



UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED  
(A Power Distribution & Retail Supply Utility, Govt. of Haryana)  
O/o CE/Admn. (GA Section), UHBVNL, Panchkula.  
Corp. Office: C-16, Vidyut Sadan, Sector-6, Panchkula, Haryana  
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CIN: U40109HR1999SGC034166

To

1. Director/Vigilance, HPUs, Panchkula.
2. LR/HPUs, Panchkula.
3. All EIC/CEs/CTO in UHBVN.
4. Chief Financial Officer, UHBVN, Panchkula.
5. Company Secretary, UHBVN, Panchkula.
6. Chairman, CGRF, UHBVN, Kurukshetra.
7. All SEs in UHBVN.
8. CAO/FA(HQ)/FA& CAO/MM/CA in UHBVN.
9. Dy. Secretary (Technical/Projects), UHBVN, Panchkula.
10. All XENs in UHBVN.
11. All Under Secretaries/Administrative Officers, UHBVN.
12. Public Relation Officer, UHBVN, Panchkula.
13. All SDOs in UHBVN.

**Memo No. Ch-140/UH/GA-957/Cadre**

**Dated:-15.04.2021**

**Subject: - Preventive measures to be taken to contain the spread of Novel Corona Virus (COVID-19)-regarding.**

In reference to this office Memo No. Ch-133/UH/GA-957/Cadre dated 22.03.2021, vide which instructions regarding preventive measures to be taken to contain the spread of Novel Corona Virus (COVID-19) have been issued.

Due to increase in COVID cases and to handle this situation, two control rooms, one at UHBVN Head Office at Panchkula (for Head Office employees and employees of Panchkula Zone) and the other at Zonal Office, Rohtak (for employees of all wings working in Rohtak Zone) was set up to monitor and provide immediate assistance to the employees of the Nigam, regular as well as contractual/outsourced.

It is requested to send daily report for infected employees to both Control Rooms respectively and strictly maintain both Control Room and prepared the data of that infected employees on daily basis, as corona positive cases are increasing day by day.

The other terms of ibid memo will remain the same.

**Under Secretary/GA,  
for CE/Admn., UHBVNL, Panchkula.  
(usga@uhbvn.org.in)**

**Endst. No. Ch-140/UH/GA-957/Cadre**

**Dated: -15.04.2021**

Copy of the above is forwarded to the following for information and necessary action please: -

1. Dy. Secretary/Projects, UHBVNL, Panchkula.
2. XEN/Works office of CE/OP, UHBVNL, Rohtak.  
It is requested to submit the report on daily basis to this office.
3. XEN/IT, UHBVN, Panchkula for uploading on the website of UHBVNL.

**Under Secretary/GA,  
for CE/Admn., UHBVNL, Panchkula.  
(usga@uhbvn.org.in)**

**CC: -**

1. SPS to MD, UHBVNL, Panchkula.
2. SPS/PS to Director (Operation, Projects & Finance), UHBVNL, Panchkula.
3. PA to CE/Admn., UHBVNL, Panchkula.