



JAIPUR VIDYUT VITRAN NIGAM LIMITED

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

Website : energy.rajasthan.gov.in

CIN: U40109RJ2000SGC016486

No. JPD/MD/Secy.(Admn)/F.1 (Gen)/D. 955

Dated : 12.06.2019

OFFICE - ORDER

In order to monitor the punctuality while attending regular duties by officers/officials of Jaipur Discom, the following officers are hereby nominated as Nodal Officers to monitor presence/punctuality of each officer/official in the offices noted against them:-

S. No	Name of officer & designation	Name of offices
1	Sh. Ajeet Saxena, Zonal CE (J/Z)	All the offices located at OPH/CPH including O&M, MM, PPM, QC-Safety, Training, SMU, Civil, M&P, IT, JPDC, JCC, RE, TW, RA, I&S etc.
2	Sh. Rakesh Sharma, Secretary (Admn.)	All the offices located at Vidyut Bhawan, Jyoti Nagar, Jaipur and Vigilance Wing.
3	SE/XEN of all Circle/Division	Respective Circle /Division/Sub-division

It is enjoined upon all Nodal Officers to ensure punctuality by each officer/official and for its test check they will collect/check the attendance register by 09:40 AM regularly, where Bio-metric attendance is not being done.


Officers/officials not reporting on duty in time or found absent unauthorisedly during inspection, more than twice in a month, be warned by the Nodal Officers for disciplinary action against them.



(A.K. Gupta)
Managing Director

Copy to the following for information and necessary action:-

1. CE/ZCE/Addl. C.E. (), Jaipur Discom, Jaipur/Kota/Bharatpur.
2. CCOA/CPO/Addl. S. P. (Vig.), Jaipur Discom, Jaipur.
3. Superintending Engineer (), Jaipur Discom,
4. JDP/CAO (), Jaipur Discom, Jaipur.
5. Jt. Director (Corp. Affair) - cum - Company Secretary, Jaipur Discom, Jaipur.
6. DDP/PO (), Jaipur Discom,
7. XEN/AEN (), Jaipur Discom,
8. SR. AO/AO/AAO (), Jaipur Discom,
9. DS/AS (), Jaipur Discom,
10. PS to Chairman Discoms, Jaipur.
11. PS/PA to MD/Director (Tech./Fin.), Jaipur Discom, Jaipur
12. Sh.



(Rakesh Sharma)
Secretary (Admn.)