










6. All Superintending Engineers in DHBVN.
7. The Controller of Stores, DHBVN, Hisar.
8. S.E./IT, DHBVN, Hisar ***for uploading the same on website.***
9. The Chief Communications Officer, DHBVN, Hisar.
10. All Executive Engineers in DHBVN.
11. All Sr. Medical Officers/ Medical Officers in DHBVN.
12. All Law Officers/A.L.Os. in DHBVN.
13. All Sectional Heads with Headquarters at Hisar.

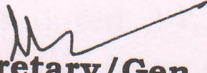
  
**Under Secretary/Gen. Admn.,  
DHBVN, Hisar**

**Endst. No. Ch- 53/SE/Admn/REG-24/Vol-II**

**Dated: 28.01.2016**

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

1. The Managing Director, UHBVN, Vidyut Sadan, 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, HPU, Panchkula.

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

**CC:**

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

## **DAKSHIN HARYANA BIJLI VITRAN NIGAM**

### **NOTIFICATION**

**20<sup>th</sup> October 2006**

**No. 80/REG** In exercise, of Power conferred under clause- C, Section-79 of the Electricity (Supply) Act-1948 read with Haryana Electricity Reforms Act-1997 and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam is pleased to make the following amendments/additions/deletions in the Recruitment & Promotion Policy of Lower Division Clerks/Upper Division Clerks (Head Office & Field Cadre) notified by the erstwhile HSEB vide Notification No.82/REG-29/L-1 dated 19.10.1990, S.E./Admn., DHBVN, Hisar office order No.17/REG-24/SE/Admn. dt. 31.12.2002 read with 48/REG-24 dt. 12.01.2006 read with all notifications/ amendments, as under:-

#### **Lower Division Clerk:-**

80% posts will be filled up by direct recruitment from amongst the candidates who passes the following qualification.

- i) 10+2/10+2 (Vocational) with at least 50% marks or equivalent and above (for ex-serviceman 10+2 only) or graduate from any Board/University recognized by the government of Haryana with working knowledge of computer covering the following topics.
  - a) Computer Fundamentals.
  - b) Operation of Internet/E-mail.
  - c) M.S. Office (MS Word. Excel and Power Point).
- ii) Passed type test in Hindi at speed of 25 w.p.m. or in English at the speed of 30 w.p.m. respectively and data punching speed of 8000 keys depressions per hour on computer.
- iii) Must have passed Hindi/Sanskrit up to Matric standard.

#### **Note:-**

**The criteria of computer qualification shall also apply for the posts to be filled up from promotion quota**

#### **Upper Division Clerk:-**

25% posts will be filled up by direct recruitment from amongst the candidates who passes the following qualification.

- i) Graduate with at least 50% marks from any university recognized by the Govt. of Haryana with the working knowledge of computer covering the following topics.
  - a. Computer Fundamentals.
  - b. Operation of Internet/E-mail.
  - c. M.S. Office (MS Word. Excel and Power Point).
- ii) Passed type test in Hindi at speed of 25 w.p.m. or in English at the speed of 30 w.p.m. on computer respectively.
- iii) Must have passed Hindi/Sanskrit up to Matric standard.

**Note:- The criteria of computer qualification shall also apply for the posts to be filled up from promotion quota**

The above Notification supersedes all the previous orders/ instructions issued by the erstwhile HSEB/Nigam from time to time in this regard.

This issues in pursuance of the decision taken by the Board of Directors of DHBVN in their meeting held on 03.10.2006.

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

**Endst. No.Ch.65/Reg-24**

**Dated:21.10.2006**

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

1. All GMs/C.Es in DHBVN.
2. S.E.(Administration), HVPN/UHBVN, Panchkula.
3. CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVN, Hisar.
4. All S.Es in DHBVN.
5. Company Secretary, DHBVN, Hisar
6. All Sr. Accountants Officers in DHBVN.
7. All Xens./Dy. Secy.(T&M)/Estate Officer-cum-Xen.Civil, under DHBVN.
8. All Administrative Officers and Under Secretaries in DHBVN.
9. All Sectional Heads in SE/Admn. DHBVN, Hisar.

**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. to Director (OP), DHBVN, Hisar
4. PS to Director (Projects), DHBVN, Hisar
5. PA to GM/HR & Admn. DHBVN, Hisar
6. PA to S.E.(Administration), DHBVN, Hisar

## DAKSHIN HARYANA BIJLI VITRAN NIGAM

### NOTIFICATION

The 14<sup>th</sup> December, 2006

**No. 94/REG-24/SE/Admn.** In exercise of powers conferred under Clause-C, Section-79 of the Electricity (Supply) Act, 1948 read with Haryana Electricity Reforms Act, 1997 and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam is pleased to make the following amendments/additions/deletions/adoption in the recruitment and promotion policy for promotion from Class-IV to the post of L.D.C. notified by the erstwhile HSEB vide notification No.82/Reg-29/L-I dated 19.10.90 read with office order No.55/Reg-19/TRANSCO dated 26.02.2004 and S.E./Admn., DHBVN, Hisar office order No.17/Reg.24/SE/Admn. dated 31.12.2002 read with office order No.80/REG-24 dated 20.10.2006 and all other notifications/amendments as under:-

#### **1.0 Lower Division Clerk**

1.2 20% posts of LDC shall be filled up by appointment from amongst the Peons, DMAs, Restorers, Havildars, Daftries, Photedars, Book Binders, Safai Karamcharies, Malies and Chowkidar etc. having the qualification 10+2/10+2 (Vocational) examination from Education Board/University recognized by the Govt. of Haryana with working knowledge of Computer.

1.2.1 The promotion to the post of LDC of the categories stated under para-1.2 above shall be made on the basis seniority-cum-fitness subject to the condition that the official has passed the 10+2/10+2 (Vocational) examination with working knowledge of Computer and has completed 5 years service.

Note(i) The minimum qualification for the employees of above stated categories recruited in the Board/Nigam prior to 27.08.2002 shall remain as Matric.

The provisions under paras-1.2.2 & 1.2.3 may be read as under:-

1.2.2 Such official shall have to qualify test in type-writing in Hindi/English at the speed of 25/30 W.P.M. respectively within one year of his promotion. In case, a promotee fails to qualify the prescribed test within the stipulated period, he/she shall not be allowed any annual increment till passing of the said test. However, no revision will be made on lower post from which he/she was promoted as LDC. The benefits of all increments earned but not allowed due to non passing of test will be allowed from the date of passing of the prescribed test. The benefits of increment, so allowed, be given towards pay fixation only and no arrear will be paid for the period during which he/she could not qualify the test.



1.2.3 If officials to be appointed by promotion under Para 1.2 above are not available for two consecutive years those vacancies may be diverted to direct recruitment and filled up from amongst persons having the qualification given under Para 1.1 of office order No.17/Reg-24/SE/Admn. dated 31.12.2002.

Note(ii): 20% posts of LDCs/MRs(Field Cadre) shall be filled up by promotion amongst Peons, DMAs, Restorers, Havildars, Daftries, Photedars, Book Binders, Ferro Printers, Ferro Khalasis and Safai Karamcharies etc. on the same terms and conditions as referred to above.

The above notification supersedes all the previous orders/ instructions issued by the DHBVN from time to time in this regard.

This issues in pursuance of the decision taken by the Board of Directors of DHBVN in its meeting held on 29.11.2006.

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

**Endst.No.Ch- 72/Reg-24/SE/Admn.**

**Dated:14.12.2006**

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

1. All G.Ms./C.Es. in DHBVN.
2. S.E.(Admn.), HVPN/UHBVN/HPGCL, Shakti Bhawan, Sector-6, Panchkula.
3. The C.A.O./C.A./F.A.(HQ)/F.A. & C.A.O.(MM), DHBVN, Hisar.
4. All S.Es. (including Controller of Stores/D.G.M./IT) in DHBVN.
5. The Company Secretary, DHBVN, Hisar.
6. All Xens/Dy. Secretary (T&M)/Estate Officer-cum-Xen(Civil) in DHBVN.
7. Manager (PR/IR), DHBVN, Hisar.
8. All Administrative Officers and Under Secretaries in DHBVN.
9. All Sectional Heads in the office of S.E.(Admn. & HR), DHBVN, Hisar.

**Under Secretary (General)  
DHBVN, Hisar**

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

**DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED**

**NOTIFICATION**

**12<sup>th</sup> January 2006**

**No.48/Reg-24** In exercise, of Power conferred under clause- C, Section-79 of the Electricity (Supply) Act-1948 read with Haryana Electricity Reforms Act-1997 and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam Ltd. is pleased to make the following amendments/additions/deletions in the Recruitment & Promotion Policy of Lower Division Clerks/Upper Division Clerks (Head Office & Field Cadre) notified by the erstwhile HSEB vide Notification No.82/REG-29/L-1 dated 19.10.1990 read with S.E./ Admn. office order No. 17/REG-24/SE/Admn. dt. 31.12.2002 read with all notifications/ amendments, as under:-

**1.0 Lower Division Clerk:-**

- 1.1 80% posts shall be filled up by direct recruitment from amongst persons having the following qualifications:-
- a) 10+2 / 10+2 (Vocational) with at least 50% marks or equivalent and above (for ex-serviceman 10+2 only) OR Graduate from any University recognized by Govt. of Haryana.
  - b) Passed type-test either in Hindi or in English at the speed of 25/30 W.P.M. respectively and Data Punching speed of 8000 keys depressions per hour on Computer.
  - c) Hindi upto Matric standard.
  - d) Should have under taken at least one-year diploma course in computer from any institution recognized by the State Govt.

**Note:-**

**The criteria of computer qualification shall also apply for the posts to be filled up from promotion quota**

**1.0 Upper Division Clerk:-**

- 1.1 25% posts shall be filled up by direct recruitment from amongst the persons having following qualifications:-
- a) Graduate or Post Graduate or Law-Graduate with at least 50% marks from any University recognized by the Govt. of Haryana.
  - b) Passed Hindi upto 10<sup>th</sup> standard.
  - c) Passed type-test either in Hindi or in English at the speed of 25/30 W.P.M. respectively and Data Punching speed of 8000 keys depressions per hour on Computer.
  - d) Should have under taken at least one-year diploma course in computer from any institution recognized by the State Govt.

**Note:-**

**The criteria of computer qualification shall also apply for the posts to be filled up from promotion quota**

The above Notification supersedes all the previous orders/ instructions issued by the erstwhile HSEB/Nigam from time to time in this regard.

This issues in pursuance of the decision taken by the Board of Directors of DHBVNL in their meeting held on 28.12.2005.

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

**Endst. No.Ch.43/Reg-24**

**Dated:12.01.06**

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

10. All GMs/C.Es in DHBVNL.
11. The CAO/FA(HQ)/C.A./FA&CAO(MM), DHBVNL, Hisar.
12. All S.Es in DHBVNL.
13. The Company Secretary, DHBVNL, Hisar
14. All Sr. Accountants Officers in DHBVNL.
15. All Xens./Dy. Secy.(T&M)/Estate Officer-cum-Xen.Civil, under DHBVNL.
16. All Administrative Officers and Under Secretaries in DHBVNL.
17. All Sectional Heads in SE/Admn. DHBVNL, Hisar.

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

**CC to:-**

7. Sr. P.S. to Chairman, Power Utilities, Shakti Bhawan, Sector-6, Panchkula.
8. Sr. P.S. to Managing Director, DHBVNL, Hisar
9. Sr. P.S. to Director (OP), DHBVNL, Hisar
10. PS to Director (Projects), DHBVNL, Hisar
11. PA to GM/HR & Admn. DHBVNL, Hisar
12. PA to S.E.(Administration), DHBVNL, Hisar

## DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.

From

The Genl.Manager/HR&Admn.,  
DHBVNL, Hisar.

To

1. All Chief Engineers/Genl. Managers in DHBVNL.
2. All Superintending Engineers(including COS) in DHBVNL
3. Legal Remembrancer, HVPNL,Panchkula
4. The S.E./Admn., HVPNL, Panchkula.
5. The S.E./Admn.,UHBVNL,Panchkula
6. The CAO/C.A./FA(HQ), DHBVNL, Hisar.
7. All XENs.(including Dy.Secy./Estate officer)in DHBVN
8. All Under Secretaries/Admn. Officers in DHBVNL.
9. All Sectional Heads in Nigam HQ. Offices at Hisar.

Memo No.Ch. 24 /Reg-24.  
Dated:- 18.11.2003

**Subject:- Revision of qualifications in Recruitment & Promotion policy for Class-III Clerical posts ( LDC/Steno-Typist) – Amendment of date of application**

As per decision taken by the Board of Directors in their meeting held on 11.12.2002, the minimum qualification for Class-III clerical posts ( LDC/Steno-Typist) was raised from Matriculation to 10+2 with working knowledge of Computer vide Office Order No.17/Reg.24/SE/Admn. dated 31.12.2002. It has been mentioned in this office order that the revised qualification would be applicable w.e.f. 11.12.2002.

It has now been decided that the revised instructions/qualification would be applicable to the candidates/ officials who are recruited after 27.08.2002 in order to maintain uniformity with HVPNL. However, the employees who are already in the service of Nigam as on 27.08.2002 would continue to be governed by the previous policy/instructions issued from time to time prior to 27.08.2002, for the purpose of their departmental promotion.

Accordingly, the Recruitment & Promotion Policy notified vide O/O. No.17/Reg-24/SE/Admn. dated 31.12.2002 may be read with the above amendment.

These issues in pursuance of the decision taken by the Board of Directors, DHBVNL in its meeting held on 30.10.2003 (**Agenda item No.14**).

**Genl. Manager/HR&Admn.,  
DHBVNL, Hisar.**

CC to

- i) SPS to MD, DHBVNL,Hisar
- ii) SPS to Director(Projects),DHBVN,Hisar
- iii) PS to Director(Operations), DHBVNL,Hisar
- iv) PA to GM/HR&Admn., DHBVNL,Hisar
- v) Steno to SE/Admn., DHBVNL,Hisar
- vi) Com.Secy,DHBVNL,Hisar w.r.t. his advice No. CS/Advice /BOD/ 922 dt.06.11.2003.

**DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.**

**OFFICE ORDER NO. 17/REG-24/SE/Admn.**

**DATED: 31.12.2002**

The Board of Directors, DHBVNL in its meeting held on 11.12.2002 decided that the minimum qualification for all Class III Clerical posts should be raised from Matriculation to 10+2 with working knowledge of computer:-

Accordingly, minimum qualification of 10+2 examination, with working knowledge of computer, as approved by the Board of Directors, is hereby substituted in the following Recruitment and Promotion Policies of all Class-III Clerical posts:-

A Sub Para-1) of para 1.0 as envisaged in the Recruitment & Promotion Policy in respect of Stenographers issued vide notification No. 79/REG-97 dated 14.09.1990 read with notification No.136/REG-97/L-1 dated 11.03.1992 is substituted as under:-

**1.0 Steno- typist**

The posts shall be filled up by direct recruitment from amongst candidates who possess the following qualification:-

- i) 10+2/10+2 (Vocational) 2<sup>nd</sup> Division or equivalent and above (For ex-serviceman 10+2 only) with working knowledge of computer.

B Sub Para (a) of Para 1.1 of Regulation 1.0 Para 1.2 and para 1.2.1 and para 1.4 of Regulation 1.0 and para 2.2 of Regulation 2.0 as envisaged in the Recruitment & Promotion Policy in respect of Ministerial Service (Head Office Cadre) as per notification No. 82/REG-29/L-1 dated 19.10.1990 read with Notification No.137/REG-29/L-1 dated 11.03.1992, No.143/REG-29/L-1 dated 23.04.1992, No. 157/REG-218/L dated 17.11.1992 and No. 169/REG-218/L dated 19.11.1993 is substituted as under:-

**1.0 Lower Division Clerk**

1.1 80% posts shall be filled up by direct recruitment from amongst persons having the following qualifications:-

- (a) 10+2/10+2 (Vocational) 2<sup>nd</sup> Division or equivalent and above (For ex-serviceman 10+2 only) with working knowledge of computer.

1.2 20% posts shall be filled up by appointment from amongst the Peons, DMAs, Restorers, Havildars, Daftries, Photodars, Book Binders, Safai Karamcharies, Malies and Chowkidars etc. having the qualification of 10+2/10 +2 (Vocational) examination from Education Board/University recognized by the Govt. of Haryana with working knowledge of computer.

1.2.1 The inter-se ranking list of the categories stated under para 1.2 above for promotion to the post of LDC shall be determined from the date of passing the 10+2/10+2 (Vocational) examination with working knowledge of computer, subject to the condition that the official has completed 5 years service on 1<sup>st</sup> July preceding to the date of filling up the post.

**1.4 Photostat Machine Operator**

“The post shall be filled up by promotion in order of seniority-cum-merit from amongst the Class-IV employees having minimum qualification of 10+2/10+2 (Vocational) with working knowledge of computer.”

2.1.2 25% posts of UDC shall be filled up by promotion from amongst the LDCs/Photostat Machine Operator on seniority-cum-merit basis, having six years regular service for 10+2/10+2 (Vocational) with working knowledge of computer and three years service for Graduates as such, who have not qualified the Departmental Accounts Examination prescribed by the Board.

Para 2.2 as shown in the notification No.157/REG-218/L dated

17.11.1992 may be read as para 2.1.2.

**Note:** Necessary substitution with regard to prescribed qualification as 10+2/10+2(Vocational) with working knowledge of computer, is hereby also incorporated in relevant paras of Annexure 'C' attached with "HSEB Ministerial Service (HO) Cadre Regulations, 1991" issued vide Notification No.91/REG-29 dated 06.03.1991.

C Para (ii) of circular memo No.Ch.37/REG-114 dated 10.05.1989 regarding clarification of office order No.32/REG-114 dated 23.02.1989 is substituted as under:-

"Class-IV employees are required to satisfy two conditions independently i.e. (i) passing of 10+2/10+2 (Vocational) examination, with working knowledge of computer and (ii) 5 years regular service then they would be eligible for their promotion to the post of LDCs/MRs. Total period of 5 years, is to be taken into account irrespective the date of passing the 10+2/10+2 (Vocational) examination with working knowledge of computer."

The above condition of minimum qualification of 10+2/10+2 (Vocational) with working knowledge of computer would be applicable from 11.12.2002 onwards.

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

**Endst. No.Ch.14/REG-24/SE/Admn**

**Dated:- 31.12.2002**

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

1. All G.Ms in DHBVNL.
2. All Chief Engineers in DHBVNL.
3. All S.Es/Xens. in DHBVNL./ S.E./Admn. UHBVNL, Panchkula.
4. Legal Remembrancer/S.E./Admn., HVPNL, Panchkula.
5. Controller of Stores, DHBVNL, Hisar.
6. CAO/C.A./FA(HQ), DHBVNL, Hisar.
7. All Under Secretaries/Admn. Officers in DHBVNL.
8. Dy. Secretary (T&M)/Estate Officer-cum-Xen. Civil, DHBVNL, Hisar.
9. All Sectional Heads in the office of S.E./Admn. DHBVNL, Hisar.
10. Company Secretary, DHBVNL, Hisar w.r.t. his Advice No. CS/ Advice/ BOD/ 713 dated 18.12.2002.

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

**CC to:-**

1. Sr. P.S. to M.D. DHBVNL, Hisar.
2. PS to Director (Projects)/Operation, DHBVNL, Hisar.
3. PA to GM/HR & Admn. DHBVNL, Hisar.
4. PA to SE/Admn. DHBVNL, Hisar.