



RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.



(A Government of Rajasthan Undertaking)

Corporate Identity Number (CIN) – U40102RJ2000SGC016484

Regd. Office & H.O.: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302005

E-mail : hrd@rrvun.com Website : <http://enerav.rajasthan.gov.in/rvunl>



No: RVUN/P&A/F.COVID-19/D: 110

May 20, 2020

C I R C U L A R

Field officers are raising a few queries regarding treatment of absence period since imposition of Lockdown by the State Government i.e. from 22.3.2020, though, the said Lockdown is not enforceable upon Power Sector Companies being engaged in essential & emergency services. Accordingly, such queries and action to be taken, are as under :-

(1) A person is present at headquarter and “Working from Home”:-

Such period be treated as on duty.

(2) A person is present at headquarter but not attending duty on the pretext of lockdown :-

Every employee was required to work at office or from home. Accordingly, such absence be regularised by sanction of Leave as per relevant regulations.

(3) A person is not attending office due to curfew imposed in the area where his home is situated :-

No employee be called in the office from the curfew affected area/containment zone.

(4) A person proceeded on leave with headquarter permission before imposition of Lockdown :-

Such employee can apply for leave for his absence period which can be sanctioned by the competent authority as per relevant regulations.

(5) Those who left headquarter after imposition of Lockdown :-

Such absence be regularized only by sanctioning Extra Ordinary Leave (EOL) i.e. leave without pay. Besides, disciplinary action may also be initiated for leaving headquarter contrary of clear directions of GoR.

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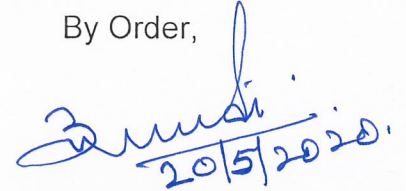
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(6) **Any employee is quarantined:-**

If any employee is infected or quarantined due to COVID-19, the absence period be regularized as per order no.RVUN/P&A/F.COVID-19/D.109 dated 15.5.2020 (P&A-338).

Directions issued by the Government of Rajasthan from time to time shall be strictly followed.

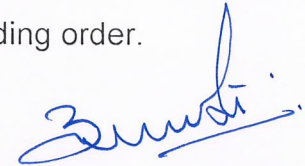
By Order,



(Alok Sharma)
Chief Personnel Officer

Copy to the following for information and necessary action:-

1. Director (Technical/ Projects/ Finance), RVUN, Jaipur.
2. Chief/ Addl./ Dy. Chief Engineer (), RVUN,
3. CCOA/ CAO (), RVUN,
4. Jt. Director (Corporate Affairs) -cum- Company Secretary, RVUN, Jaipur.
5. Jt. Director Personnel (KTPS/ STPS), RVUN, Kota/ Suratgarh.
6. Superintending Engineer (), RVUN,
7. JS/ DDP/ DS/ AS/ PO/ APO (), RVUN,
8. Sr. AO/ AO/ AAO (), RVUN,
9. Assistant Director (Public Relations), RVUN, Jaipur.
10. PS to CMD, RVUN, Jaipur.
11. AEn (Website Montg.), RVUN, Jaipur for uploading order.



Chief Personnel Officer