

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No.JPD/Secy(Admn)/ 800

Jaipur Dt: 28-6-10

ORDER

Sub: Issue of circulars/orders/clarifications
In respect of earlier orders.

With a view to streamline the process of issue of circulars/orders for the guidance of the field officers in a uniform manner and for issue of clarifications in respect of earlier orders/circulars to be issued by the Comml. Wing, the following guidelines are hereby issued:

1. For issue of any circular/order in pursuance of the decision/directions of Coordination Committee, Board of Directors or any other Forum, the draft of circular/orders should be got approved from the CMD.
2. New circular/order to be issued, it should be mentioned clearly that the directions/instructions bear the approval of CMD. The following lines are to be mentioned in every circular/orders;
"The above instructions/directions/ clarifications has been issued with the approval of the CMD."
3. Any order/circular/clarification which does not expressly indicate the fact regarding approval/sanction of CMD will not be held and, therefore shall automatically become infructuous.

hsm 28/6/10
(Pawan Kr. Jain)
Secretary

Copy submitted/forwarded to the following for information and necessary action:-

- 1 C.E./DY.C.E.(), Jaipur Discom, Jaipur
- 2 CAO ()/CPO/ Company Secretary/Addl.S.P. (Vig) JPD, Jaipur.
- 3 TA to CMD, JPD/TA to Energy Minister, GoR, Jaipur
- 4 Spl. Asstt. to Energy Minister, GoR, Room No.5123 , Sectt. Building, Jaipur
- 5 Superintending Engineer (IT&CRP), JPD, Jaipur for publication on website.
- 6 Superintending Engineer (), Jaipur Discom,
- 7 Sr.AO/AO/Asstt.Accounts Officer (/EA), Jaipur Discom, Jaipur/
- 8 Dy. Secretary (GAD)/P.O(Enq)/A.S.(ACR), Jaipur Discom, Jaipur
- 9 Executive /Asstt.Engineer (), JPD,
- 10 Sh . _____, JEN O/o AEN(O&M), _____
- 11 PA to CMD/Director(Fin/Tech)/Secretary(Admn), JPD, Jaipur
- 12 All Sections of Corporate Office.
13. MF/PF/R-15

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20/6/14
Secretary(Admn)