



CIN:U40109RJ2000SGC016486

**Jaipur Vidyut Vitran Nigam Limited**

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No.JPD/MD/TA/F. /D. 223

Jaipur; dt. 29/5/2017

**MONTHLY PLANNER**

The meeting/site visit schedule of the Managing Director, Jaipur Discom for every month shall be as under:-

SN	Day of each month	Time	Task/Activity	Nodal Officer
01	1 <sup>st</sup> Monday	10 AM to 6 PM	Consumer and other stakeholder's day- Consumers and their associations, Kisan Sanghathan and their associations, individual employees and their associations	XEN (Griev.)
02	1 <sup>st</sup> Tuesday		Dausa Visit	SE(O&M) Dausa
03	1 <sup>st</sup> Wednesday	Fore-noon	CLPC	CE(MM)
		2.30-4.30 PM	Material Management Reforms	CE(MM)
		5.00-7.00 PM	CE (HQ)	CE(HQ)
04	1 <sup>st</sup> Thursday		Visitor & Technical Presentations	
05	1 <sup>st</sup> Friday & Saturday		Jhalawar & Baran Visit	SE(O&M) Jhalawar & SE(O&M) Baran
06	2 <sup>nd</sup> Monday		Consumer's and other stakeholder's Day	XEN (Griev.)
07	2 <sup>nd</sup> Tuesday		Tonk Circle Visit	SE(O&M) Tonk

08	2 <sup>nd</sup> Wednesday	Fore-noon	CLPC	CE(MM)
		2.30-4.30 PM	CE (Projects)	CE (Proj.)
		4.30-5.30 PM	Dy.CE(T&S)	DY.CE (T&S)
		5.30-6.30 PM	Secretary (Admn.)	Secretary (Admn.)
		6.30-7.30 PM	CPO	CPO
09	2 <sup>nd</sup> Thursday		Visitor & Presentation with prior appointment	
10	2 <sup>nd</sup> Friday & Saturday		Kota and Bundi Visit	SE(O&M) Kota and SE(O&M) Bundi
11	3 <sup>rd</sup> Monday		Consumers and other stakeholder's day	XEN (Griev.)
12	3 <sup>rd</sup> Tuesday		Sawaimadhapur Visit	SE(O&M) Sawaimadhapur
13	3 <sup>rd</sup> Wednesday	Fore-noon	CLPC	CE(MM)
		2.30-6.00 PM	ASP (Vigilance)	ASP(Vig.)
		6.00-7 PM	Review of Civil Wing	SE(Civil)
14	3 <sup>rd</sup> Thursday		Visitor & Presentation with prior appointment	
15	3 <sup>rd</sup> Friday and Saturday		Dholpur and Karauli Visit	SE(O&M) Dholpur & SE(O&M) Karauli
16	4 <sup>th</sup> Monday		Consumer and other stakeholder's day	XEN (Griev.)
17	4 <sup>th</sup> Tuesday	9.00AM-1.00PM	Review of JCC	SE(JCC)
		2.30 PM onwards	Review of JPDC	SE(JPDC)
18	4 <sup>th</sup> Wednesday	Fore-noon	CLPC	CE(MM)

		2.30-6.30 PM	Review of Finance Wing Revenue & Expenditure issues	Director (Fin.)
19	4 <sup>th</sup> Thursday		Visitor & Presentation with prior appointment	
20	4 <sup>th</sup> Friday & Saturday		Alwar & Bharatpur Circle Visit	SE(O&M) Alwar & SE(O&M) Bharatpur
21	1 <sup>st</sup> day of 5 <sup>th</sup> week of each month		BoD, Review of Company Secretary	Company Secretary
			Video Conference	SE(MIS)
			Personal Hearings Enquiry case	DDP (Enq.)
			Corporate Level Settlement Committee	CE(HQ)
22	2 <sup>nd</sup> day of 5 <sup>th</sup> week of each month		Senior Officers Conference	SE(Plan)

If the 5<sup>th</sup> day of each month falls on Saturday the schedule meeting will be done.

Nodal Officers shall issue the programme each month separately as per the above schedule.

The visit to the circles will cover following specific activities:-

Part-A:

1. Circle Review.
2. Meeting with Contractors working in the circle one hour.
3. Consumer grievance redressal.
4. Meeting with the Industrial Associations.
5. Employees grievance redressal.

Part-B:

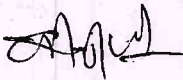
1. Site visits.
2. Attending the Feeder Management Committee.
3. Direct one to one dialogue with the Sarpanchs & Gram Panchayats.
4. Visits of 33/11 KV Sub-stations.
5. Visit of Anti Power Theft Police Station.

All officers may take note of it and make suitable advance arrangements for the various meetings as well as visits by ensuring suitable timely notification/information to all concerned.

  
(R.G.Gupta) 29/11/2017.  
Managing Director

Copy to the following for information and necessary action:-

- 01 PS to Hon'ble MOS (Energy), GoR, Jaipur
- 02 PS to Pr. Secretary, Energy, GoR, Jaipur
- 03 PS to CMD, RVPNL/RVUNL, Jaipur
- 04 PS to Chairman, Discoms, Jaipur
- 05 PS to MD, RUVNL/AVVNL/Jd.VVNL/RREC, Jaipur/Ajmer/Jodhpur
- 06 Director (Finance)/(Tech.), RVPN, /RVUN/RUVNL/AVVN/Jd.VVNL, Jaipur/Ajmer/ Jodhpur
- 07 ZCE/CE, JPD, MM/HQ/Proj., JPD, Jaipur, Kota, Bharatpur
- 08 SE(O&M/Vig./Comml./M&P/TW/Plan/IT/MM/Proc./RE/MIS, JPD, Jaipur
- 09 Addl. S.P. (Vigilance), JPD, Jaipur
- 10 Secretary (Admn.), JPD, Jaipur
- 11 CAO/Consultant(FM-W&M/IA/Rev.Control), JPD, Jaipur
- 12 CPO/DDP(Estt./Enq.), JPD, Jaipur
- 13 Company Secretary, JPD, Jaipur
- 14 TA to MD, JPD, Jaipur
- 15 AS(GAD), JPD, Jaipur for necessary arrangements
- 16 PRO, JPD, Jaipur

  
(B.C.Joshi)  
PS to MD