

# **DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED**

## **NOTIFICATION**

**13<sup>th</sup> October, 2020**

**No. 30 /SE/Admn/REG-127.** In exercise of powers conferred by Section 179 of Companies Act – 2013 and Article 42 (now Article 67) of the Articles of Association of DHBVNL and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam Limited (hereinafter the Nigam) and all other enabling powers in this behalf, the Nigam in supersession of earlier Notification No. 05/SE/Admn/REG-127 dated 12.04.2019 is pleased to revise the performance linked Transfer Policy based on the experience during the last one year, for officers in the rank of AE/AEE/XEN 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 DHBVNL officers.
2. Subject to the above, hardships being faced by an individual may be taken into consideration sympathetically for deciding his/her place of posting to the extent permissible by the general rules contained herein under.

## **DEFINITIONS**

In this policy, unless there be anything repugnant in the subject or context;

- (a) **'vacant post'** means a post which is available for general transfer as on qualifying date.
- (b) **'blocked post'** means a post in the cadre which remains unfilled and/or is not required to be filled for the time being due to shortage of employees in the Nigam, or which requires specialized knowledge/skill set, as decided by the Cadre Controlling Authority.

**Note** - Blocked Posts shall be excluded from the list of vacant posts available for transfer.

## **GENERAL RULES**

1. Annual general transfers will be ordered once a year. The Chief Engineer/HR & Admn. shall circulate well in time the list of vacant posts to be filled as per this policy, other than the blocked posts. All Wings at the Headquarter shall be considered as one Unit for this purpose and number of vacancies therein shall be advertised/circulated collectively under the heading "Headquarters". All applications for transfer will be submitted to the Chief Engineer/HR & Admn. through email. Every officer, except those covered by clause-4 below, shall mandatorily indicate five options for his posting. Officers who fail to submit their options in time, will run the risk of being posted at leftover posts/stations.
2. 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 9 below. However, if there are two or more claimants for any post, the officer 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.

3. Officers who do not get the post of their choice in the first iteration, subject to Note-2 below, shall be given another opportunity to submit five options from out of the leftover vacant posts and their transfer shall be decided using the online transfer application accordingly. However, those who fail to get any choice even in the second iteration shall be posted administratively.
4. Officers, during the first three years of service, shall have no choice with regard to initial posting and/or subsequent transfer(s).
5. Officers who have served for 3 years or more on one post shall not be considered for the said post for at least one year. However, the condition of maximum 03 years tenure shall not apply to posts in the Head Office.
6. No officer, except the ones at the Headquarters, shall serve for more than 8 years in one district in the rank of AEE/AE in the entire service span.
7. 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.
8. An officer left with one year or less service before superannuation shall not be transferred except on his own request.
9. The officers assigned to Headquarters, shall be further posted to various wings within the Head Office as per Administrative/Operational requirement.

10. Notwithstanding anything contained herein above, the Nigam retains the right, to transfer any officer at any time in the interest of the Nigam on administrative grounds with the approval of the CMD/MD.
11. Assessment of the officers will be made on a scale of 1 to 100 based on criteria as per Annexure "A". The Nigam reserves the right to review the performance criteria every year, depending upon current priorities, which keep on evolving/ changing from time to time.
12. The following committees will make assessment with respect to officers as per the criteria laid down in Annexure "A":-

**(A) For XENs**

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

**(B) For AEEs/AEs**

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

**(C) For XENs/AEEs/AEs Enforcement**

1. Chief Engineer/HR & Admn.
2. Superintendent of Police, HVPNL
3. Superintending Engineer/Vigilance

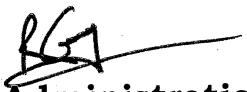
**Note:**

1. The committee shall assess the performance of an individual and assign performance score out of a total of 90 marks. 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.

2. Officers securing performance score of less than 50, numbering not more than 10% of the total posted strength in a rank from the bottom, shall not be considered for posting as per their choice.
3. If, during the assessment, any officer is found unsuitable for any category/group of posts, he shall not be considered for transfer to the said posts under this policy.

This policy will come into force with immediate effect and will supersede all previous instructions issued in this regard including the policy issued vide Notification No. 05/SE/Admn/REG-127 dated 12.04.2019.

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

**Endst. No. Ch- 105/SE/Admn/REG-127/Vol-I**

**Dated: 13.10.2020**

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

1. All Chief Engineers in DHBVNL.
2. Chief Technology Officer, DHBVNL, Hisar.
3. Chief Financial Officer, DHBVNL, Hisar.
4. CAO/FA(HQ)/Chief Auditor/F&A(MM), DHBVNL, Hisar.
5. Chairman, CGRF, DHBVNL, Hisar.
6. Company Secretary, DHBVNL, Hisar w.r.t. Memo No. CS/DH/BOD/Advice-186/5424 dated 06.10.2020.
7. All Superintending Engineers in DHBVNL.
8. Controller of Stores, DHBVNL, Hisar.

9. S.E./IT, DHBVNL for uploading the same on website.
10. Chief Communications Officer, DHBVNL, Hisar.
11. All Executive Engineers in DHBVNL.
12. All Sectional Heads with Headquarters at Hisar.

**DA:** Annexure "A"

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


**Endst. No. Ch- 105/SE/Admn/REG-127/Vol-I**

**Dated: 13.10.2020**

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

1. The Chairman-cum-Managing Director, UHBVNL, Panchkula.
2. The Managing Director, HVPNL, Shakti Bhawan, Panchkula.
3. The Managing Director, HPGCL, Urja Bhawan, Panchkula.
4. The DGP-cum-Director/Vigilance, HPUs, Shakti Bhawan, Panchkula.
5. The Legal Remembrancer, HPUs, Shakti Bhawan, Panchkula.

**DA:** Annexure "A"

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

**Copy to:**

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

## **Annexure - "A"**

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

- I. Performance (90 marks)
- II. Hardship (10 marks)

### **I. PERFORMANCE**

Performance in respect of XEN/AEE/AE will be assessed by the Committee constituted as per clause 12 of this policy, taking an overall view of the performance of the officer on overall conduct, competence, integrity and performance parameters as per clause -11 of the policy.

### **II. HARDSHIP**

Marks will be assigned on the following criteria under this category, subject to a maximum of 10:-

- (a) Woman - 5 marks.
- (b) Specially-abled officer or dependent spouse/child - 10 marks.
- (c) Couple case, applicable only to female officers whose spouses are working in any Department/Board/ Corporation under any State Government or Government of India - 5 marks.