

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Instruction No. 51/MON/2011

From

Coordinator,
DHBVN, Hisar

To

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

Memo No:-Ch- 147/MON-260/V-1

Dated:-.16.3.2011.

Subject: Maintenance of Movement & Inspection Register.

The instructions bearing No. 46/MON/2010 issued vide this office memo No. Ch-57/MON-260/V-1 dated 21.5.2010 that a Movement Register shall be maintained at sub division level. The JE/AFM shall make the entry before leaving the office for detection of theft by clearly mentioning whether there is any source report for theft, the checking/raiding is against informer scheme (XYZ) OR the checking is on the basis of data analysis.

It has further been decided by the management that:

1. The **Movement Register** shall be maintained by all categories of officials/staff of sub division. All the officials shall make the entry in the Movement Register before leaving the office by clearly mentioning the purpose.
2. It has been observed that no record of inspection being carried out by the senior officers is being maintained. Therefore, it has been decided that each division/ sub division office shall maintain the **Inspection Register** and the same shall be put up to the senior officers during inspection. The inspecting officer shall append his remarks in the register immediately after inspection. The inspecting officers shall also check that whether the observations pointed out during previous inspection have been attended or not.

The observations pointed out by the inspecting officer shall be attended by the concerned XEN/SDO (OP) immediately.

CGMs/GMs (OP) shall direct all the DGMs/AGMs under their jurisdiction for maintaining the above registers in their office with immediate effect and shall put up the same to the senior officers during their visit.

It shall be ensured that above instructions are complied with meticulously with immediate effect.

This issues with the approval of MD, DHBVN.

**Coordinator,
DHBVN, Hisar**

Endst.No Ch- 147/MON-260/V-1

Dated:- 16.3.2011.

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

1. SPS to MD, DHBVNL, for kind information of MD please.
2. SPS to Director (OP), DHBVNL for kind information of Director please.
3. SPS to Director/Projects, DHBVNL for kind information of Director please.
4. SPS to Advisor/O&F, DHBVN for kind information of Advisor please.
5. CGM/HR&Admn., DHBVNL, Hisar
6. CGM./P&D, DHBVNL, Hisar.
7. CGM/MM, DHBVNL, Hisar.
8. CGM/Commercial, DHBVNL, Hisar.
9. CGM/Finance, DHBVNL, Hisar.
10. CGM & CAO/MM, DHBVN, Hisar.
11. CGM/Audit, DHBVNL, Hisar.
12. CGM/Accounts, DHBVNL, Hisar.
13. GM/M&P, DHBVN, Gurgaon.
14. DGM/IT, DHBVNL, Hisar. He is requested to incorporate the same on DHBVNL, Web site for updating the web site

**Coordinator,
DHBVNL, Hisar.**