

## 1. PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

**SJVN Limited**, a Navratna 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 55.00% with Govt. of India, 26.85% with Govt. of Himachal Pradesh and rest of 18.15% 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 Net Worth as on 31.03.2025 is Rs.14282.10 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 fifteen projects totaling 4196.50 MW of installed capacity and 123 km Transmission Line. SJVN is presently implementing or operating power projects in Himachal Pradesh, Uttarakhand, Bihar, Maharashtra, Uttar Pradesh, Punjab, Gujarat, Arunachal Pradesh, Rajasthan, Assam, Mizoram, Madhya Pradesh Karnataka and Chhattisgarh in India besides neighboring country of Nepal.

### Portfolio

SJVN aims to be a 25000 MW company by 2030 and 50000 MW company by 2040. Presently, total project portfolio of SJVN is 21374 MW, out of which 4196.50 MW is under operation, 4059.50 MW is under Construction and rests are under various stages of development.

### 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 and associated Transmission system in Nepal.
- (ii) **SJVN Lower Arun Power Development Company Pvt. Ltd. (SLPDC)** – Fully owned subsidiary incorporated for implementation of 669 MW Lower Arun HEP in Nepal.
- (iii) **SJVN Thermal Private Limited** – Fully owned subsidiary incorporated for execution of 1320 MW Buxar Thermal Power Project in Bihar.
- (iv) **SJVN Green Energy Limited (SGEL)** – Fully owned subsidiary incorporated for capacity addition in new and renewable energy sources.

### Joint Ventures:

- (i) **Cross Border Power Transmission Company Limited (CPTC)** – A joint venture of IEDCL, Power Grid, SJVN and NEA with equity participation 38%, 26 %, 26 % and 10 % respectively to construct and maintain 86 km long, 400 kV D/C Transmission Line from Sursund on Indo- Nepal border to Muzaffarpur.
- (ii) **SGEL Assam Renewable Energy Limited (SAREL)** – SJVN Green Energy Limited has incorporated a Joint Venture Company with Assam Power Distribution Company Limited named “SGEL Assam Renewable Energy Limited” on 18.04.2024. SJVN Green Energy Limited holds 51% equity in SGEL Assam Renewable Energy Limited.

<b>a) Date of incorporation</b>	24 <sup>th</sup> May, 1988
<b>b) Mode of incorporation</b>	Incorporated as a Government Company under the provisions of the Companies Act, 1956.
<b>c) Administrative Ministry</b>	Ministry of Power, Government of India.

<b>d) Details of Disinvestments</b>	Listed in BSE & NSE on 20.05.2012.												
<b>e) Present status</b>	A Government Company within the meaning of Section 617 of the Companies Act, 1956. SJVN is a Public Limited Company.												
<b>f) Share Capital</b> <b>i) authorized ii)Subscribed, issued &amp; paidup</b>	Rs. 7000 crores Rs. 3929.80 crores												
<b>g) Present Shareholding</b>	The shareholding pattern as on date is given below: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Category</th> <th>% of Equity</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Govt. of India</td> <td>55</td> </tr> <tr> <td>2.</td> <td>Govt. of HP</td> <td>26.85</td> </tr> <tr> <td>3.</td> <td>Public</td> <td>18.15</td> </tr> </tbody> </table>	S. No.	Category	% of Equity	1.	Govt. of India	55	2.	Govt. of HP	26.85	3.	Public	18.15
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<b>i)Listing with Stock Exchanges</b>	BSE & NSE
<b>ii)Address of Registered Office</b>	SJVN Corporate Office Complex, Shanan, Shimla (H.P.) – 171006 Website: www.sjvn.nic.in
<b>iii)Address of Company's Registrar and Transfer Agent</b>	Alankit Assignment Limited Alankit House,4E/2, Jhandewalan ExtensionNew 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:**

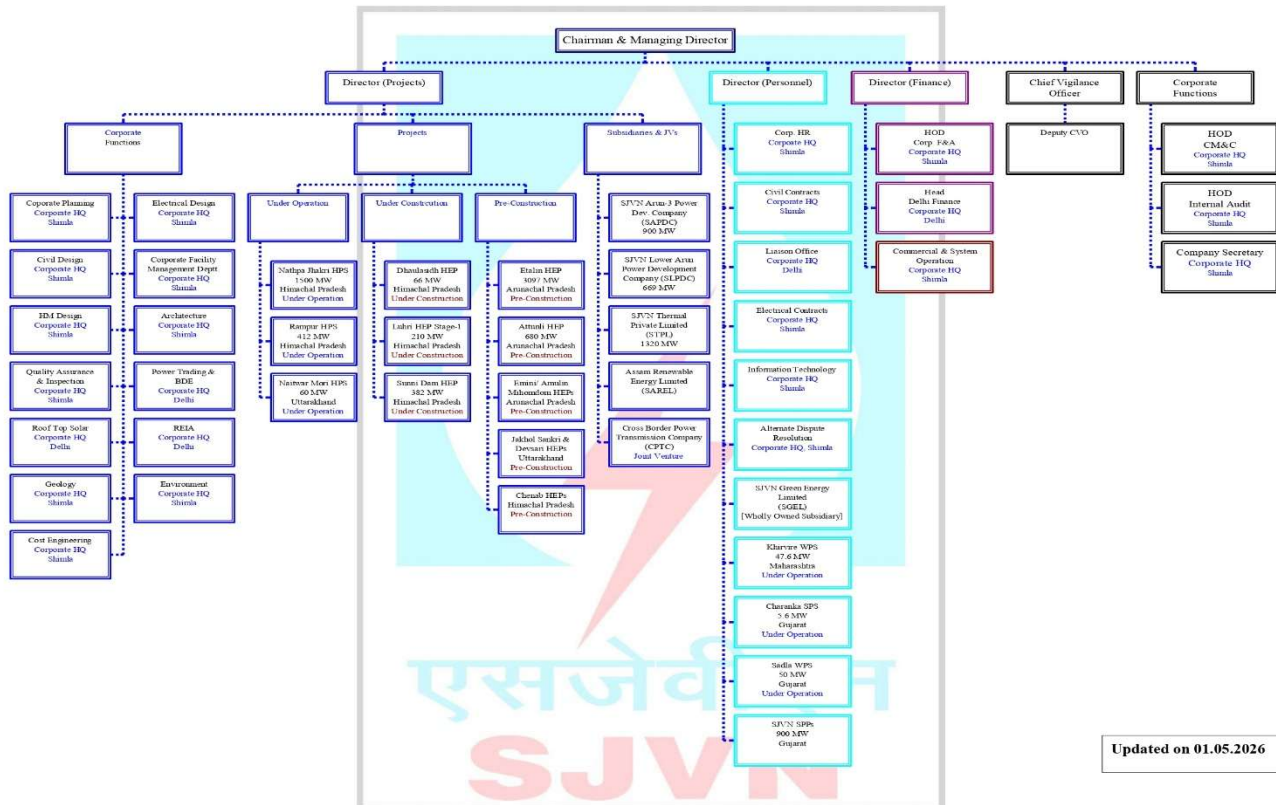
- Developing and operating projects in cost effective and socio-environment friendly manner.
- Nurturing human resources talent with care.
- Adopting innovative practices for technological excellence.
- Focusing on continuous growth and diversification.

### **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 Maharatna Status.

## ORGANISATIONAL STRUCTURE



### PUBLIC INFORMATION CENTRE (PIC)

To maintain transparency and keep the Project Affected People (PAPs) informed, SJVN has established Public Information Centre's (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 there under.

The Delegation of Power (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 Government 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 of 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 CGM Level.

**ii) Civil Contracts**

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

**Man Power Planning (MPP):**

Sanction/ Abolition/ Operation/ Re-appropriation of posts for Recruitment/ Promotion/ Up-gradation/ Re-designation.

- For Executives up to E7 Level. Full powers are with Director (Personnel).
- For Non-Executive Posts. The Full Powers are with CGM (HR) CHQ.

**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 processed 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 CGM rank.

**Payments:**

All the payments due from SJVN are done through finance department of respective units.

**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 minute's 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 <https://sjvn.nic.in/en/rti>

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 business of the Company is managed by a Board of Directors consisting of Whole Time Directors and Part-Time Directors. SJVN is currently headed by a Chairman and Managing Director (CMD) and Three (3) Functional Directors viz. Director (Personnel), Director (Finance) and Director (Projects). In addition, there are Two (2) Part-Time Directors representing the Government of India and Government of Himachal Pradesh. There are also Four Non-Official Part-Time Independent Directors on the Board of the Company.

**Sh. Bhupender Gupta**  
Chairman & Managing Director

**Sh. Parthajit De**  
Director (Finance)

**Sh. Ajay Kumar Sharma**  
Director (Personnel)

**Sh. Suprakash Adhikari**  
Director (Projects)

**Government Nominee Directors**  
**Sh. Shubh Karan Singh**  
GoHP Nominee

**Sub-Committees of the Board:**

Board of Directors has the following sub-committees:

- a. **Audit Committee.**
- b. **Nomination and Remuneration Committee**
- c. **Stakeholders Relationship Committee**
- d. **CSR, SD and R&D Committee**
- e. **Risk Management 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 obtained 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

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 Rs. 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 Rs. Crores

Head	BE 2023-24	BE 2024-25
Planned Expenditure	10000	12000

**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 SJVN.

**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. Delegation of Powers.
3. Risk Management System Manual.
4. Memorandum of Association & Articles of Association.

\* All are available under RTI corner of web site of SJVN.

**15. APPELLATE AUTHORITY/ PUBLIC INFORMATION OFFICERS/ ASSISTANT PUBLIC INFORMATION OFFICERS:**

No.	Name (Sh./Smt.)	Designation	Address	Contact Detail (Telephone No./Email)
<b>Appellate Authority</b>				
1.	Baljeet Singh	CGM(HR)	SJVN Corporate Headquarters, Shanan, P.O. Sanjauli, Shimla, Himachal Pradesh-171006	0177-2660270 <a href="mailto:hod.corporatehr@sjvn.nic.in">hod.corporatehr@sjvn.nic.in</a>
<b>PIOs</b>				
2.	Jaswant Kapoor	CGM(Civil) /HoP	SJVN Chenab Projects Office, Opposite to Post Office, Udaipur, Distt. Lahaul & Spiti, HP-175142	-----
3.	H.M. Sinha	GM(Civil) /In-charge	Liaison Office, Office Block, Tower-1, 6 <sup>th</sup> Floor, NBCC Complex, East Kidwai Nagar, New Delhi -110023	011-61901969
4.	Ashish Pant	GM(PR)	SJVN CHQ, Shakti Sadan, Shanan, P.O. Sanjauli, Shimla, Himachal Pradesh-171006	0177-2660114 <a href="mailto:rti.sjvn@gmail.com">rti.sjvn@gmail.com</a>
5.	O.P. Singh	GM(Mech.) /HoP	Sadla WPS, House No.-03, M.I. Park Society, Opposite M.P. Shah Commerce College Vikash Path Road, Wadhwan City, Surendranagar, Gujarat-363035	02752-234440
6.	O.P. Singh	GM(Mech.) /HoP	Charanka SPS, House No.-03, M.I. Park Society, Opposite M.P. Shah Commerce College Vikash Path Road, Wadhwan City, Surendranagar, Gujarat-363035	02752-234440
7.	Praveen Chandra	GM(Civil) /In-charge	SGEL Assam Renewable Energy Limited (SAREL), 5D, Prithvi Centre, Lachit Nagar Point, G.S Road, Ulubari, Guwahati -781007	<a href="mailto:ceo.sarel@sjvn.nic.in">ceo.sarel@sjvn.nic.in</a>

8.	Vikram Moudgil	GM(Elect.) /HoP	900 MW SJVN Solar Power Projects, B-205, Block-B, JV Business Park, Madhapar, Bhuj, Kachchh, Gujarat - 370020	<a href="mailto:sjvn.phase21.project1@sjvn.nic.in">sjvn.phase21.project1@sjvn.nic.in</a>
9.	Rajesh Kumar	DGM(Comm.)	SJVN Green Energy Ltd., SJVN CHQ, Shakti Sadan, Shanan, P.O. Sanjauli, Shimla, Himachal Pradesh-171006	<a href="mailto:quality.sgel@sjvn.nic.in">quality.sgel@sjvn.nic.in</a>
10.	Shiraz Swan	DGM(Env.) /HoP	Arunachal Projects, Project Site Office Complex, Etalin Dibang Valley District, (A.P.) - 792101	<a href="mailto:etalin.sjvn@sjvn.nic.in">etalin.sjvn@sjvn.nic.in</a>
11.	Manish Sharma	DGM(HR)	Nathpa Jhakri Hydro Power Station, SJVN Limited, Shimla, Himachal Pradesh-172201	01782-275461
12.	Nayab Ahmad	DGM(Civil) /HoP	Khirvire Wind Power Station, SJVN Limited, Plot No. 18, Vijay Nagar, Chatrapati Colony, Sinnar, Maharashtra-422103	<a href="mailto:sjvn.kwps@sjvn.nic.in">sjvn.kwps@sjvn.nic.in</a>
13.	Shailesh Dutt	DGM(HR)	Dhaura Sidh HEP, H. No. 113, Ward No.1, Krishna Nagar, Hamirpur, Himachal Pradesh-177044	01972-223222
14.	Kuldeep Raj	DGM(HR)	SJVN Thermal Pvt. Ltd. (STPL), 169, Patliputra Colony, Near Axis Bank, Patna, Bihar - 800013	06183-295154
15.	Isha Negi	DGM(HR)	Rampur Hydro Power Station, Bayal, P.O. Koyal, Nirmand, District Kullu, HP-172023	01904-265250
16.	Vipul Thakur	DGM(HR)	Sunni Dam Hydro Electric Project & Luhri Hydro Electric Project Stage-II Sunni, Kol Dam Colony, Tehsil Sunni, District Shimla, HP-171301	0177-2786895
17.	Dhiraj Gupta	DGM(HR)	Luhri HEP-I, Village Bithal, PO Shamathala, Tehsil Kumarsain, Distt. Shimla HP-172030	01782-222034
18.	Amit Kumar Sharma	SM(HR)	Naitwar Mori HEP, Vidyut Bhawan, Yamuna Parisar, Bainol, Tehshil- Mori, District- Uttarkashi, Uttarakhand – 249128	<a href="mailto:hrrnmhep@gmail.com">hrrnmhep@gmail.com</a>
19.	Amit Kumar Sharma	SM(HR)	Jakhol Sankhri, Vidyut Bhawan, Yamuna Parisar, Bainol, Tehshil- Mori, District- Uttarkashi, Uttarakhand – 249128	<a href="mailto:hrrnmhep@gmail.com">hrrnmhep@gmail.com</a>
<b>APIO</b>				
20.	Sharda Negi	DM(PR)	SJVN CHQ, Shakti Sadan, Shanan, P.O. Sanjauli, Shimla, Himachal Pradesh-171006	<a href="mailto:rti.sjvn@gmail.com">rti.sjvn@gmail.com</a>