



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
[Corporate Identity Number (CIN) : U40109RJ2000SGC016485]
Regd. Office: VidyutBhawan, Jyoti Nagar, Jaipur -302005
(AN ISO 9001: 2015 CERTIFIED COMPANY)



RVPN - F&R No. 1397

No.: RVPN/CAO (P&F)/AAO/F&R/F.¹⁰⁵/D.247 Dated: 05/03/2021

CIRCULAR

It has been observed that while examining the files and proposal for approval/check/vet/concurrence of the estimates, sanction, order, budget allotment, payments cases for procurement of goods, works, services etc. the concerned accounts & finance personnel are not examining the applicability of Rules & Procedures and guidelines and are simply recording a certificate which specifies that "*Case/estimate has been arithmetically checked and found correct*". Due to such negligence, there is possibility of avoidance/omission/non-compliance of applicable rules, guidelines, procedures etc. which could later attract audit paras, observations etc.

All accounts & finance personnel are hereby directed that they shall properly examine the matter/case/file thoroughly and ensure that applicable rules, procedure, guidelines have been properly followed and that there is no omission or avoidance of any applicable rule(s), guidelines, procedure etc. in any manner whatsoever. In case any discrepancy is observed the same shall be recorded on file in clear and unambiguous manner.

The case/ estimate preparing and approving authorities shall also ensure that the matter has been prepared and submitted as per rules alongwith the checklist, wherever any checklist has been made applicable.

(Sandeep Dheer)
Director (Finance)

Copy of circular related to the purchase/works cases, estimates, cases for procurement of services submitted/forwarded to the following for information and circulation in various offices under their jurisdiction and control:-

1. The Secretary (Admn.), RVPN, Jaipur.
2. The Chief Controller of Accounts, RVPN, Jaipur.
3. The Chief Engineer (PP&D/IT/Procurement/MPT&S/NPP&RA/LD/ Contracts), RVPN, Jaipur.
4. The Zonal Chief Engineer (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
5. The Zonal Chief Engineer (Civil), RVPN, Jaipur/Ajmer/Jodhpur.
6. The Chief Personnel Officer, RVPN, Jaipur.
7. The Jt. Director (Corporate Affairs) cum Company Secretary, RVPN, Jaipur.
8. The Controller of Internal Audit, RVPN, Jaipur.
9. The Chief Accounts Officer (A/Cs & W&M/P&C/PP&D/P&F-Cont./EA-Cash), RVPN, Jaipur.
10. The Regional Chief Accounts Officer, Jaipur/Ajmer/Jodhpur Zone, RVPN.
11. The Joint Legal Remembrancer, RVPN, Jaipur.
12. The Superintending Engineer (), RVPN, Jaipur.
13. The Incharge, Data Centre, RVPN, 101, Vidyut Bhawan, Jaipur.
14. The Dy. Controller of Accounts (P&F), RVPN, Jaipur.
15. The Sr. Accounts Officer (), RVPN, Jaipur.
16. The Accounts Officer (), RVPN, Jaipur.
17. PS to CMD, RVPN, Jaipur.
18. PS to Director (Finance/Technical/Operations)., RVPN, Jaipur.
19. Public Relation Officer, RVPN, Jaipur.
20. Office Order/Master File.


Chief Accounts Officer (P&F)

Note: Orders are also available on the Nigam's website www.rvpn.co.in