

## DAKSHIN HARYANA BIJLI VITRAN NIGAM

From

General Manager/ Admn.  
Dakshin Haryana Bijli Vitran Nigam,  
Hisar.

To

All the Superintending Engineers/Op.  
Under DHBVN.

Memo.No. Ch.Spl-I/GEN-151/GM/Admn

Dated:03.05.2013

**Subject: Engagement as Legal Coordinator on contract basis for Op. Circle.**

It has been decided that one Legal Coordinator on contract basis is to be engaged for every circle in DHBVN to monitor the court cases of the circle. The main function of the Legal Coordinator so appointed shall be to make liaison between Nigam's counsel on penal and concerned offices of the Nigam at circle level. He will submit fortnightly report about status of cases to concerned S.E./Op.

You are hereby authorized to engage one Legal Coordinator on contract basis at your own level on the following terms and conditions;

1. Consolidated contractual amount to be paid to the Legal Coordinator will be Rs.20,000/- per month.
2. Engagement of Legal Coordinator on contract basis will be for a period of one year from the date he joins duty.
3. One day leave (paid leave) per month in addition to Gazetted holiday.
4. The services of the Legal Coordinator on contact basis can be dispensed with if his work and conduct is not found satisfactory at any stage without any notice.

A sample format containing job description is attached herewith. However, the same can be amended as per requirement.

This issues in pursuance to the decision during ORC meeting held on 18.12.2012 at Gurgaon under the chairmanship of W/CMD, DHBVN & UHBVN.

DA/As above.

*M. G. S. 3.5.13*  
**General Manager/Admn.  
DHBVN, Hisar.**

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**Endst. No.Ch. Spl-II/GEN-151/GM/Admn**

**Dated: 03.05.2013**

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

1. The ADGP/Vigilance, HVPNL, Panchkula.
2. All CGMs/GMs/DGMs in DHBVN.
3. The CGM/Accounts/Finance/Audit/MM, DHBVN, Hisar.
4. The CGM/Accounts (P&A) DHBVBN, Hisar.
5. CCO, DHBVN, Hisar.
6. The Chairman, Forum for Redressal of Consumer Grievances, DHBVN, Hisar.
7. The Nodal Officer, Forum for Redressal of Consumer Grievances, DHBVN, Hisar.
8. All DGMs/IR/HR-II/HR-I/Legal, DHBVN, Hisar.
9. All concerned.

  
**Dy. General Manager/General  
DHBVN, Hisar**

**CC to:-**

- i) Sr.P.S. to Chairman and Managing Director, DHBVN & DHBVN, Hisar.
- ii) PS to Director (OP)/Projects, DHBVN, Hisar.
- iii) PA to CGM/HR & Admn. DHBVN, Hisar.
- iv) PA to SE/Admn. DHBVN, Hisar.



**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**

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To

Shri \_\_\_\_\_  
\_\_\_\_\_

Memo No.

Dated:

**Subject: - Engagement as Legal Co-ordinator at \_\_\_\_\_ Circle Level.**

Vide SE/Admn. DHBVN, Hisar Memo No. \_\_\_\_\_ dated \_\_\_\_\_, you are hereby engaged as Legal Co-ordinator for \_\_\_\_\_ Circle, as per your consent to deal with the revenue court cases of this Circle on fixed remuneration of Rs.20,000/- PM (Rupees Twenty thousand per month) w.e.f. \_\_\_\_\_.

The Job to be dealt with is as under:-

1. To prepare the list of all court cases pending in this Circle in various courts covering all \_\_\_\_\_ numbers S/Divns. In descending order with respect to the amount involved and feed in computer.
2. Monitoring of these cases and persuasion with the Advocates dealing with the case for speedy redressal and proper defence in the Court.
3. Cases of theft of energy to be taken up with the concerned Advocate for recovery of the amount or arrest of accused in case of nonpayment to be expedited.
4. To monitor the implementation of court orders for avoiding contempt of Court.
5. Timely, persuasion with the concerned Advocate/SDO/dealing hand for defending the case in the court before the date of hearing.
6. Weekly progress report be submitted in the Circle Office, \_\_\_\_\_.
7. All the cases with brief summary and dates of hearing/judgment etc. be computerized.
8. Any other points noticed during persuasion of the case other than above mentioned points should also be deemed to be included in the work.
9. The payment will be made by Xen \_\_\_\_\_ DHBVN \_\_\_\_\_ cheque.

**SE(OP)Circle**  
**DHBVN \_\_\_\_\_**

**Endst. No.Ch.**

**Dated:**

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

1. The LR, HPU, Panchkula.
2. The CGM/Commercial, DHBVN, Hisar.
3. The SE/Admn., DHBVN, Hisar w.r.t. his office memo no. \_\_\_\_\_ dated \_\_\_\_\_.

4. Nodal Officer O/o GM/Admn. DHBVN, Hisar.
5. The CE/OP DHBVN, Hisar/Delhi.
6. All Xens (OP) DHBVN under this Circle to monitor the progress of SDO's on weekly basis.
7. All SDOs (OP) under this Circle,  
for information and necessary action. They are directed to supply updated list of all pending consumer court cases pending before any Court i.e. High Court DCRF/State Commission/Civil Court & Theft of energy cases, where FIR lodged by Deptt. to the Legal Co-ordinator and Circle Nodal officer from time to time as required by them. It is further added that the concerned SDO (OP) shall be fully responsible for co-ordinating with the legal co-ordinator and discuss in detail with him and the concerned advocate as required above before Court date.
8. Shri \_\_\_\_\_, Circle Supdt. (OP) Circle, DHBVN, \_\_\_\_\_ is designated as Nodal Officer for above purpose. (Mobile No. \_\_\_\_\_ ) and is hereby directed to pursue all matters relating to consumer Court cases regarding collection and compilation of various information and data and further conveying/reporting to higher officers and keeping liaison with Legal Co-ordinator.
9. BA/CHD(OP) Circle, DHBVN \_\_\_\_\_ to extend co-operation to Legal Co-ordinator and Circle Nodal Officer.

**SE(OP)Circle**  
**DHBVN, \_\_\_\_\_**