

**DAKSHIN HARYANA BIJLI VITRAN NIGAM**

Office Order No. 493/ FA/Hqs./F&B-549/Vol-II

Dated-19/01/2021

Dakshin Haryana Bijli Vitran Nigam has decided to delegate the powers to various authorities of the Nigam for grant of earned/other leave to the officers/officials of the Nigam as under:

**A: Earned/other leave**

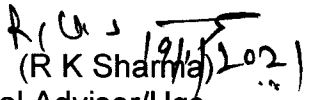
Sr. No	Designation/Categories of the employees to whom leave is to be granted/sanctioned	Name of competent authority	Period of leave	Remarks
1	Director/CE/CTO/CFO/CS/SE/FA/CAO/Chief Auditor or equal ranks	CMD/MD	Full Powers (with or without substitute)	-
2	XEN/Sr. AO/AO/AEE/AE	CMD/MD	Full Powers (with substitute)	-
		Director Concerned	Full Powers (without substitute)	-
3	Under Secretary/Admn. Officers/SPS/PS/Supdt./PRO/System Analyst or equal ranks	Director Concerned	Full Powers (with substitute)	-
		CE concerned/CE(HR & Admn)	Full Powers (without substitute)	-
4	Class III & IV	Cadre Controlling Authority/CE(HR& Admn.)	Full Powers (with or without substitute)	-
		CE/FA/CAO/CA	Up to 90 days (Without substitute)	For the officials working in their respective offices.
		SEs (In-charge of the independent office)	Up to 90 days (Without substitute)	For the officials working in their respective offices/Sub-ordinate offices.
		XENs (In-charge of the independent office)	Up to 30 days (Without substitute)	-do-
		Under Secy./Admn. Officer (attached with Cadre Controlling Authorities)	Up to 30 days (Without substitute)	For the officials of respective Cadre.

**B. CASUAL LEAVE:**

Officer competent to sanction casual leave	Competency of sanction
Head of Office	Full powers for the employees under his control. However, his own casual leave shall be sanctioned by next higher authority <u>except that</u> : (i) The casual leave of CEs, equivalent and above rank officers shall be sanctioned by the MD/CMD. (ii) The casual leave of SEs and equivalent rank officers shall be sanctioned by the concerned Director.
The Officer In charge (Branch Officer i.e. AO/Sr. AO, Under Secretary, XEN/SE attached with head of office) under the (i) Head of Department at Hqs. (ii) Head of Office in Field Offices	Up to four days at a time for the employees serving under him. However, his own casual leave shall be sanctioned by the Head of Office.

All other relevant rules/procedures prescribed under Haryana Civil Services (Leave) Rules-2016 as adopted and amended by DHBVN from time to time shall continued to be followed by all concerned in Nigam.

This issues with the approval of WTDs of DHBVN accorded in its meeting held on 14/01/2021.


  
(R K Sharma) 19/1/2021  
Financial Adviser/Hqs.  
DHBVN, Hisar

**Endst. No. Ch-8/ FA/Hqs./F&B-549/Vol-II**

**Dated: 19/01/2021**

A Copy of the above is forwarded to the following for information and necessary action:

1. All CEs in DHBVN.
2. The CFO, DHBVN, Hisar.
3. All SEs in DHBVN.
4. All FAs and CAO in DHBVN.
5. The Chief Auditor, DHBVN, Hisar.
6. All XENs in DHBVN.
7. All SDOs in DHBVN.
8. The CGRF, DHBVN, Hisar/Gurugram.
9. All Sr. AOs/AOs in DHBVN.
10. All Medical Officers/SMOs in DHBVN.
11. The CCO, DHBVN, Hisar
12. DHBVN Notice Board.

  
(Pardeep Kumar) 19/1  
Sr. Accounts Officer/F&B  
DHBVN, Hisar

CC to:

1. SPS to MD, DHBVN, Hisar for kind information of MD, DHBVN.
2. SPS to Director/OP DHBVN, Hisar for kind information of Director/OP.
3. SPS to Director/Projects, DHBVN, Hisar for kind information of Director/P.
4. Company Secretary DHBVN, Hisar with reference to advice No. CS/DH/WTD/Advice-5437 dated 18/01/2021.
5. SE/IT for uploading the instructions on DHBVN website pl.