

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Instruction No. 43/MON/2009

From

D.G.M./Monitoring,
DHBVN, Hisar

To

All CGMs (OP)/GMs(OP)DGMs(OP)/AGMs (OP),
in DHBVN.

Memo No:-Ch- 21/MON-260/V-1

Dated:-24.8.2009.

Subject: Procedure/instructions regarding proper handing/taking over charge by the supervisory staff ---Follow up action of 123rd BOD's meeting held on 1.7.09.

It has been observed that on the transfer of JE-1/JE/AFM and other executive officer the transformers (Healthy and damaged) as well as other inventory material is not handed over/taken over by the official transferred/joined which occurs heavy loss to the Nigam. As even the healthy transformers and the good quality inventory could not be utilized in the field and the damaged transformers are not repaired for further utilization. To avoid such losses to the Nigam and proper utilization of the transformers and other material in the field it has been decided that following procedure shall be followed.

1. The transformers and other allied material drawn by the JE-1/JE/AFMs from the store against any work/estimate shall be taken on books/register by him. The material utilized/installed in the field shall also be entered in the same registers. The receipts and issue of transformers/other materials shall be counter signed by the SDO concerned every month.
2. For augmentation of over loaded transformers, higher capacity transformers are drawn from the store and installed. With this the existing transformers became spare are not being accounted by the field offices properly. The SDO concerned shall ensure the utilization of transformers spared by augmentation to any other work with the approval/written order of the Xen concerned. The transaction/paper formality for the same shall be made through concerned store.
3. Regarding transformers a master register of transformer shall be maintained in the sub divisional office. JE wise/feeder wise detail of transformers installed/maintenance entries shall be made regularly. The detail of transformers damaged/augmented at that particular site shall also be recorded. A similar register shall be maintained in the Drawing Section of the Divnl. Office for all the sub divisions under his jurisdiction. A monthly abstract covering all the above points shall be prepared to ensure proper accountings. The division wise abstract of transformers (capacity wise) be furnished to Circle office by each division with a copy to COS, DHBVN, Hisar every month.
4. The GM/DGM concerned while allocating the new transformer against damage shall ensure that all the transformers in particular sub division damaged during the previous month stands returned to concerned store. The SDO concerned should furnish the certificate while getting the new transformer allocated against damage. GM/DGM (OP) shall check the status of returning of transformer randomly

5. To ensure timely replacement of damaged transformers and returning of damage transformer in the store the vehicle availability is major hurdle. GMs (OP) shall finalize the rates with all 4-wheeler Unions at all S/Divn. H.Qs for transportation of transformers. The SDO concerned shall hire the vehicles on the sanctioned rates for the purpose.
6. On transfer of official it shall be the responsibility of XEN/SDO concerned to ensure that the inventory of transformers & other material is prepared by the transferee and handed over to the new incumbent. The LPC of the official shall not be issued/sent by the DDO without proper inventory handed over charge report. The pay of the official shall not be released after three months of his joining in case his LPC is not received within 3 months.

The above procedure for proper accounting of transformer/material shall be implemented with immediate effect. In case any official i.e JE/AFM have already been transferred and the new incumbent has joined to their office but the proper taken over/handed over the charge of inventory has not been made so far the same shall be got done now within a month. The transferred official shall be asked to attend the office and hand over the charge to the new incumbent. In case any official fails to do so the DDO shall stop the disbursement of the salary.

**D.G.M./Monitoring,
DHBVN, Hisar**

Endst.No Ch- 21/MON-260/V-1

Dated:-24.8.2009:

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

1. SPS to MD, DHBVNL, Hisar.
2. SPS to Director (OP),DHBVNL,Hisar.
3. PS to Director/Projects, DHBVNL,Hisar
4. CGM/HR&Admn., DHBVNL, Hisar
5. CGM./P&D, DHBVNL, Hisar.
6. CGM/MM, DHBVNL, Hisar.
7. CGM/Commercial, DHBVNL, Hisar.
8. CGM/Finance, DHBVNL, Hisar.
9. CGM & CAO/MM, DHBVN, Hisar.
- 10.CGM/Audit, DHBVNL, Hisar.
- 11.CGM/Accounts, DHBVNL, Hisar.
- 12.GM/Admn, DHBVNL, Hisar.
- 13.GM/Human Resources, DHBVNL, Hisar.
- 14.GM/Planning & Design DHBVNL, Hisar.
- 15.GM/Commercial, DHBVNL, Hisar.
- 16.GM./MM, DHBVNL, Hisar.
- 17.GM/S.O.,DHBVNL,Hisar.
- 18.GMRA, DHBVNL, Hisar.
- 19.GM/Energy Audit, DHBVNL, Hisar..
- 20.COS, DHBVNL, Hisar.
- 21.GM/M&P, DHBVNL, Faridabad.
- 22.GM/M&P Circle, DHBVNL, Gurgaon.
- 23.Company Secretary, DHBVNL, Hisar.
- 24.Secretary, Redressal Forum, DHBVNL, Hisar.
- 25.DGM/IT,DHBVNL,Hisar. He is requested to incorporate the same on DHBVNL, Web site for updating the web site
- 26.DGM, TTC, DHBVNL, Hisar.
- 27.Under Secretary/Legal, DHBVNL, Hisar.

28. DGM/Enforcement, DHBVNL, Hisar/Gurgaon/Faridabad.
29. DGM/M&P, DHBVNL, Hisar/Faridabad/ Bhiwani/Gurgaon
30. DGM, Central Store, DHBVNL, Hisar/ Ballabgarh.
31. Manager/PR, DHBVNL, Hisar.
32. Manager/IR, DHBVNL, Hisar.
33. Manager/IT, DHBVNL, Hisar.
34. Law Officer, DHBVNL, Hisar/Gurgaon/Faridabad.

**D.G.M./Monitoring,
DHBVNL, Hisar.**