



DAKSHIN HARYANA BIJLI VITRAN NIGAM

(A Power Distribution & Retail Supply Utility, Government of Haryana)

(AN ISO 9001:2008 Compliant Utility, CIN No. U99999HR1999SGC034165)

Registered Office: Vidhut Sadan, Vidhut Nagar, Hisar - 125 005 (Haryana).

Office of the Superintending Engineer/Administration, DHBVN, Hisar.

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Memo No. Ch- 41 /SE/Admn/REG-127

Dated: 03.02.2017

To

1. All the Chief Engineers in DHBVN.
2. The Chief Financial Officer, DHBVN, Hisar.
3. CAO/FA(HQ)/Chief Auditor/F&A(MM)/F&A(P&D), Hisar.
4. The Chairman, CGRF, DHBVN, Hisar.
5. The Company Secretary, DHBVN, Hisar.
6. All the Superintending Engineers in DHBVN.
7. The Controller of Stores, DHBVN, Hisar.
8. S.E./IT, DHBVN, Hisar ***for updating the same on website.***
9. The Chief Communications Officer, DHBVN, Hisar.
10. All the Executive Engineers in DHBVN.
11. All Sectional Heads with Headquarters, at Hisar.

Subject: Draft Transfer policy for officers/ officials of DHBVN.

It has been decided to introduce a transfer policy for officers/ officials in DHBVN to provide transparency, objectivity and increased reception of fairness, performance and clarity in general transfer. Accordingly, a draft transfer policy is prepared and enclosed herewith for consideration.

Before finalizing this policy, you are requested to offer your comments/ suggestions, if any, for betterment in this policy, within 02 weeks.

This issues with the approval of Chairman-cum-Managing Director, DHBVN, Hisar.

DA: As above


**S.E./Administration,
DHBVN, Hisar**

Copy to:

1. Sr. P.S. to the Chairman-cum-Managing Director, DHBVN, Hisar.
2. Sr. P.S. to the Director/Operations, DHBVN, Hisar.
3. P.S. to the Director/Projects, DHBVN, Hisar.
4. P.A. to the Chief Engineer/HR & Admn., DHBVN, Hisar.

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Subject: - Transfer Policy for officials/ officers of DHBVN.

Transfer Policy for officials/ officers of DHBVN has been reviewed with a view to provide transparency, objectivity and increased perception of fairness and clarity in general transfers and a revised performance-linked transfer policy for officers/officials of DHBVN has been formulated as under:

AIM & OBJECTIVES

1. To reward good performance.
2. To make the process transparent and objective to the extent possible.
3. To create a perception of fairness and clarity in general transfers.

GUIDING PRINCIPLES

1. Operational efficiency shall be the first and foremost consideration while deciding transfers and posting of DHBVN officers/officials.
2. Subject to the above, hardships being faced by an individual may be taken into consideration sympathetically for deciding his/her place of posting to the extent permissible by the general rules contained herein under.

GENERAL RULES

1. All annual general transfers will be ordered once a year, between 1st of April to 30th April, to enable the transferred officers/officials to join by 1st of May. No transfer shall be made during the rest of the year. In case administrative considerations require re-deployment, officer/official may be attached with any office/unit temporarily until 30th April next succeeding.
2. Officers/officials are forbidden to exert extra-departmental influence over the competent authority for their transfer/posting, bye-passing the normal

channels. This will amount to violation of conduct rules being conduct unbecoming of a public servant, and shall be liable for disciplinary action.

3. All applications for transfer will be submitted to the respective Cadre Controlling Authority through the Head of Office every year before 15th of March. The officer/official may indicate a maximum of three options for his posting.
4. In case there is only one application for a particular post, the applicant will be transferred to the said post, subject to clause 5 to 12 below. However, if there are two or more claimants for any post, the officer/official having higher/highest performance score will be posted. For the operation wing, the performance of officers of the rank of AE/AEE and above will be judged on the basis of the criteria as per **Annexure-A** and that of all other ranks will be assessed as per **Annexure-B**. Further, the performance of officers/officials posted in offices other than operation wing i.e. commercial, PD&C, MM, M&P and Vigilance wing will be assessed on the basis of criteria as mentioned in **Annexure-C**. The Nigam reserves the right to review performance criteria every year, depending upon current priorities, which keep on evolving/changing from time to time. Revised criteria shall be circulated well in time, latest by 31st of May, every year.
5. For officers in rank of AE/AEE, the maximum tenure in one district in the entire service span will be 8 years.
6. On promotion, every officer/official will be transferred to another office.

7. No officer/official in the rank of AEE/AE/JE/AFM and below will be posted in his/her home Sub-Division. Similarly XENs will not be posted in their Home Division.
8. ALM, LM, SA, ASSA, SSA, AFM and JE/JE-1 shall not be posted for more than 10-years in one Sub-Division in their entire service span.
9. For the purpose of computing tenure/duration of posting in an office, the total time spent by the officer/official in the said office, irrespective of the rank, shall be taken into consideration.
10. LDC, UDC and Assistant (Field) in the Sub-Divisional office shall not be posted for more than 3-years on one post. Further, he shall not be posted for more than 10-years in one Sub-Division and for more than 15-years in one Division during the entire service span.
11. LDC, UDC and Assistant(Field) serving in Division/Circle office shall not be posted on one post for more than 3 years and shall be transferred out of Division/Circle after 10 years.
12. Head Clerk, HDM, Divisional Accountant and equivalent scale posts in Divisional office will not be posted for more than 3-years on one post. Moreover, they shall also not be posted in their Home Division.
13. Officials in the rank of LM/ALM/SSA/ASSA/SA currently posted in violation of this Policy will be transferred out, subject to a maximum of 33 1/3% of the posted strength, on the basis of seniority of stay. The person with longer stay will be transferred first. However, no further posting/transfer in violation of these guidelines would be permitted.
14. Seniority of ALM/SA/ASSA is being maintained at Circle level. Therefore, if any ALM/SA/ASSA gives the option for transfer out of Circle, it will amount

to change of cadre and shall not be governed by this Policy. Such cases shall be decided as per the existing instructions on the subject.

15. An officer/ official left with one year or less service before superannuation shall not be transferred except on his own request.
16. Notwithstanding anything contained in this Policy, the Nigam retains the right to transfer any officer/official at any time to any post in the interest of the Nigam or on administrative grounds.
17. The following committees will assess the performance of officers/officials for above mentioned wings:-
 - (A) **For SE and above**
 1. MD/CMD
 2. Director Operations
 3. Director Projects
 - (B) **For XENs**
 1. Director Concerned
 2. Chief Engineer Concerned
 3. Superintending Engineer Concerned
 - (C) **For AEEs/AEs**
 1. Chief Engineer Concerned
 2. Superintending Engineer Concerned
 3. Executive Engineer Concerned
 - (D) **For JE-I/JE/AFM/SSA**
 1. SE, XEN & SDO
 - (E) **ASSA/LM & below**
 1. XEN & SDO
18. The draft transfer policy circulated vide Memo No. 2/REG-127/Transfer dated 19.03.2012 is hereby repealed. This transfer policy will come into force with immediate effect.

Criteria for Performance Assessment of AE & above

(Maximum Score=100)

i) Reduction in AT&C Loss

Amount of reduction in AT&C Loss will carry a weightage of 40. This score will be computed on the basis of actual reduction viz-a-viz target reduction as per the following illustration.

Present AT&C Loss: 60%

Target AT&C losses in a particular year: 40%

Actual losses at the end of the year: 50%

Therefore the Score = $\frac{60\%-50\%}{60\%-40\%} \times 40 = \frac{60-50}{60-40} \times 40 = 20$

ii) Reduction in DT Damage Rate

Amount of reduction in DT damage rate will carry a weightage of 10. The score will be given as below:

1. For Urban Sub-Divisions:

DT damage rate less than 3%	-	5 marks
DT damage rate between 3 - 5%	-	2 marks
DT damage rate more than 6%	-	(-)2 marks
DT damage rate more than 10%	-	(-)5 marks

2. For Semi-Urban (urban & rural mix) Sub-Divisions:

DT damage rate less than 5%	-	5 marks
DT damage rate between 5 - 7%	-	2 marks
DT damage rate more than 8%	-	(-)2 marks

DT damage rate more than 12% - (-)5 marks

3. For Rural Sub-Divisions:

DT damage rate less than 7% - 5 marks

DT damage rate between 7 - 9% - 2 marks

DT damage rate more than 10% - (-)2 marks

DT damage rate more than 15% - (-)5 marks

iii) **Recovery of defaulting amount**

a) **Recovery of defaulting amount of connected consumers**

Amount of reduction in defaulting amount will carry a weightage of 10. This score will be computed on the basis of actual reduction viz-a-viz target reduction as per the following illustration.

Target reduction: Rs. 20 lacs

Actual reduction: Rs. 10 lacs

$$\text{Therefore the Score} = \frac{10 \times 10}{20} = 5$$

b) **Recovery of defaulting amount of disconnected consumers**

Amount of reduction in defaulting amount will carry a weightage of 5. This score will be computed on the basis of actual reduction viz-a-viz target reduction as per the following illustration.

Target reduction: Rs. 10 lacs

Actual reduction: Rs. 5 lacs

$$\text{Therefore the Score} = \frac{5 \times 5}{10} = 2.5$$

$$\text{Total Score} = \text{score (a)} + \text{score (b)} = 5 + 2.5 = 7.5$$

iv) **Recovery on account of detection of theft of energy**

Amount of recovery on account of detection of theft of energy will carry a weightage of 15. This score will be computed on the basis of actual recovery viz-a-viz target recovery as per the following illustration.

Target recovery in a particular year: Rs. 10 lacs

Actual recovery at the end of the year: Rs. 5 lacs

$$\text{Therefore the Score} = \frac{5 \times 15}{10} = 7.5$$

v) **Progress under MGJG/Feeder sanitisation**

The activities carried out under LRP will carry a weightage of 10. The score will be computed on the basis of actual no. of feeders completed viz-a-viz target feeders as per the following illustration.

Target feeders to be completed: 10

Actual feeders completed: 2

$$\text{Therefore the Score} = \frac{2 \times 10}{5} = 4$$

vi) **Accuracy of consumer indexing/feeder tagging**

The percentage accuracy of consumer indexing will carry a weightage of 5. The assessment will be made as under:-

a) Accuracy in consumer indexing > 95% 5 marks

b) Accuracy in consumer indexing < 90% -5 marks

vii) **Progress of release of new connections viz-a-viz regulations**

The progress of release of new connections will carry a weightage of 5. Full marks will be given to the officer if 80% of the new connections are released within the stipulated time fixed by the HERC otherwise no marks will be given.

Note: - In case an officer/official remains posted in more than one Operational office during the year, his score will be the weighted average of the scores in each office on the basis of time spent.

1. Criteria for Performance Assessment of JE/JE-1 & below

(Maximum Score=100)

i) Reduction in T&D Loss.

Amount of reduction in T&D Loss will carry a weightage of 40. This score will be computed on the basis of actual reduction viz-a-viz target reduction in T&D losses as per the following illustration.

Present T&D Loss: 60%

Target T&D losses in a particular year: 40%

Actual losses at the end of the year: 50%

Therefore the Score = $\frac{60\%-50\%}{60\%-40\%} \times 40 = \frac{60-50}{60-40} \times 40 = 20$

Rest of the criteria will be the same as given in Annexure-A for assessing the performance of AEs and above.

2. **The performance of LM, ALM will be assessed by the Committee constituted as per clause 17 of this policy taking an overall view of their performance on the following parameters and assign them a score on a scale of 1 to 10:**

- a) Recovery of Defaulting amount
- b) Theft detection
- c) Reduction in DT Damage Rate
- d) Consumer Complaints handling

3. **The performance of SSA/ASSA/SA will be assessed by the Committee constituted as per clause 17 of this policy taking an overall view of their performance on the following parameters and assign them a score on a scale of 1 to 10:**

- a) Replacement of defective feeder meters in 7 days
- b) Implementation of PRM as per instruction
- c) Keeping the Sub Station & Control Room in clean position
- d) Preventive maintenance of Sub Station

4. The performance of RA/Assistant (Field)/LDC will be assessed by the Committee constituted as per clause 17 of this policy taking an overall view of their performance on the following parameters and assign them a score on a scale of 1 to 10:

- a) No. of half margin raised by Audit party & time taken to dispose off
- b) Timely handling of exceptional list
- c) Preparation of sundry items for wrong bills
- d) Timely issue of TDCO/PDCO & entry of MCO
- e) Checking of bills before issue

ANNEXURE-C

Criteria for evaluation of performance of officers posted in wing other than Operation wing

The performance of the officers/officials posted in the following wings will be assessed by the Committee constituted as per clause 17 of this policy, taking an overall view of their performance on the respective parameters mentioned against each wing below and assign their score on a scale of 1 to 10:-

M&P Organization

- i) Achievements of Targets in respect of checking of 33 KV Sub- Station.
- ii) Achievements of Targets in respect of checking of CT/PT meters and analysis thereof.
- iii) Achievements in target of checking of accuracy of feeders meters and consumers meters in the Lab.

Planning and Design

- i) Achievements/ Progress in respect of new schemes and arrangements of funds from the sources.
- ii) Achievements of construction of new Sub- Station/Lines.
- iii) Achievements of physical/ financial targets in respect of Govt. sponsored schemes/ Projects.

MM Organization

- i) Achievements in respect of approving of schemes and arrangements of funds for the purchase.
- ii) Finalization of material management budget.
- iii) Proper inventory of the material/ auction of scrap.
- iv) Achievements of targets of repair of damaged distribution transformers.
- v) Ensure availability of material/ minimization of shortages.

Commercial Wing

- i) Progress of disposal of cases of open access/ special dispensation/ load sanction.
- ii) Progress of action taken report on the decision Consumer Forum/ APTEL.

- iii) Proper implementation of HERC guidelines/ directions.
- iv) Preparation & Monitoring of ARR.
- v) Implementation of PRM.
- vi) Monitoring of Energy Audit system.

Construction Wing

- i) Timely execution of works as per pert chart/ schedule.
- ii) Physical inception of material to ensure quality as per specification/ instructions.

Vigilance Wing

- i) No. of theft cases detected, penalty imposed and targets achieved thereof.
- ii) No. of enquiries investigated in a month and pendency thereof.

Note:

1. In case of comparison of performance of above officers with the officers posted in operation wing, the above score secured will be multiplied by 10.
2. The performance of officers/ officials, who have not been covered above, will be assessed by the Committee constituted as per clause 17 of this Policy taking an overall view of their performance.