

**DAKSHIN HARYANA BIJLI VITRAN NIGAM**

**Sales Circular No. 2 /2019**

From

CE/Commercial,  
DHBVN, Hisar.

To

All CEs/SEs/XENs/SDOs/OP,  
JEs-I, Incharge Sub office, in DHBVN,

**Memo No. Ch- 02/SE/Comml./R-16/380/F-21**

**Dated: 02-01-2019**

**Subject: - Revised Delegation of Powers for the applications pertaining to Change of Name and Reduction of Load.**

This is in continuation of existing provision of Sales circular No.D-40/2016, D-7/2018, vide which the delegation of powers with respect to applications for new connection, extension of load, reduction of load and change of name were notified, which are being exercised as under:-

- |   |                     |
|---|---------------------|
| i. Up to 50KW                           | - SDO(OP)           |
| ii. Greater than 50 KW and up to 500 KW | - XEN (OP)          |
| iii. Greater than 500 KW/KVA            | - CE(Commercial)    |
|   | (w.e.f. 21/12/2016) |
|   | SE (Commercial)     |
|   | (w.e.f. 9/2/2018)   |
|   | SE/R-APDRP)         |
|   | (w.e.f. 20/2/2018)  |

However, during the review of pendency of applications pertaining to change of name and reduction of load, it is generally observed that for change of name and reduction of load only paper formalities are required as rarely any change in voltage is required on reduction of load and the applications are to be processed at sub division level.

Accordingly, following revised Delegation of Power and timelines for processing the cases of change of name and reduction of load are notified as under:

**1) Reduction of Load:** - The applications for reduction of load will be processed as per following: -

- All the applications (new as well as existing) will now be processed and approved by the concerned SDO (OP).

- b) As per sales circular no. D-1/2019, SDO/Operation was authorized to release new, EOL/ROL of HT / LT - CT connections.
- c) There would only be 4 processing steps in the online system for reduction of load applications.
- i. **Step 1 [New Application for completeness]:** - The sub division i.e. CC has to scrutinize the charges, identity proof & authorization of applicant and any no dues of current electricity bill.
  - ii. **Step-2 [Issue of SJO to CA]:**- Wherever documents are complete as per step -1, in step 2, the SJO be issued to CA for effecting the changes in the billing system.
  - iii. **Step-3 [Release]:** - For completing process, the following information supplied by CA will be updated on the portal by CC for completing the process.
    - ❖ Advice No. / Reference No., vide which changes have been made in the billing system.
    - ❖ Billing month in which the changes will be reflected
  - iv. **Step-4** - Simultaneously, the information shall be given to the JE concerned and M&P Wing.
- (d) **Timelines:** - For above, the timelines would be 3 days from the date of completeness of application. However, in view of technical reason of binder open, the changes in the billing system be immediately undertaken on closing of binder.
- (e) **In case of change in voltage:-** In case of change in voltage on reduction of load, the sub division shall process the case as per the relevant procedure and delegation for new connection HT/LT, whichever is the case may be.
- 2) **Change of Name:** - The applications for change of name will be processed as per following: -
- (a) All the applications (new as well as existing) will now be processed and approved by the concerned SDO (OP).
  - (b) The documents required for change of name would be as per the simplified procedures notified vide sales circular no. D-09/2018 dated 13.02.2018.
  - (c) There would only be only 4 processing steps in the online system for change of name applications.

- (i) **Step 1 [New Application for completeness]** : - The sub division i.e. CC has to scrutinize the application processing fee, identity proof & authorization of applicant and documents required for change of name as per Sales Circular no. D-9/2018 dated 13/2/2018.
- (ii) **Step-2 [Issue of SJO to CA]**:- Wherever documents are complete as per step -1, the SJO be issued to CA for effecting the changes in the billing system.
- (iii) **Step-3 [Release]**: - After amending the information in billing system, for completing the process, following information supplied by CA will be updated on the portal by CC for completing the process.
- ❖ Advice No. / Reference No., vide which changes have been made in the billing system.
  - ❖ Billing month in which the changes will be reflected.
- (iv) **Step-4** - Simultaneously, the information shall be given to the JE concerned and M&P Wing.
- (d) **Timelines**: - For above, the timelines would be 3 days from the date of completeness of application. However, in view of technical reason of binder open, the changes in the billing system be immediately undertaken on closing of binder.

The existing sales circulars are amended to the above extent.

The above instructions should be brought to the notice of all concerned for strict and meticulous compliance.

  
CE Commercial,  
DHBVN, Hisar.