

DAKSHIN HARYANA BIJLI VITRAN NIGAM

OFFICE ORDER NO.17/GM/Admn.

DATED: 12.07.2007

In continuation of this office order No.85/SE/Admn. dated 08.11.2006.

The designation of General Manager (HR & Admn.), DHBVN, Hisar has been re-designated as Chief General Manager (HR & Admn.), DHBVN, Hisar and therefore, Chief General Manager (HR & Admn.), DHBVN, Hisar will be 1st Appellate Authority in DHBVN for the purpose of the Right to Information Act-2005 in pursuance of provisions of Section 19(I) of the said Act.

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

Endst.No.Ch- 73/GM/Admn./REG-57

Dated: 12.07.2007

A copy of the above is forwarded to the Research Officer-cum-Consultant, State Information Commission, Haryana, SCO No.114-115, Sector 8-C, Chandigarh for kind information please.

**Dy. G.M.(Gen. Admn.)
DHBVN, Hisar**

Endst.No.Ch- 73/GM/Admn./REG-57

Dated: 12.07.2007

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

1. The ADGP/V&S, HVPN, Panchkula
2. All C.G.Ms. in DHBVN.
3. The C.G.M.(Accounts)/C.G.M.(Finance)/C.G.M.(Audit)/G.G.M./Finance & Accounts(MM), DHBVN, Hisar.
4. All the GMs in DHBVN.
5. Company Secretary, DHBVN, Hisar.
6. All DGMs including DGM(T&M)/Estate Officer-cum-DGM(Civil) in DHBVN.
7. All D.G.Ms.(HR) in DHBVN.
8. All Dy. G.Ms.(Accounts/Finance/Audit) in DHBVN.
9. All Sectional Heads at HQ, Hisar

**Dy. G.M.(Gen. Admn.)
DHBVN, Hisar**

- CC:
1. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
 2. Sr. P.S. to Managing Director, DHBVN, Hisar.
 3. Sr. P.S. to Director (OP)/(Projects), DHBVN, Hisar.
 4. P.A. to C.G.M./HR & Admn., DHBVN, Hisar.
 5. P.A. to G.M.(Administration), DHBVN, Hisar.

DAKSHIN HARYANA BIJLI VITRAN NIGAM

OFFICE ORDER NO. 8 /SE/Admn.

DATED: 13.03.2007

In partial modification of this office order No.40/SE/Admn. dated 19.10.2005 read with office order No.41/SE/Admn. dated 11.11.2005 and No.86/SE/Admn., dated 08.11.2006.

The General Manager (System Operation), DHBVN, Hisar will now be Public Information Officer in place of SE (Human Resources), now G.M.(HR), DHBVN, Hisar for all Head Quarter offices situated in Vidyut Sadan, Vidyut Nagar, Hisar.

The other appointments and terms & conditions of the ibid office orders will remain unchanged.

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

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

Endst. No.Ch. 58 /REG-57/SE/Admn.

Dated:- 13 .03.2007

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

1. All C.G.Ms in DHBVN
2. All G.Ms in DHBVN
3. General Manager (Human Resources), DHBVN, Hisar
4. CGM(Finance)/CGM(Accounts)/CGM(Audit), DHBVN, Hisar
5. Company Secretary, DHBVN, Hisar
6. All DGMs/DGMs(HR/IR/Legal) in DHBVN
7. Law Officers/ALOs in DHBVN
8. All AGMs in DHBVN.
9. All Sectional Heads in the office of G.M.(Administration), DHBVN, Hisar
10. All the Public Information Officers /Assistant Public Information Officers under DHBVN.

**DGM/Gen.Admn.
DHBVN, Hisar**

CC to:-

1. Sr. P.S. to Financial Commissioner & Principal Secretary to Govt. Haryana, (Admn. Reforms), Chandigarh in continuation to this office Endst. No.Ch.47/SE/Admn./REG-57 dated 08.11.2006.
2. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
3. Sr. P.S. to Managing Director, DHBVN, Hisar
4. Sr. P.S. to Director (Operation)/Projects , DHBVN, Hisar
5. PA to GM/Admn. DHBVN, Hisar.

DAKSHIN HARYANA BIJLI VITRAN NIGAM

OFFICE ORDER NO.66/SE/Admn.

DATED:14.08.2006

The Haryana Govt. Administrative Reforms Department vide its Notification No.5/4/2002-IAR dated 28.10.2005 notified the procedure for application for obtaining information, Deposit of fee and Quantum of fee with regard to the Right to Information Act 2005.

The following procedure for application for obtaining information, deposit of fee and quantum of fee will come into force in the Nigam with immediate effect:-

1. Application for obtaining information.

- i. A person, who desires to obtain any information admissible under the Act shall make an application in form A to the Public information Officer/ Assistant Public Information Officer of the Nigam along with a fee as specified against titled **Quantum of Fee** (below).
- ii. On the receipt of an application, the Public information Officer/ Assistant Public Information Officer of the Nigam shall give receipt in token thereof to the applicant.

2. Deposit of fee:

- i. The amount of fee and other cost of information is to be deposited by way of cash against proper receipt or by Demand Draft or by Banker Cheque payable to the Accounts Officer/EAD, DHBVN, Hisar/ concerned Drawing & Disbursing Officer of the area.
- ii. On receipt of an application, the Public information Officer/Assistant Public Information Officer shall scrutinize the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.
- iii. The fee assessed shall be informed to the applicant by the Public information Officer/Assistant Public Information Officer in form B within a period of seven days from the receipt of application.
- iv. In case the applicant fails to deposit the requisite fee with in a period of fifteen days after the issuance of the information given to him it shall be construed that the applicant is no longer interested in obtaining the information, sought for, and his application shall be deemed to have been filed.

3. Quantum of fee.

- i. An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of Rs.50/-.
- ii. For providing an information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
 - a) Rs.10/- for each page in A-4 or A-3 size paper, created or copied; and
 - b) If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged.
- iii. For providing an information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
 - a) Rs.50/- for providing information in a floppy;
 - b) Rs.100/- for providing information in diskette; and
 - c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information shall be provided after charging the price, fixed for that

printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs.10/- per page shall be charged.

- iv. No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

The concerned Public Information Officer and Assistant Public Information Officer of the Nigam appointed vide this office order No.40/SE/Admn. dated 19.10.2005 read with office order No.41/SE/Admn. dated 11.11.2005 will act accordingly.

This supersedes this office order No.42-SE/Admn. dated 11.11.2005

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

DA/Form A & B

**S.E.(Administration)
DHBVN, Hisar**

Endst. No.Ch.44/REG-57/SE/Admn.

Dated:- 14.08.2006

Copy of the above is forwarded to the following for information & necessary action please:-

1. Chief Engineer (OP)–cum- Public Information Officers, DHBVN, Hisar/Delhi.
2. Manager (PR) -cum Public Information Officer, DHBVN, Hisar.
3. Manager (IR) –cum- Assistant Public Information Officer., DHBVN, Hisar

DA/Form A & B

**Under Secretary/Gen.
DHBVN, Hisar**

Endst. No.Ch.44/REG-57/SE/Admn.

Dated:- 14.08.2006

Copy of the above is forwarded to the following for information and necessary action in continuation to this office endst.No.Ch.8/Reg-57/SE/Admn. dated 11.11.2005.

1. All G.MS/C.Es in DHBVN
2. CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVN, Hisar
3. All S.Es/COS in DHBVN
4. Company Secretary, DHBVN, Hisar
5. All Xens in DHBVN
6. All Dy. Secretaries/Under Secretaries/Admn. Officers in DHBVN
7. Manager (PR/IR), DHBVN, Hisar
8. Law Officers/ALOs in DHBVN
9. All SDOs in DHBVN.
10. All Sectional Heads in the office of S.E.(Administration), DHBVN, Hisar

DA/Form A & B

**Under Secretary/Gen.
DHBVN, Hisar**

CC to:-

1. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
2. Sr. P.S. to Managing Director, DHBVN, Hisar
3. Sr. P.S./PS to Director (Operation)/Projects , DHBVN, Hisar
4. PA to SE/Admn. DHBVN, Hisar.

Form A

To

The Public Information Officer/
Assistant Public Information Officer,
(Name of the office with address)

1. Full name of the applicant:
2. Address:
3. Particulars of information required: -
 - (i) Subject matter of information*
 - (ii) The period to which the information relates**
 - (iii) Description of the information required***
 - (iv) Whether information is required by post or in person
(the actual postal charges shall be included in
addition to the fees)
 - (v) In case by post (Ordinary, Registered or Speed)

Place :

Date :

Signature of the Applicant

-
- Broad category of the subject to be indicated (such as Grant/Government land/Service matters/Licenses etc.).
 - Relevant period for which information is required to be indicated.
 - Specific details of the information are required to be indicated.
-

ACKNOWLEDGEMENT

Received your application dated _____, vide Diary
No. _____ dated _____.

(Signature)
Public Information Officer/
Assistant Public Information
Officer

Name of the Department/Office

Form B

From

Public Information Officer/
Assistant Public Information Officer
(Name of Department/Office)

To

Name and address of the applicant.

Sir,

Please refer to your application dated _____
addressed to the undersigned requesting information regarding _____.

The additional fee for supplying this information to you is

Rs. _____.

2. You are hereby informed to pay the fee through cash/Demand
Draft/Cheque in the office of _____
and send a copy of receipt to this office within a period of fifteen days and
collect the information on _____.

**Public Information Officer/
Assistant Public Information Officer**

DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.

OFFICE ORDER NO. 53/SE/Admn.

DATED: 17.02.2006

In continuation of this office order No.40/SE/Admn. dated 19.10.2005 read with office order no.41/SE/Admn. dated 11.11.2005

In pursuance of provision of Section 19(i) of the Right to Information Act.2005, the Dakshin Haryana Bijli Vitran Nigam Limited is pleased to designate Director (OP), DHBVN, Hisar as first Appellate Authority in the Dakshin Haryana Bijli Vitran Nigam Limited for the purpose of the right to Information Act 2005 with immediate effect.

The above Appellate Authority will exercise his duties as laid down clause 19 of this Act.

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

**S.E.(Administration)
DHBVNL, Hisar**

Endst. No.Ch.20/REG-57/SE/Admn.

Dated:- 17.02.2006

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

1. All G.MS/C.Es in DHBVNL
2. CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVNL, Hisar
3. All S.Es/COS in DHBVNL
4. Company Secretary, DHBVNL, Hisar
5. All Xens in DHBVNL
6. All Dy. Secretaries/Under Secretaries/Admn. Officers in DHBVNL
7. Manager (PR/IR), DHBVNL, Hisar
8. Law Officers/ALOs in DHBVNL
9. All SDOs in DHBVNL.
10. All Sectional Heads in the office of S.E.(Administration), DHBVNL, Hisar
11. All the Public Information Officers /Assistant Public Information Officers under DHBVNL.

**S.E.(Administration)
DHBVNL, Hisar**

CC to:-

1. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
2. Sr. P.S. to Managing Director, DHBVNL, Hisar
3. Sr. P.S. to Director (Operation)/Projects , DHBVNL, Hisar
4. PA to SE/Admn. DHBVNL, Hisar.

DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.

OFFICE ORDER NO. 42 /SE/Admn.

DATED: 11 .11.2005

The Government of India has enacted "The Right to Information Act, 2005" with a view to promoting openness, transparency & accountability in the working of every public authority and has notified the same in the Gazette of India on 21st June 2005.

The Financial Commissioner & Principal Secretary to Govt. Haryana Administrative Reforms Department has circulated this Act vide his Memo No.5/4/2002-1 AR dated 30.09.2005 to make the same applicable in all Departments/Boards/Corporations etc. in Haryana. Accordingly, a copy of the said Act has been circulated in all offices under DHBVNL vide this office Memo No.Ch.3/REG-57/SE/Admn. dated 19.10.2005 to make the same applicable in the Nigam.

As per provisions of this Act, prescribed in its various sections, the fee and other cost of information to be provided to the Citizen's under this new enforced Right to Information Act-2005 is fixed as under:-

Fee for the Information:-

- **An amount of Rs.10/- is fixed as fee to be got deposited by the information seeker alongwith his request.**

The Other Cost Of Informaton To Be Paid By The Information Seeker Will Be As Under:-

- **Rs.2/- per photo copy of papers or actual cost of a copy on larger size paper. In case of sample or models the actual cost would have to be paid.**
- **For information to be provided in a diskette or floppy, Rs.50/- would be charged.**
- **Printed publication would be provided at cover price or the price fixed for it.**
- **For inspection of record, the information seeker would be allowed free access for the first hour and thereafter Rs.5/- per hour will be charged.**
- **Rs.50/- or actual charges whichever is higher as postal charges would be charged in case the information is to be sent by post.**

The amount of fee and other cost of information is to be deposited by way of cash against proper receipt or by Demand Draft or by Banker Cheque payable to the Accounts Officer/EAD, DHBVNL, Hisar/ concerned Drawing & Disbursing Officer of the area.

The concerned Public Information Officer and Assistant Public Information Officer for the Nigam appointed vide this office order No.40/SE/Admn. dated 19.10.2005 read with office order No.41/SE/Admn. dated 11.11.2005 will act accordingly.

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

**S.E.(Administration)
DHBVNL, Hisar**

Endst. No.Ch. 8 /REG-57/SE/Admn.

Dated:- 11.11.2005

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

1. All G.MS/C.Es in DHBVNL
2. CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVNL, Hisar
3. All S.Es/COS in DHBVNL
4. Company Secretary, DHBVNL, Hisar
5. All Xens in DHBVNL
6. All Dy. Secretaries/Under Secretaries/Admn. Officers in DHBVNL
7. Manager (PR/IR), DHBVNL, Hisar
8. Law Officers/ALOs in DHBVNL
9. All SDOs in DHBVNL.
10. All Sectional Heads in the office of S.E.(Administration), DHBVNL, Hisar
11. All the Public Information Officers /Assistant Public Information Officers under DHBVNL.

**S.E.(Administration)
DHBVNL, Hisar.**

CC to:-

1. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
2. Sr. P.S. to Managing Director, DHBVNL, Hisar
3. Sr. P.S. to Director (Operation) , DHBVNL, Hisar
4. PS to Director (Projects), DHBVNL, Hisar
5. PA to SE/Admn. DHBVNL, Hisar.

DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.

OFFICE ORDER NO. 41 /SE/Admn.

DATED: 11.11.2005

In partial modification of this office order No.40/SE/Admn. dated 19.10.2005.

The following Public Information Officers & Assistant Public Information Officers are hereby appointed for the respective offices under DHBVNL mentioned against each instead of earlier appointed vide Para-4 of this office order No. 40/SE/Admn. dated 19.10.2005:-

Sr. No.	Name of Public Information Officers/ Assistant Public Information Officers (by designation)	Name of the office(s)
1.	Manager Public Relation, DHBVNL, Hisar- Public Information Officer	For all Headquarter offices situated in Vidyut Sadan including S.E.(Const.)/ M&P/ C.O.S. & Estate Officer, Vidyut Nagar, Hisar.
2.	Manager Industrial Relation, DHBVNL, Hisar Assistant Public Information Officer	-do-
3.	Respective Chief Engineer (Operation) DHBVNL, Hisar & Delhi - Public Information Officers	For the offices under their jurisdiction
4.	Respective Executive Engineers (OP)/ Const./M&P/Civil/TRW/Stores etc.- Assistant Public Information Officers	For the offices under their jurisdiction

The other terms & conditions of this office order No.40/SE/Admn. dated 19.10.2005 will remain unchanged.

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

**S.E.(Administration)
DHBVNL, Hisar**

Endst. No.Ch.7 /REG-57/SE/Admn.

Dated:- 11.11.2005

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

1. All G.MS/C.Es in DHBVNL
2. CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVNL, Hisar
3. All S.Es/COS in DHBVNL
4. Company Secretary, DHBVNL, Hisar
5. All Xens in DHBVNL
6. All Dy. Secretaries/Under Secretaries/Admn. Officers in DHBVNL
7. Manager (PR/IR), DHBVNL, Hisar
8. Law Officers/ALOs in DHBVNL
9. All SDOs in DHBVNL.
10. All Sectional Heads in the office of S.E.(Administration), DHBVNL, Hisar
11. All the Public Information Officers/Assistant Public Information Officers under DHBVNL.

**S.E.(Administration)
DHBVNL, Hisar**

CC to:-

1. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
2. Sr. P.S. to Managing Director, DHBVNL, Hisar
3. Sr. P.S. to Director (Operation)/Projects , DHBVNL, Hisar
4. PA to SE/Admn. DHBVNL, Hisar.

DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.

OFFICE ORDER NO.40 /SE/Admn.

DATED: 19.10.2005

The Government of India has enacted "The Right to Information Act, 2005" with a view to promoting openness, transparency & accountability in the working of every public authority and has notified the same in the Gazette of India on 21st June 2005.

The Financial Commissioner & Principal Secretary to Govt. Haryana Administrative Reforms Department has circulated this Act vide his Memo No.5/4/2002-1 AR dated 30.09.2005 to make the same applicable in all Departments/Boards/Corporations etc. in Haryana.

The contemplated legislation also casts an obligation on each public authority to designate its Public Information Officers & Assistant Public Information Officers to receive the applications for furnishing informations or appeals under this Act and forward them to the authority.

Accordingly, the following Public Information Officers & Assistant Public Information Officers are hereby appointed for the respective offices under DHBVNL mentioned against each :-

Sr. No.	Name of Public Information Officers/ Assistant Public Information Officers (by designation)	Name of the office(s)
1.	Manager Public Relation, DHBVNL, Hisar- Public Information Officer	For all Headquarter offices situated in Vidyut Sadan including Estate Officer, Vidyut Nagar, Hisar.
2.	Manager Industrial Relation, DHBVNL, Hisar- Assistant Public Information Officer	-do-
3.	Respective Administrative Officers- Public Information Officers	For the office of C.E. (OP) DHBVNL, Hisar & Delhi
4.	Respective Superintending Engineers (OP)/ Const/ M&P & COS – Public Information Officers	For the offices under their jurisdiction
5.	Respective Executive Engineers (OP)/Const./ M&P/Civil/TRW/Stores etc.- Assistant Public Information Officers	For the offices under their jurisdiction

The above Public Information Officers & Assistant Public Information Officers will exercise their duties as laid down in Clause-5(1) and 5 (2) of this Act. They will also ensure that the documents mentioned under Section 4(b) (i) to (xvii) of this Act are published by each offices within stipulated period.

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

**S.E.(Administration)
DHBVNL, Hisar**

Endst. No.Ch.2/REG-57/SE/Admn.

Dated:- 19.10.2005

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

1. All G.MS/C.Es in DHBVNL
2. CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVNL, Hisar
3. All S.Es/COS in DHBVNL
4. Company Secretary, DHBVNL, Hisar
5. All Xens in DHBVNL
6. All Dy. Secretaries/Under Secretaries/Admn. Officers in DHBVNL
7. Manager (PR/IR), DHBVNL, Hisar
8. Law Officers/ALOs in DHBVNL
9. All SDOs in DHBVNL.
10. All Sectional Heads in the office of S.E.(Administration), DHBVNL, Hisar
11. All the Public Information Officers /Assistant Public Information Officers under DHBVNL.

**S.E.(Administration)
DHBVNL, Hisar.**

CC to:-

1. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
2. Sr. P.S. to Managing Director, DHBVNL, Hisar
3. Sr. P.S. to Director (Operation) , DHBVNL, Hisar
4. PS to Director (Projects), DHBVNL, Hisar
5. PA to SE/Admn. DHBVNL, Hisar.