



JAIPUR METRO

# JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

Registered Office: Admin Building, Metro Depot, Bhriqru Path, Mansarovar, Jaipur - 302020

Website: www.jaipurmetrorail.in CIN: U60221RJ2010SGC030630



F.2.32(18)/JMRC/DF/CS/SCB-Eco.Measures 348A

Date: 26<sup>th</sup> August, 2020

## Economy Circular

In light of COVID-19 related negative financial impacts and economic constraints the Company is facing currently, certain guidelines are hereby issued as cost-cutting measures:

### I. Manpower Management:

- i. Review of manpower deployed against each service contract to be done by each Director for their directorates.
- ii. Issue of overstaffing (if any) and organizational restructuring is to be reviewed by way of rationalisation of the current manpower by respective Directors.

### II. Official Vehicle Management:

- i. Review of the functional requirement of each pool/taxi vehicle hired by the Company to be done by each Director for their respective directorates.
- ii. No new vehicle shall be purchased.

### III. Savings on electricity bills:

- i. Director (O & S) has issued guidelines vide U.O. Note No. JMRC/O&S/DO/Energy Audit/2015 dated 03.07.2020 (copy enclosed) for energy saving in Depot and Stations. Compliance of guidelines, along with savings in electricity is to be monitored from time-to-time.
- ii. Signage for turning lights/fans off, when not required, be placed at all electrical points.
- iii. All staff must try to use minimum lights during the day time by making maximum use of natural sunlight.

### IV. Switching to e-office Culture:

- i. All the officials of the Company must use official e-mails. Use of personal emails ids like gmail, yahoo etc. is prohibited for official communication.
- ii. IT Cell to ensure, that the email app is downloaded and made accessible on mobile of all officers up to the level of Manager.
- iii. Unnecessary endorsements of letters/written communication be strictly avoided.
- iv. Generally, all internal meeting notices shall be sent via email.

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**V. Others:**

- i. The Entertainment item's upper financial limit given in the SOP item no. M16 (iii) 'At the office', is reduced to 50% for all levels with immediate effect and till further order.
- ii. Expenses on refreshment for official meetings shall be kept simple and minimal.
- iii. Night Duties and Gazetted Holiday duties to be critically reviewed every time before being assigned by the competent authorities and be regularly monitored by the next higher authority.
- iv. Finance Directorate to issue template for abridged NIBs and maximum practicable NIBs be included in one advertisement notice. Every procuring entity shall prepare the Procurement Plan, a sample draft of Procurement Plan will be shared by Finance Directorate to all PEs.

The implementation of this Economy Circular will be reviewed after one month.

For Jaipur Metro Rail Corporation Limited

  
(**Bhaskar A. Sawant**)


Chairman & Managing Director

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Copy to:-

1. PS to CMD, JMRC
2. All Whole-time Directors, JMRC
3. All Executive Directors, JMRC
4. All General Managers, JMRC
5. All Joint/Deputy General Managers, JMRC
- ✓ 6. Nodal Officer IT Cell to upload this circular on JMRC website under 'Circular - Finance Directorate' tab
7. All employees via JMRC intranet
8. Guard File

  
(**Harish Laddha**)

Director (Finance) & CFO

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