

DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

06th April, 2017

No. 28 /SE/Admn/REG-127. In exercise of powers conferred under Section – 56 (3) (vi) of Haryana Electricity Reforms Act – 1997, read with the Electricity Act - 2003, Article 42 of the Articles of Association of DHBVN and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam (DHBVN) is pleased to introduce new **“Transfer Policy for officials/ officers for the ranks from JE upto XEN of DHBVN”**.

This policy will come into force with immediate effect and will supersede all previous instructions issued in this regard.

This issues with the approval of the Chairman-cum-Managing Director, DHBVN, Hisar in anticipation of approval of the Board of Directors of DHBVN.

DA: Transfer Policy


6/4/17
**S.E./Administration,
DHBVN, Hisar**

Endst. No. Ch- 61/SE/Admn/REG-127

Dated: 06.04.2017

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

1. All 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 Superintending Engineers in DHBVN.
7. The Controller of Stores, DHBVN, Hisar.
8. The Superintending Engineer/IT, DHBVN, Hisar **for uploading the same on website.**

9. The Chief Communications Officer, DHBVN, Hisar.
10. All Executive Engineers in DHBVN.
11. All Sectional Heads with Headquarters at Hisar.

**Under Secretary/Gen. Admn.,
DHBVN, Hisar**

Endst. No. Ch- 61/SE/Admn/REG-127

Dated: 06.04.2017

A copy of the above is forwarded to the following for information please:-

1. The Chairman-cum-Managing Director, UHBVN, Panchkula.
2. The Managing Director, HVPNL, Shakti Bhawan, Panchkula.
3. The Managing Director, HPGCL, Urja Bhawan, Panchkula.
4. The Director/V&S, HVPNL, Shakti Bhawan, Panchkula.
5. The Legal Remembrancer, HPUs, Shakti Bhawan, Panchkula.

**Under Secretary/Gen. Admn.,
DHBVN, Hisar**

Copy to:

1. Sr.P.S. to the Principal Secretary to Govt. of Haryana, Power Department, Chandigarh.
2. Sr.P.S. to the Chairman-cum-Managing Director, DHBVN, Hisar.
3. Sr.P.S. to the Director/Operations, DHBVN, Hisar.
4. P.S. to the Director/Projects, DHBVN, Hisar.
5. P.A. to the Chief Engineer/HR & Admn., DHBVN, Hisar.

Subject: Transfer Policy for officials/ officers for the ranks from JE upto XEN of DHBVN.

With a view to enhance transparency, objectivity and fairness in general transfers, a performance-linked transfer policy for officers/ officials for the ranks of JE upto XEN 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 like health problem, couple case etc. may be taken into consideration sympathetically for deciding his/ her place of posting to the extent permissible by the general rules contained hereinunder.

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 transfers shall be made during the rest of the year.

2. Cadre Controlling Authority shall circulate the list of posts which are vacant or likely to fall vacant well in time for this purpose. All applications for transfer will be submitted to the respective Cadre Controlling Authority through the Head of Office every year during the month of March. Every officer/official, except those covered by clause 3 below, shall mandatorily indicate five options for his posting. Officers/officials who fail to submit their options in time, will run the risk of being posted at left-over posts/ stations.
3. Officers/ officials, during the first three years of service, shall have no choice with regard to initial posting and/or subsequent transfer(s).
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 11 below. However, if there are two or more claimants for any post, the officer/ official having higher/ highest assessment score will be posted. In case of tie, age will be the deciding factor. Person of higher age will get preference. Assessment of the officers/ officials will be made on a scale of 1 to 100 based on criteria as per **Annexure-A**. 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 30th of June, every year.
5. Minimum tenure for AEE/ AE shall be 2 years in a post. No officer shall serve for more than 8 years in one district in the rank of AEE/ AE in the entire service span.
6. No officer in the rank of AEE/ AE will be posted in his/ her home Sub-Division. Similarly XENs will not be posted in their Home Division.

7. Minimum tenure of JE/ JE-I shall be 2 years in a post. Further, they shall not be posted for more than 5 years in one Sub-Division in their entire service span.
8. NDC must be given to the JE/ JE-I within 15 days of the issue of transfer order by the concerned Sub-Division subject to submission of MAS accounts in all respects and handing over the charge to other.
9. On promotion, every officer/ official will be transferred to another office.
10. An officer/ official left with one year or less service before superannuation, shall not be transferred except on his own request.
11. Notwithstanding anything contained herein above, 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 with the approval of the CMD/ MD.
12. The following committees will make assessment with respect to officers/ officials as per the criteria laid down in **Annexure-A:-**

(A) For XENs

1. CMD/ MD.
2. Director/ Operations.
3. Director/ Projects.
4. Chief Engineer concerned.

(B) For AEEs/ AEs

1. Director/ Operations.
2. Director/ Projects.

3. Chief Engineer concerned.
4. Superintending Engineer concerned.

(C) For JE-I/ JEs

1. Chief Engineer concerned.
2. Superintending Engineer concerned.
3. Executive Engineer concerned.

(D) For XENs/ AEEs/ AEs/ JEs Enforcement

1. Superintendent of Police, HVPNL.
2. Superintendent Engineer, Vigilance.
3. Superintendent Engineer/Administration.

Note: All committee members shall assess the performance of an individual and assign score out of a total of 80 marks in case of XEN/ AEE/ AE and 60 marks in case of JE-I/ JE. Average thereof shall be taken as performance score of the officer/ official. The committee may co-opt any other officer for performance assessment as deemed fit. Decision of the committee in deciding marks for various criteria, shall be final.

13. This policy will come into force with immediate effect and will supersede all previous instructions issued in this regard.


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

A. Assessment score of officers in the rank of XEN/ AEE/ AE will be computed based on the following criteria:

- I. Performance (80 marks)
- II. Hardship (20 marks)

B. Assessment score of officials in the rank of JE-I/ JE will be computed based on the following criteria:

- I. Performance (60 marks)
- II. Hardship (20 marks)
- III. Age (20 marks)

I. PERFORMANCE

Performance will have 80% weightage in the assessment score in respect of XEN/AEE/AE and 60% weightage in the assessment of JE-I/ JE. It will be assessed by the Committee constituted as per clause 12 of this policy, taking an overall view of the performance of the officer/ official on overall competence, integrity and parameters mentioned below:

Operation Wing.

- i) Reduction in AT&C loss and T&D loss.
- ii) Reduction in DT damage rate.
- iii) Recovery of Defaulting amount.
- iv) Vigilance activity and recovery on account of detection of theft of energy.
- v) Progress under MGJG/ Feeder sanitization.
- vi) Progress of consumer indexing/feeder tagging.
- vii) Feeder breakdowns (SAIDI/SAIFI data).
- viii) Quality of citizen services delivered/satisfaction rate.

M&P Organization.

- i) Achievements of Targets in respect of checking of 33 KV Sub-Stations.
- ii) Achievements of Targets in respect of checking of CT/PT meters and analysis thereof.
- iii) Achievements of targets of checking of accuracy of feeder meters in the Lab.
- iv) Achievements of targets of checking and testing of consumer meters in the Lab.

Planning and Design.

- i) Achievements/ Progress in respect of Capex utilization, implementation of new schemes, developmental works/ activities.
- ii) Achievement of construction of new Sub-Station/ Lines/ Augmentation of substations.
- iii) Achievements of physical/ financial targets in respect of Govt. sponsored schemes/ Projects.
- iv) Integrated Planning of new substation/ Augmentation of substations.

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 load sanction above 500 KW.
- ii) Proper implementation of HERC guidelines/ directions.
- iii) Preparation & Monitoring of ARR.
- iv) Monitoring of Energy Audit system.
- v) Monitoring of progress of MGJG scheme/ feeder sanitisation.
- vi) Monitoring of defaulting amount and defective meter replacement.
- vii) Monitoring of progress of O&M (Outsourced) activities in 12 sub-divisions.
- viii) Issue sales circular/instruction and commercial policy formation.
- ix) Implementation of R-APDRP activities (under SE Projects)
 - Implementation of R-APDRP Part-A.
 - Implementation of Meter reading & Bill distribution works.
 - Implementation of Smart Grid Pilot Project at Panipat.

Construction Wing.

- i) Timely execution of works as per schedule.
- ii) Physical inception of material to ensure quality as per specification/ instructions/quality of workmanship.
- iii) Resolution of site disputes/hinderances.

Vigilance Wing.

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

II. HARDSHIP

Marks will be assigned on the following criteria under this category, subject to a maximum of 20:-

- a) Woman - 10 marks
- b) Specially-abled officer/official or dependent spouse/ child - 10 marks.
- c) Own Health problem (chronic disease only) – 10 marks. It should be supported with medical certificate/record of the officer/official from DMS/ HPUs or CMO of the district concerned only. In case of any doubt on the veracity of the claim, decision of the Committee shall be final.
- d) Couple case - 5 marks.

III. AGE (for JE-I/ JE only)

A maximum of 20 marks will be given based on age of the official in the rank of JE-I/ JE as per the following formula:

Age score = Half of the difference between completed years of age as on 1st January of the current year and eighteen.


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