



**DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.**

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

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

*Registered Office: Vidyut Sadan, Vidyut Nagar, Hisar - 125 005 (Haryana)*

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

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Memo No. Ch-03 /SE/Admn/Gen-66/Vol-XIX

Dated: 24.11.2020

To

1. All Chief Engineers in DHBVNL.
2. Chief Technology Officer, DHBVNL, Hisar.
3. Chief Financial Officer, DHBVNL, Hisar.
4. CAO/ FA(HQ)/ Chief Auditor/ FA(MM)/ FA(CBO), DHBVNL.
5. Chairman, CGRF, DHBVNL, Gurugram.
6. Company Secretary, DHBVNL, Hisar.
7. All Superintending Engineers in DHBVNL.
8. Controller of Stores, DHBVNL, Hisar.
9. S.E./IT, DHBVNL, Hisar **for uploading the same on website.**
10. Chief Communications Officer, DHBVNL, Hisar.
11. All Executive Engineers in DHBVNL.
12. All Under Secretaries in DHBVNL.

**Subject: Adoption of the State Govt. instructions regarding "Transfer order other than of HRMS will not be valid".**

Please refer to the instructions issued by the Chief Secretary to Govt. of Haryana vide memo No. 45/15/2004-1GS-II dated 18.11.2020 on the subject cited above.

It has been directed in the ibid instructions that Government has decided that transfer orders (including temporary transfer) of a Government employee of any Department/Board/Corporation/University etc. (other than of AIS/HCS officers) within the same or different station or from one Department/office to another issued by the competent authority shall not be valid, if the same have not been issued through HRMS software. In case of non-compliance of these orders, the officer/official will be charge sheeted

under Rule 7 of "HCS (Punishment & Appeal) Rules, 2016" read with "DHBVNL (Punishment & Appeal) Regulations, 2019" or any other relevant rules applicable to him.

It has also been mentioned in the ibid instructions that all the officials/officers who are transferred from one station to another or from one office to another are hereby informed that they will not join at the new station/office without transfer order being issued on HRMS software by the competent authority. They are also directed that they will submit their joining report/relinquishing report online only otherwise the same will not be accepted and no salary will be admissible at the new station/office.

It has also been requested in the ibid instructions that these instructions may please be brought to the notice of all concerned for immediate and strict compliance.

It is, therefore, requested to ensure immediate & meticulous compliance of the ibid instructions issued by the Chief Secretary to Govt. of Haryana in its true letter & spirit. A copy of the referred instructions is enclosed herewith.

This issues with the approval of the Managing Director, DHBVNL, Hisar.

DA: As above

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

Copy to:

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

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**No. 45/15/2004-IGS-II**  
**HARYANA GOVERNMENT**  
**GENERAL ADMINISTRATION DEPARTMENT**

Dated Chandigarh, the 18<sup>th</sup> November, 2020

To

1. All the Administrative Secretaries to Government, Haryana.
2. All Heads of Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations/  
Public Sector Undertakings in Haryana.
4. The Registrar General of Punjab and Haryana High Court, Chandigarh.
5. All the Divisional in the State of Haryana.
6. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana
7. The Registrars of all the Universities of the State of Haryana.

**Subject: Transfer order other than of HRMS will not be valid.**

Sir/Madam

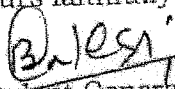
I am directed to invite your attention on the subject cited above and to say that Government has decided that transfer orders (including temporary transfer) of a Government employee of any Department/Board/ Corporation/University etc. (other than of AIS/HCS officers) within the same or different station or from one Department/office to another issued by the competent authority shall not be valid, if the same have not been issued through HRMS software. In case of non-compliance of these orders, the officer/official will be charge sheeted under Rule 7 of HCS (Punishment & Appeal) Rules, 2016 or any other relevant rules applicable to him.

2. All the officials/officers who are transferred from one station to another or from one office to another are hereby informed that they will not join at the new station/office without transfer order being issued on HRMS software by the competent authority. They are also directed that they will submit their joining report/relinquishing report online only otherwise the same will not be accepted and no salary will be admissible at the new station/office.

3. All the Administrative Secretaries/Heads of Departments are also directed that the issuance of relieving order and acceptance of joining order shall also be made online only.

4. These instructions may please be brought to the notice of all concerned for immediate and strict compliance.

Yours faithfully

  
18-11-2020  
Superintendent General Services-II  
for Chief Secretary to Government Haryana