

**HARYANA POWER GENERATION CORPORATION LTD**

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

HPGCL Corporate Identity Number: U45207HR1997SGC033517

AN ISO: 9001, ISO: 45001 &
OHSAS: 18001 COMPANYWebsite: www.hpgcl.org.in
Telephone No. 0172-5023426E-mail: dsgenl@hpgcl.org.in
Fax No. 0172-5022434

From

Chief Engineer/Administration
HPGCL, Panchkula.

To


1. All Chief Engineers in HPGCL.
2. Controller of Finance, HPGCL, Panchkula.
3. Controller of Accounts, HPGCL, Panchkula.
4. Company Secretary, HPGCL, Panchkula.
5. LR, HPU, HPGCL, Panchkula.
6. XEN/FTPS, HPGCL, Faridabad.
7. XEN/IT, HPGCL, Panchkula for uploading the same on HPGCL website.
8. All Dy. Secy./Under Secy./Admn. Officers in HPGCL.

Memo No. *Ch-171* /GB/HPGCL-327/8873Dated *20.03.2024*.

- Subject:1. General Election to House of the People (Lok Sabha), 2024 and State Legislative Assemblies of Andra Pradesh, Arunachal Pradesh, Odisha and Sikkim-Transfer/Posting of Officers-reg.**
- 2. Order regarding to constitute the Screening Committee under the Chairmanship of Chief Secretary to Government Haryana relating to relaxation of Model Code of conduct before sending it to Election Commission.**

In this context, enclosed please find herewith the subject cited instructions received vide memo no.23/15/2024-3 Energy dated 12/14.03.2024 from Additional Chief Secretary to Govt. Haryana, Energy Department and Endst. no. 04/20/2024-2 Election dated 13.03.2024 from Chief Secretary to Government Haryana for your information and further necessary action please.

DA/As Above.


(Varun Kumar)
Dy. Secy/Genl.,
HPGCL, Panchkula.,

CC:-

PS to CE/Admn., HPGCL, Panchkula.

From

The Additional Chief Secretary to Govt. Haryana,
Energy Department.

To

1. The Managing Director,
HVPNL, Sector-6, Panchkula.
2. The Managing Director,
HPGCL, Sector-6, Panchkula.
3. The Managing Director,
UHBVNL, Vidyut Sadan.
IP No. 3 & 4, Sector-14, Panchkula.
4. The Managing Director,
DHBVNL, Hisar.
5. The Secretary,
Haryana Electricity Regulatory Commission,
S.C.O.33-36,
Sector-4, Panchkula
6. The Director General,
New and Renewable energy Department,
Haryana & HAREDA
Akshay Urja Bhawan,
Institutional Plot No. 1, Sector-17, Panchkula.
7. The Chief Electrical Inspector,
S.C.O. 117-118, Top Floor,
Sector-17B, Chandigarh.

Director/Technical-I
No. 3357 Dt. 18/03/24
CE/Admin.
CE/Fuel
CE/DCRTPP
CE/RGTPP
CE/PTPS
CE/Plg.
CE/REO
CE/Proj
CE/Regulatory
SE/Tech.
XEN/Tech.
Personal Assistant

CFMS/Diary No. 3357
SPS/MD/HPGCL
Dated 18/03/2024

MD/HPGCL
15/03/2024
DT-I

Memo.No. 23/15/2024-3Energy
Dated :- 12.03.2024

Subject:- General Election to House of the People (Lok Sabha), 2024 and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim-Transfer/Posting of officers-reg .

Reference the subject noted above.

2. Please find enclosed herewith a copy of D.O. letter. No. 1/3/2024-SII dated 21.02.2024 along with its enclosures as received from the Prabhjot Singh, IAS, Special Secretary to Govt. Haryana, Personnel, Training, Vigilance and Parliamentary Affairs Departments for necessary compliance and submitted the requisite Action taken report in the matter to Government at earliest.

Pamrenkumar
Superintendent Energy

for Additional Chief Secretary to Government Haryana,
Energy Department.

Memo No. 1821
Dated 19/03/24
DS/Estt.
US/NGE
DS/General
DS/T&M
XEN/HR&TRG

[Signature]
19/3/24

AEE-2

Vani
1 DAIRY NO. 11082
2 DATE 19.03.2024
3 AEE/GENL
4 SUPDT./GENL.
5 DY. SUPDT./GENL.
6 ASSTT./GENL-(1)
7 ASST./GENL-(2)

(emailed all)

Tel 2743506 (Office)

Prabhjot Singh, IAS



DO No 1/3/2024-1SII

असं पत्र क्र०

Special Secretary to Govt. Haryana,
Personnel, Training, Vigilance and
Parliamentary Affairs Departments.

विशेष सचिव, हरियाणा सरकार,
कार्मिक, प्रशिक्षण, चौकसी तथा
संसदीय कार्य विभाग।

Dated/दिनांक 21st February, 2024

O/AAG Energy

CFMS No. 1405

Dated 28/02/2024

Secretary Energy

CFMS No. 1405

Di. 28/02/2024

Subject: - General Election to House of the People (Lok Sabha), 2024 and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim-Transfer/Posting of officers-reg.

Respected Sir,

~~Secretary Energy~~
28/02/2024

I would like to draw your kind attention to the State Government's letter of even number dated 11.01.2024, vide which you were requested to take necessary action in compliance of guidelines/instructions issued vide Election Commission of India's letter dated 21.12.2023. The action taken report in the matter is still awaited from your end.

I would like to request you to kindly arrange to send the requisite action taken report in the matter, at the earliest.

With regards,

Yours sincerely

(Prabhjot Singh)

Shri Apoorva Kumar Singh, IAS,
Additional Chief Secretary to Government, Haryana,
Public Health Engineering Department and Energy Department.

Put up compliance report pl.

ACSPHEAE
22-2-2024

Deputy Secretary, Energy

Diary No. 1405

Dated 23/02/24

Energy Branch

Diary No. 1405

Dated 26/02/24

Secy. Energy
ACSPHE

Secretary (Energy)
22/2/2024
BSE

23/2/24
SE

23/03/24
SE

Most Urgent

No. 1/3/2024-1SII
HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated: Chandigarh, the 29th January, 2024

To

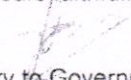
1. The Additional Chief Secretary to Government, Haryana, and Financial Commissioner, Revenue & Disaster Management and Consolidation Department.
2. The Additional Chief Secretary to Government, Haryana, Development & Panchayats Department.
3. The Additional Chief Secretary to Government, Haryana, Home, Jails, Criminal Investigation and Administration of Justice Departments.
4. The Principal Secretary to Government, Haryana, Excise & Taxation Department.
5. The Commissioner & Secretary to Government, Haryana, Urban Local Bodies Department
6. The Director General of Police, Haryana.

Subject: - General Election to House of the People (Lok Sabha), 2024 and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim-Transfer/Posting of officers-reg.

Sir,

I am directed to invite reference to this Department's letter of even number dated 11.01.2024 (copy enclosed) on the subject mentioned above and to request you to send the action taken report in the matter to this department today positively through email at supservices2.cso@hry.gov.in.

Yours faithfully


Under Secretary to Government, Haryana
Personnel Department.

Most Urgent

No. 1/3/2024-1SII
HARYANA GOVERNMENT
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated: Chandigarh, the 11th January, 2024

To

1. ✓ The Additional Chief Secretary to Government, Haryana, and Financial Commissioner Revenue & Disaster Management and Consolidation Department.
2. The Additional Chief Secretary to Government, Haryana, Development & Panchayats Department.

Subject: - **General Election to House of the People (Lok Sabha), 2024 and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim-Transfer/Posting of officers-reg.**

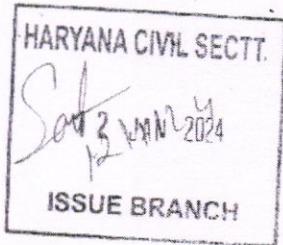
Sir,

I am directed to invite reference to the letter of Election Commission of India dated 21.12.2023 (copy enclosed in original) on the subject mentioned above and to request you to take appropriate action with regard to guideline mentioned in para 5.1 and on other points which pertains to your department to the guidelines/instructions contained therein.

I am, therefore, desired to request you to kindly take further necessary action with regard to the issuance of necessary orders.

Yours faithfully

[Signature]
Under Secretary to Government, Haryana
Personnel Department.



निर्वाचन सचिवालय
एन.डी.ओ.
26 DEC 2023
167150
परिचालन संख्या

167150
RECEIVED
Date 11/12/23
Haryana

(R)

By Speed Post/E-mail

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001

No. 437/6/1/INST/ECI/FUNCT/MCC/2023

Dated: 21st December, 2023

To

1. The Chief Secretaries to all the States and Union Territories.
2. The Chief Electoral Officers of all the States and Union Territories.

Sr
356
26/12/23

Subject:- General Elections to House of the People (Lok Sabha), 2024 and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim - Transfer/Posting of officers - regarding..

Impent

Madam/Sir,

C.S.
27/12/23
SSPS

I am directed to state that the term of existing House of the people (Lok Sabha) and State Legislative Assemblies of Andhra Pradesh, Arunachal Pradesh, Odisha and Sikkim are upto 16th June, 2024, 11th June, 2024, 2nd June, 2024, 24th June, 2024 and 2nd June, 2024 respectively.

2. The Commission has been following a consistent policy that officers directly connected with conduct of elections in an election going State/UT are not posted in their home districts or places where they have served for considerably long period.

13
1.01.24

3. Hence, the Commission has decided that no officer connected directly with elections shall be allowed to continue in the present district (revenue district) of posting:-

B 21
25/12/23
SSPS

- (i) if she/he is posted in her/his home district.
- (ii) if she/he has completed three years in that district during last four (4) years or would be completing 3 years on or before 30th June, 2024
While calculating the period of three years, promotion to a post within the district is to be counted.

4. If any small state/UT with a few numbers of districts, face any difficulty in compliance of the above instruction, then it may refer the specific case with reasons to the Commission through CEO for exemption and the Commission would issue directions, if considered necessary.

4
21/12/23
15-0

Services-II Branch

Diary No 167150

Date 21/12/23

5. Applicability

5.1 District Officers: - These instructions shall cover not only officers appointed for specific election duties like DEOs, Dy. DEOs, RO/AROs, EROs/AEROs, officers appointed as nodal officers of any specific election works but also district officers like ADMs, SDMs, Dy. Collector/Joint Collector, Tehsildar, Block Development Officers or any other officer of equal rank directly deployed for election works.

5.2 Officers other than District Officers: - These instructions shall also cover the officers deputed in Municipal Corporations and Development Authorities, etc.

5.3 Police Officers: - These instructions shall be applicable to the police department officers such as Range ADGs/IGs, DIGs, Commandants of State Armed Police, SSPs, SPs, Addl. SPs, Sub-Divisional Head of Police, SHOs, Inspectors, Sub-Inspector, RIs / Sergeant Majors or equivalent ranks, who are responsible for security arrangement or deployment of police forces in the district at election time. The police officials who are posted in functional departments like computerization, special branch, training, etc. are not covered under these instructions. Following shall be followed:

- (i) The Police Sub-Inspectors and above should not be posted in their home district.
- (ii) If a Police Sub-Inspector has completed or would be completing a tenure of 3 years out of four years on or before the cutoff date in a police sub-division, then he should be transferred out to a police sub-division which does not fall in the same AC. If that is not possible due to small size of district, then he/she should be transferred out of the district.

5.4 Prohibition and Excise Officers: - Further, these instructions shall also be applicable to the officers of the Prohibition and Excise Department of the State of the rank of Sub-Inspector and above.

6. Categories of Officers not covered under transfer policy

During an election, a large number of employees are drafted for different types of election duty and the Commission has no intention of massive dislocation of state machinery by large scale transfers. Hence, the aforesaid transfer policy is normally not applicable to the categories of officers mentioned below:

- (i) Officers posted in the State headquarters of the department concerned.
- (ii) Officers/Officials who are not directly connected with elections like doctors, engineers, teachers/principals etc. However, if there are specific complaints of political bias or prejudice against any such govt. officer, which on enquiry, are found to be substantiated, then CEO/ECI may order not only the transfer of such official but also appropriate departmental action against the said officer.

- (iii) The officers appointed as Sector Officer/Zonal Magistrate involved in election duties are not covered under these instructions. However, the observers, CEO/DEOs and ROs should keep a close watch on their conduct to ensure that they are fair and non-partisan in the performance of their duties.
- (iv) It is further directed that the officers/officials against whom the Commission had recommended disciplinary action in past and which is pending or which has resulted in a penalty or the officers who have been charged for any lapse in any election or election related work in the past, shall not be assigned any election related duty. However, an officer who was transferred during any past election under the Commission's order without any recommendation of disciplinary actions will not be, just on this ground, considered for transfer, unless specifically so directed by the Commission. A copy of the Commission's instruction number 464/INST/2008-EPS dated 23rd December 2008 regarding tracking of names of tainted officers is enclosed. CEOs must ensure its compliance.
- (v) The Commission further desires that no officer/official, against whom a criminal case related to official functioning is pending in any court of law, be associated with/deployed on election related duty.
- (vi) Any officer, who is due to retire within the coming six months will be exempted from the purview of the Commission's directions mentioned in para-3. The six months period shall be reckoned backwards from 30th June, 2024. Further, officer falling in the category (home district/3 years+ criteria and due to retire within 6 months) if holding an election related post mentioned in para 5, shall be relieved of that charge and not be associated with any election related duty. It is however, reiterated that such retiring officer need not be transferred out of the district.
- (vii) All the officials of the State (except those posted in the office of the Chief Electoral Officer), who are on extension of service or re-employed in different capacities, will not be associated with any election related work.

7. The transfer orders in respect of officers/officials, who are engaged in the electoral rolls revision work, if any, during an election year shall be implemented only after final publication of the electoral rolls, in consultation with the Chief Electoral Officer concerned. In case of any need for transfer due to any extra ordinary reasons, prior approval of the Commission shall be taken.

8. The Chief Electoral Officer of the State/UT shall invariably be consulted while posting the persons in place of present incumbents who stand transferred as per the above policy of the Commission. A copy of each of the transfer orders issued under these directions shall be given to the Chief Electoral Officer without fail.

9. All election related Officers will be required to give a declaration in the format given below to the DEO concerned, who shall inform to CEO accordingly.

DECLARATION

(To be submitted within 2 days after the last date of nomination papers)

I.....(Name).....presently postedfrom.....(Date)
 Do hereby make a solemn declaration, in connection with the current General/Bye election to Lok Sabha/.....(Legislative Assembly that.....
 (a) I am not a close relative of any of the contesting candidates in the current election/leading political functionary of the state/district at the aforesaid election
 (b) No criminal case is pending against me in any court of law.
 Note- If answer of (a) or (b) above is 'YES', then give full details in a separate sheet.

Dated..... (Name)
 Designation

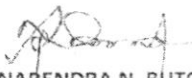
NOTE: Any false declaration made by any officer shall invite appropriate disciplinary actions.

10. The Commission's aforesaid instructions shall be brought to the notice of the concerned departments/offices or State Govt. for their strict compliance. The DEO or concerned district officers shall ensure that officers/officials who are transferred should immediately handover their charge without waiting for their substitute.

11. The Commission has further directed that transfer/posting of all officers covered under the above instructions shall be done and compliance reports by Chief Secretary and DGP with details of action obtained from the concerned departments/offices of State Government shall be furnished to the Commission by 31st January, 2024.

12. Kindly acknowledge receipt of this letter.

Yours faithfully,


(NARENDRA N. BUTOLIA)
SENIOR PRINCIPAL SECRETARY

ELECTION COMMISSION OF INDIA

NIRVACHAN SADAN, ASHOKA ROAD, NEW DELHI-110001.

No 464/INST/2008/EP.S.

Date: 23rd December 2008

To: The Chief Electoral Officers
of all States/UTs

Subject: Tracking the names of officers transferred by the order of the Election Commission of India charged with dereliction of duty etc.

Ref: No 437/6/2006-PLN.III dated 6th November, 2006 & ECI message No 100/1994-PLN I dated 28.3.1994 addressed to the CEOs of all States & UTs

Sir/Madam,

The Election Commission of India vide the instruction referred to above had directed that a detailed review shall be undertaken before every election in all districts and all such officers should be posted out of their home districts or district where they have completed a tenure of 3 years out of 4 years, and had further directed that officers/officials against whom Commission has recommended disciplinary action or who have been charged for any lapse in election or election related work or who were transferred under the orders of the Commission in the matter may not be assigned to any election related duty.

However, it was observed during recent elections that in spite of efforts made by the CEOs and the DEOs to comply the above instruction of the Commission, there were still some instances of the officers who come under the above criteria and liable to be transferred out of the district to a non election related assignment but managed to stay back and the Commission came to know about this only at a later stage through complaints being raised by various political parties and members of public. These incidents, though few in numbers, send a wrong signal at the field level and non maintenance of proper information about the officers liable to be transferred on the above criteria has been recognised as a reason for some stray incidents of non-compliance. In order to remove the possibility of the occurrence of such incidents in future, the Commission has issued the following directions to make the existing instruction more effective.

- I The CEO of the State shall maintain a register in which the information about IAS/IPS officers, DEOs, ROs and EROs transferred by the order of the Election Commission and against whom Commission has recommended disciplinary action or who have been charged for any lapse in election or election related work shall be maintained.
- II Similarly the DEO will maintain a register containing information about other junior officers and other staff.
- III Within 7 days of the announcement of elections by the Election Commission of India the CEO of the State will send a compliance letter to the Zonal Secretary in the Commission confirming that all the officers coming under the above criteria have been transferred. Similarly he shall obtain a similar

compliance certificate from all the DEOs confirming that all the officers/staff coming under the above criteria have been transferred to non-election related assignment and out of the district.

- IV With reference to transfer of officers coming under 3 years out of 4 years criteria and the home district criteria DEOs shall ensure compliance in respect of ROs, EROs, AROs and AEROs and other election related officials and send a letter to CEO within the time, if any, stipulated for this purpose by the Election Commission of India or CEO and if not, within 7 days of issue of press note announcing the elections. Similarly information related to DEOs, SSP and SPs and other senior police officials connected with the election work shall be maintained by the CEO and compliance by the State Govt shall be ensured at his level. Compliance regarding the transfer of these officers shall be collected from the DEOs and the CEO of the State shall send a consolidated letter of compliance to the Zonal Secretary within 7 days of the announcement of election.
- V To facilitate the submission of this compliance letter within 7 days of the announcement of election, the CEO and DEO shall collect the information and ensure maintenance of register as stated above well in advance so that no time is lost.
- VI There are many departments in the State Government that are involved in transferring officials and thereby accountable for the compliance of the above instructions of the Commission. The Commission's instruction regarding transfer of the officials during election shall be brought to the notice of the Secretaries of the departments concerned with a copy to the Chief Secretary. The Chief Secretary may be requested by the CEO to ensure that all the departments concerned comply with the Commission's instruction well in time.
- VII With regard to bye-elections while the officers coming under the category dealt within para marked as (I) shall be transferred out of the district within three days of announcement of bye-election and certainly before the first days of receipt of nomination whichever is earlier.
- VIII. The above instruction be followed without any deviation.

Yours faithfully,

(SHANGARA RAM)
PRINCIPAL SECRETARY

Director/Technical
No. 3354 Dt. 18/03/24
18/3/2024

General Election Lok Sabha

CE/Admin.
CE/Fuel
CE/DCRTPP
CE/RTTPP
CE/PTPS
CE/Plg.
CE/REO
CE/Proj
CE/Regulatory
SE/Tech.
XEN/Tech.
Personal Assistant

ORDER

The Governor of Haryana is pleased to constitute the Screening Committee under the Chairmanship of Chief Secretary to Government Haryana as under :-

- | | | |
|-------|------------------------------------------------------------------------------|----------|
| (i) | Chief Secretary to Govt. Haryana | Chairman |
| (ii) | Administrative Secretary of the department(s) to which the proposal relates. | Member |
| (iii) | Secretary to Government of Haryana, General Administration Department | Member |

2. The Committee shall examine each proposal/reference relating to relaxation of Model Code of conduct before sending it to Election Commission through the Chief Electoral Officer Haryana in the light of Commission's existing instructions/clarification available in the form of Manual on Model Code of Conduct/ Compendium.

3. The proposals to be submitted to Screening Committee should clearly contain-
- (i) The urgency of the matter.
 - (ii) Reasons, why the proposal in question could not wait till the completion of election process.
 - (iii) Whether any level playing field is disturbed.
 - (iv) Provision of Model Code of conduct, in which the relaxation is required.

4. The CEO shall forward only such proposal(s) that are cleared by the aforesaid Screening Committee, to the Commission alongwith his/her comments immediately. Hence, all departments of the State are advised not to forward any reference directly to the Commission. Further, no department of the Government shall send original file to the Screening Committee/CEO's office but only a self contained reference be sent through the Screening Committee.

5. The proposals to be sent to CEO, Haryana after clearance by Screening Committee should be sent online by uploading on cVIGIL app of the Election Commission of India. Password & user Ids provided to Administrative Secretaries during the recently concluded Elections may be used. If any Administrative Secretary require to change password/user Id, he/she may contact Sh. Naresh Kumar, Programmer O/o Chief Electoral Officer Haryana on his contact no. 9888998625.

Dated Chandigarh the
13th March, 2024

Sanjeev Kaushal
Chief Secretary to Government Haryana.

Endst. No. 04/20/2024-2Election

Dated Chandigarh the 13th March, 2024

A copy is forwarded to the following for information & necessary action:-

1. Chief Secretary to Government Haryana.
2. All the Administrative Secretaries to Government Haryana.
3. Spl. Secretary to Government Haryana, General Administration Department.
4. All Head of the Departments.
5. All the MDs of Boards/Corporations/Public Undertakings.
6. Chief Electoral Officer Haryana w.r.t his letter no. 141(1)/MCC-App/E-1066834/Elec-2019-24/3AE-1659 dated 07.03.2024.

Memo No. 1819
Dated 19/03/24
DS/Estt.
US/NGE
DS/General
DS/T&M
XEN/HR&TRG
XEN/Rectt.

CE/Admin. 19/3/24

Kindly circulate
AEE-2

Superintendent Election
for Chief Secretary to Government Haryana

DAIRY NO. 11080
DATE 19.03.2024
3 AEE/GENL
4 SUPDT./GENL.
5 DY. SUPDT./GENL
6 ASST./GENL-(1)
7 ASST./GENL-(2)

CFMS/Diary No. 3354
SPS/MD/HPGCL
Dated 18/03/2024

MD/HPGCL
15/03/2024

DT-I