

UTTAR HARYANA BIJLIVITRAN NIGAM LIMITED

NOTIFICATION

16th February, 2005.

No. 23 /UH/GA-305/Reg. In exercise of Powers conferred under Clause-C of Section-79 of the Electricity (Supply) Act, 1948 read with Haryana Elec. Reforms Act, 1997 and all other enabling powers in this behalf, the UHBVNL is pleased to laid down the revised recruitment and promotion policy in respect of Stenographers :-

1.0 STENO-TYPIST:

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

- i) 10 + 2/10 + 2 (Vocational) 2nd Division or equivalent and above (for Ex-serviceman 10 + 2 only) with working knowledge of computer.
- (ii) a) Shorthand test in English, to be conducted by the Department is required to be cleared for appointment at the speed of 80 WPM and transcription thereof at the speed of 15 WPM. The passage shall contain 240 words. Time for transcription 10 minutes and duration of piece shall be 3 minutes.
b) Shorthand test in Hindi is required to be cleared at the speed of 64WPM and transcription thereof at the speed of 11 WPM. The passage shall contain 192 Words. Time for transcription 17½ minutes and duration of piece shall be 3 minutes.
- c) Candidates/employees are required to attain basic proficiency in Word Processing on Computer to be considered by the Selection Committee/ DGM/IT, UHBVN, Panchkula as the case may be.
- iii) 8% mistakes in English/Hindi are allowed.
- iv) Passed Hindi upto Matric or equivalent standard.

EXPLANATION

The candidates are required to pass English short hand & type test, Hindi Short hand and Type Test and attain basic proficiency in word processing on Computer before they are appointed in Nigam's service.

In case, there are large number of vacancies and a few candidate(s) qualify a Shorthand/Type test both in English/ Hindi and basic proficiency on computer, then the candidates who qualify shorthand/type test only in English Language, may be appointed as Steno-Typist subject to the condition that they shall have to qualify shorthand /type test in Hindi language and attain basic proficiency in word processing on computer, within probation period of two years. In case, one fails to qualify the said test of Hindi language and basic proficiency in word processing on computer within the prescribed probation period, his/her annual increments shall be stopped till he/ she qualifies in Hindi Shorthand/Type Test and attain basic proficiency in word processing on computer.

NOTE

The LDCs working in the Nigam will also be eligible to apply for direct recruitment to the post of Steno Typist provided he/she has completed one-year continuous regular service. However on his/her selection/appointment in the cadre of Steno-Typist he/she will be assigned seniority as per merit position of the ranking list of Steno-Typists. He/she will also give an option in writing whether to change his/her cadre or not at the time of confirmation. Till he/she is confirmed in a line, he/she will retain his/her seniority of both side.

2.0. Jr. SCALE STENOGRAPHER.

- (i) 50% posts shall be filled up by promotion from amongst the Steno-Typists who qualify the Departmental Tests in English and either in Hindi or attain basic proficiency in Word processing on Computer and have completed minimum one year continuous service as Steno-Typist.
- (ii) In case of non-availability of person(s) for promotion, the remaining post will be diverted to direct recruitment
- (iii) 50% posts shall be filled up by direct recruitment from amongst the candidates having a minimum qualification as Graduation from any University recognized by the Govt. of Haryana and passed Hindi up to Matric or equivalent standard, after qualifying the test as prescribed in this regulation.
- (iv) The direct recruits shall have to qualify the Shorthand, Type test both in English, Hindi and basic proficiency in word processing on computer to be considered by the Selection Committee/DGM/IT, UHBVN as the case may be before their appointment in the Nigam.
- (v) Departmental candidates(s) having been selected for the post of Jr. Scale Stenographers, shall have to give an option in writing at the time of confirmation on the lower post whether to remain in the cadre of Jr. Scale Stenographer or to retain his/her previous one.
- (vi)a) Shorthand test in English is required to be cleared at the time of appointment/promotion at the speed of 100 WPM and transcription thereof at the speed of 20 WPM. The passage shall contain 300 words. Time for transcription 15 minutes and duration of piece shall be 3 minutes.
- b) Shorthand test in Hindi is required to be cleared at the speed of 80 WPM and transcription thereof at the speed of 15 WPM. The passage shall contain 240 words. Time for transcription 16 minutes and duration of piece shall be 3 minutes.
- (vii) 8% mistakes in English/Hindi are allowed.

Provided further that only those Steno-Typist shall be eligible to sit in the test who have completed 1 year's service as such.

EXPLANATION:

The direct recruits are required to pass shorthand and Type Test both in English/ Hindi and attain basic proficiency on computer in word processing to be considered by the Selection Committee/

DGM/IT as the case may be, before they are appointed in Nigam's service.

In case, there are large number of vacancies and a few candidate(s) qualify Shorthand/Type test both in English/ Hindi, and attain basic proficiency in word processing on computer, then the candidates, who qualify shorthand/type test only in English Language, may be appointed as Jr. Scale Stenographer, subject to the condition that he/she shall have to qualify shorthand /type test in Hindi language and attain basic proficiency in word processing on computer, within probation period of two years.

In case, one fails to qualify ibid test of shorthand/ type test in Hindi language and basic proficiency in word processing on computer within the prescribed probation period, his/her annual increments shall be stopped till he/she qualifies the Hindi Shorthand/Type Test and attains basic proficiency in word processing on computer and he/she will not be promoted till qualifies the above tests.

However, Nigam's existing Steno-Typists (as on the date of issue of this notification) shall have to qualify shorthand/type test in English and either to qualify short hand/type test in Hindi or to attain basic proficiency in word processing on computer, for their appointment / promotion as Jr. Scale Stenographer.

3.0 SR.SCALE STENOGRAPHER.

(i) The post shall be filled up by promotion from amongst the Junior Scale Stenographers on seniority cum merit basis provided he/she has put in 3 years service as such.

(ii) Those existing Jr. Scale Stenographers(as on the date of issue of this notification) who have neither qualified Hindi Stenography/Type Test nor attained basic proficiency in word processing on computers may be allowed to be promoted as Sr. Scale Stenographer with the condition that they will have to qualify Hindi Shorthand/Type Test or will attain basic proficiency in word processing on computers within a period of 1 year from the date of promotion, failing which their increments will be stopped and they shall not be considered for promotion as PA till they qualify Hindi Stenography/Type test or attain basic proficiency in word processing on computers to be certified by the DGM/IT or the Institutes recognized by the DGM/IT UHBVN, Panchkula and Junior eligible person(s) will be promoted as PA and the senior person(s) will lose seniority accordingly.

4.0 PERSONAL ASSISTANT

The post shall be filled up by promotion from amongst the Sr. Scale Stenographer(s) on seniority cum merit basis provided he/she has put in 2 years service as such.

5.0 PRIVATE SECRETARY

The post shall be filled up by promotion from amongst the Personal Assistant(s) on seniority-cum-merit basis provided he/she has put in 2 years service as such.

6.0 SENIOR PRIVATE SECRETARY.

The post shall be filled up by promotion from amongst the Private Secretary(s) on seniority-cum-merit basis provided he/she has put in 2 years service as such

7.0 Those existing Sr. Scale Stenographers (as on the date of issue of this notification) who have neither qualified Hindi Stenography/Type Test nor attained basic proficiency in word processing on computers within the prescribed period of 5 years (as per provisions contained in the old regulations) may be allowed to be promoted as PA with the condition that they will have to qualify Hindi shorthand/Type test or attain basic proficiency in Word processing on Computers within a period of 1 year from the date of promotion failing which their increments already stopped after 5 years during promotion from Junior Scale Stenographer to Sr. scale stenographer, will remain stopped unless they qualify the Hindi stenography/type test or basic proficiency in computer within one year from the date of promotion as PA and they shall not be considered for promotion as Private Secretary and Jr. eligible persons will be promoted as Private Secretary and the Sr. persons will lose seniority accordingly. Basic proficiency in word processing on computers is to be certified by DGM/IT or the Institutes recognized by the DGM/IT, UHBVN, Panchkula.

i) Existing steno-typists, Jr. Scale Stenographers, Sr. Scale Stenographers will be given an opportunity to have 6 months training of shorthand/Type in Hindi in the Hindi Cell of Nigam Secretariat. The persons residing outside Panchkula may get training from Private Institute(s) / Open Market at their own expenses, if they like. Hindi Shorthand/Type test will be conducted under the supervision of Chief Hindi Officer (Hindi Cell), HVPNL, Panchkula. Those who have already qualified such test will be exempted provided documentary proof having passed test from Nigam's Hindi Cell or any institute(s) recognized by the Haryana Govt. is given.

8.0 The existing stenographers (Jr. Scale as well as Sr. Scale) who have qualified the test in shorthand/type in Hindi language at the time of initial recruitment/appointment in the Board, shall be exempted from the test in shorthand/type in the said language at any stage.

9.0 Nothing contained in the policy, shall affect the reservation of filling of post (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/Nigam in pursuance of Article 16(4) of the Constitution of India

The above notification supersedes all the previous Orders/Instructions issued by the erstwhile HSEB/Nigam from time to time

This issues in pursuance of the decision taken by the Board of Directors UHBVN, in their meeting held on 27.1.2005.



Superintending Engineer/Admn.
UHBVN, Panchkula.

Endst.No.Ch.18/UH/GA-305 /Reg.

Dated 16.2.2005

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

1. ADGP/V&S, HVPN, Panchkula.
2. All CEs/SEs/XENs in UHBVN.
3. CAO/CA/FAs in UHBVN.
4. Company Secretary, UHBVN, Panchkula w.r.t. his office memo No. 1335/CS/UH/BOD(75.15) dated 7.2.2005.
5. Dy. Secretary/Tech., UHBVN, Panchkula.
6. All Under Secretaries/Sr.A.O./CPRO in UHBVN.
7. All Sectional Head in UHBVN, Panchkula.


Under Secretary/GA
UHBVN, Panchkula.

CC: Sr.PS to Chairman/MD/Director(Finance) and PS to Directors/
Projects/Operation and S.E./Admn., UHBVN, Panchkula.

UTTAR HARYANA BIJLI VITRAN NIGAM
NOTIFICATION

10th March 2005

No. 24 /UH/GA-329/REG

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 Uttar Haryana Bijli Vitran Nigam Ltd is pleased to make the following amendments in the Recruitment & Promotion Policy in respect of Ministerial Service (Head Office Cadre) issued vide/erstwhile HSEB notification No. 82/REG-29/L-I dated 19.10.90, UHBVN office order No.9/REG-329/UH/GA dated 20.2.2003 & Ch-33/UH/GA-329/REG dated 11.3.2004 :-

1.0 Lower Division Clerk

1.2 20% posts of LDC shall be filled up by 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 recognised 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 provisions under para's 1.2.2, 1.2.3 & 1.3 may be read as under:-

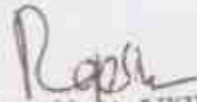
1.2.2 Such official shall have to qualify test in type-writing in Hindi/English at the speed of 25/30 W.P.M. respectively within one year of his promotion in case, a promotee fails to qualify the prescribed test within the stipulated period, he/she shall not be allowed any annual increment till passing 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 non-passing of test will be allowed from the date of passing of the prescribed test. The benefits of increments, 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.

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- 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 notification No.82/REG-29/L-I dated 19.10.90 read in conjunction with Office Order No.9/REG-329/UH/GA dated 20.2.2003.

The above decision will be applicable with immediate effect.

This issues in pursuance of the decision taken by the Board of Directors, UHBVNL, in their meeting held on 23.2.2005.


Superintending Engineer/Admn.,
U.H.B.V.N.L., Panchkula.

Endst No. Ch-42 /UH/GA/REG-329 Dated 10.03.2005

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

1. IG/V&S, HVPNL, Panchkula.
2. All CEs/SEs in UHBVNL.
3. L.R., HVPNL, Panchkula.
4. Company Secretary, UHBVN, Panchkula w.r.t. his memo No.1358 /CS/UH/BOD (76.17) dated 01.03.2005.
5. CAO/CA/FA (HQ), UHBVN, Panchkula.
6. FA/CAO(MM), UHBVN, Panchkula.
7. C.M.O., HVPNL, Panchkula.
8. All Xens in UHBVN.
9. All Under Secretaries/Admn.Officers in UHBVN.
10. C.P.R.O., UHBVN, Panchkula.
11. All Sectional Heads in UHBVN at Panchkula.


Under Secretary/GA,
for M.D., UHBVN, Panchkula.

CC:

Sr.PS/PS to M.D./Director(Finance/OP/Project), UHBVN,
Panchkula.

UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED

NOTIFICATION

15th JUNE, 2005

No 26 /UH/GA-253/REG In exercise of the powers conferred by Harayana Electricity Reforms Act – 1997 and all other enabling powers in this behalf, the Uttar Haryana Bijli Vitran Nigam Ltd. has decided as follows:

1. THE STATE GOVT. CIRCULAR NO. 1011-2FICW-91 DT. 30.4.91 (copy enclosed) REGARDING FIXATION OF RATE OF LICENCE FEE FOR GOVT. ACCOMODATION IS ADOPTED BY THE UHBVN.
2. THE STANDARED RENT FOR DIFFERENT CATEGORIES OF HOUSES IS FIXED AS UNDER:

Type	Eligible Pay Range	Standard Rent
I	Upto Rs. 4999/-	Rs. 74/-
II	Rs. 5000-6499/-	Rs. 105/-
III	Rs. 6500-7999/-	Rs. 130/-
IV	Rs. 8000-13499/-	Rs. 180/-
V	Rs. 13500 & above	5% of (Pre-revised pay + CCA)

- i) The rate of standard rent as above would be applicable from 1.4.2004. Therefore, the extra rent recovered from 1.4.2004 and onwards be refunded to the employees.
- ii) In case a person is eligible for a higher category of house but is occupying a lower category house because of either non-availability of a higher category house or by his own choice, he would continue to pay the Standard Rent chargeable for the category of house he is occupying irrespective of pay being drawn by him.

Accordingly, the above provisions are hereby made below Regulation – 22 of "HSEB Residential Accommodation Allotment Regulation, 1980 (applicable for UHBVN)", Notification No. 2/REG-45 dated 11.7.80.

3. PENAL RENT:

The penal rent would now be recovered @ 50 times of the normal rent on account of non-vacation of the house after the prescribed time limit. However, penal rent as above would be leviable after the expiry of the prescribed time limit for vacation of

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house or after the expiry of extension in time for vacation of house granted by the competent authority. In exceptional cases, the competent authority could allow occupation of house beyond the normal time limits on case to case basis.

Accordingly, the above provisions are hereby made in Sub Regulation (2) (3) & (4) of Regulation - 21 of "HSEB Residential Accommodation Allotment Regulations, 1980 (applicable for UHBVN)" Notification No. 2/REG-45 dated 11.7.80 read with notification No. 45/REG-45 dated 6.11.89 and No. 80/REG-45/L dated 18.9.90.

This issues in pursuance of the decision taken by the Board of Directors of UHBVN in its meeting held on 30.5.2005.

DA/As above.


Under Secretary/GA,
UHBVN, Panchkula.

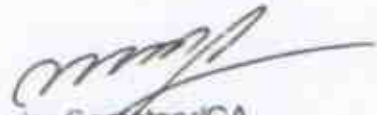
Endst.No. Ch. 40/UH/GA-253/REG

Dated: 15/6/2005

A copy of the above along-with a copy of State Govt. Circular No. 1011/2FICW-91 dated 30.4.91 is forwarded to the following for information and necessary action :-

1. All Chief Engineers in UHBVN.
2. CAO/FA/HQ (FA&CAO (MM) / CA / CPRO, UHBVN, Panchkula.
3. L.R., HVPNL, Panchkula.
4. All S.E.s in UHBVN.
5. Company Secretary, UHBVN, Panchkula w.r.t. his office Memo No. 1427/CS/UH/BOD (79.25) dated 8.6.2005.
6. All Xens / D. Secretaries/ Under Secretaries / Admn. Officers / Sr. AOs/AO in UHBVN.
7. All Sectional Head at Panchkula.
8. S.E. / Admn., HVPNL, Panchkula.
9. S.E./Admn., UHBVN, Hisar.

DA/As above.


Under Secretary/GA,
UHBVN, Panchkula.

CC:

- i) Sr. P.S. to Chairman Haryana Power Utility, Panchkula.
- ii) Sr. P.S. / P.S. to M.E. / Director (Finance) / Operation / Projects, UHBVN, Panchkula.

