



## RAJASTHAN

### RAJYA VIDYUT PRASARAN NIGAM LIMITED

CIN:- L40109RJ2000SGC016485 (An ISO 9001:2008 Certified Company)  
Registered Office: - Vidyt Bhawan, Janpath, Jyoti Nagar, Jaipur - 302005 Tele-Fax: - +91-141-2740455  
Website: - www.energy.rajasthan.gov.in/rvpnl E-Mail: - as.estt.1@rvpn.co.in

NO: RVPN/AS(ESTT.-I)/F.5(2878) /D. 833

Jaipur,

Dated:- 29.08.2018

#### -: C I R C U L A R :-

As per provision of Rule No. 43 (m) of ESR, application for leave other than casual leave shall ordinarily be submitted 30 days before the date from which the leave is required.

It has been observed that some of the officers/officials do not follow the guidelines prescribed for sanction of Privilege Leave and do not apply in the time limit and proceed on leave without prior sanction by the competent authority. The Hon'ble CMD has expressed displeasure and advised to ensure compliance of rules.

It is enjoined upon all concerned to ensure that leave application is submitted within the prescribed time limit and to proceed on leave after sanction of competent authority.

By order,

(Shyam Singh Shekhawat)  
Secretary (Admn.)

#### Copy to the following for information and necessary action:-

1. CE/ACE/DCE (\_\_\_\_\_), RVPN, Jaipur/Jodhpur/Ajmer.
2. CCOA, RVPN, Jaipur.
3. Company Secretary/APRO/ACP/DS/AS (\_\_\_\_\_), RVPN, Jaipur.
4. SE (\_\_\_\_\_), RVPN, Jaipur/\_\_\_\_\_.
5. XEN (\_\_\_\_\_), RVPN, \_\_\_\_\_.
6. Controller of IA/CAO/Sr.AO/Dy.COA (\_\_\_\_\_), RVPN, \_\_\_\_\_.
7. JDP/DDP/PO/AO/AAO (\_\_\_\_\_), RVPN, \_\_\_\_\_.
8. PS to CMD/Director(Fin.)/TA to Director (Tech./Operations), RVPN, Jaipur.
9. Office order/Master File/Personal File.

(R. K. Sharma)  
Asstt. Secretary (Estt.-I)