



"प्रभासि शशि सूर्ययोः"

JAIPUR VIDYUT VITRAN NIGAM LIMITED

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CIN: U40109RJ2000SGC016486

No.JPD/Admn/HR/Estt.F.4 ()/D. 2391

Dated: 12-12-2018

ORDER

Optimum use of E-mail in place of conventional use of papers.

It has been observed that many offices are still using papers/stationery for various correspondences for official tenders/ orders/ letters etc. Use of paper for these purposes causes unnecessary expenditure to Nigam and also against the eco-friendly policy. To promote paper less work in organization the Chairman & Managing Director has directed to minimize the use of conventional method of communication through hard copies and promote to send the same on E-mail to the concerned.

It is therefore enjoined upon all concerned to strictly follow above direction to use of E-mails in place of hardcopies for communication and where communication through hardcopies is felt necessary the same may be addressed/endorsed to concerned only.

By order,

(M.S. Rathore)
Secretary (Admn)

Copy to the following through Email for information and necessary action :-

1. CE/ACE(), Jaipur Discom,
2. CCOA/CPO/Addl.SP(), Jaipur Discom
3. SE/JDP/CAO(), Jaipur Discom
4. XEN/DDP/DS/Sr.AO(), Jaipur Discom
5. AEN/PO/AS/AO(), Jaipur Discom
6. All Offices Corporate office

(H.B.Bhatia) 12/12
Joint Director Personnel(HR)