



JODHPUR  
VIDHYUT VITRAN  
NIGAM LTD

Admn. 3.....

NO. JdVVNL/MD/JU/S (Admn.) S.Estt/ F. / OO. 356 / D. 1021/ DT. 07.12.05

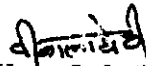
## ORDER

**Sub: - Maintaining of Attendance Register and making attendance.**

Para (3f) of erstwhile RSEB Circular No. RSEB/Sec.Rules/D.47 dated 05.09.88, stipulates that all officers/officials are required to put the signature in the Attendance Register twice a day i.e. at the time of arrival and departure in token of presence. But during the course of internal audit, it has been observed that officers/incharge of units are not maintaining Attendance Register of themselves. The Managing Director, Jodhpur Discom, has viewed it seriously and desired that strict compliance of the order in reference be made.

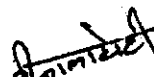
It is, enjoined upon all the officers/incharge of the units to reiterate the provision of marking of Attendance twice daily by officers at all hierarchal levels as well as officials in token of presence.

Non-Compliance would lead to disciplinary action against the officer concerned.

  
(Veena Lahoti)  
Secretary (Admn.)  
Jodhpur Discom, Jodhpur

**Copy to the following for information & necessary action:-**

1. The Chairman, Jodhpur Discom, Jaipur.
2. The Chief Engineer (CPM/JZ), Jodhpur Discom, Jodhpur.
3. The FA & COA, Jodhpur Discom, Jodhpur.
4. The Zonal Chief Engineer (BZ), Jodhpur Discom, Bikaner.
5. The Chief Accounts Officer, Jodhpur Discom, Jodhpur.
6. The Addl. S.P. (Vig.), Jodhpur Discom, Jodhpur.
7. The Superintending Engineer ( ), Jodhpur Discom,
8. The Company Secretary, Jodhpur Discom, Jodhpur.
9. The Dy. Director Personnel (HQ/JZ/BZ), Jodhpur Discom, Jodhpur / Bikaner
10. The TA to MD, Jodhpur Discom,
11. The Executive Engineer ( ), Jodhpur Discom,
12. The Accounts Officer ( ), Jodhpur Discom,
13. The Assistant Engineer ( ), Jodhpur Discom,
14. The Public Relations Officer, Jodhpur Discom, Jodhpur.

  
Secretary (Admn.)  
Jodhpur Discom, Jodhpur