

JAIPUR VIDYUT VITRAN NIGAM LIMITED

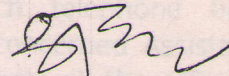
No. JPD/CAO/EA/Circular/D. 219

Jaipur dated: 14.8.06

CIRCULAR

It has been observed that absence of the officers is not reported well in time to Assistant Accounts Officer (EA) in most of the cases and payment of salary is released by the Circle Accounts officers/salary releasing authorities without obtaining the absentee statement from their controlling officers, inspite of the instructions issued vide circular No.JPD/CAO/EA/D.447 dated 26.7.01.

It is therefore, enjoined upon each Circle Accounts Officer/salary releasing authority that absentee statement should be obtained in duplicate from the controlling officers and one copy with a consolidated list must be sent to AAO (EA), JVVNL, Jaipur every month positively. Non compliance of the above instructions will be viewed seriously and Circle AO/salary releasing authority will be held personally responsible for the default for releasing the salary without obtaining absentee statement and sending it to Assistant Accounts Officer (EA), JVVNL, Jaipur.



(A. K. Jain)

Chief Accounts Officer

Copy to the following for information & necessary action:-

1. The Zonal Chief Engineer/ Chief Engineer (JZ/BZ/KZ/CP&RE/MM),
Jaipur Discom, Jaipur.
2. The FA & Controller of Accounts, Jaipur Discom, Jaipur.
3. The Chief Personnel Officer, Jaipur Discom, Jaipur.
4. The Addl. S.P.(Vig.), Jaipur Discom, Jaipur.
5. The Secretary (Admn.), Jaipur Discom, Jaipur.
6. The Superintending Engineer (), JPD _____.
7. The Sr. Accounts Officer (), JPD, _____.
8. The AO/AAO (), Jaipur Discom, _____.
9. The Personnel Officer (Estt.), Jaipur Discom, _____.



Chief Accounts Officer