



RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.

Corporate Identity Number (CIN) –U40102RJ2000SGC016484

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

OFFICE OF THE CHIEF INFORMATION SECURITY OFFICER

Service Building, KSTPS, Kota. Ph. No. 0744-2370421 , 9413349965

E-mail: ciso@rrvun.com Web site: www.energy.rajasthan.gov.in/rrvun/

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No. RVUN/CISO/F.2022-23/ D. 44

Date: 26/5/2022

CIRCULAR

All officers / employees registered on RVUN Intranet shall complete the OPAR filling process as per time line mentioned below:

S. No.	Activity	Last date by which activities to be completed
1	Submitting OPAR by the concern employee, after filling up Part-I of OPAR on RVUN's Intranet	5 th Jun, 2022
2	Reporting on OPAR by Reporting Officer and onward submission to the Reviewing Officer	15 th Jun, 2022
3	Comments by the Reviewing Officer and onwards submission to Countersigning Authority	25 th Jun, 2022
4	Recording comments on the OPAR by the Countersigning Authority	5 th July, 2022

Beyond above time line, OPAR filling process on RVUN Intranet will be withdrawn and OPAR filling facility will no longer be available on RVUN Intranet.

Online absentee statement shall be submitted through RAJ-ERP Power software only in two parts viz. Gazetted and Non Gazetted Employees.

For employee on working arrangement, absentee shall be sent to original place of posting through E-mail and same shall be filled by TA/HOO of his/her original office in RAJ-ERP Power software.

For any query, please mail at admin@rrvun.com.

Atulya Singh
(Atulya Singh) 26/5/22
CISO-RVUN,
Kota

Rohit

Copy to the following for information and necessary action:

1. Director (Finance / Projects), RVUN, Jaipur
2. Chief/Addl./Dy. Chief Engineer (), RVUN,
3. CCOA/CAO(), RVUN,
4. CPO, RVUN, Jaipur for necessary monitoring and compliances.
5. Jt. Director (Company Affairs)-cum-Company Secretary, RVUN, Jaipur
6. Jt. Director Personnel, RVUN, Kota/Suratgarh/Chhabra
7. Superintending Engineer (), RVUN,
8. JS/DS/AS (), RVUN,
9. Sr. AO/AO/AAO (), RVUN,
10. PS to CMD, RVUN, Jaipur
11. AEN (website monitoring), RVUN, Jaipur for uploading on website.

Atul Singh
CISO-RVUN,
Kota

Rajesh