



DAKSHIN HARYANA BIJLI VITRAN NIGAM
Office of the General Manager/Administration,
Block-B, Vidyut Sadan, Vidyut Nagar, Hisar-125 005
☎-01662- 223439(O), (Fax) 01662-223108

Memo No.Ch- 155 /GM/Admn./Gen-38/Vol-III

Dated: 03.01.2013

FAX-MESSAGE

To

1. All C.G.Ms. in DHBVN.
2. All G.Ms. in DHBVN.
3. The C.G.M. (Accounts)/(Audit)/(Finance)/(Finance & Accounts (MM), DHBVN, Hisar.
4. The Company Secretary, DHBVN, Hisar.
5. The Chief Communication Officer, DHBVN, Hisar.
6. The Secretary/CGRF, DHBVN, Hisar.
7. All D.G.Ms. including DGM(T&M)/(Monitoring)/Estate Officer-cum-D.G.M. (Civil) in DHBVN
8. The D.G.M. (HR-I/HR-II/HR/IR/Legal) in DHBVN.
9. All the Law Officers/Assistant Law Officers in DHBVN.
10. All Sr. Medical Officer/Medical officers in DHBVN.
11. The Sports Officer, DHBVN, Hisar camp at Gurgaon.
12. All Sectional Heads at H.Q. at Hisar.

Subject: - Disposal of remarks letters, Consumers/ employees complaints & Press Clippings etc.

Enclosed please find herewith a copy of Memo No. 7808/SPS/MD/UHBVN dated 29.12.2012 received from the Chairman & Managing Director, UHBVN & DHBVN for strict compliance.

DA/As Above.


**G.M. (Administration)
DHBVN, Hisar**

CC:-

1. Sr. PS to the Chairman & Managing Director, DHBVN.
2. PS/PA to the Additional Managing Director, DHBVN, Hisar.
3. PS to the Director(OP)/(Projects), DHBVN, Hisar.
4. PA to the GM/Admn., DHBVN, Hisar.

for information please.



UTTAR HARYANA BIJLI VITRAN NIGAM

Plot No. C-16, Vidyut Sadan, Sector-6, Panchkula
Phone: 0172-2572535(O), 3019100 (Fax)

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From

Chairman & Managing Director,
UHBVN & DHBVN.

addl. M.D.

To

The Director (Operations/Projects),
UHBVN & DHBVN.

SE/Admn.

The Additional Managing Director,
DHBVN, Hisar.

No. 9398
Dt. 31-12-2012

Chief Engineer/HPPC, Panchkula.

The FA/HQ, CGM/Fin., CAOs, CAs,
UHBVN & DHBVN.

General Managers (Admn),
UHBVN & DHBVN.

Memo No. 7808 /SPS/MD/UHBVN
Dated: 29th December, 2012

Subject:

Disposal of remarks letters, Consumers/employees complaints &
Press Clippings etc.

Ref.:

In continuation of this office Memo No.6383/SPS/MD/UHBVN dated
6.10.2012.

DGM/HR-I
DGM/HR-II
DGM/Genl ✓
DGM/Legal
DGM/T&M
DGM/Civil
Estate Officer

It has been generally been observed by the undersigned that disposal of
letters with remarks, consumers/employees complaints & Press Clippings are not being
complied with in the stipulated period; which has been viewed very seriously.

[Signature]
GM/Admn.

Henceforth all the pending letters, Consumer Complaints & press
clippings etc. having specific remarks of the undersigned will be disposed of in a
meeting with concerned officers to be held as per scheduled given below:

[Signature]
31/1/13
AGM/Genl

Every 3rd Friday of the month at Panchkula Office at 5:00 PM

Every 4th Friday of the month at Hisar Office at 5:00 PM

[Signature]
31/1/13

However, I would expect that pendency is nil/nominal and the concerned
officer would dispose of time bound references within stipulated period and send report
to the undersigned. My office will monitor these separately.

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All concerned are requested to make it convenient to attend the meeting
as per above given schedule and in case undersigned is not available due to pre-
occupation then meeting will be held on following Saturday at 11:00 AM which will be
notified separately.

[Signature]
Devender Singh, IAS
Chairman & Managing Director,
UHBVN/DHBVN

CC:

1. SPS/SSS to CMD, DHBVN & UHBVN.
2. PS/SPS/Dir(OP/Proj), UHBVN & DHBVN.

No. 11-13