

JAIPUR VIDYUT VITRAN NIGAM LIMITED
OFFICE OF THE SUPERINTENDING ENGINEER (I&S)
 OLD POWER HOUSE PREMISES, BANI PARK, JAIPUR-302006
 TEL/FAX: 0141-2200582, e-mail: seis@jvvn.in
 Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302005

No. JPD/ MM/SE/I&S/Sec.Tech./F.

ID. 316

Date: 3.6.2015

OFFICE ORDER - 26**Sub:- Calender of informations/returns.**

It has been gathered that various daily, monthly and other informations/returns are not furnished by ACOS's/SS's in time which causes undue delay in compilation and onwards submission to the higher authorities. In order to ensure to furnish the information in time, the monthly informations/returns calendar is hereby prescribed as under:-

S.No	Particular of information	Schedule date/time
1	Daily-3	Every day upto 11 AM
2	Daily position of GP defective Meters(firm wise) deposited in Stores, lifted by firms and replaced by firms (firm wise)	Everyday upto 11 AM
3	Daily Position of GP failed DT's deposited By circle stores, lifted by firms, recd. DT's by Firms (to be furnished by ACOS(JCC))	Every day upto 11 AM
4	Monthly information formats	Latest by 5 th of the month
5	Fortnightly stock position	Latest by 17 th of the month
6	Monthly stock position	Latest by 5 th of the month

All the ACOS's/SS's are advised to strictly follow the above schedule calendar of informatios/returns.

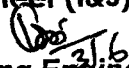
Non compliance of instructions will ve viewed seriously.


(K.G. Kanwat)

Superintending Engineer(I&S)

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

- 1)The Chief Engineer (MM), JVVNL, Jaipur.
- 2)The Asstt. Controller of Stores(JCC)/(JPDC)/(O&M), Jalpur Vidhyut vitran Nigam Limited, Jaipur/Alwar/Bharatpur/Baran/Dausa/Dholpur/Bundi/Kota/Tonk/Karauli(HQ-Hinduan)/Sawaimadhopur/Jhalrapatan.
- 3)Smt.Rashmi Meena, JEN-I of this office. She is advised to compile the information as per the above schedule of calendar. Daily information are to be compiled latest by 3 PM, fortnightly stock positions upto 18th, monthly stock position upto 7th of the month. She is further advised to furnish the hard copies of the informations to the undersigned as well as to the Executive Engineer (I&S).


Sperintending Engineer(I&S)