



"प्रमासि शशि सूर्ययोः"

JAIPUR VIDYUT VITRAN NIGAM LIMITED

CIN: U40109RJ2000SGC016486

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

Website : energy.rajasthan.gov.in | -Email : ddpestt@jvvn.org



No. JPD/Admn/HR/Estt/F. 1(129)/D. 1284

Jaipur, Date: - 17-08-2021

CIRCULAR

Numbers of complaints being received from consumers and other corners that the field staff of JVVNL doesn't attend the office in schedule time and also not found on their seats during office hours. Many times AENs & AROs both are not available in the office during the working hours.

In order to monitor the punctuality the following officers are hereby nominated as Nodal Officer to conduct a surprise checking in the offices of Jaipur Discom during office hours to monitor presence/punctuality of the staff :-

- Secretary(Administration), JVVNL, Jaipur
- Chief Personnel Officer, JVVNL, Jaipur
- Chief Accounts Officer(IA), JVVNL, Jaipur
- Joint Director Personnel(HR), JVVNL, Jaipur


Further, all the Zonal Chief Engineers & circle Superintending Engineers are also directed to constitute an inspection team consisting of Zonal JDP/DDP/Circle PO to carry out surprise checking in each of the Division/Sub -Division under their jurisdiction in working days & also check availability of officers/officials at HQ during holidays, at least twice in a month and submit their report to the Secretary(Admn).

All the head of offices and HODs are directed to ensure that staff posted under their jurisdiction shall attend the office in time & remain present on their seats during the office hours. In O&M Sub-Division, whenever AEN or ARO is visiting the sites or on official tour, either AEN or ARO should always remain present in the office. In any condition both the AEN & ARO should not leave the office at the same time. While during sudden checking if both are not found on duty, strict action shall be taken.

Navin
(Navin Arora)
Managing Director

Copy to the following for information and necessary action:-

1. All CE/ZCE/ ACE, Jaipur Discom.
2. CCOA/CPO/ Addl. S. P. (Vig.)/CS, Jaipur Discom, Jaipur.
3. All Superintending Engineer, Jaipur Discom.
4. All JDP/CAO, Jaipur Discom.
5. All DDP/PO, Jaipur Discom.
6. All XEN/ AEN, Jaipur Discom.
7. All Sr. AO/ AO/ DS/ AS/ ARO, Jaipur Discom.
8. PS to Chairman Discoms, Jaipur.
9. PS/PA to MD/Director (Tech./Fin.), Jaipur Discom, Jaipur
10. Office Order/Master File.


(Jagjeet Singh Monga)
Secretary(Admn)