

DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

18th May, 2020

No. 29/SE/Admn/REG-62. In exercise of powers conferred by Section - 56 (3) (vi) of Haryana Electricity Reforms Act - 1997, read with the Electricity Act - 2003, Article 42 of the Articles of Association of DHBVN and all other enabling powers in this behalf, the Dakshin Haryana Bijli Vitran Nigam (DHBVN) is pleased to designate the following authorities as Reporting Authorities, Reviewing Authorities & Accepting Authorities to streamline the writing & submission of Annual Performance Appraisal Report (APAR) for officers of DHBVN in "DHBVN Employees Annual Confidential Report Regulations - 2006" issued vide DHBVN Notification No. 58/REG-62/SE/Admn dated 17.05.2006, read with office Order No. 63/REG-62/SE/Admn dated 23.06.2006, DHBVN Notification No. 73/REG-62/SE/Admn dated 25.09.2006, DHBVN Notification No. 10/REG-62/SE/Admn dated 15.03.2007, DHBVN Notification No. 45/SE/Admn/REG-62 dated 08.03.2018 & DHBVN Notification No. 04/SE/Admn/REG-62 dated 12.04.2019:-

<u>Sr. No.</u>	<u>Designation</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
1.	All Chief Engineers (Except CE/HR & Admn.)	Director concerned	Managing Director	Managing Director
2.	Chief Engineer/HR & Admn.	Managing Director	Managing Director	Managing Director
3.	Chief Financial Officer	Managing Director	Managing Director	Managing Director
4.	All Superintending Engineers (Except SE/Admn. & SE/HR)	Chief Engineer concerned	Director concerned	Managing Director

Sr. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
5.	Superintending Engineer/Admn.	Chief Engineer/HR & Admn.	Managing Director	Managing Director
6.	Superintending Engineer/HR	Chief Engineer/HR & Admn.	Managing Director	Managing Director
7.	Superintending Engineer (posted in CGRF)	Chief Engineer/Comml.	Director concerned	Managing Director
8.	Chief Accounts Officer/ Chief Auditor/ Financial Advisor (HQ) (Posted in Finance Wing)	Chief Financial Officer	Managing Director	Managing Director
9.	Chief Accounts Officer/ Financial Advisor (Posted in other than Finance Wing)	Chief Engineer concerned	Director concerned	Managing Director
10.	Chief Accounts Officer (Posted in CGRF)	Chief Engineer/Comml.	Director concerned	Managing Director
11.	Company Secretary	Managing Director	Managing Director	Managing Director
12.	All Senior Medical Officers/ Medical Officers	Superintending Engineer concerned	Chief Engineer concerned	Director concerned
13.	All Executive Engineers	Superintending Engineer concerned as 1 st Reporting Authority and	Director concerned	Managing Director

<u>Sr. No.</u>	<u>Designation</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
		Chief Engineer concerned as 2 nd Reporting Authority		
14.	All Senior Accounts Officers (Posted in Finance Wing)	CAO/ CA/ FA(HQ) concerned	Chief Financial Officer	Chief Financial Officer
15.	All Senior Accounts Officers (Posted in other than Finance Wing)	Controlling Officer concerned	Chief Engineer concerned	Director concerned
16.	Chief Security Officer	Controller of Stores	Chief Engineer/ MM	Director concerned
17.	All Under Secretaries (Head Office/Field)	Superintending Engineer concerned	Chief Engineer/ HR & Admn.	Chief Engineer/ HR & Admn.
18.	Under Secretary/ Legal	LR, HPUs, Panchkula	LR, HPUs, Panchkula	LR, HPUs, Panchkula
19.	All Senior Private Secretaries	Controlling Officer concerned	Next authority	Next higher authority
20.	All Assistant Executive Engineers/ Assistant Engineers	Executive Engineer concerned as 1 st Reporting Authority and Superintending Engineer	Chief Engineer concerned	Director concerned

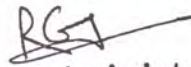
Sr. No.	Designation	Reporting Authority	Reviewing Authority	Accepting Authority
		concerned as 2 nd Reporting Authority		
21.	Chief Communications Officer	Superintending Engineer/ Admn.	Chief Engineer/ HR & Admn.	Chief Engineer/ HR & Admn.
22.	All Accounts Officers (Posted in Finance Wing)	CAO/ CA/ FA(HQ) concerned	Chief Financial Officer	Chief Financial Officer
23.	All Accounts Officers (Posted in other than Finance Wing)	Controlling Officer concerned	Chief Engineer concerned	Director concerned
24.	All Private Secretaries	Controlling Officer concerned	Next authority	Next higher authority
25.	All Law Officers	Under Secretary/ Legal	LR, HPU, Panchkula	LR, HPU, Panchkula
26.	All Superintendents (Head Office) (Posted in HR & Admn wing)	Under Secretary concerned	Superintending Engineer concerned	Chief Engineer/ HR & Admn.
27.	All Superintendents (Head Office) (Posted in other than HR & Admn wing)	Superintending Engineer concerned	Chief Engineer concerned	Chief Engineer concerned

<u>Sr. No.</u>	<u>Designation</u>	<u>Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
28.	All Superintendents (Field)	Superintending Engineer concerned	Chief Engineer concerned	Chief Engineer concerned

Note:- The immediate next senior officer will be the Reporting Authority; next superior officer will be the Reviewing Authority and next higher authority will be accepting authority for the officers where these authorities are not specified in above table.

This Notification supersedes all the previous orders/ instructions issued by the erstwhile HSEB/ Nigam from time to time to this extent only.

This issues with the approval of the Chairman-cum-Managing Director, DHBVN, Hisar in anticipation of the ex-post-facto approval from the Board of Directors of DHBVN.


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


Endst. No. Ch- 16/SE/Admn/REG-62/Vol-I

Dated: 18.05.2020

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

1. All Chief Engineers in DHBVN.
2. The Chief Technology Officer, DHBVN, Hisar.
3. The Chief Financial Officer, DHBVN, Hisar.
4. CAO/ FA(HQ)/ Chief Auditor/ F&A(MM), DHBVN, Hisar.
5. The Chairman, CGRF, DHBVN, Hisar.
6. The Company Secretary, DHBVN, Hisar.

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

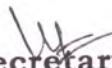

**Under Secretary/Gen. Admn.,
DHBVN, Hisar**

Endst. No. Ch- 16/SE/Admn/REG-62/Vol-I

Dated: 18.05.2020

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

1. The Chairman-cum-Managing Director, UHBVN, Vidyut Sadan, Panchkula.
2. The Managing Director, HVPNL, Shakti Bhawan, Panchkula.
3. The Managing Director, HPGCL, Urja Bhawan, Panchkula.
4. The DGP-cum-Director/Vigilance, HPUs, Shakti Bhawan, Panchkula.
5. The Legal Remembrancer, HPUs, Shakti Bhawan, Panchkula.


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

Copy to:

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

