



DAKSHIN HARYANA BIJLI VITRAN NIGAM

(A Power Distribution & Retail Supply Utility, Government of Haryana)
(AN ISO 9001:2008 Compliant Utility, CIN No. U99999HR1999SGC034165)

Registered Office: Vidyut Sadan, Vidyut Nagar, Hisar - 125 005 (Haryana)

Office of the Superintending Engineer/Administration, DHBVN, Hisar

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Memo No. Ch- 36 /SE/Admn/REG-54/Vol-I

Dated: 03.10.2019

To


1. All Chief Engineers in DHBVN.
2. The Chief Financial Officer, DHBVN, Hisar.
3. CAO/ FA(HQ)/ Chief Auditor/ FA(MM), DHBVN, Hisar.
4. The Chairman, CGRF, DHBVN, Hisar.
5. The Company Secretary, DHBVN, Hisar w.r.t. office Memo No. CS/BOD-182/Advice-5259 dated 01.10.2019.
6. All Superintending Engineers in DHBVN.
7. The Controller of Stores, DHBVN, Hisar.
8. S.E./IT, DHBVN, Hisar **for updating the same on website.**
9. The Chief Communications Officer, DHBVN, Hisar.
10. All Executive Engineers in DHBVN.
11. All Sectional Heads with Headquarters at Hisar.

Subject:- Forwarding of "DHBVN Employees (Punishment and Appeal) Regulations - 2019".

Please find enclosed herewith the Notification No. 23/SE/Admn/REG-132 dated 03.10.2019 on the subject-cited matter for strict compliance, please.

This issues in pursuance of the decision taken by the Board of Directors of DHBVN in its meeting held on 20.09.2019.

DA: As above


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

Contd... 2/-


Memo No. Ch- 36 /SE/Admn/REG-54/Vol-I

Dated: 03.10.2019

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

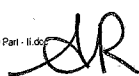
1. The Chairman-cum-Managing Director, UHBVN, Vidyut Sadan, Panchkula.
2. The Managing Director, HVPNL, Shakti Bhawan, Panchkula.
3. The Managing Director, HPGCL, Urja Bhawan, Panchkula.
4. The DGP-cum-Director/Vigilance, HPUs, Shakti Bhawan, Panchkula.
5. The Legal Remembrancer, HPUs, Shakti Bhawan,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

DA: As above


**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.





DAKSHIN HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

03rd October, 2019

No. 23/SE/Admn/REG-54. In exercise of powers conferred by 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 substitute "DHBVN Employees (Punishment and Appeal) Regulation - 2019" in supersession of "DHBVN Employees (Punishment and Appeal) Regulations - 2006" notified vide Notification No. 69/REG-54/SE/Admn dated 22nd August, 2006 and further amendments issued from time to time and existing terms and conditions of service of employees of the Nigam.

1. Short title and commencement.—

- (1) These regulations may be called the "Dakshin Haryana Bijli Vitran Nigam Employees (Punishment and Appeal) Regulations - 2019".
- (2) These regulations shall come into force with immediate effect.

2. Scope.—

- (1) These regulations shall apply to every regular employee of the Nigam, but shall not apply to—
 - (a) any person in casual/ daily wage/ contractual/ contingent employment;
 - (b) any person subject to discharge from service without notice or less than one month's notice;



- (c) (i) any person for whom special provision is made in respect of matters covered by these regulations or under any law for the time being in force or under any agreement entered into or with the previous approval of the Board of Directors before or after the commencement of these regulations, in regard to matters covered by special provisions;
 - (ii) any employee, between whom and the Nigam a specific contract or agreement subsists in respect of any matter dealt with herein to the extent of which specific provision, is made in the contract or agreement; provided that in respect of any matter for which no provision has been made in the agreement, the provisions of these regulations shall apply;
 - (d) any employee appointed on deputation from Central Government or any other State Government or Govt. owned company/ utility.
- (2) Notwithstanding anything contained in Sub-Regulation-(1) these regulations shall apply to every Nigam employee temporarily transferred to a service or post coming within Clause (c) of Sub Regulation-(1) to whom, but for such transfer, these regulations would apply.
 - (3) If any doubt arises whether or not these regulations or any of them applies to any person, the matter shall be referred to the Board of Directors of DHBVN, whose decision shall be final.

3. Definitions.—

- (1) In these regulations, unless the context otherwise requires:-

(a) **“appointing authority”** in relation to a Nigam employee means,-

- (i) the authority empowered to make appointments to the service of which the Nigam employee is for the time being a member; or
- (ii) the authority empowered to make appointments to the post, which the Nigam employee for the time being holds; or
- (iii) the authority which appointed the Nigam employee to such service, pay structure or post, as the case may be;
- (iv) where the Nigam employee having been a permanent member of any other service or having substantively held any other permanent post, has been in continuous employment of the Nigam, the authority which appointed him to that service or to any pay structure in that service or to that post whichever authority is higher in rank;

EXPLANATION: If a permanent employee switches over from one class of Establishment to other class, the appointing authority for such an employee will be the authority on which the employee holds permanent lien.

(b) **“nigam”** means the Dakshin Haryana Bijli Vitran Nigam formed and incorporated under the Companies Act, 1956 and shall include its successors and assign;

- (c) **"board of directors"** means the collective body of the Directors of the Nigam under the Companies Act, 1956;
- (d) **"chairman"** means the Chairman of the Nigam appointed by the Govt. under Article 31 of the Articles of Association of the Nigam;
- (e) **"managing director"** means the Managing Director of the Nigam appointed by the Govt. under Article 31 of the Articles of Association of the Nigam;
- (f) **"nigam employee"** means a person appointed to any service or post in connection with the affairs of the Nigam;
- (g) **"foreign service"** means service in which an employee of the Nigam receives his pay, with the sanction of the Nigam from any source other than the funds of the Nigam;
- (h) **"government"** means the Government of the State of Haryana;
- (i) **"punishing authority"** means the authority notified under the Service Regulations, to inflict, on a Nigam employee, any of the penalties specified in Regulation-4;
- (j) **"service"** means a service constituted in connection with the affairs of the Nigam;
- (k) **"dismissal"** means removal from service of a Nigam employee by way of punishment on account of any grave misconduct on his part or serious criminal

charge against him. The dismissal shall be a disqualification for future employment;

- (l) **“removal”** means removal of a Nigam employee from service. It is one of the major punishments awarded under these regulations. However, the removed person is not debarred for future employment;
 - (m) **“censure”** means expression of severe displeasure. It is one of the minor penalties imposed under regulation 4;
 - (n) **“charged person”** means a Nigam employee against whom disciplinary proceedings under these regulations have been instituted;
 - (o) **“compulsory retirement”** means retirement from service of a Nigam employee as a measure of punishment under these regulations, irrespective of age or length of service of such employee;
 - (p) **“termination”** means discharge from service on whatsoever reason by the competent authority but not by way of removal or dismissal from service;
- (2) The words and expressions not defined in these regulations but defined in the Haryana Civil Services (General) Rules, 2016 shall have the same meaning respectively for the purpose of these regulations.

4. Penalties.—

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on a Nigam employee:-

(a) **Minor Penalties:-**

- (i) warning with a copy in the personal file;
- (ii) censure;
- (iii) withholding of promotion for a specified period upto one year;
- (iv) recovery from pay of the whole or part of any pecuniary loss, caused by negligence or supervisory lapse, breach of orders of the Nigam or Central Government or a State Government or to a Company Association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by Government or to a local authority set-up by an Act of Parliament or of the Legislature of a State, during discharge of official duty;
- (v) withholding of increment(s) without cumulative effect;
- (vi) recovery from pay of the whole or part of any pecuniary loss, caused by negligence or supervisory lapse, breach of orders of the Nigam for the following:-
 - (a) Cost of shortages of oil & breakage, missing parts of Damaged Transformers.
 - (b) Cost of shortages detected during checking of M.A.S. accounts or non-submissions of the same and all other

cases of loss to the Nigam related to Works/Expenditure audit.

(c) All other cases of loss sustained to the Nigam related to Works/ Expenditure audit.

(d) Loss incurred to the Nigam on account of non-recovery of Half Margins/ delay in charging/ settling of Half Margins pointed out by Revenue Audit parties.

(b) **Major Penalties:-**

- (i) withholding of increment(s) with cumulative effect;
- (ii) withholding of promotion for a specified period more than one year;
- (iii) reduction to a lower stage in the pay structure for a specified period, with the specific directions as to whether normal increment shall be admissible or not during the currency of the specified period of reduction, and further, whether on the expiry of the period of reduction his pay is to be restored or not;
- (iv) reduction to a lower pay structure, post or service for a period of more than one year from which he has been promoted which shall ordinarily be a bar to the promotion of the Nigam employee to the pay structure, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the pay structure,

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post or service from which the Nigam employee was reduced and his seniority and pay on such restoration to that pay structure, post or service;

- (v) compulsory retirement;
- (vi) removal from service;
- (vii) dismissal from service;
- (viii) recovery from pay of such employee the pecuniary loss caused to the Nigam due to malafide intention.

EXPLANATION.— The following shall not amount to a penalty/ penalties within the meaning of this Regulation:-

- (i) withholding of increments of pay of Nigam employee for his failure to pass any Departmental Examination in accordance with the Rules/ Regulations or orders governing the Service to which he belongs or post which he holds or the terms of his appointment.
- (ii) non-promotion of a Nigam employee, whether in a substantive or officiating capacity, after consideration of his record to a service or pay structure or post for promotion to which he is eligible.
- (iii) withdrawal or non-grant of ACP Pay structure on foregoing promotion;

- (iv) reversion of a Nigam employee officiating in higher pay structure, post or service to a lower pay structure, post or service on the ground that he is considered to be unsuitable for such higher pay structure, post or service on any administrative grounds but not connected with his conduct;

Note: If a Nigam employee is promoted to the higher post subject to the condition that he shall have to qualify any departmental test within a stipulated period, but he does not qualify the said examination. In that eventuality, he shall be liable to be reverted to the post from which he was promoted and it shall not be treated as penalty under *ibid* Regulations.

- (v) reversion of a Nigam employee, promoted or appointed to any service, post or pay structure during or at the end of the period of probation, in accordance with the terms of his appointment or the regulation and orders governing such probation;
- (vi) compulsory retirement of a Nigam employee in accordance with the provisions relating to his superannuation or retirement in accordance with provisions contained in the Haryana Civil Service Rules 2016;
- (vii) termination of the service:-

- (a) of a Nigam employee appointed on probation, during or at the end of the

period of his probation in accordance with the terms, of his appointment or the rules/ regulations and orders governing such probation; or

- (b) of a temporary Nigam employee appointed otherwise than under contract, on the expiry of the period of appointment, or on the abolition of the post or before the due time in accordance with the terms of his appointment; or
- (c) of a Nigam employee employed under an agreement in accordance with the terms of such agreement.

Note 1.— Punishing authorities may publish the reasons for dismissal of a particular employee and reasons thereof, in any News Paper/ Publication, where it considers desirable in public interest.

Note 2.— In order to guard against the inadvertent re-employment of person dismissed, from the Nigam service, the authority passing an order of dismissal shall intimate to all concerned officers of the Nigam and to Deputy General of Police Haryana, Head of Criminal Investigation Department in the Police Department, Haryana, Deputy Commissioner and the Superintendent of Police of the District of which the person concerned is a permanent resident, the name of such a person and any other particulars

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required for purpose of identification, unless the dismissal has been notified in the leading newspapers. Similarly, if a person happens to be a resident of another State, the aforesaid officers of that State shall be informed accordingly.

Note 3.— The provisions of this regulation, shall not be construed to derogate from the provisions of the Payment of Wages Act - 1936, or any other Law authorizing the imposing of fines on the employees governed by these laws and the authority competent to award the punishment of fine, may do so in addition to the Punishment mentioned in this regulation.

Note 4.— The discharge of a person appointed to hold a temporary appointment, otherwise than in accordance with the provisions of Explanation (vii) (b) to Regulation- 4 amounts to removal or dismissal and is, therefore, appealable under these Regulations.

Note 5.— The distinction between censure, the withholding of promotion and non-selection to a selection post, is of considerable importance. Both censure and the withholding of promotion are appealable under these regulations. On the other hand non-selection for a selection post is not appealable.



If a Nigam employee because of unsatisfactory record and unfavourable confidential reports, is not selected for a selection post and some other Nigam employee junior to him is selected in preference, this does not amount to the withholding of promotion. If any inquiry is held against a Nigam employee and an order of censure is passed on him, it is open to him to appeal. If he does not appeal or his appeal is rejected, and if subsequently because of the existence of this censure in his record, he is not selected for a selection post, and some other Nigam employee junior to him is selected in preference, this also does not amount to the withholding of promotion. If, however, an inquiry is held against a Nigam employee, and an order is passed that he shall not be promoted to a selection post for a definite period or until he has obtained good reports, this order shall amount to the infliction of the penalty of withholding promotion. This distinction between non-selection for a selection post and the withholding of a promotion may be summed up as being, that in the former case the Nigam employee in question is considered for selection but some other Nigam employee is preferred on his merits, while in the latter case the Nigam employee in question has been declared before hand, as a disciplinary measure, to be ineligible for selection, irrespective of the merits of the other Nigam employees available.

Note 6.—(i) While reduction of seniority as an independent penalty is not provided for in Regulation 4, and shall not be imposed as such. The loss of seniority as a result of an order of reduction to a lower post or pay structure, being inherent in the order of reduction shall not be avoided.

(ii) The seniority, on re-promotion of a Nigam employee reduced to a lower post or pay structure, shall be determined by the date of such re-promotion in accordance with the orders issued by the competent authority. Such Nigam employee shall not be restored to his original position unless this is specifically laid down at the time of order of punishment is passed, or revised on appeal.

Note 7.— Unauthorized desertion of post by a public employee in the face of enemy action, or threat of enemy action clearly amounts to grave misconduct and shall, therefore, constitute a good and sufficient reason within the meaning of Regulation 4, for removal or dismissal in addition to any penalty provided in the Haryana Essential Service (Maintenance) Act, 1974. Forfeiture of past service towards pension shall then follow automatically by virtue of the provisions in Haryana Civil Services (Pension) Rules, 2016 or forfeiture of Nigam contribution in the account of Nigam employee who are covered

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under the New Defined Contributory Pension Scheme, 2008.

Note 8.— Repeated misconduct of an employee, which entails minor penalties, can lead to imposition of major penalties, if the employee does not improve upon his conduct.

5. Suspension and withholding of emoluments.—

(1) The appointing authority or any other authority to which it is subordinate or the punishing authority or any other authority empowered in that behalf by the Nigam, by general or special order, may place a Nigam employee under suspension where—

- (a) a disciplinary proceeding against him is contemplated or is pending, or
- (b) a case against him in respect of any criminal offence is under investigation, inquiry or trial;

Provided that the suspended employee, shall be bound to mark his presence on all working days in the office where his headquarter during the period of his suspension, is fixed and in not doing so, would be an act of misconduct; or

- (c) in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the Nigam:

Provided that where a Nigam employee against whom disciplinary proceedings are contemplated is suspended, such suspension shall not be valid, where the disciplinary proceedings are not initiated

against him before the expiry of a period of ninety days from the date from which the employee was suspended:

Provided further that the competent authority in the matter may, at any time before the expiry of the said period of ninety days and after considering the special circumstances for not initiating disciplinary proceedings, to be recorded in writing and after seeking the approval of next higher authority allow continuance of the suspension beyond ninety days but not beyond one hundred eighty days without the disciplinary proceedings being initiated;

Note 1.— The order of suspension shall stand revoked, being invalid, unless the punishing authority obtains the approval of next higher authority and informs the Nigam employee under suspension the specific period of extension of suspension before the expiry of period of ninety days or extended period of another ninety days, as the case may be.

Note 2.— Where the order of suspension, is made by an authority lower than the appointing authority or any other authority empowered in that behalf by the Nigam, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

- (2) A Nigam employee shall be deemed to have been placed under suspension by an order of the appointing authority—

- (a) with effect from the date of his detention, if he is detained in custody whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
- (b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation.— The period of forty-eight hours referred to in Clause (b) of this sub-regulation shall be computed from the commencement of imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Nigam employee under suspension is set aside on appeal or review under these regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Nigam employee is set aside or declared or rendered void in consequence of or by a decision of a Court of law, and the punishing authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegation on which the penalty of dismissal, removal or

compulsory retirement was originally imposed, the Nigam employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders:

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going into the merits of the case.

- (5) An order of suspension made or deemed to have been made under this regulation shall continue to remain in force until it is modified or revoked by the competent authority.
- (6) Where a Nigam employee is suspended or is deemed to have been suspended, whether in connection with any disciplinary proceeding or otherwise, and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by it in writing, direct that the Nigam employee shall continue to be under suspension until the termination of all or any of such proceedings.
- (7) An order of suspension made or deemed to have been made under this regulation may at any time be modified or revoked by the authority, which made or is deemed to have made the order or by any authority to which that authority is subordinate.
- (8) When a Nigam employee is suspected of being concerned in the embezzlement of Nigam money and is placed under

suspension, the authority competent to order his dismissal may direct, that unless he furnishes security for the reimbursement of the said money to the satisfaction of his immediate superiors, the payment of any sum due to him by the Nigam on the date of his suspension, shall be deferred until such time as the said authority passes final orders on the charges framed against him;

Provided that Nigam employee shall be entitled to the payment of a subsistence allowance in respect of the period for which the admissible emoluments, if any, are withheld.

6. Authority to impose punishment.—

The authorities competent to impose any of the penalties specified in Regulation 4 upon the persons to whom these regulations apply, shall be such, as may be prescribed by the Nigam in the regulations regulating the appointment and conditions of service of such persons. The delegation of Administrative powers to inflict Minor/ Major Punishment & Appellate Authority to Gazetted Employees and Non-Gazetted Employees is placed as Annexure 'A'.

7. Procedure for imposing major penalty.—

(A) Inquiry before imposition of major penalty—

- (1) No order of imposing a major penalty specified in Regulation 4(b) of these Regulations shall be passed against a person to whom these regulations are applicable unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.



- (2) Whenever the punishing authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against a Nigam employee, it may itself inquire into, or appoint under this regulation or under the provisions of the Public Servants (Inquiries) Act. 1850, as the case may be, an authority to inquire into the truth thereof:

Provided that where there is a complaint of sexual harassment under Sub Section 01 of Section 04 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act - 2013 or "DHBVN Employees Conduct Regulations - 2006", the complaints committee established in each Department or Officer for inquiring into such complaints shall be deemed to be the Inquiry Officer appointed by the punishing authority for the purpose of these regulations and the complaints committee shall hold, if separate procedure has not been prescribed for the complaints committee for holding the inquiry into the complaints of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down in these regulations.

- (3) Where it is proposed to hold an inquiry against a Nigam employee under this regulation, the punishing authority shall draw up or cause to be drawn up—

- (i) the substance of imputation of misconduct or misbehaviour into definite and distinct statement of charges;
- (ii) a statement of imputation of misconduct or misbehaviour in support of each statement of charge, which shall contain—



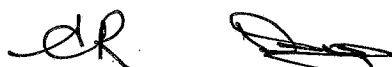
- (a) a statement of all relative facts including any admission or confession made by the Nigam employee;
 - (b) a list of documents by which and a list of witnesses by whom, the statement of charges are proposed to be sustained.
- (4) The punishing authority shall deliver or cause to be delivered to the Nigam employee, a copy of the statement of charges, the statement of the imputations of misconduct or misbehaviour and a list of document and witness by which each statement of charge is proposed to be sustained and shall require the Nigam employee to submit, within such time as may be specified (not more than 45 days), a written statements of his defence and to state whether he desires to be heard in person.
- (5) In case the competent authority is satisfied with the written statement of defence given by the charged person, it may drop the charge-sheet without resorting to the procedure of conducting inquiry. However, if the competent authority after considering the written statement of defence of the charged person, arrives at a provisional conclusion that awarding of minor punishment shall meet the ends of justice, it may dispense with the procedure of conducting the inquiry and call upon the Nigam employee to show cause, within reasonable time not exceeding 15 days, why the proposed penalty may not be inflicted upon him. Any representation submitted by him in this behalf, shall be taken into consideration before the final order is passed.
- (6) Subject to the provisions of sub-regulation (5), on receipt of the written statement of defence, the punishing authority may—



- (i) itself inquire into such of the statement of charges as are not admitted; or,
 - (ii) if it considers it necessary so to do, appoint under sub-regulation (2), an Inquiry Officer for the purpose; and
 - (iii) where all the statement of charges have been admitted by the Nigam employee in his written statement of defence, the punishing authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in regulation 7(C);
- (7) If no written statement of defence is submitted by the charged person within the specified period or extended period, if any, allowed by the punishing authority after due consideration, the punishing authority may itself inquire into the statement of charges or may, if it considers it necessary to do so, appoint under sub-regulation (2), Inquiry Officer for the purpose.
- (8) Where the punishing authority itself inquires into any article of charge(s) or appoints an Inquiry Officer for holding an inquiry into such charge(s), it shall by an order, appoint a Nigam employee or a legal practitioner, to be known as the 'Presenting Officer' to present on its behalf the case in support of the statement of charges.
- (9) The punishing authority shall, where it is not itself the Inquiry Officer, forward to the Inquiry Officer—
- (i) a copy of the article of charges and the statement of the imputation of misconduct or misbehaviour;

- (ii) a copy of written statements of defence, if any submitted by the charged person;
 - (iii) a copy of the statement of witnesses, if any, referred to in sub regulation (3);
 - (iv) evidence proving the delivery of the documents required to be delivered to the charged person under sub-regulation (4);
 - (v) a copy of the order appointing the Presenting Officer.
- (10) The charged person shall appear in person before the Inquiry Officer on such day and at such time within ten working days from date of receipt by him of the statement of charges and the statement of the imputations of misconduct or misbehaviour as the Inquiry Officer may, by a notice in writing, specify in this behalf, or within such further time not exceeding ten days, as the Inquiry Officer may allow.
- (11) The Inquiry Officer appointed to conduct inquiry shall serve maximum two notices to the charged person to appear before him for presenting his case. In case the charged person does not appear after the service of two notices, the Inquiry Officer shall be competent to proceed ex-parte in the matter. However, after considering the circumstances to be recorded, the Inquiry Officer may serve third notice also.

Provided that if the said notices are not acknowledged by the charged person, Inquiry Officer may service the same by pasting the notice at the residence of the charged person duly witnessed by any two officials, which shall



be considered as deemed acknowledgement by the charged person.

(12) If the charged person refuses or omits to plead, the Inquiry Officer shall require to produce the evidence by which he proposes to prove the statement of charges, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the charged person may for the purpose of preparing his defence—

- (i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-regulation (3);
- (ii) submit a list of witnesses to be examined on his behalf;
- (iii) apply orally or in writing for the supply of copies of the statements, if any recorded, of witness mentioned in the list referred to in sub-regulation (3), in which case the inquiring authority shall furnish to him such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the punishing authority; and
- (iv) give a notice within ten days of the order or within such further time not exceeding ten days, as the inquiring authority may allow for the discovery or production of any documents which is in the possession of Nigam, but not mentioned in the list referred to in sub-regulation (3) and the Nigam employee shall also indicate the relevance of the

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document required by him to be discovered or produced by the Nigam.

- (13) The person against whom a charge is being enquired into, shall be allowed to obtain the assistance of a Nigam employee or a retired Nigam employee if he so desires, in order to produce his defence before the Inquiry Officer. If the charge or charges are likely to result in the dismissal of the person from the service of the Nigam, such person may, with the sanction of the Inquiry Officer, be represented by counsel:

Provided that if in any inquiry, counsel is engaged on behalf of Nigam, the person against whom the charge or charges are being enquired into, shall also be entitled to engage counsel:

Provided further that the assistance of a particular Nigam employee shall be allowed only if the Inquiry Officer is satisfied that he is of such rank as is appropriate in the circumstances of the case and that he may be spared by the Nigam for that purpose.

- (14) If the charged person, who has not admitted any of the statement of charges in his written statement of defence, or has not submitted any written statement of the defence, appears before the Inquiry Officer, such officer shall ask him whether he is guilty or has any defence to make. If he pleads guilty to any of the articles of the charge, the Inquiry Officer shall record the plea, sign the record and obtain the signature of the charged person thereon.
- (15) The Inquiry Officer shall give to the charged person a finding of guilt in respect of these statements of charges to which the charged person pleads guilty.

- (16) The persons charged shall, subject to the conditions described in sub-regulation (3) be entitled to cross examine the witness, to give evidence in person and to have such witness called, as he may wish, provided that the Officer conducting the inquiry may for reasons to be recorded in writing, refuse to call any witness. The proceedings shall contain a sufficient record of the evidence and statement of the findings and the grounds thereof:

Provided that it shall not be necessary to frame any additional charge when it is proposed to take action in respect of any statement of allegation made by person charged in the course of his defence:

Provided further that the provisions of the foregoing sub-regulation shall not apply where any major penalty is proposed to be imposed upon a person on the ground of conduct which has led to his conviction on a criminal charge; or where an authority empowered to dismiss or remove him, or reduce him in rank is satisfied that, for some reasons to be recorded by him in writing, it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him, or wherein the interest of the security of the State it is considered not expedient to give to that person such an opportunity.

- (17) If any question arises whether it is reasonably practicable to give to any person an opportunity to defend himself under sub-regulation (2), the decision thereon of the punishing authority shall be final.



- (18) Where any person has made a statement on oath, in evidence before any criminal or civil Court, in any case, in which charged person was party and had full opportunity to cross-examine such person and where it is intended to prove the same facts as deposed to by such person in such statement in any inquiry under the Public Servants (Inquiries) Acts, 1850, shall not be necessary to call such person to give oral evidence in corroboration of that statement. The certified copy of the statement previously made by him in any such case may be read as part of the evidence:

Provided that the Officer conducting the inquiry shall, in interest of justice order the production of witness in person either for further examination or for further cross-examination by persons charged.

- (19) The charged person shall not be allowed, except at discretion of the Inquiry Officer, to be exercised in the interest of justice to call as a witness in his defence any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or whose previous statement has been admitted in the manner herein provided.

Note 1.— Charges need not necessarily be framed in relation only to specific incidents or acts of misconduct. When reports received against an officer or a preliminary inquiry show that his general behaviour has been such as to be unfitting to his position, or that he has failed to reach or maintain a reasonable standard of efficiency he may be charged accordingly, and a finding of such a charge may be valid ground for the infliction of any authorized punishment, which may be considered

suitable in the circumstances of the case. It shall be necessary to communicate the charges of misbehaviour or of Inefficiency or of both as the case may be, to the officer concerned but statement which is to be communicated to the officer in support of the charges need not specify particular acts of misconduct. It shall be sufficient in the statement to give the list of the report on the basis of which misbehaviour or inefficiency is alleged.

Note 2.— Any person compulsory retired from service in accordance with the procedure prescribed by this regulation shall be granted such compensation, pension gratuity, or Provident Fund benefits as may have been admissible to him had he been discharged from service due to the abolition of his post without any alternative suitable employment being provided, under the regulations applicable to his service or post on the date of such retirement.

- (20) (a) Whenever an inquiry officer has not been able to conclude to inquiry due to any reason whatsoever, the inquiry officer appointed in his place, will continue the inquiry from the stage already reached.
- (b) As far as possible, the inquiry officer shall make endeavor to conclude the inquiry within 06 months.
- (21) It is to be noted that the "disciplinary proceedings" shall abate on the demise of the employee. A formal order in this regard, may be passed by the concerned competent authority.
- (22) Where an employee prays for a personal hearing in reply to the show cause notice after the conclusion of inquiry,

such personal hearing shall ordinarily be granted. It may be declined in exceptional circumstances by way of speaking order by such authority.

(B) Submission of Inquiry Report—

- (1) After the close of the inquiry, the Inquiry Officer shall prepare his report which inter-alia indicate the following:-
 - (a) statement of charges and the allegations framed against the Nigam employees;
 - (b) his explanation, if any;
 - (c) oral and documentary evidence produced in support of the charges;
 - (d) oral and documentary evidence led in defence;
 - (e) findings on the charges.
- (2) The Inquiry Officer shall give clear findings on each of the charges so that the Nigam employee shall know from the findings on what ground he has been found guilty. Each finding shall be supported by evidence and reasons thereof. The findings are in the nature of a report to the competent authority to enable it to pass final orders. Such findings are to assist but do not bind him. He himself alone has to come to a final decision. Moreover, the Inquiry Officer shall not in any case recommend or propose any penalty.
- (3) The Inquiry Officer, where it is not itself the punishing authority, shall forward to the punishing authority the records of inquiry which shall include—





- (a) the report prepared by it under regulation 7(B)(1);
- (b) the written statement of defence, if any, submitted by the charged person;
- (c) the oral and documentary evidence produced in the course of the inquiry;
- (d) written briefs, if any, filed by the presenting officer or the charged person or both during the course of the inquiry; and
- (e) the orders, if any, made by the punishing authority and the Inquiry Officer in regard to the inquiry.

(C) Action on Inquiry Report—

- (1) After the inquiry against a Nigam employee has been completed, in case the punishing authority himself is not the Inquiry officer, a copy of the inquiry report shall be supplied to the Nigam employee with liberty to submit representation within 15 days from the date of receipt of the said inquiry report. Any representation, if submitted by him in this behalf, shall be taken into consideration before the punishing authority arrives at conclusion with regard to his guilt or innocence of the charges:

Provided that this sub-regulation shall not apply to cases, where Nigam employee has been found guilty of corrupt practices, in which nature of evidence is such that even after furnishing of report to the Nigam employee, no different consequences would follow.

- (2) After receipt of the representation from the employee as per sub-regulation (1) above or in the event of non-submission of any representation by him within the

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stipulated period as the case may be, the punishing authority, in case of having concluded about his guilt, shall arrive at a provisional conclusion as regards the penalty to be inflicted. The Nigam Servant shall be called upon to show cause, within reasonable time not exceeding 15 days, against the particular penalty proposed to be inflicted upon him. Any representation submitted by him in this behalf, shall be taken into consideration before the final orders are passed:

Provided that if the punishing authority disagrees with any part or whole of the findings of the inquiry officer, the point or points of such disagreement, together with a brief statement of grounds thereof, shall also be supplied to the Nigam employee.

8. Procedure for Imposing minor penalties.—

- (1) Without prejudice to the provisions of regulation 7, no order for imposing a minor penalty shall be passed on a Nigam employee unless he has been given an adequate opportunity of making any representation, that he may desire to make, and such representation has been taken into consideration:

Provided that this condition shall not apply in a case where an order—

- (i) based on facts has led to his conviction in a criminal court; or
- (ii) has been passed superseding him for promotion to a higher post on the grounds of his unfitness for that post on account of the existence of unsatisfactory record:

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Provided further that the requirements of this regulation may, for sufficient reasons to be recorded in writing, be waived where it is not practicable to observe them and where they can be waived without injustice to the Nigam employee concerned.

- (2) A show cause notice of 15 days for recovery of the cost as per para (vi)(a) of Regulation 4(a) regarding cost of shortages of oil & breakage, missing parts of Damaged Transformers; as per para (vi)(b) of Regulation 4(a) regarding cost of shortages detected during checking of M.A.S. accounts or non-submissions of the same and all other cases of loss to the Nigam related to Works/ Expenditure audit; as per para (vi)(c) of Regulation 4(a) regarding all other cases of loss sustained to the Nigam related to Works/ Expenditure audit and as per para (vi)(d) of Regulation 4(a) regarding loss incurred to the Nigam on account of non-recovery of Half Margins/ delay in charging/ settling of Half Margins pointed out by Revenue Audit parties, where the employee has been considered responsible; shall be served to the concerned employee by the XEN/DDO concerned and appropriate order shall be passed after considering the reply of concerned employee.

Provided that the XEN/DDO concerned is designated as Punishing Authority for the limited purpose of recovery of cost of shortages/ loss, as per Note 6 of Annexure 'A' of these regulations.

Provided further that the employee concerned has the right to appeal in this regard to the Superintending Engineer concerned or equivalent officer (1st appeal) and

Chief Engineer concerned or equivalent officer (2nd appeal) as per note 6 of Annexure 'A' of these regulations.

9. Right of appeal.—

Every person to whom these regulations apply, shall be entitled to appeal, as hereinafter provided, to such superior authority as may be prescribed by Nigam in the regulations regulating his conditions of services against an order, not being an order of Nigam—

- (a) imposing upon him any of the penalties specified in regulation 4;
- (b) discharging him in accordance with the term of his contract, if he has been engaged on a contract for a definite, or for an indefinite periods and has rendered, under either form of contract, continuous service for a period exceeding five years at the time when his services are terminated;
- (c) reducing or withholding the amount of pension admissible under the regulations governing pension;
- (d) termination of service;
- (e) an order which denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by regulations or by agreement;
- (f) premature retirement from service in public interest before attaining the age of superannuation.

10. Period of limitation of appeal.—

No appeal preferred under this regulation shall be entertained unless such appeal is preferred within a period of forty-five

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days from the date on which a copy of the order appealed against is delivered to the appellant:

Provided that the appellate authority may entertain the appeal within next forty five days, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

11. Order which may be passed by the appellate authority.—

(1) In the case of appeal against an order under regulation 9 or any penalty specified in regulation 4, the appellate authority shall consider whether the—

- (a) facts on which the order was based have been established;
- (b) facts established afford sufficient ground for taking action; and
- (c) penalty is excessive or adequate and after such consideration, shall pass such order as it thinks proper:

Provided that no penalty shall be increased unless opportunity is given to the person concerned to show cause why such penalty may not be increased.

(2) An Authority, against whose order an appeal is preferred, shall give effect to any order passed by the appellate authority.

11A. Notwithstanding anything contained in these Regulations where the punishing authority, by virtue of his subsequent appointment or otherwise becomes the appellate authority under Regulation-9 in respect of the appeal against such order, the said authority shall forward the appeal to the next

higher authority and such higher authority shall, in relation to that, be deemed to be the appellate authority and shall be competent to take all necessary steps in that direction.

The delegation of Administrative powers to inflict Minor/ Major Punishment & Appellate Authority to Gazetted Employees and Non-Gazetted Employees is placed as Annexure 'A'.

12. Second appeal where penalty is enhanced.—

In every case in which an appellate authority, other than Nigam increases the penalty inflicted by an authority subordinate to it upon a person to whom these regulations apply, such person shall be entitled to submit a second appeal within sixty days to the authority prescribed in the regulations regulating his conditions of service.

The delegation of Administrative powers to inflict Minor/ Major Punishment & Appellate Authority to Gazetted Employees and Non-Gazetted Employees is placed as Annexure 'A'.

13. Right of revision.—

After an appeal or the second appeal provided in Regulation-12 has been rejected, a person to whom these regulations apply, may apply for revision within a period of six month from the date on which the appeal or the second appeal, as the case may be, has been rejected, to such superior authority as may be prescribed in the regulations regulating his condition of service:

Provided that the powers of revision shall be exercised only—

- (a) if the appellate authority is one other than Board of Directors; and

- (b) on the ground of material irregularity in the proceedings of the Inquiry Officer or appellate authority, or on the discovery of new and important matter of evidence, which after the exercise of diligence was not within the knowledge of the petitioner, or could not be produced by him when the orders were passed against him or on account of some mistake or error on the face of the record.

14. Power of review.—

Notwithstanding any thing contained in these regulations:-

- (i) the Board of Directors or
- (ii) the appellate authority, or
- (iii) any other authority, specified in this behalf by the Board of Directors by a general or special order, and within such time as may be prescribed in such general or special order;

may at any time, either on his or its own motion or otherwise, call for the records of any inquiry and review any order made under these regulations or under the regulations repealed by Regulation-19 from which appeal is allowed, but from which no appeal has been preferred or from which no appeal is allowed, and may:-

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty inflicted by the order or inflict any penalty where no penalty has been inflicted.

- (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or
- (d) pass such other orders as it may deem proper.

Provided that no order inflicting or enhancing any penalty shall be made by any reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to inflict any of the penalties specified in clauses (i) to (viii) of Regulation-4(b) or to enhance the penalty inflicted by the order sought to be reviewed to any of the penalties specified in those clauses, no such penalty shall be inflicted except after an enquiry in the manner laid down in these Regulations and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the evidence adduced during the inquiry.

15. Prohibition as to collective appeal.—

Every person preferring an appeal shall do so separately and in his own name.

16. Common proceedings.—

- (1) Where two or more Nigam employees are concerned in any case, the Board of Directors or any other authority competent to impose the penalty of dismissal from

service on all such Nigam employees, may make an order directing that disciplinary action against all of them may be taken in a common proceedings.

(2) If the authorities competent to impose the penalty of dismissal on such Nigam employees are different, an order for taking disciplinary action in a common proceeding shall be made by the highest of such authorities.

(3) In any order under sub-regulation (1) shall specify the authority competent to do so under the relevant service regulations, which may function as the punishing authority for the purpose of such common proceedings.

The delegation of Administrative powers to inflict Minor/ Major Punishment & Appellate Authority to Gazetted Employees and Non-Gazetted Employees is placed as Annexure 'A'.

17. Manner of the presentation of appeal or application for revision.—

Every appeal or application for revision preferred under these regulations, shall contain material statements and arguments relied upon by the appellant or applicant, shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal or application for revision shall be submitted through the Head of the office to which the appellant or applicant belong or belonged.


18. Withholding of appeals and applications for revision.—

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- (1) An appeal or application for revision may be withheld by the Head of the office, if—
- (a) it is an appeal or application for revision in a case in which under these regulations, no appeal or application for revision lies; or
 - (b) it does not comply with the provisions of regulation 17; or
 - (c) it is an appeal and is not preferred within the prescribed period; or
 - (d) it is a repetition of a previous appeal or application for revision and is made to the same appellate or revisionary authority by which such appeal or application for revision, has been decided and no new facts or circumstances, are adduced which afford ground for a reconsideration of the case:

Provided that in every case in which an appeal or application for revision is withheld, the appellant or applicant, shall be informed of the fact and the reasons for it and a copy thereof, forwarded to the appellate authority, if any together with a copy of the appeal or application for revision so withheld:

Provided further that an appeal or application for revision withheld on account only of failure to comply with the provisions of Regulation-17 may be re-submitted at any time within one month of the date on which the appellant or applicant has been informed of the withholding of the appeal or

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application and if re-submitted in a form which complies with those provisions, shall not be withheld.

- (2) Any appellant or revisional authority, may call for the record of any appeal or application for revision withheld by an authority subordinate to it, which under these regulations may be made to it and may pass such order thereon as it considers fit.

19. Repeal and Saving.—

- (1) The Haryana State Electricity Board Employees (Punishment & Appeal) Regulations-1990 and further substituted as "DHBVN Employees Punishment and Appeal Regulations 2006" vide Notification No. 69/REG-54/SE/ADMN dated 22nd August, 2006 and amended from time to time are hereby repealed. Anything done or any action taken under the regulations so repealed shall be deemed to have been done or taken under the corresponding provisions of these regulations; provided that—

- (a) such repeal shall not affect the provisions of the said regulations or any notification or order made or anything done, or any action taken, there under; and
- (b) any proceedings under the said regulations, pending at the commencement of these regulations, shall be continued and disposed of, as far may be, in accordance with the provisions of these

regulations, as if such proceedings were proceedings under these regulations.

- (2) Nothing in these regulations shall be construed as depriving any person, to whom these regulations apply, of any right of appeal which had accrued to him under the regulations, notifications or orders in force before the commencement of these regulations.
- (3) An appeal pending at the commencement of these regulations against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these regulations, as if such orders were made and the appeal was preferred under these regulations.
- (4) As from the commencement of these regulations, any appeal or application for revision against any orders made before such commencement, shall be preferred or made under these regulations, as if such orders were made under these regulations:

Provided that nothing in these regulations, shall be construed as reducing any period of limitation for any appeal or revision provided by any regulation in force before the commencement of these regulations.

- (5) All powers, rights and remedies provided by these regulations shall be, in addition to and not in derogation of the provisions of such regulations as may be made by the Board of Directors in exercise of the powers conferred under Section 56 (3) (vi) of Haryana Electricity Reforms Act-1997, read with the Electricity Act-2003.

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20. Power to interpret, amend and relax these regulations.—

The power to interpret, amend and relax these regulations shall vest with the Board of Directors, whose decision thereon shall be final.

These regulations will supersede all the instructions/ guidelines issued on this subject earlier.

This issues in pursuance of the decision taken by the Board of Directors of DHBVN in its meeting held on 20.09.2019.


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

Endst. No. Ch- 35/SE/Admn/REG-54/Vol-I

Dated: 03.10.2019

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

1. All Chief Engineers in DHBVN.
2. The Chief Financial Officer, DHBVN, Hisar.
3. CAO/FA(HQ)/Chief Auditor/F&A(MM), DHBVN, Hisar.
4. The Chairman, CGRF, DHBVN, Hisar.
5. The Company Secretary, DHBVN, Hisar w.r.t. office Memo No. CS/BOD-182/Advice-5258 dated 01.10.2019.
6. All Superintending Engineers in DHBVN.
7. The Controller of Stores, DHBVN, Hisar.
8. The Superintending Engineer/IT, DHBVN, Hisar **for uploading the same on website.**
9. The Chief Communications Officer, DHBVN, Hisar.

10. All Executive Engineers in DHBVN.
11. All Sectional Heads with Headquarters at Hisar.



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

Endst. No. Ch- 35 /SE/Admn/REG-54/Vol-I

Dated: 03.10.2019

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

1. The Chairman-cum-Managing Director, Vidyut Sadan, UHBVN, 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.





Powers to inflict Punishments*(See Regulation No. 6, 8, 11, 12 & 16)*

Sr. No.	Rank		MINOR/ MAJOR PUNISHMENT		
			Punishing Authority	1 st Appellate Authority	2 nd Appellate Authority
(1)	(2)		(3)	(4)	(5)
1.	(i) Chief Engineer (ii) Chief Financial Officer (iii) Superintending Engineer (iv) FA/ CAO/ CA (v) Executive Engineer (vi) Chief Communications Officer (vii) Sr. Accounts Officer (viii) Under Secretary/ Sr.P.S./ Administrative Officer (ix) Any other equivalent rank officer		Managing Director	Chairman	BODs
2.	(i) AEE/ AE/ Accounts Officer/ System Analyst	Minor	Director concerned	Managing Director	Chairman
	(ii) Superintendent (iii) Sports Officer (iv) Law Officer (v) Private Secretary (vi) Any other equivalent rank officer	Major	Managing Director	Chairman	BODs
3.	Peon (Field) & all other Class-IV employees of Field.		XEN	SE	SE/HR




Sr. No.	Rank	MINOR/ MAJOR PUNISHMENT		
		Punishing Authority	1 st Appellate Authority	2 nd Appellate Authority
(1)	(2)	(3)	(4)	(5)
4.	Peon (Head Office) & all other Class-IV employees of Head Office.	SE/Admn	CE/HR&A	Director/OP
5.	Assistant Line Man	XEN	SE	CE/OP
6.	Line Man	SE	CE/OP	Director/OP
7.	Assistant Foreman	SE	CE/OP	Director/OP
8.	Foreman	SE	CE/OP	Director/OP
9.	Shift Attendant	XEN	SE	CE/OP
10.	Assistant Sub Station Attendant	SE	CE/OP	Director/OP
11.	Sub Station Attendant	SE	CE/OP	Director/OP
12.	Lab Attendant	SE/HR	CE/HR&A	Director/OP
13.	Meter Mechanic/ Senior Lab Attendant	SE/HR	CE/HR&A	Director/OP
14.	Lab Assistant	SE/HR	CE/HR&A	Director/OP
15.	Lower Divisional Clerk/Field	SE	CE/OP	Director/OP
16.	Meter Reader	SE	CE/OP	Director/OP
17.	Upper Divisional Clerk/Field	SE/HR	CE/HR&A	Director/OP
18.	Commercial Assistant (Now Assistant/Field)	SE/HR	CE/HR&A	Director/OP
19.	Circle Assistant (Now Assistant/Field)	SE/HR	CE/HR&A	Director/OP
20.	Head Clerk (Now Deputy Superintendent/Field)	SE/HR	CE/HR&A	Director/OP
21.	Pump Operator	SE	SE/HR	CE/HR&A

Sr. No.	Rank	MINOR/ MAJOR PUNISHMENT		
		Punishing Authority	1 st Appellate Authority	2 nd Appellate Authority
(1)	(2)	(3)	(4)	(5)
22.	Carpenter	XEN	SE	SE/HR
23.	Crane Driver	SE	SE/HR	CE/HR&A
24.	Driver (Field)	SE	CE/OP	Director/OP
25.	T/Driver	SE	CE/OP	Director/OP
26.	Lower Divisional Clerk (HO) & Lower Divisional Clerk (Common Cadre)	SE/Admn	CE/HR&A	Director/OP
27.	Upper Divisional Clerk (HO) & Upper Divisional Clerk (Common Cadre)	SE/Admn	CE/HR&A	Director/OP
28.	Assistant (Head Office)	SE/Admn	CE/HR&A	Director/OP
29.	Deputy Superintendent (Head Office)	SE/Admn	CE/HR&A	Director/OP
30.	Divisional Accountant	SE/Admn	CE/HR&A	Director/OP
31.	Section Officer	SE/Admn	CE/HR&A	Director/OP
32.	Driver (Head Office)	SE/Admn	CE/HR&A	Director/OP
33.	J.B.T. Teacher	SE/Admn	CE/HR&A	Director/OP
34.	P.T.I.	SE/Admn	CE/HR&A	Director/OP
35.	B.Ed. Teacher	SE/Admn	CE/HR&A	Director/OP
36.	Steno Typist	SE/Admn	CE/HR&A	Director/OP
37.	Junior Scale Stenographer	SE/Admn	CE/HR&A	Director/OP
38.	Senior Scale Stenographer	SE/Admn	CE/HR&A	Director/OP
39.	Personal Assistant	SE/Admn	CE/HR&A	Director/OP
40.	Hindi Translator	SE/Admn	CE/HR&A	Director/OP
41.	Junior Photographer	SE/Admn	CE/HR&A	Director/OP

Sr. No.	Rank	MINOR/ MAJOR PUNISHMENT		
		Punishing Authority	1 st Appellate Authority	2 nd Appellate Authority
(1)	(2)	(3)	(4)	(5)
42.	Matron/Nurse	SE/Admn	CE/HR&A	Director/OP
43.	Pharmacist	SE/Admn	CE/HR&A	Director/OP
44.	Lab Technician	SE/Admn	CE/HR&A	Director/OP
45.	Store Munshi	SE/HR	Director/OP	Managing Director
46.	Assistant Store Keeper	SE/HR	Director/OP	Managing Director
47.	Store Keeper	SE/HR	Director/OP	Managing Director
48.	Head Store Keeper	SE/HR	Director/OP	Managing Director
49.	Stock Verifier	SE/HR	Director/OP	Managing Director
50.	Assistant Store Officer	SE/HR	Director/OP	Managing Director
51.	Security Havildar	SE/HR	Director/OP	Managing Director
52.	Draftsman	SE/HR	Director/OP	Managing Director
53.	Head Draftsman (H.D.M./ D.H.D.)	SE/HR	Director/OP	Managing Director
54.	Circle Head Draftsman (C.H.D.)	SE/HR	Director/OP	Managing Director
55.	Chief Draftsman	SE/HR	Director/OP	Managing Director
56.	Security Officer	SE/HR	Director/OP	Managing Director




Sr. No.	Rank	MINOR/ MAJOR PUNISHMENT		
		Punishing Authority	1 st Appellate Authority	2 nd Appellate Authority
(1)	(2)	(3)	(4)	(5)
57.	Junior Engineer/ Civil	SE/HR	Director/OP	Managing Director
58.	Junior Engineer/ Electrical	CE/OP	Director/OP	Managing Director
59.	Junior Engineer-I	CE/OP	Director/OP	Managing Director
60.	Junior System Engineer	CE/OP	Director/OP	Managing Director
61.	Assistant Law Officer (Downgraded from Class-II to Class-III post)	SE/Admn	CE/HR&A	Director/OP

Note:-

1. In case punishing authority happens to be Chairman-cum-Managing Director, then the appellate authority will be the Board of Directors of DHBVN.
2. As per P&A Regulations, 2nd appeal will lie only If punishment is enhanced by the 1st appellate authority, provided that if the 1st appellate authority is BODs, only review will lie with the BODs.
3. The appellate authority shall be competent to suo motu take cognizance of the punishment awarded by the punishing authority and enhance the punishment, if deemed fit.
4. The CMD or the MD may call for the record of the decisions given by their subordinates and confirm, enhance, modify or





annual the same or make further inquiry or direct such to be made before passing orders.

5. In a single Act of omission and commission by two or more officials/ officers, common inquiry officer may be appointed for all and punishment to any official/ officer be awarded after taking into consideration the quantum of punishment awarded to other officers/officials.
6. The XEN/ DDO concerned is hereby designated as Punishing Authority for Group 'C' employees for deciding cases of recovery where the employee has been considered responsible for following:-
 - Cost of shortages of oil & breakage, missing parts of Damaged Transformers.
 - Cost of shortages detected during checking of M.A.S. accounts or non-submissions of the same and all other cases of loss to the Nigam related to Works/Expenditure audit.
 - All other cases of loss sustained to the Nigam related to Works/ Expenditure audit.
 - Loss incurred to the Nigam on account of non-recovery of Half Margins/delay in charging/ settling of Half Margins pointed out by Revenue Audit parties.

Appellate Authorities:-

In case of recovery against such employees, the Superintending Engineer concerned or equivalent officer shall be the 1st appellate authority and the concerned Chief Engineer or equivalent officer shall be 2nd appellate authority if the recovery amount is enhanced.



7. The Administrative Powers to decide Charge Sheets/ Show Cause Notices/ Explanation etc. in respect of all Non-gazetted employees (except JE/ JE-I) in DHBVN, where Vigilance inquiry is involved, are hereby delegated to the Superintending Engineer/Admn., DHBVN, Hisar. Powers to decide disciplinary proceedings in respect of JE/ JE-I where vigilance inquiry is involved, will continue to be dealt in the office of SE/Admn., DHBVN, Hisar and same will be decided by the Chief Engineer/HR & Admn., DHBVN, Hisar.

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