



SJVN Limited
Civil Contract Department
Corporate Headquarter, Shanan, Shimla

(Our Shared Vision: 5000 MW by 2023-24, 25000 MW by 2030 & 50000 MW by 2040)

Ref. No. SJVN/CHQ/CCD/Circular- 641

Dated: 23.08.2023

System Circular

Contracts for Manpower Outsourcing, hiring of cameraman for still photography or videography and running of industrial canteen etc. are being awarded from various units / departments / projects of SJVN. It has been noticed that some of the units / departments / projects are awarding these contracts under "Service" category while others are awarding these contracts under "Works" category. However, such contracts fall under service category as per the provisions of SJVN's Procurement & Work Policy (P&WP) & General Financial Rules (GFR). Undertaking / contracting out "Services" under "Works" category and following the delegation of power envisaged for 'works' is not in order.

In view of above, all concerned are advised to follow the correct procedure in line with the relevant provisions of SJVN's P&WP & GFR and consider the contracts of above nature under "Service" category. The approval for such contracts is required to be obtained under relevant clauses of Delegation of Power specified for procurement of "Services"

Above is for strict compliance at all levels.

This issues with the approval of the Competent Authority.

S. Marasamy
23/08/2023

(S Marasamy)
HoD (Civil Contract)

Distribution:

1. SM(Tech.) to CMD
2. DM/ES/PS to D(P) / D(F) / D(E)
3. ES/PS to CVO
4. All HOPs / HODs /CEOs



एसजेवीएन लिमिटेड
सतर्कता विभाग, निगमित मुख्यालय
शक्ति सदन, शनान, शिमला -171006

Our Shared Vision: 5000 MW by 2023, 25000 MW by 2030 and 50000 MW by 2040

Ref: SJVN/CHQ/Vig/23- 416-419

Dated: 02.08.2023

OFFICE CIRCULAR

During the execution of the contract, especially at construction sites, various events/obstacles/hindrances are encountered which affects overall working and progress of work at the various sites. Such events are required to be recorded in the Hindrance Register along with exact date of occurrence and necessary details, which are significant for calculation of delay attributable to either party at a later stage.

In this regard, it has been observed in some cases that Hindrance Registers are neither maintained properly at sites nor are signed by both the parties executing the contract. Also, it is found that similar entries are made repeatedly in the Hindrance Register, thereby, defeating the very purpose of maintaining such register.

Accordingly, it is advised that Hindrance Register be maintained properly at sites recording therein the exact date of occurrence, nature of occurrence and other specific details as per format prescribed under Appendix-I of Procurement and Works Policy. Further, it may be ensured that such Hindrance Register is signed by both, officials from SJVN and by Contractor/representatives of Contractor. In case, where Contractor refuses to sign the Hindrance Register, the same may be communicated to him through letter/email etc.

This is for strict compliance at all levels.

This issues with approval of the Competent Authority.


(Anil Kr. Goel)

Deputy Chief Vigilance Officer

Distribution:

1. Sr. Manager (Tech) to CMD
2. D(P)/D(F)/D(E)
3. CVO
4. All HOPs/HODs/CEOs
5. Office Order File



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शक्ति सदन, शनान, शिमला -171006

Our Shared Vision: 5000 MW by 2023, 25000 MW by 2030 and 50000 MW by 2040

Ref: SJVN/CHQ/Vig/23-412-415

Dated: 02.08.2023

OFFICE CIRCULAR

By following due process, Single Tender Enquiry (STE), Limited Tender Enquiry (LTE) and Open Tender Enquiry (OTE) are floated for procurement of goods, works and services. Tendering process starts from the publishing of tender enquiries through various online portals viz GeM, CPPP, SJVN portal etc.

In this regard, during publishing of tenders, it has been observed that key information like dates, time, type of tender mentioned on various online portals/print media is dissimilar and not same to the ones published in other portals/print media. Such discrepancies may lead to legal complications and may also cause disputes.

Accordingly, it is advised that all tender issuing authorities shall ensure that the key information regarding the tender being floated should be similar in all online portals (GeM, CPPP, SJVN portal etc.)/print media, wherever the said tender is published.

This is for strict compliance at all levels.

This issues with approval of the Competent Authority.


(Anil Kr. Goel)

Deputy Chief Vigilance Officer

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शक्ति सदन, शनान, शिमला -171006

Our Shared Vision: 5000 MW by 2023, 25000 MW by 2030 and 50000 MW by 2040

Ref: SJVN/CHQ/Vig/23- 420-123

Dated: 02.08.2023

OFFICE CIRCULAR

Every worksite maintains a site order book wherein the comments/observations/instructions of higher officials, while conducting the inspection of the work, are recorded.

In this regard, it has been observed that few project sites have failed to maintain proper site order book and record the observation of higher officials in respect of execution of work.

Accordingly, it is advised that every site shall maintain a site order book wherein observations of higher officials are duly recorded. It is significant to note that it is only after compliance of observations raised by higher officials in site order book, it shall be deemed that the observation raised in the site order book stands closed.

This is for strict compliance at all levels.

This issues with approval of the Competent Authority.


(Anil Kr. Goel)

Deputy Chief Vigilance Officer

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एसजेवीएन लिमिटेड
निगमित सतर्कता विभाग,
शक्ति सदन, शनान- शिमला, हिमाचल प्रदेश

Our Shared Vision: 5000 MW by 2023, 25000 MW by 2030 and 50000 MW by 2040

Ref No. SJVN/CHQ/Corporate Vigilance/2023- 158

Date: 01.06.2023

परिपत्र

Government is emphasizing more and more on digitization of records in order to make system more robust and transparent. Record Management has always remained a critical activity of the government functioning, as it is viewed as a key to efficient administration. SJVN is also contributing lot to achieve the goal by adopting its activities in online mode and enhancing paperless working.

In this regard, various vigilance activities viz vigilance clearance portal, vigilance complaint module, suggestions for systemic improvements, intimation of Immovable/Movable properties and submission of Annual property return are now online and working satisfactorily.

In this connection, now vigilance department is envisioned for the digitization of record related to intimation of Immovable/Movable properties of employee, which was previously submitted by employee in hard copy, before (July 2020) the availability of online platform for such records.

Accordingly, it is hereby directed that every employee of SJVN (except board level executives) is required to submit the intimation of Immovable properties which the employee has mentioned in the APR submitted for year 2022 through on-line form "**Intimation of Movable/Immovable properties**" available in ESS portal. The intimation of Immovable property which was already given in online form is not required to be submitted again. Once the online intimation would be available to vigilance department, it will be verified and approved as per existing hard records. Thereafter, approved records shall always be available in ESS Portal for the reference of employee as well as authority concerned. Also, all employees have to furnish the intimation of their ancestral/inheritance/gifted immovable properties mentioned in APR-2022. Further, in case of movable property, intimation of vehicle mentioned in APR-2022 is mandatory required to be furnished.

Concerned HOD is enjoined upon to ensure the compliance of aforesaid online intimation from employee in their control. Also, less proficient employee (workman cadre) may be assisted in their filing for this purpose & a nodal officer be notified to ensure compliance.

Time line for submission of the intimation will be 10 days for employees of CHQ, Shimla and 15 days for projects/units/subsidiaries of SJVN from the date of issue of this circular. The matter may be taken on priority, please.

(प्रेम प्रकाश)

मुख्य सतर्कता अधिकारी
एसजेवीएन लिमिटेड



SJVN Limited
Director (Finance) Sectt.
Shimla

Ref: SJVN/CHQ/DF/2023/217

Dated: 10.04.2023

System Circular

Sub: Mechanism for release of payment to third parties.

Recently, it has been observed that there is an increase in number of cyber-attacks which may result in financial frauds. Therefore, all officials of Finance departments must remain vigilant and take necessary precautions while working online and releasing payment to third parties. To avoid any such incidence, it is advised that no official financial transaction is carried out without following the proper procedure and ensuring the genuineness of the transaction.

To safeguard the interest of the organization, the following guidelines must be followed strictly while releasing the payment:

1. Before any payment (including advance) to third party is processed, the official who is processing and passing the bill/ payment will ensure that all required documents are in order and have been properly authorized by the respective officials of the concerned department as per the delegation of power.
2. The authenticity of all documents/ invoices and cross-checking them against the award letter, purchase/ work orders and other relevant documents shall also be verified by the bill/ payment passing person.
3. Ensure that all payments are made only to authorized vendors and their banking information is accurate.
4. The officials signing the cheques/ approving the payments on net-banking portal will ensure that payment request has been authorized/ approved by the appropriate executive of the concerned finance section as per delegation of power.
5. Authorized signatories approving the payment through net-banking portal shall ensure that the bank details such as account number, IFSC etc. of party is as per approved payment request/ voucher.
6. Keep accurate records of all payment transactions and ensure that they are properly documented.
7. No payment shall be released on the basis of communication received through verbal or on telephone, on WhatsApp, SMS messages etc. from any authority in the

(Signature)
17/04/2023

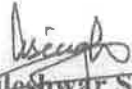
(Signature)
17/04/2023

(Signature)
17/4/23

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organization until and unless it is supported by proper documentary evidences and approval of competent authority as per delegation of power.

Each person of the finance department must ensure compliance with these guidelines.


(Akhileshwar Singh)
Director (Finance)
10/04/23

Distribution:

1. Sr. Manager (Tech) to CMD/GM(Tech) to D(P)/ AGM(Tech) to D(E)
2. CVO
3. CEO/CFO, SGEL
4. CFO, STPL
5. CFO, SAPDC
6. GM (Finance), Shimla
7. All HoD (Finance)

Dob
11/ April / 2023

Dy CVO



SJVN LIMITED
Corporate HR DIVISION
SHANAN, SHIMLA-6

Our Shared Vision – 5000 MW by 2023, 25000 MW by 2030 & 50000 MW by 2040

SJVN/CC/HR/Pol./15(26)/Vol.VII/2023 /10008.

Dated: 20.02.2023

CORPORATE HR CIRCULAR No. 859/2023

Sub: Procedure/Guidelines for online communication/approval on Virtual Platform (WhatsApp) – Withdrawal thereof.

The Procedure/Guidelines for online communication/approval on Virtual Platform (WhatsApp) notified vide CHRC No. 837/2022 dated 19.08.2022 and CHRC No. 856/2023 dated 30.01.2023 stand withdrawn with immediate effect. Thus, WhatsApp shall henceforth no longer be used as a platform to obtain official approvals.

This issues with the approval of Competent Authority.

Neena Chauhan
(Neena Chauhan) 20/2/23
DGM (Policy)

Distribution Through e-mail :

1. CMD
2. D(P)/D(F)/D(E)/CVO
3. All CEOs/HOPs/HODs/Location Incharge(s) - for information of all employees under them.
4. SJVN Intranet

SJVN Limited
O/o Chairman and Managing Director
Corporate Head Quarters, Shimla

Ref No. SJVN/CMD/2023-07

Dated 23-01-2023

Advisory

Off late, it has been observed that there is an increase in number of cyber attacks resulting in many financial frauds and loss of money. The fraudsters have devised various methods to defraud people. Hence, its everyone's responsibility to remain vigilant and cautious while performing any transaction.

However, to safeguard the interests of the organisation, it is advised that all concerned must ensure that no official financial transaction is done without following the proper procedure and without ensuring the genuineness of the transaction.

For strict compliance by all concerned.

N L Sharma
(N L Sharma) 23.1.23

Chairman and Managing Director

Distribution:

1. D(P)/D(F)/D(E)
2. CVO
3. All HOPs/HODs/CEOs
4. Office Order File

Dy (CVO)

For strict compliance by all.

3721491
24/01/2023

Dy. CVO
Q. No. 1
Mgr-I
Mgr-II
Dy. Mgr.
Asstt. Mgr.

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PS
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SJVN Ltd.
Corporate Civil Contracts Department
Corporate Head Quarter, Shanam

(Our Shared Vision : 5000 MW by 2023, 25000 MW by 2030 & 50000 MW by 2040)

Ref. No. SJVN/CHQ/CCD/Circular/2023- 57

Dated: 24/01/2023

CIRCULAR

Contracts invariably contain provision for obtaining Contract Performance Guarantee (CPG) / Performance Security Deposit (PSD) from the Contractors/Suppliers to ensure due performance of the Contract. The Procurement & Works Policy (P&WP) provides for timeline for obtaining the CPG/PSD and penal provisions in case of delay in submission by Contractors/Suppliers. The Contracts also contain provision for grant of Extension of Time (EOT) in case work/supplies are delayed due to one or the other reasons and periodicity for processing of EOT cases and communicating the same to Contractors/Suppliers.

It has been observed that in some cases, contractors have been granted relaxations in submission of CPG/PSD without interest being levied on them for delayed submission and without any justified reasons. Further contract agreements are signed without ensuring submission of CPG/PSD by the contractors and signing of contract agreement is also inordinately delayed.

Therefore, for ensuring faithful performance of Contracts, the relevant provisions regarding CPG/PSD and EOT in Tender Documents, Delegation of Powers (DOP) and P&WP shall be strictly adhered to. Accordingly, following is directed for compliance of all concerned:

1. The Contracts shall provide timeline for submission of CPG/PSD. The time for submission of the performance guarantee may be decided by NIT approving authority but not beyond 28 days of issue of the letter of intent/Award depending upon the magnitude, urgency of the work.
2. Delayed submission of CPG/PSD may be allowed only in exceptional circumstances for the reasons to be recorded in writing by EIC/OICs. However, in case of any delay in submission, interest shall be chargeable on per day basis on the amount of CPG/PSD @ SBI MCLR as on date of bid submission +200 basis points, for which suitable provision shall be kept in all future contracts.
3. Contract Agreement shall be signed only after submission of required CPG/PSD by the Contractor in line with the relevant provisions of contract and its acceptance by EIC/OICs as per laid down procedure in P&WP/DOP.
4. The following clause is mandatorily required to be incorporated in all future contracts:

"The Notification of Award / Letter of Acceptance will constitute the formation of the Contract until formal agreement is signed and further subject only to the furnishing

*By EIC
OIC*

*Pl. discuss
25/01/2023*

*h-e
25/01/2023*

*=> Compare with approved draft
Compare & Dismissed on 25/01/2023.
Achal
25/01/23*

of a performance security deposit in accordance with the relevant provisions of Tender/Bid Document".

5. The provisions laid down in the Procurement & Works Policy and various Circulars issued from time to time relating to grant of provisional/interim/final EOT (as the case may be) shall be strictly adhered to.

This issues with the approval of Competent Authority.

[Handwritten Signature]
24/01/2023
HOD (Civil Contracts)

Distribution:-

- (i) All HOPs/HODs.
- (ii) CEO, SGEL, Shimla
- (iii) CEO, STPL, Buxar.
- (iv) CEO, SAPDC, Khandbari, Nepal.

Copy for information : ES to CMD/D(P)/D(C)/D(F)/D(E)/CVO.

वितरण सूची

सभी विभागाध्यक्ष निगम कार्यालय शिमला:-

विभागाध्यक्ष: (वित्त एवं लेखा)विभाग, (निगम आयोजना)विभाग, (सिविल अभिकल्प) विभाग, (एचएम अभिकल्प)विभाग, (पर्यावरण)विभाग, (वास्तुकला एवं सीएसयू)विभाग, (गुणवत्ता आश्वासन एवं निरीक्षण)विभाग, (व्यवसाय विकास विस्तार) विभाग, (सतर्कता) विभाग, (मानव संसाधन)विभाग, (मॉनिट्रिंग)विभाग, (विद्युत संविदा)विभाग, (विद्युत अभिकल्प)विभाग, (सी & एसओ)विभाग, (आईटी एवं एसई)विभाग, (आंतरिक लेखा परीक्षा)विभाग, (सुविधा प्रबन्धन)विभाग, (स्ट्रेटजी)विभाग, (कम्पनी सचिव), (भू-विज्ञान) विभाग, (ग्रीन ऐनर्जी) विभाग,

सभी परियोजना/कार्यालय/अधीनस्थ कंपनियों के प्रमुख, का0 एवं प्र0 विभाग के प्रमुख, वित्त एवं लेखा विभाग के प्रमुख:-

1	संपर्क कार्यालय-नई दिल्ली	12	नाथपा झाकडी जल विद्युत स्टेशन-झाकडी
2	लूहरी जल विद्युत परियोजना स्टेज-I विथल	13	नटवर मोरी परियोजना-उत्तराखंड
3	सुन्नी डैम & लूहरी जल विद्युत परियोजना स्टेज-II सुन्नी	14	बीकानेर एसपीपी
4	देवसरी जल विद्युत परियोजना-उत्तराखंड	15	अरुण-3 परियोजना-नेपाल
5	झांगी थोपन पोवारी परियोजना-रिकांगपियो	16	साडला पवन ऊर्जा परियोजना-सुरेन्द्रनगर (गुजरात)
6	ट्रांसमिशन लाईन कार्यालय-मुजफरपुर	17	संपर्क कार्यालय-देहरादून
7	रामपुर जल विद्युत स्टेशन-झाकडी	18	धौलासिद्ध परियोजना-हमीरपुर
8	जाखोल सांकरी परियोजना-उत्तराखंड	19	बक्सर थर्मल परियोजना-बिहार
9	BREDA सोलर पावर प्रोजैक्ट-बिहार	20	खिरविरे पवन ऊर्जा परियोजना-खिरविरे (महाराष्ट्र)
10	चरंका सौर परियोजना-गुजरात	21	चिनाव परियोजना कार्यालय-उदयपुर
11	Bagodra सोलर पावर प्रोजैक्ट-गुजरात	22	Parasan सोलर पावर प्रोजैक्ट-उत्तर प्रदेश