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**DAKSHIN HARYANA BIJLI VITRAN NIGAM**  
**REGD OFFICE: VIDYUT SADAN, VIDYUT NAGAR, HISAR**  
**CIN No. U99999HR1999SGC034165**

From Financial Adviser/Hqs  
DHBVN, Hisar


To SE/Administration,  
DHBVN, Hisar.

Memo No. Ch- 14 /FA/Hqs/Estt /RTI Dated: 04/06/2020

**Subject: Proceedings of the workshop on RTI and Suo Moto disclosure u/s 4(1)b held on 06.04.2016 at Haryana Niwas, Chandigarh.**

Please refer to your office memo no. Ch-65/SE/Admn./REG-57/Vol-XXXI dated 14/05/2020 on the subject cited above.

Enclosed please find herewith the desired information with regard to the subject noted above in compliance to Suo Moto disclosure u/s 4(1) b.

  
Financial Adviser/HQ,  
DHBVN, Hisar.

CC:-

1. The CFO, DHBVN, Hisar for information, please.
2. The SE/IT, DHBVN, Hisar for uploading the same on the official website of DHBVN.

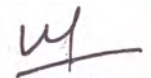
## DAKSHIN HARYANA BIJLI VITRAN NIGAM

Suto-motu disclosure under section 4 (1) (b) of the Right to Information Act-2005 for the year 2019-2020 in respect of office of the FA/Hqs, DHBVN, Vidyut Sadan, Vidyut Nagar, Hisar.

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Sr. No.	Particulars	Remarks
i	Introduction	Information may be obtained from Nodal Officer.
ii	Particulars of DHBVN, Functions and duties	
iii	Power and Duties of Officers and Employees	<ol style="list-style-type: none"> <li>1. Monitoring of bank accounts of the Utility</li> <li>2. Managing cash flows of the Utility.</li> <li>3. Authorizing the DDOs to draw and disburse payments and arranging funds in their designated bank accounts.</li> <li>4. HO level reconciliation of RIB, monitoring payment gateways, wallets etc</li> <li>5. Arranging long terms and short term loans/working capital for the Nigam and its servicing.</li> <li>6. Coordinate with the State Govt. in the matters of release of Subsidy and other Govt. assistance.</li> <li>7. Coordinate with Rating agencies in Ratings of Utility.</li> <li>8. Preparation of Budget of Utility</li> <li>9. Adoption of Govt. instructions on pay, pension and allowances matters and related work.</li> <li>10. Financial delegation of Powers</li> <li>11. Centralized deposit of TDS with the Revenue.</li> </ol>
iv	The rules, regulations, instructions, manuals and records held under its control or used by its employees for discharging its functions	The Budget, Financial Delegation of Powers, Manuals/circulars on pay, pension and allowances issued by DHBVN are uploaded and available on the official website of DHBVN ( <a href="http://www.dhbvn.org.in">www.dhbvn.org.in</a> ) and the same can be downloaded by using the following link:- "Employee corner > Employee Arena > Annual Budget Estimates, DHBVN policies, Guidelines and Instructions> FA/Hqs.Hisar Circulars

  
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v	Particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of policy or administration thereof	Information may be obtained from Nodal Officer.						
vi	A statement of the categories of documents that are held by or under the control of the Nigam	Information may be obtained from Nodal Officer.						
vii	Board, Councils, Committees	Information may be obtained from Nodal officer.						
viii	The names, designations and other particulars of the PIOs.	<p>Following authorities are designated as FAA &amp; SPIO in respect of office of FA/Hqs, DHBVN, Hisar.</p> <p style="text-align: center;"><b><u>List of FAA/ SPIO</u></b></p> <table border="1" style="width: 100%;"> <tr> <td>FAA-Cum-Chief Financial Officer, DHBVN, Hisar</td> <td>01662 – 223402</td> <td><a href="mailto:cfo@dhbvn.org.in">cfo@dhbvn.org.in</a></td> </tr> <tr> <td>SPIO-Cum-FA/Hqs DHBVN, Hisar</td> <td>01662 - 223318</td> <td><a href="mailto:fahq@dhbvn.org.in">fahq@dhbvn.org.in</a></td> </tr> </table>	FAA-Cum-Chief Financial Officer, DHBVN, Hisar	01662 – 223402	<a href="mailto:cfo@dhbvn.org.in">cfo@dhbvn.org.in</a>	SPIO-Cum-FA/Hqs DHBVN, Hisar	01662 - 223318	<a href="mailto:fahq@dhbvn.org.in">fahq@dhbvn.org.in</a>
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SPIO-Cum-FA/Hqs DHBVN, Hisar	01662 - 223318	<a href="mailto:fahq@dhbvn.org.in">fahq@dhbvn.org.in</a>						
ix	Procedure followed in decision making process	Decisions are taken by the officers as per instructions and powers mentioned in the manuals/regulations of the Nigam.						
x	Directory of officers	Information may be obtained from respective SPIO/ Nodal Officer.						
xi	Remuneration Details							
xii	The budget and plans							
xiii	Manners of execution of subsidy programmers and plans	The budget of DHBVN is available on website ( <a href="http://www.dhbvn.org.in">www.dhbvn.org.in</a> ) and the same can be downloaded by using the following link:- "Employee corner > Employee Arena > Annual Budget Estimates						
xiv	Concessions, permits or authorization	Information may be obtained from respective SPIO/ Nodal Officer.						
xv	Norms of Functions	This office functions as per rules/norms/directions/approvals issued by the Nigam's Management from time to time.						



xvi	Information in electronic form	The Budget, Financial Delegation of Powers, Manuals/circulars on pay, pension and allowances issued by DHBVN are uploaded and available on the official website of DHBVN ( <a href="http://www.dhbvn.org.in">www.dhbvn.org.in</a> ) and the same can be downloaded by using the following link:- "Employee corner > Employee Arena > Annual Budget Estimates, DHBVN policies, Guidelines and Instructions> FA/Hqs.Hisar Circulars.
xvii	Facilities to citizens for obtaining information	Citizens may obtain information from the official website of DHBVN i.e. <a href="http://www.dhbvn.org.in">www.dhbvn.org.in</a> and in RTI Act-2005. However, specific information/details in this regard may be obtained from the concerned SPIO/ Nodal Officer.
xviii	Other useful information	This office is located at Vidyut Sadan, Vidyut Nagar, Hisar. The office working hours is 9.00 AM to 5.00 PM (except Saturday, Sunday & notified holidays)

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