



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

[Corporate Identity Number (CIN):L40109RJ2000SGC016485]

Office of the Accounts Officer (Admn.-Stores)

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No. RVPN/AO(Admn-Store)/F.Restricturing/18-19/D. 205

Date: 14/9/18

OFFICE ORDER

Consequent upon the creation of post of Assistant Engineer (E&M) in each Circle Office of Superintending Engineer (T&C) vide Order No. 256, dt. 28.11.207, the work assignment of the TA to Superintending Engineer (T&C) and Assistant Engineer (E&M) shall be as mentioned here under :-

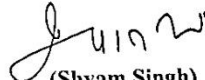
S. No.	Name of Post	Work assigned.
1.	TA to SE (T&C).	<ol style="list-style-type: none">1. He will work as head of office on behalf of SE (T&C) & supervise all sections of circle office and deal all the matters under the circle as TA to SE.2. Dealing all type of technical correspondence in respect of land cases, Plan works, deposit works, work progress reports, material management etc.3. Handling of temporary imprest account to meet out routine/misc. office expenditure, POL, stationery etc.4. He will mark/forward all type of cases (technical & financial) to concerned XEN/AEN and A.O. for needful / examination / concurrence etc.5. Requirement of material & technical cases, WIM, PTCC cases, Capacitor bank, protection & energy accounting cases, budgeting & allotment of budget.6. Where the post of Personnel Officer does not exist, TA to SE will maintain the Service Record and get prepared the salary and establishment claims of the concerned offices/locations.
2.	Assistant Engineer (E&M) posted in T&C Circle Office	<ol style="list-style-type: none">1. Shall be responsible for complete and effective implementation of SAP-ERP as well as other IT applications at all the offices/GSS under the jurisdiction of its circle including T&C/Civil/Comm. and M.P.T. & S. Wing.2. Collection & compilation of various type of technical & other information from all Divisions / Sub-Divisions of the Circle in relation to SAP and further submission to higher authorities.3. Shall generate report through ECC/BI/Dash Board portal and analyze various performance parameters and intimate the shortcomings to Circle SE and arrange corrective action thereof.4. Shall ensure that the inventory of GSS and T&C/Civil/Comm./M.P.T. & S. Sub-Divisions is entered correctly in SAP-ERP and also verify the same by comparing the SAP generated report with the physical stock available on site.5. Effective utilization of vendor bill tracking portal.

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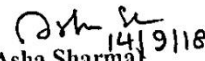
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S. No.	Name of Post	Work assigned.
		<ol style="list-style-type: none">6. Shall ensure entry of Physical progress (consumption entries in SAP) of all the capital works under its circle are entered in SAP-ERP and further Technical Completion (TECO) and final closure of completed projects. The SAP generated progress report shall be presented to the concern SE by AEN monthly before submission of Trial Balance by the concerned A.O. to ensure that all the consumption entries are done and for review of the progress of the project.7. Shall ensure Asset Verification of all the GSS and offices under its circle so that SAP generated report of Asset should match with actual asset available on site.8. Shall co-ordinate with IT wing for updation of master data related to all the modules.9. Shall ensure compliance of all the orders/circular issued for implementation of SAP-ERP issued by various offices.10. Shall ensure the availability of IT hardware (such as Computer, printer etc.) at their respective Circle/GSS office in coordination with IT wing.11. Shall ensure the connectivity (MPLS/Datacard/Broadband) at their respective Circle offices/GSS and look after the connectivity problems in consultation with IT wing.12. Shall ensure the trouble free working of IP Phone/ Video Conferencing at respective Circle offices.13. Allotment & to keep A/C of RVPN SIMs, verification of mobile bills & charging of excess amount of bills.


(Shyam Singh)
Secretary (Admn.)

Copy submitted/forwarded to the following for information and necessary action :-

1. The Zonal Chief Engineer (T&C), RVPN, Jaipur / Ajmer / Jodhpur.
2. The C.E. / Addl. C.E. (PP&D / Procurement / Contracts / NPP&RA / IT / MPT&S / Communication / LD / Civil), RVPN, Jaipur / Jodhpur.
3. The Chief Controller of Accounts, RVPN, Jaipur.
4. The O.S.D. (Telecom), RVPN, Jaipur.
5. The Joint Director Personnel, RVPN, Jaipur.
6. The CAO / COIA / Dy. COA (P&F) / Sr. A.O. / A.O. (), RVPN, _____
7. TA to CMD, RVPN, Jaipur.
8. The Superintending Engineer (), RVPN, _____.
9. TA to Director (Technical / Operation), RVPN, Jaipur.
10. The Dy. Secretary (GAD), RVPN, Jaipur.
11. The Dy. Director (Public Relation), RVPN, Jaipur.
12. The Analyst-Cum-Programmer, RVPN, Jaipur.
13. The Assistant Secretary (Estt.-I / II / III / APAR), RVPN, Jaipur.
14. PA to Director (Finance / Secretary (Admn.)), RVPN, Jaipur.
15. The Web. Admin. O/o. Superintending Engineer (MIS), RVPN, Jaipur to upload this Office Order on RVPN's website.


(Asha Sharma) 14/9/18
Accounts Officer (Admn.-Store)