



CIN: U40109RJ2000SGC016486

**JAIPUR VIDYUT VITRAN NIGAM LIMITED**

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

Website : [www.jaipurdiscom.com](http://www.jaipurdiscom.com)

Email : [ddpestd@jvvn.in](mailto:ddpestd@jvvn.in)

No. JPD/ Admn/ Estt/ F.4(Indc. Trg-JEN)/D. 1781 dated 24-08-2017

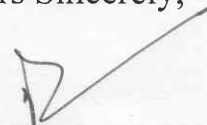
The Superintending Engineer( )  
Jaipur Discom,

Sub:- Field Attachment Training Programme of newly recruited Junior Engineers.

With reference to above cited subject, please find enclosed field attachment training programme for the newly recruited Junior Engineers at Annexure 'A'. The list of newly recruited JENs and the details of circle allotted for the field training is also enclosed at Annexure 'B'. The Circle SE will act as Chief Mentor & will ensure effective practical training. He will issue detailed instructions to Nodal Incharge regarding practical training. The concerned HOD/SEs will ensure to nominate all the newly recruited JENs for field training & relieved by the controlling officer. The Circle SE & Nodal Incharge will ensure to provide copies of various order/circular & format to the trainees. The details of the training along with literature provided to the trainees should be sent to the Secretary(Admn) on completion of training.

Encl:- As above.

Yours Sincerely,

  
(M.S. Rathore)  
Secretary(Admn)

Copy forwarded to the following for information & necessary action :-


1. Chief Engineer/Zonal Chief Engineer( ), Jaipur Discom
2. Addl. SP(Vig), Jaipur Discom, Jaipur
3. All newly recruited JENs through Email.

  
Secretary(Admn)

**Field attachment- Practical Training Programme  
(16 Days Practical Training)**

Chief Mentor		Nodal Incharge	
SE Circle		XEN HQ	
Day	Name of Field Office	Activities	Nodal Incharge
Day 1 (13.09.2017)	SE(O&M)	<ul style="list-style-type: none"> <li>Briefing by Circle SE regarding organization setup</li> </ul>	Circle SE
Day 2 to 3 (14 to 16.09.2017)	HTM	<ul style="list-style-type: none"> <li>Operation &amp; Maintenance of Sub Station, Maintenance of 33KV &amp; 11 KV lines, Procedure of Shut down, Maintenance of Power Transformer &amp; Distribution transformer</li> </ul>	XEN(HQ)/AEN(HTM)/ AEN(HQ)
Day 4 & 5 (18 to 20.09.2017)	AEN(MST)/(ST)	<ul style="list-style-type: none"> <li>Meter testing &amp; report procedure, responsibilities of AEN/JEN site testing</li> <li>Different types of seal &amp; tempering</li> </ul>	XEN(M&P), & AEN(ST)/AEN(MST)
Day 6 (21.09.2017)	AEN(P&EA)	<ul style="list-style-type: none"> <li>Protection of various equipment at 33/11 KV sub station &amp; periodically testing</li> </ul>	XEN(M&P) & AEN(Protection)
Day 7 (22.09.2017)	ACOS	<ul style="list-style-type: none"> <li>Material Allotment &amp; Deposit procedures, Repair of equipment during GP</li> </ul>	ACOS
Day 8 (23.09.2017)	PO(O&M)	<ul style="list-style-type: none"> <li>Seniority, Promotion, RTI &amp; salary Issues , Litigation &amp; Establishment issues</li> </ul>	Circle PO
Day 9 (25.09.2017)	XEN(ATVS)	<ul style="list-style-type: none"> <li>Provisions regarding Vigilance Checking</li> <li>How to fill VCR</li> </ul>	XEN(ATVS)
Day 10 (26.09.2017)	SHO(ATPS)	<ul style="list-style-type: none"> <li>Working of Anti Theft Police Station &amp; procedure of FIR</li> </ul>	XEN(ATVS) & SHO
Day 11 (27.09.2017)	SE(O&M)	<ul style="list-style-type: none"> <li>Sanction of various works, G-Schedule</li> <li>Settlement committee</li> <li>Grievance redressal &amp; MIS</li> <li>Award of the works to the contractors, verification &amp; payment. Maintenance of measurement books</li> </ul>	TA to Circle SE & XEN(DDUGJY)
Day 12 (28.09.2017)	AO(O&M)	<ul style="list-style-type: none"> <li>Billing System &amp; Revenue</li> </ul>	AO(O&M) and AAO(Revenue)
Day 13 to 15 (29 to 30.09.2017 & 02.10.2017)	AEN(O&M)	<ul style="list-style-type: none"> <li>New connection procedures of all categories. Monitoring of SCO &amp; DCO.</li> <li>Tariff of all categories billing process</li> <li>Store functions &amp; Maintenance of records Fault &amp; Breakdown Rectification, Shut down &amp; Safety measures</li> <li>Various construction works involve in system improvement</li> <li>Process of estimate &amp; release of new connection</li> <li>Meter reading Process &amp; various reports</li> </ul>	XEN(HQ)/AEN(HQ)
Day 16 (03.10.2017)	SE(O&M)	<ul style="list-style-type: none"> <li>IT Infrastructure &amp; IT Modules</li> </ul>	SE(IT)/SE(O&M)

The Chief Mentor will ensure effective practical training and issue detailed instructions to Nodal Incharge as & when required. The Chief Mentor/ Nodal Incharge will guide & take feedback from the trainee time to time. The Nodal Incharge will regularly join the trainee & provide necessary inputs. The Circle SE & Nodal Incharge will ensure to provide copies of various order/circular & format to the trainees. The trainee is advised to maintain daily diary of training & get countersigned of Nodal Incharge on regular basis. The details of the training along with literature provided to the trainees should be sent to the Secretary(Admn) on completion of training.

  
Secretary (Admn)

## List of newly recruited Junior Engineers for field attachment training programme

S. No	Name	Place of posting	Circle allotted for field
1	Govind Saini	Under AEN(B-III), Gandhi Nagar, Jaipur	SE(JCC), Jaipur
2	Harshita Sharma	Under AEN(A-II), Bhankrota, Jaipur	SE(JCC), Jaipur
3	Krishankant Khandelwal	Under AEN(D-I), Jawahar Nagar, Jaipur	SE(JCC), Jaipur
4	Shantanu Bhalothia	Under AEN(C-III), M.I. Road, Jaipur	SE(JCC), Jaipur
5	Ketan Singh	Under AEN(F-II), Mansarover, Jaipur	SE(JCC), Jaipur
6	Ranveer Singh	Under AEN(A-V), Bindayka, Jaipur	SE(JCC), Jaipur
7	Vartika Agarwal	Under AEN(B-IV), Durgapura, Jaipur	SE(JCC), Jaipur
8	Vaishali Sharma	Under AEN(G-IV), Jhotwara, Jaipur	SE(JCC), Jaipur
9	Rajesh	Under AEN(F-IV), Pratapnagar, Jaipur	SE(JCC), Jaipur
10	Ms. Bañshi Patel	Under AEN(E-II), Ramganj, Jaipur	SE(JCC), Jaipur
11	Harshita Sharma	Under AEN(HTM-III), Jaipur	SE(JCC), Jaipur
12	Tarini Tanwar	Under AEN(A-IV), Vaishali Nagar, Jaipur	SE(JCC), Jaipur
13	Asha Verma	Under AEN(D-II), Adarsh Nagar, Jaipur	SE(JCC), Jaipur
14	Richa Choudhary	Under AEN(HTM-IV), Jaipur	SE(JCC), Jaipur
15	Sandeep Gopal Sharma	Under AEN(D-IV), Purana Ghat, Jaipur	SE(JCC), Jaipur
16	Monika Mahawar	Under AEN(F-II), Mansarover, Jaipur	SE(JCC), Jaipur
17	Archana Waimad	Under AEN(E-III), Nahri Naka, Jaipur	SE(JCC), Jaipur
18	Diksha Satiwal	Under AEN(F-IV), Pratap Nagar, Jaipur	SE(JCC), Jaipur
19	Mahendra Soni	Under AEN(E-III), Nahri Ka Naka, Jaipur	SE(JCC), Jaipur
20	Umang Garg	Under XEN(CTL), Jaipur	SE(JPCC), Jaipur
21	Divyanshu Verma	Sub Store Achrol under ACOS, JCC, Jaipur	SE(JPCC), Jaipur
22	Rakshita Khokhar	Under AEN(ST-I), CPH, Jaipur	SE(JPCC), Jaipur
23	Supriya	Under XEN(SPO-II), Jaipur(SE-Procurement)	SE(JPDC), Jaipur
24	Manisha Dhobi Vasita	Under AEN(MST), Sanganer	SE(JPDC), Jaipur
25	Homendra Singh Khangarot	Sub Store Bada Padampura under ACOS, JPDC,	SE(JPDC), Jaipur
26	Gajendra Singh	S/o Tunga under AEN(O&M), Bassi	SE(JPDC), Jaipur
27	Saurabh Meena	S/o Khora under AEN(O&M), Shahpura	SE(JPDC), Jaipur
28	Manoj Kumar Bamboriya	S/o Dudu under AEN(O&M), Dudu	SE(JPDC), Jaipur
29	Lalit Mohan Singh Bisht	S/o Itawa Bhopji under AEN(A-II), Chomu	SE(JPDC), Jaipur
30	Mukul Yadav	S/o Gordhanpura under AEN(O&M), Paota	SE(JPDC), Jaipur
31	Dhirendra Choudhary	S/o Lalpura under AEN(O&M), Kalwar	SE(JPDC), Jaipur
32	Virendra Kumar Yadav	S/o Nangal Panditpura under AEN(O&M), Kotputli	SE(JPDC), Jaipur
33	Surendra Choudhary	S/o Urban under AEN(O&M), Kotputli	SE(JPDC), Jaipur
34	Ashwini Nagarwal	S/o Phagi under AEN(O&M), Phagi	SE(JPDC), Jaipur
35	Shailendra Saini	S/o Viratnagar under AEN(O&M),	SE(JPDC), Jaipur
36	Ravindra Kumar Goma	S/o Jhag under AEN(O&M), Bichoon	SE(JPDC), Jaipur
37	Piyush Kumar Meena	S/o Tyod under AEN(O&M), Sambhar	SE(JPDC), Jaipur
38	Puneet Bharadwaj	S/o Jindoli under AEN(O&M), Mundawar	SE(O&M), Alwar
39	Ajeet Kumar Yadav	S/o Gunti under AEN(O&M), Behror	SE(O&M), Alwar
40	Dinesh Meena	S/o Reni under AEN(O&M), Reni	SE(O&M), Alwar
41	Sangeeta Meena	S/o Town Hall-II under AEN(A-I), Alwar	SE(O&M), Alwar
42	Ms. Rajesh Yadav	Under XEN(M&P), Behror	SE(O&M), Alwar
43	Pawan Kumawat	S/o Urban under AEN(O&M), Rajgarh	SE(O&M), Alwar

S. No	Name	Place of posting	Circle allotted for field
44	Sonu Mahawar	S/o Sonkh under AEN(O&M), Kathoomar	SE(O&M), Alwar
45	Neelima	Under AEN(HTM), Alwar	SE(O&M), Alwar
46	Dinesh Kumar Denwal	S/o Ramgarh under AEN(O&M), Ramgarh	SE(O&M), Alwar
47	Preeti Meena	Under AEN(P&EA), Alwar	SE(O&M), Alwar
48	Gotam Prasad Rawat	S/o Tapukada-II under AEN(O&M), Tapukada	SE(O&M), Alwar
49	Lakhan Verma	Under AEN(MIA), Alwar	SE(O&M), Alwar
50	Akshay Arya	S/o Laxmangarh under AEN(O&M), Laxmangarh	SE(O&M), Alwar
51	Hemant Kumar Verma	S/o Nagaon under AEN(O&M), Ramgarh	SE(O&M), Alwar
52	Sonu	Under AEN(Tech. Audit), Alwar	SE(O&M), Alwar
53	Jyotshna	S/o Vivek Vihar under AEN(A-III), Alwar	SE(O&M), Alwar
54	Lalit Kumar	S/o City under AEN(O&M), Mangrol	SE(O&M), Baran
55	Vibha Chauhan	S/o Urban under AEN(A-I), Baran	SE(O&M), Baran
56	Arvind Meena,	S/o Relawan under AEN(O&M), Kishanganj	SE(O&M), Baran
57	Nitin Garva	S/o Kelwara Under AEN(O&M), Shahbad	SE(O&M), Baran
58	Loveneet Singh Hada	S/o Rural under AEN(O&M), K.Patan	SE(O&M), Bundi
59	Tarun Kumar Meena	S/o Kapren under AEN(O&M), K.Patan	SE(O&M), Bundi
60	Neelam Kumari	Under AEN(A-I), Bundi	SE(O&M), Bundi
61	Indraraj Saini	Under AEN(MST), Bundi	SE(O&M), Bundi
62	Ajay Kumar Meena	S/o Ramgarh Pachwara under AEN(A-II), Lalsot	SE(O&M), Dausa
63	Devendra Kumar Meena,	S/o Nagalrajawatan under AEN(O&M),	SE(O&M), Dausa
64	Vandna Meena	Under ACOS, Dausa	SE(O&M), Dausa
65	Yogesh Kumar Katariya	S/o Baswa under AEN(O&M), Baswa	SE(O&M), Dausa
66	Anil Kumar Jajoria	Under AEN(HTM), Dholpur	SE(O&M), Dholpur
67	Himanshu Tiwari	S/o Panwal under AEN(O&M), Khanpur	SE(O&M), Jhalawar
68	Mohit Barodia	S/o Nasirabad under AEN(O&M), Bakani	SE(O&M), Jhalawar
69	Harish Kumar Meghwal	S/o Gangdhar under AEN(O&M), Dug	SE(O&M), Jhalawar
70	Ashish Verma	S/o Ratlai-I under AEN(O&M), Ratlai	SE(O&M), Jhalawar
71	Lalit Kumar Deegwal	S/o Dug under AEN(O&M), Dug	SE(O&M), Jhalawar
72	Pankaj Kumar Meena	S/o Kudgaon under AEN(O&M), Sapotra	SE(O&M), Karauli
73	Rahul Kumar Meena	S/o Suroth under AEN(A-II), Hindaun	SE(O&M), Karauli
74	Gaurav Kumar Swarnkar	S/o Rural-II under AEN(A-I), Karauli	SE(O&M), Karauli
75	Naveen Kumar Bainada	S/o Kasauli under AEN(A-II), Hindaun	SE(O&M), Karauli
76	Divya Gaur	Under AEN(HTM-III), Kota	SE(O&M), Kota
77	Dinesh Kumar Meena	S/o Ajnoti under AEN(A-II), Sawaimadhopur	SE(O&M), Sawaimadhopur
78	Minakshi Meena	Under XEN(M&P), Sawaimadhopur	SE(O&M), Sawaimadhopur
79	Sanjeev Meena	S/o Malpura-II under AEN(O&M), Malpura	SE(O&M), Tonk
80	Hanuman Choudhary	S/o Todaraisingh-I under AEN(O&M), Todaraisingh	SE(O&M), Tonk
81	Manish Kumar Meena	S/o Rural-I under AEN(A-II), Tonk	SE(O&M), Tonk
82	Sanjay Meena	S/o Panchela under AEN(O&M), Uniara	SE(O&M), Tonk
83	Lalit Sharma	S/o Banthali under AEN(O&M), Deoli	SE(O&M), Tonk