
HARYANA POWER GENERATION CORPORATION LTD.

*REGULATIONS, RECRUITMENT AND PROMOTIONAL POLICIES IN RESPECT
OF Accounts, Technical Non Gaztt. Thermal Staff, Ministerial Service (Head
office Cadre), Technical Non Gaztt. Hydel Staff, Store organization, Fire
fighting services, Industrial Relation wing, Public relations wing, Medical
services, Drawing staff & Legal wing*



HPGCL

OFFICE OF: Chief Engineer/Administration, HPGCL

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula

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: Reference Book and it is advised to refer :
: original regulations/office orders also while :
: using these for official work. :
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CHAPTER-1

*REGULATIONS, RECRUITMENT AND PROMOTIONAL POLICIES IN RESPECT
OF Accounts Wing*

CHAPTER-2

*REGULATIONS, RECRUITMENT AND PROMOTIONAL POLICIES IN RESPECT
OF Technical Non-Gaztt. Thermal Staff*

CHAPTER-3

*REGULATIONS, RECRUITMENT AND PROMOTIONAL POLICIES IN RESPECT
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*REGULATIONS, RECRUITMENT AND PROMOTIONAL POLICIES IN RESPECT
OF Hydel Staff*

CHAPTER-5

REGULATIONS, RECRUITMENT AND PROMOTIONAL POLICIES IN RESPECT OF Store organization/Fire fighting services/Industrial Relation wing/ Public relations wing/Medical services/Drawing staff/Legal wing/Teaching Staff.

CHAPTER 1:- Accounts Wing

REGULATION SECTION: HARYANA STATE ELECTRICITY BOARD

NOTIFICATION

THE 9TH MARCH, 1990

No. 56/REG-48/L-2. In exercise of powers conferred under clause-(c) of Section-79 of Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board, hereby makes the following Recruitment and Promotion Policy in respect of following categories of employees/officers of the Audit/Accounts Wing:-

1.0	<u>ACCOUNTS CLERK</u>
1.1	The posts shall be filled-up by direct recruitment from persons having the following qualifications:- a) Bachelor's Degree in commerce of any University recognized by the State Government of Haryana. b) Hindi upto Metric standard.
1.2	As a one time measure, LDCs working in Field Offices including Projects and Audit/Accounts Wing, on exercise of their option in writing and on their suitability being determined by Screening Committee of the Board, shall be adjusted as Accounts Clerks.
2.0	<u>JUNIOR ACCOUNTANT:</u>
2.1	The posts shall be filled-up by promotion from amongst Accounts Clerks on seniority-cum-merit basis, having the following qualifications and experience:- a) Two years service on regular basis as Accounts Clerk. b) Having passed Departmental Examination as prescribed by the Board.
2.2	As a one time measure, UDCs working in Field offices including Projects and Audit/Accounts Wing, on exercise of their option in writing and on their suitability being determined by the Screening Committee of the Board, shall be adjusted as Jr. Accountants.
3.0	<u>ACCOUNTANT:</u>
3.1	The Posts shall be filled-up by promotion from amongst Junior Accountants on seniority-cum-merit basis, having 3 years service on regular basis as Junior Accountant.
3.2	As a one time measure, Commercial Assistants, on exercise of their option in writing and on their suitability being determined by the Screening Committee of the Board, shall be adjusted as Accountants.
4.0	<u>DIVISIONAL-ACCOUNTANT/REVENUE-ACCOUNTANT:</u>
4.1	50% Post shall be filled-up by direct recruitment from the persons having the following qualifications:- a) 1 st Class Bachelor's Degree in Commerce from any University recognised by the State Governemnt of Haryana. Candidates possessig higher qualifications would be preferred. b) Hindi upto Matric standard.

4.2.1	An incumbent so recruited, shall be appointed as Divisional/Revenue-Accountant (Trainee) for a period of one year on regular pay scale of the post. After completion of successful training he shall have to qualify the Departmental Examination of Divisional/Revenue Acctt. within a period of two years or in 3 successive chances whichever is earlier from the date of their appointment as Divisional/Revenue Accountant, failing which his service, shall be terminated/dispensed with after the expiry of the prescribed period or chances, without notice and without assigning any reason.
4.2.2	An incumbent be required to furnish an undertaking on a stamp paper of requisite value to the effect that he will not leave the Board's service during the training period and will serve the Board for a minimum period of 5 years after completion of training, failing which he will have to refund the entire costs (Pay & Allowances) incurred by the Board on his training subject to a minimum of 3 months pay and allowances alongwith interest thereon as notified by the Board for the purpose from the date of demand.
4.3	Remaining 50% posts, shall be filled-up by promotion from amongst Accountants on seniority-cum-merit basis and having passed Departmental Examination as prescribed by the Board. In case, qualified Accountants, are not available for the appointment as Divisional/Revenue-Accountants, Junior Accountants/Accounts Clerk having passed Departmental Examination as prescribed by the Board, shall be considered for promotion to the post of Divisional/Revenue-Accountants, on seniority-cum-suitability basis.
4.4	<p>The following officials will be eligible to appear in the Divisional/Revenue-Accountants Examination:-</p> <ul style="list-style-type: none"> a) Junior Accountant/Accountants b) Accounts Clerk, having passed the Departmental Examination as prescribed for Jr. Accountants by the Board. c) Accounts Clerk having 10 years service on regular basis as Accounts Clerk in the Board.
4.5	The seniority of Accountants for promotion to the post of Divisional/Revenue-Accountant, shall be determined from the date of passing the Departmental Examination as prescribed by the Board for the post of Divisional/Revenue-Accountant.
5.0	<p><u>S.A.S. ACCOUNTANT:</u></p> <p>The post of SAS Accountant shall be filled-up by promotion from amongst the Divisional/Revenue Accountants on seniority-cum-merit basis having the following qualification and experience:-</p> <ul style="list-style-type: none"> a) Two years service on regular basis as Divisional/Revenue Accountant, b) Having passed SAS Accountants' Examination as prescribed by the Board.
6.0	<u>ACCOUNTS OFFICER:</u>
6.1	<p>70% Posts shall be filled-up by promotion from amongst SAS Accountants on seniority-cum-merit basis, having the following qualifications and experience:-</p> <ul style="list-style-type: none"> a) 8 years service on regular basis as SAS Accountant. b) Having passed SAS Accountants Examination as prescribed by the Board.

6.2	<p>30% posts shall be filled up by direct recruitment from the candidates having the following qualification and experience:-</p> <p>CA or MBA (Finance) with 2 years experience in supervisory capacity after passing the CA/MBA (Finance) Examination.</p> <p>OR</p> <p>I.C.W.A/M.Com with 1st Division and 4 years experience in supervisory capacity after passing the ICWA/M.Com. Examination.</p>
6.3	<p>An incumbent recruited as Accounts Officer shall have to clear the Departmental Examination to be prescribed by the Board in two chances or within 2 years from his appointment or within extended period with the special sanction of the Board :-</p> <p>a) In case he fails to pass the examination within initial period of two years, the increment falling due to him after the expiry of said period, will be withheld and will not be granted with retrospective effect on his passing the Examination. The rate of increment will be allowed from the last date of examination cleared by him.</p> <p>b) In case he fails to pass the Examination even within the extended period or 4 chances permitted to him by the Board, his service may be dispensed with by the Board.</p>
6.4	<p>The seniority of SAS Accountants for promotion to the post of Accounts Officer, shall be determined from the date of passing the SAS Accountants Examination as prescribed by the Board.</p>
7.0	<p><u>SENIOR ACCOUNTS OFFICER:</u></p> <p>The Posts shall be filled-up by promotion from amongst Accounts Officer on seniority-cum-merit basis having the following qualifications and experience:-</p> <p>a) Having passed the SAS Accountants Examination prescribed by the Board.</p> <p>b) 6 years service on regular basis as Accounts Officer.</p>
8.0	<p><u>CHIEF ACCOUNTS OFFICER/CHIEF AUDITOR/FINANCIAL ADVISOR</u></p> <p>The posts shall be filled-up from amongst Sr. Accounts Officer on seniority-cum-merit basis having the following qualification and experience:-</p> <p>a) Having passed SAS Accountants Examination prescribed by the Board.</p> <p>b) 5 years service on regular basis as Senior Accounts Officer.</p>
9.0	<p>The inter-se seniority of the existing LDCs and UDCs, who have been absorbed after selection by Screening Committee as Accounts Clerks and Junior Accountants, as the case may be, would be determined as under irrespective of the fact whether they are borne on Head Office Cadre or Field Cadre :-</p> <p>a) Prior to confirmation, in the order of the dates of their appointment or if such date be the same in respect of two or more employees, in the order of their ages, the elder being placed above the younger.</p> <p>b) After confirmation, by their respective dates of confirmation, provided that where two or more members are confirmed w.e.f., the same date, they</p>

	will retain the order of confirmation.
10.0	<p><u>RESERVATION:</u></p> <p>Nothing contained in the Policy, shall affect the reservation of filling-up of the posts or vacancies earmarked for the Members of the Scheduled Castes/Tribes and Backward Classes and Handicapped persons, which will be governed by special instructions issued by the State Govt. from time to time and adopted by the Board in pursuance of Article-16(4) of the Constitution of India.</p>
11.0	The above Policy supersedes Notification No. 31/REG-10 dt. 8.2.82 and other orders/instructions issued on this matter from time to time.

Sd/-
SECRETARY
HARYANA STATE ELECY. BOARD
PANCHKULA.

NOTIFICATION

THE 14TH MARCH, 1990

No. 58/REG-137. In exercise of powers conferred under clause-(c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board is pleased to allow a regular pay scale of Rs.1600-50-2300-EB-50-2660 to the Divisional/Revenue Accountant (Trainee) w.e.f. 23-01-1990 instead of Fixed pay of Rs. 1200/-, notified vide office order No. 391/Finance dated 3-11-1987.

2. The Board further decided that such directly recruited Divisional/Revenue Accountant Trainee shall remain on training for a period of one year. The Competent Authority may terminate the services of Divisional/Revenue-Accountant (Trainee) without notice and without assigning any reason, if his work and conduct during the period of training, is not found satisfactory.

3. A trainee shall be required to furnish an undertaking on stamp paper of requisite value to the effect that he will not leave the Board service during the period of training and will serve the Board for a minimum period of ___ years after completion of training failing which, he will have to refund the entire costs (Pay and allowances) incurred by the Board on his training subject to minimum 3 months pay and allowances along with interest thereon to the Board from the date of demand.

Sd/-
SECRETARY
HARYANA STATE ELEC. BOARD
PANCHKULA.

REGULATION SECTION: HARYANA STATE ELECTRICITY BOARD

From

The Secretary,
HSEB, Panchkula.

To

1. General Manager/Plants, PTPS, Panipat.
2. All CEs in HSEB.
3. All/SEs/Xens in HSEB.
4. C.O/C.A/FAs in HSEB.
5. Director (V&S), HSEB, Panchkula.
6. Legal Rememberancer, HSEB, Panchkula.
7. Sr. PS to Chairman/MFC/MTs & Secretary in HSEB.
8. PS to Addl. Secretary, HSEB, Panchkula.
9. All under Secretary/Dy Secretaries in HSEB.
10. The Under Secretary/General (Meeting Section) HSEB, Panchkula w.r.t. his U.O No. 237/M-327(28) dated 2.2.90.
11. All Sectional Heads in Board's Sectt.

Memo No. Ch-42/Reg-137

Dated:14.03.90

Sub: Grant of regular scale to Divisional/Revenue Accountant (Trainee).

A copy of the Notification No. 58/Reg-137 dated 14.3.90 is sent herewith for information and necessary action

2. The above decision/Notification has been approved by the Board in its meeting held on 29.1.90.

DA/As above.

Under Secretary/C&R,
For Secretary, HSEB, Panchkula.
Dated: 14.3.90

Endst.No.Ch-42/Reg-137

Copy of the above along with Notification No. 58/Reg-137 dated 14.03.90 is forwarded to Sh. Ram Lal Sharma, Part Time Member, V&PO Rania, Distt.-Sirsa.

DA/As above.

Under Secretary/C&R,
For Secretary, HSEB, Panchkula.

NOTIFICATION

THE 25TH MAY, 1990.

No.63/REG-48/L-3 In exercise of the powers conferred under clause-(c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board hereby makes the following amendment in Paragraph-7&8 of the Recruitment and promotion Policy notified vide No. 56/REG-48/L-II dated 09.03.90, in respect of Audit & Accounts Wing staff:-

(I) Para-7.0 of the ibid Policy shall be substituted and read as under:-

The post shall be filled-up by promotion from amongst the Accounts Officers on seniority-cum-merit basis, provided they have:-

a) Passed the SAS Accountants Examination, as prescribed for Accounts Officers, appointed by promotion: or

Passed the Departmental Examination prescribed for Accounts Officers appointed by direct recruitment;

b) 6 years experience on regular basis as such.

ii) Para-8.0 of the ibid Policy shall be substituted and read as under:-

The post shall be filled-up by selection from amongst the Sr. Accounts Officers, provided they have:-

a) Passed the SAS Accountants Exam. prescribed for Accounts Officers appointed by promotion; or

Passed Departmental Examination prescribed for Accounts Officers, appointed by direct recruitment.

b) 5 years experience on regular basis as such

2. The above substitutions shall be applicable w.e.f. 9.3.1990.

Secretary,
Haryana State Electricity, Board.
Panchkula.

NOTIFICATION

THE 13TH SEPTEMBER, 1990.

No-77/REG-48/L In exercise of the powers conferred under clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board hereby adds Para. No. 12.0 in the Recruitment and Promotion Policy notified vide No. 56/Reg-48/L-2 dated 9-3-90 and No. 63/Reg-48/L-3 dated 25-5-90 as under:-

- 12.0 “The condition of Departmental Examination shall not be applicable to the Accounts Officers, who were appointed by way of direct recruitment prior to 9-3-90 i.e. the date of issue of the notification and such Accounts Officers shall be eligible for further promotion to the post of Sr. Accounts Officers and Chief Accounts Officer/Chief Auditor/Financial Advisor without passing the Departmental Examination. It is further, clarified that Accounts Officer, who is appointed by way of direct recruitment on or after 9-3-90, shall only be eligible for promotion to the higher post, provided he has passed the departmental Examination as envisaged in the ibid Policy.”

Sd/-
Secretary,
HSEB, Panchkula

NOTIFICATION

THE 18TH APRIL, 1991

No. 103/REG-137/L-2. In exercise of Powers conferred under the Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board, hereby substitutes Para 4.2.2 as envisaged in the Recruitment and Promotion Policy in respect of the employees/officers of Audit and Accounts Wings Notified vide No. 56/REG-48/L dated 9.3.90:-

Para 4.2.2 shall stand substituted and read as follows :-

- (i) The Apprentice Accountants who have since passed the Departmental Accounts Examinations and are working against regular vacancies of Divisional/Revenue Accountants, may not be required to execute the Service Bond.

- (ii) The Apprentice Accountants when recruited in the Board in future shall have to execute a Service Bond for serving the Board for two years after their regular appointment as Divisional/Revenue Accountants.

SECRETARY,
HARYANA STATE ELECTRICITY BOARD
PANCHKULA

NOTIFICATION

THE 6TH FEBRYARY 1992

No. 133/REG-48/L-IV. In exercise of Powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board, hereby substitute Para 5.0 of the Recruitment and Promotion Policy in respect of the employees of the Audit/Accounts Wing issued vide Notification No. 56/REG-48/L-II dated 9.3.90 as under:-

5.0 SAS ACCOUNTANT:

5.1 80% POSS OF SAS Accountant (Now Section Officer), shall be filled up by promotion from amongst the Divisional/Revenue Accountant on seniority-cum-merit basis, having following qualifications and experience:-

- a) 2 years experience on regular basis as Divisional/Revenue Accountant.
- b) Having passed the SAS Accountants Examination as prescribed by the Board.

5.2 20% posts of SAS Accountant shall be filled up by promotion from amongst the Divisional/Revenue Accountants on seniority-cum-merit basis, who have failed to qualify the SAS Accountant's Examination as prescribed by the Board and having 15 years experience as such.

2. This issues in pursuance of decision taken by the Board in its meeting held on 17-1-1992.

SECRETARY,
HARYANA STATE ELECY BOARD
PANCHKULA

REGULATION SECTION: HARYANA STATE ELECTRICITY BOARD

From

The Secretary,
HSEB, Panchkula.

To

1. Sr. P.S. to Chairman/MAPF/MFC/MT'OP' (G&P)/Secy. and PA to Addl. Secy. HSEB. Panchkula.
2. O.S.D. to Chairman, HSEB Panchkula.
3. All Engineer-in-Chief in HSEB
4. All CEs in HSEB.
5. All/SEs/Xens in HSEB.
6. Legal Rememberancer, HSEB, Panchkula.
7. Director/V&S, HSEB, Panchkula
8. C.A.O, HSEB,Panchkula
9. Chief Auditor, HSEB, Hisar
10. All FAs & CAOs in HSEB
11. CMO, HSEB, Panchkula
12. The Controller of Stores, HSEB, Hisar.
13. All under Secretaries/Dy Secretaries in HSEB.
14. All Sectional Officers/Heads in H.O.
15. The Under Secretary/General (Meeting Section) HSEB, Panchkula for information w.r.t. his U.O No. 1877/M-399(15) dated 25.10.95.

Memo No. Ch-92/REG-48/L-V
Dated:- 23-01-1996

Sub:- Eligibility Criteria for appearing in Section Officer/Part-I and Part-II Examination.

A copy of Notification No. 202/REG-48/L-V dated 23-1-96 containing Eligibility Criteria for appearing in Section Officers/Part-I and Part-II Examination is sent herewith, for reference and record.

The above issues in pursuance of the decision taken by the Board in its meeting held on 20-10-1995

DA/As Above.

Under Secretary/C&R,
for Secy. HSEB. Panchkula.
Dated: 23-01-96

Endst. No. Ch-92/REG-48/L-V

A copy of the above alongwith Notification No. 202/REG-48/L-V dated 23-01-96 is forwarded to:-

1. Sh Ranbir Singh, Part time 'Non-official Member, HSEB, L-529, Model Town, Karnal.
2. Sh. Vijay Grover, Part time Non-official Member HSEB, Kothi No.5 Green Park, Hisar.

Under Secretary/C&R,
for Secy. HSEB. Panchkula

HARYANA STATE ELECTRICITY BOARD

NOTIFICATION

THE 23rd JANUARY 1996

No. 202/REG-48/L-V. In exercise of Powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board, hereby makes the following amendments/additions under Para 4.4 and 4.6 in the Recruitment and Promotion Policy in respect of the employees of the Audit/Accounts Wings issued vide Notification No. 56/REG-48/L-2 dated 9.3.90, Notification No. 63/REG-48/L-3 dated 25.5.90, Notification No. 77/REG-48/L dated 13.9.90 and Notification No. 133/REG-48/L-IV dated 6.2.92:-

4.4 The following categories of employees will be eligible to appear in the Divisional/Revenue Accountants/Section Officers (Part-I) Examination :-

- a) Apprentice/Divisional/Revenue Accountants.
- b) Commercial Assistants/H.O. Assistants.
- c) Junior Accountants.
- d) Qualified UDCs.
- e) LDCs who have passed the Departmental Accounts Examination for Ministerial Estt., but have not so far been promoted as UDCs.
- f) LDCs who have served for 10 years as LDCs but have not so far cleared the Departmental Accounts Examination for Ministerial Estt.
- g) Meter Readers and Junior/Sr. Scale Stenographers who have cleared the Departmental Accounts Examination for Ministerial Estt.
- h) Officials who have already obtained exemption marks in one or more papers of Divisional/Revenue Accountants Examination, Section Officer/Part-I Examination.

4.6 The employee who have passed Section Officers (Part-I) Examination will only be eligible to appear in Section Officers (Part-II) Examination. However, for promotion as Section Officers, the condition of two years service as Divisional Acctt. will remain unchanged.

This issues in pursuance of the decision taken by the Board in its meeting held on 20.10.95, as already notified vide memo No. Ch-194/CAO/Exam-29A dated 14.11.95 and memo No. CAO/Exam-19A/Ch-306 dated 14.11.95.

Sd/-
Secretary
Haryana State Electricity Board
Panchkula

HARYANA STATE ELECTRICITY BOARD

NOTIFICATION

THE 13th JAN 1997

No. 227/REG-48/L-II. In exercise of the powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board, hereby makes the following amendments in Paragraph 6.1(a), 7.0 (b) and 8.0 (b) of the Recruitment and Promotion Policy notified vide No. 56/REG-48/L-II dt 9.3.90 read with Notification No. 63/REG-48/L-3 dt 25.5.90 and No. 77/REG-48/L dt 13.9.90 in respect of Audit & Accounts Wing Staff:-

Accounts Officer

70% posts shall be filled-up by promotion from amongst Section Officers on seniority-cum-merit basis having the following qualifications and experience:-

- a) 6 years service on regular basis as Section Officers.

Senior Accounts Officer

The posts shall be filled-up by promotion from amongst Accounts Officer on seniority-cum-merit basis having the following qualifications and experience:-

- b) 4 years service on regular basis as Accounts Officer

Chief Accounts Officer/Chief Auditor/Financial Advisor

The posts shall be filled-up from amongst Sr. Accounts Officer on seniority-cum-merit basis having the following qualification and experience:-

- b) 4 years service on regular basis as Sr. Accounts Officer

This issues in pursuance of decision taken by Board in its meeting held on 19.12.96.

Sd/-
Secretary
Haryana State Electricity Board
Panchkula

Endst No. Ch-171/REG-48/L-II

Dated 13.1.97

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

All Engineer-in-Chief/Chief Engineers in HSEB
CAO/CA/FAs/CMO/CPRO in HSEB
Legal Rememberancer, HSEB
Director/W&S, HSEB Panchkula
OSD/Tech to Chairman, HSEB Panchkula
All SEs in HSEB/COS, HSEB Hisar.

HARYANA STATE ELECTRICITY BOARD

NOTIFICATION

THE 9th JUNE, 1997

No. 236/REG-48/L-II. In exercise of the powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board, hereby makes the following amendments in Paragraph 6.2 of the Recruitment and Promotion Policy notified vide No. 56/REG-48/L-II dt 9.3.90 read with Notification No. 63/REG-48/L-3 dt 25.5.90, No. 77/REG-48/L dt 13.9.90 & No. 227/REG-48/L-II dated 13.1.97 in respect of Audit & Accounts Wing Staff:-

Accounts Officer

6.2 30% posts shall be filled-up by direct recruitment from the candidates having the following qualifications and experience:-

Only persons having degree in C.A or M.B.A with specialization in financial Management, with two years experience in supervisory capacity after passing CA/MBA

This issues in pursuance of decision taken by the Board in its meeting held on 19.5.97.

Secretary
Haryana State Electricity Board
Panchkula

Endst No. Ch-177/REG-48/L-II

Dated 9.6.97

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

1. All Engineer-in-Chief/Chief Engineers in HSEB
2. CAO/CA/FAs/CMO/CPRO in HSEB
3. Legal Rememberancer, HSEB
4. Director/W&S, HSEB Panchkula
5. OSD/Tech to Chairman, HSEB Panchkula
6. All SEs in HSEB/COS, HSEB Hisar.
7. All Dy. Secretaries/Under Secretaries (except under Secy./Gen)/Admn Officer in HSEB
8. Under Secy./Genl (Meeting Section) HSEB, Panchkula w.r.t. his endst No. 2323/M-416th (19) dated 23.5.97
9. All Sectional Heads in Board's Sectt.
10. Sr. P.S. to Chairman/MAPF/MTC/MT'OP'/MT 'C&P' & Secy. Board
11. PA to Addl. Secretary, HSEB, Panchkula
12. Secretary/BBMB, Chandigarh
13. Secretary/BCB, Kaka Nagar, New Delhi
14. S.E. Electrical, UT. Admn, Chandigarh

Under Secretary/C&R,
for Secy. HSEB Panchkula

CC:-

Sh. Dharamvir Mandal, Part-Time-Member, Jind Road, Gohana.
Sh. Abhey Ram Dahiya, Part-Time-Member, C/O H. No. 329 Sec-21, Chandigarh

HARYANA STATE ELECTRICITY BOARD

THE 7th MAY 1998

No. 265 /REG-48/L-II in exercise of the powers conferred under clause (c) of Section-79 of the Electricity (supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board hereby makes the following amendments in Paragraph 6.2 of the Recruitment & Promotion Policy notified vide No. 56/REG-48/L-II dtd 9.3.90 read with Notification No. 63/REG-48/L-3 dt. 25.5.90, No. 77/REG-48/L dt. 13.9.90, No. 227/REG-48/L-II dt. 13-1-97 & No. 236/REG-48/L-II dt. 9-6-97 in respect of Audit & Accounts Wing Staff:-

ACCOUNTS OFFICER

6.2 30% posts shall be filled-up by direct recruitment from the candidates having the following qualifications and experience:-

Persons having degree in C.A. or M.B.A. with specialization in financial Management, with two years experience in supervisory capacity after passing CA/MBA Examination.

OR

M.Com with 50% marks and I.C.W.A. with 4 years experience in supervisory capacity after passing the M.Com/ICWA. Examination.

These issues in pursuance of decision taken by the Board in its meeting held on 20-4-98.

Secretary
Haryana State Elec. Board
Panchkula.

Endst No. Ch-27 / REG-48/L-II

Dated 7.5.98

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

1. All Engineer-in-Chief/Chief Engineers in HSEB
2. CAO/CA/FAs/CMO/CPRO in HSEB
3. Legal Rememberancer, HSEB
4. Director/W&S, HSEB Panchkula
5. OSD/Tech to Chairman, HSEB Panchkula
6. All SEs in HSEB/COS, HSEB Hisar.
7. All Dy. Secretaries/Under Secretaries (except under Secy./Gen)/Admn Officer in HSEB
8. Under Secy./Genl (Meeting Section) HSEB, Panchkula w.r.t. his endst No. 2770/M-432nd(7) dt 23.4.98
9. All Sectional Heads in Board's Sectt.
10. Sr. P.S. to Chairman/MAPF/MFC/MT'OP'/MT 'C&P' & Secy. Board
11. PA to Addl. Secretary, HSEB, Panchkula
12. Secretary/BBMB, Chandigarh
13. Secretary/BCB, Kaka Nagar, New Delhi
14. S.E. Electrical, UT. Admn, Chandigarh

Under Secretary/C&R,
for Secy. HSEB Panchkula

CC:-

Sh. Dharamvir Nandar, Part-Time-Member, Jind Road Gohana



HARYANA POWER GENERATION CORPORATION LIMITED
Regd. Office: SHAKTI BHAWAN, SECTOR-6, PANCHKULA.

Phone : 0172-2584796

Fax- 0172- 2565042

Office Order No. 75/2009-10

Dated: 28-10-2009.

Subject: - Amendment to the Recruitment and Promotion Policy of Accounts Cadre.

Following amendments are hereby made in the Recruitment and Promotion Policy of Accounts Cadre.

Sr. No.	Name of post	Existing provisions		Amended provisions					
		Direct Recruitment	Promotional Post	Direct Recruitment			Promotional Post		
		Quota	Qualification and work experience	Quota	Qualification and work experience	Quota	Qualification and work experience	Quota	Qualification and work experience
1.	Account Officers	30%	CA/MBA Finance with 2 years experience/ICWA/M.Com 1 st Class with 4 experience	70%	Section Officers having six years experience	50%	CA/ICWA with 2 years post qualification experience (Note: CPSUs viz NTPC are recruiting only CA/ICWA as officers in Accounts & Finance Cadre).	50%	Section Officers having six years experience
2.	Section Officers	Zero		100%	80% from amongst Divisional Accounts having passed departmental papers prescribed for SAS part-II and having two years experience 20% from amongst Divisional Accountants (non qualified) having fifteen	50%	CA/ICWA Inter with 3 years experience	50%	From amongst Divisional Accountants having 10 years experience.

					years experience						
3.	Divisional Accountant	50%	B.Com Class	1 st	50%	Employees from various cadres)LDC/UDC/S tenos, etc. having passed departmental papers prescribed for SAS part- 1	50%	B.Com Class	1 st	50%	From amongst Accounts Clerks having ten years experience.

This issues with the approval of the Board of Directors accorded in their meeting held on 18th September 2009.

Sr.Accounts Officer/Finance
for Financial Advisor/HQ.
HPGCL, Panchkula.

Endst No. HPGCL/FIN/1738 A

Dated: 28.10.2009

Copy of the above is forwarded to the following for information please.

1. SPS to Managing Director, HPGCL, Shakti Bhawan, Panchkula
2. SPS to Chief of Operations, HPGCL, shakti Bhawan, Panchkula
3. SPS to Director Finance, HPGCL, Shakti Bhawan, Panchkula
4. SPS to Director Technical, HPGCL, Shakti Bhawan, Panchkula
5. SPS to Director Projects, HPGCL, Shakti Bhawan, Panchkula
6. All Chief Engineers of HPGCL
7. All FA& CAOs of HPGCL

Sr. Accounts Officer/Finance
For Financial Advisor/HQ.
HPGCL, Panchkula.

Chapter 2:- Technical Non Gaztt. Thermal Staff

HARYANA STATE ELECTRICITY BOARD

Office Order No. 2845/CADRE

Dated: 27.05.85

In supersession to this office order no. 812/NGE/G-1134 dated 11.1.1981, The Haryana State Electricity Board is pleased to lay down the following revised recruitment and promotion policy for employees working in the Thermal Power Projects in the Board:-

(A) **OPERATION STAFF:**

1. **Helper Grade-II:**
(Scale Rs. 300/500 S.G. Rs. 350/600 for 20% posts)
2. **Helper Grade-I:**
(Scale Rs. 350/600 S.G. Rs. 400/700 for 20% posts)

By Promotion from Helper Grade-II with four years service as such.

3. **Plant Attendant Grade-II:**
(Scale Rs. 400/700)

- i) 50 % shall be filled up by direct recruitment by persons having I.T.I. two years course with Matric as minimum qualifications as Trainees at a fixed pay of Rs. 350/- per month for one year. On successful completion of this training they shall be posted in the regular grade.
- ii) 50 % shall be filled up by promotion from Helper Grade-I who are Matriculates and ITI two years course with three years experience as such.

4. **Plant Attendant Grade-I:**
(Scale Rs. 450/760)

By Promotion from Plant Attendant Gr-II with four years experience/service as such.

5. **Operator Grade-II**
(Scale Rs. 525/900)

By Promotion from Plant Attendant Grade-I with five years service/experience as such.

6. **Operator Grade-I**
(Scale Rs. 570/1020)

By Promotion from Operator Grade-II with four years service/experience as such.

7. **Thermal Supervisor Grade-II**
(Scale Rs. 600/1100)

- i) 50% shall be filled up by direct recruitment by persons having Diploma in Engineering or Science Graduates, as Trainees at a fixed pay of Rs.570/- per month for one year. On successful completion of this Training they shall be posted in the regular grade.
- ii) 50% shall be filled up by promotion from Operator Grade-I who have Diploma in Engineering or Science Graduates with four years experience/service as such.

8. Thermal Supervisor Grade-I:
(Scale Rs. 700/1250 : S.G. Rs. 750/1450 for 20 % posts)

By promotion from Thermal Supervisor Grade-II with four years experience/service as such.

9. Senior Supervisor/Controller:
(Scale Rs. 900/1500 : S.G. Rs. 1000/1800 for 20% posts)

- i) 50% shall be filled up by direct recruitment by persons who are Engineering Graduate as Controller Trainees at a fixed pay of Rs. 750/- per month for one year. On successful completion of this Training they shall be posted in the regular grade.
- ii) 50% shall be filled up by promotion from Thermal Supervisor Grade-I with four years experience/service as such.

(B) MAINTENANCE STAFF:

1. Helper Grade-II
(Rs. 300/500, S.G. 350/600 for 20% posts)

2. Helper Grade-I
(Rs. 350/600, S.G. 400/700 for 20% posts)

By promotion from Helper Gr.-II with four years experience/service as such.

3. Technician Grade-II
(Scale Rs. 400/700)

- i) 50% shall be filled up by direct recruitment with persons having ITI two years Course and 9thclass Schooling.
- ii) 50% shall be filled up by promotion from Helper Grade-I with three years exp./service as such.

4. Technician Grade-I:
(Scale Rs. 450/760)

- i) 50% shall be filled up by direct recruitment with persons having ITI two years Course and Matric as minimum qualifications.
- ii) 50% shall be filled up by promotion from Technician Gr.-II with four years experience/service as such.

5. Foreman Grade-IV
(Scale Rs. 525/900)

By promotion from Technician Gr.-I with five years experience/service as such.

6. Foreman Grade-III:
(Scale Rs. 570/1020)

By promotion from Foreman Gr.-IV with four years experience/service as such.

7. Foreman Grade-II:
(Scale Rs. 600/1100)

- i) 50% shall be filled up by direct recruitment with persons having three years Dip. in Engineering as Foreman Trainees at a fixed pay of Rs. 570/- P.M. for one year. On successful completion of this Training they shall be posted in the regular grade.

- ii) 50% shall be filled up by promotion from Foreman Gr.-III who are Matriculates & ITI with two years Course OR above Technical qualifications with four years experience/service as such.
8. Foreman Grade-I:
(Scale Rs. 700/1250, SG-750/1450 for 20 % posts)
- i) 10% shall be filled up by direct recruitment by Matriculates with ITI two years Course with eight years experience or 8th class with ITI two years Course and eleven years experience.
- ii) 90% shall be filled up by promotion from Foreman Gr.-II with four years experience/service as such.
9. Senior Supervisor/Master Foreman:
(Scale Rs. 900/1500, SG 1000/1800 for 20 % posts)
- i) 10% shall be filled up by direct recruitment by Matriculates with ITI two years Course with eleven years experience or 8th class with ITI two years course and fourteen years experience.
- ii) 90% shall be filled up by promotion from Foreman Gr.-I with four years experience/service as such.
- (C) CHEMICAL LABORATORY STAFF:
1. Analyst (Scale Rs. 525/900)
- All posts shall be filled up by direct recruitment with fresh B.Sc. 2nd class (Chemistry, Physics & Mathematics).
2. Senior Analyst (Scale Rs. 570/1020)
- By promotion from eligible analysts with four years experience/service as such.
3. Assistant Chemist (Scale Rs. 600/1100)
- i) 50% shall be filled up by direct recruitment from fresh B.Sc. 1st class with two years experience.
- ii) 50% posts shall be filled up by promotion from Sr. Analyst with four years experience/service as such.
4. Chemist (Scale Rs. 1000/1850)
- i) 50% posts of Chemist shall be filled up by direct recruitment from fresh M.Sc. (Chemistry) 1st class with three years experience.
- ii) 50% posts of Chemists shall be filled up by promotion from Assistant Chemist with 7 years service/experience as such.

-sd-
Secretary,
Haryana State Electricity Board,
Chandigarh.

Endst. No. CS/HQ-141/Vol-I/Ch-Spl-1

Dated: 27.5.1985

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

1. RAO/CAO/CA/FA in the Board with five spare copies.
2. The U.S. General, HSEB, Chandigarh w.r.t. his U.O. No. 744/M-267 (8) dated 21.5.85.

-sd-
Under Secretary/(F&B),
H.S.E.B/, Chandigarh.

Endst. No. CS/HQ-141/Col-I/Ch-spl-1

Dated: 27.5.1985

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

1. All the C.E.s/Addl. C.E.s/S.Es in the Board.
2. All Xens/SDOs in the Board.
3. All Sectional Heads in the Board Hqs..
4. Sr. P.S. to Chairman/Member/Secy. Board.

-sd-
Under Secretary/(C&R),
for Secretary, HSEB, Chandigarh.

HARYANA STATE ELECTRICITY BOARD

Office Order No. 2878/CADRE

Dated: 7.8.85

In partial modification of this office order no. 2845/Cadre dated 27.5.85, the Haryana State Elec. Board is pleased to make the following amendments/modifications in the Recruitment & Promotion Policy for the employee working in the Thermal Power Projects in the Board:-

(A) OPERATION STAFF:

3. Plant Attendant Grade-II (Rs. 4000-6000)
Para-3 (i) may be read as under:-

- (i) 50% of the posts shall be filled up by direct recruitment of persons having ITI two years course with Matric as minimum qualifications. They will be initially recruited as Trainees at a fixed pay of Rs. 350/- per month for two years. On successful completion of this training they shall be posted in the regular grade.

7. Thermal Supervisor Grade-II (Rs. 5000-8000)
Para 7 may be read as under:-

- i) 50% shall be filled up by direct recruitment of persons having 3 years Diploma in Engineering as minimum qualifications. They will be initially recruited as Trainee at a fixed pay of Rs. 570/- per month for one year. On successful completion of this training they shall be posted in the regular grade.
- ii) The remaining 50% shall be filled up by promotion from Operator Grade-I who have 3 years Diploma in Engineering with four years experience/service as such.

9. Senior Supervisor/Controller:
Para 9 may be read as under:-

- i) These posts will be filled by promotion from Thermal Supervisor Grade-I with a minimum four years experience/service as such.
- ii) Only those Thermal Supervisor Grade-I who possess three years Diploma in Engineering would be eligible for promotion to the post of Sr. Supervisors/Controller.
- iii) For the posts of Boiler Controller possession of Boiler Operating Engineers qualification will be pre requisite.

(B) MAINTENANCE STAFF:

3. Technician Grade-II (Rs. 4000-6000)
Para-3 may be read as under:-

- i) 50% of the post shall be filled up by direct recruitment with persons having ITI two years Course and 9th class Schooling and with two years experience or ITI one year course & 9th class Schooling and with 3 years experience on similar works.
- ii) The remaining 50% shall be filled up by promotion from Helper Grade-I with three years experience/service as such. The Helpers Grade-I from the 'OP' wing would also be eligible for the promotion to the rank of Technician Grade-II, in case they do not qualify for Plant Attendant Grade-II and opt to come to maintenance wing and qualify in the trade test for such jobs. These promotions would also be reckoned against the departmental promotion quota of 50%.

4. Technician Grade-I (Rs. 4500-7000)
Para 4(i) may be read as under:-
- i) 50% of the posts shall be filled up by direct recruitment with persons having ITI two years Course and Matric as minimum qualifications with 3 years experience or ITI one year course and Matric as minimum qualification with 4 years experience.
7. Foreman Grade-II (Rs. 5000-8000)
Para 7 (ii) may be read as under:-
- ii) 50% shall be filled up by promotion from Foreman Gr.-III who are Matriculates & ITI two years Course or above Technical qualifications with four years experience/service as such. However for foreman Grade-III who are Matriculates and ITI one year course, those experience/length of service require would be 5 years.
8. Foreman Grade-I (Rs. 6000-9500)
Para 8 (i) may be read as under:-
- i) 10% shall be filled up by direct recruitment of Matriculate who have done a ITI two years course and possess eight year experience or 8th class pass with ITI two years Course and possess eleven years experience. For persons having Matriculates qualification but with ITI one year course, the required experience necessary would be 9 years and for 8th class qualified person with ITI one year course it would be necessary to have 12 year experience.
9. Senior Supervisor/Master Foreman:
Para No. 9 may be read as under:-
- i) 10% shall be filled up by direct recruitment of Matriculation with ITI two years Course and possessing eleven years experience or 8th class pass with ITI two years course and possessing fourteen years experience for persons who have ITI(one year course) qualification the required experience will be 12 years and 15 years respectively.
- ii) 90% shall be filled up by promotion from Foreman Gr-I with four years experience/service as such. The minimum qualification for promotion of Foreman Grade-I to Sr. Supervisor would be 3 years diploma in Engineering.
- iii) Master Foreman who do not possess 3 years diploma in Engineering or higher qualification would not be eligible for further promotion to the rank of Assistant Engineer.

This issues with the approval of Whole-time-Members.

-sd-
Secretary,
Haryana State Electricity Board,
Chandigarh.

Endst. No. CS/HQ-141/Vol-I/Ch-47

Dated: 7.8.1985

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

1. RAO/CAO/CA/FA in the Board with five spare copies.
2. The U.S. General, HSEB, Chandigarh.

-sd-
Under Secretary/(F&B),
H.S.E.B/, Chandigarh.

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

1. All the C.E.s/Addl. C.E.s/S.Es in the Board.
2. All Xens/SDOs in the Board.
3. All Sectional Heads in the Board Hqr.
4. Sr. P.S. to Chairman/Member/Secy. Board.

-sd-
Under Secretary/(C&R),
for Secretary, HSEB, Chandigarh.

HARYANA STATE ELECTRICITY BOARD

Office Order No. 2898/CADRE

Dated: 30.9.85

In partial modification of this office order No. 2845/Cadre dated 27.5.85 and in continuation of this office order No. 2878/Cadre dated 7.8.85, the Haryana State Electricity Board is pleased to make the following amendments/modifications in the recruitment & promotion policy for the employees working in the Thermal Power Projects in the Board:-

(A) OPERATION STAFF.

<u>Ref. to Sr No. mentioned in O/o No. 2845/C dt. 27.5.85</u>	<u>Existing Designation as per Revised Staffing pattern</u>	<u>Re-designated as mentioned below</u>
8.	Thermal Supervisor-Gr-I (Rs. 700/1250)	Junior Engineer/Thermal

2. This issues with the approval of Board of Directors.

Sd/-
Secretary
Haryana State Elec. Board
Chandigarh

Endst No. Ch-20/CS-HQ/141/Vol.II

Dated:- 30.9.85

A copy of the above is forwarded for information and necessary action in continuation of this office Endst. No. SC/HQ-141/Vol.I/Ch-47 dated 7.8.85 to the :-

1. R.A.O/CAO/CA/FA (in the Board) With five spare copies.
2. U.S./General, HSEB, Chandigarh
3. All C.Es/Addl. C.Es/S.Es in the Board.
4. All Xens./SDOs in the Board.
5. All Sectional Heads in the Board's Headquarters.
6. Sr. P.S. to Chairman/Members/Secy. Board.

Sd/-
Under Secretary (C&R),
For Secretary, HSEB, Chandigarh

HARYANA STATE ELECY. BOARD

REGULATION SECTION

Office Order No. 27/REG-18

Dated: 5.12.88

The Haryana State Electricity Board is pleased to substitute the word "Sr. Supervisor' and 'Controller") Other than Boiler Controller and Master Foreman) as "JE-I (Generation)" in the existing Recruitment and Promotion Policy of Thermal staff notified vide order No. 2845/Cadre dated 27.5.85 read with order no. 2878/Cadre dated 7.8.85.

-sd-

Under Secretary/(C&R),
for Secretary, HSEB, Panchkula.

Endst. No. C-20/Reg-18

Dated: 5.12.88

A copy of the above is forwarded for information:-

1. General Manager, PTPS, Panipat.
2. All the C.E.s/Addl. C.E.s in HSEB.
3. CAO/CA/FAs in HSEB.
4. All SEs in HSEB.
5. All Dy. Secretaries/Under Secretaries in HSEB.
6. All Executive Engineers in HSEB.
7. Under Secretary/General (Meeting Section) with reference to his U.O. No. 1954/M-311 (34) dated 3.10.88.
8. Sr. PS to Chairman/Members/Secretary/PA to Addl. Secretary in HSEB.
9. Superintendent/Cadre, HSEB, Panchkula.

-sd-

Under Secretary/(C&R),
for Secretary, HSEB, Chandigarh.

HARYANA STATE ELEC. BOARD

REGULATION SECTION

NOTIFICATION

The 14th MARCH, 1990

No. 59/REG-137 In exercise of powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board hereby makes the following substitutions/additions in the Recruitment and Promotion Policy for the employees working in Thermal Power Projects in the Board as notified vide O/o No. 2845/Cadre dated 27.5.85 read with office order no. 2878/Cadre dated 7.8.85, O/o no. 2898/Cadre dated 30.9.85 and O/o no. 27/Reg-18 dated 5.12.88:-

1. Para 3(i) of Part-A shall be substituted and read as follows:
50% posts shall be filled up by direct recruitment from amongst persons having passed 2 years ITI course with Matric as minimum qualification. Such directly recruited Plant Attendant Gr-II shall remain on training for a period of two years in regular pay scale of Plant Attendant Gr-II to be allowed by the Board from time to time. The Competent Authority may terminate the services of a Plant Attendant Gr-II (Trainee) without notice and without assigning any reason, if his work and conduct during the period of training is not found satisfactory.
2. Para 7 (i) of Part-A shall be substituted and read as follow:
50% posts shall be filled up by direct recruitment from amongst persons having 3 years Diploma in Engineering as minimum qualification. Such directly recruited JE/Generation shall remain on training for a period of one year in regular pay scale of JE/Generation to be allowed by the Board from time to time. The competent Authority may terminate the services of JE/Generation (Trainee) without notice and without assigning any reason, if his work and conduct during the period of training is not found satisfactory. Provided further that one year training period of JE/Generation or a class of JE/Generation may be curtailed to 6 months by the General Manager/Chief Engineer concerned, if exigencies of work so require.
3. Para-3 (i) of Part-B shall be substituted and read as follows:
50% posts shall be filled up by direct recruitment from amongst persons having passed 2 years ITI Course with middle examination with 2 years experience or ITI one year course and Middle Examination and with 3 years experience on similar works. Such directly recruited Technician Gr-II shall remain on training for a period of two years in the regular pay scale to be allowed by the Board from time to time. The Competent Authority may terminate the services of a Technician Gr-II (Trainee) without notice and without assigning any reason, if his work and conduct during period of training, is not found satisfactory.
4. The trainees referred to above shall be entitled to the increment only on successful completion of their training. In case of Plant Attendant Gr-II and Technician Gr-II, increment on successful completion of training shall be granted, but without arrears.

5. A trainee shall be required to furnish an undertaking on stamp paper of requisite value to the effect that he will not leave the Board's service during the period of training and will serve the Board for a minimum period of 2 years after completion of training failing which, he will have to refund the entire costs (Pay and Allowances) incurred by the Board on his training subject to minimum 3 months pay and allowances alongwith interest thereon to the Board from the date of demand.
6. The above orders shall take effect w.e.f. 29.1.1990.

-sd-
SECRETARY,
HARYANA STATE ELECTRICITY BOARD,
PANCHKULA.

HARYANA POWER GENERATION CORPORATION LTD.

NOTIFICATION

The 3rd Feb. 1999

No. 9/REG-120/L-1/A

In exercise of Power conferred under clause (c) of Section-79 of the Electricity (Supply) Act. 1948, read with section 56 of Haryana Electricity Reform Act. 1997, and all other enabling powers in this behalf HPGCL is pleased to make the following amendments/substitution/additions in the Revised Recruitment & Promotion Policy for employees working in the Projects, issued vide office order no. 2845/Cadre dated 27.5.85 and no. 2878/Cadre dated 7.8.85 read with its amendments/modifications issued from time to time:-

1. REGULATION-6 (OPERATOR GRADE-I)

Regulation-6 shall be substituted as under:-

- a) 50% posts shall be filled up by direct recruitment from persons having 3 years diploma in Engineering as minimum qualification. Such directly recruited Operator Grade-I shall remain on training for a period of one year in regular pay scale of Operator Grade-I to be allowed by the HPGCL from time to time. The competent authority may terminate the services of Operator Grade-I (trainee) without notice and without assigning any reason, if his work and conduct during the period of training is not found satisfactory.
- b) 50% posts shall be filled up by promotion from Operator Grade-II with 4 years experience/service as such.

2. REGULATION-7 (THERMAL SUPERVISOR GRADE-II)

Regulation-7 shall be substituted as under:-

- i) The existing posts of Thermal Supervisor Grade-II are re-designated as Senior Operator in the same pay scale.
- ii) The posts of Senior Operator other than on Bulldozer Loco and EOT crane shall be filled up by promotion from Non Diploma holder Operator Grade-I having minimum qualification of Matric with 2 years ITI Boiler Competency first class certificate with 4 years experience/service as such.
- iii) The posts of Senior Operator on Bulldozer, Loco and EOT Crane shall be filled up by promotion from non Diploma holder Operator Grade-I having minimum qualification of Matric with 6 years experience/service as such. Out of 6 years experience, the persons should have at least 2 years specific experience in relevant field.
- iv) In case of no-availability of departmental candidates for promotion to the posts of Senior Operator on Bulldozer, Loco and EOT Crane direct recruitment at the Level of Operator Grade-I will be made against the vacant posts of Senior Operator on Bulldozer, Loco and EOT Crane as under:-

a) OPERATOR GRADE-I (BULLDOZER)

The posts shall be filled up from persons having matric as minimum qualification with heavy duty driving license and 8 years experience on Operation of Bulldozer/Heavy earth moving equipment.

b) OPERATOR GRADE-I (LOCO)

The posts shall be filled up form persons having matric as minimum qualification with 8 years experience as Loco Shunter/Loco driver.

c) OPERATOR GRADE-I (EOT CRANE)

The posts shall be filled up from persons having matric as minimum qualification with 8 years experience on operation of EOT crane with capacity of 50 Tones or above.

3. REGULATION 8(JUNIOR ENGINEER/GENERATION)

Regulation-8 shall be substituted as under:-

i) The posts of JE/Generation shall be filled up as under:-

i) 80% posts shall be filled up by promotion from Operator Grade-I who possesses three years diploma in engineering with four years experience/service as such.

ii) 20% posts shall be filled up from Senior Operator who possess minimum qualification of matric with 2 years ITI or Matric with Boiler Competency 1st class certificate with 4 years experience as senior Operator/TS-II.

This issues in pursuance of the decision taken by the Board of Directors, HPGCL, in its meeting held on 25.1.99.

-sd-
Under Secretary/C&R,
for CE/Admn., HPGCL, Panchkula.

Endst. No. Ch.-91/REG-120/L-I/A

Dated :- 03.02.99

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

1. All EICs/CEs in HPGCL.
2. I.G. Vigilance, HVPNL, Panchkula.
3. CAO/FAs/CA in HVPNL/HPGCL.
4. L.R., HVPNL, Panchkula.
5. CMO/CPRO, HVPNL, Panchkula.
6. Company Secretary, HPGCL w.r.t. his office U.O. No. HPGCL/Sect./M/D dt. 2.2.99
7. All SEs/COS/Xens in HPGCL.
8. OSD/Tech. to CMD, HVPNL, Panchkula.
9. All Dy. Secretaries/Under Secretaries/Admn. Officers in HVPNL/HPGCL.

-sd-
Under Secretary/C&R,
for CE/Admn., HPGCL, Panchkula.

CC:-

1. Sr. PS to CMD/Addl. MD/Directors/CE/Admn., SE/Admn-I&II, HVPNL, Panchkula.
2. Sr. PS to Chairman/MD/Directors, CE(Admn.), HPGCL, Panchkula.
3. All Sectional Heads at H. O. of HPGCL, Panchkula.

HARYANA POWER GENERATION CORPORATION LIMITED

Office order No. 70/CE/Admn.

Dated : 29.12.04

In exercise of Powers conferred under clause (c) of Section 79 of the Electricity (Supply) Act, 1948, read with Haryana Electricity Reforms act, 1997, and all other enabling powers in the this behalf, Haryana Power Generation Corporation Limited is pleased to amend Sr. No. A-6 & B-7 of the Recruitment and Promotion Policy of Thermal Staff notified vide office order No. 2845/Cadre dated 27.05.85 and modified vide office order no. 2878/Cadre dated 7.8.85 and further notified vide notification No. 9/Reg-129/L-I/A dated 3.2.99.

(A) Operation Staff

6. Operator Grade-I

a) 35% post shall be filled up by direct recruitment from persons having 3 years diploma in Engineering as minimum qualification. Such directly recruited Operator Grade-I shall remain on training for a period of one year in regular pay scale of Operator Grade-I to be allowed by the HPGC, from time to time. The competent authority may terminate the services of Operator Grade-I (trainee) without notice and without assigning any reason if his work and conduct during the period of training is not found satisfactory.

b) 15% posts shall be filled up by promotion on seniority cum merit basis from amongst feeder cadres namely Operator Grade-II, Plant Attendant Grade-I, Plant Attendant Grade-II, Helper Grade-I and Helper Grade-II. Possessing the qualification of BE/AMIE/ in Electrical/Mechanical/Electronics Engineering or three years Diploma in Engineering provided they have three years service experience on the above posts in HPGC. The ranking list in respect of eligible employees shall be prepared on 1st January of each year with cut of date of 31st December and shall be valid for one year. The interse-seniority of eligible employees in the ranking list shall be determined according to scale of pay last drawn, with the employee drawing higher scale of pay being ranked senior. If scale of pay drawn by two or more employee is same, the interse-seniority shall be determined according to length of service from the date of initial appointment on regular basis and if such services are also of similar length then the older employee shall rank senior to the younger employee.

Provided further that in case no eligible employee in the feeder cadres is available, these posts may be filled up by direct recruitment.

c) 50% posts shall be filled up by promotion from Operator Grade-II on seniority-cum-merit basis with 4 years experience/service as such.

B) Maintenance Staff:

7. Foreman Grade-II

a) 35% shall be filled up by direct recruitment with persons having 3 years diploma in Engineering as Foreman trainees for one year and during training they will be given regular pay

scale. On successful completion of this training of this training they shall be posted in the regular grade.

b) 15% posts shall be filled up by promotion seniority cum merit basis form amongst feeder cadres Foreman Grade-II, Foreman Grade-IV, Technician Grade-I, Technician Grade-II, Helper Grade-I and Helper Grade-II. possessing the qualification of BE/AMIE in Electrical/Mechanical/Electronics Engineering or three years Diploma holder in engineering provided they have three years service experience on the above post in the HPGC. The ranking list in respect of eligible employees shall be prepared on 1st January of each year with cut of date of 31st December and shall be valid for one year. The interse-seniority of eligible employees in the ranking list shall be determined according to scale of pay last drawn, with the employee drawing higher scale of pay being ranked senior. If scale of pay drawn by two or more employees is same, the interse-seniority shall be determined according to length of service from the date of initial appointment on regular basis and if such services are also of similar length then the older employee shall rank senior to the younger employee.

Provided further that in case no eligible employee in the feeder cadres is available, these posts may be filled up by direct recruitment.

c) 50% shall be filled up by promotion from Foreman Grade-III who are matriculates and ITI two years course or above technical qualification with 4 years experience/service as such. However, for Foreman Grade-III, who are Matriculates and ITI one years course, the experience/length of service required would be 5 years.

This issues with the approval accorded by the Board of Directors in its meeting held on 18.12.2004.

-sd-
Under Secretary/Estt.
for Chief Engineer/Admn.
HPGCL, Panchlula.

Endst. No. Ch.-42/HPGCL/Admn/L-390

Dated :-29.12.2004

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

1. All CEs in HPGCL.
2. All FA&CAOs in HPGC.
3. Company Secretary, HPGC, Panchkula with reference to his office memo no. CS/HPGC/41BM/242 dated 22.12.2004.
4. The I.G. V & S, HVPNL, Panchkula.
5. The L.R., HVPNL, Panchkula.
6. The DMS, Haryana Power Utilities, Panchkula.
7. Member Power, BBMB, Chandigarh.

8. Secretary, BBMB, Chandigarh.
9. All Dy. Secretaries/Under secretaries/Admn. Officers in HPGC.

-sd-
Under Secretary/Estt.
for Chief Engineer/Admn.
HPGCL, Panchlula.

CC

Sr. PS to MD, HPGCL, Panchkula.

Sr. PS to Director/Generation, HPGC, Panchkula.

HARYANA POWER GENERATION CORPORATION LIMITED

Office order No. 9/CE/Admn.

Dated :

15.09.2005

In exercise of Power conferred under clause (c) of Section 79 of the Electricity (Supply) Act, 1948, read with Haryana Electricity Reforms act, 1997, and all other enabling powers in the this behalf, Haryana Power Generation Corporation Limited is pleased to amend the Recruitment and Promotion Policy of Thermal Staff notified vide office order No. 2845/Cadre dated 27.05.85 and modified vide office order no. 2878/Cadre dated 7.8.85 and further amended from time to time.

The recruitment and promotion policy in respect of promotion to the post of JE-I has been amended as under:-

a) 80% post of JE-I will be filled up by promotion from JE/Generation having four years experience/service as such and also having three years diploma in Engineering.

For the post of Boiler Controller possession of Boiler Operation Engineer's qualification will be pre-requisite.

b) 20% posts of JE-I will be filled up from FM-I with four years experience/service as such and also having three years diploma in Engineering.

For the post of Boiler Controller possession of Boiler Operation Engineer's qualification will be pre-requisite.

This issues with the approval of Board of Directors in its meeting held on 23.08.2005.

-sd-

Under Secretary (General)
for Chief Engineer/Admn.
HPGCL, Panchkula.

Endst. No. Ch.-137/CE/Admn/HPGC/CS-160

Dated:-15.09.2005

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

1. All CEs in HPGCL.
2. All FA&CAOs in HPGC.
3. Company Secretary, HPGC, Panchkula with reference to his office memo no. CS/HPGC/44BM/Spl.-I dated 06.09.2005
4. The I.G. V & S, HVPNL, Panchkula.
5. The L.R., HVPNL, Panchkula.
6. The DMS, Haryana Power Utilities, Panchkula.
7. Member Power, BBMB, Chandigarh.
8. Secretary, BBMB, Chandigarh.
9. All Dy. Secretaries/Under secretaries/Admn. Officer in HPGC.

-sd-

Under Secretary (General)
for Chief Engineer/Admn.
HPGCL, Panchkula.



Office order No.89/CE/Admn.

Dated:- 29.08.2011/09.09.2011

In exercise of powers conferred under section 56 (3) (VI) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 & all other enabling powers in this behalf, the Haryana Power Generation Corporation Ltd is pleased to make the following amendments in the Recruitment and Promotion Policy for the employees working in Thermal Power Stations (HPGCL) notified vide office order No. 2845/Cadre dated 27.05.85 and further modified vide office order no. 2878/Cadre dated 07.08.85, notification No. 59/REG-137 dated 14.03.1990, notification No. 9/REG-120/L-1/A dated 03.02.99, office order No. 70/CE/Admn dated 29.12.2004 & office order No. 9/CE/Admn/Cadre dated 15.09.2005:-

A. Common for Operation and Maintenance:-

i) T/Mate:-

These posts have been put under diminishing cadre.

ii) Helper Grade-II:- (Now renamed as Helper)

a) The qualification for the direct recruitment of Helper Grade-II shall be minimum Matriculation.

b) The nomenclature of Helper Grade-II has been renamed as Helper.

B. Operation Side:-

i) Helper Grade-I & Plant Attendant-II:- (Now renamed as Plant Attendant)

a) The post of Helper Grade-I and Plant Attendant-II has been clubbed and renamed as Plant Attendant.

i) a. 50% posts of Plant Attendant shall be filled up by direct recruitment from the persons having two years ITI course with Matric as minimum qualification. Such directly recruited Plant Attendant shall remain on training for a period of two years in regular pay scale of Plant Attendant-II (now Plant Attendant i.e. Rs. 5200-20200+GP Rs. 2400. The competent Authority may terminate the services of a Plant Attendant Gr-II (Trainee) without notice and without assigning any reason, if his work and conduct during the period of training is not found satisfactory.

b. The trainees referred to above shall be entitled to the increment only on successful completion of their training. In case of Plant Attendant Gr-II and Technician Gr-II, increment on successful completion of training shall be granted, but without arrears.

c. A trainee shall be required to furnish an undertaking on stamp paper of requisite value to the effect that he will not leave the Board's service during the period of training and will serve the Board for a minimum period of 2 years after completion of training failing which, he will have to refund the entire costs (pay and allowances) incurred by the Board on his training subject to minimum 3 months pay and allowances alongwith interest thereon to the Board from the date of demand.

ii) 50% by promotion from Helper Grade-I who are Matriculates with 3 yrs experience as such.

C). Maintenance Side:-

i) Helper Grade-I & Technician-II:- (Now renamed as Technician)

a) The post of Helper Grade-I and Technician-II has been clubbed and renamed as Technician.

- i) a. 50% post of Technician be filled up by direct recruitment from the persons having passed two year ITI course with Matriculation as minimum qualification. Such directly recruited Technician shall remain on training for a period of two years in regular pay scale of Technician. The Competent Authority may terminate the services of a Technician Gr-II (Trainee) without notice and without assigning any reason, if his work and conduct during period of training, is not found satisfactory.
- b. The trainees referred to above shall be entitled to the increment only on successful completion of their training. In case of Plant Attendant Gr-II and Technician Gr-II, increment on successful completion of training shall be granted, but without arrears.
- c. A trainee shall be required to furnish an undertaking on stamp paper of requisite value to the effect that he will not leave the Board's service during the period of training and will serve the Board for a minimum period of 2 years after completion of training failing which, he will have to refund the entire costs (pay and allowances) incurred by the Board on his training subject to minimum 3 months pay and allowances alongwith interest thereon to the Board from the date of demand.
- ii) 50% posts by promotion from Helper who are Matriculate with 3 years experience as such.

Note:- Options may be obtained from the existing Helper Grade-I who possess Matric + 2 year ITI and working in Maintenance Side whether they intend to remain in Maintenance Side or Operation Side.

iii) Technician-I:-

The post of Technician Grade-I shall be filled up 100% by promotion from Technician.

iv) Foreman-I:-

The post of Foreman Grade-I shall be filled up 100% by promotion from Foreman Grade-II with four years experience/service as such.

v) Master Foreman:-

The post of Master Foreman shall be filled up 100% from Foreman Grade-I with four years experience/service as such.

D) Share Quota Posts:-

Board of Directors also decided that the share quota posts for direct recruitment as well as for promotion will henceforth be worked out (calculated) on the sanctioned strength of the posts.

This issues in pursuance of the decision taken by the Board of Directors of HPGCL in its meeting held on 17.08.2011.

-sd-
Under Secy./Genl.
For Chief Engineer/Admn.
HPGCL, Panchkula.

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

1. All Chief Engineers in HPGCL.
2. LR, HPU, Panchkula.
3. Company Secretary, HPGCL, Panchkula.
4. All FA&CAO in HPGCL.
5. All Dy. Secretaries in HPGCL.
6. All Under Secretaries/Administrative Officers in HPGCL.
7. All Sr. AOs/Accounts Officers in HPGCL.
8. All Sr. Medical Officers in HPGCL.
9. All Section Heads in HPGCL.

-sd-
Under Secy./Genl.
for Chief Engineer/Admn.
HPGCL, Panchkula.

CC:

1. Sr. PS to Chairman and Managing Director, HPGCL Panchkula.
2. Sr. PS to Director/Finance, HPGCL, Panchkula.
3. Sr. PS to Chief Operating Officer (Fuel Management), HPGCL, Panchkula.
4. Sr. PS to Director/Generation, HPGCL, Panchkula.
5. Sr. PS to Director/Technical, HPGCL, Panchkula.
6. PS to Chief Engineer/Admn., HPGCL, Panchkula.

Chapter 3:- Ministerial Service (Head Office Cadre)

HARYANA STATE ELECTRICITY BOARD

OFFICE ORDER NO. 891/NGE/G-26/L-17

Dated: 07.10.1978

The Haryana State Electricity Board is pleased to approve in its meeting held on 18-09-78, 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 others Xens. in the circle (giving then 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 organization.

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 or 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 holder I.T.I. with 3 years experience & Matriculate with 5 years experience may be made eligible for promotion to the post of Line Superintendents 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 form amongst the Line Suptd./S.S.Os./Power 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 decide 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/Trailor/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 ASSA 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 department promotion from amongst the ASSA on seniority basis.
15. S.S.O.
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.Os. 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 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 Engineer on the basis of seniority.
24. Store Attendants
All the posts may be filled up by promotion from Matric W.C. Store-mates.
25. Store Munshi
These post 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 Keeper 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-Verifier on seniority basis.
31. Chowkidar/Mali
Chowkidar/Mali may preferably be taken from amongst the work-charged staff.
32. Peons/Bill Distributors
Bill Distributors may preferably be matriculate. Office Peons may be appointed from work-charged staff. This will not apply to peons attached to Officers.
33. Havildar/Daftri/Ferro Khalasi
Havildar may be promoted from amongst the Peons/Bill Distributors. Likewise the Daftri/Ferro-Khalasi may be promoted but they should be literate at least upto Middle standard.
34. Lower Division Clerk
(a) All the appointment may be made direct cut of the First Class matriculates or Hr. Sec. or Second Class Intermediate or higher qualification. IIIrd and IIInd Class Matriculates/Hr. Secondary with 30 W.P.M. Typing speed may also be taken as LDC.
(b) Matriculate Peons/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 rationalized.
- (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 ISER.
- (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 Clerk
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 casts 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 1:2 for graduate and other may continue.
37. Circle Assistants/Head Clerk
The senior most persons may be given the charge of Divisional Head Clerks.
38. Circle Superintendents
Those Circle supdts. who have completed 7 years service in the capacity of circle supdt. May given the selection grade of Rs. 620-30-740/40-900.
- HEAD OFFICE CADRE
39. Peons/Chowkidars/Malis
Existing procedure may continue.
40. Havildars/Daftries/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 Clerk
As per recommendations against item no. 34 above.
42. Upper Division Clerk
As per recommendation 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
20% 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.

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 person 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 other 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 Supervisor may be redesignated as work supervisor.
 4. Assistant Foreman
 5. Foreman/S.O.
- | |
|---|
| After 10 years of service as S.Os/Foreman they may be given a selection grade of J.E. |
|---|
6. Assistant Engineer
As per Assistant Engineer (Electrical).
The above order supersedes all previous instructions 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 234)/NGE/G-26/L-17

Dated:-

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

1. All Chief Engineer in H.S.E.B.
2. Chief Account Officer/Chief Auditor/Financial Advisor, HSEB, Chandigarh.

3. Deputy Inspector General (Vig.), HSEB, Chandigarh.
4. Chief Security Officer, HSEB, Karnal/Faridabad.
5. All Superintending Engineer in H.S.E.B.
6. All Executive Engineer in H.S.E.B.
7. P.S. to Chairman/Member and P.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, O/O Krishna Automobiles, Jind Road, Kaithal.
11. Shri Uda Ram, Advocate, Member (Non-Official), H.S.E.B., Barnala Road, Sirsa.
12. Shri Ram Singh, Member (Non-Official), HSEB, 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 Account Officer, BBMB, 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.

-sd-
UNDER SECRETARY (PERSONAL)

HARAYANA STATE ELECTRICITY BOARD

Office Order No. 534/NGE/G-26/L-17

Dated: 25/09/80

The following lines may be further added in para-34(b) of the O/o No. 891/NGE/G-26/L-17 dated 07.10.1978.

Restorers who are matriculate and have three years service as restorers or on a lower job are also eligible for promotion as LDC.

This issues with the approval of whole-Time-Members.

Sd/-
Under Secretary/Personnel,
for Secretary, HSEB,
Chandigarh.

Endst. No. Ch-186/NGE/G-26/L-17

Dated: 25/09/80

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

1. All Chief Engineers in HSEB.
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 HSEB.
6. All Executive Engineers in HSEB.
7. P.S. to Chairman/Members and P.A. to Secretary, HSEB, Chandigarh.
8. All Sectional Heads in Board's Sectt.
9. Principal, Training Institute, HSEB, Chandigarh.
10. Additional Secretary, BBMB, Sector-35/B, Chandigarh.
11. Secretary, B.C.B., Kaka Nagar, New Delhi.
12. Member/Power, BBMB, Sector-35/B, Chandigarh.
13. Chief Engineer/Electrical, Beas Construction Board, Chandigarh.

HARYANA STATE ELECTRICITY BOARD

OFFICE ORDER NO: 6/Reg-34

DATED : 28.12.1981

In exercise of the powers conferred by clause (c) of Section 79 of the Electricity (Supply) Act, 1948, and all other enabling powers in this behalf, the Haryana State Electricity Board is pleased to frame the following Regulations for the Departmental Accounts Examination for Ministerial Establishment in the Haryana State Electricity Board.

PART-I (GENERAL)

Regulations 1 Short Title & Commencement :

- (a) These Regulations may be called "The Regulations for the Departmental Accounts Examination of Ministerial Establishment", in the Haryana State Electricity Board.
- (b) These Regulations shall come into force with immediate effect.

2. Definitions:

- (a) "Ministerial Establishment" means such Board employees of Subordinate services whose duties are entirely clerical and includes all LDCs, UDCs, Meter Readers, Cashiers, Store Keepers, Asst Store-Keepers, Steno-Typists, Junior Scale and Senior Scale Steno-graphers, irrespective of the nature of duties they are performing viz. Diarying, despatching, typing, record keeping, cash handling, correspondence, accounts, meter reading, store keeping, dictation work etc. etc.
- (b) "Board" means the Haryana State Electricity Board Constituted under Section 5 of the Electricity (Supply) Act, 1948.
- (c) "Controlling Officer" means the Chief Accounts Officer (in brief mentioned as C.A.O.) or any other officer not below the rank of Senior Accounts Officer nominated by him, for holding the Departmental Accounts examination for Ministerial Establishment and/ declaring results thereof.

3. Scope

These regulations shall apply to all members of the Ministerial Establishment in the service of the Board.

4. Subjects of the Examination:

The subjects of Examination and the full marks assigned to each subject are given in **Annexure 'A'** appended to these regulations.

- 5. The members of the Ministerial Establishment shall have to pass the Examination in the subjects/papers as stated below :-
 - a) The LDCs, UDCs, Meter Readers, Cashiers, Steno-Typists, Junior / Senior Scale Steno-graphers shall be required to pass in subjects/papers I to IV.
 - b) The Assistant Store-keepers & Store Keepers shall be required to pass only paper V (Store Accounts).

Note: The Assistant Store-Keepers and Store Keepers may appear in paper I to IV also, if they wish to do so, in order to be eligible for promotion or appointment to the post of UDC.

6. **Application for appearing in the Examination:**

A member of the Ministerial Establishment desiring to appear in the Examination shall submit his application on the prescribed form (**Annexure 'B'** appended to these Regulations) through the Head of his office by a date not later than 15th Feb. or 15th August each year or as may be prescribed by the Controlling Officer. The Head of the office shall transmit such applications of the officials working under them direct to the Controlling Officers within 15 days of the receipt of the application.

7. **Scrutiny and acceptance of the applications :**

- (a) No application received in the office of the Controlling Officer after the 1st March or the 1st September each year or any other date as may be fixed by the Controlling Officer shall be entertained. The Controlling Officer may in special circumstances accept a time-barred application as well.
- (b) The Candidates who are allowed to appear at the Examination shall be notified through their Head of offices, 20 days prior to the commencement of the Examination.

8. **Date and Place of Examination**

- (a) The Examination will be held twice a year in the months of April and October each year at the place /places and on the date as may be fixed by Controlling Officer. The place and the dates of examinations will be notified to the candidates after allotment of Roll Nos. through their Head of Offices.
- (b) If a candidate intends to appear at an examination centre other than at which he is required to appear, he will apply to the Controlling Officer through his Head of Office at least 15 days before the commencement of examination for the change of centre giving grounds for his request. The Controlling Officer will take decision on such a request and convey the same to him. No T.A. will be admissible if the examination centre is changed on the request of the candidates.

9. **Admissibility of Travelling Allowance to take the Examination**

- (a) Travelling allowance will be allowed to a candidate on the first occasion of his examination at the rates prescribed for his status and grade in the Board's Travelling Allowance Rules. Travelling Allowance for the second occasion will be allowed if he passes the examination in the second attempt.
- (b) Travelling Allowance will not be allowed on more than two occasions.

10. **Duty Period :**

The Days on which a candidate takes the examination at the centre of the examination and the reasonable time taken by him in journey to and from the examination centre will be treated as Duty period.

11. **Question Papers:**

(a) The Controlling Officer will nominate the examiner for setting papers fifteen days before the commencement of the examination. The examiner will submit the question papers to the Controlling Officer for approval within five days. The Controlling Officers will approve the Question Papers and get it cyclostyled in the presence of the Sr. Accounts Officer Incharge of the examination four days before the commencement of the examination. The Question papers will be handed over to the incharges at the different examination centres nominated by the Controlling Officer in sealed covers indicating the name of the subject /question papers, date of examination, number of question papers under the dated initials of the Sr. Accounts Officers incharge of the Examination with a special seal to be maintained by the Controlling Officer for this purpose, against acknowledgment.

(b) The sealed packets containing the question papers shall be kept under lock and key in the personal custody of the centre Incharge of the Examination and should be opened by him on the date and time of the examination in the examination hall in the presence of another Gazetted Officer and the candidates. The sealed envelope containing the question papers after opening should be kept in the personal custody of the centre Incharge of Examination. The Centre Incharge of the Examination shall count the question papers found in the envelope and check the same with the number of such question papers mentioned on the envelope itself. The discrepancy, if any, noticed in checking of the number of question papers should be reported to the Controlling Officer at once.

12. **Answer Papers:**

(a) The candidates will answer and work out the question papers in the presence of the Officers Supervising the Examination, without the aid of books of references, notes or any other helping material. Answer books will be supplied by the Centre Incharge Examination at the Examination Centre.

(b) The candidates will indicate the question number to the relative answer worked out in the answer book.

(c) The candidates who are found using or possessing books, notes or any other material, relevant or otherwise to the question papers while answering the question paper, will be liable to be disqualified from the

said examination and or even from future examination which may extend to three chances, as may be decided by the Controlling Officer.

(d) Use or possession of books, notes or any other material will also mean misconduct for the purpose of Punishment and Appeal Regulations and the candidate may be punished with any of the Punishments specified therein.

(e) For genuine cause during the time while the examination continuous, a candidate may, with the permission of the Centre Incharge examination under such arrangements as made by him, leave the examination centre.

(f) After completing answers to the question paper or on the expiry of the time allotted for working out the question paper, the candidate will deliver the answer book to the Centre Examination Incharge. The doors of the Examination Centre shall be closed five minutes before the expiry of the time allotted for answering the question paper. No candidate will be allowed to go out of the examination Centre till such time all the answer books have been collected, counted and found correct by the Centre Examination Incharge. In case a candidate still manages to take the answer book out of the examination Centre, he shall be deemed to have used unfair means and shall be liable for action under clause (c) above.

(g) The Centre Examination Incharge after receiving the answer books from the candidate will cross mark all blank pages/spaces left unused in the answer book with pencil.

(h) The answer books thereafter should be packed and enclosed in an envelope and sealed properly before removing out of the Examination Centre. The envelope should be signed by the Centre Examination Incharge alongwith other two Gazetted Officers present with him.

(i) The packet containing the answer books should then be sent to the Controlling Officer under Registered acknowledgement due post by name marked on the envelope an answer papers and the number of the answer papers. The Centro Examination Incharge will furnish a certificate in the following form.

1. Date of Examination.
2. Subject.
3. Time of beginning the examination and its closing.
4. Name of candidates due to appear in the examination.
5. Number of candidates who actually appeared in the examination.
6. Number of answer books handed over to the Supervisors.
7. Any other report made by the Supervising Officer.

8. Certificate that the examination has been conducted strictly in accordance with the prescribed regulations.

CENTRAL EXAMINATION INCHARGE.

13. Supervisors:-

The Controlling Officer shall nominate two Gazetted Officers as Supervising Officers to be present in the examination centre all the time the candidates are answering the question papers. No outsider shall be permitted to on- after the examination centre except for the staff engaged for supplying drinking water, blank papers and such like requirements of the candidates. The Supervising Officer shall help the centre examination incharge in performance of his duties in the examination centre.

14. SCRUTINY AND MARKING OF THE ANSWER BOOKS

(a) The answer books will be examined and marked by an Officer in the Board Office deputed for the purpose by the Controlling Officer. The marks given by the said Officer may be revised on scrutiny by the Controlling Officer.

(b) After the papers are scrutinized by the Controlling Officer, the Office deputed to tabulate the result will prepare a list showing the marks obtained by each candidate in each subject / paper and also the result (whether pass or fail) and put the same to the Controlling Officer for obtaining approval of the Chairman, H.S.E.B. giving his recommendations. The result will be declared and notified to all the candidates through the Heads of their offices. An entry to the effect of passing the examination should be recorded in the service book of the candidate passing the examination.

(c) No appeal shall lie against the result declared by the Controlling Officer.

15. List of Pass Marks :

(a) The minimum marks to be obtained by a candidate to pass the examination will be 40% of the total marks assigned to each paper.

(b) The examination will consist of two parts, Part I comprising paper I & II and Part II paper III & IV. The candidate will have the option to take up the examination either in all the two parts or in either of the parts. A candidate who elects to take up the examination in parts and secures 40% marks in both the papers comprising a part, will be deemed to have cleared that part. The candidate who appear in all the four papers and secures 40% or more marks in both the papers of a part will also be deemed to have cleared that part. If a candidate secures 60% or more marks in any paper will be exempted from appearing in that papers.

16. **Promotion, Confirmation, grant of annual increments, Retention in service etc.**

Promotion – A LDC, Meter Reader or a Cashier or a Steno-Typist in the scale of Rs. 400-10-500/15-590/640-10-700 (or such other scale as may hereafter be introduced or substituted for such posts) shall not be appointed to a post of Upper Division Clerk and posts carrying a scale higher than that of the post of a Lower Division Clerk, Meter Reader or Cashier or Steno-typist, until and unless he has passed the Departmental Accounts Examination for Ministerial Establishment in papers I to IV. Provided that 25% posts of Upper Divisional Clerk shall be filled from amongst the Lower Divisional Clerk on the basis of seniority cum merit, who have rendered at least six year service if he is a Matriculate and at least three years service if he is a Graduate and has not been able to clear the said Examination.

(b) The unqualified promotee UDCs will further be eligible for promotion to the post of Assistants provided they have minimum 12 years service as LDCs/Steno-typists/Cashier etc and UDCs. There will, however, be no further promotion to the unqualified promotees unless and until they pass the Department Accounts Examination for ministerial establishment.

Confirmation:-

(a) An Upper Division Clerk, if he has been directly recruited as such, will not be appointed in a substantive capacity in his post unless he has passed the Examination in papers I to IV. If he fails to pass the Examination in papers I to IV within five years of his first appointment in the Board, his increments falling due after the first 4 increments from his first appointment will be withheld until he passes the examination and will not be granted with retrospective effect on his passing the Examination. On passing the Examination he will, with effect from the date following that on which the Examination ended, be entitled to the rate of pay which would have been admissible to him, had his increments not been withheld for his failure to pass the Examinations.

(b) The failure of an Upper Division Clerk to pass the Examination in 10 successive examinations held immediately after the expiry of six months from the date of his first appointment in the Board may involve the loss of his appointment in the Board and in case he fails to pass the Examination within the probationary of two years, the probationary period will be deemed to have been extended till he passes the examination within the above stipulated chances.

(c) The Assistant Store keeper shall not be promoted to a post carrying a scale higher than the post of Assistant Store Keeper unless he has passed paper V of the Departmental Accounts Examination for Ministerial Establishment.

(d) An Assistant Store Keeper or a Store Keeper will be eligible for appointment as a Upper Division Clerk if he has passed in all subjects / papers as provided in note below Regulations 5 of these Regulations.

17. The powers to grant exemption from passing the Departmental Accounts Examinations prescribed for Ministerial Establishment will rest with the whole time Members of the Board.

18. **Honoraria :-**

The paper setters, Examiners and other staff engaged for conducting the Departmental Accounts Examination will be paid honoraria as the following rates or the rates as may be sanctioned by Board from time to from:-

<u>A Category</u>		<u>Rates of Honoraria</u>	
(a)	For setting question papers I,II,IV & V.	Rs. 50/- Per Paper	
(b)	For setting question papers III (A) & III (B)	Rs. 25/- Per Part	
(c)	For marking the answer Books of paper I, II, IV & V.	Rs. 2/- Per Paper	
(d)	For marking of answer Books of paper III (A) & III (B)	Rs. 1/- Per Part	
(e)	Cyclostyling of Papers	Rs. 15/-	
(f)	Typing of Papers	Rs. 40/-	
(g)	Sr. A.O. (Admn.)	Rs. 200/- Per exam.	
<u>B Category</u>		<u>Rates of honoraria (in Rs.)</u>	
		<u>Per Session</u>	<u>Per Day</u>
(h)	Supdt/ Supervisors	15/-	25/-
(i)	Invigilators	10/-	18/-
(j)	Clerk	7/50	13/-
(k)	Class IV (Daftri/ Peon)	5/-	9/-

19. **Powers-General :**

All powers to interpret, add, alter, modify, cancel, extend or relax any or all of these Regulations shall rest with the Board.

20. **Repeals**

All rules/ regulations/administrative instructions/orders/notifications which are repugnant or contrary to the above mentioned regulations are hereby repealed.

21. **Savings :**

All such cases, not expressly covered under these regulations, shall be governed by such general orders / instructions as may be issued by the Board from time to time.

22. Absolute secrecy shall be observed by all concerned while carrying out any function, duty or responsibility under those regulations, failing which the defaulter shall be liable to disciplinary action under Punishment and Appeal Regulations of the Board.

S E C R E T A R Y
HARYANA STATE ELECTRICITY BOARD
C H A N D I G A R H

HARYANA STATE ELECY. BOARD

REGULATION
SECTION

OFFICE ORDER NO.: 32/REG-114

Dated: 23-2-89

In exercise of powers conferred by Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the H.S.E.B. hereby makes the following amendment/substitution in the Recruitment and Promotion Policy in respect of Non-Gazetted staff notified vide O/o No. 891/NGE/G-26/L-17 dated 7-10-78 read with O/o No. 534/NGE/G-26/L-17 dated 25-9-80:-

1. Clause-10 & Clause 34 concerning the procedure to fill-up the post of 'Meter Reader/Lower Division Clerk' of ibid orders, shall be amended/substituted as under:-
 - (a) 80% posts of LDC/MR, shall be filled up by direct recruitment from amongst the candidates having qualifications as prescribed by the Board from time to time.
 - (b) 20% posts of LDC/MR, shall be filled up by promotion from amongst:-
 - (i) Peons/DMA/Restorers/Havildars, Dafteries/Photedars/Book Binders, Ferro Printer/Ferro Khalasis and Safai Karamchari etc. etc. having qualification as Matric with atleast 5 years experience as such. The interse seniority of such candidates for promotion as LDC/MR shall be determined from the date of their passing the Matriculation Examination, subject to the condition that the candidate has also five years qualifying service on regular basis.
 - (ii) The officials should qualify a test in type-writing in Hindi/English at a speed of 25/30 WPM, respectively, within one years of promotion, failing which annual increment, shall not be granted. In case, he fails to qualify the test in typewriting within the prescribed/extended period, he is liable to be reverted to the post from which he was appointed/promoted as LDC.
2. The above amendment/substitution shall be applicable with effect from 20-12-1988.

Sd/-
Secretary,
HSEB, Panchkula.

NOTIFICATION

THE 4TH APRIL, 1989

No. 36/Reg-34 In exercise of the powers conferred by Clause (c) of Section-79 of the Electricity (Supply) Act, 1948, and all other enabling powers in this behalf, the Haryana State ElecY. Board is pleased to include Paper-VI consisting of syllabus as contained in Annexure-I in the Departmental Accounts Exam. for Ministerial Establishment and to amend the following Regulations of the Departmental Accounts Examinations for Ministerial Establishment notified vide Office Order No. 6/Reg-34 dated 28.12.81:-

1. Regulation-5 shall be substituted as under:-

“The members of the Ministerial Establishment shall have to pass the Examination in the subjects/Papers as stated below:-

- (a) The LDC, UDCs, Meter Readers, Cashiers, Steno-typists, Junior Scale Stenographers, shall be required to pass the subjects/ Papers- I to IV & VI.
- (b) The Assistant Store Keepers and Store Keepers shall be required to pass only Paper-V (Store Accounts).

NOTE: 1 The Assistant Store Keepers and Store Keepers may appear in Papers-I to IV & VI also, if they wish to do so, in order to be eligible For promotion or appointment to the post of UDC.

NOTE: 2 The Refresher course, shall be provided by the Director, Training Institute, Panchkula to all the employees who intend to appear in the said examination. He shall make all necessary arrangements for Refresher Course accordingly.

2. Regulation-15

A Note shall be added below Regulations-15 as under:-

NOTE: The candidate shall have the discretion to qualify Paper-VI either with Part-I or with Part-II, provided that he shall be considered eligible for further promotion to a higher post after qualifying Paper –I to IV & VI only.

3. Regulation-16

“The word ‘Paper-I to IV’ appearing in the Reg-6 may be read as ‘Paper-I to IV & VI.

Sd/-
S E C R E T A R Y
HARYANA STATE ELECTRICITY BOARD
P A N C H K U L A

From

The Secretary,
HSEB, Panchkula.

To

1. The General Manager/Thermals, PTPS, Panipat.
2. The Legal Remembrancer, HSEB, Panchkula.
3. The Director (V&S), HSEB, Panchkula.
4. All Chief Engineers in HSEB.
5. CAO/CA and FAs in HSEB.
6. All Superintending Engineers in HSEB.
7. All Sectional Heads in the Secretariat.

Memo No. CH-94/Reg-34

Dated: 29-5-89

**Subject: HSEB Departmental Accounts Examination for Ministerial Establishment
– Clarification thereof.**

In continuation of this office Notification No. 36/REG-34 dated 4.4.89 enclosed with Memo No. Ch-90/REG-34 dt. 4.4.89, it is clarified that:-

- i. The ibid amendment is applicable w.e.f. 4-4-89 i.e. the date on which it was notified, thereby meaning that the UDCs, LDCs, MRs, Cashiers, Steno-typists and Junior Scale Stenographers, who have qualified the departmental Accounts Examination (in full) on or before 3-4-89, are not required to pass Paper-IV introduced vide Notification dated 4-4-89 i.e. the date of Notification.
- ii. The UDCs, LDCs, MRs, Cashiers, Steno-typists and Jr. Scale Stenographers, who have not passed in all the Papers i.e. (I) to (IV) of Departmental Accounts Examination on or before 3-4-89 they are required to qualify Paper-VI to become eligible for further promotion to the next higher post.

-sd-

Under Secretary/C&R,
for Secretary, HSEB, Panchkula.

C.C.

Sr. P.S. to Chairman, M.F.C., M.T. (G&P)/(OP)
P.S. to Secretary /Additional Secretary.

NOTIFICATION

THE 30TH APRIL 1990

No. 62 /REG-34 In exercise of powers conferred by Clause-(c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board hereby makes the following addition / substitution to Regulation-15 of Departmental Accounts Examination for Ministerial Establishment, notified vide Notification No. 6/REG-34 dated 28.12.81 read with Notification No. 36/REG-34 dated 4.4.1989:-

- i) In Sub-Regulation-(b) of Regulation-15, of ibid Regulations, the term "60%" wheresoever occurring shall stand substituted by the term "50%"
- ii) Sub-Regulation-(c) after Sub-Regulation (b) of Regulation-15, shall stand added as under:-

"Any candidate may get any or all the papers in which he has appeared, reevaluated provided he files an application for the same within a period of 30 days from the date of declaration of result. No such application shall be entertained unless the candidate deposits an amount of Rs. 50/- per paper alongwith the application".

-sd-

SECRETARY
HARYANA STATE ELECTRICITY BOARD
PANCHKULA

NOTIFICATION

THE 18TH SEPTEMBER 1990

No. 81/REG-34 In exercise of powers conferred by Clause-(c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Electricity Board hereby makes the following substitution to Regulation-14 (b) of "H.S.E.B. Departmental Accounts Examination for Ministerial Establishment, 1981" notified vide No. 6/REG-34 dated 28.12.81 read with No. 36/REG-34 dated 4.4.1989 and No. 62/REG-34 dated 30.4.90:-

Regulations-14 (b) stands substituted as follows:-

"After the papers are scrutinized by the Controlling Officer, the office deputed to tabulate the result, will prepare a list showing the marks obtained by each candidate in each subject/ paper and also the result (whether pass or fail) and put the same to the Controlling Officer for obtaining approval of the M.F.C., HSEB giving his recommendations. The result will be declared and notified to all the candidates through the Heads of their offices. An entry to the effect of passing the examination should be recorded in the service book of the candidate passing the examination."

-sd-

SECRETARY
HARYANA STATE ELECY. BOARD
PANCHKULA

REGULATION
SECTION

HARYANA STATE ELECY. BOARD

From

The Secretary,
HSEB, Panchkula.

To

1. The G.M./Plants, PTPS, Panipat.
2. The Legal Remembrancer, HSEB, Panchkula.
3. All C.Es. in HSEB.
4. The CAO/CA and FAs in HSEB.
5. The Director (V&S), HSEB, Panchkula.
6. Sr. P.S. to Chairman/MFC/MTs & Secretary in HSEB.
7. Addl. Secretary, HSEB, Panchkula
8. All Under Secy./Dy Secretaries in HSEB. (5 spare copies for US(PW) & US(S-I) only)
9. The Under Secy/ General (Meeting Section) HSEB., Panchkula w.r.t. his UO No. 109/M-338(11) dated 15-10-90.
10. All Sectional Heads in Board's Secretariat.
11. Addl. Secretary/CE (T&S), BBMB, Chandigarh.
12. CE/Const. (PW) BBMB, Nangal.
13. FA & CAO (PW) BBMB, Nangal.
14. SE/Electrical, BCB, Chandigarh.
15. SE/Canal Power House Circle, BBMB, Chandigarh.
16. Secretary, BCB, Kaka Nagar, New Delhi.
17. Director/Plg. & Design, BBMB, 9 Rambagh, Patiala.
18. SE/Electrical UT Admn. Chandigarh.

Memo No. CH-179/Reg-29/L-I

Dated: 19-10-90

Subject: Revised Recruitment and Promotion Policy in respect of Ministerial Service (Head Office Cadre).

A copy of Notification No. 82/Reg-29/L-I dated 19-10-90 containing the "Recruitment & Promotion Policy in respect of Ministerial Service (Head Office Cadre)" , is sent herewith for information and necessary action.

2. The above decision/notification has been approved by the Board in its meeting held on 11-10-90.

-sd-

Under Secretary/C&R,
for Secretary, HSEB, Panchkula.

DA/As above.

Endst. No. Ch-179/Reg-29/L-I

Dated: 19-10-90.

A copy of the above alongwith Notification No. 82/Reg-29/L-I dt. 19-10-90 is forwarded to the:-

1. Sh. Ram Lal Sharma, Part-Time-Member, HSEB, Village & P.O. Rania, Distt.- Sirsa.

2. Sh. Suresh Mittal, Part-Time-Non-Official Member, HSEB, Vill & PO- Satrod, Distt.- Hisar.
3. Sh. Sher Singh Barshami, Part-Time-Member, HSEB, V&PO-Barshami, Tehsil- Thanesar, Distt.-Kurukshetra.

-sd-
Under Secretary/C&R,
for Secretary, HSEB, Panchkula.

DA/As above.

HARYANA STATE ELECTRICITY BOARD

NOTIFICATION

THE 19TH OCTOBER, 1990

No. 82/Reg-29/L-I In exercise of powers conferred under Clause (c) of Section-79 of Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board is pleased to make the following Revised Recruitment and Promotion Policy in respect of Ministerial Service (Head Office Cadre):-

1.0 Lower Division Clerk

1.1 80% posts shall be filled-up by direct recruitment from amongst persons having the following qualifications:-

(a) Matric with 1st Division or 10+2 with 2nd Division or equivalent examination from Education Board /University recognized by the Govt. of Haryana.

OR

Graduate from any University recognized by the Govt. of Haryana.

(b) Passed Hindi upto 10th Standard.

(c) Passed type test either in Hindi or in English at the speed of 25/30 WPM respectively.

1.1.1 The directly recruited LDCs shall remain on training for a period of 6 months or as prescribed by the Board from time to time. The training period, may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get regular pay scale plus allowances as admissible from time to time during the training period.

1.2 20% posts shall be filled up by appointment form amongst the peon, DMAs, Restorers, Havildars, Daftries, Photodars, Book Binders, Safai Karamcharies, Malies and Chowkidars etc. having the qualification of Matric or 10+2 examination from Education Board / University recognized by the Govt. of Haryana.

1.2.1 The inter-se- ranking list of the categories stated under Para 1.2 above for promotion to the post of LDC, shall be determined from the date of passing the Matriculation or 10+2 Examination subject to the condition that the official has completed 5 years service on 1st July preceding to the date of filling-up the post.

1.2.2 Such ranking list, shall be prepared on 1st July each year and shall be valid for one year.

1.2.3 Such official shall have to qualify test in type-writing in Hindi/English at the speed of 25/30 W.P.M. respectively within one year of his promotion. In case, a promotee fails to qualify prescribed test within the stipulated period, he/she shall not be

allowed any annual increment till the passing of said test. However, no reversion will be made on lower post from which he/she was promoted as LDC. The benefits of all increments earned but not allowed due to non-passing of test will be allowed from the date of passing of the prescribed test. The benefits of increment, so allowed, be given towards pay fixation only and no arrear will be paid for the period during which he/she could not qualify the test.

- 1.3 If officials to be appointed by promotion under Para 1.2 above, are not available for two consecutive years those vacancies may be diverted to direct recruitment and filled up from amongst persons having the qualification given under Para 1.1 above.

2.0 **Upper Division Clerk**

- 2.1 75% Posts shall be filled-up by promotion from amongst LDCs on seniority-cum-merit basis having passed the Departmental Examination for Ministerial Establishment, prescribed by the Board from time to time.

- 2.1.1 For promotion to the post of UDC, the seniority of LDCs appointed by recruitment/promotion shall be determined from the date of passing the Departmental Examination for Ministerial Establishment, prescribed by the Board from time to time.

- 2.2 25% posts shall be filled-up by direct recruitment from amongst persons having following qualifications:-

- i) Graduate or Post Graduate or Law Graduate from any University recognized by the Govt. of Haryana.
- ii) Passed Hindi upto 10th Standard.

- 2.2.1 The directly recruited UDC shall have to qualify the Departmental Examination for Ministerial Establishment within a period of 2 years or within 5 successive chances, whichever is earlier. In case, one fails to qualify the said examination within the prescribed period/chances, his services, shall be terminated by the appointing authority without notice and without assigning any reason.

- 2.2.2 The directly recruited UDC, shall remain on training for a period of 6 months or as prescribed by the Board from time to time. The training period, may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get regular pay scale plus allowances as admissible from time to time during the training period.

3.0 **Assistant**

- 3.1 The post shall be filled-up by promotion form amongst UDCs on seniority-cum-merit basis having the following qualifications/experience:-

- (a) Having passed Departmental Examination for Ministerial Establishment.
- (b) Having 3 years service as UDC.
- 3.2 The inter-se-ranking list of UDCs, appointed by direct recruitment or by promotion, shall be drawn from the date of passing the Departmental Exam. prescribed by the Board for their further promotion to the post of Assistant.
- 4.0 Dy. Superintendent**
- 4.1 The post shall be filled-up by promotion from amongst Assistants on seniority-cum-merit basis having following qualification/experience:-
- i) Having passed Departmental Examination for Ministerial Establishment prescribed by the Board.
- ii) Having 5 years service as Assistant.
- 5.0 Superintendent**
- The post shall be filled-up by promotion from amongst Deputy Superintendents on the seniority-cum-merit basis provided that:-
- a) He has passed the Departmental Examination for Ministerial Establishment.
- b) He has completed 3 years service as Dy. Supdt.
- 6.0 Under Secretary/Administrative Officer:**
- 6.1 The post shall be filled-up by promotion from amongst the Superintendents on seniority-cum-merit having following qualification/experience:-
- a) He has passed the Departmental Examination for Ministerial Establishment.
- b) Having 3 years service as Superintendent.
- 7.0 Reservation**
- Nothing contained in the policy, shall affect the reservations of filling-up of the posts (or vacancies) earmarked for the members of Scheduled Castes/Tribes and Backward Classes and Handicapped persons, which will be governed by special instructions issued by the State Government from time to time and adopted by the Board in pursuance of Article 16 (4) of the Constitution of India.
- 8.0 The above notification is in partial modification of the O/o No. 891/ENG/G-26/L-17 dated 7-10-78 and supersedes all previous Rules/ Regulations Orders and instructions issued by the Board from time to time relating to Recruitment and Promotion Policy in respect of categories detailed in this notification.

-sd-
SECRETARY
HARYANA STATE ELEC. BOARD
PANCHKULA

NOTIFICATION

THE 6TH MARCH, 1991

No. 91_____/Reg-29 In exercise of the power conferred by Clause (C) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board hereby notifies the following regulations governing the Recruitment, promotion and other conditions of service of persons appointed to the "H.S.E.B. Ministerial Service (Head Office) Regulations. 1991" namely:-

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- i. These Regulations may be called the "HSEB Ministerial Service (Head Office) Regulations 1991".
- ii. These Regulations shall come into force with immediate effect.
- iii. These regulations shall apply to every member of the Service.

Government employees, who were holding substantive/permanent pensionable posts in the Erstwhile Electricity Branch of the Punjab P.W.D. on 31-1-1959 including those on 'Probation' against permanent posts in the said Branch while they were on 'Foreign Service' with the composite Punjab State Elec. Board or when their services were transferred to such employees, will be governed by the Board the provisions as contained in APPENDIX-'A' hereto, till such time they opt to come under these Regulations within the prescribed period.

2. DEFINITIONS

In these regulations, unless the context otherwise requires:-

- (a) 'Act' means the Electricity (Supply) Act, 1948 as amended from time to time.
- (b) 'Appointing Authority' means the authority specified in Appendix 'D' or as may be declared by the Board from time to time.
- (c) 'Appendix' means an appendix appended to these regulations.
- (d) 'Board' means the Haryana State Electricity Board constituted under Section-5 of the Act, and shall include its successors and assignees.
- (e) 'Chairman' means the Chairman of HSEB.
- (f) 'Cadre' means the strength of a service or part of a service sanctioned as a separate unit in the Board.
- (g) 'Direct Recruitment' means an appointment made to the service otherwise than by promotion from within the service or by transfer or deputation employee already in the service of the Government or any undertaking of the Government or any other Electricity Board.
- (h) 'Government' means the State Govt. in the State of Haryana of the Central Govt. in the case of Union of India.
- (i) 'Medical Authority' means the authority approved by the Board for the purpose, from time to time.

- (j) 'Punishing Authority' means the authority specified in Appendix-'D' or as may be declared by the Board from time to time.
- (k) 'Selection Committee' means the Committee constituted by the Board or any other authority competent to do so for the purpose of selecting candidates for appointment to the service.
- (l) 'Service' means a service constituted in connection with the affairs of the Board.
- (m) 'Secretary' means the Secretary of the Board. This shall also include the Additional-Secretary.
- (n) 'Whole-Time-Members' means the Chairman, Member (Technical), Member (Finance and Commercial) and any other member of the Board appointed to service on whole time basis.

3. NUMBER AND CHARACTER OF POSTS:

The Service shall comprise of the posts shown in Appendix-'B' appended to these Regulations.

Provided that nothing in these regulations shall affect the inherent power of the Board to make additions to or reduction in the number of such posts or to create new posts with different designation and scales of pay, either permanently or temporarily.

4. NATIONALITY, DOMICILE AND CHARACTER OF CANDIDATES APPOINTED TO THE SERVICE

(1) No person shall be appointed to any post in service, unless he is :-

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962, with the intention of permanently settling in India, or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formally Tangayika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the Intention of permanently settling in India.

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a Certificate of eligibility, has been issued by the appropriate Government.

(2) A person in whose case a Certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Selection Committee or any other recruiting authority empowered by the Board in this regard on his furnishing proof that he has applied for the certificate but the "Offer of Appointment" may be issued only after the necessary eligibility Certificate has been issued to him by the appropriate Government.

(3) No person shall be appointed to the service by direct recruitment, unless he produces a certificate of Character from the University, College, School or Institution last attended, if any and similar certificates from two other responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution.

(4) No person shall be appointed to the service by direct recruitment whose character and antecedents on verification, debar him/her for appointment to the service.

5. AGE

No person shall be appointed by any post in the service by direct recruitment who is less than 17 years or more than 30 years of age, on or before the 1st day of August, next preceding the last date of submission of applications to the Board.

Provided that age limit will be relaxed in respect of SC/BC, HC, Ex-Servicemen and widows to the extent, approved by the Board from time to time.

6. APPOINTING AUTHORITY

Appointments to the posts in the service shall be made by the Appointing Authorities specified in Appendix-'D'.

7. QUALIFICATION

No person shall be appointed to any post in the service unless he is in possession of qualifications and experience specified in Appendix-'C' appended to these regulations in the case of direct recruitment and in the case of appointment other than direct recruitment.

Provided that in case of direct recruitment, the qualifications regarding experience, shall be relaxable to the extent of 50% at the discretion of the appointing authority / selection Committee constituted for the purpose in case sufficient number of candidates, belonging to Scheduled Castes, Backward Classes, Ex-Servicemen and Physically Handicapped candidates, possessing the requisite experience, are not available or are not likely to be available to fill-up the vacancies reserved for them after recording reasons for so doing in writing.

8. DISQUALIFICATION

No Person –

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who having a spouse living, has entered or contracted a marriage with any person; or-----
- (c) Who is a dismissed Govt./Board/Corporation employee or convicted of an offence involving moral turpitude, or
- (d) Who has not been found medically fit; shall be eligible for appointment to any post in the services.

Provided that the Board may if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

9. APPOINTMENT TO THE SERVICE:

(1) Appointment to the service, shall be made in any of the following manners and as 'specified in Appendix-'C' :-

- (a) By direct recruitments; or
- (b) By promotion

Provided that a member of the service, shall not be eligible for promotion to the next higher post until he qualifies the Departmental Examination or any examination or training prescribed for the purpose by the Board from time to time for appointment to such post.

(2) All Promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone, shall not give, any right to such promotions.

10. PROBATION :

(1) Persons appointed to any post in the service, shall remain on probation for a minimum period of two years, if appointed by direct recruitment and for a minimum period of one year, if appointed otherwise;

Provided that :-

- (a) Any period after such appointment spent on deputation on a corresponding or a higher post, shall count towards the period of probation:
- (b) Any period of work in equivalent or higher rank, prior to appointment to the service may, in the case of an appointment by transfer, at the discretion of the appointing authority, be

allowed to count towards the period of probation fixed under this regulation; and

- (c) Any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed, period of probation be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) If, in the opinion of the appointing authority the work or conduct of person during the period of probation or extended period is not good, it may:-

- (a) If such person is appointed by direct recruitment, dispense with the service; or

extend his period or probation and thereafter pass such order, as it could have passed on the expiry of the first period or probation; provide that the total period of probation including extension, if any, shall not exceed three years.

(b) If such person is appointed otherwise than by direct recruitment,

- i) revert him to his former post; or
ii) extend his him period of probation and thereafter deal with him in such other manner as the terms and conditions of previous appointment permit,

Provided that the total period of probation including extension, if any, shall not exceed two years.

(3) On the completion of the period of probation of a person, the appointing authority may if his work or conduct has, in its opinion, been good:-

- (i) Confirm such person from the date of his completion of probation period, if a permanent vacancy exists or from the date from which permanent vacancy occurs subsequently.
(ii) Declare that he has completed his probation to the satisfaction of the Appointing Authority, if there is no permanent vacancy.

(4) The reversion/dispensing with the service of an employee, shall not be tantamount to the provisions as contained in Punishment and Appeal Regulations.

11. SENIORITY

Seniority, interse of member of the service shall be determined by the length of continuous service on any post in the service;

Provided firstly that where there are different cadres in the service, the seniority shall be determined separately for each cadre;

Provided secondly that in the case of members appointed by direct recruitment, the order of merit determined by the selection Committee, or the Board, as the case may be, shall not be disturbed in fixing the seniority;

Provided thirdly that in the case of two or more members appointed on the same day, their seniority shall be determined as follows;-

- (a) A member appointed by direct recruitments shall be senior to a member appointed by promotion or by transfer;
- (b) A member appointed by promotion, shall be senior to a member appointed by transfer;
- (c) In the case of member appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they are promoted or transferred; and
- (d) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay preference being given to a member, who was drawing a higher scale of pay in his previous appointment, and if the scale of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the elder member shall be senior to the younger member in age.

EXPLANATION

“Continuous Service” as referred to in this Regulation shall not include the appointments made on purely store gap or fortuitous arrangements or provisional basis.

12. LIABILITY TO SERVE

- (1) A member of the service, shall be liable to serve at any place, whether within or outside the State of Haryana, on being ordered so to do by the appointing authority.
- (2) A member of service, may also be deputed to serve under :-
 - (i) A Company, association or body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Government, a Municipal Corporation or local authority or University within the State of Haryana; or
 - (ii) The Central Government or a Company, association or body of individuals, whether incorporated or not which is wholly or substantially owned or controlled by the Central Government; or

- (iii) Another State Government, an international organization an autonomous body not controlled by the Government or a private body;

Provided that no member of the Service, shall be deputed to serve the Central or any other State Government or any organization or body referred to in Clause (ii) or Clause (iii) except with his consent.

13. PAY, LEAVE, PENSION & OTHER MATTERS

In respect of pay, leave, pension and all other related matters, the members of the Service, shall be governed by such rules and regulations as may have been, or may hereafter, be adopted or made by the Board from time to time.

14. DISCIPLINE, PENALTIES & APPEALS

(1) In matters relating to discipline, penalties and appeals the members of the service shall be governed by Haryana State Electricity Board Employees (Punishment and Appeal) Regulations as amended from time to time.

Provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and the appellate authority, subject to the provisions of any Regulation made under Section-79 of the Electricity (Supply) Act, 1948, be, as specified in Appendix-'D'.

(2) The authority competent to pass order under Regulations of H.S.E.B. Employees (Punishment & Appeal) Regulations and appellate authority, shall also, be as specified in Appendix-'E' appended to these regulations.

15. VACCINATION

Every member of the service shall get himself vaccinated and revaccinated if and when the Appointing Authority so directs by a special or general order.

16. OATH OF ALLEGIANCE

Every member of the service shall be required to take the oath of allegiance to India and its constitution as by law established and directed by the Appointing Authority, as and when and the manner in which require.

17. POWER OF RELAXATION

Where the Board is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these Regulations with respect to any class or category of persons.

18. SPECIAL PROVISION

Notwithstanding any thing contained in these regulations, the appointing authority, may impose special terms and conditions in the order of appointment if it is deemed expedient to do so in the interest of Board or Public service.

19. RESERVATIONS

Nothing contained in these regulations, shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-Servicemen, Physically Handicapped persons or any other Class or category of persons in accordance with the order issued by the State Government in this regard, and adopted by the Board from time to time in pursuance of Articles 16 (4) of Constitution of India.

Provided that the total percentage of reservation so made, shall not exceed 50% of Cadre post at any time.

20. REPEAL AND SAVINGS

Subject to the provisions of these Regulations, any Rule/Regulation applicable to the service and corresponding to any of these Regulations which is in force immediately before the commencement of these Regulations, is hereby repealed.

Provided that any order made or action taken under the Rule/Regulations so repealed, shall be deemed to have been made or taken under the corresponding provision of these regulations.

Sd/-
SECRETARY
HARYANA STATE ELEC. BOARD
PANCHKULA

DA/Appendix-A to E.

APPENDIX-‘A’
(Referred to in Regulations-1)

Regulations applicable to Permanent Government Employees of the Erstwhile Electricity Branch of the Punjab P.W. D. (including those on probation against permanent posts), who were transferred on ‘Foreign Service’ term to the Punjab State Electricity Board on 31.01.1959.

DISCIPLINE

In respect of service matters, they will be under the administrative control of this Board, instead of Punjab Government. The Board and its subordinate authorities in accordance with the delegation, on similar lines as under Government, will be the final authority but, before a penalty is imposed the provisions of the Punjab Civil Services, as amended from time to time, will be followed, except that relating to consultation with the Public Service Commission.

APPENDIX-'B'
(See Regulations-3)

Sr. No.	Designations of Posts	Number of Posts		Total	Scale of Pay
		Permanent	Temporary		
1	2	3	4	5	6
1	L.D.C.s	163	158	321	950/1500+Rs. 40/-SP
2	U.D.C.s	163	106	269	1200/2040+Rs. 50/-SP
3	Asstt. (HQ)	170	106	276	1600/2660+Rs. 60/-SP
4.	Dy. Superintendent	9	18	27	1640/2900+Rs. 150/-SP
5.	Superintendent	16	13	29	2000/3500+Rs. 200/-SP
6.	Under Secretary / Administrative Officers	6	6	12	3000/4500+Rs. 300/-SP

APPENDIX-'C'
(See Regulations-7, 9)

Sr. No.	POSTS	Academic Qualification and experience, if any for direct recruitment.	Academic qualifications and experience, if any, for appointment other than direct recruitment.
1	2	3	4
1	L.D.C.s	<p>80% by direct recruitment from amongst person having following qualifications:-</p> <p>(a) Matric with 1st Division or 10+2 with 2nd Division or equivalent Exam. From Education Board / University recognized by the Govt. of Haryana.</p> <p style="text-align: center;">OR</p> <p>Graduate from any University recognized by the Govt. of Haryana.</p> <p>(b) Passed Hindi Upto 10th Standard.</p> <p>(c) Passed type test either in Hindi or in English at the speed of 25/30 WPM respectively.</p> <p>NOTE: The directly recruited L.D.C.s shall remain on training for a period of 6 months or as prescribed by the Board from time to time. The training period may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get regular pay scale plus allowances as admissible from time to time during the training period.</p>	<p>20% by promotion from amongst the peon, DMAs, Restorers, Havildars, Daftaries, Photodars, Book Binders, Safai Karamcharies, Malies and Chawkidars etc. having the qualification of Matric or 10+2 Examination from Education Board / University recognized by the Government of Haryana.</p> <p>Note: 1. The inter-se-ranking list of the categories stated above for promotion to the post of L.D.C. shall be determined from the date of passing the Matriculation or 10+2 Examination subject to the condition that the official has completed 5 years service on 1st July preceding to the date of filling-up the post.</p> <p>Note: 2. Such ranking list, shall be prepared on 1st July each year and shall be valid for one year.</p> <p>Note: 3. Such official shall have to qualify test in typewriting in Hindi/English at the speed of 25/30 WPM respectively within one year of his promotion in case a promote fails to qualify the prescribed test within the stipulated period he/she –shall not be allowed any annual increment till the passing of said test. However, no reversion will be made on lower post from which he/she was promoted as L.D.C. The benefits of all increments earned but not allowed due to non-passing of test will be allowed from the date of passing of the prescribed test. The benefits of increment, so allowed, be given towards pay fixation only and no arrear will be paid for the period during which he/she could not qualify the test.</p> <p>Note: 4. If officials to be appointed by promotion are not available for two consecutive years those vacancies may be diverted to direct recruitment</p>

2	U.D.Cs	<p>25% by direct recruitment from amongst persons having following qualifications:-</p> <p>i) Graduation or Post Graduate or Law Graduate from any University recognized by the Govt. of Haryana.</p> <p>ii) Passed Hindi upto 10th Standard.</p> <p>Note: 1. The directly recruited U.D.C. shall have to qualify the Departmental Exam, for Ministerial Establishment within a period of 2 years or within 5 successive chances, whichever is earlier. In case, one fails to qualify the said examination within prescribed period/chances, his services, shall be terminated by the appointing authority without notice and without assigning any reason.</p> <p>Note: 2 The directly recruited UDC, so all remain on training for a period of 6 months or as prescribed by the Board from time to time. The training period, may be curtailed by the appointing authority if the exigencies of work so require. The trainee would get regular pay scale plus allowances as admissible from time to time.</p>	<p>and filled-up from amongst persons having the qualification given under Col.-3.</p> <p>NOTE 75% by promotion from amongst LDCs on seniority-cum-merit basis having passed the Departmental Examination for Ministerial Establishment, prescribed by the Board from time to time.</p> <p>Note: For promotion to the post of UDC, the seniority of LDCs appointed by recruitment/promotion shall be determined from the date of passing the Departmental Examination prescribed by the Board from time to time.</p>
3	Assistant		<p>By promotion from amongst UDCs on seniority-cum-merit basis having the following qualifications/experience :-</p> <p>(a) Having passed Departmental Examination for Ministerial Establishment.</p> <p>(b) Having 3 years service as UDC.</p> <p>Note: The inter-se-ranking list of U.D.Cs, appointed by direct recruitment or by promotion shall be drawn from the date of passing the Departmental Exam prescribed by the Board for their further promotion to the post of Assistant.</p>
4	Deputy Superintendent		<p>By promotion from amongst Assistants on seniority-cum-merit basis having following qualification /experience:-</p> <p>(a) Having passed Departmental</p>

Examination for Ministerial Establishment prescribed by the Board.

- (b) Having 5 years service as Assistant.

5 Superintendent

By promotion from amongst Deputy Superintendent on seniority-cum-merit basis provided that :-

- (a) He has passed the Departmental Examination for Ministerial Establishment.
- (b) He has completed 3 years service as Deputy Superintendent.

6 Under Secretary/
Admn. Officer

By promotion from amongst Superintendent on seniority-cum-merit basis having following qualification /experience:-

- (a) He has passed Departmental Examination for Ministerial Establishment..
- (b) Having 3 years service as Superintendent.

APPENDIX-'D'
(See Regulations-2, 6 & 14)

	Designations of Posts	Appointing Authority	Nature of Penalty	Authority Empowered to impose penalty	Appellate authority	Second & final appellate authority, if any.
	1	2	3	4	5	6
1	L.D.C.	Secretary/Additional Secretary	(a) Warning with a copy to be placed in the personal/ (Character roll) file;	Secy./Addl. Secy.	MFC	Chairman
2	U.D.C.		(b) Censure;			
3	Asstt.		(c) Withholding/stoppage of increments of pay with or without cumulative effect;			
4	Deputy Supdt.		(d) Withholding of promotion for a specific period. (e) Recovery from pay of the whole or part of any pecuniary loss, caused by negligence or breach of orders of the Board of Central Govt. or a State Govt. or to a Company Association or body of individuals, whether incorporated or not, which is wholly or substantially owned or controlled by Govt. or to a local authority set-up by an Act of Parliament or of the Legislature of a State during discharge of official duty. (f) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction/whether on the expiry of such period the reduction will or will not have the effect of post-poning the future increments of his pay. (g) Reduction to a lower scale of pay or grade, post or service, which shall ordinarily be a bar to the promotion of the employee to the time scale of pay or grade or post of service, from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and			

seniority and pay on such restoration to the grade or post or service;

- (h) Compulsory retirement;
- (i) Removal from service which shall not be a disqualification for future employment under the Board/State Govt./State Govt. Undertaking.

5.	Supdt.					
6.	U.S./A.O.	Chairman	As (a) to (i) above.	Chairman	Board	Board

APPENDIX-'E'
(See Regulations-14)

Designations of Posts	Nature of Order	Authority Empowered to make the order	Appellate authority	Second final appellate authority if any	& if
1	2	3	4	5	
1 L.D.C.	i) Reducing or with holding the amount of ordinary/additional pension admissible under the rules governing pension. ii) Terminating the appointment of a member of the service otherwise than on his attaining the age fixed for superannuation.	Secretary/Additional Secretary	MFC	Chairman	
2 U.D.C.					
3 Asstt.					
4 Deputy Supdt.					
5. Supdt.	As (i) & (ii) above.	Chairman	Board	Board	
6. U.S./A.O.					

NOTIFICATION

THE 23rd. APRIL, 1992

No. 143 /REG-29/L-I In exercise of powers conferred under Clause – (C) of the Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board hereby makes the following amendments/substitutions in Paras-2.1 and 3.1 of the Revised Recruitment and Promotion Policy in respect of Ministerial Service (HO Cadre) issued vide Notification No. 82/REG-29/L-I dated 19.10.1990 and Paras – 2 & 3 of Annexure ‘C’ attached with “HSEB Ministerial Service (HO) Regulations, 1991” issued vide Notification No. 91/REG-29 dated 6.3.1991, as under:-

- i) 50% posts shall be filled up by promotion from amongst the LDCs on seniority-cum-merit basis, having passed the DAE for Ministerial Establishment, prescribed by the Board.
 - ii) 25% posts shall be filled up by promotion from amongst the LDCs on seniority-cum-merit basis, having 6 years regular service for Matriculates and 3 years service for Graduates as such, who have not qualified the Departmental Accounts Examination, prescribed by the Board.
 - iii) The posts of Assistants shall be filled up by promotion from amongst the UDCs on seniority-cum-merit basis, having 3 years service as UDC for qualified UDCs and 12 years service as LDC/UDC for unqualified UDC.
2. The above decision will also be applicable to the LDCs who are working on Field Organization of the Board.
3. This issues in pursuance of Board’s decision taken in its meeting held on 26.2.1992.

Sd/-
SECRETARY
HARYANA STATE ELEC. BOARD
PANCHKULA

Endst. No. Ch-30/REG-29/L-V

Dated : 23-4-92

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

1. The G.M. /Plants, PTPS, Panipat.
2. The Legal Remembrancer, HSEB, Panchkula.
3. All Chief Engineers in HSEB.
4. All S.Es in HSEB.
5. The CAO/CA/FAs in HSEB.
6. The Director (V&S), HSEB, Panchkula.
7. All Dy. Secretaries/Under Secretaries in HSEB.
8. Sr. PS to Chairman/A.M./MFC/MTs/Secretary in HSEB.
9. PA, to Addl. Secretary, HSEB, Panchkula.

10. The Under Secretary/General (Meeting Section) HSEB, Panchkula w.r.t. his U.O. No. 801/M-355(23) dated 4-3-92.
11. Addl. Secretary/CE (T&S), BBMB, Chandigarh.
12. C.E./Const. (PW) BBMB, Nangal.
13. FA&CAO (PW) BBMB, Nangal
14. C.E./Electrical, BCB, Chandigarh.
15. Secretary, BCB, Kaka Nagar, New Delhi.
16. Director/Plg. & Design, BBMB, 9 Rambagh, Patiala.
17. S.E./Electrical UT Admn. Chandigarh.
18. S.E./Canal, Power House Circle, BBMB, Chandigarh.

Sd/-
Under Secretary /C&R
for Secretary, HSEB, Panchkula.

Endst. No. Ch-30/Reg-29/L-V

Dated : 23-4-92

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

1. Sh. Ramji Lal Jangra, Part Time Member, Arya Nagar, Hisar.
2. Laxman Dev Arya, Part Time Member, Shakti Nagar, Harwani, Jind.

Sd/-
Under Secretary /C&R
for Secretary, HSEB, Panchkula

HARYANA POWER GENERATION CORPORATION

Office Order No. 310/CE/Admn

Dated: 15/9/05

Haryana Power Generation Corporation Limited is pleased to adopt the HVPNL office order No. 40/REG-19/TRANSCO dated 25.11.2002 read with notification No. 55/REG-19/TRANSCO dated 26.2.2004 regarding raising of minimum qualification for all Class-III Clerical posts from Matriculation to 10+2 with working knowledge of Computer. (Copies enclosed)

This issues with the approval of Board of Directors in its meeting held on 23.8.2005.

Under Secretary/Estt.
for CE/Admn, HPGC, Panchkula

Endst. No. Ch- 11/ENG-Loose

Dated : 15/9/05

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

1. All CE's in HPGC.
2. All FA& CAOs in HPGC
3. Company Secretary, HPGC, Panchkula with reference to his office memo no. CS/HPGC/45BM/SPI.I dated 6.9.2005.
4. The I.G..V&S, HVPNL, Panchkula.
5. The LR HVPNL, Panchkula.
6. The DMS, Haryana Power Utility, Panchkula.
7. Member Power, BBMB, Chandigarh.
8. Secretary, BBMB, Chandigarh.
9. All Dy. Secy./Under Secy./Admn Officer in HPGC.

Under Secretary/Estt.
for CE/Admn, HPGC, Panchkula

CC:-

- Sr. PS to MD, HPGC, Panchkula.
- Sr. PS to Director/Generation, HPGC, Panchkula.

HARYANA VIDYUT PRASARAN NIGAM LTD

Office Order No. 40 /REG-19/TRANSCO

Dated : 25.11.2002

The Board of Directors, HVPNL in its meeting held on 27.8.2002 decided that the minimum qualification for all class-III Clerical posts should be raised from Matriculation to 10+2 with working knowledge of computer.

Accordingly, minimum qualification of 10+2 examination, with working knowledge of computer as approved by the Board of Directors, is hereby substituted in the following Recruitment and Promotion Policies of all Class-III Clerical Posts:-

- A. Sub Para i) of para 1.0 as envisaged in the Recruitment & Promotion Policy in respect of Stenographers issued vide notification No. 79/REG-97 dated 14.09.1990 read with notification No. 136/REG-97/L-I dated 11.03.1992 is substituted as under:

1.0 Steno Typist

The posts shall be filled-up by direct recruitment from amongst candidates who possess the following qualification:-

- i) 10+2/10+2 (Vocational) 2nd Division or equivalent and above (for ex-serviceman 10+2 only) with working knowledge of computer.

- B. Sub Para (a) of 1.1 Regulation 1.0, Para 1.2 and Para 1.2.1 and Para 1.4 of Regulation 1.0 and Para 2.2 of Regulation 2.0 as envisaged in the Recruitment & Promotion Policy in respect of Ministerial Service (Head Office Cadre) as per notification No. 82/REG-29/L-I dated 19.10.1990 read with notification no. 137/REG-29/L-1 dated 11.03.1992, No. 143/REG-29/L-I dated 23.04.1992, No. 157/REG-218/L dated 17.11.1992 and No. 169/REG-218/L dated 19.11.1993 is substituted as under:-

1.0 Lower Division Clerk

1.1 80% posts shall be filled up by direct recruitment from amongst persons having the following qualifications:-

- a) 10+2/10+2 (Vocational) 2nd Division or equivalent and above (for ex-serviceman 10+2 only) with working knowledge of computer.

1.2 20% posts shall be filled up by appointment from amongst the peon, DMAs, Restorers, Havildars, Daftries, Photedars, Book Binders, Safai Karamcharies, Malies and Chowkidars etc. having the qualification of Matric or 10+2 examination from Education Board / University

recognized by the Govt. of Haryana with working knowledge of computer.

- 1.2.1 The inter-se- ranking list of the categories stated under Para 1.2 above for promotion to the post of LDC, shall be determined from the date of passing the 10+2/10+2 (Vocational) Examination with working knowledge of computer subject to the condition that the official has completed 5 years service on 1st July preceding to the date of filling-up the post.

1.4 **Photostat Machine Operator**

“The post shall be filled up by promotion in order of seniority-cum-merit from amongst the Class-IV employees having minimum qualification of 10+2/10+2 (Vocational) with working knowledge of computer”.

- 2.1.2. 25% post of UDC, shall be filled up by promotion amongst the LDCs/Photostat Machine Operator on seniority-cum-merit basis, having six years regular service for 10+2/10+2 (Vocational) with working knowledge of computer and 3 years service for Graduates as such, who have not qualified the Departmental Accounts Examination prescribed by the Board.

Para 2.2 as shown in the Notification No.157/REG-218/L dated 17.11.1992 may be read as para 2.1.2.

Note: Necessary/substitution with regard to prescribe qualification as 10+2/10+2 (Vocational) with working knowledge of computer, is hereby also incorporated in relevant paras of Annexure ‘C’ attached with “HSEB Ministerial Service (HO Cadre Regulations, 1991” issued vide notification No. 91/REG-29 dated 6.3.91.

- C. Para (ii) of circular memo No. Ch-37/REG-114 dated 10.5.1989 regarding clarification of office order No. 32/REG-114 dated 23.2.89 is substituted as under:

“Class-IV employees are required to satisfy two conditions independently i.e. (i) passing of 10+2/10+2 (Vocational) examination, with working knowledge of computer and (ii) 5 years service then they would be eligible for their promotion to the post of LDCs/MRs. Total period of 5 years, is to be taken into account irrespective the date of passing the 10+2/10+2 (Vocational) examination with the knowledge of computer.”

The above condition of minimum qualification of 10+2/10+2 (Vocational) with working knowledge of computer, would be applicable from 27.8.2002 onwards.

Sd/-
Under Secretary/HR-II,
for Superintending Engineer/Admn,
HVPN, Panchkula.

HARYANA VIDYUT PRASARAN NIGAM LTD

NOTIFICATION

26th February, 2004

No. 55 REG-19/TRANSCO

In exercise of powers conferred by Clause-C of Section-79 of the Electricity (Supply), Act, 1948 read with Haryana Electricity Reforms Act, 1997 and all other enabling powers in this behalf, the Haryana Vidyut Prasaran Nigam Limited is pleased to make the following amendments in the Recruitment & Promotion Policy in respect of Ministerial Service (Head Office Cadre) issued vide notification No. 82/REG-29/L-I dated 19.10.90 O/Order No. 40/REG-19/TRANSCO dated 25.11.2002 and circular memo No. Ch-64/REG-19/TRANSCO dated 13.2.2003

1.0 Lower Division Clerk

1.2 20% posts of LDC shall be filled up by the appointment from amongst the Peons, DMAs, Restorers, Havildars, Daftries, Photodars, Book Binders, Safai Karamcharies, Malies and Chowkidars etc. having the qualification 10+2/10+2 (Vocational) examination from Education Board/University recognized by the Govt. of Haryana with working knowledge of computer.

1.2.1 The promotion to the post of LDC of the categories stated under para-1.2 above shall be made on the basis of seniority-cum-fitness subject to the condition that the official has passed the 10+2/10+2 (Vocational) examination with working knowledge of computer and has completed 5 years service.

Note (i) The minimum qualification for the employees of above stated categories recruited in the Board/Nigam prior to 27.8.2002 shall remain as Matric.

The provision under paras-1.2.2, 1.2.3 & 1.3 may be read as under:-

1.2.2 Such official shall have to qualify test in type-writing in Hindi/English at the speed of 25/30 W.P.M. respectively within one year of his promotion. In case, a promote fails to qualify the prescribed test within the stipulated period, he/she shall not be allowed any annual increment till passing of the said test. However, no reversion will be made on lower post from which he/she was promoted as LDC. The benefits of all increments earned but not allowed due to no passing of test will be allowed from the date of passing of the prescribed test. The benefits of increment, so allowed, be given towards pay fixation only and no arrear will be paid for the period during which he/she could not qualify the test.

1.2.3 If officials to be appointed by promotion under Para-1.2 above, are not available for two consecutive years those vacancies may be diverted to direct recruitment and filled-up from amongst persons having the qualification given under Para 1.1 of the Notification No. 82/REG-29/L-I dated 19.10.90 read in conjunction with Office Order No. 40/REG-19/TRANSCO dated 25.11.2002.

Note (ii): In continuation of Office Order No. 32/REG-114 dated 23.2.89 read with circular memo No. Ch-37/REG-114 dated 10.5.89, Office Order No. 40/REG-19/TRANSCO dated 25.11.2002 and circular Memo No. Ch-64/REG-19/TRANSCO dated 13.2.2003, 20% post of LDCs/MRs (Field Cadre) shall be filled up by promotion amongst Peons, DMAs, Restorers, Havildars, Daftries, Photedars, Book Binders, Ferro Printers, Ferro Khalasis and Safai Karamcharies etc. etc. on the same terms and conditions are referred to above.

The above decision will be applicable with immediate effect.

This issues in pursuance of the decision taken by the Board of Directors, HVPNL in their meeting held on 22.1.2004.

Sd/-
Superintending Engineer/Admn,
HVPN, Panchkula.

Endst. No. Ch-75 /REG-19/TRANSCO

Dated : 26.2.2004

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

1. Addl. DGP/V&S, HVPNL, Panchkula.
2. All Chief Engineers in HVPNL.
3. L.R, HVPNL, Panchkula.
4. All SEs in HVPNL.
5. All XENs in HVPNL.
6. C.A.O./CMO/FA/HQ, FA/D&P, CAO/Audit Wing, CPRO HVPNL, Panchkula.
7. Company Secretary, HVPNL, Panchkula w.r.t. his U.O. No. 1731/M-73rd (22) dated 30.1.2004.
8. All Dy. Secys/Under Secys/Admn. Officers in HVPNL.
9. All Sr. A.Os in HVPNL.
10. All Sectional Heads at HQrs. At Panchkula.

Sd/-
Under Secretary/HR-II,
for SE/Admn, HVPN, Panchkula.

Endst. No. Ch-75 /REG-19/TRANSCO

Dated : 26.2.2004

A copy of the above with reference to the Company Secretary, HVPNL, Panchkula endst. No. 1731-M-73rd (22) dated 30.1.2004 endorsed to their offices is forwarded to the following for adoption of the similar policy to maintain the uniformity:-

1. Managing Director, HPGCL, Panchkula.
2. Managing Director, UHBVNL, Panchkula.
3. Managing Director, DHBVNL, Hisar.

Sd/-
Under Secretary/HR-II,
for SE/Admn, HVPNL, Panchkula

CC:

1. Sr. P.S. to Chairman, HVPNL, Panchkula.
2. Sr. P.S. to M.D., HVPNL, Panchkula.
3. Sr. P.S. to Directors, HVPNL, Panchkula.
4. PA to SE/Admn, HVPNL, Panchkula.

**Haryana Power Generation Corporation Limited
Notification**

The 28 September, 2006

No. 19/REG-58

In exercise of powers conferred under Section 56(3) (vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 and all other enabling power in this behalf, HPGCL is pleased to make the following amendments /addition in sub-regulations 5.1 (b) of Regulation 5 and Sub-regulation 6.1 (b) of Regulation 6 and Sub-regulation of Regulation 6.1 in R&P policy in respect of Ministerial Establishment (Head Office Cadre) notified vide erstwhile HSEB notification No. 82/REG-29/L-I dated 19.10.1990 (as applicable in HPGCL) regarding requirement of experience for promotion to the post of Superintendent and Under Secretary /Administrative Officer:-

5.0 Superintendent

5.1 The post shall be filled up by promotion from amongst Deputy Superintendent on seniority-cum-merit basis provided that:

- (a) He has passed the Departmental Examination for Ministerial Establishment.
- (b) He has completed 2 years service as Deputy Superintendent.

6.0 Under Secretary/Administrative Officer

6.1 The post shall be filled up by promotion from amongst Superintendent on seniority-cum-merit basis provided that:-

- (a) He has passed the Departmental Examination for Ministerial Establishment.
- (b) He has completed 2 years service as Superintendent.
- (c) Having combined service of 4 years as Deputy Superintendent/Superintendent.

This issues in pursuance of decision taken by Board of Directors, HPGCL in its meeting held on 31.8.2006.

Sd/-
Under Secy./General,
for Chief Engineer/Admn,
HPGCL, Panchkula.

Endst. No. Ch-8/REG-58

Dated : 28.9.2006

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

- 1. All CEs in HPGCL.
- 2. All FA&CAO in HPGCL.
- 3. Company Secy. HPGCL, Panchkula w.r.t. his office memo No. Ch-6/CS/HPGCL/50BM dated 7.9.2006.
- 4. The I.G.V&S, HVPNL, Panchkula.

5. The DMS/HUP, HVPNL, Panchkula.
6. Member Power, BBMB, Chandigarh.
7. All Dy. Secy/Under Secy/Admn. Officer in HPGCL.

Sd/-
Under Secy./General,
for Chief Engineer/Admn,
HPGCL, Panchkula.

CC:-

1. Sr. P.S. to Managing Director/Director Generation, HPGCL, Panchkula.
2. P.S. to Chief Engineer, Admn., HPGCL, Panchkula.

HARYANA POWER GENERATION CORPORATION

Office Order No: 13/REG-56

Dated: 09/01/2006

In exercise of the powers conferred by clause (c) of Section-79 of the Electricity (Supply) Act, 1948, read with Haryana Electricity Reform Act, 1997 and all other enabling powers in this behalf, the HPGC is pleased to amend Para-36 & 37 of the Recruitment & Promotion Policy in respect of Ministerial Establishment of Non-gazetted staff (field cadre) notified vide O/o No. 891/NGE-26/L-17 dated 07.10.78 read with O/o No. 534/NGE/G-26/L-17 dated 25.09.80.

Para-36 (commercial Assistant)

Para-36 of the Recruitment and Promotion Policy of Ministerial Staff of Field Cadre i.e. UDC to Commercial Assistance may be deleted.

Para-37 (Circle Assistant)

Para-37 be amended to the extend that the post of Circle Assistant may be filled up by promotion from amongst UDCs on seniority-cum-merit basis after 10 years of service as UDC. Further the post of head clerk may be filled up by promotion from Circle Assistant on seniority-cum-merit basis.

The above amendment/Substitution shall be applicable w.e.f. 26.1.2005.

This issues with the approval accorded by the Board of Directors in its meeting held on 26.10.2005.

Superintendent/Genl.,
for Chief Engineer/Admn.,
HPGCL, Panchkula.

Endst. No. Ch-13/HPGC/REG-56

Date: 09/01/2006

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

1. All Chief Engineer in HPGCL
2. All FA&CAO in HPGCL.
3. IG, V&S, HVPNL, Panchkula
4. Secretary, BBMB, Chandigarh
5. Company Secretary, HPGC, Panchkula with reference to his office memo no. CS/HPGCL/45/BM-177 dated 23.11.2005.
6. All Deputy Secretaries/Under Secretaries in HPGC.
7. Sr. PS to Managing Director/Directors, HPGC, Panchkula.

Superintendent/Genl.,
for Chief Engineer/Admn.,
HPGCL, Panchkula.

Chapter 4:- Hydel Staff

Haryana Power Generation Corporation

Office Order No. 165/PS/CE-Admn./M&P

Dated 28.11.2000

The Recruitment and Promotion Policy for Hydel O&M staff has been under consideration for quite some time. It has been observed at Hydel Stations that for the same pay scale different designations are existing. The Haryana Power Generation Corporation has therefore decided to club these posts with common new designation in same pay scale. Such existing and proposed new designations of various posts are as per Annexure-A.

2. Based on the new designations of various Operation and Maintenance posts, the Haryana Power Generation Corporation is pleased to issue Recruitment and Promotion Policy for Operation and Maintenance wings of Hydel Staff as per Annexure-B.

This issues with the approval of Chairperson, HPGCL, Chandigarh.

Chief Engineer/Admn./M&P,
HPGCL, Panchkula.

Endst. No. Ch-77/HPGC

Dated 28.11.2000

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

1. All Chief Engineers in HPGCL.
2. All FA & CAOs in HPGCL
3. Company Secretary, HPGCL, Panchkula.
4. All SEs in HPGCL.
5. All DY. Secy./Under Secy./Admn. Officers in HPGCL.
6. Secy. to Chairperson, HPGCL, Chandigarh.
7. Sr. PS to MD/Directors, HPGCL, Panchkula.

Chief Engineer/Admn./M&P
HPGCL, Panchkula.

Endst. No. 37/HD/482

Dated: 08.12.2000

A copy of the above is forwarded to the following for information and necessary action please.

1. R.E/Hydel, HPGCL, Bhudkalan.
2. S.E./Civil, HPGCL, Bhudkalan.
3. Sr. A.O./Hydel, HPGCL, Bhudkalan.
4. Xen/Elect. Stage-II, HPGCL, Bhudkalan

Executive Engineer/M&O,
for Chief Engineer/Hydel,
Yamuna Nagar.

Detail of Existing & Proposed new Designations of Various posts.

Sr. No.	Name of Post	Sanctioned Strength	Existing Pay Scale	Revised Designation	Pay Scale in revision designation
A.	Operation Wing				
1.	Helper Gr-II	2	2650/4000	T/Mate	2650/4000
2.	Oiler Greaser	12	2750/4400	Skilled Helper	2750/4400
3.	Asstt Pump Driver/Operator	2	-do-	-do-	2750/4400
4.	Gate Attendant	12	4000/6000	Plant Attendant	4000/6000
5.	Telephonist	4	4000/6000	-do-	4000/6000
6.	Turbine Operator	13	5000/8000	Operator	5000/8000
7.	Auxiliary Operator	13	5000/8000	Operator	-do-
8.	Mobile Crane Op.	1	-do-	-do-	-do-
9.	EOT Crane Op.	1	-do-	-do-	-do-
10.	Operator Gr-I	1	-do-	Operator	-do-
11.	JE	21	6000/9500	JE/Generation	6000/9500
12.	JE-I	1	6700/10500	JE-I (Generation)	6700/10500
13.	T.Mates	43 (common for O&M)	2650/4000	T/Mates (Common for O&M)	2650/4000
B.	Maintenance Wing				
1.	Helper Gr-II	2	2650/4000	T/Mate	2650/4000
2.	Welder	1	5000/8000	Foreman Gr-II	5000/8000
3.	Fitter	21	4000/6000	Technician (Fitter)	4000/6000
4.	Carpenter	1	-do-	Technician (Carpenter)	-do-
5.	Air Conditioning Mechanic	1	-do-	Technician (Air Conditioning)	-do-
6.	Foreman Gr-II	1	5000/8000	Foreman Gr-II	5000/8000
7.	Chargeman/Elect.	1	-do-	-do-	-do-
8.	Rigger Chargeman	1	5000/8000	-do-	-do-
9.	Cable Jointer	1	5500/9000	Foreman Gr-I (Cable Jointer)	6000/9500
10.	Foreman/Elect	3	5500/9000	Foreman Gr-I	6000/9500
11.	Foreman/Mech.	1	5500/9000	-do-	6000/9500

Recruitment & Promotion Policy for Hydel regular Operation & Maintenance Staff

A. Common for Operation & Maintenance

1. T/Mate (Rs. 2650/4000)

2. Skilled Helper (Rs. 2750-4400)

Posts shall be filled up by promotion from T-Mates who have 5 years experience/service as such.

B. Operation Wing

1. Plant Attendant (Rs. 4000-6000)

i) 50% posts shall be filled up by promotion from skilled Helpers who possess Matric with two years ITI as minimum qualification and have three years experience/Service as skilled helper.

ii) 50% posts shall be filled up by direct recruitment from persons who possess Matric with two years ITI in relevant trade as the minimum qualification. Such directly recruited Plant Attendant shall remain on training for a period of two years in regular scale of Plant Attendant to be allowed by HPGCL from time to time. The trainee shall be entitled to increment only on successful completion of training without any arrear. The competent authority may terminate the services of a Plant Attendant (trainee) without notice and without assigning any reason, if his work and conduct during the period of training is not found satisfactory

2. Operator (Rs. 5000-8000)

i) 50% posts shall be filled up by promotion from Plant Attendant who possess Matric with two years ITI as the minimum qualification and have 12 years experience/service as Plant Attendant.

ii) 50% posts shall be filled up by direct recruitment from persons who possess three years diploma in specified branch of Engineering as the minimum qualification. The persons so recruited shall remain on training for a period of one year in regular pay scale of Operator to be allowed by HPGCL from time to time. The trainees shall be entitled to increment only on successful completion of training without any arrear. The competent authority may terminate the service of a Operator (trainee) without notice and without assigning any reasons , if his work and conduct during the period of training is not found satisfactory.

3. Jr. Engineer/Generation (Rs. 6000-9500)

i) 80% posts shall be filled up by promotion from Operators who possess three years diploma in Engineering as the minimum qualification with four years experience/service as Operator.

ii) 20% posts shall be filled up by promotion from Operators who possess Matric with two years ITI as the minimum qualification with 5 years experience/service as Operator.

4. Jr. Engineer-I/Generation (Rs. 6700-10500)

100% posts shall be filled up by promotion on the basis of common seniority from JEs Generation of Hydel and Thermal Stations who possess three years diploma in Engineering as the minimum qualification with four years experience/service as JE/Generation.

C. Maintenance Wing

1. Technician (Rs. 4000-6000).

i) 50% posts shall be filled up by promotion from skilled helpers who possess Matric as the minimum qualification and have five years experience/service as skilled helper

ii) 50% posts shall be filled up by direct recruitment from persons who possess Matric with two years ITI in relevant trade as the minimum qualification with two years experience on similar works Such directly recruited Technicians shall remain on training for a period of two years in regular pay scale of Technician to be allowed by HPGCL from time to time. The trainee shall be entitled to increment only on successful completion of training without any arrear The competent authority may terminate the services of Technician (trainee) without notice and without assigning any reason if his work and conduct, during the period of Training is not found satisfactory

2. Foreman Gr-II (Rs. 5000-8000)

- i) 50% posts shall be filled up by promotion from Technician who possess Matric with two years ITI as minimum qualification in relevant trade and have 3 years experience/service as technician.
- ii) 50% posts shall be filled up by direct recruitment from persons having 3 years Diploma in Engg. In relevant branch. They shall be trainee for one year. One successful completion of training they shall be posted in the regular grade.

3. Foreman Gr-I (Rs. 6000/9500)

- i) 90% posts shall be filled up by promotion from Foreman Gr-II who possess Matric with two years ITI as minimum qualification with five years experience/service as Foreman Gr-II
- ii) 10% posts Foreman Gr-I shall be filled up by direct recruitment from amongst persons possessing the qualification of Matric with 2 years ITI Certificate in Electrical/Mechanical and having 8 years experience in the relevant trade.

Notes:-

- i) The posts of Jr. Engineer/ Generation at Hydel Stations shall be filled up from Operators working on Hydel Stations.
- ii) The posts of JE-I/Generation at Hydel Stations shall be filled up from the common cadre of JE/Generation of Hydel and Thermal as per Recruitment and Promotion Policy of Thermal Staff.
- iii) The post of ALM Lineman Hydel Station shall be filled up by deputation from HVPNL, UHBVN & DHBVN if suitable candidate is not available at Hydel Station.
- iv) The post of EOT Crane Operator and Mobile Crane Operator shall be filled up from suitable staff of Thermal Cadre if suitable candidate is not available at Hydel Station
- v) The post held by Carpenter, Rigger Charge man, Cable Jointer, Mobile Crane Operator, Air Conditioning Mechanic, Foreman Mechanic shall revert back to technical cadre when the post falls vacant due to retirement/death etc.
- vi) The persons working as Foreman (Elect. & Mech.) and Cable Jointer will be adjusted against the post of Foreman Gr-I/II till their retirement/death etc. and the posts which falls vacant due to retirement/death shall be filled up at the stage of Technician.
- vii) For first promotion of a person as per this Recruitment and Promotion Policy his actual experience on posts occupied by him before and after re-designation shall be counted towards required experience for promotion to next higher posts as per this Recruitment and Promotion Policy.
- viii) The working strength of all the trades shall remain 131 +1 JE as on 31.10.2000 in the first instance.



AN ISO: 9001, ISO : 14001 &
OHSAS : 18001 COMPANY
HPGCL

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula

Office order No.88/CE/Admn.

Dated:- 29.08.2011/09.09.2011

In exercise of powers conferred under section 56 (3) (VI) of Haryana Electricity Reforms Act, 1997 read with Electricity Act, 2003 & all other enabling powers in this behalf, the Haryana Power Generation Corporation Ltd is pleased to make the following amendments in the Recruitment and Promotion Policy of Hydel (O&M) staff as notified vide office order No. 165/PS/CE/Admn/M&P dated 28.11.2000:-

A. Common for Operation and Maintenance:-

i) T/Mate:- (Now redesignated as Helper)

The post of T/Mate has been redesignated as Helper. The posts shall be filled up by direct recruitment from the persons having Matriculation.

ii) Skilled Helper:-

The posts shall be filled up promotion from Helper who are having 3 years experience/service as such.

B. Operation Wing:-

i) Plant Attendant:-

a) 80% posts of Plant Attendants shall be filled up by promotion from Skilled Helpers who are Matriculate with 5 years experience.

b) 20% posts of Plant Attendants shall be filled up by promotion from Skilled Helpers who are having Matric and 2 years ITI with 1 year experience.

ii) Operator:-

a) 50% posts of Operators shall be filled up by promotion from the post of Plant Attendant with the following break up :-

(i) 70% posts shall be filled up by promotion from Plant Attendant who possess Matric with 12 years experience as Plant Attendant.

(ii) 30% posts shall be filled up by promotion from Plant Attendant who possess Matric + 2 years ITI with 8 years experience as Plant Attendant.

(b) Remaining, 50% posts shall be filled up by direct recruitment from persons who possess Matric with 3 years diploma in engineering as a minimum qualification. The persons so recruited shall remain on training for a period of one year in regular pay scale of Operator to be allowed by HPGCL from time to time. The trainees shall be entitled to increment only on successful completion of training without any arrear. The competent authority may terminate the service of a Operator (trainee) without notice and without assigning any reasons, if his work and conduct during the period of training is not found satisfactory.

iii) Junior Engineer:-

100% posts shall be filled up by promotion from the post of Operator with the following break up:-

- i) 50% posts shall be filled up by promotion who possess qualification 3 years diploma in engineering with 4 years experience as Operator.
- ii) 50% posts shall be filled up by promotion who possess Matric with 2 years ITI with 4 years experience as Operator.

C) Maintenance Wing:-

i) Technician:-

- a) 80% posts of Technicians shall be filled up by promotion from Skilled Helpers who are having Matric with 5 years experience.
- b) Remaining, 20% posts shall be filled up by promotion from Skilled Helpers who are having Matric + 2 year ITI with 1 year experience.

(ii) Foreman Grade-II:-

a) 50% posts of Foreman-II shall be filled up by promotion from Technicians with following break up:-

- (i) 50% posts shall be filled up from Technician by promotion who possess Matric with 12 years experience as Technician.
- (ii) 50% posts shall be filled up by promotion from Technician who possess Matric + 2 years ITI with 8 years experience as Technician.

(b) Remaining 50% posts shall be filled up by direct recruitment from persons who are having 3 years diploma in engineering as minimum qualification. They shall be trainee for one year. On successful completion of training, they shall be posted in the regular grade.

(iii) Foreman Grade-I:-

100% posts shall be filled up by promotion from the post of FM-II with the following break up:-

- a) 80% posts shall be filled up by promotion who possess qualification 3 years diploma in engineering with 4 years experience as Foreman-II.
- b) Remaining, 20% posts shall be filled up by promotion from Foreman-II who possess Matric + 2 years ITI with 4 years experience as Foreman-II.

D) Share Quota Posts:-

Board of Directors also decided that the share quota posts for direct recruitment as well as for promotion will henceforth be worked out (calculated) on the sanctioned strength of the posts.

This issues in pursuance of the decision taken by the Board of Directors of HPGCL in its meeting held on 17.08.2011.

-sd-
Under Secy./Genl.
for Chief Engineer/Admn.
HPGCL, Panchkula.

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

1. All Chief Engineers in HPGCL.
2. LR, HPU, Panchkula.
3. Company Secretary, HPGCL, Panchkula.
4. All FA&CAO in HPGCL.
5. All Dy. Secretaries in HPGCL.
6. All Under Secretaries/Administrative Officers in HPGCL.
7. All Sr. AOs/Accounts Officers in HPGCL.
8. All Sr. Medical Officers in HPGCL.
9. All Section Heads in HPGCL.

-sd-
Under Secy./Genl.,
for Chief Engineer/Admn.
HPGCL, Panchkula.

CC:

1. Sr. PS to Chairman and Managing Director, HPGCL Panchkula.
2. Sr. PS to Director/Finance, HPGCL, Panchkula.
3. Sr. PS to Chief Operating Officer (Fuel Management), HPGCL, Panchkula.
4. Sr. PS to Director/Generation, HPGCL, Panchkula.
5. Sr. PS to Director/Technical, HPGCL, Panchkula.
6. PS to Chief Engineer/Admn., HPGCL, Panchkula.

Chapter-5:- Regulation/Policies in respect of Store organization/Fire fighting services/Industrial Relation wing/ Public relations wing/Medical services/Drawing staff/Legal wing.

REGULATION
SECTION

HARYANA STATE ELECTRICITY BOARD

From

The Secretary,
Haryana State Electricity Board,
Panchkula.

To

1. The G.M./ Plants, PTPS, Panipat.
2. All C.Es. in HSEB.
3. The L.R., HSEB, Panchkula.
4. All S.Es./Xens. in HSEB.
5. All Directors in HSEB.
6. The Controller of stores, HSEB, Hisar.
7. The CAO/CA/FAs in HSEB.
8. All Dy. Secretaries /U.S. in HQ.
9. Sr. PS to Chairman/AM/MFC/MTs & Secretary in HSEB.
10. PA to Additional Secretary, HSEB, Panchkula.
11. The U.S. /General (Meeting Section) HSEB Panchkula, w.r.t. his U. O. No. 880/M359 (13) dated 15-06-92.
12. All Sectional Heads in HQ Offices.

Memo No. Ch-75/REG-128
Dated: 19-06-92

Subject: Recruitment & Promotion Policy in respect of Staff working in Store Organisation.

A copy of the Notification No. 148/REG-128 dated 19.06.92 containing the Recruitment and Promotion Policy in respect of staff working in Store Organisation, is sent herewith for information and necessary action.

The above notification has been approved by the Board in its meeting held on 05.06.1992.

DA/As above.

Sd/-
Under Secretary/C&R,
For Secretary, HSEB, Panchkula.

Endst.No.Ch-75/Reg-128

Dated: 19.06.92

A Copy of the above alongwith Notification No. 148/REG-128 dated 19.06.92 is forwarded to for information to the following:-

1. Sh. Ram Lal Jangra, Part Time Member, HSEB, Arya Nagar, Hisar.
2. Sh. Ranbir Singh, Principal (Retd.), L-529, Model Town, Karnal.

DA/As above.

Sd/-
Under Secretary/C&R,
For Secretary, HSEB, Panchkula.

NOTIFICATION

THE 19^h JUNE, 1992

No. 148/REG-128 In exercise of the powers conferred by Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf the HSEB is pleased to make the following revised Recruitment & Promotion Policy in respect of Store Keeping staff:-

1.0 STORE ATTENDANT

The posts shall be filled-up from amongst the workcharge Dailywage store Mates working under C.O.S. on seniority-cum-merit basis (regular Store mates already working would be redesignated as Store Attendant.

2.0 STORE MUNSHI

2.1 50% Posts shall be filled up by promotion from amongst the Stores Attendants on seniority-cum-merit basis provided he has two years experience of Store Attendant and Matriculates with Hindi/English.

2.2 (a) 50% posts shall be filled by direct recruitment from amongst the candidate (s) who possess a qualification 10+2 or equivalent examination from Education Board/University recognized by the Govt. of Haryana.

(b) Passed Hindi upto 10th Standard.

3.0 ASSISTANT STORE KEEPER

3.1 50% posts shall be filled up by promotion from amongst the regular store Munshies on seniority-cum-merit basis provided he has 4 years service as Store Munshi and having Matriculate qualification.

3.2 (a) 50% posts shall be filled up by direct recruitment from amongst the candidate (s) having qualification Graduation Degree in Science/Arts/Commerce with minimum 2nd Division from any University recognized by the Govt. of Haryana.

(b) Passed Hindi upto 10th standard.

3.3 The officials, shall qualify the departmental Accounts Exam. as prescribed by the Board from time to time.

3.4 (a) The ranking list of ASKs for their promotion as store Keeper would be prepared on the basis of the date of passing the Departmental Accounts Examination.

(b) The directly recruited ASK shall have to qualify the D.A. Exam. within a period of 2 years of the date of joining service as ASK. In case, one fails to qualify the said Exam. within the prescribed period the second annual increment shall not be released to him till he passes the examination.

4.0 STORE KEEPER

The posts shall be filled up by promotion from amongst the ASK on seniority cum-merit basis provided he has 4 years service as ASK and has qualified the Departmental Accounts Examination.

5.0 HEAD STORE KEEPER

The posts shall be filled up by promotion from amongst the Store Keepers on seniority-cum-merit basis provided he has 4 years service as Store Keeper.

6.0 STOCK VERIFIER

The posts shall be filled up by promotion from amongst the Head Store Keeper on seniority-cum-merit basis provided he has 2 years service as Head Store Keeper.

7.0 ASSTT. STORE OFFICER

The posts shall be filled up by promotion from amongst the stock Verifier on seniority-cum-merit basis. The cadre of Asstt. store officer and Chief Store Keeper is amalgamated into that of Asstt. store officer i.e. hence-forth C.S.Ks. would be redesignated as A.S.O.

8.0 RESERVATION

Nothing contained in the Policy, shall affect the reservation of filling of posts (on vacancies) ear-marked for the member of SC/Tribes and B.Cs and Handicapped persons, which will be governed by special instructions issued by the State Govt. from time to time and adopted by the Board in pursuance of Article-16 (4) of the constitution of India.

9.0 The above policy supersedes the provisions specified in O/o No. 891/NGE/G-26/L-17 dt. 07-10-78 and other relevant orders/instructions issued on the subject by the Board from time to time.

Sd/-
SECRETARY,
HARYANA STATE ELECY. BOARD,
PANCHKULA

HARYANA STATE ELECTRICITY BOARD

From

The Secretary,
Haryana State Electricity Board,
Panchkula.

To

1. General Manager/Plants, PTPS, Panipat.
2. All CEs in HSEB.
3. C.A.O/C.A/FAs in HSEB.
4. Director (V&S), HSEB, Panchkula.
5. Legal Rememberancer, HSEB, Panchkula.
6. All Superintending Engineers/O&M/Plants in HSEB
7. Sr. PS to Chairman/MFC/MTs & Secretary in HSEB.
8. Under Secretary/General HSEB Panchkula, w.r.t. his U. O. No. 55/M-324(18) dated 23-10-89.
9. P.S. to Additional Secretary, HSEB, Panchkula.
10. All Sectional Officers/ Heads in Board's Sectt.
11. Dy. Secretary/Estt./Generation/Projects/Tech.
12. All Fire Officers in Plants in HSEB.

Memo No. 167/REG-122
Dated: 23-11-1989

Subject: Recruitment & Promotion Policy in respect of Fire Fighting Service.

A copy of the Notification No. 48/REG-122 dated 23.11.89 regarding the Recruitment & Promotion Policy in respect of Fire Fighting service is sent herewith for information and necessary action.

2. The above decision/Notification has been approved by the Board in its meeting held on 18.10.1989.

DA/As above.

Sd/-
Under Secretary/C&R,
For Secretary, HSEB, Panchkula.

Endst.No.Ch-167/Reg-122

Dated: 23.11.1989

Copy of the above alongwith copy of Notification No. 48/REG-122 dated 23.11.89 is forwarded to the :-

1. Sh. Ram Lal Sharma, Part Time Member, V&PO Rania, Distt.-Sirsa.
2. Sh. Dharam Singh Punia, Part Time Member V&PO Satrod Khurd, Distt Hisar.
3. Sh. Harbans Singh, Part Time Member, Vill Ram Nagar Farm, PO:- Churhni-Gattan, Teh Shahbad Distt Kurukshetra.

DA/As above.

Sd/-
Under Secretary/C&R,
For Secretary, HSEB, Panchkula.

NOTIFICATION

THE 23rd NOVEMBER, 1989

No. 48/ Reg-122 in exercise of the power conferred under clause (c) of section 79 of the Electricity (Supply) Act, 1948 and all other enabling power in this behalf the Haryana State Electricity Board hereby makes the following Recruitment and Promotion Policy for Fire Fighting service:-

1.0 FIRMAN:-

The Post shall be filled-up by direct recruitment from the person having Educational/Technical qualification and physical requirements as under:-

- | | |
|---|---|
| (a) Educational/Technical qualifications. | i.) Matric with science from recognized University/Board.
ii) 5 weeks training from Haryana Fire Service Training Centre (Rohaza khara) Sohna or any other Institution recognized by the Govt. of Haryana for that purpose. |
| (b) Physical fitness/Standard | i.) Minimum Height 5'-7''(without shoes)
ii) Chest 32''-34''
iii) Eye Sight 6/6 (without lasses)
iv) Weight not less than 54 Kg. (without shoes and clothes.) |
| (c) Physical Tests | i) Should be able to swim and dive in water.
ii) Capable to run a distance of 100 Metres in one minute with atleast a load of 50 Kg. on both shoulders.
iii) Capable of climbing a rope or a vertical pipe to a height of atleast 3 meters from the ground level. |

2.0 FIRE BRIGADE DRIVER-CUM-FIRE PUMP OPERATOR:

The post shall be filled-up by direct recruitment from the persons having Educational/Technical qualification and physical requirements as under:-

- | | |
|---|--|
| (a) Educational/Technical qualifications.
recognized | i.) Matric with science from University/Board. |
|---|--|

- ii) 5 weeks training from Haryana Fire Service Training Centre (Rohaza khera) Sohna or equivalent Institution recognized by the Govt. of Haryana for that purpose.
 - iii) Heavy Vehical Driving Licence and knowledge of attending running repairs of the vehicae.
- (b) Physical fitness/Standard
- i.) Minimum Height 5'-7" (without shoes)
 - ii) Chest 32"-34"
 - iii) Eye Sight 6/6 (without glasses)
 - iv) Weight not less than 54 Kg. (without shoes and clothes.)
- (c) Physical Tests
- i) Should be able to swim and dive in water.
 - ii) Capable of running a distance of 100 Metres in one minute with atleast a load of 50 Kg. on both shoulders.
 - iii) Capable to climb a rope or a vertical pipe to a height of atleast 3 meters from the ground level.

3.0 SENIOR FIREMAN:

3.1 The post shall be filled-up by promotion from amongst the Fireman/Fire brigade Drivers-cum-Fire Pump operators on the joint seniority and seniority-cum-merit basis, provided they possess atleast 10 years service as Fire Brigade Driver/Fireman and having under-gone the required Fireman Training Course from the Institution recognized by the Government of Haryana for that purpose.

3.2 In the event, the departmental employee(s) are not available, the post shall be filled-up by direct recruitment from amongst the persons, who have possess the Sub-Fire Officer's course from National Fire Service college, Nagpur or any equivalent Institution recognized by the Govt. of Haryana for that purpose and they possess at least 2 years experience as Fireman/Fire brigade Driver-cum-Fire Pump Operator in any Regular Fire Service Organization.

4.0 ASSISTANT FIRE OPERATOR:-

4.1 50% Posts shall be filled-up by promotion form amongst senior Fireman on seniority-cum-merit basis provided they possess atleast 7 year service as senior Fireman.

4.2 50% posts shall be filled-up by direct recruitment from amongst the persons having passed the sub-Fire Officer's course from National Fire service College, Nagpur or any equivalent Institution recognized by the Government of Haryana for that purpose, and they have atleast 3 years experience as senior Fireman in any Regular Fire Service organization.

5.0 FIRE OPERATOR:-

5.1 The post shall be filled-up by promotion from amongst the Assistant-Fire-operators on seniority-cum-merit basis, provided they have atleast 4 year service as Assistant Fire Operator and possess Sub Fire Officer's Course Diploma/Certificate from National Fire Service college, Nagpur or any other equivalent Institution recognized by the Govt. of Haryana for that purpose.

5.2 In the event, the department employee(s) are not available, the posts shall be filled-up by direct recruitment from amongst the candidate, who possess the qualification of Graduation from a recognized University and have passed Sub-Fire Officer's course from National Fire Service College, Nagpur or from any other equivalent Institution recognized by the Government of Haryana with 2 year experience as Assistant Fire Operator in any regular Fire Service Organisation.

6.0 ASSISTANT FIRE OFFICER:

6.1 The post shall be filled-up by promotion form amongst the Fire Operator on seniority-cum-merit basis provided they have atleast 5 years service as Fire Operator and possess minimum qualification of Sub Fire Officers Course prescribed by National Fire Service College, Nagpur or by any other equivalent Institution recognized by the Government of Haryana.

6.2 In the event the departmental employee(s) are not available the posts shall be filled-up by direct recruitment from amongst the candidate who possess the minimum qualification of Graduation from a recognized University and have passed Sub-Fire Officer's course from National Fire Service College, Nagpur, or from any equivalent Institution recognized by the Government of Haryana with atleast 3 year experience as Fire operator/supervisory post in regular Fire Service Organisation.

7.0 FIRE OFFICER:

7.1 The post shall be filled-up by promotion from amongst the Assistant Fire Officers on seniority-cum-merit basis, having 5 year service as Asstt. Fire Officer.

7.2 In the event the departmental employee are not available the post shall be filled-up by direct recruitment from the persons who possess pre-Engineering or other equivalent qualification with Diploma in Station Officers and Instructors course from National Fire Service College, Nagpur . Preference shall be given to those having

advanced Diploma in Divisional Officers Course from Nation Fire Service College, Nagpur.

AND

Atleast 3 year experience on supervisory post in fire Service Organisation.

- 8.0 Nothing contained in the above provision will, in any way affect the reservation of filling of vacancies reserved for member of Scheduled Castes/Tribes and Backward classes which shall be governed by special instruction issued by the State Govt./Board from time to time in pursuance of Article 16(4) of the Constitution of India.
- 9.0 It repeals earlier orders/Notifications on the subject issued by the Board from time to time.

Sd/-
Secretary
Haryana State Elec. Board
Panchkula.

HARYANA POWER GENERATION CORPORATION LIMITED

Office order No. 670/CE/Admn/CS-118/L

Dated: 23-7-2009

In exercise of powers conferred under Section 56(3)(vi) of Haryana Electricity Reforms Act, 1997 read with Electricity Act 2003 and all other enabling powers in the this behalf, Haryana Power Generation Corporation Limited is pleased to modify Sr. No. 4 (Assistant Fire Operator) of the Recruitment and Promotion Policy for Fire Fighting Service notified vide notification No. 48/REG-122 dated 23.11.89 as under:-

4.0 Assistant Fire Operator

4.2 (i) 35% Posts shall be filled up by direct recruitment from amongst the persons having passed the Sub Fire Officer's course from National Fire Service College, Nagpur or any equivalent institution recognized by the Govt. of Haryana for the purpose and they have at least 3 year experience as Sr. Fireman in any regular Fire Service Organization.

ii) 15% posts shall be filled up by promotion on seniority cum merit basis from amongst the feeder cadres namely, Sr. Firemen, Fireman and Fire Brigade Driver-cum-Pump Operator possessing the qualification of Sub Fire Officers Course from National Fire Service College, Nagpur or any equivalent institution recognized by the Govt. of Haryana provided they have 15 years service/experience on the above posts in HPGCL. The ranking list in respect of eligible employees shall be prepared on 1st January of each year with cut off date of 31st December and shall be valid for one year. The interse-seniority of eligible employees in the ranking list shall be determined according to scale of pay last drawn, with the employee drawing higher scale of pay being ranked senior. If scale of pay drawn by two or more employee is same, the interse seniority shall be determined according to length of service from the date of initial appointment on regular basis and if such services are also of similar length then the older employee shall rank senior to the younger employee.

Provided further that in case, no eligible employee in the feeder cadres is available, these posts may be filled up by direct recruitment.

iii) The existing policy for filling up 50% posts of Assistant Fire Operator by promotion will continue.

This issued in pursuance of the decision taken by the Board of Directors, HPGCL, in its meeting held on 01.07.09.

Sd/-
Under Secy./General
for Chief Engineer/Admn.
HPGCL, Panchkula.

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

1. All Chief Engineers, in HPGCL
2. LR, HVPNL, Panchkula
3. All SEs in HPGCL.
4. All CAOs/FAs in HPGCL.
5. Company Secretary, HPGCL, Panchkula w.r.t. his office memo no. Ch-2/CS/HPGCL/72BM dated 14.07.09.
6. Chief Fire Officer, HPGCL, Panchkula.
7. All Dy. Secretaries/Under Secretaries/Admn. Officers in HPGCL.

Under Secy./General,
for Chief Engineer/Admn.
HPGCL, Panchkula.

CC:-

1. Sr. P.S. to Managing Director, HPGCL, Panchkula.
2. Sr. P.S. to Chief of Operations, HPGCL, Panchkula.
3. Sr. P.S. to Director/Technical, HPGCL, Panchkula.
4. Sr. P.S. to Director/Project, HPGCL, Panchkula.
5. PS to Chief Engineer/Admn., HPGCL, Panchkula.

HARYANA STATE ELECY. BOARD

REGULATION
SECTION

From

The Secretary,
HSEB, Panchkula.

To

1. The Legal Remembrancer, HSEB, Panchkula.
2. The General Manager/Plants, PTPS, Panipat.
3. All Chief .Engineers in HSEB.
4. All Superintending Engineers in HSEB.
5. The CAO/Chief Engineer/Admn./FAs in HSEB.
6. All Xens. in HSEB.
7. The Director (V&S), HSEB, Panchkula.
8. Sr. P.S. to Chairman/A.M./ MTs/MFC/Secretary, HSEB.
9. PA to Addl. Secretary, HSEB, Panchkula
10. All Under Secy./Dy Secretaries, Panchkula.
11. (5 spare copies for US(PW) & Dy. Secy./Estt.)
11. All Sectional Heads in Bd's Sectt. (5 spare copies for Supdt./S-II only).
12. The Under Secy/ General (Meeting Section) HSEB., Panchkula
w.r.t. his UO No. 696/M-352(17) dated 31.10.91.

Memo No. CH-114/Reg-112

Dated: 8.11.91

Subject: Recruitment and Promotion Policy in respect of Industrial Relations Wing.

A copy of Notification No. 127/Reg-112 dated 8-11-91 containing the Recruitment & Promotion Policy in respect of staff of Industrial Relations Wing, is sent herewith for information and necessary action.

2. The above notification has been approved by the Board in its meeting held on 24-10-91.

Sd/-

Under Secretary/C&R,
for Secretary, HSEB, Panchkula.

DA/As above.

Endst. No. Ch-114/Reg-112

Dated: 8-11-91.

Copy of the above alongwith Notification No. 127/Reg-112 dt. 8-11-91 is forwarded, for information and necessary action, to:-

1. Sh. Ramji Lal Jangra, Part-Time-Member, HSEB, Arya Nagar, Hisar.
2. Sh. Laxman Dev Arya, Part Time Member, HSEB, Shakti Nagar, Narwana, District-Jind.

DA/As above.

Sd/-

Under Secretary/C&R,
for Secy., HSEB, Panchkula.

HARYANA STATE ELECTRICITY BOARD

REGULATION
SECTION

NOTIFICATION

THE 8TH. November, 1991

No. 127/REG-112 In exercise of powers conferred under Clause (C) of Section-79 of Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board is pleased to lay down the Recruitment and Promotion Policy in respect of following categories of employees of Industrial Relations Wing of the Board

1.0 LABOUR WELFARE SUB INSPECTOR

1.1 The post of Labour Welfare Sub Inspector shall be filled-up by direct recruitment from amongst the persons, who possess the following qualifications/experience:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Government of Haryana.
- c) Hindi upto Matric Standard.
- d) Preference shall be given to those who possess previous experience in Labour Welfare and Industrial Relations.

2.0 ASSTT. LABOUR WELFARE OFFICER

2.1 The post of Assistant Labour Welfare Officer shall be filled-up by promotion from amongst the Labour Welfare Sub Inspectors on seniority-cum-merit basis, who possess the following qualifications/experience:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Government of Haryana.
- c) Hindi upto Matric Standard.
- d) At least 3 years experience as Labour Welfare Sub Inspector.

2.2 In the event of non-availability of eligible Departmental candidate (s), the posts shall be filled-up by direct recruitment/transfer from amongst the candidates possessing the following qualifications:-

- a) Graduate from any University recognized by the State Government of Haryana.
- b) LL.B. (Professional) from any University.
- c) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Government of Haryana.
- d) Hindi upto Matric Standard.
- e) At least 4 years experience as Labour Welfare Sub Inspector in Labour Welfare/Industrial Relations in Government/Semi-Government/Private Industry employing not less than 500 workers.

- 3.0 LABOUR WELFARE OFFICER/INDUSTRIAL RELATIONS OFFICER
- 3.1 The post shall be filled-up by promotion from amongst the Asstt. Labour Welfare Officers on seniority-cum-merit basis, possessing the following qualifications / experience:-
- a) Graduate from any University recognized by the State Government of Haryana.
 - b) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Government of Haryana.
 - c) 3 years experience as Asstt. Labour Welfare Officer.
 - d) Hindi upto Matric Standard.
- 3.2 In the event of non-availability of eligible departmental candidates, the posts shall be filled-up by direct recruitment/transfer from persons who possess the following qualifications/experience:-
- a) Graduate from any University recognized by the State Government of Haryana.
 - b) LL.B. (Professional) from any University recognised by the State Govt. of Haryana.
 - c) Post Graduate Diploma in Industrial Relations or Personnel Management from any University/Institution recognised by the State Govt. of Haryana.
 - d) Hindi upto Matric Standard.
 - e) 5 years experience in Labour Welfare Industrial Relations in Government/Semi-Government/Private Industry employing not less than 500 employees.
- 3.3 NOTE:- The promotions/appointments of all Labour Welfare Officers including the existing ones, shall be notified to State Govt. (Labour Deptt.) in term of Rule-5 (3) of the Punjab Welfare Officer Recruitment and Conditions of Service Rules, 1952 which is appended as Annexure-'A' to this notification.
- 4.0 UNDER SECRETARY (INDUSTRIAL RELATIONS-CUM-LABOUR WELFARE) :
- 4.1 The post shall be filled-up by promotion from amongst the Labour Welfare Officers on seniority-cum-merit basis, possessing the following qualifications/experience:-
- a) Graduate from any University recognized by the State Government of Haryana.
 - b) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by the State Govt. of Haryana.
 - c) LL.B. (Professional) from any University recognised by the State Govt. of Haryana.
 - d) Hindi upto Matric Standard.
 - e) 5 years experience as Labour Welfare Officer.
- 4.2 In case, eligible departmental candidates are not available for promotion, the post shall be filled-up by direct recruitment/transfer from persons, possessing the qualifications with 8 years experience as Labour Welfare Officer in

Government/Semi-Govt./Private Industry employing not less than 1500 employees as required in case of 4.1 above.

NOTE: The term 'Industry' shall have the same connotation as under Industrial Disputes Act, 1947.

5.0 RESERVATION :

Nothing contained in foregoing general provisions shall, in any way affect the reservation of filling up of posts or vacancies wherever applicable and earmarked for members of Scheduled Castes and Backward Classes which shall be governed by special instructions issued by the State Govt. and adopted by the Board from time to time in pursuance of Article-16 (4) of the Constitution of India.

6.0 The above policy supersedes all earlier Regulations, Rules, Orders and instructions issued by the Board from time to time.

Sd/-
SECRETARY
HARYANA STATE ELEC. BOARD,
PANCHKULA

HARYANA STATE ELECTRICITY BOARD.

REGULATION
SECTION:

From

The Secretary,
HSEB, Panchkula.

To

1. The General Manager/Plants, Panipat.
2. All Chief Engineers in HSEB.
3. The L.R., HSEB, Panchkula.
4. The CAO/CA /FAs in HSEB.
5. The Director/ V&S, HSEB, Panchkula.
6. All Dy. Secretaries/Under Secretaries in HSEB.
7. Sr. P.S. to Chairman/MFC/MTs/ Secretary Board.
8. P.A. to Additional. Secretary, HSEB, Panchkula.
9. All Sectional Heads in Board's Sectt. HSEB.
10. Under Secy/ Genl. (Meeting Section) HSEB., Panchkula
w.r.t. his UO No. 798/M-355(19) dated 4.3.1992.

Memo No. CH-129/Reg-112
Dated: 13-03.1992

Subject: Recruitment and Promotion Policy of the staff working in Industrial Relation Wing.

A copy of Notification No. 138/Reg-112 dated 13.3.92 containing the Recruitment & Promotion Policy for the post of Chief Labour Welfare Officer under the Recruitment & Promotion Policy issued vide notification No. 127/Reg-112 dt. 8.11.91 is sent herewith for information and necessary action.

2. The above notification has been approved by the Board in its meeting held on 26.2.92.

Sd/-
Under Secretary/C&R,
for Secretary, HSEB, Panchkula.

DA/As above.

Endst. No. Ch-129/Reg-112

Dated: 13-03-1992.

A copy of the above alongwith a copy of the notification No. 138/Reg-112 dt. 13.3.92 is forwarded to the:-

1. Sh. Ramji Lal Jangra, Part-Time-Member, Arya Nagar, Hisar.
2. Laxman Dev Arya, Part-time-Member, Shakti Nagar, Narwana, District-Jind.

DA/As above.

Sd/-
Under Secretary/C&R,
for Secy., HSEB, Panchkula.

HARYANA STATE ELECTRICITY BOARD

NOTIFICATION

THE 13TH. MARCH, 1992

No. 138 /REG-112 In exercise of powers conferred under Clause – (C) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf, the HSEB is pleased to lay down the Recruitment and Promotion Policy for the post of Chief Labour Welfare Officer under the Recruitment and Promotion Policy issued vide Notification No. 127/REG-112 dated 8.11.1991 as under:-

CHIEF LABOUR WELFARE OFFICER:

The post shall be filled-up by promotion from amongst Labour Welfare Officer/Industrial Relation Officer on seniority-cum-merit, possessing the following qualifications/experience:-

- i) Graduate from any University recognized by the State Government of Haryana.
- ii) Post Graduate Diploma in Industrial Relations and Personnel Management for any University/Institution recognised by the State Govt. of Haryana.
- iii) 3 years experience as Labour Welfare Officer.
- iv) Hindi upto Matric Standard.

In the event of the non-availability of eligible Departmental candidates, the post shall be filled-up by direct recruitment/transfer of persons, who possess the following qualifications and experience:-

- i) Graduate from any University recognised by the State Government of Haryana.
- ii) LL.B. (Professional) from any University recognised by State Government of Haryana.
- iii) Post Graduate Diploma in Industrial Relations and Personnel Management from any University/Institution recognised by State Govt. of Haryana.
- iv) Hindi upto Matric Standard.
- v) 5 years experience in Labour welfare/Industrial relations in Govt./Semi-Govt./Private Industry employing not less than 1000 employees.

2. Para-4.1, 4.2 and 4.3 of ibid policy dated 8.11.91 shall stand substituted and read as follows:-

4.1 The post shall be filled-up by promotion from Chief Labour Welfare Officer on seniority-cum-merit, possessing the following qualifications/experience:-

- i) Graduate from any University recognised by State Government of Haryana.
- ii) Post Graduate Diploma in Industrial relations and Personnel Management from any University/Institution recognised by the State Govt. of Haryana.
- iii) LL.B. (Professional) from any University recognised by State Government of Haryana.
- iv) Hindi upto Matric Standard.

- v) 3 years experience as Chief Labour welfare Officer.
- 4.2 In case, no Chief Labour Welfare Officer with the above mentioned qualifications/experience is available, the post of Under Secretary/IR-cum-Labour Welfare shall be filled-up from amongst the existing Labour Welfare Officers possessing the requisite qualifications with atleast 5 years experience as labour Welfare Officer on seniority-cum-merit basis.
- 4.3 In case, eligible departmental candidates are not available, the post shall be filled-up by direct recruitment/transfer of persons possessing the requisite qualifications with 8 years experience as Labour Welfare Officer or 5 years experience as Chief Labour Welfare Officer in Govt./Semi.-Govt./Private Industry employing not less than 1500 employees as required in case of 4.1 above.

This issues in pursuance of Board's decision taken in its meeting held on 26.2.1992.

Sd/-
SECRETARY
HARYANA STATE ELEC. BOARD
PANCHKULA

ANNEXURE-'A'

Rule-5(3) of the Punjab Welfare Officer Recruitment and Conditions of Service Rules, 1952.

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5 (3) "The appointment when made shall be notified by the occupier to the State Government or such authority as the State Government may specify for the purpose giving full details of the qualifications etc. of the officer appointed and the conditions of his service"

HARYANA STATE ELECTRICITY BOARD

REGULATION SECTION

OFFICE ORDER 39/REG-93

DATED: 27.04.89

The Haryana State Electricity Board is pleased to lay down the following Recruitment and Promotion Policy in respect of Class-I, II & III employees of Public Relations Wing in the Board:-

1. Chief Public Relations Officer (Rs. 3000/4500+Rs.250/- S.P. (Class-I Post)).

The post of Chief Public Relations Officer, shall be filled-up by promotion from amongst the existing Public Relations Officer, who possess qualifications and experience mentioned below on seniority- cum-merit basis:-

- a) Graduate from a recognized University.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University
- c) Eight years experience as Public Relations Officer.
- d) Capability of writing articles, features, and press notes in English and Hindi.

In case suitable persons are not available for promotion, the post may be filled-up by direct recruitment from the persons who possess qualifications and experience as under:-

- a) M.A. English or Hindi or any Social Science.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University.
- c) Must have passed Hindi upto Matric standard.
- d) Fifteen years practical experience in Journalism/Public Relations. This 15 years experience should include 8 years experience in a Supervisory capacity.
- e) Capability of writing articles, features and press notes in English and Hindi and production of house journal or publicity literature, organising exhibitions, audio visuals and cultural programmes.
- f) Experience should also be in handling publicity campaigns and mass media in a Govt./Semi Govt. Organisation or a reputed news agency or a public relations consultancy firm.
- g) Age should not be less than 35years and more than 45 years. Upper/Lower age limits may be relaxed in the case of an exceptionally qualified and experienced persons.

2. Public Relations Officer (Rs. 2000/3200) (Class-II Post).

- i) 70% posts shall be filled-up by direct recruitment from the persons who possess the qualifications and experience mentioned below:-

- a) Graduate from a recognized University.
 - b) Diploma in Journalism/Public Relations from a recognized Institution/University.
 - c) Must have passed Hindi upto Matric standard.
 - d) 5 years practical experience in Journalism/Public Relations after acquiring academic and professional qualifications.
 - e) Capability of writing press notes, features and articles in English and Hindi and also production of house journal and publicity literature, organising exhibitions, audio visuals and cultural programmes.
 - f) The experience should also be in handling publicity campaigns and mass media in a Govt./Semi Govt. Organisation or a reputed news agency or a public relations consultancy firm.
 - g) Age should not be more than 35years. The upper/lower age may be relaxed in the case of an exceptionally qualified and experienced persons.
- ii) 30% posts shall be filled-up by promotion from the existing Editing Assistants on seniority-cum- merit basis who possess the following qualifications and experience:-
- a) Graduate from a recognized University.
 - b) Must have passed Hindi upto Matric standard.
 - c) Should have 3 years service as Editing Assistant.
 - d) Capability of writing articles, features and press notes in English and Hindi.

3. Editing Assistants (Rs. 1600/2660) (Class-III Post).

The post of Editing Assistants shall be filled-up by promotion from the existing Publicity supervisors on seniority-cum- merit basis who possess the following qualifications and experience:-

- a) Graduate from a recognized University.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University.
- c) Must have passed Hindi upto Matric standard.
- d) Should have 4 years service as Publicity supervisor.

If suitable person/ persons, are not available for promotion to this post, it may be filled-up by direct recruitment from the persons who possess qualifications and experience as under:-

- a) Graduate from a recognized University.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University.
- c) Must have passed Hindi upto Matric standard.

- d) 4 years practical experience of editing/proof reading after acquiring proscribed academic/ professional qualifications mentioned above. He should have a thorough knowledge of printing processes.
- e) Age should not be more than 30 years.
- f) Preference to those who possess experience of writing articles/ features/ press notes in English and Hindi.

4. Publicity supervisors (Rs. 1400/2600) (Class-III Post).

The post of Publicity supervisors shall be filled-up by direct recruitment from the persons who possess the following qualifications and experience:-

- a) Graduate from a recognized University.
- b) Diploma in Journalism/Public Relations from a recognized Institution/University.
- c) Must have passed Hindi upto Matric standard.
- d) Must has fluency in Hindi and English.
- e) Age should not more than 30 years.

Preference to persons with experience in Journalism/Public Relations.

5. Art Executive (Rs. 2000/3200) (Class-II Post).

The post shall be filled-up by direct recruitment from the persons who possess the following qualifications and experience:-

Essential qualification:-

- i) Matriculation from a recognized Board/ Institution/University.
- ii) Must have passed Hindi upto Matric standard.
- iii) 5 years Diploma /Degree in commercial Art in 1st Division from Govt. college of Arts, Chandigarh or equivalent Diploma/ Degree recognized by the Haryana Government.

Desirable qualifications:-

- i) B.A. in Fine Arts from a recognized University/ Institution.
- ii) Diploma in Public Relations from a recognized Institution/University recognized by the Haryana Government.

Experience:

Minimum 3 years experience after obtaining diploma in Commercial Arts in an advertising agency of repute or Govt./Semi Govt. Organisation as a Commercial Artist. He should also have a thorough knowledge of printing processes, organising exhibitions and craft work.

Age should not more than 30 years.

6. Senior Photographer (Rs. 1600/2660) (Class-III Post):

The post shall be filled-up by promotion from the post of Jr. Photographer subject to the condition that he has put in at least two years service as Jr. Photographer .

If a suitable departmental person is not available for promotion the post may be filled-up by direct recruitment from the persons who are matriculate with Hindi and 5 years practical experience of printing and developing of films. Preference shall be given to persons who possess diploma in Photography from a Institution recognized by the Haryana Government and those who can handle video Camera and can process Video Films. Age for direct recruitment shall not be more than 30 years.

7 Junior Photographer (Rs. 1200/2040) (Class-III Post):

The post shall be filled-up by direct recruitment from the persons who are matriculate with Hindi having 3 years practical experience of printing and developing of films. Preference shall be given to persons who possess a diploma in Photography from a Institution recognized by Haryana Government and who can handle Video Camera and process the video films.

Age should not be more than 30 years.

8 Film Projector Operator (Rs. 1200/2040) (Class-III Post):

The post shall be filled-up by direct recruitment from the persons who are matriculate with Hindi possess a diploma of Cinema Operation from a recognized Institution and one year practical experience in the job Age for direct recruitment shall not be more than 30 years.

In order to avoid stagnation a projector Operator who has put in 20 years service in the Board as Projector Operator shall be designated as Sr. Project Operator and granted the scale of Publicity Supervisor.

Reservation:-

Nothing contained in the foregoing general provisions shall in anyways affect the reservation of filling of posts (or vacancies) wherever applicable and earmarked for members of scheduled Castes and Backward Classes which shall be governed by special instructions issued by the State Govt. and adopted by the Board from time to time in pursuance of Article-16 (4) of the Constitution of India.

Sd/-
SECRETARY
HARYANA STATE ELEC. BOARD,
PANCHKULA

Endst. No. Ch-81/Reg-93

Dated 27.4.89

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

1. General Manager, PTPS, HSEB, Panipat.
2. Legal Remembrance, HSEB, Panchkula.
3. All Chief Engineers in HSEB.
4. Chief Public Relation Officer, HSEB, Panchkula.
5. All Dy. Secretaries in HSEB.
6. All Unser Secretaries/ Admn., Officers in HSEB.
7. All Sectional Head in HSEB.
8. Sr. PS to Chairman/ MT(OP), (G&P) and MFC/ PA to Secretary Adl. Secretary, HSEB, Panchkula.
9. Under Secretary/General (Meeting Section), HSEB, Panchkula, w.r.t. his memo No.646/M-316(15) Dt. 31.3.89.

Sd/-
Under Secretary/C&R,
For Secretary, HSEB, Panchkula.

Endst. No. Ch-81/Reg-93

Dated 27.4.89

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

1. Sh. Ram Lal Sharma, Part Time Member, V&PO Raina, Distt. Sirsa.
2. Sh. Dharam Singh Punia, Part Time Member, V&PO Satrod Khurd, Distt. Hisar.
3. Sh. Harbans Singh, Part Time Member, Vill. Ram Nagar Farm, P.O. Churhni Jattan, Teh. Shahbad, Distt. Kurukshetra.

Sd/-
Under Secretary/C&R,
For Secretary, HSEB, Panchkula.

HARYANA STATE ELECY. BOARD

NOTIFICATION

THE 1st March, 1990

No. 55/REG-96 In exercise of the powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf the HSEB is pleased to make the following Recruitment and promotion policy in respect of Medical Service:-

1.0 CHIEF MEDICAL OFFICER

The post shall be filled-up by promotion from amongst Sr. Medical Officer on seniority-cum-merit basis and having rendered at least 4 years service as such.

2.0 SENIOR MEDICAL OFFICER

The post shall be filled-up by promotion from amongst Medical Officers on seniority-cum-merit basis, and having rendered at least 8 years service as such.

3.0 MEDICAL OFFICER

The post shall filled-up by direct recruitment from persons, having the following qualifications and experience:-

- (a) MBBS or an equivalent degree from any University recognised by the Medical Council of India.
- (b) Having been registered as Medical Practioner with Haryana State Medical Council or any other Medical Council in India.

3.2 The post may also be filled-up by transfer/deputation of Medical Officers in service of the State Govt. or an undertaking of State Govt./Central Govt. and having the above said qualification.

4.0 PHARMACIST

The post shall be filled-up by direct recruitment from amongst persons, having the following qualification and experience:-

- (a) Matriculation or equivalent examination with science from Haryana Education Board or any other Education Board or University recognised by the State Government of Haryana.
- (b) Having a Diploma in Pharmacy from an Institution recognised by the State Government of Haryana.
- (c) Hindi upto Matric standard.

Note: - The persons having higher qualifications and experience will be preferred.

5.0 LABORATORY TECHNICAL

The post shall be filled-up by direct recruitment from persons having the following qualifications and experience:-

- (a) Matriculation or equivalent examination with science from Haryana Education Board or any other Education Board or University recognised by the State Government of Haryana.
- (b) Diploma in Medical Laboratory technology or B.Sc. in Medical Technology from any Institution recognised by the State Government of Haryana.
- (c) Hindi upto Matric standard.

6.0 SANITARY INSPECTOR

The post shall be filled-up by direct recruitment from persons having following qualifications and experience:-

- (a) Matriculation or equivalent examination with Hindi from Haryana Education Board or any other Education Board or University recognised by the State Government of Haryana.
- (b) A Multi Purpose Health worker (Male) Certificate from any Institution recognised by the State Government of Haryana.

7.0 STAFF NURSE

The post shall be filled-up by direct recruitment from persons having following qualifications and experience:-

- (a) Matriculation or equivalent examination with Hindi from Haryana Education Board or any other Education Board or University recognised by the State Government of Haryana.
- (b) Having 'A' Grade Nurses Certificate and registered with Haryana Nurses Registration Council.

8.0 RESERVATION

Nothing contained in these Regulations shall affects reservation wherever applicable and other concessions required to be provided for scheduled castes/Backward Classes/Ex-Serviceman etc. in accordance with the instructions/orders issued by the Govt. in this regard and adopted by the Board from time to time.

Sd/-
SECRETARY,
HARYANA STATE ELEC. BOARD,
PANCHKULA.

HARYANA STATE ELECTRICITY BOARD

From

The Secretary,
HSEB, Panchkula.

To

1. Sr. P.S. to Chairman/MAPF/MFC/MT'OP' (G&P)/Secy. and PA to Addl. Secy. HSEB. Panchkula.
2. All Engineer-in-Chief in HSEB.
3. O.S.D. to Chairman, HSEB Panchkula.
4. All CEs in HSEB.
5. All/SEs/Xens in HSEB.
6. Legal Rememberancer, HSEB, Panchkula.
7. Director/V&S, HSEB, Panchkula
8. C.A.O, HSEB, Panchkula
9. Chief Auditor, HSEB, Hisar
10. All FAs & CAOs in HSEB
11. CMO, HSEB, Panchkula
12. The Controller of Stores, HSEB, Hisar.
13. All under Secretaries/Dy. Secretaries in HSEB.
14. All Sectional Officers/Heads in H.O.
15. The Under Secretary/General (Meeting Section) HSEB, Panchkula for information w.r.t. his U.O No. 1811/M-397(18) dated 14.08.95.

Memo No. Ch-123/REG-27/Vol.VII

Dated:- 31-08-1995

Sub:- Recruitment and Promotion Policy for the Drawing Staff.

A copy of Notification No. 198/REG-27/Vol.VII dated 31-08-95 containing Recruitment and Promotion Policy for Drawing Staff is sent herewith, for reference and record.

The above issues in pursuance of the decision taken by the Board in its meeting held on 09.08.95.

DA/As Above.

Sd/-
Under Secretary/C&R,
for Secy. HSEB. Panchkula.

Endst. No. Ch-123/REG-27/Vol.VII

Dated: 31-08-95

A copy of the above alongwith Notification No. 198/REG-27/Vol.VII dated 31.08.95 is forwarded to:-

1. Sh Ranbir Singh, Part time 'Non-official Member, HSEB, L-529, Model Town, Karnal.
2. Sh. Vijay Grover, Part time Non-official Member HSEB, Kothi No.5 Green Park, Hisar.

Sd/-
Under Secretary/C&R,
for Secy. HSEB. Panchkula

HARYANA STATE ELECTRICITY BOARD

NOTIFICATION

THE 31st August, 1995

No. 198/Reg-27/Vol.VII In exercise of the powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf the HSEB is pleased to make the following Recruitment and promotion policy for its Drawing Staff:-

1.0 Junior Draftsman (Rs. 1200/2040)

1.1 These posts will be filled up by direct recruitment out of the persons having minimum qualification as Matric with 2 years ITI Certificate in Draftsman Trade with minimum two years experience in a reputed Firm/Orgn., after having obtaining the said Certificate.

OR

Three years Diploma in Architecture Assistantship.

NOTE: The above substitution shall be subject to the condition that in case, the the candidates, who possess 3 years Diploma in Architecture Assistantship Course, are selected for the post of J.D.M. in the Board, they will not be entitled for higher pay scale. They would also be required to tender an undertaking to the effect that if they are selected for the post of J.D.M., they will not claim any higher scale in view of the higher qualification before they are interviewed.

2.0 Draftsman (Rs. 1400/2600)

2.1 The recruitment will be by promotion from amongst the Junior Draftsman on seniority-cum-merit basis.

3.0 Head Draftsman (Rs. 1640/2900)

3.1 The recruitment to the post of Head Draftsman shall be by promotion from amongst the Draftsman on seniority-cum-merit basis.

4.0 Circle Head Draftsman (Rs. 2000/3200)

4.1 The recruitment will be by promotion from Head Draftsman on seniority-cum-merit basis, provided he possesses the minimum qualification as Matric with 2 years I.T.I. Draftsman course.

5.0 Chief Draftsman (Rs. 2000/3500)

5.1 The recruitment will be by promotion from Circle Head Draftsman on seniority-cum-merit basis, provided he possesses the minimum qualification as Matric with 2 years I.T.I. Draftsman course.

6.0 Design Engineer (Rs. 2200/4000)

6.1 The recruitment will be by promotion from Chief Draftsman on seniority-cum-merit basis, provided he possesses the minimum qualification as Matric with 2 years ITI Draftsman course and has at least 5 years experience as Chief Draftsman.

7.0 Reservation:-

Nothing contained in this policy, shall affect reservation and other concessions required to be provided for scheduled caste, scheduled Tribe, backward classes, Ex-serviceman, Physically Handicapped persons or any other class if the category of persons in accordance with the orders issued by the Govt. in this regard and adopted by the Board from time to time.

The above policy supersedes all earlier Rules, Regulation, orders and instructions issued by the Board from time to time relating to Recruitment and Promotion policy in respect of Drawing Staff.

Sd/-
SECRETARY,
HARYANA STATE ELECY. BOARD,
PANCHKULA.

NOTIFICATION

THE 24th JANUARY, 1991

No. 88/REG-64 In exercise of the powers conferred under Clause (c) of Section-79 of the Electricity (Supply) Act, 1948 and all other enabling powers in this behalf the HSEB hereby makes the following Recruitment and Promotion Policy in respect of staff working in Legal Wing of the Board:-

1.0 ASSISTANT (LEGAL)

- 1.1 50% posts shall be filled-up by direct recruitment from amongst candidates, who possess minimum qualifications of LL.B (Professional) Degree from any University recognised by the Government of Haryana with 2 years practice as an advocate.
- 1.2 50% posts shall be filled-up by appointment from amongst departmental candidates, who possess minimum qualification of LL.B. (Professional) Degree from the University recognised by the Government of Haryana with 2 years experience on a post involving legal work.

2.0 ASSISTANT LAW OFFICERS

- 2.1 2/3rd posts shall be filled-up by promotion from amongst Assistants (Legal) on seniority-cum-merit basis, provided he has completed 3 years service as such.
- 2.2 1/3rd posts shall be filled-up by direct recruitment from amongst candidates, who possess minimum qualifications of LL.B. (Professional) Degree from any University recognised by the Govt. of Haryana with three years practice as an advocate.
- 2.3 In case, suitable Assistants (Legal) are not available for promotion, the vacant posts may be filled-up by direct recruitment from amongst candidates, who possess the minimum qualifications as mentioned in Para-2.2 above.

3.0 LAW OFFICERS

The post shall be filled-up by promotion from amongst Assistant Law Officers, on seniority-cum-merit basis, provided he has rendered at least 3 years service as such.

4.0 UNDER SECRETARY (LEGAL)-CUM-SR. LAW OFFICER

The post shall be filled-up by promotion from amongst Law Officers on seniority-cum-merit basis, provided he has rendered at least 3 years service as such.

5.0 RESERVATION

Nothing contained in the Policy, shall affect the reservation of filling of posts (or vacancies) earmarked for the members of the scheduled Castes/Tribes and Backward Classes which will be governed by special instructions issued by the State Govt. from time to time and adopted by the Board in pursuance of Article-16 (4) of the constitution of India.

- 6.0 The above notification supersedes earlier Office Order No. 542/HSEB dated 29.08.72 and other relevant orders/Instructions issued by the Board in this behalf, from time to time.
- 7.0 All actions already taken under the above said Regulations, will not be invalidated.

Sd/-
SECRETARY,
HARYANA STATE ELECTRY. BOARD,
PANCHKULA.

HARYANA STATE ELECY. BOARD

NOTIFICATION

THE 8TH AUGUST 1990

No. 73 /REG-105 In exercise of the powers conferred under Clause (c) of section-79 of the Electricity (supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Eley. Board is pleased to make the following Recruitment and Promotion Policy for its Teaching staff:-

1.0 NURSERY TRAINED TEACHER

1.1 The post shall be filled-up by direct recruitment from amongst candidates possessing the flowing qualifications:-

- (a) Matric Ist Division with English as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualifications with Matric Ist Division or Graduate with Matric 2nd Division.
- (b) One year Nursary Training certificate from Haryana Education Department or equivalent qualifications recognised by the Haryana Education Department.
- (c) The candidate should not be less than 17 years and more than 30 years of age.

1.2 In case, the persons possessing qualifications stated under para 1.1 above, are not available for filling-up the post of Nursery Trained Teacher, such post shall be filled-up by direct recruitment from the persons possessing the qualifications as stated under para-2.0 below.

2.0 J.B.T. TEACHER

The post shall be filled-up by direct recruitment from amongst candidates possessing the following qualifications:-

- (a) Matric Ist Division with English as one of the elective subject or Pre-University/B.A. Part-I or II or equivalent qualifications with Matric Ist Division or Graduate with Matric 2nd Division.
- (b) 2 years J.B.T. Diploma/Certificate from Haryana Education Department or equivalent qualification, recognised by Haryana Education Department.
- (c) The candidate should not be less than 17 years and more than 30 years of age.

3.0 TEACHER (HINDI)

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- (a) Matric Ist Division with Hindi as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualifications with Matric Ist Divn. or Graduate with Matric 2nd Division.
- (b) Prabhakar (Honours in Hindi) from a recognised University.

- (c) A Diploma/Certificate in Language Teaching (Oriental Training) in Hindi, conducted by Haryana Education Department or equivalent qualifications recognised by Haryana Education Department.
- (d) The candidate should not be less than 17 years and more than 30 years of age.

4.0 TEACHER (SANSKRIT)

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- (a) Shastri (Honours in Sanskrit) from a University recognised by Haryana Government.
- (b) He should possess Diploma/Certificate in Language Teaching (Oriental Training) in Sanskrit conducted by Haryana Education Department or an equivalent qualifications recognised by Haryana Education Department.
- (c) The candidate should not be less than 17 years and more than 30 years of age.

5.0 ART & CRAFT TEACHER

The post shall be filled-up by direct recruitment from amongst the candidates, who possess the following qualifications:-

- (a) Matric Ist Division with English as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualification with Matric Ist Division or Graduate with Matric 2nd Division.
- (b) He should possess a Diploma/Certificate of 2 years in Art & Craft Teaching conducted by Haryana Industry/Industrial Training Department or equivalent qualification recognised by Haryana Education Department.
- (c) The candidate should not be less than 17 years and more than 30 years of age.

6.0 P.T.I.

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) (a) Matric Ist Division with English as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualifications with Matric Ist Divn. or Graduate with Matric 2nd Division.
- (b) Certificate in Physical Education from Haryana Education Department or equivalent qualifications recognised by Haryana Education Department.

OR

- (a) Matric Ist Division with English as one of the elective subject or Pre-University/BA Part-I or II or equivalent qualification with Matric Ist Division or Graduate with Matric 2nd Division.

- (b) Certificate in Physical Training under the National Disciplinary scheme.
- ii) The candidate should not be less than 17 years and more than 30 years of age.

OR

FOR EX-SERVICEMAN ONLY

- (a) Middle standard with 1st Division.
- (b) Certificate in Physical Education, subject to the proviso that Army P.T. Instructors successfully complete a Re-Orientation Course for 4 months duration at Lakhmi Bhai National College of Physical Education, Gwalior.
- (c) The candidate should not be more than 45 years of age.

7.0 HEAD TEACHER/HEAD TEACHERESS (PRIMARY SCHOOL)

The post shall be filled-up by promotion from amongst all JBT Teachers serving in Haryana State Elec. Board on seniority-cum-merit basis provided he/she has put in at least 8 years service as such.

8.0 SOCIAL STUDY MASTER/MISTRESS/MATH MASTER/ MISTRESS AND SCIENCE MASTER/MISTRESS

- 8.1 50% posts of the above categories, shall be filled-up by direct recruitment in the manner given below:-

8.1.1 SOCIAL STUDY MASTER/MISTRESS

The posts shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.A. Education with IIInd Division from Govt. College of Education, Kurukshetra with any of two of the following subjects in B.A. in addition to English:-
 - (a) History (b) Economics (c) Geography
 - (d) Political Science (e) SociologyB.A. IIInd Division (with English) and any two of the above mentioned subjects with BT/BEd. from recognised University.

OR

MA IIInd Division in one of the subjects mentioned above with BT/BEd from the recognised University.

- ii) Knowledge of Hindi upto Matric Standard.
- iii) The candidate should not be less than 17 years and more than 30 years of age.

8.1.2. MATH MASTER/MISTRESS

The post shall be filled-up by direct recruitment from amongst those persons, who possess following qualifications:-

- i) B.A. 2nd Division or B.Sc. 1st Division with Math and B.Ed/B.T. from a recognised University.

OR

B.A. 2nd Division/B.Sc. Ist Division from Govt. College of Education Kurukshetra.

- ii) Maths as one of the elective subjects.
- iii) Knowledge of Hindi upto Matric Standard.
- iv) The candidate should not be less than 17 years and more than 30 years of age.

8.1.3. SCIENCE MASTER/MISTRESS

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.Sc. Ist Division and B.Ed/B.T. from recognised University with any of the two following subjects:-
 - (a) Physics
 - (b) Chemistry
 - (c) Botony
 - (d) Zoology.

OR

B.Sc. (with Ist Division) Education from College of Education Kurukshetra.

OR

M.Sc. 2nd Division with B.T./B.Ed. from recognised University.

- ii) Knowledge of Hindi upto Matric Standard.
- iii) The candidate should not be less than 17 years and more than 30 years of age.

8.1.4. HOME SCIENCE MISTRESS

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.Sc. Ist Division in Home Science with B.Ed./B.T.

OR

B.A. 2nd Division with Home Science as one of the elective subject in BA and BEd./BT from a recognised University.

OR

M.Sc. Home Science 2nd Division with B.T./B.Ed. from recognised University.

- ii) Knowledge of Hindi upto Matric Standard.
- iii) The candidate should not be less than 17 years an more than 30 years of age.

8.1.5. MUSIC MASTER

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.A. IInd Division.
- ii) Instrumental/Vocal Music as one of the elective subjects in B.A. with B.Ed./B.T. from recognised University.

OR

B.A. IInd Division from Pryag Sangeet Samiti, Allahabad with B.Ed./B.T.

- iii) Knowledge of Hindi upto Matric Standard.
- iv) The Candidate should not be less than 17 years and more than 30 years of age.

8.1.6. ART & CRAFT MASTER

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.A. IInd Division or M.A.
- ii) Art & Craft as one of the elective subjects and B.Ed/B.T.
- iii) Knowledge of Hindi upto Matric Standard.
- iv) The candidates should not be less than 17 years and more than 30 years of age.

8.1.7. AGRICULTURE MASTER

The post shall be filled-up by direct recruitment from amongst candidates, who possess the following qualifications:-

- i) B.Sc. (Agriculture) Ist Division with B.Ed/B.T. or M.Sc. (Agriculture) B.Ed/B.T.
- ii) Hindi upto Matric Standard.
- iii) The candidate should not be less than 17 years and more than 30 years of age.

8.2 50% posts of the categories mentioned in Clause 8.0 shall be filled-up by selection through Selection Committee or by appointment from amongst the J.B.T. Teachers in the service of the Board, who possess the prescribed qualifications.

9.0 HEAD MASTER/MISTRESS (MIDDLE SCHOOL)

9.1 The post shall be filled up either by promotion from amongst existing B.Ed. Masters/Mistress in the Board on seniority-cum-merit basis, provided he/she has put in 5 years service as such or by deputation/transfer from amongst the Head Masters/Mistresses in the service of Haryana Government and working as Head Masters in Middle Schools for a period not exceeding 3 years, at a time.

9.2 HEAD MASTER/MISTRESS (HIGH SCHOOL)

The post shall be filled-up either by promotion from amongst Head Master/Mistresses working in Middle Schools of the Board on seniority-cum-merit basis provided he/she has put in at least 2 years service as such OR by deputation/ transfer from amongst Head Masters/Mistresses in the service of Haryana Govt. and working as Head Masters/Mistresses in High School for a period not exceeding 3 years at a time.

10.0 It is clarified that the personnel working in the Board possessing higher qualifications viz. B.Ed/M.Ed etc., but working against the lower posts viz. JBT etc., shall be allowed to continue as such to avoid their termination but they shall have no right to claim any post in the higher cadre as a matter of right and the higher qualification shall not entitle them to wages other than those of the post against which they are working.

- 11.0 The appointment to the above posts shall be made by the Secretary/Additional Secretary on the recommendations of a Committee constituted for the purpose. The Secretary/Additional Secretary shall also be the cadre controlling authority.
- 12.0 As a one time measure the existing adhoc Teachers working in H.S.E.B. Schools, shall be considered for adjustment/appointment against the regular sanctioned posts within a period of six months after their screening by a Committee. It is further provided that the service put in by any of such teacher with H.S.E.B. or in a school recognised by the State/Central Government, shall count for experience only and for relaxation of age to the extent of service rendered in HSEB. No other relaxation envisaged in policy for direct recruitment, shall be granted.
- 13.0 In the matters of disciplinary proceedings, pay and allowances and other matters connected with their services, they shall be governed by respective rules and regulations of the Board.
- 14.0 RESERVATION
Nothing contained in this Policy, shall affect reservation and other concessions required to be provided for Scheduled Caste, Backward Classes, Ex-Serviceman, Physically Handicapped persons or any other Class of the category of person in accordance with the orders issued by the Govt. in this regard and adopted by the Board from time to time.
- 15.0 SAVINGS
In case of any matter not covered by the above, the same shall be referred to the Board for its decision.

SECRETARY,
HARYANA STATE ELECY. BOARD,
PANCHKULA.

HARYANA STATE ELEC. BOARD

NOTIFICATION

THE 4TH APRIL, 1991

No. 95 /REG-105 In exercise of the powers conferred under Clause (c) of section-79 of the Electricity (supply) Act, 1948 and all other enabling powers in this behalf, the Haryana State Elec. Board hereby makes the following substitutions in the Recruitment and Promotion Policy notified vide Notification No. 73/Reg-105 dt. 8-8-90:-

- (1) Sub-Para (a) of Para-1.1 stands substituted and read as follows:-
Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent examination or Graduate.
- (2) Sub-Para (a) of Para-2.0 stands substituted and read as follows:-
Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent or Graduate.
- (3) Sub-Para (a) of Para-3.0 stands substituted and read as follows:-
Matric with Hindi as one of the elective subjects or Pre-University/BA Part-I or II or equivalent examination or Graduate.
- (4) Sub Clause (a) of Para 5.0 stands substituted and read as follows:-
Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent qualification or Graduate.
- (5) Clause (a) of Sub-Para (i) of Para-6.0 stands substituted and read as follows:-
 - (a) Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent Examination or Graduate.

OR

Matric with English as one of the elective subjects or Pre-University/BA Part-I or II or equivalent Examination or Graduate.

- (6) Sub-Para (i) of Para-8.1.1 stands substituted and read as follows:-
BA Education from Govt. College of Education, Kurukshetra with any one of the following subjects in BA in addition to English:-
 - (a) History (b) Economics (c) Geography
 - (d) Political Science (e) Sociology

OR

BA with English and any two of the above mentioned subjects with BT/B.Ed from recognised University; or

OR

MA in one of the subjects mentioned above with BT/B.Ed from recognised University.

- (7) Sub Para (i) of Para 8.1.2 stands substituted and read as follows:-
BA or B.Sc. with Math and B.Ed/BT from a recognised University;

OR

BA/B.Sc. from Govt. College of Education Kurukshetra.

- (8) Sub Para (i) of Para-8.1.3. stands substituted and read as follows:-
B.Sc. and B.Ed/BT from recognised University with any one of the following subjects:-
(a) Physics (b) Chemistry (c) Botany
(d) Zoology.
OR
B.Sc. Education from Govt. College of Education, Kurukshetra.
OR
M.Sc. with BT/B.Ed from recognised University.
- (9) Sub Para (i) of Para 8.1.4. stands substituted and read as follows:-
B.Sc. in Home Science with B.Ed/BT.
OR
BA with Home Science as one of the elective subjects in B.A. and B.Ed/B.T. from a recognised University.
OR
M.Sc. Home Science with B.Ed/BT from recognised University.
- (10) Sub Para (1) of Para 8.1.5 stands substituted and read as follows:-
(i) B.A.
(ii) Instrumental/Vocal Musical as one of the elective subjects in BA with B.Ed/BT from a recognised University.
OR
BA from Paryag Sangeet Samiti Allahabad with B.Ed/BT.
- (11) Sub Para (i) of Para-8.1.6 stands substituted and read as follows:-
B.A. or M.A.
- (12) Sub Para (i) of Para 8.1.7 stands substituted and read as follows:-
B.Sc. Agriculture with B.Ed/BT or M.Sc (Agriculture) with B.Ed/BT.
2. The above substitution shall take effect w.e.f. 8.8.1990.

SECRETARY,
HSEB, PANCHKULA.