

JAIPUR VIDYUT VITRAN NIGAM LIMITED

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

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No.JPD/CPO/PO(TE)/F.

/D.1205

Jaipur,dated: 08-7-17

ORDER

Instances have come to my notice that some of the employees remain absent from duty for months together without getting their leave sanctioned which requires immediate attention of the controlling officers. Suitable action should be taken against such absconding employees. It is desired that the Assistant Engineers/Executive Engineers/Superintending Engineers who have been declared "Manager" for all purposes under TWSR, 1975, should remain vigilant about the absentee employees and initiate disciplinary action against them. It has been observed that disciplinary action is not initiated against the absconding employees for years together till they return on duty. Even when such employees return on duty after so many months/years, disciplinary action may be initiated at this stage also, if failed earlier.

It is, therefore, enjoined upon all the concerned controlling officers that:

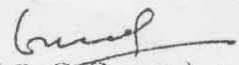
- (1) As soon as any employee working under them remain absent from duty for more than 3 days without giving any information or getting leave sanctioned, they should write a letter to the concerned employee at his residential address to report on duty immediately. In case such employee does not join his duty upto 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 RSEB (CC&A) Regulations, 1962, 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 the aspects 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 one month, the charge sheet so served initially for minor penalty may be converted into major penalty only in respect of non-technical employees 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



Division/Sub-divisional level and if they found that the Sub-divisional/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.

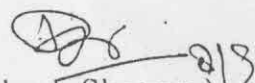
- (4) It is also suggested that all the Zonal Chief Engineers should maintain a record of all the officers working at Divisional/Sub-divisional level taking a certificate at the end of every month to the effect that during the month no employee remained absent without leave and if anybody remained absent, 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.

Any slackness on the issue on the part of officers will be viewed seriously and will be deemed to be a misconduct and the suitable action will be taken against such defaulters.


(R.G.Gupta)
Managing Director

Copy to the following for information and necessary action:-

1. The Chief/Zonal Chief Engineer(), Jaipur Discom,
2. The Secretary(Admn.), Jaipur Discom, Jaipur.
3. The Addl. Superintendent of Police(Vig.), Jaipur Discom, Jaipur.
4. The Chief Accounts Officer(), Jaipur Discom,
5. The Superintending Engineer(), Jaipur Discom,
6. The Dy. Director Personnel(), Jaipur Discom,
7. The Company Secretary/PRO, Jaipur Discom, Jaipur.
8. The Executive Engineer(), Jaipur Discom,
9. The Sr./Accounts Officer(), Jaipur Discom,
10. The PS to Chairman/M.D., Jaipur Discom, Jaipur.
11. The Personnel Officer(), Jaipur Discom, Jaipur.
12. The Assistant Engineer/ACOS(), Jaipur Discom,
13. The PA to Director(Tech./Fin.), Jaipur Discom,


(Rakesh Sharma)
Chief Personnel Officer