



RAJASTHAN

RAJYA VIDYUT PRASARAN NIGAM LTD.

(A Successor Company of RSEB)

VIDYUT BHAWAN, JANPATH, JYOTI NAGAR, JAIPUR-302 005 PHONE : 0141-2740118 FAX : 0141-2740168

NO.RVPN/CMD/Secy(A)/D. 149

Dated: 12.03.2020

OFFICE ORDER -2

It has been noticed that the files are being submitted by the concerned officer / official (s) to higher officer (s) without mentioning the file numbers on note portion and at times without proper paging.

It is, therefore, enjoined upon all concerned -

- (a) to ensure that file numbers are invariably mentioned on right side top of the note portion of each file prior to submission of the same to higher officer (s) and further to ensure that paging in the file is properly done,
- (b) no part file is opened unless in emergency situation when main file is not available and the matter at hand is time bound.

(Dinesh Kumar)
Chairman & MD

Copy to the following for information and necessary action :-

1. Chief Engineer, T&C / Proc./Contracts/IT/ Civil/ MPT&S/
_____ Jaipur/ _____
2. Superintending Engineer (T&C)/ _____ Jaipur/ _____
3. Joint Legal Remembrancer, RVPN, Jaipur.
4. Chief Controller of Accounts, RVPN, Jaipur
5. Chief Personnel Officer / Company Secretary, RVPN, Jaipur.
6. Joint Secretary / Dy. Secretary / Assistant Secretary, RVPN, Jaipur.
7. PA to CMD / PA to Director (Finance)/Technical/Operations, RVPN,
Jaipur.

(Shyam Singh Shekhawat)
Secretary (Admn.)