

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Instruction No. 38/MON/2007

From

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

To

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

Memo No:-Ch- 113 /MON-260 Dated:- 07.09.2007

Subject: Instructions Handbook/Guard File – categories thereof

To have the proper control functioning of various activities under DHBVN, the instructions are being issued from time to time from various wings of head office. The instructions being issued are mainly by the following wings of DHBVN.

- a) CGM/Commercial (includes SE Energy Audit & SE Regulatory Affairs)
- b) CGM/HR (earlier SE Adm)
- c) DGM/Monitoring
- d) CGM/P&D

It has been observed by the management that the instructions being issued by the above wings are not being properly compiled in the field offices. Even the implementation of the instructions being issued by the Nigam is poor. There is a lack of understanding of the instructions. It has been noticed that even the copies of the instructions issued are not available in the field offices, which has been viewed very seriously by the management and it has been decided that:

1. All heads of the office i.e GM/DGM/AGM (OP) will maintain the separate Guard files for the instructions issued by each of above said wing. The instructions issued by any of the above wing shall be placed in the concerned guard file immediately on its receipt and it will be the responsibility of the head of the office to get a separate guard file maintained for instructions of each wing.
2. On receipt of copy of the instructions issued by any of the above said wing of DHBVN, SDO/AGM (OP) concerned will explain the instruction to each of the officials under his jurisdiction for their implementation. It will be the entire responsibility of the AGMs (OP) for bringing the instructions to the knowledge of the concerned officials, so that the instructions are properly understood and properly implemented.

The CGM's/GM's (OP) under DHBVN shall direct all the field offices under their jurisdiction to comply with the above instructions meticulously with immediate effect. The availability of proper guard files for instructions shall be one of the points in the Sub-Division Inspection format being issued shortly.

This is issued with the approval of Managing Director, DHBVN, Hisar.

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