

1. PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

SJVN Limited, a Mini Ratna: Category-I and Schedule –‘A’ CPSE under administrative control of Ministry of Power, Govt. of India, was incorporated on May 24, 1988 as a joint venture of the Government of India (GOI) and the Government of Himachal Pradesh (GOHP). SJVN is now a listed Company having shareholders pattern of 63.93% with Govt. of India, 26.85% with Govt. of Himachal Pradesh and rest of 9.22% with Public. The present paid up capital and authorized capital of SJVN is Rs. 3,929.80 Crore and Rs. 7,000 Crore respectively. The present Net Worth is Rs.10, 694.71 Crore.

Beginning with a single Project and single State operation (i.e. India’s largest 1500 MW Nathpa Jhakri Hydro Power Station in Himachal Pradesh) the Company has commissioned two projects namely 412 MW Rampur Hydro power Station in Himachal Pradesh and 47.6 MW Khirwire Wind Power Project in Maharashtra. SJVN is presently implementing Power Projects in Himachal Pradesh, Uttarakhand, Bihar, Gujarat and Arunachal Pradesh in India besides neighboring countries viz. Nepal and Bhutan.

Portfolio

The present installed capacity of SJVN is 1,964 MW (comprising of 1912 MW Hydro + 47.6 MW Wind Power + 5 MW Solar Power).

SJVN has expanded its horizons and envisions developing itself into a fully diversified transnational Power Sector Company in all types of conventional & non-conventional forms of energy along with Power Transmission. The Company, at present, is implementing (under various stages of development) 10 Hydro Power Projects totaling 3,238 MW (7 Projects- 1,168 MW in India, 3 Projects of 2,070 MW in neighbouring countries of Nepal & Bhutan), one 1320 MW Thermal Power Project at Buxar in State of Bihar and 50 MW Sadla Wind Power Project in Gujarat. SJVN commissioned 86 ckm 400 kV double circuits Indo-Nepal Cross Border Power Transmission corridor between Dhalkebar (Nepal) and Muzzafarpur (India) on 17.02.2016 in JV with Power Grid, IL&FS, and Nepal Electricity Authority. The same was dedicated to nation by Hon’ble Prime Minister of India on 20.02.2016. In addition to above, Company is engaged in implementation of 400 kV double circuit associated transmission line of 310 km length for its 900 MW Arun-3 Project in Nepal.

Cabinet Committee on Economic Affairs (CCEA) accorded investment approval on 21.03.2017 to 900 MW Arun-3 Project in Nepal. Naitwar Mori HEP (60 MW) in Uttarakhand is in the process of investment decision with all clearances in hand while the investment decision for pre-construction activities and other statutory clearances in respect of rest of survey and investigations projects is also in progress.

Subsidiaries

- (i) **SJVN Arun -3 Power Development Company Pvt. Ltd. (SAPDC)** – Fully owned subsidiary incorporated in Nepal for implementation of 900 MW Arun-3 Project in Nepal
- (ii) **SJVN Thermal Private Limited** – Fully owned subsidiary incorporated for execution of 1320MW Buxar Thermal Power Project in Bihar.

Joint Ventures:

- (i) **Cross Border Power Transmission Company Limited (CPTC)**-To construct and maintain 86 km long, Twin Moose, 400 kV D/C transmission line from Muzaffarpur Nepal connection point and a bay extension at Muzaffarpur Sub Station.
- (ii) **Kholongchhu Hydro Energy Limited**-for execution of 600 MW Kholongchu Hydro Electric Project in Bhutan.

a) Date of incorporation	24th May 1988												
b) Mode of incorporation	Incorporated as a Government Company under the provisions of the Companies Act, 1956.												
c) Administrative Ministry	Ministry of Power, Government of India												
d) Details of Disinvestments	Listed in BSE & NSE on 20.05.2012												
e) Present status	A Government Company within the meaning of Section 617 of the Companies Act, 1956. SJVNL is a Public Limited Company.												
f) Share Capital													
i) authorized	`7000 crores												
ii) Subscribed, issued & paid up	`3929.80 crores												
g) Present Shareholding	The shareholding pattern as on 01 April 2012 is given below: <table border="1" data-bbox="613 688 1252 829"> <thead> <tr> <th>S.No.</th> <th>Category</th> <th>% of Equity</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>GOI</td> <td>63.93</td> </tr> <tr> <td>2.</td> <td>GOHP</td> <td>26.85</td> </tr> <tr> <td>3.</td> <td>Public</td> <td>9.22</td> </tr> </tbody> </table>	S.No.	Category	% of Equity	1.	GOI	63.93	2.	GOHP	26.85	3.	Public	9.22
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1.	GOI	63.93											
2.	GOHP	26.85											
3.	Public	9.22											

i) Listing with Stock Exchanges	BSE & NSE
ii) Address of Registered Office	SJVN Corporate Office Complex, Shanahan, Shimla (H.P.) – 171006 Website: www.sjvn.nic.in
iii) Address of Company's Registrar and Transfer Agent	Alankit Assignment Limited Alankit House, 4E/2, Jhandewalan Extension New Delhi- 110 055

Our Vision

To be best-in-class Indian Power Company globally admired for developing affordable clean power and sustainable value to all stake holders.

Our Mission

To drive socio-economic growth and optimize shareholders and stakeholders interest by:

- Developing and operating projects in cost effective and socio-environment friendly manner.
- Nurturing human resources talent with care.
- Adopting innovative practices for technological excellence.
- Focusing on continuous growth and diversification.

Our Objectives

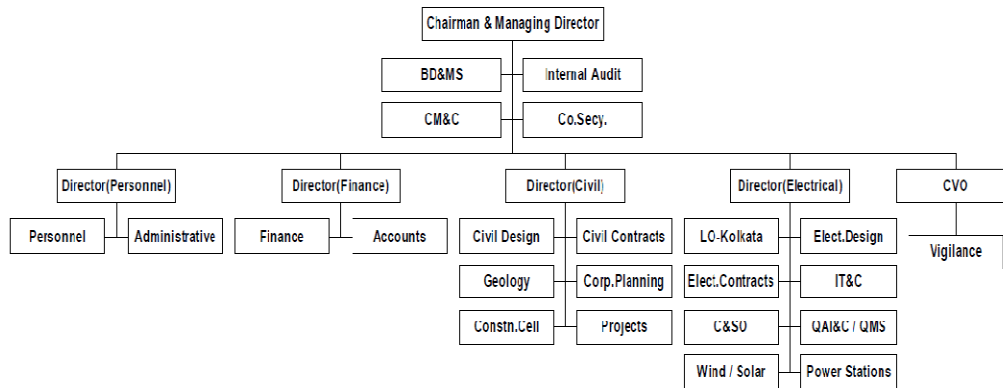
In the pursuit of above mission, the company had set for itself the following corporate objectives:

- Operating and maintaining power stations with maximum performance efficiency.
- Establishing and following sound business, financial and regulatory policies.
- Taking up of other hydro power projects.
- Completion of the new projects allocated to SJVN in an efficient and cost effective manner.

- Use of the best project management practices for the project implementation by applying latest universally accepted Project Management Techniques, and by enabling its Engineers, to become certified Project Managers through further trainings.
- Dissemination of available in-house technical and managerial expertise to other utilities / projects.
- Creating work culture and work environment conducive to the growth and development of both the organization and the individuals through introduction of participative management philosophy.
- Fulfilling social commitments to the society. Achieving constructive cooperation and building personal relations with stakeholders, peers, and other related organization.
- Striving clean and green project environment with minimal ecological and social disturbances.
- To strive for acquiring NavRatna Status.

ORGANISATIONAL STRUCTURE

Organization Structure



Projects shall mean Hydro Projects in investigation, pre-construction and construction projects including associated Regional / Liaison Office.

PUBLIC INFORMATION CENTRE (PIC)

To maintain transparency and keep the PAPs informed SJVN has established PICs at Projects where all documents such as socio-economic survey reports, R&R Plans/ReAPs specific to the project, policy and other relevant documents are kept for public view. The PAPs are encouraged to refer to any document and can register their queries/grievances in a register kept at the PIC. R&R officers are available at PIC for interacting with PAPs & listening to their grievances and explaining them the documents.

2. POWERS AND DUTIES OF EXECUTIVES AND Non- EXECUTIVES

The powers and duties of the officers and employees of the Company stems mainly from the provisions of the Companies Act, 2003 and Memorandum & Articles of Association of the company. The officers and workmen of the Company carry out the business operations of the Company in line with the objectives specified in the Memorandum of Association of the Company.

While discharging duties and responsibilities, all employees are to comply with the applicable provisions of the all applicable statutory rules and regulations framed thereunder.

The DOP is available with Public Information Officer and also available on web site.

3. PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Overall management of the Company rests with the Board of Directors of the Company, the highest decision making body within the Company. SJVN being joint venture of Govt. of India and Govt. of Himachal Pradesh the Board of Directors of the Company is also accountable to Government of India and the Govt. of Himachal Pradesh. The day-to-day management of the Company is entrusted with the Chairman & Managing Director who is supported by Functional Directors and other Officers and staff of the Company.

The Board of Directors has also set up several Committees with specific functions and powers.

For effective discharge of his functions, the Board of Directors has delegated substantial powers to the Chairman & Managing Director. The Chairman & Managing Director, in turn, has delegated specified power to Functional Directors/Officers subject to due control being retained by him and subject to such conditions which are consistent with the need of prompt, effective and efficient discharge of responsibilities.

The Chairman & Managing Director is accountable to the Board of Directors. Functional Directors are accountable to the Chairman & Managing Director. The Officers are accountable to concerned Functional Directors.

The key areas for our organization are:

Contracts:

There are specific contract/Procurement departments at corporate office Shimla. These are

i) Electrical Contracts

Electro Mechanical Components and related material is procured or contracted through this department headed by an officer of GM Level.

ii) Civil Contracts

All civil components are procured or contracted through this department headed by an officer of CGM level.

Recruitment:

Sanction, abolition and operation of posts including re-appropriation of posts

- For Executives up to E6 Level Full powers are with Director (Personnel).
- For Non-Executive Posts The Full Powers are with General Manager (P&A)

- In case of Projects powers are with Head of Project in case of non-executive post but HOP should be GM or above.

Billing:

We are a power generating company, this power is being supplied to various state electricity boards and bills are raised accordingly from these boards. These billings are carried by a separate department i.e C&SO which is presently headed by an officer of CGM rank.

Budgeting:

All the budgeting of planned and non-planned expenditure is carried out by Corporate Planning Department Presently headed by an Officer of GM rank.

Payments:

All the payments due from SJVNL are done through finance department of respective site.

4. THE NORMS SET FOR DISCHARGE OF FUNCTIONS

We at SJVN are committed to continuously strive for Quality and fully satisfying customer's needs by means of State of the Art Technology, Excellence in Engineering and Continual improvement in Quality Management for generating reliable and ecofriendly power.

Being an ISO 9001:2015 company, the detailed procedure is laid with periodical review and annual assessment of noncompliance.

5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF THEIR FUNCTIONS

The Company has well defined procedures and guidelines for discharge of various functions. These are highlighted below:

1) Delegation of Powers

The Board of Directors has delegated power to the Chairman & Managing Director of the Company who in turn has delegated power to the Functional Directors/ Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them.

2) Structured Policies and Guidelines

SJVN is having well-structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.

3) Manuals

SJVN has procedural manuals covering all important activities viz Purchase Manual, Stores Manual, Handbook of site contracts, Insurance Manual, Accounts Manual, Human Resources Manual etc. These manuals ensure carrying of activities in a systematic and standardized manner

and eliminate the scope of exercise of discretion. While discharging the functions covered by these Manuals, the officers follow the provisions of these manuals.

4) Guidelines of Department of Public Enterprises

SJVN being a Public Sector Enterprise follows the guidelines of Department of Public Enterprises and directives of Government of India issued from time to time.

5) Guidelines of Chief Vigilance Commission

SJVN being a Public Sector Enterprise follows the guidelines of Chief Vigilance Commission.

6) Compliance of provisions of Statutes etc.

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes and Rules and Regulations. Important Internal Rules, Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

A) Matters pertaining to company affairs

(i) Memorandum & Articles of Association

(ii) President Directives issued from time to time.

(iii) Decision of shareholders in the General Meetings as contained in the minutes book.

(iv) Decisions of the Board of Directors and sub-committees of the Board from time to time as contained in the minutes book.

(v) Codes of Conduct for Board Members and Senior Management Personnel,

(vi) General Power of Attorney issued in favour of Officers of the Company.

6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL

Various categories of documents that are being held by the Company or under its control as given below:

A) Documents pertaining to incorporation

i. Memorandum & Articles of Association

B) Documents pertaining to Company Affairs

i. Presidential Directives issued from time to time.

ii. Statutory Registers under the Companies Act, 1956

iii. Statutory Registers under other applicable Acts and Rules & Regulations

iv. Annual Reports

v. Annual Returns

vi. Returns & Forms filed with the Registrar of Companies, etc.

vii. Joint Venture Agreements, when entered.

C) Documents pertaining to Board Meeting & General Meetings

i. Agenda Papers of Board Meetings

ii. Minutes Book of meetings of the Board of Directors

iii. Agenda papers of Board sub-committees

iv. Minutes Book of meetings of Board sub-committees

v. Notices and Minutes Book of General Meetings of the shareholders, etc.

❖ Documents pertaining to incorporation for public are available at the office of Company Secretary.

7. THE PARTICULARS OF ANY EXISTING ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

• Visit to the link http://www.sjvn.nic.in/rti_rti_home.asp

8. STATEMENT ON THE BOARDS, COUNCILS, COMMITTEES AND OTHERBODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITSPART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHERMEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHERBODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCHMEETINGS ARE ACCESSIBLE TO THE PUBLIC

Board of Directors

The business of the company shall be managed by Board of Directors consisting of Full Time Directors and Part Time Directors. SJVN is headed by a full time Chairman & Managing Director and four functional Directors viz, Director (Finance), Director (Personnel), Director (Electrical) and Director (Civil). In addition, there are two part time Directors representing Govt. of India and Govt. of Himachal Pradesh. Also there are four independent Non-Official Part Time Directors.

Sh. N.L. Sharma

Chairman cum Managing Director

Sh. A.S. Bindra
Director(Finance)

-
Director(Personnel)

Sh. R.K. Bansal
Director(Electrical)

Sh. Kanwar Singh
Director(Civil)

Government Nominee Directors

Smt. Archana Aggarwal
GoI Nominee

Sh. Tarun Kapoor
GoHP Nominee

Independent Directors

Sh. Ganesh Dutt

Sh. Pravinbhai Patel

Sh. Shamsher Singh Uppal

Dr. Rajni Sarin

Sub-Committees of the Board:

Board of Directors has the following sub-committees:

- a. **Audit Committee.**
- b. **Nomination and Remuneration Committee**
- c. **Investment Committee**
- d. **Committee for Allotment and Post Allotment Activities**
- e. **Empowered Committee**
- f. **Investor Grievance Committee**
- g. **CSR,SD and R&D Committee**

9. A DIRECTORY OF OFFICERS AND EMPLOYEES

Directory of SJVN employees: Visit list of employees section under RTI corner

10. Statement of Monthly remuneration received by each of officers and employees

Including system of compensation as provided in its regulations

The details can be had from office of PIO.

The remuneration of the Officers of the Company is governed by the guidelines of the Department of Public enterprises, Government of India. The pay scales of officers are on Industrial DA pattern.

The remunerations of employees are fixed through negotiations with Employee's Unions subject to the overall guidelines of Department of Public enterprises, Government of India.

Pay Scale of Executives

E0	30,000-3%-1,20,000
E1	40,000-3%-1,40,000
E2	50,000-3%-1,60,000
E3	60,000-3%-1,80,000
E4	70,000-3%-2,00,000
E5	80,000-3%-2,20,000
E6	90,000-3%-2,40,000
E7	1,00,000-3%-2,60,000
E8	1,20,000-3%-2,80,000
E9	1,50,000-3%-3,00,000

Pay Scale of Supervisors

S1	16000-35500
S2	17000-37000
S3	18500-40000
S4	20000-42500

Pay Scale of Workmen

W1	10500-23000
W2	11000-24500
W3	11500-26000
W4	12500-27500
W5	13500-29500
W6	14500-32000
W7	15500-34500
W8	16000-35500
W9	17000-37000
W10	18500-40000

Rate of Annual Increment for all categories viz. Executive/Supervisor/Workmen will be 3% and the amount of each increment shall be rounded off to next ` 10/- (Ten)

11. THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE.

Amounts in ` crores

Head	BE 2017-18	BE 2018-19
Planned expenditure	1068	935

12. THE MANNER IN EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

No subsidy programme has been executed by SJVNL

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE COMPANY

SJVNL does not grant any concession, permits or authorization.

14. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE OR HELD BY THE COMPANY, REDUCED IN AN ELECTRONIC FORM

The following documents are available and held by the Company in electronic form:

1. Annual Reports (contains information pertaining to financial & physical performance)
2. Delegation of Powers
3. Procurement Policy

* All are available under RTI corner of web site of SJVNL.

15. PUBLIC INFORMATION OFFICERS:

Public Information Officers				
Sr.	Name S/Shri	Designation	Address	Ph. No.
1.	Narinder Kumar	AGM (Law)	SJVNL Corporate Office Complex, Shanahan, Shimla (H.P.) – 171006	0177-2660291
2.	P.S. Negi	GM (HR)	Nathpa Jhakri Hydro Power Station, P.O.- Jhakri, Distt. Shimla	01782-275461
3.	C.S. Yadav	AGM (HR),	Rampur Hydro Power Station, Jhakri, Shimla (H.P.)	01782-275202
4.	Baljeet Singh	AGM (HR)	Luhri Hydro Electric Project, P.O. – Sunni, Distt. Shimla	0177-2786586
5.	Vijay Thakur	AGM (I/c)	Devsari Hydro Electric Project, Thralli	01363-271477
6.	R.K. Jagota	AGM (I/c)	NM HEP, Mori	01373-234370

7.	J.K. Mahajan	AGM (I/c)	JS HEP, Mori	
8.	Vinod Anand	DGM (I/C)	Dhaura Sidh HEP, H.No.113, Ward No. 1, Krishna Nagar, Hamirpur, (H.P.)	01792-223237
9.	N.P. Sinha	SM(HR)	STPL, Radha Nagar, Sainik Colony, Buxar	06183-222228
10.	Romesh Kapoor	CGM (I/c)	APHEP, The Mai House, A Sector, Model Village, Naharlagun	0360-2350089
11.	D.Wadhera	GM (I/c)	KWPP, Plot No. 51, Shivaji Nagar, Sinnar	02551-223636
Assistant Public Information Officers				
1.	Manish Sharma	Mgr. (HR)	SJVN Corporate Office Complex, Shanahan, Shimla (H.P.) – 171006	-----