

OFFICE OF THE
CE (IT & TR)

R.R. No. 960

Date: 13/7/10 NO. RVPN/AAOF&R/F. 12/D. 188

RVPN-F&R No:

666

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM, LTD., JAIPUR.

Dated: 7-7-2010.

ORDER

Sub: - Guidelines for employees for RS-CIT course being conducted by franchisees of M/s Rajasthan Knowledge Corporation Limited (RKCL).

The Board of Directors, RVPN, in its 176th meeting held on 23rd Feb., 2010, has accorded its approval that the computer course 'Rajasthan State Certificate in Information Technology' (RS-CIT) conducted by M/s Rajasthan Knowledge Corporation Limited (RKCL) through its franchisees be allowed for the employees of the Nigam on the terms and conditions/guidelines issued by the Govt. of Rajasthan in this regard from time to time.

The mechanism for reimbursement of course fees as well as the incentive shall be as follows:-

- (i) Dy. Chief Engineer (IT), RVPN is appointed as Nodal Officer for issuing sanction orders for the reimbursement of claims submitted by the employees.
- (ii) Reimbursements requests be processed twice in the month of May and November every year. The claims for reimbursement shall be forwarded/recommended by the Head of Office concerned to the Dy. Chief Engineer (IT).
- (iii) After issuance of sanction orders, concerned Accounts Officer/salary disbursing officers shall reimburse the course fees as well as the cash incentive (if eligible) to employees.
- (iv) Proper check should be ensured, so that only one time reimbursement is allowed for course being completed by an employee from RKCL. The concerned controlling authority will record this training alongwith result of training in the service book/personal file of the employee and make a note of it while forwarding claim to Dy. Chief Engineer (IT).
- (v) The employee has to attend training either in the batch starting from 7 am to 9 am or from 7 pm to 9 pm and no permission/relaxation to attend office late shall be granted to attend the course.

By Order,



(V.S. Bankawat)
Secretary (Admn.)

Copy submitted/forwarded to the following for information and necessary action:-

1. The Secretary (Admn.), RVPN/JVVNL/AVVNL/ID/VVNL, Jaipur.
2. The Chief Engineer (PPM/IT&Training/MM/MP&S/NPP&R), Jaipur.
3. The Zonal Chief Engineer (Civil/T&C-Jaipur/Ajmer/Jodhpur), RVPN, Jaipur/Ajmer/Jodhpur.
4. The Chief Controller of Accounts, RVPN, Jaipur.
5. The Dy. Chief Engineer, Pong Power House Circle, BBMB (PW), Talwara.
6. The C.A.O. (P&F-Cont/A/cs & Insp./MM/RE&PPM), RVPN, Jaipur.