

DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

The 15th March, 2007

No.10 /REG-62/GM/Admn. In partial modification of this office notification No.58/Reg-62/SE/Admn. dated 17.05.2006 read with office order No.63/ SE/Admn. dated 23.06.2006 and notification No.73/Reg-62/SE/Admn. dated 25.09.2006, the following provisions are hereby added below sub-regulation 1.5(h) of DHBVN Employees ACR Regulations, 2006.

- a) Where the ACR of any employee is not received by 30th, then a notice shall be issued by the Cadre Controlling Authority to the Reporting Officer to submit the ACR within 15 days.
- b) If the ACR is not submitted by the Reporting Officer, the adverse remarks shall be made in the ACR of the Reporting Officer.
- c) Where the Reporting Officer/Reviewing Officer is retired, then the Reviewing Officer or Accepting Officer can write the ACR.

This issues in pursuance of the decision taken by the Board of Directors of DHBVN in their meeting held on 21.12.2006.

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

Endst.No.Ch- 91/Reg-62/GM/Admn.

Dated: 15.03.2007

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

1. All C.G.Ms. in DHBVN.
2. G.M.(Admn.), HVPN/UHBVN/HPGCL, Shakti Bhawan, Sector-6, Panchkula.
3. The Company Secretary, DHBVN, Hisar.
4. All G.Ms. (including Controller of Stores/DGM(IT) in DHBVN.
5. All Dy. G.Ms. in DHBVN.
6. The C.G.M.(Accounts/Finance/Audit), DHBVN, Hisar.
7. Dy. General Manager (HR-I/HR-II/Gen. Admn.)/Admn. Officers in DHBVN.
8. Dy. General Manager (PR/IR), DHBVN, Hisar.
9. Dy. Secretary (T&M)/Dy. G.M. (Monitoring)/EO-cum-Dy. G.M./Civil (Mtc.), DHBVN, Hisar.
10. All Sectional Heads in the office of G.M./Admn., DHBVN, Hisar.

**Dy. General Manager (Gen.Admn.)
DHBVN, Hisar**

CC to: -

1. Sr. P.S. to Chairman, Haryana 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
B-Block Vidyut Sadan, Vidyut Nagar, Hisar

OFFICE ORDER NO. 72 /SE/Admn./

Dated:- 22.09.2006

In partial modification of this office order No.64/SE/Admn. dated 12.07.2006, Para No.1 & 2 of the ibid office order are substituted as under:-

1. The requirement of under going computer Training/course shall be applicable on all officers and officials (both technical and non technical) due for promotion/ ACP irrespective of the post with the following exceptions:-
 - a) The officers/officials aged above 55 years shall be required to gain basic knowledge of computer covering M.S. Word (30 hours) and excel (30 hours).
 - b) Class –IV employees who are to be promoted as Class-III employees shall only be required to undergo computer Training.
 - c) The non-gazetted technical/non- technical employees particularly ALM/ LM/AFM etc. who are uneducated/Primary Pass/Under Matric will be exempted from the computer training.
2. The duration of the above Training shall be 120 hours for both officers/officials (technical & non- technical). The duration of course shall be divided into M.S. Word (25 hours), Excel (50 hours), Power Point (25 hours) and Internet (20 hours).

This issues in pursuance of decision taken by the Board of Directors of DHBVN in their meeting held on 29.08.2006.

S.E.(Administration)
DHBVN, Hisar

Endst.No.Ch. 76 /SE/Admn./ REG-63

Dated: 22.09.2006

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

1. All C.Es/GMs in DHBVN.
2. S.E.(Administration), UHBVN, HVPN & HPGC, Panchkula
3. All SEs (including COS Hisar) in DHBVN
4. DGM/IT DHBVN, Hisar
5. CAO/FA(HQ)/FA&CAO(MM)/C.A. DHBVN, Hisar
6. Company Secretary, DHBVN, Hisar w.r.t. his U.O.No.CS/Advice/BOD/1609 dt. 30.08.2006.
7. All Xens in DHBVN
8. Dy. Secretary (T&M) DHBVN, Hisar
9. Estate Officer-cum-Xen./Civil, DHBVN, Hisar
10. All Under Secretaries/Administrative Officer in DHBVN
11. Manager (PR/IR), DHBVN, Hisar
12. Sr. Medical Officer/ Medical officer, DHBVN, Hisar
13. All S.D.Os/JE Incharge Sub Divns/Sub offices in DHBVN
14. All Sectional Heads in DHBVN (HQ at Hisar).

Under Secretary,/Genl.
For S.E./Admn.,DHBVN,Hisar

CC to:

- 1 Sr. P.S. to Chairman, Haryana 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 S.E.(Administration), DHBVN, Hisar

DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

The 25 September, 2006

No.73 /REG-62/SE/Admn. In partial modification of this office notification No.58/REG-62/SE/Admn. dated 17.05.2006, the sub-regulations 1.3(b) (i) & 1.3(b) (ii) are hereby added below regulation 1.3(b):-

- 1.3(b) (i) The ACRs of Xens be put up to S.E. as Reporting authority, Chief Engineer would be the first Reviewing Authority, Director would be the second Reviewing Authority and finally, the ACRs of Xens would be accepted by the Managing Director.
- 1.3(b) (ii) The ACRs of AE/AEE be put up to the Xens as Reporting officer and Superintending Engineer & Chief Engineer would be Ist and Second Reviewing Authorities and concerned Director will be the Accepting Authority.

This issues in pursuance of the decision taken by the Board of Directors of DHBVN in their meeting held on 29.08.2006.

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

Endst.No.Ch- 76 /SE/Admn./REG-62

Dated: 25.09.2006

Copy of the above is forwarded to the following for information and necessary action in continuation to this office Memo No.Ch-45/SE/Admn./ REG-62 dated 26.05.2006 to his address: -

1. All the G.Ms./C.Es. in DHBVN.
2. The CAO/CA/FA(HQ)/FA&CAO(MM), DHBVN, Hisar.
1. All the S.Es.(including C.O.S.)/D.G.M.(IT)/Xens in DHBVN.
2. Deputy Secretary (T&M), DHBVN, Hisar.
3. Estate Officer-cum-Xen(Civil), DHBVN, Hisar.
4. All the Under Secretaries/Admn. Officers/Under Secretary (Legal) in DHBVN.
5. All S.D.Os. in DHBVN.
6. The Manager (PR)/(IR), DHBVN, Hisar.
7. Sr. Medical Officer/Medical Officer in DHBVN.
10. All Sectional Heads in DHBVN (Headquarter at Hisar)

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

CC to:-

1. Sr. P.S. to Chairman, Haryana 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 G.M./HR & Admn., DHBVN, Hisar.
5. P.A. to S.E.(Administration), DHBVN, Hisar.

DAKSHIN HARYANA BIJLI VITRAN NIGAM LIMITED

OFFICE ORDER NO.63/SE/Admn.

DATED:- 23.06.2006

In partial modification to the Notification No.58/REG-62/SE/Admn. dated 17.05.06 regarding employees Annual Confidential Report, Regulation 2006 issued vide this office Memo No.Ch.45/SE/Admn./REG-62 dated 26.05/2006. It is clarified in this respect that in case the Reporting Officer failed to submit the Annual Confidential Report to the Accepting Officer within the stipulated period or he does not write the ACR within the stipulated period as mentioned in the said notification or the Reporting Officer is not posted then the Accepting Officer shall write the ACR of employees working under him for the missing period also. However, the Accepting Officer shall also keep a note of the failure of the Reporting Officer to submit the ACR of his subordinate in time or appropriate entry in the ACR Form of such Reporting Officer, as already mentioned in the said para.

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

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

Endst.No.Ch.53 /SE/Admn./ REG-62

Dated: 23.06.2006

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

1. All G.Ms/C.Es in DHBVNL.
2. C.A.O./C.A./FA(HQ)/FA&CAO(MM), DHBVNL, Hisar
3. All the S.Es (including COS)/Xen. in DHBVNL.
4. Deputy Secretary (T&M), DHBVNL, Hisar
5. Estate Officer-cum/Xen. (Civil), DHBVNL, Hisar
6. All the Under Secretaries/Admn. Officers, in DHBVNL.
7. All S.D.Os in DHBVNL.
8. Manager (PR/IR), DHBVNL, Hisar
9. Sr. Medical Officer/Medical Officers in DHBVNL.
10. All Sectional Head in DHBVNL (Headquarter at 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/P.S. to Director (OP)/Projects, DHBVNL, Hisar
3. PA to GM/HR & Admn. DHBVNL, Hisar
4. PA to S.E.(Administration), DHBVNL, Hisar