



HPGCL
AN ISO: 9001, ISO: 14001 &
ISO: 45001 COMPANY

HARYANA POWER GENERATION CORPORATION LTD

Regd. Office: C-7, Urja Bhawan, Sector-6, Panchkula
Corporate Identity Number: U45207HR1997SGC033517

Website: www.hpgcl.org.in
Telephone No. 0172-5023426

E-mail: dsgenl@hpgcl.org.in

From

Chief Engineer/Administration,
HPGCL, Panchkula.

To

1. All Chief Engineers in HPGCL.
2. Controller of Accounts / Finance, HPGCL, Panchkula.
3. Company Secy., HPGCL, Panchkula.
4. L.R., HPU, HPGCL, Panchkula.
5. XEN/FTPS, HPGCL, Faridabad.
6. All FA & CAOs, HPGCL.
7. All Dy. Secy./Under Secy./Admn. Officers in HPGCL, Panchkula.

Memo No. Ch-¹⁶⁹/GB/HPGC-376(Vol-14)/8936

Dated: 03.04.2024

Subject: Standard Operating Procedure (SOP) for coordination between Haryana State Enforcement Bureau and concerned Departments.

In this context, enclosed please find herewith a copy of memo 23/13/2024-3Energy dated 21.03.2024 received from Supdt. Energy O/o ACS to Govt. Haryana, Energy Department on the subject noted above.

This is for information and taking necessary action, please.

DA/As above.

-sd-
(Varun Kumar)
Dy. Secy./Genl.,
for Chief Engineer/Administration,
HPGCL, Panchkula.

Endst. No. Ch-169/GB/ HPGC-376(Vol-14)/8936

Dated: 03.04.2024

A copy of the above is forwarded to XEN/IT, HPGCL, Panchkula. It is requested to host the above said memo on the website of HPGCL.

Varun
(Varun Kumar)
Dy. Secy./Genl.,
for Chief Engineer/Administration,
HPGCL, Panchkula.

CC:

1. OSD/Tech. to Managing Director, HPGCL, Panchkula.
2. SPS to Director/Finance, HPGCL, Panchkula.
3. SPS to Director/Technical-I, HPGCL, Panchkula.
4. SPS to Director/Technical-II, HPGCL, Panchkula.
5. PA to Chief Engineer/Administration, HPGCL, Panchkula.

28/3/2024
From

Director/Technical
No. 3750 Dt. 28/03/24
CE/Admin.
CE/Fuel
CE/DCRTPP
CE/RTGP
CE/PTPS
CE/Plg.
CE/REO
CE/Proj
CE/Regulatory
SE/Tech.
XEN/Tech.
Personal Assistant

CFMS/Diary No. 3750
SPS/MD/HPGCL
Dated 28/03/2024

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

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 Chief Electrical Inspector,
S.C.O. 117-118, Top Floor,
Sector-17B, Chandigarh.

Memo.No. 23/13/2024-3Energy
Dated :- 21.03.2024

**Subject:- Standard Operating procedure (SOP) for coordination between
Haryana State Enforcement Bureau and concerned
Departments.**

Reference the subject noted above.

2. Please find enclosed herewith a copy of letter no. 2/3/2022-2HC
dated 31.01.2024 along with its enclosures as received from the Additional
Chief Secretary to Government Haryana, Home Department for taking
information & necessary action.

Paveent Kumari
Superintendent Energy

for Additional Chief Secretary to Government Haryana,
Energy Department.

Memo No. 247
Dated 29/03/24
DS/Estt.
US/NGE
DS/General
DS/T&M
XEN/HR&TRG
XEN/Rectt.

CE/Admin.

29/3/24

1 DAIRY NO. 11200
2 DATE 29.03.2024
3 AEE/GENL
4 SUPDT/GENL
5 DY. SUPDT/GENL
6 ASSTT/GENL-(1)
7 ASST/GENL-(2)

Encl 1

MOST IMMEDIATE

From

The Additional Chief Secretary
to Government, Haryana, Home Department.

To

- i. The Additional Chief Secretary to Government, Haryana, Development & Panchayats Department.
- ii. The Additional Chief Secretary to Government, Haryana, Energy Department.
- iii. The Additional Chief Secretary to Government, Haryana, Town and Country Planning Department.
- iv. The Additional Chief Secretary to Government, Haryana, Mines and Geology Department.
- v. The Commissioner and Secretary to Government Haryana, Irrigation and Water Resources Department.
- vi. The Commissioner and Secretary to Government, Haryana, Urban Local Bodies Department.
- vii. The Commissioner and Secretary to Government Haryana, Excise & Taxation Department.
- viii. The Principal Secretary to Government Haryana, Transport Department

Memo No. 2/3/2022- 2HC(PF)

Dated Chandigarh, the 31-1-2024

Subject:-

Standard Operating Procedure (SOP) for coordination between Haryana State Enforcement Bureau and concerned Departments.

Reference on the subject noted above.

2. A copy of Standard Operating Procedure (SOP) for coordination between Haryana State Enforcement Bureau duly approved by Hon'ble Home Minister, Haryana is hereby enclosed.

3. You are, therefore requested to take further appropriate necessary action

Endst. No. 2/3/2022- 2HC

Dated, Chandigarh 31-1-2024

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

- i. Director General of Police, Haryana, Panchkula.
- ii. Additional Director General of Police, Haryana State Enforcement Bureau, Shakti Bhawan, Sector-6, Panchkula w.r.t his letter No. 92/Estt., Dated 23.01.2024.

Superintendent Home (C)
for Additional Chief Secretary
to Government Haryana, Home Department

Deputy Secretary, Energy

Diary No. 865

Dated 07/02/24

ACS (F)
5-2-2024

Secy. Energy

Secretary (Energy)

06/02/2024

DSE

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SE

8/2/24

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Secretary Energy
CFMS No. 865
Dt. 06/02/2024

Energy Branch
Diary No. 865
Dated 08/02/24

From

The Addl. Director General of Police,
HSEnB, Panchkula

To

The Addl. Chief Secretary to Government Haryana,
Home Department, Chandigarh.

No.

92

/Estt. dated Panchkula, the

23/1/2024

Subject: -

Standard Operating Procedure (SOP) for coordination between
Haryana State Enforcement Bureau and concerned Departments.

Memo.

Kindly find enclosed herewith copy of Standard Operating Procedure
(SOP) for coordination between Haryana State Enforcement Bureau and concerned
Departments duly approved by Hon'ble Home Minister, Haryana, to issue the orders to
concerned departments.

Encl: As above.

Endst. No.

/Estt. Dated Panchkula, the

A copy of SOP is forwarded to the Director General of Police, Haryana,
Panchkula, for kind information please.

A.S. Chawla
23/1/24.

(Dr. A.S. Chawla)

Addl. Director General of Police,
HSEnB, Haryana, Panchkula.

(Dr. A.S. Chawla)

Addl. Director General of Police,
HSEnB, Haryana, Panchkula.

Home Confidential Br.

4565
25/1/2024

A.S. Chawla
24/1/24

PA

SSA-J (Bun)

SSA
JSS/SSA-E

24-1-24

12544
24/1/25

SHC

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Standard Operating Procedure

1. All departments desirous of seeking assistance of Enforcement Bureau will designate an officer of sufficient seniority, as Nodal Officer to facilitate coordination with the Nodal Officer of HSEnB. Relevant departments, including but not limited to Excise, Mines & Geology, Town & Country Planning, Panchayati Raj, Urban Local Bodies, Road Transport, and HPUs, shall contact HSEnB for all enforcement/police assistance across the State. The Nodal Officers shall act as the single point of contact for each department to coordinate on all issues and ensure proper implementation of the SOP.
2. The Nodal Officer of HSEnB shall ensure that a meeting in the third week of each month, either physically or through VC, with all referenced department Nodal Officers to deliberate and determine the enforcement agenda for the forthcoming month, which shall be called the Monthly Action Plan for Enforcement (MAPE). This shall form the basis for allocating manpower and resources in the most efficient manner to ensure successful accomplishment of departmental targets. One monthly meeting shall be held in the office of each of the six departments in one calendar year.
3. During the monthly meeting of all nodal officers, there will be an appraisal of sensitive cases of public significance. The departmental Nodal Officers shall coordinate for the expeditious resolution of these matters.
4. HSEnB will ensure to provide necessary assistance by deputing its own manpower/resources, and if needed, by calling upon district police force, to supplement/bridge the gap to aid these departments in their collaborative efforts to suppress illicit/illegal activities.

5. In the event of a sudden demand for enforcement staff by any of the referenced departments, the concerned nodal officer of the said department shall inform the Enforcement Nodal Officer (ENO). ENO shall coordinate and ensure providing enforcement staff to the concerned department at the earliest possible. In case of major police requirement, ADGP HSEnB shall seek force from the concerned district SP, after approval from DGP Haryana.
6. The Deputy Commissioners shall prepare a panel of minimum 6 Executive Magistrates in their respective district, and send a copy to referenced departments and ADGP HSEnB, Panchkula. The department in consultation with HSEnB will choose a duty magistrate out of this list for the purpose, if required. This will address and mitigate potential issues concerning the availability/suitability of magistrates for planned anti-encroachment operations.
7. Should HSEnB receive information regarding a crime that necessitates technical expertise from a specific department, the Nodal Officer of the said department shall provide all possible technical assistance and HSEnB shall jointly undertake the enforcement operations. As far as possible, the team of HSEnB shall be accompanied by the officer of the referenced department to the alleged crime spot. However, in the event of cases where HSEnB (or concerned department) team reaches the spot for raid/inspection, without the accompanying officer from referenced department (or vice versa), the concerned civil department official (or HSEnB official) shall reach the spot at the earliest possible once a request is made by the Incharge of HSEnB unit (or concerned department).
8. Emphasis shall be given to Surprise Roadside Checking Drives (SRCD) to specifically curb the illegal activities concerning Mining, Transport and

Excise among other fields. Such SRCDs shall be conducted by officers not below the rank of Inspector (or its equivalent) and in a joint manner. Any exception to this arrangement can only be made after approval from their concerned Nodal Officer.

9. The referenced departments and HSEnB shall provide access to their official software/applications to each other so that they can work in synchronization. This access shall be restricted to information needed for achieving the mandate given to HSEnB by the State Government.
10. HSEnB shall provide personnel for "**Static duty**" (of fixed nature) to Mining, Transport, Excise & Taxation, Power and Irrigation departments at different locations in mutual consultation with each other, to cater to their day-to-day enforcement work. One third of such duties shall be changed every month to ensure continuity and replacement at the same time. This would give an average tenure of 3 months to such personnel. However, they can be repatriated earlier by the concerned department, in case of misconduct or behaviour. The personnel for "**Dynamic duty**" (of variable nature) shall be provided by HSEnB to the concerned departments as planned via MAPE or on a case to case basis.
11. Enforcement activities will be supervised centrally from Enforcement Head Quarters (EHQ) by ADGP HSEnB, with consistent updates and evaluations solicited from its field units as well as from referenced departments, to ensure effectiveness and accountability.
12. Complaints received at Head office of any of the concerned departments which are marked by the Head/Nodal Officer of that department, to the District Enforcement Unit (with a copy to Nodal Officer HSEnB) shall be inquired/investigated expeditiously and follow up reports shall be sent to the department for necessary action.

Specific requirement:

Mining: Meetings of DLTF are held under the Chairmanship of respective DCs every month for reviewing the cases of illegal mining and other allied issues. One senior representative from each district unit of HSEnB shall join such meetings of DLTF for better coordination. On the same lines, ADGP HSEnB shall attend the meetings of SLTF, held by the FC&PS, Mines & Geology.

Lup