

1. PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

The Satluj Jal Vidyut Nigam Limited – SJVN (formerly Nathpa Jhakri Power Corporation Limited - NJPC) was incorporated on May 24, 1988 as a joint venture of the Government of India (GOI) and the Government of Himachal Pradesh (GOHP) to plan, investigate, organize, execute, operate and maintain Hydro-electric power projects. The present authorized share capital of SJVN is Rs 4500 crores.

The Nathpa Jhakri Hydro – Electric Project – NJHEP (1500 MW) was the first project undertaken by SJVN for execution. In addition to the financial assistance from the World Bank, SJVN has also been financed as loan by a Consortium of European Banks, the Power Finance Corporation (PFC) and various domestic commercial banks.

Unit	Synchronization	Commercial Generation
Unit – 6	November 23, 2003	January 02, 2004
Unit – 5	September 20, 2003	October 06, 2003
Unit – 4	January 22, 2004	March 30, 2004
Unit – 3	February 13, 2004	March 31, 2004
Unit – 2	March 09, 2004	May 06, 2004
Unit - 1	March 31, 2004	May 18, 2004

Besides the social and economic upliftment of the people in its vicinity, the 1500 MW NJHEP has been designed to generate 6950.88 MU of electrical energy in a 90% dependable year with 95 % machine availability. It is also providing 1500 MW of valuable peaking power to the Northern Grid.

Out of the total energy generated at the bus bar, 12 percent is supplied free of cost to the home state i.e. Himachal Pradesh. From the remaining 88% energy generation, 25% is supplied to HP at bus bar rates. Balance power has been allocated to the beneficiary states / UTs of Northern Region by Ministry of Power, Government of India.

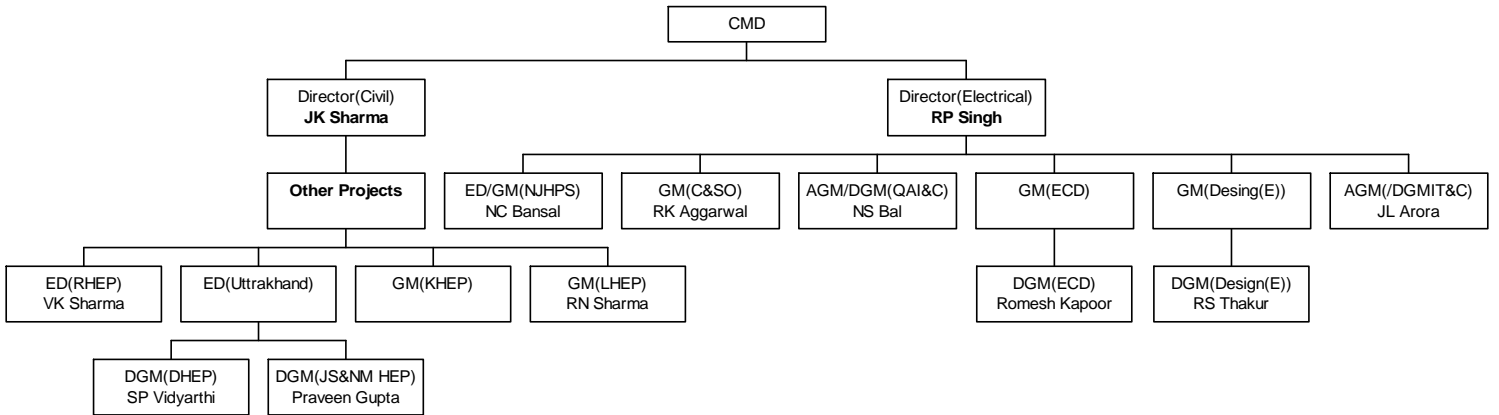
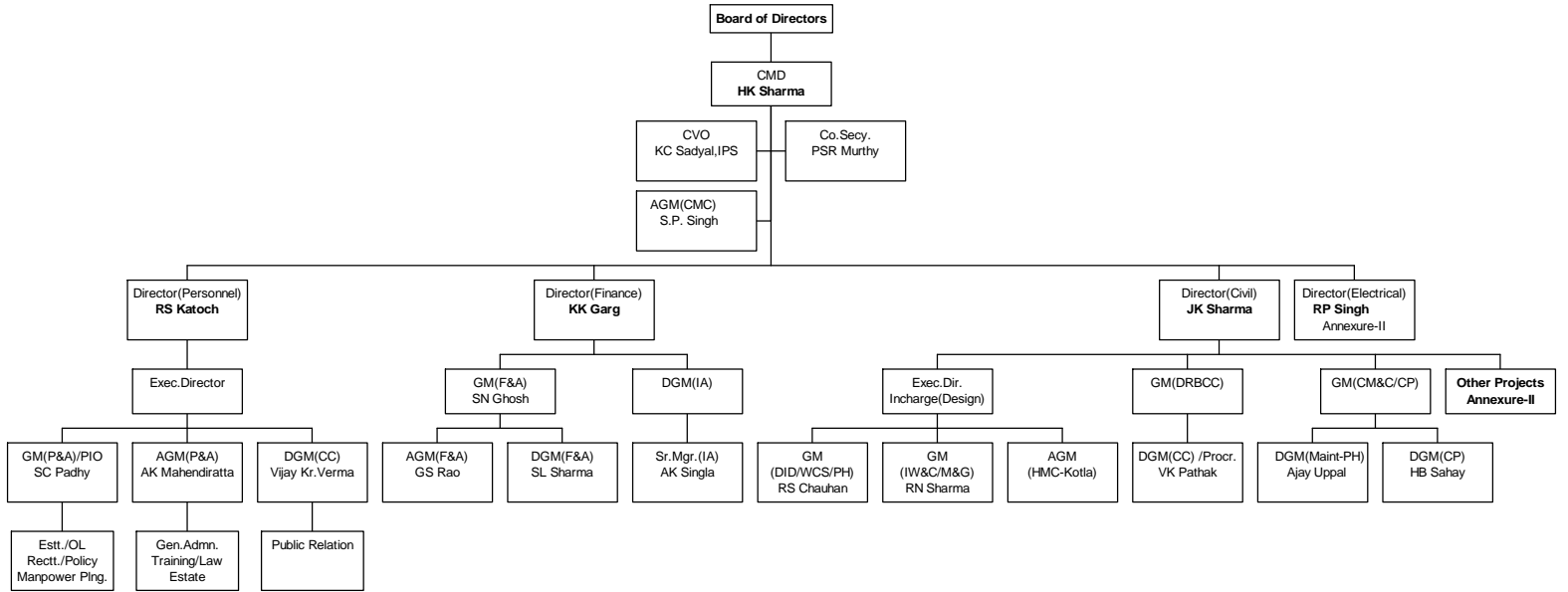
Besides above, indirect benefits have also accrued to the region by way of increase in agriculture and industrial production. In addition, the project has provided gainful employment to a large number of skilled and unskilled workers and has also opened the landlocked hinterland by providing essential facilities such as schools, hospitals etc. for the people of the area. Thus, 1500 MW NJHEP has ushered in the social and economic up-liftment of the persons living in the vicinity of the Project i.e. of society at large.

Presently major civil works of corporations second project i.e. 412 MW Rampur Hydroelectric projects have been awarded ,while corporation is working on five more projects in Himachal Pradesh and Uttrakhand.

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	No Disinvestment till Date.
e) Present status	A Government Company within the meaning of Section 617 of the Companies Act, 1956. SJVNL is a Private Limited Company.
f) Share Capital	
i) authorized	Rs. 4500
ii) Subscribed, issued & paid-up	Crores Rs. 4108.814 Crores
g) Present Shareholding	The shareholding pattern as on 23 January 2007 is given below:

Organizational Structure:

SJVN



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, 1956 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 there under.

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 organisation 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 AGM Level.

ii) Civil Contracts

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

Recruitment:

Sanction, abolition and operation of posts including reappropriation of posts

- For Executives upto 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 GM rank.

Budgeting:

All the budgeting of planned and non planned expenditure is carried out by Corporate Planning Department Presently headed by an Officer of DGM 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 eco-friendly power.

Being an ISO 9001:2000 company, the detailed procedure is laid with periodical review and annual assessment of non compliance.

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 standardised 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 OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE TO THE PUBLIC

Board of Directors:

The Management of the Company is vested with the Board of Directors. In terms of the Articles of Association of the Company the Board of Directors can have minimum 6 (Six) Directors and maximum 15 (fifteen) Directors. Some of the Directors may be whole time functional Directors others may be part-time. At least 25 (Twenty five) percent of Directors, subject to a minimum of 2 Directors should be whole time functional Directors.

The Composition of the Board of Directors is given below

s. NO.	Name	Designation	Date of Appointment
Functional Directors			
1	Shri H.K. Sharma	Chairman & Managing Director	08.07.2005

2	Shri J.K. Sharma	Director (Civil)	14.06.2006
3	Shri R.S. Katoch	Director (Personnel)	25.09.2006
4	Sh.K.K. Garg	Director (Finance)	07.05.2007
5	Sh.R.P. Singh	Director (Electrical)	01.11.2007
Part-Time Official Directors – Govt. of India Nominees			
1	Shri Gurdial Singh	Member (HE) Central Electricity Authority Sewa Bhawan, R.K. Puram, New Delhi 110066	12.01.2005
2	Shri Rajesh Verma	Joint. Secy & Financial Advisor Ministry of Power Shram Shakti Bhawan, Rafi Marg, New Delhi	23.07.2007
3	Shri J.S. Kawale	Joint. Secy (Hydro) Ministry of Power Shram Shakti Bhawan, Rafi Marg, New Delhi 110066	03.09.2007

4	Shri Ajay Mittal	Secretary (Power) Govt. of H.P. H.P.Govt. Secretariat, Shimla 171002	--
5	Shri Arvind Mehta	Secretary (Finance) Govt. of H.P. H.P.Govt. Secretariat, Shimla 171002	12.07.2007

Sub-Committees of the Board:

Board of Directors has the following sub-committees:

- 1. Audit Committee.**
- 2. Share Allotment and Transfer Committee.**
- 3. Committee of Directors for Investment of Surplus Funds**

The compositions of the Sub-Committees of the Board as on

23 January 2007 are given below:

a) Audit Committee

The committee comprises following Directors:

1. Shri Rajesh Verma, JS & FA, Ministry of Power, Govt. of India.
2. Shri Arvind Mehta, Secy. (Finance), Govt. of H.P.
3. Shri J.K. Sharma, Director (Civil), SJVNL.

b) Share Allotment and Transfer Committee.

The committee comprises following Directors:

1. Shri H.K. Sharma, Chairman & Managing Director,SJVNL
2. Shri K.K. Garg, Director (Finance),SJVN

c) Committee of Directors for Investment of Surplus Funds

The committee comprises following Directors/ Officers:

1. Shri H.K. Sharma, Chairman & Managing Director,SJVNL
2. Shri R.S. Katoch, Director (Personnel), SJVN
3. Shri K.K. Garg ,Director(Finance),SJVN

9. A DIRECTORY OF OFFICERS AND EMPLOYEES

Directory of SJVN employees: Visit list of employees section under RTI corner (provision of link)

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 Union subject to the overall guidelines of Department of Public enterprises, Government of India.

Pay Scale of Executives

Level	2003 (Ad-hoc)
E1	8600-250-14600
E2	10750-300-16750
E2A	-
E3	13750-350-18650
E4	16000-400-20800

E5	17500-400-22300
E6	18500-450-23900
E7	19000-450-24400
E7A	19500-475-25200
E8	20500-500-26500
E9	21500-550-27000

Pay Scale of Supervisors

S1	7300-12660
S2	7900-13700
S3	8600-14920
S4	9300-15590
SG	

Rate of annual increment in the revised scales of pay will be 3.5% of the basic pay drawn on the date of increment.

Pay Scale of Workmen

W1	4400-8430
W2	4700-9010
W3	5000-9580
W4	5400-10350
W5	5800-10790
W6	6200-11200
W7	6700-11750
W8	7300-12660
W9	7900-13700
W10	8600-14920
W11	9300-15590

Rate of annual increment in the revised scales of pay will be percentage of the basic pay drawn on the date of increment, as per details given below:

Sl. No.	Grade	Rate of Increment
1.	W1-W7	3%
2.	W8-W11	3.5%

NOTE: In addition to above accommodation in Company quarter on nominal rent (where available). Leave as per Rule, Leave Travel Concession, Free medical Treatment/reimbursement, Subsidized Canteen facilities, Self Contributory Superannuation Benefit Fund, Provident Fund, Productivity Incentive, Performance Linked Incentive are also admissible as per Company's Rules.

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

HEAD	BE 2006-07	RE 2006-07	BE 2007-08
PLANNED Exp.	290.51	510.31	642.80

12. THE MANNER INOF 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

SJVN 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. Generation Reports
3. HR Manual
4. Delegation of Powers
5. Procurement Policy

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

15 PUBLIC INFORMATION OFFICERS:

Sl. No.	Name S/Shri	Desig./ Location	Address	Phone No.
1.	S.C. Padhy	GM(P&A)/ Corporate Office	SJVN Ltd., Corporate & Registered Office, Himfed Building, New Shimla Building, New Shimla – 171009 (HP)	0177-2670005
2	A.K. Mukherjee	AGM (P&A)/ NJHPP	Nathpa Jhakri Hydro- Power Project, Jhakri , Distt. Shimla (HP)	01782-275461
3	R.R. Sinha	DGM (P&A)/ RHEP & KHEP	Rampur Hydro-electric Project, Jhakri Distt. Shimla (HP)	01782-275202
4	Mukul Tirkey	DGM (P&A)/ LHEP	Luhri Hydro-electric Project, PO Sunni, Distt. Shimla (HP)	0177-2786586
5	S.P. Vidyarthi	DGM (I/C)/ DHEP	Devsari Hydro-electric Project, Tharali, Uttrakhand	01363-271477
6	Praveen Gupta	DGM (I/C)/ JS&NM	JS&NM Hydro electric Project, PO Mori, Uttarkashi (Uttarakhand)	01373-234370

ASSISTANT PUBLIC INFORMATION OFFICER

Sl. No.	Name S/Shri	Desig.	Address	Phone No.
1.	Ashish Pant	Sr. PRO/ Dehradun	SJVN Ltd. Expediting Office, Uttaranchal 209, Phase-1, Vasant Vihar, Dehradun	0135-5532138
2	Manish Sharma	APIO/ Corporate Office	SJVN Ltd. Corporate & Registered Office, Himfed Building, New Shimla Building, New Shimla (HP) – 171 009.	0177-2670011