



JAIPUR VIDYUT VITRAN NIGAM LIMITED

(Department of Personnel)

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No. : JPD/CPO/DDP(HQ)/PO(TE)/F.24(L)22/D. 936 April 29, 2016

ORDER

Looking to increased cases of absenteeism of employees detailed instructions were issued vide order no.JPD/DDP(HQ)/F:OO-01/D. 45 dated 08.01.2015 (as reproduced hereunder) and all controlling officers were directed to follow the same strictly :

1. As soon as any employee working under them remains absent from duty for more than 3 days without giving any information or getting leave sanctioned, they should write a letter to concerned employee at his residential address to report on duty immediately. In case such employee does not join his duty up to the end of 8th day, immediately a charge sheet should be served upon him under Regulation 21 of TWSR 1975 if the employee is technical workmen or under Regulation 28 of RSEB Employees Conduct Regulation 1976, if the employee belongs to the category other than technical subordinates.
2. While preparing the charge sheet, the Circle Personnel Officer may be consulted so that all aspect may be covered into the charge sheet. In case the reply of charge sheet is not received or the letters are not responded by the employee who is absent, within a period of 1 month, the charge sheet so served initially for minor penalty may be converted into major penalty and should be decided expeditiously.
3. It is also enjoined upon the Circle Superintending Engineers and Zonal Chief Engineers to watch this activity of the officers of the Div./Sub. Divisional level and if they found that the sub-div./divisional officers are neither reporting the matter nor taking any action against such absenteeism, the charge sheet against such officers should be prepared and sent to the Corporate Office to take action against them.
4. It is also suggested that all the Zonal Chief Engineers should maintain a record of all the officers working at div./sub-divisional level taking a certificate at the end of every month to the effect that during the month no employee remained absent without leave and if anybody remained absent, disciplinary action has been initiated by the controlling officers. The Zonal Chief Engineers will intimate this information to the Corporate Office on every 1st Jan, 1st April, 1st July and 1st October of the year."


It was further directed vide order dated 08.01.2015 that no case be sent to the Corporate Office for approval to grant Extra Ordinary Leave for regularizing long absence of PTs, without indicating justified reason but despite issuance of aforesaid instructions, such cases are being received in Corporate Office frequently, which shows that these instructions are not at all being followed, which is prime reason of increase in cases of absenteeism at high rate.

All controlling officers are, therefore, again directed to follow instructions issued vide aforesaid order dated 08.01.2015 strictly, failing which they shall be liable for strict disciplinary action.


(Sunil Mehta)
Managing Director

Copy to the following for information and necessary action:

1. The Secretary(Admn.), JVVNL, Jaipur.
2. The Zonal Chief Engineer/Chief Engineer (), JVVNL,
3. The Chief Accounts Officer (), JVVNL,
4. The Superintending Engineer (), JVVNL, _____ with the advise to circulate the order upto Junior Engineer level for compliance.
5. The Superintending Engineer (IT), JVVNL, Jaipur to upload the order on Nigam's website.
6. The Company Secretary, JVVNL, Jaipur.
7. The Dy. Director Personnel (), JVVNL,
8. The Sr. Accounts Officer (), JVVNL,
9. The Executive Engineer (), JVVNL,
10. The DS(GAD), JVVNL, Jaipur.
11. The Personnel Officer (), JVVNL,
12. The Accounts Officer (), JVVNL,
13. The Assistant Engineer (), JVVNL,
14. The Public Relation Officer, JVVNL, Jaipur.
15. The PA to CMD/Director(Fin./Tech.), JVVNL, Jaipur.


(N.S. Nathawat)
Chief Personnel Officer