



JODHPUR VIDYUT VITRAN NIGAM LTD.

Corporate Identity Number (CIN) -U40109RJ2000SGC016483

Regd. Office : New Power House, Jodhpur- 342003

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NO.JdVVNL\MD\Secy.(Admn.)\JU\S.Estt.\F.

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\D. 53

dated 15-04-21

CIRCULAR

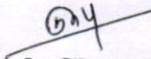
In light of the guidelines issued vide order No. F. 33(2) Home/ Gr.9/ 2019 dated 14.04.2021 by the Home Department, Government of Rajasthan for tackling COVID pandemic due to unprecedented increase in the number of Corona Positive cases and for the strict compliance of these guidelines issued by the Home Department and considering that power sector companies are covered under emergency services, the following specific steps are to be taken at JdVVNL establishments to ensure unhindered operations of JdVVNL and safety of employees:-

1. All the offices of JdVVNL (other than Control Room , GSSs, Complaint Centres, Customer Care Centres and data Centres) **shall be closed by 4 PM.**
2. **All GSSs and GSSs Control Room** offices will remain open and function with strict compliance of Government SoP for Safety.
3. **Corporate office (New Power House) and other offices (other than those mentioned at point No. 2).** In case of offices where number of employees having more than 100, 50% of Ministerial Staff will attend office in rotation on alternative days. Rotation for attending office by Ministerial Staff will be finalized at level of HoDs/ functional heads.
4. Ministerial Staff who on rotation are not attending office should remain at home and will work from home and they may be called to office, if required.
5. Frequent sanitization of entire work place, common facilities and all points which come into human contact etc. door handles etc. shall be ensured including between shifts.
6. Screening and Hygiene:- Provision for thermal scanning, hand wash and sanitizer will be made at all entry and exit points and common areas.
7. Only those visitors who have proper permissions at the level of HoDs i.e. Director (Finance)/ Secretary (Admn.)/ CE/ ACE will be allowed after being properly screened. They will be allowed only if they are wearing masks and clear thermal screening. Meetings as necessary shall be done through video conferences.
8. **Wearing of mask/ face cover** are mandatory at all time at work places. Non compliance will attract action/ penalties as per Govt. of Rajasthan directions.

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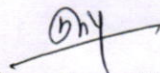
9. The officers/ officials who have reported Corona positive and officials who are suffering with the symptoms of Corona, the work place will be sanitized and with the approval of HoD, office will remain close for 72 hours.

This bears the approval of Managing Director, JdVVNL, Jodhpur.


(Mukesh Choudhary)^{RAS}
Secretary (Admn.)
Jodhpur Discom, Jodhpur.

Copy to the following for information and necessary action:

1. The Chief Engineer (), JdVVNL,
2. The Addl./Zonal Chief Engineer (), JdVVNL,
3. The Chief Controller of Accounts, JdVVNL, Jodhpur.
4. The Addl. Superintendent of Police (Vig.), JdVVNL, Jodhpur.
5. The Company Secretary, JdVVNL, Jodhpur.
6. The Chief Accounts Officer (), JdVVNL,
7. The Superintending Engineer (), JdVVNL,
8. The T.A. to Managing Director, JdVVNL, Jodhpur/Jaipur.
9. The Joint Director Personnel, JdVVNL, Jodhpur.
10. The Executive Engineer (), JdVVNL,
11. The Dy. Director Personnel (), JdVVNL,
12. The Sr. Accounts Officer (), JdVVNL,
13. The Assistant Engineer (), JdVVNL,
14. The T.A./P.A. to Director (Technical/Finance), JdVVNL, Jodhpur.


Secretary (Admn.)
Jodhpur Discom, Jodhpur.