



"प्रभास्मि शशि सूर्ययोः"

JAIPUR VIDYUT VITRAN NIGAM LIMITED

CIN: U40109RJ2000SGC016486

Regd. Office : Vidyut Bhawan, Jyoti Nagar, Jaipur-302005

Website : energy.rajasthan.gov.in | Email : ddpestt@jvvn.org



No. JPD/Admn/HR/Estt/F. 1(134)/D. 736

Jaipur, Date: - 16/04/2021

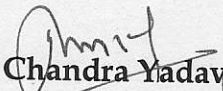
CIRCULAR

The Home Department, Government of Rajasthan vide its order No. F. 33(2)Home-9/2019 dated 14.04.2021 has issued guidelines to restrict the spread of second wave of COVID pandemic, therefore, all concerned are advised to ensure strict compliance of these guidelines. Since Jaipur Discom is covered under essential and emergency services, the following steps are to be taken to ensure uninterrupted power supply to the consumers and safety of employees: -

1. All 33/11 KV Sub-stations, Control Rooms, Complaint Centres, Customer Care Centre and Data Centres will operate as usual i.e. 24x7 with strict compliance of the Government SOP for safety.
2. All offices other than stated at Sr. NO. 1 shall be closed by 4 PM.
3. Corporate Office and other offices where number of employees are more than 100, 50% of ministerial staff will attend office in rotation on alternative days. Rotation for attending office by ministerial staff will be finalized at the level of HoDs i.e. Secretary/CE/ACE/CCOA/CPO/CAO or functional Heads.
4. Ministerial staff who on rotation are not attending office should remain at home and will work from home and they can be called to office, if required.
5. Frequent sanitization of entire work place, common facilities and all points which come into human contact shall be ensured.
6. Provision for thermal scanning, hand wash and sanitizer be made at entry points and common areas.
7. Only those visitors who have proper permissions at the level of HoDs/Head of Office may be allowed after being properly screened.
8. Meetings as necessary shall be done through video conferences.
9. Wearing of masks/face cover and observing social distancing are mandatory at all times at work places. Non compliance will attract action/penalties as per Government of Rajasthan directions.


10. The officers/officials who have reported Corona positive and officials who are suffering with the symptoms of Corona, their work place will be sanitized and with the approval of HoD, their office will remain closed for 72 hours.
11. No officers/officials shall leave the head quarter without proper permission.
12. In case of journey performed outside the state, the necessary test report shall be required to submitted to concerned authorities as per the guidelines.

By order,


(Kailash Chandra Yadav)
Secretary (Admn) 16/4/21

Copy to the following for information and necessary action:-

1. All CE/ZCE/ACE, Jaipur Discom.
2. CCOA/CPO/Addl. S. P. (Vig.)/CS, Jaipur Discom, Jaipur.
3. All Superintending Engineer, Jaipur Discom.
4. All JDP/CAO, Jaipur Discom.
5. All DDP/PO, Jaipur Discom.
6. All XEN/AEN, Jaipur Discom.
7. All Sr. AO/AO/ DS/ AS, Jaipur Discom.
8. PS to Chairman Discoms, Jaipur.
9. PS/PA to MD/Director (Tech./Fin.), Jaipur Discom, Jaipur
10. Office Order/Master File.


(H. B. Bhatia)
Jt. Director Personnel (HR) 16/4/2021.