



DAKSHIN HARYANA BIJLI VITRAN NIGAM

(A Power Distribution & Retail Supply Utility, Govt. of Haryana)
AN ISO 9001:2008 Compliant Utility, CIN:-U99999HR1999SGC034165
Regd. Office: Vidyut Sadan, Vidyut Nagar Hisar-125005 (Haryana)
Office of Superintending Engineer/Administration,
Ph. No. 01662-223078, Fax No.- 01662-223108,
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To

E-mail

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), DHBVN, Hisar.
4. The Director Medical Services/LR, HPU, Panchkula.
5. The Chairman, CGRF, DHBVN, Hisar.
6. The Company Secretary, DHBVN, Hisar.
7. All SEs in DHBVN.
8. The COS, DHBVN, Hisar.
9. SE/IT, DHBVN, Hisar (*for uploading the same on website.*)
10. The CCO, DHBVN, Hisar.
11. All XENs/SDOs, in DHBVN.
12. All Sectional Heads at HQ.
13. All SMOs/MOs in DHBVN.
14. Under Secy./Gen/HR-I, HR-II, DHBVN, Hisar.
15. Sports Cell in DHBVN, Hisar.

Memo No. Ch-157/ACR/Gen-6/Vol-VI

Dated :- 26 /02/2018

Subject : ACRs of the officers/officials for the year 2017-18.

As per Employee Annual Confidential Report Regulation-2006 circulated vide this office Memo No. Ch-45/SE/Admn./REG-62 dated 26.05.06. The ACR of gazetted officers/non gazetted officials should be reached to the Cadre Controlling Authority by the 1st week of May each year.

Therefore it is requested to ensure that ACR of the staff must reach on prescribed performa in view of the instructions issued vide this office Memo No. Ch-20/Conf/QR Cell/Policy-4 dated 07.05.07 and Memo No. Ch-23/Conf/QR Cell/Policy-4 dated 22.06.07 stand supplied vide this office memo referred above.

Beside above, a certificate should be furnished by the 1st May of each year by all accepting authorities to such authorities concerned to show that all Annual Confidential Report have been written in the cases of all employees in their respective circles/administration.


SE/Administration
DHBVN, Hisar

CC:

1. SPS to Chairman-cum-Managing Director, DHBVN, Hisar.
2. SPS to Director/OP, DHBVN, Hisar.
3. PS to Director/Projects, DHBVN, Hisar.
4. PA to CE/HR & Admn., DHBVN, Hisar.