

DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

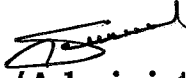
12th April, 2019

No. 05/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 revise the “**Transfer Policy for officers in the rank of AE to XEN of DHBVN**”, issued vide this office Notification No. 28/SE/Admn/REG-127 dated 06.04.2017 read with Notification No. 43/SE/Admn/REG-127 dated 08.03.2018.

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 Whole Time Directors of DHBVN in circulation, in anticipation of the ex-post-facto approval from the Board of Directors of DHBVN.

DA: Transfer Policy


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


Endst. No. Ch- 11/SE/Admn/REG-127/Vol-I

Dated: 12.04.2019

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), DHBVN, 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- 11/SE/Admn/REG-127/Vol-I

Dated: 12.04.2019

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

Subject:- Transfer Policy for officers in the rank of AE, AEE and XEN of DHBVN.

With a view to enhance transparency, objectivity and fairness in general transfers, a performance-linked transfer policy for officers/ officials in the rank of AE/ AEE/ XEN of DHBVN was issued vide this office Notification No. 43/SE/Admn/REG-127 dated 08.03.2018. Based on the experience during the last one year, the said policy is further revised 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.
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.

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



posts which are vacant or likely to fall vacant, to be filled as per this policy, other than posts requiring specialized knowledge & skills. 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-2 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. Officers, during the first three years of service, shall have no choice with regard to initial posting and/ or subsequent transfer(s).
3. In case there is only one application for a particular post, the applicant will be transferred to the said post, subject to clause 4 to 8 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. 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 performance criteria every year, depending upon current priorities, which keep on evolving/ changing from time to time.
4. The officers assigned to Headquarters, shall be further posted to various Wings within the Head Office as per Administrative/ Operational requirement.
5. 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.



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. An officer left with one year or less service before superannuation shall not be transferred except on his own request.
8. 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.
9. 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. Superintendent of Police, HVPNL.
2. Chief Engineer/HR & Admn.,

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 strength in a rank from the bottom, shall not be considered for posting as per their options.
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. 43/SE/Admn/REG-127 dated 08.03.2018.

DA: Annexure – “A”


**S.E./Administration,
DHBVN, 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 9 of this policy, taking an overall view of the performance of the officer on overall conduct, competence, integrity and parameters mentioned below amongst others:-

Operation Wing

- (i) Reduction in AT&C and T&D losses.
- (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 LRP, Feeder Sanitisation, Mhara Gaon Jagmag Gaon, IPDS and DDUGJY Schemes.
- (vi) Compliance of the decisions taken in the ORC meetings.
- (vii) Progress of preventive maintenance and status of trippings/ breakdowns.
- (viii) Quality of citizen services delivered/ satisfaction rate achieved.



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.
- (v) Presence as per Bio-metric attendance system/ GPS.

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.
- (v) Proficiency in handing of e-tender.
- (vi) Presence as per Bio-metric attendance system/ GPS.

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.
- (vi) Proficiency in handing of e-tender.
- (vii) Presence as per Bio-metric attendance system/ GPS.

Commercial Wing

- (i) Proper implementation of HERC guidelines/ directions.
- (ii) Preparation & Monitoring of ARR.
- (iii) Monitoring of Energy Audit system.
- (iv) Monitoring of progress of MGJG scheme/ feeder sanitisation.
- (v) Monitoring of defaulting amount and defective meter replacement.
- (vi) Monitoring of progress of O&M (Outsourced) activities of operation sub-divisions.
- (vii) Issue sales circular/ instruction and commercial policy formation.
- (viii) Proficiency in dealing with issues.
- (ix) Presence as per Bio-metric attendance system/ GPS.

IT/ R-APDRP Wing

- (i) Progress of disposal of cases of load sanction above 500KW.



- (ii) Implementation of R-APDRP activities (under SE Projects)
 - > Implementation of R-APDRP Part-A.
 - > Implementation of Meter reading & Bill distribution works.
- (iii) Proficiency in dealing with issues.
- (iv) Presence as per Bio-metric attendance system/ GPS.

Smart City Project

- (i) Achievement of construction of new Lines, DT's/ RMU's etc.
- (ii) Achievements of physical/ financial targets in respect of Govt. sponsored schemes/ Projects.
- (iii) Integrated Planning of 11 KV underground network and Augmentation of LT system.
- (iv) Timely execution of works as per schedule.
- (v) Physical inspection of material to ensure quality as per specification/ instructions/ quality of workmanship.
- (vi) Resolution of site disputes/ hindrances.
- (vii) Proficiency in handing of e-tender.
- (viii) Presence as per Bio-metric attendance system/ GPS.

Construction Wing

- (i) Timely execution of works as per schedule.
- (ii) Physical inspection of material to ensure quality as per specification/ instructions/ quality of workmanship.



- (iii) Resolution of site disputes/ hindrances.
- (iv) Presence as per Bio-metric attendance system/ GPS.

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.

Commercial Back Office

- (i) Resolution of high billed trapped cases by CBO team & to get the same effected from field offices so as to ensure correct billing to the consumers of various categories.
- (ii) Monitoring of MRBD agency exception data & action taken report thereof.
- (iii) Efforts made to reduce the time taken to resolve the consumer's billing related complaint.
- (iv) Efforts made to reduce the time in effecting the MCO/ PDCO/ RCO activity and detection of LOR cases due to wrong implementation of M.F., wrong MCO/ PDCO/ RCO entries etc.
- (v) Improvement in revenue collection after the implementation of revenue assurance group.
- (vi) Defective meter replacement progress.
- (vii) Assessment of customer satisfaction index after the implementation of Commercial Back Office.
- (viii) Presence as per Bio-metric attendance system/ GPS.



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 - 5 marks

Note: An officer claiming marks for couple case will be considered only for posting at or near the station at which the spouse is working. In case the officer gives options for other stations, the said marks shall be disallowed. Decision of the CMD/ MD shall be final in this regard.