

DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED

OFFICE ORDER NO.59/SE/Admn./REG-8

DATED:- 06/06/2006

In continuation to this office order No.4/SE/Admn./REG-8 dated 20.06.2001 followed by office order No.54/SE/Admn./REG-8 dated 03.03.2006 and office order No.43/REG-8 dated 22.11.2005 vide which a committee was constituted to look into the complaints if there is any complaints regarding sexual harassment to the working women.

The said Committee will look into the complaint received regarding sexual harassment, which includes unwelcome sexual determined behavior (directly or implication) as:-

- a) Physical contact and advances.
- b) A demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating any may constitute a health and safety problem. It is discriminatory for instance when the women has reasonable grounds to believe that her objections would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises and objection thereto.

This Committee will be deemed to be an enquiry authority for the purpose of Civil Services Rules and the Investigation Report for the complaints shall be deem to be an enquiry report under the rules and thereafter the disciplinary authority will act on the report in accordance with the rules. However, the Committee will act in terms of Chief Secretary to Govt. Haryana, Chandigarh No.18/3/97-2GSI dt. 03.06.1998 and No. 18/3/97-4GSIII dt. 05.10.1999 read with No. 5/1/98-4GSIII dt. 06.10.2005.

This will be the prime duty of the employer to submit a complaint if any received by them to the said committee and the employer and present incharge will also report on the compliance with the guidelines including on the reports of the complaint Committee to concerned Department.

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

Endst.No.Ch.12 /SE/Admn./REG-8/

Dated: 06 /06/2006

A copy of the above is forwarded to the following for information & n/action please:-

1. The G.M./HR & Admn. DHBVNL, Hisar
2. Ms. Veena Vohra, Xen./Planning, DHBVNL, Hisar
3. Dr. Reita Mittal, Medical Officer, DHBVNL, Hisar
4. Ms. Veenita Singh, AE M&P, DHBVNL , Hisar
5. The Under Secretary/Legal, DHBVNL, Hisar
6. Manager (IR), DHBVNL, Hisar

**Under Secretary,/Genl.
For S.E./Admn.,DHBVNL,Hisar**

Endst.No.Ch.12 /SE/Admn./REG-8/

Dated: 06 /06/2006

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

1. All Chief Engineers/Genl. Managers in DHBVNL.
2. The Company Secretary, DHBVNL, Hisar
3. CAO/CA/FA(HQ) in DHBVNL.
4. All S.Es. in DHBVNL.
5. All Sr.AO/XENs. in DHBVNL.
6. All Under Secretaries/ Admn. Officers in DHBVNL.
7. All Sectional Heads in DHBVNL Headquarters at Hisar.
8. Manager (IR/PR), DHBVNL, Hisar

**Under Secretary,/Genl.
For S.E./Admn.,DHBVNL,Hisar**

DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED

OFFICE ORDER NO.54 /SE/Admn./REG-8

DATED:- 03 /03/2006

In continuation to this office order No.4/SE/Admn./REG-8 dated 20.06.2001 and read with office order No.43/REG-8 dated 22.11.2005.

The name of Ms. Veena Vohra, Xen./Planning, DHBVNL, Hisar is hereby added as a Member of the Complaint Committee for Prevention of sexual Harassment of Women for DHBVNL constituted vide this office order No. 4/SE/Admn./REG-8 dated 20.06.2001.

The others terms of reference of the said committee shall remain intact.
This issues with the approval of Managing Director, DHBVNL, Hisar.

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

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

Dated: 03/03/2006

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

1. The G.M./HR & Admn. DHBVNL, Hisar
2. Ms. Veena Vohra, Xen./Planning, DHBVNL, Hisar
3. Dr. Reita Mittal, Medical Officer, DHBVNL, Hisar
4. Ms. Veenita Singh, AE M&P, DHBVNL , Hisar
5. The Under Secretary/Legal, DHBVNL, Hisar
6. Manager (IR), DHBVNL, Hisar

**Under Secretary,/Genl.
For S.E./Admn.,DHBVNL,Hisar**

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

Dated: 03/03/2006

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

1. The Director/V&S, HVPNL, Panchkula
2. All Chief Engineers/Genl. Managers in DHBVNL.
3. The Legal REMEMBrancer, HVPNL, Panchkula
4. The Company Secretary, DHBVNL, Hisar
5. CAO/CA/FA(HQ) in DHBVNL.
6. All S.Es. in DHBVNL.
7. All Sr.AO/XENs. in DHBVNL.
8. All Under Secretaries/ Admn. Officers in DHBVNL.
9. All Sectional Heads in DHBVNL Headquarters at Hisar.
10. Manager (IR/PR), DHBVNL, Hisar

**Under Secretary,/Genl.
For S.E./Admn.,DHBVNL,Hisar**

CC to:-

1. Sr. P.S. to Managing Director, DHBVNL, Hisar
2. Sr. P.S./PS to Director (OP)/Projects, DHBVNL, Hisar
3. PA to S.E.(Administration), DHBVNL, Hisar

DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED

OFFICE ORDER NO. 43 /REG-8

DATED:- 22 /11/2005

In continuation to this office order No.4/SE/Admn./REG-8 dated 20.06.2001.

In pursuance to the instructions contained in the Chief Secretary to Govt. Haryana Circular Letter No.18-3-97-2GSI dated 03.06.1998, a complaint committee for Prevention of Sexual Harassment of Woman for DHBVNL was constituted vide this office order No. 4/SE/Admn./REG-8 dated 20.06.2001. The terms of reference of the said committee were also laid down in the said order constituting the committee.

Now, in compliance of Chief Secretary to Govt. Haryana Letter No.5/1/98-4 G.S.III dated 06.10.2005, the following additional clause is also hereby inserted as terms of reference of the said committee:-

“Complaints Committee will be deemed to be an enquiry authority for the purpose of Civil Services Rules and the report for the Complaints Committee shall be deemed to be an Enquiry Report under the rules. Thereafter, the disciplinary authority will act on the report in accordance with the rules.”

The others terms of reference of the said committee shall remain intact.

Besides, the name of Smt. Chanda Saini, Member of the Committee is hereby deleted from the Committee, as she has since been retired from the services of the Nigam.

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

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

Endst.No.Ch. 5 /REG-8/SE/Admn.

Dated: 22 /11/2005

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

7. The G.M./HR & Admn. DHBVNL, Hisar
8. Dr. Reita Mittal, Medical Officer, DHBVNL, Hisar
9. Ms. Veenita Singh, AE M&P, DHBVNL, Hisar
10. The Under Secretary/Legal, DHBVNL, Hisar
11. Manager (IR), DHBVNL, Hisar

Endst.No.Ch. 5 /REG-8/SE/Admn.

Dated: 22 /11/2005

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

1. The Director/V&S, HVPNL, Panchkula
2. All Chief Engineers/Genl. Managers in DHBVNL.
3. The Legal REMEMBrancer, HVPNL, Panchkula
4. The Company Secretary, DHBVNL, Hisar
5. CAO/CA/FA(HQ) in DHBVNL.
6. All S.Es. in DHBVNL.
7. All Sr.AO/XENs. in DHBVNL.
8. All Under Secretaries/ Admn. Officers in DHBVNL.
9. All Sectional Heads in DHBVNL Headquarters at Hisar.
10. Manager (IR/PR), DHBVNL, Hisar

**Under Secretary,/Genl.,
For S.E./Admn.,DHBVNL,Hisar**

CC to:-

1. Sr. P.S. to Managing Director, DHBVNL, Hisar
2. Sr. P.S./PS to Director (OP)/Projects, DHBVNL, Hisar

DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED

OFFICE ORDER NO. 4/SE/Admn./Reg-8

DATED: 20.06.2001

In pursuance to the instructions contain in the Chief Secretary to Govt. Haryana circular letter No.18-03-97-2 GSI dated 03.06.98 (copy enclosed alongwith a copy of forwarding letter No.28-07-98/ARO/HBPE dated 15.04.99 from the Member Secretary, Haryana Bureau of Public Enterprise, Finance Department, Chandigarh) it has been decided to constitute a complaints Committee for DHBVNL consisting of the following officers to look into the cases of sexual harassment to women so as ensure the prevention of sexual harassment of women in places of work :-

1.	GM (HR&Admn.)	Chairman
2.	Smt. Chanda Saini, SE (Purchase)	Member
3.	Dr. (Mrs.) Reita Mittal, M.O.	Member
4.	Ms. Vinita Singh, AE (Vigilance)	Member
5.	Under Secretary/Legal	Member
6.	L.W.O./Manager (IR)	Member Secretary

2. The terms of reference of the aforesaid Committee are contained in the ibid circular letter dated 03.06.98.
3. The complaints Committee must make an annual report to Govt. department concerned of the complaints and action taken by them.
4. The employers and person incharge will also report on the compliance with the guidelines including on the reports of the complaints Committee to the Government Department.

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

**Under Secretary/HR-I)
for SE/Admn. DHBVNL, Hisar**

Endst. No.Ch. 3/SE/Admn./REG-72

Dated:- 22.06.2006

Copy of the above alongwith a copy of circular letters referred to above is forwarded to the following for information and necessary action:-

1. GM (HR&Admn.)
2. Smt. Chanda Saini, SE (Purchase)
3. Dr. (Mrs.) Reita Mittal, M.O.
4. Ms. Vinita Singh, AE (Vigilance)
5. Under Secretary/Legal
6. L.W.O./Manager (IR)

Encl:as above.

**Under Secretary/HR-I)
for SE/Admn. DHBVNL, Hisar**

