

**DAKSHIN HARYANA BIJLI VITRAN NIGAM**

**Instruction No.17/MON/2006**

From

The Xen/Monitoring,  
DHBVN, Hisar

To

All CEs (OP)/S.E./(OP)/XENs (OP)/SDOs(OP)  
JEs-I Incharge in DHBVN.

Memo No:-Ch-39/MON-260

Dated:-27/12/2006

**Subject: Monthly Performance Targets of Technical/Non Technical Supervisors.**

The following instructions have been issued by this office wherein targets for the technical/non-technical supervisors were fixed.

Sr.No.	Instruction No. & date	Targets
1.	Instruction No. 10 dated 15.11.06	a) Recovery of def. amount from 10 No. permanent disconnected consumers. b) Recovery of def. amount from 100 No. connected consumers. c) Checking of 50 No. tubewell connections. d) Checking of 10 No. premises involving mal practice.
2.	Instruction No. 11 dated 20.11.06	a) 20 No. consumers shall be brought under metering schedule under rural area and 10 No. under urban areas. b) Zero pendency of release of new connections. c) Preparation of 5 No. cases of recovery from LRA
3	Instruction No. 12 dated 20.11.06	a) Preparation of 5 No. cases of recovery from LRA. b) 50 No. cases of adjustment of security. c) Issue of 100 No. MCOs of defective meters since last 3 billing cycle. d) Cross checking of readings of 100 No. meters. e) Negative bills generated to 50 No. consumers. f) Bill advice for 20 No. new cases.
4.	Instruction No. 13 dated 11.12.06	a) 500 No. meters to be brought outside the consumer premises. b) Sealing of terminal cover of 20 No. meters alongwith removal of joint. c) Replacement of 10 No. electro-mechanical meters.
5.	Instruction No. 14 dated 14.12.06	Recovery of defaulting amount from connected consumers.

Since the above said instructions are in force and the performance of each technical/non-technical supervisors is being reviewed at circle level.

Further it has been decided that the performance of each technical/non-technical supervisor shall be displayed on the notice board each field office. The required instruction wise performance target charts for technical/non-technical supervisors are enclosed herewith.

CEs/S.Es/XENs/SDOs (OP) shall ensure that instruction wise performance chart for technical/non technical supervisors under their control are displayed on the notice board of their office with immediate effect. It should be ensured that the performance charts of the technical/non-technical supervisors are displayed upto Division/Sub Division /Sub office level regularly.

In case during the visit of higher authorities at any time the required performance targets chart are not found displayed on the notice board, action will be initiated against the incharge of that office.

This issues with the approval of MD, DHBVN, Hisar.

**Xen/Monitoring,  
DHBVN, Hisar**

PERFORMANCE PARAMETERS CHART OF TECHNICAL SUPERVISOR UNDER (OP) SUB DIVISION..... FOR THE YEAR .....

Instruction No. 10/MON/2006

*Performa "A"*

Month	Name of the Supervisor	Recovery from permanent Disconnected Consumers		Recovery from Connected Consumers		Checking of T/W Connections		Checking of Malpractices	
		Targets	Achievement	Targets	Achievement	Targets	Achievement	Targets	Achievement

PERFORMANCE PARAMETERS CHART OF TECHNICAL SUPERVISOR UNDER (OP) SUB DIVISION..... FOR THE YEAR .....

Instruction No. 11/MON/2006

*Performa "B"*

Month	Name of the Supervisor	No of Consumers brought on billing schedule				No. of Pending Application		No. of Defective Meters replaced			
		Urban		Rural		Urban	Rural	Urban		Rural	
		Targets	Achievement	Targets	Achievement			Targets	Achievement	Targets	Achievement



PERFORMANCE PARAMETERS CHART OF NON-TECHNICAL SUPUERVISOR UNDER (OP) SUB DIVISION..... FOR THE YEAR .....

Instruction No. 12/MON/2006

*Performa "A"*

Month	Name of the Supervisor	Preparation of LRA Cases		Security Adjustment		Replacement of Defective Meters		Checking of Meter Reading		No. of Checking of -ve bill		No. of cases where billing advice sent to consumer	
		Targets	Achievement	Targets	Achievement	Targets	Achievement	Targets	Achievement	Targets	Achievement	Targets	Achievement

**WEEKLY PERFORMANCE OF TECHNICAL SUPERVISOR UNDER (OP) SUB DIVISION.....  
FOR THE YEAR .....**

**Instruction No. 14/MON/2006**

Sr. No.	Name of Sub Division	Total Defaulting Amount Connected Consumers		Amount Recovered from Defaulting Amount Connected Consumers	
		Targets	Achievement	Targets	Achievement