

JAIPUR VIDYUT VITRAN NIGAM LIMITED

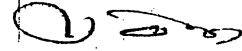
No. JPD/FA&COA/Rules/F 103 /D. 4311

Jaipur, dt. 3-2-2004

CIRCULAR**Sub :- Reference from the sub-ordinate offices for clarification from Rules Branch.**

It has been noticed that the cases seeking clarifications/interpretation of rules or opinion in various matters, received from the different offices are not accompanied with the required details, papers, reference of rules etc. Some-times, such cases have also not been found to have been examined by the concerned Accounts officer(s). This causes unnecessary correspondence and avoidable delay in the disposal of the cases.

It is therefore, enjoined upon all concerned to ensure that the cases required to be referred to the Rules Branch of the company for advice/clarification etc., are prepared properly, accompanying by all the required details, papers, reference of the rules etc. & duly examined by the concerned Accounts Personnel & cases be sent alongwith the recommendations of the Head of Department with reference to the prevailing rules/regulations. Any incomplete case will not be entertained.



(Prakash Tekwani)

F.A. & Controller of Accounts

Copy forwarded to the following for information & necessary action:-

1. The Chief Engineer (O&M)(MM), Jaipur Discom, Jaipur.
2. The Addl. Superintendent of Police (Vig.), Jaipur Discom, Jaipur.
3. The Dy. Chief Engineer (), Jaipur Discom, Jaipur.
4. The Chief Personnel Officer, Jaipur Discom, Jaipur.
5. The Chief Accounts Officer, Jaipur Discom, Jaipur
6. The Superintending Engineer (), Jaipur Discom, _____
7. The Company Secretary, Jaipur Discom, Jaipur
8. The Sr. Accounts Officer (), Jaipur Discom, _____
9. The Public Relation Officer, Jaipur Discom, Jaipur.
10. The Dy. Director Personnel, Jaipur Discom, _____
11. The Executive Engineer (), Jaipur Discom, _____
12. The Accounts Officer/Asstt. Accounts Officer (), Jaipur Discom, _____
13. The Asstt. Secretary/Estt. Officer (), Jaipur Discom, Jaipur
14. P.A. to MD/W.T.D. /F.A. & COA/Secretary, Jaipur Discom, Jaipur.



Asstt. Accounts Officer (Rules)