



## JAIPUR VIDYUT VITRAN NIGAM LIMITED

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

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No.JPD/Admn/Estt/F.( )/D. 1611 dated 28.08.2015

The ZCE/CE/Addl. CE( )  
The Superintending Engineer( )  
Jaipur Discom,

Sub:- Instructions for maintaining of uninterrupted power supply and smooth management of 33 KV Grid Sub Stations.

With a view to ensure uninterrupted power supply and smooth management of 33 KV Grid Sub Stations, following instructions are issued for strict compliance by all the concerned:-

1. Any kind of leave not be granted to any officer/engineer /employee. In case of extra ordinary circumstances leave be granted with justified reasons under the approval of next higher authority.
2. Officers/Engineers/Employees, who are already on leave may be called back on duty, if felt necessary and no extension of leave should be allowed.
3. Show cause notice should be issued to those officials who have left the office or proceeded on leave without prior approval of the competent authority.
4. Attendance should be checked both in forenoon and afternoon by the controlling officer and those who are not found on duty should be marked "Absent".
5. All necessary measures shall be taken to ensure uninterrupted power supply as well as proper maintenance of Grid Sub Stations, office premises and electric lines.

You are advised to issue similar instructions to your subordinate officers.

(B.L.Goyal)  
Secretary(Admn.)