting and preventing the theft incidents at various locations of RVPN:-

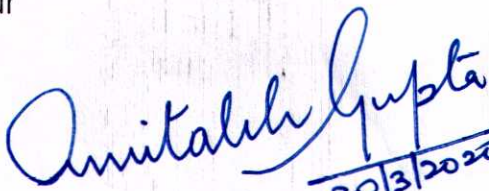
1. No material should be kept in open without assigning the responsibility to the security guard and concerned staff.
2. A register of all the inventory/material lying in GSS/Store/temporary store shall be maintained and to be updated regularly through SAP. The register should be duly signed by the GSS Incharge/Shift Incharge/Security Incharge. SAP generated inventory list must be handed over to the security guards.
3. List of the material lying in open within four walls of the GSS(less civil constructor's construction material) shall be prepared with due verification of the quantity and handed over to the security personnel deployed through REXCO/other Society.
4. No material should be allowed to move out of the premises without proper gate pass and authorization of the competent authority.
5. If any material (duly entrusted in safe custody) is stolen from the premises, the security personnel alongwith the GSS Incharge/Shift Incharge shall be prima facie held responsible for the theft.
6. Due procedure of reporting theft in prescribed format (copy enclosed) within 24 hours of the theft must be followed.
7. In the event of theft (as and when detected) the concerned controlling officer/In-charge of GSS shall report immediately to Circle Officer as well as local Co-ordinator of REXCO/Society too. An FIR must be lodged immediately by Officer In-charge.

8. In the event of theft and while adhering Joint Enquiry (after issuance of orders of Joint Enquiry) the nominated member by Second Party (REXCO/Registered Society) must sign the same failing which Ex-Parte enquiry shall be deemed proper and appropriate for all purposes.
9. In case theft occurs, immediate necessary action such as lodging the FIR, Preliminary/Joint enquiry should be conducted within five days and proper steps for fixing the responsibility of theft should be taken by the concerned CE/circle SE and be reported to the Secretary(Admn.),RVPN within 15-20 days for further necessary action.
10. In case of theft, action for recovery in accordance to the laid down procedure should be initiated at the earliest.
11. If the case(s) is (are) reported lately, disciplinary action shall be taken against the GSS/store Incharge.
12. GSS Incharge shall take all the necessary action for safety and security of the material. If necessary, the depending on the site conditions , proposal for raising the boundary wall/wall mounted barbed wire may be sent to the Civil Wing.

  
(Shyam Singh Shekhawat)  
Secretary(Admn.)  
RVPN,Jaipur

Copy to the following for information and necessary action :-

1. Chief Engineer( \_\_\_\_\_ ),RVPN,\_\_\_\_\_
2. CCOA,RVPN,Jaipur
3. Superintending Engineer( \_\_\_\_\_ ),RVPN,\_\_\_\_\_
4. TA to CMD,RVPN,Jaipur
5. Dy.Director Personnel(T&C),RVPN,\_\_\_\_\_
6. Executive Engineer( \_\_\_\_\_ ),RVPN,\_\_\_\_\_
7. AO(T&C)/PO(T&C),RVPN,\_\_\_\_\_
8. Assistant Engineer( \_\_\_\_\_ ),RVPN,\_\_\_\_\_
9. Addl.PS/PA to Director(Tech./Finance),RVPN,Jaipur

  
(Amitabh Gupta)  
Chief Personnel Officer  
20/3/2020

**APPENDIX - "A"**

**RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD.**

1. Office of occurrence :
2. Amount involved :
3. Date of occurrence :
4. Place of occurrence
5. When and by whom detected :
6. Mode of occurrence :
7. F.I.R. lodged / name of Police Station (with date) :
8. Whether material recovered, if not, :  
the present position