

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No. JPD/CAO/Rules/F.140/D.480

Jaipur, dated: 30.5.2005

CIRCULAR**Sub:- Clearance of probation period in respect of Officers/
Officials promoted/appointed on probation.**

The Co-ordination Committee in its 82nd meeting held on 30.4.05 decided that timely action should be initiated for clearing the probation period in case of promotion. Following guidelines should be followed in this regard -

1. No special ACR will be required for this purpose, only Work Performance Report consisting of certificate regarding (i) No DE/PE is pending (ii) No criminal case is pending and (iii) performance report during the period of probation from the Controlling Officer would be sufficient.
2. Action for obtaining Work Performance Report and DE/PE position should be initiated two months prior to completion of the term so that the decision regarding clearance or extending of the probation period could be taken by its maturity.

Further, in case of fresh appointments Annual Performance Appraisal Report (APAR) of two years would be required to clear the probation period in place of the 'Work Performance Report.' Rest of the procedure will remain the same.

By order,

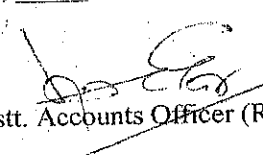


(A.K. Jain)

Chief Accounts Officer

Copy to the following for information and necessary action:-

1. The Chief Engineer (), JPD, Jaipur.
2. The F.A. & Controller of Accounts, JPD, Jaipur.
3. The Secretary, JPD, Jaipur
4. The Addl. Superintendent of Police (Vig.), JPD, Jaipur
5. The Dy. Chief Engineer (), JPD, Jaipur.
6. The Chief Personnel Officer, JPD, Jaipur
7. The Superintending Engineer (), JPD, _____
8. The Company Secretary, JPD, Jaipur.
9. The Sr. Accounts Officer (), JPD, _____
10. The Dy. Director Personnel, JPD, _____
11. The Executive Engineer (), JPD, _____.
12. The Dy. Secretary (GAD), JPD, Jaipur
13. The Public Relation Officer, JPD, Jaipur.
14. The Accounts Officer/Asstt. Accounts Officer (), JPD, _____
15. The Asstt. Secretary/Estt. Officer (), JPD, Jaipur
16. P.A. to the Managing Director, Jaipur Discom, Jaipur.



Asstt. Accounts Officer (Rules)