



## HVPN POWER TRAINING INSTITUTE

Director Principal HPTI,  
HPTI Complex, Sector-26, Panchkula.  
GSTIN:06AAATH7060D1Z0

E-mail: [dphpti@gmail.com](mailto:dphpti@gmail.com) , [hptipanchkula@gmail.com](mailto:hptipanchkula@gmail.com)



To

1. The Chief Engineer/Admn, HVPNL, Panchkula
2. The Chief Engineer/Admn, HPGCL, Panchkula
3. The Chief Engineer/Admn, DHBVN, Hisar
4. The Chief Engineer /Admn, UHBVN, Panchkula
5. The Chief Accounts Officer, HVPNL, HPGCL, DHBVNL & UHBVNL Panchkula/Hisar

**Memo No. Ch. 3/HPTI-410**

**Dated: 08.08.2022**

**Sub:- Notification of Departmental Accounts Examination for all cadres of HPUs to be conducted on outsource basis through National Institute of Technology (NIT), Kurukshetra.**

As decided by the management, the Memorandum of Understanding (MoU) has been signed on dated 03.08.2022 between National Institute of Technology (NIT), Kurukshetra & HVPN Power Training Institute (HPTI) on behalf of all the four Haryana Power Utilities (HPUs): HVPN/UHBVN/HPGCL/DHBVN.

2. NIT, Kurukshetra has informed that the Departmental Accounts Examination (DAE) of all cadres of HPUs can be conducted during the month of October/ November, 2022 if the normal conditions prevail.

3. It is therefore, requested to issue necessary directions to the concerned offices for arranging application forms of the eligible candidates who intent to appear in Departmental Accounts Examination for all cadres i.e. Engineering officers & subordinates, Ministerial Establishment, SO Part-I, SO Part-II, Section officers (directly recruited Incumbent) & Accounts Officer. The particulars given by the candidates in his/her application as per prescribed proforma be got verified from their service record by the Competent/Cadre controlling authority as under:-

**I. Competent/Cadre controlling Authority for Engineering Officers & Subordinates cadre**

Chief Engineer/Admn., Chief Engineer/OP & Chief Engineer/PD&C UHBVN, Panchkula, SE-Admn-I & II, HVPNL, Panchkula & Chief Accounts Officer (CAO), HPGCL/DHBVNL, Panchkula/Hisar.

**II. Competent/Cadre controlling Authority for Ministerial Establishment**

Chief Engineer/Admn., UHBVNL, Panchkula, Chief Engineer/OP, UHBVNL, Rohtak & Chief Engineer/ PD&C, Panchkula, SE-Admn.-I & II, HVPNL, Panchkula & Chief Accounts Officer (CAO), HPGCL/DHBVNL, Panchkula/ Hisar.

**III. Competent/ Cadre controlling Authority for SO Part-I, SO Part-II, Section officers (directly recruited Incumbent) & Accounts Officer**

Chief Engineer/Admn., HVPNL/ UHBVNL, Panchkula, Chief Accounts Officer (CAO), HVPNL, DHBVNL, HPGCL Panchkula/Hisar,

4. The application forms complete in all respect of eligible candidates along with soft copy of list of total candidates may kindly be sent to this office through Competent/ Cadre Controlling authority, latest by **31.08.2022**, so as to enable this office to forward the same to NIT, Kurukshetra well in time.

5. Moreover, the important information regarding the Departmental Accounts Examination (DAE) or all cadres is as under:-

- i. Last date of submission of application forms of candidates through competent/ Cadre Controlling authority is **31.08.2022**. **No application will be accepted after last date.**
- ii. The applications on the prescribed Proforma (**Annexure-I**) received through Competent/Cadre Controlling Authority as mentioned in para 3 above shall only be accepted and **applications sent directly to this office will be rejected straightway without any communication/ back reference.**

- iii. Roll Number and Date sheet of the candidates will be supplied subsequently.
- iv. Registration is mandatory for appearing in Departmental Accounts Examination of all candidates. If any candidate fails to provide registration number in application form, Roll No. will not be issued. However, if candidate is applying first time for Departmental Accounts Examination or not apply till date, then in addition, to application form for appearing in Departmental Accounts Examination for Engineering officers & subordinates, Ministerial Establishment SO Part-I, SO Part-II, Section officers (directly recruited Incumbent) & Accounts Officer. Candidates have to submit duly filled up and signed application form (**Annexure-II**) with registration application form (**Annexure-III**) along with supportive documents and **two attested passport size photographs** to this office immediately through Competent/Cadre Controlling Authority as mentioned in para 3 above.

This issue with the approval of the Director Principal, HPTI, Panchkula

**DA: Annexure- I, II & III**

  
Administrative Officer-cum-XEN  
HPTI, Panchkula.

**CC:-**

1. The Registrar, NIT, Kurukshetra ([Registrar@nitkkr.ac.in](mailto:Registrar@nitkkr.ac.in))
2. The Superintending Engineer/ Admn.-I & Superintending Engineer/ Admn.-II, HVPNL, Panchkula,
3. Superintending Engineer/ Admn, DHBVNL, Hisar.
4. The Controller of Examination Cell, HPGCL, Panchkula.
5. The XEN/ITMS, HVPNL/ UHBVNL/ HPGCL/ DHBVNL Panchkula/ Hisar for hosting the same on their website.
6. SPS to President, HPTI-cum-Managing Director, HVPNL, Panchkula for kind information of the President, HPTI-cum-Managing Director, HVPNL, Panchkula.
7. SPS to Managing Director, HPGCL, Panchkula for kind information of the Managing Director, HPGCL, Panchkula.
8. SPS to Managing Director, DHBVNL, Hisar for kind information of the Managing Director, DHBVNL, Hisar.
9. SPS to Managing Director, UHBVNL, Panchkula for kind information of the Managing Director, UHBVNL, Panchkula.
10. PA to Director Principal, HPTI Panchkula for kind information of Director Principal, HPTI, Panchkula.

**ANNEXURE-I****HARYANA POWER UTILITIES (HPUs)**

**Application for appearing in the Departmental Accounts Examination for Engineering Officers & Subordinates, Ministerial Establishment SO Part-I, SO Part-II, Section Officer (Directly Recruited Incumbent) & AO tentatively to be held in the Month of October / November, 2022.**

1.	a) Full Name of the candidate (In Block letters)			
	b) Specify the cadre for DAE (Engineering officers & subordinates, Ministerial Establishment, SO Part-I, SO Part-II, Section officers (directly recruited Incumbent) & AO)			
	c) Registration Number <b>(MANDATORY)</b>			
	d) Designation			
	e) Office Address			
	e) Mobile No.(Personal)			
	f) Telephone No. (Office)			
	f) E-mail ID (Personal)			
	g) HRMS Code			
2.	Date of Birth			
3.	Father's Name			
4.	Information of candidate i. Date of Joining the Nigam on regular Basis ii. Name of post			
5.	Information of candidate i. Present Posting ii. Date of Joining the Present Posting			
6.	Name of Nigam in which employed			
7.	Name of Division/ Organization /Nigam			
8.	a.Number of attempts/chance of examination availed by the candidate so far			
	b. Month, year and Roll Nos. of candidate as per attempt availed in Column-8(a)			
9.	Paper exempted if any ( <b>enclosed the photocopy</b> of result vide which the candidate obtain exemption	<b>Month &amp; Year of Examination</b>	<b>Roll No.</b>	<b>Paper Exempted</b>
10.	Paper in which the applicant wants to appear now.			

**Note:-** Candidates are advised to furnish the information complete in all respect. In case of incomplete information particularly at serial no.1, 8 & 9, application will not be accepted. The claim w.r.t. exemptions, is required to be supported with previous result's complete details. In absence of full details, the result of the candidate may be with held or may get altered. Consequences in such cases will be to candidate account.

I..... Certified that the result of DAE for **Engineering officers & subordinates, Ministerial Establishment SO Part-I, SO Part-II, Section officers (directly recruited Incumbent) & Accounts Officer** to be held tentatively in the month of **October/ November, 2022** and declared by the National Institute of Technology (NIT), Kurukshetra will be acceptable to me. However, the Candidate can apply for verification of Answer Sheets (i.e. Verification of the mistakes in the totaling of marks only) after the declaration of the result within the permissible period. After that any request for the verification of the result will not be considered.

**Signature of the applicant**

**Endst.No.....**

**Dated:-.....**

Forwarded in original to the **Vice Principal HPTI, Sec-26 Panchkula through competent/ Cadre Controlling Authority** for further necessary action. It is certified that Sh./Smt. \_\_\_\_\_ is working in this office \_\_\_\_\_ and the particulars filled up in the application form have been certified from his/her service book. His/her name is recommended for appearing in the said examination being an eligible candidate as per Regulations/Instruction.

**Signature with office seal  
(Not below the rank of XEN/Under Secy.)**

**ANNEXURE-II**

**HARYANA POWER UTILITIES (HPUs)**

**Application for registration in the Departmental Accounts Examination for Engineering Officers & Subordinates, Ministerial Establishment SO Part-I, SO Part-II, Section Officer (Directly Recruited Incumbent) & AO tentatively to be held in the Month of October / November, 2022.**

1.	a) Full Name of the candidate (In Block letters)		<b>Recent Passport Size Photograph</b>
	b) Specify the cadre for DAE (i.e. Engineering officers & subordinates, Ministerial Establishment, SO Part-I, SO Part-II, Section officers (directly recruited Incumbent) & AO)		
	c) Designation		
	d) Office Address		
	e) Mobile No. (Personal)		
	f) Telephone No. (Office)		
	g) E-mail ID (Personal)		
	h) HRMS Code		
2.	Date of Birth		
3.	Father's Name		
4.	Information of candidate i. Date of Joining the Nigam on regular Basis ii. Name of post		
5.	Information of candidate i. Present Posting ii. Date of Joining the Present Posting		
6.	Name of Nigam in which employed		
7.	Name of Division/Organization/Nigam		
8.	Paper/ Papers in which the applicant wants to appear.		

**Note:-** Candidates are advised to furnish the information complete in all respect. Information particularly at serial no.1 is required to be supported with complete documentary evidence. In case of wrong information supplied by the candidate departmental action as deemed fit will be initiated by respective Power Utility.

I ..... Certified that the information furnished above is correct.

**Signature of the applicant**

**Endst.No.....Dated:-.....**

Forwarded in original to the **Vice Principal, HPTI, Sec-26 Panchkula (through Competent/Cadre Controlling Authority)** for further necessary action. It is certified that Sh./Smt..... is working in..... (Power Utility) and the particulars filled up in the application form have been certified from his/her service book. His/her name is recommended for **REGISTRATION Number** for appearing the examination being an eligible candidate as per Regulations/Instruction.

**Signature with office seal  
(Carder Controlling Authority)**

**HARYANA POWER UTILITIES (HPUs)**

**Registration Number for Departmental Accounts Examination for Engineering Officers & Subordinates, Ministerial Establishment SO Part-I, SO Part-II, Section Officer (Directly Recruited Incumbent) & Accounts Officer.**

<b>1.</b>	<b>Full Name of candidate</b>	<b>Recent Passport Size Photograph</b>	<b>Recent Passport Size Photograph</b>
<b>2.</b>	<b>i. Nigam in which employed</b>		
	<b>ii. Name of office</b>		
<b>3.</b>	<b>Designation</b>		
<b>4.</b>	<b>HRMS Code</b>		
<b>5.</b>	<b>Date of Birth</b>		
<b>6.</b>	<b>Father's Name</b>		
<b>7.</b>	<b>Date of Joining the Nigam on regular basis with name of post</b>		
<b>8.</b>	<b>Paper exempted</b>	<b>Paper exempted</b>	<b>Roll No.      Month &amp; Year of Examination</b>

**Vice Principal  
HPTI, Panchkula**