

HARYANA STATE ELECTRICITY BOARD

OFFICE ORDER NO. 891 /NGE/G-26/L-17 Dated:-7-10-1978.

The Haryana State Electricity Board is pleased to approve in its meeting held on 18-9-78, the following revised recruitment and promotion policy on the recommendations of Whole-time-Members:-

1. T.Mates.

Seniority of T.Mates for the purpose of appointment as Assistant Lineman on regular basis will be kept at circle level. In case any retrenchment is necessary in a division, the Xen. concerned will inform all other Xens. in the circle (giving them the details of date of appointment of the persons who are being retrenched) and junior most T.Mate in the Circle will be retrenched.

2. Asstt.Lineman.

25% posts may be reserved for persons having technical qualification on electrical side, i.e. I.T.I. matriculate. Preference will however, be given to the persons already in the service of the Board. 75% posts may be filled up by promotion from amongst the W/C T.Mates on seniority basis. 5% posts of ALMs in each operation circle shall be reserved for the staff working in construction circle, and further 5% posts shall be reserved for persons working in store organisation. Appointment of A.L.Ms. will however, continue to be made by the Xens. on the basis of information from S.E.

3. Lineman.

All the posts of Lineman may be filled up by promotion from amongst the ALMs. on seniority basis.

4. Assistant Foreman.

The posts of Asstt. Foreman may be filled up as under:-

- (i) By promotion of Diploma Holder Lineman: 30%
- (ii) By promotion from Lineman having I.T.I. certificate (Elect.): 30%
- (iii) Others: 40%

5. Line Superintendents.

The posts of Line Superintendents may be filled up as under:-

- (a) By Departmental promotion: 60%
- (b) By direct recruitment: 40%

Note: The Asstt. Foreman who are Diploma holders, I.T.I. with 3 years experience & Matriculate with 5 years experience may be made eligible for promotion to the post of Line Supdts. Others may, however, seek promotion as Foreman.

6. Foreman/Cable Jointer.

- (a) The posts of Foreman may be filled up out of Asstt. Foreman who are not eligible for promotion as Line Supdt.
- (b) As regards Cable Jointers, these may be appointed from unqualified Asstt. Foreman, Lineman and other equivalent technical categories of staff on merit by selection.

7. Special Foreman.

These posts will be filled up out of Foreman/Cable Jointer according to seniority.

8. Junior Engineers.

These posts of Junior Engineers may be filled up by promotion from amongst the Line Supdt./ S.S.Os./ Lower House Operators in the same scale of pay in the ratio of 50:50 between Diploma

holders and non-diploma holders for each category.

9. Asstt. Engineer (Electrical).

50% posts may be filled up by direct recruitment and 50% through promotion. The break up will be decided later on.

10. Meter Readers.

The existing procedure of recruiting the Meter Readers may continue. However, the promotion of Class-IV employees to the post of Meter Readers/Meter Clerks may be made after 3 years service instead of 5 years service as at present.

Those who are appointed as Meter Readers after obtaining I.T.I. Certificate may be given the option to switch over as Lineman or to continue as they are.

11. Drivers.

Drivers employed on 25 Ton Tractor/Trailer/ Crane in the regular scale of Rs. 180/375, i.e. equivalent to that of the A.F.M., may be selected on the basis of their past performance as Work-charged Drivers.

12. Shift Attendants.

(i) By direct recruitment of persons having minimum qualification Matric I.T.I., preference may however, be given to those already in the service of the Board. 50%

(ii) From Matriculate T.Mates. 50%

13. A.S.S.As./Telephonist.

(i) By direct recruitment from diploma holders. 25%

(ii) By Departmental promotion from amongst shift attendants on seniority basis. 75%

Note: The persons having experience of sub-station side may be inter-changed as ASGA after one year training of the line. The Telephonist appointed in offices may be diverted to ministerial side.

14. S.S.A.

All the posts may be filled up by departmental promotion from amongst the ASGAs on seniority basis.

15. S.S.C.

All the posts shall be filled up by promotion from amongst the SSAs on seniority basis subject to the condition that the posts of S.S.Cs. and Line Supdts. may be interchangeable as here-to-fore.

16. Lab.Attendant.

Persons having matric with I.T.I. qualification may be recruited for all these posts. The present Lab.Attendants will continue to be eligible for further promotion on seniority basis.

17. Meter Mechanic.

(i) By direct recruitment from Diploma holders (However, preference may be given to the departmental employees). 25%

(ii) By promotion from amongst the Lab.Attendants. 75%

18. Lab.Assistant.

All these posts may be filled up by promotion from amongst the meter mechanics.

19. Test Inspector/Installation Inspector.

All these posts may be filled up by promotion from amongst the Lab.Assistant.

20. Carrier Attendant/Telephone Attendant.

(i) By recruitment from Matric ITI (However preference be given to departmental employees). 50%

(ii) By promotion from amongst Matriculate T.Mates. 50%

21. Telephone Mechanic.

(i) By direct recruitment from diploma holders. (However, preference may be given to departmental employees). 25%

(ii) By promotion on seniority basis from amongst Carrier/Telephone Attendants. 75%

22. Telephone Supervisor.

All these posts may be filled up by promotion from Telephone Mechanics on the basis of seniority.

23. Assistant Engineer (Carrier).

33% posts may be filled up by promotion from amongst the selection grade Junior Engineers on the basis of seniority.

24. Store Attendants.

All these posts may be filled up by promotion from Matric W.C.Store-mates.

25. Store Munshi.

These posts may be filled up as under:-

(i) By direct recruitment 50%

(ii) By promotion from regular store Attendants. 50%

Note: All Store Munshis working on Work-charged basis may be made regular on seniority basis on the conversion of work-charged posts into regular posts.

26. Assistant Store Keeper.

All the posts of Asstt.Store Keepers may be filled up by promotion from regular Store Munshies on the basis of seniority.

27. Store Keeper.

These posts may be filled up by promotion from the posts of Asstt.Store Keeper only after their successful completion of refresher course in the Board's Institute. This will further be subject

to their passing the Departmental Examination.

28. Head Store Keeper.

All these posts may be filled up by promotion from amongst the Store Keepers on the basis of seniority.

29. Stock Verifier.

The posts may be filled up by promotion from amongst the Head Store Keepers on the basis of seniority.

30. Asstt. Store Officer.

25% posts of Sub-stores may be filled up from amongst Stock-Verifiers on seniority basis.

31. Chowkidar/Mali.

Chowkidar/Mali may preferably be taken from amongst the work-charged staff.

32. Feons/Bill Distributors.

Bill Distributors may preferably be Matriculate. Office Feons may be appointed from Work-charged staff. This will not apply to Feons attached to Officers.

33. Havildar/Daftri/Ferro Khalas

Havildar may be promo from amongst the Feons/Bill Distributors. Likewise the Daftri/Ferro-Khalas may be promoted but they should be literate at-least upto Middle Standard.

34. Lower Division Clerk.

(a) All the appointments may be made direct cut of the First Class matriculates or Hr.Sec. or Second Class Intermediate or higher qualification. Third and First Class Matriculates/Hr.Secondary with 30 W.F.M. Typing Speed may also be taken as LG.

(b) Matriculate Feons/BILL Distributors/Ferro Khalasis

with atleast 3 years service may be promoted as L.D.C.

- (c) Lower Division Clerks appointed on adhoc basis with a minimum of 240 days service may be appointed on regular basis.
- (d) Persons to be appointed direct as Lower Division Clerks may be given training but the abolition of departmental examination was not agreed to. Syllabus may, however, be rationalised.
- (e) The IV Class employees promoted as Lower Division Clerks may also be given training. The training period however be treated as duty for all intents and purposes.
- (f) 25% posts of U.D.Cs. may be reserved for those L.D.Cs. who have more than 6 years service and have not been able to clear the Departmental Accounts Examination on the pattern of I.D.Cs.
- (g) L.D.Cs. after putting in 2 years probationary period and passing the Departmental Accounts Examination only can be promoted to the next post.

35. Upper Division Clerks.

No direct recruitment of U.D.C. will be made and the posts will be filled up by Departmental promotion as stipulated, under item 34 above.

Note:- The ban will, however, not apply to schedule caste U.D.Cs. recently selected.

36. Commercial Assistant.

All the posts of Commercial Assistants may be filled up by promotion from amongst the U.D.Cs. on the basis of seniority. In case of persons already in service as U.D.Cs., the existing procedure for promotion in the ratio of 1:1 for graduates and oth may continue.

37. Circle Assistants/Head Clerk.

The senior most persons may be given the charge of

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Divisional Head Clerks.

38. Circle Superintendents.

Those Circle Supdts. who have completed 7 years service in the capacity of Circle Supdt. may be given the selection grade of Rs. 620-30-740/40-900.

HEAD OFFICER CADRE

39. Peons/Chowkidars/Malis.

Existing procedure may continue.

40. Haraldars/Dairies/Record Lifters.

These posts may be filled up by promotion from the Peons on seniority basis. As here-to-fore benefit of overtime, liveries etc. should be given to all of them.

41. Lower Division Clerks.

As per recommendations against item No. 34 above.

42. Upper Division Clerks.

As per recommendations against item No. 35 above.

43. Assistants.

Existing procedure may continue.

44. Deputy Superintendent.

All the posts may be filled up by promotion from amongst the Assistants in the order of seniority.

45. Superintendents.

All the posts may be filled up by promotion from amongst the Deputy Supdts. in order of seniority.

46. Internal Auditors.

Internal Auditors having six years service may be promoted to the post of Revenue Accountant.

47. Divisional Revenue Accountants.

10% posts of S.A.S. Accountants may also be given to Divisional Revenue Accountants, who fail to pass the S.A.S. examination.

48. S.A.S. Accountants/Accounts Officers.

Existing procedure may continue.

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49. Junior Scale Stenographers.

Existing procedure may continue.

50. Senior Scale Stenographers.

Existing procedure may continue.

51. Junior Draftsman.

All the persons may be appointed direct with a minimum qualification of I.T.I. diploma.

52. Draftsman.

All the persons may be promoted from the Junior Draftsman on the basis of seniority.

53. Head Draftsman.

All the posts of Divisional Head Draftsman may be filled up by promotion from Draftsman in order of seniority.

54. Circle Draftsman.

All the posts of Circle Draftsman may be filled up by promotion from the Divisional Head Draftsman in order of seniority.

55. Appointment of employees dependent.

Only one dependent of the employees may be given preference over others in the matter of employment in the Board against vacant posts, for which 20% reservation may be made.

CIVIL ORGANISATION.

1. T/Mate.

These posts may be filled up from amongst work-charged T.Mates working in civil side.

2. Work-Mistry.

These posts may be filled up by promotion from T.Mates on seniority basis. Each T.Mates in civil side should be promoted as work-mistry after 5 years as work-charged.

3. Mason, Carpenter, Pipe Fitter, Work Inspector, Work Supervisor, Plumber.

These posts may be filled up by promotion from work mistry on seniority basis. All these posts of Mason, Carpenter, Work Inspector and Work-Supervisor may be redesignated as work Supervisor.

4. Assistant Foreman : After 10 years of service as S.Os/Foreman they may be given a selection grade of J.E.
5. Foreman/S.O. :
6. Assistant Engineer. :

As per Assistant Engineers (Electrical).

The above order supersedes all previous instruction Rules/Regulations issued by the Board relating to recruitment and promotion policy in respect of the categories detailed in this order.

Sd/-SECRETARY,
HARYANA STATE ELECTRICITY BOARD,
CHANDIGARH.

Endst.No.Ch.128(1 to 24)/NGE/G-26/L-17 Dated:-
A copy of the above is forwarded to the following for information and necessary actions:-

1. All Chief Engineers in H.S.E.B.
2. Chief Accounts Officer/Chief Auditor/Financial Advisor, HSEB, Chandigarh.
3. Deputy Inspector General(Vig.), HSEB, Chandigarh.
4. Chief Security Officer, HSEB, Karnal/Faridabad.
5. All Superintending Engineers in H.S.E.B.
6. All Executive Engineers in H.S.E.B.
7. F.S.to Chairman/Members and F.A.to Secretary, H.S.E.B., Chandigarh.
8. All Sectional Heads in Board's Sectt.
9. Principal, Training Institute, HSEB, Chandigarh.
10. Sh.Kushal Pal Singh, Member(Non-Official), HSEB, C/O Krishna Automobiles, Jind Road, Kaithal.
11. Shri Uda Ram, Advocate, Member(Non-Official), H.S.E.B., Barnala Road, Sirsa.

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12. Shri Ram Singh, Member (non-official)
H.S.E.B., Village & P.O. Wazirpur, Distt. Gurgaon.
13. Additional Secretary, BBMB, Sec, 35-B, Chandigarh.
14. Secretary, BCB, Kaka Nagar, New Delhi.
15. Member/Power, BBMB, Sector 22, Chandigarh.
16. Chief Engineer/Electrical, Beas Construction Board, Chandigarh.
17. Superintending Engineer/Elec., Union Territory, Chandigarh.
18. Financial Advisor and Chief Accounts Officer, B.E.H.E., Nangal Township.
19. Superintending Engineer, Bhakra Power Houses Circle, BBMB, Nangal Township.
20. Superintending Engineer, Canal Power Houses Circle, BBMB, Nangal Township.
21. Superintending Engineer 'OP' and Mtc. Circle, BBMB, Dhulkote.
22. Superintending Engineer, System 'OP' Circle, 9-Rambagh, BBMB, Patiala.
23. The President, HSEB Workers Union (5 copies).
24. The General Secretary, HSEB Workers Union (5 copies).
25. The Publication Secretary, HSEB Workers Union (5 copies).
26. Industrial Relations Officer, HSEB, Chandigarh. (5 copies).

Sd/-SECRETARY,
HARYANA STATE ELECTRICITY BOARD
CHANDIGARH.

ATTESTED TO BE TRUE COPY.

[Signature]
11/4/79
UNDER SECRETARY (PERSONNEL),