

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No. JPD:PERS:D-III:F. 25(H)- 49. D. 1242

Jaipur,
October 20, 2009

CIRCULAR

With a view to make the employees acquainted with latest Information Technology and Communication, it was decided vide order No. JPD/CAO/ Rules/F.20/D. 1072 dated 04.08.09 that employees may be permitted to attend the Certificate Course in Information Technology to be conducted by the Rajasthan Knowledge Corporation Ltd., through its franchisees, on the terms & conditions, as mentioned in Government of Rajasthan Gazette Notification dated 17.11.08 and Secretary, DOIT's letter No. F.7(103)/DOIT/ 08/ME-65 dated 02.04.09 (which stands superseded vide letter dated 01.07.09 of Secretary to Government, DOIT) as well as aforesaid order dated 04.08.09.

This issue was discussed in Sr.Officers Conference, held on 22.09.09 and it was decided that **this training will be provided to all the employees**. It was also decided that, henceforth, CPO will monitor the training programme through Circle POs.

In view of above decision and in supercession to order dated 04.08.09 and 31.08.09, issued by CAO(ATR), following instructions are issued for strict compliance by all the concerned:

1. Head of Office shall be competent authority to issue sanction for training in respect of employees working in his office, including himself. All Head of Departments/Superintending Engineers shall ensure that 1/3 officers/employees are sent for training in each batch, so that all the eligible employees get training compulsorily in a period of 9 months.
2. HODs/SEs shall also ensure that most of the officers/employees of the following categories who have to intervene with computers are sent for training (if not already sent) in the batch starting from Oct.'09. Last date for registration in this batch is 25th Oct.'09:

Executive Engineers
Assistant Engineers
Personnel Officer
Accounts officer
Junior Engineers
Assistant Revenue Officers
Establishment Clerks
Cashiers
Ledger Keepers

Head of Departments/Superintending Engineers themselves may also undergo training in the same batch, as far as possible.

3. The training shall be conducted by the Franchisees of Rajasthan Knowledge Corporation Ltd. in batches of three months for which registration may be got done in January, April, July & Oct. The timings of training would be 8.00 a.m. to 10.00 a.m. in morning session and 5.00 pm to 7.00 pm in evening session. Those employees, who get themselves registered in morning session, will be permitted to attend office by 11.00 am (instead of 9.30 am or 10.00 am). Similarly, for evening session, the officers/employees will be permitted to leave office by 4.30 pm (instead of 5.00 or 6.00 pm).
4. The officers/employees may choose the franchisee and morning or evening session as per their convenience. The Head of Office shall invite choice of Franchisee(Gyan Kendra) upto 23rd instant for the batch starting from 25th Oct.' 09 and thereafter upto 10th of each quarter i.e. January, April, July and Oct., alongwith application form, which can be collected from the Franchisee. If any officer/employee does not intimate the name of Franchisee upto scheduled date, it will be open for the Head of Office to send him for training to any of the Franchisee of the concerned area. The list of Franchisees (Gyan Kendra) is available at www.rkcl.in.

MPS

Contd...2.

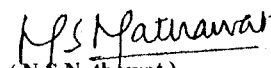
5. The fees of Rs. 2300/- (Rupees two thousand three hundred) only, inclusive of examination fee will be paid by JVVNL by placing miscellaneous advance against the employee concerned. The payment of fees shall be made by the concerned Head of Office to the employee in cash. The Head of Office will send FVC alongwith sanction order and list of trainees to the Circle AO for providing sufficient amount. **There shall be no budget constraint for this purpose.** The concerned AO shall also maintain record of such employees for adjustment of miscellaneous advance on completion of course by the concerned employees.
6. The advance will be cleared only if the concerned employee clears the examination, conducted for this course, failing which the fee amount will be recovered from his salary. However, if an employee wants to repeat the examination, the examination fee of Rs. 250/- will be borne by the employee.
7. **The eligibility for sponsoring the employees for this training is secondary or equivalent.** Those employees who have acquired similar basic training or professional training in-house or through any outside agency/institute, may be exempted from this training, subject to production of valid certificate. Similarly, those officers/employees who are going to be superannuated upto 30th June, 2010 should not be compelled for the training.
8. Training schedules of employees in morning and evening session will be divided by Head of Office in such a manner that work of office may not suffer.
9. If any officer/employee shows reluctance in attending training, disciplinary action will be taken against him by the competent authority for non-compliance of orders.
10. The Circle PO and where Circle PO is not posted, the Zonal Sr.PO will be the Nodal Officer. All Head of Office will send a monthly report to the Nodal Officer in the **Annexure-A**, appended herewith. Nodal Officer will compile this information and send consolidated report, officewise to the CPO in respect of each quarter within 15 days of conducting examination.
11. In respect of offices of Corporate office, concerned Head of Department will directly send quarterly information to the CPO, as per para 5.
12. If any clarification is required, the matter be referred to the Chief Personnel Officer, through Sr.PO/PO and a committee consisting of the CPO, CAO(ATR) and XEn(MIS) will decide the issue.

By order,


(G.R. Sharma)
Chief Personnel Officer

Copy to the following for information and necessary action:

1. The Chief Engineer/ZCE/Dy.CE(), 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, Jaipur.
5. The Superintending Engineer(), Jaipur Discom,
- 6. The Executive Engineer (M I S), Jaipur Discom, Jaipur
7. The Company Secretary, Jaipur Discom, Jaipur.
8. The Sr./Accounts Officer (), Jaipur Discom.
9. The Sr./Personnel Officer (), Jaipur Discom, _____, alongwith a list of franchisees of his area for ready reference.
10. The Dy. Secretary/Assistant Secretary(), Jaipur Discom, Jaipur.
11. The Assistant Engineer (), Jaipur Discom,
12. The PA to CMD/Director(Finance/Tech.), Jaipur Discom, Jaipur.
13. The Public Relations Officer, Jaipur Discom, Jaipur.


(N.S. Nathawat)
Personnel Officer(Tech. Estt.)