

Chapter-II

RAJASTHAN RAJYA VIDYUT UTPADAN NIAGAM LIMITED

1 PERSONNEL, ADMINISTRATION & LEGAL WING:-

The Joint Director (Personnel & Administration) is the head of Personnel, Administration & Legal Wing of RVUN. He mainly deals with all matters related with Human Resource Planning, Recruitment, Career Advancement through Promotion, Limited Direct Recruitment (LDR) & Selection grade / Assured Career Progression (ACP), Seniority, Transfers & Postings, Disciplinary Proceedings, APAR s, Legal & Court's related matters, Rules section, Trainings, Employees welfare schemes & activities, Sanction of terminal benefits, Pension, Industrial relations.

2 ACCOUNTS WING:-

The Director (Finance) is the head of Accounts & Finance Wing of the Company, under whom there are mainly two sections at corporate office level – Ways & Means section and Accounts & Internal Audit section, which are headed by Chief Accounts Officers. The Director (Finance) arranges funds from governments & financial institution and gives guidance on all policy mater for proper financial management of the company. The work distribution between the two Chief Accounts Officer, posted at Corporate office is as follows:-

A. Chief Accounts Officer (W&M):-

1. Establishment of non-gazetted of Accounts Wing.
2. Establishment & Audit and Cash Section of Corporate office.
3. Ways & Means including disbursement of funds.
4. Matters related to RERC, determination & finalization of Tariff and issuance of Energy bills.
5. Financial & commercial related rules matters.

B. Chief Accounts Officer (IA & Accounts):-

1. Works related to Internal Auditing, Assembly, PUC and CAG.
2. Preparation & Finalization of Annual Accounts and Income Tax & Sales Tax, etc.
3. Matters related to Statutory Audit & Tax Audit of the Company.
4. Preparation of Annual Plan Resources / Budget Estimate and exercising of Budgetary Control Measures.
5. Financial concurrences of purchase and contract cases relating to O&M activities.

3 COMPANY SECRETARY:-

This office is responsible for dealing with matters related with Company affairs of RVUN and it's wholly owned subsidiary Companies, to ensure compliance with of various provisions of the Companies Act and other applicable laws. The office of Company Secretary is also responsible for convening & conducting the meetings of Shareholders, Board of Directors and its various Sub- Committees, besides maintaining the minutes of such meetings.

4 PPMC&IT WING:-

The Wing is headed by a Chief Engineer and is mainly responsible for new power projects, planning, commercial activities and for IT related works. It also deals obtaining various approval /clearances from statutory & regulatory agencies, ABT, filling of ARR, etc.

5 TD WING:-

The Wing is headed by a Chief Engineer who looks after the work relating to designing of new power projects, awards of contracts for execution of projects, appointing design consultant, proper work execution including construction and procurement of equipments & material etc.

6 FUEL WING:-

The Wing is headed by a Dy.Chief Engineer who looks after the work relating to Fuel Management and long term Fuel Linkages.

7 PUBLIC RELATIONS WING:-

Public Relations Officer (PRO) is the head of Public Relations Wing and is responsible for liaison & rapport with press, media & public representatives. Public Relations Wing prepares & disseminates the Informative material & Press release for RVUN. PRO also arrange Publication of Brochures, participation in exhibitions & display material. Release of advertisement including NITs for publication in News Papers & other media.

8 POWER GENERATING STATIONS:-

These are headed by the Chief Engineer/ Addl. Chief Engineer and are required to generate the electricity and arrange it's transmission to RVPN.