



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,
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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. The SE/Vigilance, HVPN, Panchkula.
8. All SEs in DHBVN.
9. The COS, DHBVN, Hisar.
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.

Memo No. Ch- 103/ACR/Gen-9/Vol-II

Dated :- 13 /04/2020

Subject : Annual Performance Appraisal Report of the officers/officials for the year 2019-20.

Please refer to the notification No. 04/SE/Admn/REG-62 dated 12.04.19 vide which the instructions regarding filling of APAR have been circulated. In this context it has been decided that henceforth the following details shall also be made a part of the report by the reporting officer:-

1. **Details of disciplinary proceedings initiated against the officer/official during the period under report.**
2. **Details of punishment awarded, if any, including letter of warning/advice/displeasure note issued during the period under report.**

It is, therefore, requested to ensure timely submission of APARs alongwith these details duly incorporated therein.

The above instructions may be complied meticulously.

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


SE/Administration
DHBVN, Hisar

CC:

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