

JAIPUR VIDYUT VITRAN NIGAM LIMITED

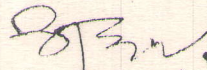
No.JPD/CAO/F. 12 /D. 1587

Jaipur, dt. 19.6.2002

The Superintending Engineer(O&M/M&P),
Jaipur Vidyut Vitran Nigam Limited.,

Sub :- Stapling of enclosures with the forwarding letter.

It has been observed that the enclosures are attached with the forwarding letter with the help of all-pin consequent upon which the papers separate out in transit before reaching the destination. It would, therefore, be desirable to ensure that the enclosures are properly stapled or tagged if voluminous. All concerned need to be advised suitably in subordinates offices as well.


(A.K.Jain) 19/6/02
Chief Accounts Officer

Copy to the following for information and necessary action :-

1. The Chief Engineer(O&M)/(M&P),JVVNL, Jaipur.
2. The Dy. Chief Engineer(MM),JVVNL, Jaipur
3. The F.A. & Controller of Accounts, JVVNL, Jaipur
4. The Chief Personnel Officer, JVVNL, Jaipur
5. The Addl. S.P.(Vig.),JVVNL, Jaipur
6. The Superintending Engineer(Plan), JVVNL, Jaipur
7. The Dy. Secretary (Admn.), JVVNL, Jaipur
8. The Company Secretary, JVVNL, Jaipur
9. The Sr. Accounts Officer/Accounts Officer(),JVVNL, _____
10. PA to C.M.D. JVVNL, Jaipur


Chief Accounts Officer