

**HARYANA ELECTRICITY REGULATORY COMMISSION**  
**PANCHKULA, HARYANA**  
**NOTIFICATION**

**The 11th of October 1999**

**HARYANA ELECTRICITY REGULATORY COMMISSION (OFFICERS AND  
EMPLOYEES CONDITIONS OF SERVICE) REGULATION, 1999**

**No. 6/99** -- In exercise of the powers conferred by Sections 8 and 54 of the Haryana Electricity Reform Act, 1997 (Act No. 10 of 1998) and all enabling provisions in that behalf, the Haryana Electricity Regulatory Commission makes the following Regulations, namely:-

**CHAPTER I**

**GENERAL**

**Short title, commencement, interpretation**

1. (1) These Regulations may be called the Haryana Electricity Regulatory Commission (Officers and Employees Conditions of Service) Regulations, 1999 (Regulation .....of 1999).
- (2) These Regulations shall come into force from the date of their publication in the Official Gazette.
- (3) They shall extend to the State of Haryana.
- (4) The Punjab General Clauses Act, 1898 (Act No. 1 of 1898), as applicable to the State of Haryana, shall apply to the interpretation of these Regulations.

**Applicability**

2. These Regulations shall apply to all the officers and employees of Haryana Electricity Regulatory Commission including the Secretary of the Commission excluding, however, the Chairman and Members of the Commission.

**CHAPTER II**

**CATEGORISATION OF POSTS AND STRENGTH OF OFFICERS AND EMPLOYEES**

3. (1) In accordance with sub-section (2) of Section 8 of the Haryana Electricity Reform Act, 1997 (Act No. 10 of 1998) and in consultation with the State Government, the Commission has determined that the initial number, nature and categories of the officers and employees required to assist the Commission in the discharge of its functions is as specified in Annexure 'A'.
- (2) The Commission may from time to time vary, alter, modify, change, increase, reduce, abolish or re-categorise the number, nature and categories of the officers and employees specified in Annexure 'A' in consultation with the State Government.
- (3) For appointment to any post specified in Annexure 'A', a candidate has to possess necessary qualifications and experience as prescribed post-wise in Annexure 'E'.

### **CHAPTER III**

#### **RECRUITMENT OF OFFICERS AND EMPLOYEES, REMUNERATION AND BENEFITS**

4. The officers and employees may be appointed by the Commission:
  - (i) on regular basis,
  - (ii) on contract of service, or
  - (iii) on deputation from other services.
5. Nothing contained in these Regulations shall be construed as requiring the Commission to have the officers and employees in all the categories or posts specified in Annexure 'A' in service at all times.
6. (1) Until otherwise determined by the Commission, the remuneration including the scale of pay, allowances, perquisites and other benefits applicable to the posts and/or categories of the officers and employees of the Commission shall be as specified in Annexure 'B'.  
  
(2) The Commission may from time to time vary, alter, modify or change the remuneration including the scale of pay, allowances, perquisites and other benefits applicable to any of the posts and/or categories of the officers and employees of the Commission specified in Annexure 'B'.  
  
(3) The Commission may appoint any officer or employee with such further or additional or revised remuneration or benefits, as the Commission may consider appropriate.
7. The appointing authority, disciplinary authority, appellate authority, and reviewing authority, in respect of the officers and employees of the Commission, until otherwise determined by the Commission, shall be as specified in Annexure 'C'.
8. There shall be a Selection Committee consisting of such persons as specified in Appendix 'D' to select the personnel for appointment as officers and employees of the Commission. The Commission may lay down the procedure to be followed by the Selection Committee in the selection of the personnel.

### **CHAPTER IV**

#### **CONDITIONS OF SERVICE**

9. The Commission may specify the conditions of service applicable to an officer or an employee appointed by the Commission including those on contract basis or on deputation.
10. Subject to the above and other provisions of these Regulations and conditions mentioned in Annexures 'A' to 'E' to these Regulations, the service conditions applicable to employees appointed to any civil service or post in connection with the affairs of the State of Haryana, including the Government Employees (Conduct) Rules, 1966, the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and other applicable rules and regulations in the case of the Civil Services in Haryana, shall apply mutatis mutandi to the officers and employees of the Commission. In case of any inconsistency between these Regulations as modified from time to time and the terms and conditions contained in the letters of appointment on the one part and the above rules and regulations of employees of Haryana Civil Services applied mutatis mutandi on the other part, the former shall prevail.

**CHAPTER V**  
**MISCELLANEOUS**

- 11.** The Commission may from time to time issue such instructions or directions as may, in its opinion, be necessary for giving effect to or carrying out the provisions of these Regulations.
- 12.** Any rule, regulation, order, agreement, resolution or other instrument or practice hitherto applicable to the officers and employees of the Commission shall, from the date of the coming into force of these Regulations, have effect subject to the provision of these Regulations.
- 13.** If any question arises as to the application or interpretation of any of the provisions of these Regulations, the same shall be decided by the Commission and the decision of the Commission shall be binding. The Commission shall have the power to remove the difficulties implementing the Regulations.
- 14.** The Commission may, in public interest and after recording the reasons in writing, relax the provisions of these Regulations, including the eligibility criteria for appointment to posts, in appropriate cases.
- 15.** Nothing in these Regulations shall affect the reservation and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and/or other special categories of persons in accordance with the orders issued by the Government of Haryana from time to time in this regard. The Commission shall follow such orders prevalent at the relevant time as part of these Regulations.

By Order of the Commission

Secretary

**ANNEXURE 'A'**

**NUMBER, NATURE AND CATEGORY OF POSTS**

**PART – A**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>No. of Post</b>	<b>Category</b>
1.	Commission Secretary	1	Equivalent to Class I in Govt. of Haryana.
2.	Director (Tariff)	1	-do-
3.	Director (Technical)	1	-do-
4.	Joint Director (Accounts)	1	-do-
5.	Joint Director (Transmission)	1	-do-
6.	Joint Director (Finance)	1	-do-
7.	Joint Director (Distribution) - I	1	-do-
8.	Joint Director (Economics)	1	-do-
9.	Joint Director (Distribution) - II	1	-do-
10.	Joint Director (Law)	1	-do-
11.	Deputy Secretary (Personnel)	1	-do-
12.	Deputy Director (Accounts)	1	-do-
13.	Deputy Director (Transmission)	1	-do-
14.	Deputy Director (Finance)	1	-do-
15.	Deputy Director (Distribution) – I	1	-do-
16.	Deputy Director (Economics)	1	-do-
17.	Deputy Director (Distribution) - II	1	-do-
18.	Deputy Director (Media)	1	-do-
19.	System Manager	1	-do-
20.	Law Officers	2	-do-
21.	Senior Private Secretaries	3	-do-
22.	Assistant Director (Accounts)	1	-do-
23.	Private Secretaries	3	Equivalent to Class II in Govt. of Haryana

**PART – B**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>No. of Post</b>	<b>Category</b>
1.	Section Officer (Accounts)	1	Equivalent to Class III in Govt. of Haryana
2.	Personal Assistants	8	-do-
3.	Stenographers (Senior/ Junior)	6	-do-
4.	Clerical Assistants, Care-taker and Cashier	5	-do-
5.	Clerk-cum-Computer Operator	5	-do-
6.	Assistant Librarian	1	-do-
7.	Driver	6	-do-
8.	Process Server	1	Equivalent to Class IV in Govt. of Haryana
9.	Peons	18	-do-

**ANNEXURE 'B'**

**I. SCALE OF PAY OF OFFICERS AND EMPLOYEES**

**PART - A**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Scale of Pay</b>
1.	Commission Secretary	Rs. 18400-500-22400
2.	Director (Tariff)	
3.	Director (Technical)	
4.	Joint Director (Accounts)	Rs. 15950-450-20000
5.	Joint Director (Transmission)	
6.	Joint Director (Finance)	
7.	Joint Director (Distribution) – I	
8.	Joint Director (Economics)	
9.	Joint Director (Distribution) – II	
10.	Joint Director (Law)	
11.	Deputy Secretary (Personnel)	Rs. 14700-400-18700
12.	Deputy Director (Accounts)	
13.	Deputy Director (Transmission)	
14.	Deputy Director (Finance)	
15.	Deputy Director (Distribution) – I	
16.	Deputy Director (Economics)	
17.	Deputy Director (Distribution) – II	
18.	Deputy Director (Media)	
19.	System Manager	
20.	Law Officers	
21.	Senior Private Secretaries	Rs. 7450-11500
22.	Assistant Director (Accounts)	Rs. 9025-325-14550
23.	Private Secretaries	Rs. 6500-10500

**PART - B**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Scale of Pay</b>
1.	Section Officer (Accounts)	Rs. 6500-8500
2.	Personal Assistant	Rs. 5500-9000
3.	Stenographer	Rs. 4000-6000
4.	Clerical Assistant, Care-taker and Cashier	Rs. 5000-7850
5.	Clerk-cum-Computer Operator	Rs. 3050-4590
6.	Assistant Librarian	Rs. 4000-6000
7.	Driver	Rs. 4000-6000+300 SP
8.	Process Server	Rs. 2550-3200
9.	Peon	Rs. 2550-3200

**II. DEARNESS ALLOWANCE, HRA AND CCA WILL BE AS PER THE ENTITLEMENT OF EQUIVALENT OFFICIALS IN GOVERNMENT OF HARYANA. OTHER ALLOWANCES INCLUDING MEDICAL, TRANSPORT, ETC WILL BE FIXED BY THE COMMISSION FROM TIME TO TIME.**

**COMPETENT AUTHORITY FOR PUNISHMENT AND APPEALS**

In case of officers and employees included in Part-A of Annexure 'A':

- |      |                         |            |
|------|-------------------------|------------|
| I.   | Appointing Authority-   | Chairman   |
| II.  | Disciplinary Authority- | Chairman   |
| III. | Appellate Authority-    | Commission |
| IV.  | Reviewing Authority-    | Commission |

In case of officers and employees included in Part-B of Annexure 'A':

- |      |                         |                      |
|------|-------------------------|----------------------|
| I.   | Appointing Authority-   | Commission Secretary |
| II.  | Disciplinary Authority- | Commission Secretary |
| III. | Appellate Authority-    | Chairman             |
| IV.  | Reviewing Authority-    | Commission           |

**SELECTION COMMITTEES**

In case of Part-A of Annexure 'A':

The Selection Committee for officers and employees included in Part A of Annexure 'A' will consist of the Chairman and the Members of the Commission, and one or more subject matter specialists to be nominated by the Commission.

In case of Part-B of Annexure 'A':

The Selection Committee for officers and employees included in Part-B of Annexure 'A' will consist of the Commission Secretary, a Joint Director/Deputy Director nominated for the purpose and the Deputy Secretary/Under Secretary (Personnel).

**POST-WISE QUALIFICATIONS AND EXPERIENCE**

<b>Sr. No.</b>	<b>Name of Post</b>	<b>Minimum Required Qualifications</b>	<b>Additional Desirable Qualifications</b>
1.	Commission Secretary	<ol style="list-style-type: none"> <li>1) Bachelors Degree from a recognised university</li> <li>2) Ten years of administrative experience.</li> <li>3) Significant professional experience in managing a staff, budgets and projects.</li> <li>4) Excellent writing and verbal communication skills.</li> <li>5) Computer literacy.</li> </ol>	<ol style="list-style-type: none"> <li>1) Experience in a government organization</li> <li>2) Demonstrated knowledge and/or experience in the power sector</li> <li>3) Knowledge of Hindi</li> </ol>
2.	Director (Tariff)	<ol style="list-style-type: none"> <li>1) Doctorate in Economics from a recognised university, with specialisation in micro-economics.</li> <li>2) Twelve years experience as a professional economist of which at least five years include managing professional staff</li> <li>3) Expert knowledge in tariff design and rate-making and significant experience in the practical development of tariffs.</li> <li>4) Skilled in economic analysis and modelling</li> <li>5) Excellent written and verbal communication skills</li> </ol>	<ol style="list-style-type: none"> <li>1) Demonstrated knowledge of and/or experience in the power sector</li> <li>2) Experience in commercial enterprises</li> <li>3) Knowledge in the economic discipline of industrial organization</li> <li>4) Knowledge of regulatory accounting and general business accounting</li> <li>5) Rate making experience in regulated industries.</li> <li>6) Knowledge of Hindi</li> </ol>
3.	Director (Technical)	<ol style="list-style-type: none"> <li>1) Bachelors degree in Electrical/Power Engineering or Mechanical Engineering.</li> <li>2) Fifteen years of professional engineering experience with at least one year of experience at Superintendent Engineer (SE) level in a large power utility/ organisation with generation, transmission and distribution facilities.</li> <li>3) Planning/ design/operational experience in generation, transmission, and distribution, with particular experience in all matters related to network reliability and stability, power quality and flows.</li> <li>4) Good writing and communication skills</li> <li>5) Computer literacy.</li> </ol>	<ol style="list-style-type: none"> <li>1) Experience in the development of tariffs in regulated industries and power sector reform in India.</li> <li>2) Experience in commercial issues, or power purchase agreements</li> <li>3) Management or operational experience in all three utility functional areas</li> <li>4) Experience or training in economic regulation</li> <li>5) Demonstrated capability in analytical modelling</li> <li>6) Knowledge of Hindi</li> </ol>

Sr. No.	Name of Post	Minimum Required Qualifications	Additional Desirable Qualifications
4.	Joint Director (Accounts)	<ol style="list-style-type: none"> <li>1) Masters in Accounting from a recognised university or Chartered Accountant.</li> <li>2) Minimum of five years of professional experience in accounting</li> <li>3) Demonstrated capability in generally accepted accounting practices, financial analysis, spreadsheets.</li> </ol>	<ol style="list-style-type: none"> <li>1) Good written and verbal communication skills</li> <li>2) Experience in staff and budget management</li> <li>3) Database and modelling capabilities</li> <li>4) Knowledge of regulatory – as opposed to commercial – accounting.</li> <li>5) Member in good standing of the Institute of Chartered Accountants.</li> <li>6) Knowledge of Hindi</li> </ol>
5.	<p>Joint Director (Transmission)</p> <p>Joint Director (Distribution) – I</p> <p>Joint Director (Distribution) – II</p>	<ol style="list-style-type: none"> <li>1) Bachelor's degree in Electrical/Power Engineering or Mechanical Engineering.</li> <li>2) Ten years experience, with a minimum of one year at the Executive Engineer level in a large power utility / organisation with generation, transmission and distribution facilities.</li> <li>3) Depending on whether the Joint Director position is for transmission, distribution, or power procurement/systems operations, the candidate should have significant design/planning/operational experience in one of the following areas: <ul style="list-style-type: none"> <li>* <u>transmission</u> – planning and operation with particular experience in network reliability, stability, power quality and flows;</li> <li>* <u>distribution</u> – planning and operation, network reliability as well as commercial aspects of distribution (metering, billing, collection etc);</li> <li>* <u>power procurement/systems operations</u> – competitive procurement, power purchase agreements, least-cost planning, scheduling and despatch.</li> </ul> </li> <li>4) Computer literacy should include demonstrated capability in analytical modelling</li> <li>5) Good written and verbal skills</li> </ol>	<ol style="list-style-type: none"> <li>1) Familiarity with electricity tariff issues and power sector reform</li> <li>2) Knowledge of Hindi</li> </ol>

Sr. No.	Name of Post	Minimum Required Qualifications	Additional Desirable Qualifications
6.	Joint Director (Finance)	<ol style="list-style-type: none"> <li>1) MBA with specialisation in finance or Masters of Commerce from a recognised university or Chartered Accountant.</li> <li>2) Minimum of five years of professional experience in finance.</li> <li>3) Demonstrated capability in financial analysis, modelling, and spreadsheets.</li> </ol>	<ol style="list-style-type: none"> <li>1) Good written and verbal communication skills</li> <li>2) Experience in staff management</li> <li>3) Database capabilities</li> <li>4) Knowledge of accounting.</li> <li>5) Knowledge of Hindi</li> </ol>
7.	Joint Director (Economics)	<ol style="list-style-type: none"> <li>1) Masters degree in Economics from a recognised university, with a specialisation in micro-economics.</li> <li>2) Minimum of five years of professional experience as an economist</li> <li>3) Demonstrated capability in economic analysis, modelling, and statistical techniques and database capabilities.</li> <li>4) Strong familiarity with theory and practice of tariff design and rate-making.</li> </ol>	<ol style="list-style-type: none"> <li>1) Good written and verbal communication skills</li> <li>2) Experience in staff management</li> <li>3) Knowledge of accounting and principles of finance</li> <li>4) Knowledge of Hindi.</li> </ol>
8.	Joint Director (Law)	<ol style="list-style-type: none"> <li>1) Degree in law from recognised university law school</li> <li>2) Admitted to legal association/bar</li> <li>3) Ten years experience in legal practice.</li> <li>4) Excellent written and oral communication skills</li> <li>5) Computer literacy</li> </ol>	<ol style="list-style-type: none"> <li>1) Experience in utility or regulatory law</li> <li>2) Demonstrated knowledge and/or experience in the power sector</li> <li>3) Litigation experience</li> <li>4) Significant experience in contract and/or administrative law and civil procedure.</li> <li>5) Knowledge of Hindi</li> </ol>
9.	Deputy Secretary (Personnel)	<ol style="list-style-type: none"> <li>1) Degree from a recognized university.</li> <li>2) Five years of professional experience in personnel management and administrative matters.</li> <li>3) Excellent interpersonal and communication skills.</li> </ol>	<ol style="list-style-type: none"> <li>1) Experience in a government organization.</li> <li>2) Knowledge of power sector reform efforts in India.</li> </ol>

Sr. No.	Name of Post	Minimum Required Qualifications	Additional Desirable Qualifications
10.	Deputy Director (Accounts/ Finance)	<ol style="list-style-type: none"> <li>1) Bachelors in accounting, Bachelors in Commerce, Cost Accountant or Chartered Accountant.</li> <li>2) Two years of professional experience in accounting and/or finance.</li> <li>3) Demonstrated capability in analysis of company accounts, financial analysis, modelling including spreadsheet and database skills.</li> </ol>	<ol style="list-style-type: none"> <li>1) Good written and verbal communication skills.</li> <li>2) Knowledge of microeconomics.</li> <li>3) Demonstrated knowledge and/or experience in the power sector.</li> <li>4) Member in good standing of professional. accountancy organisation.</li> <li>5) Knowledge of Hindi</li> </ol>
11.	Deputy Director (Transmission)  Deputy Director (Distribution) – I  Deputy Director (Distribution) – II	<ol style="list-style-type: none"> <li>1) Bachelors in Electrical/Power Engineering or Mechanical Engineering.</li> <li>2) Minimum of five years experience with a large power utility/ organisation with generation, transmission and distribution facilities.</li> <li>3) Depending on whether the Deputy Director position is for transmission, distribution, or power procurement/systems operations, the candidate should have design/ planning/operational experience in one of the following areas: <ul style="list-style-type: none"> <li>* <u>transmission</u> – planning and operation with particular experience in network reliability, stability, power flows and quality;</li> <li>* <u>distribution</u> – planning and operation, network reliability as well as commercial aspects of distribution (metering, billing, collection etc)</li> <li>* <u>power procurement/systems operations</u> – competitive procurement, power purchase agreements, least-cost planning, scheduling and despatch.</li> </ul> </li> <li>4) Computer literacy should include demonstrated capability in analytic modelling and database management.</li> <li>5) Good written and verbal skills.</li> </ol>	<ol style="list-style-type: none"> <li>1) Familiarity with electricity laws, tariff issues and power sector reform in India.</li> <li>2) Knowledge of economics and/or finance.</li> <li>3) Knowledge of Hindi.</li> </ol>
12.	Deputy Director (Economics)	<ol style="list-style-type: none"> <li>1) Bachelors degree in Economics with specialization in micro-economics from a recognised university.</li> <li>2) Two years of professional experience as an economist with either a government department or commercial enterprise.</li> <li>3) Demonstrated capability in economic analysis, modelling, and spreadsheet and database skills.</li> </ol>	<ol style="list-style-type: none"> <li>1) Good writing and verbal communication skills.</li> <li>2) Knowledge of accounting and principles of finance.</li> <li>3) Demonstrated knowledge and/or experience in the power sector.</li> <li>4) Knowledge of Hindi.</li> </ol>

Sr. No.	Name of Post	Minimum Required Qualifications	Additional Desirable Qualifications
13.	Deputy Director (Media)	<ol style="list-style-type: none"> <li>1) Masters degree in relevant discipline (e.g. journalism, or mass communications) from a recognized university.</li> <li>2) 5 years of professional experience in journalism, mass communications, or public relations.</li> <li>3) Excellent written and verbal communication skills.</li> <li>4) Background in financial or economic writing/analysis.</li> <li>5) Computer skills, esp. word-processing and presentation programs.</li> <li>6) Significant experience preparing and delivering public presentations.</li> </ol>	<ol style="list-style-type: none"> <li>1) Direct experience in two or more of various forms of media (press, TV, radio, multimedia).</li> <li>2) Knowledge of electricity industry.</li> <li>3) Experience writing corporate and other organisational annual reports.</li> </ol>
14.	System Manager	<ol style="list-style-type: none"> <li>1) Bachelors in Electrical Engineering, B. Tech., MCA, or Masters in Computer Science.</li> <li>2) Five years experience in information technology management, network management, and software development.</li> <li>3) Experience with managing staff and budgets.</li> <li>4) Excellent communication skills.</li> </ol>	
15.	Assistant Director (Accounts)	<ol style="list-style-type: none"> <li>1) Graduate in any discipline and qualified in SAS examination or chartered accountant .</li> <li>2) Four years professional experience in accounting.</li> <li>3) Experience with managing office budgets and payroll.</li> </ol>	<ol style="list-style-type: none"> <li>1) Demonstrated capability in analytical modeling.</li> <li>2) Demonstrated knowledge and/or experience in the power sector.</li> <li>3) Good communication skills.</li> <li>4) Knowledge of Hindi.</li> </ol>
16.	Law Officers	<ol style="list-style-type: none"> <li>1) Degree in law from recognised university.</li> <li>2) Admitted to legal association/bar.</li> <li>3) Minimum of five years experience in legal practice.</li> <li>4) Excellent written and oral communication skills.</li> <li>5) Computer literacy.</li> </ol>	<ol style="list-style-type: none"> <li>1) Experience in utility or regulatory law.</li> <li>2) Demonstrated knowledge and/or experience in the power sector.</li> <li>3) Litigation experience.</li> <li>4) Experience in contract and/or administrative law.</li> <li>5) Knowledge of Hindi.</li> </ol>
17.	Clerk-cum-Computer Operator	<ol style="list-style-type: none"> <li>1) 10+2.</li> <li>2) Diploma in Computer Application.</li> </ol>	
18.	Other Posts	As prescribed for equivalent posts in the Government of Haryana.	As prescribed for equivalent posts in the Government of Haryana.