

CORPORATE PLANNING DIVISION

RESPONSIBILITIES

1. Evolving Corporate Plan, Long Term Plan, Five Year Plan and Annual Plans.
2. Obtaining statutory and non-statutory clearances including TEC of CEA, MOEF clearance, PIB/CCEA clearance, SFC/EFC sanctions etc.
3. Preparation of documents for annual and Five Year Plans and discussions with CEA/MOP/Planning Commission.
4. MOU documents and monitoring of DPR in all respects.

FUNCTIONS

1. Evolve Corporate Plan/Annual Plan in consultation with all the concerned divisions.
2. Evolve Five Year Plan and Programmes with assessment of requirement of funds.
3. Deal with issues relating to neighboring countries.
4. Coordination and interaction with CEA, CWC, Planning Commission, MOP, MOEF, MOF, etc.
5. Carrying out studies related to Aquatic life, Catchment Area, and other environmental issues, rehabilitation and resettlement.
6. Preparation of CAT Plan, report of post-construction impact on environment.
7. Evolve Agreements with State Govt. regarding project implementation.
8. Co-ordination with projects and other divisions for obtaining approval of DPRs/ Revised Cost Estimates, PIB, SFC/EFC & CCEA sanctions.
9. Identification of new projects to be taken up including preparation of plans and briefs thereof.
10. Formulation and signing of MOU between NHPC and Ministry of Power.
11. Professional upgradation including recommending Training Programmes for employees in the Division.

COMPANY SECRETARIAT

RESPONSIBILITIES

1. Convening and organising Annual General Meetings, Extra Ordinary General Meetings of the Shareholders as per statutory requirement.
2. Preparation and filing of various Statutory Returns and Reports as per the provisions of Companies Act.
3. Recording approved minutes of meetings.

FUNCTIONS

1. Convening and organising the meetings of the Board of Directors and Executive Committee, circulation of agenda and preparation of draft minutes of the meeting.
2. Recording the minutes of meetings of AGM, EGM and BOD.
3. Advise on all matters relating to Companies Act, delegation of powers.
4. Co-ordination with various divisions of the Corporate Office.
5. Recommend employees for Training Programmes.

FINANCE & ACCOUNTS DIVISION

RESPONSIBILITIES

1. Planning, raising of funds, fund Management and accounting including Corporate balance sheet.

FUNCTIONS

(A) Finance

1. Financial Planning & analysis.
2. Financial Advice/concurrence.
3. Financial Policies and Procedure.
4. Management Information System (MIS) relating to Finance.
5. Preparation & Updation of Finance & Accounts Manual.
6. Raising financial resources including market borrowings and International finance.

(B) Accounts

1. Financial Accounting including Corporate Balance-Sheet.
2. Co-ordination with Statutory Auditors.
3. Corporate Income Tax & Wealth Tax.
4. Funds Management including banking operations.
5. Insurance, Self-Insurance Fund & claims.
6. Budget for O&M Projects.
7. Co-ordination with PF and Gratuity Trusts.
8. Co-ordination for Family Pension Scheme.
9. Post-retirement Medical Health Scheme (Central Cadre).

For Corporate Office Only.

10. Pre-checking and payment of bills and its accounting (including salary payment).
11. Cash disbursement/Bank Payments.
12. Accounts including maintenance of accounting records of Corporate Office.
13. Professional up-gradation.

(C) Audit

1. Conducting Internal Audit of all the Projects including Corporate Office..
2. Co-ordination with Govt. Auditors, COPU etc.

DESIGN DIVISION

RESPONSIBILITIES

1. Planning and layout design studies of projects for Detailed Project Reports.
2. Review of DPRs prepared by other agencies for projects proposed for execution.
3. Planning, co-ordination and evaluation of pre-construction stage investigation works.
4. Evolving optimised designs for Civil , Hydro-Mechanical and Electro- Mechanical works of projects under planning and execution.
5. Framing technical specifications for Civil , Hydro-Mechanical and Electro- Mechanical works.
6. Cost control based on Detailed Design and Drawings.
7. Follow-up action with the consultants/contractors for design and drawings to ensure that construction drawings are issued well in advance with respect to contracted schedule.
8. Preparation of Operation & Maintenance Manuals for Civil , Hydro-Mechanical and Electro-Mechanical works.

FUNCTIONS

(A) Civil

1. Planning and layout design studies of projects for master plan of a river- basin and for detailed project reports.
2. Hydrological studies in respect of water availability.
3. Preparation of Detailed Project Report in association with project unit.
4. Review of DPRs prepared by other agencies for projects proposed for construction.
5. Planning, co-ordination and evaluation of pre-construction stage investigation works.
6. Bid level engineering, design and drawing including technical specification for civil works.
7. Preparation of Bill of Quantities for civil works tenders.
8. Assistance in evaluation and award of bids for civil works.
9. Detailed construction stage design and drawings for civil works and regular design review based on site conditions.
10. Advising projects on technical problems.
11. Development of commissioning and operation criteria for reservoirs and dams and O&M Manuals for power plants.
12. Inspection of dams and associated structures related to dam safety.
13. Co-ordination with external consultants and agencies like CSMRS,CWC,WAPCOS,CEA,CWPRS etc. for studies and clearances.
14. Participation in Standing Committee of Bureau of Indian Standards and other technical committee.
15. Providing engineering consultancy for outside agencies.
16. Assistance in preparation of project completion reports.
17. Professional upgradation including recommending training programmes for employees in the division.

(B) Hydro-Mechanical

1. Planning and selection of appropriate hydro-mechanical equipment for projects.
2. Preliminary design including cost estimates for DPR.
3. Bid level design, drawings and technical specifications.
4. Technical evaluation of tenders.
5. Review and approval of contractors design and drawings.
6. Design and preparation of drawings for fabrication works done by corporation.
7. Inspection and advice to projects during installation, commissioning and operation stage.
8. Preparation of operation and maintenance manuals for H-M equipments.
9. Participation in Standing Committee of Bureau of Indian Standards .
10. Assistance in preparation of project completion reports.
11. Professional upgradation including recommending training programmes for employees in the division.

(C) Electrical & Mechanical

1. Planning And preparation of electrical and mechanical designs for DPR of new projects and assistance in clearance by CWC and CEA.
2. Power-potential studies , power system studies and detailed engineering.
3. Preparation of technical specification of electrical and mechanical equipments and various units of power house and switchyard.
4. Standardisation of technical specification for electrical and mechanical equipments.
5. Assistance in evaluation of all tenders pertaining to electrical and mechanical equipments and systems of power house and switchyard.
6. Technical/design support to projects.
7. Preparation of operation manuals for electro-mechanical installations/equipments.
8. Assistance in preparation of project completion reports.
9. Professional upgradation including recommending training programmes for employees in the division

CONSTRUCTION EQUIPMENT PLANNING DIVISION

RESPONSIBILITIES

1. Assessment and finalisation of construction methodology and construction equipment for various works of projects in the DPR and execution stage.
2. Disposal of surplus construction plant and equipments, old & used spares etc.
3. Transfer and Disposal Policy for construction equipment and spares.

FUNCTIONS

1. Determining construction methodology and equipment planning for DPR and for execution P&M; preparation of cost estimates for spl, T&P, construction P&M and revisions thereof; assistance in getting CEA/CWC clearances.
2. Disposal of construction plant equipments and their spares including scrap equipments
3. Evaluation of civil contracts in respect of construction methodology and equipment deployment.
4. Introduction of new technology, equipment & methodology.
5. Evolving policies for disposal, write off and transfer of equipment.
6. Computation of hire charges, reserve price, write off value etc.
7. Analysis of equipment utilisation and performance.
8. Standardisation of equipments and spares and import substitution.
9. Professional upgradation including recommending Training Programmes for employees in the Division.

QA&I DIVISION

RESPONSIBILITIES

1. Developing quality assurance plans; Responsible for all inspections witness of test and issue of clearance & approvals.

FUNCTIONS

1. Finalisation of inspection clauses and quality assurance plan for inclusion in various supply orders and work contracts in consultation with concerned divisions.
2. Develop and implementation of the Quality Manuals in the Corporation.
3. Test, inspection and issue of dispatch clearance of the capital goods and spares.
4. Implementation of quality systems aiming to achieve Total Quality Management in the Corporation including ISO certification.
5. Overview of quality aspects during construction, erection, testing and commissioning of projects.
6. Professional upgradation including recommending Training Programmes for employees

CORPORATE COMMUNICATION DIVISION

RESPONSIBILITIES

1. Publicity and improving image of Corporation.
2. All printing works.
3. Promotion of Hindi.

FUNCTIONS

1. Planning & Undertaking work programme/activities directed at building up of Corporate image.
2. Organising Press and VIP visits to various Projects and

Corporate Office.

3. Organising participation in Fairs & Exhibitions to project Corporation's roles and activities.
4. Publication and Printing of annual report/printing material, advertisements etc.
5. Organising Cultural Activities, Sports Meets, entertainment excursions.
6. Maintenance/Circulation of press clippings relating to Corporate activities and other aspects of interest to the Corporation.

Hindi Works

7. Liaison with Ministry of Power and various departments including official language department.
8. Convening quarterly meetings of official language & implementation of various provisions of the official language Act & Rules.
9. Organising Hindi workshops & translation works.
10. Publication of Hindi volume in NHPC house journal & Rajbhasha Jyoti Patrika and review & inspection of use of Hindi in various projects.

R&D DIVISION

RESPONSIBILITIES

1. Setting up of Software Labs
2. Developing Vibration Study Group
3. CDM Benefits for Hydro Projects
4. Identifying areas requiring research inputs in association with D&E Division and Design – E&M Division.
5. Self Reliance
6. Import Substitution
7. Quicker Construction
8. Efficiency Improvements
9. Cost Reduction

FUNCTIONS

Core Areas:

1. To establish the software lab which may include the following and other systems
 - Computational Fluid Dynamics Studies/Modeling
 - Rock Mechanics Model
 - Finite Element Analysis
2. To create an expert vibration group with appropriate testing equipments & to utilize certain available mathematical models on vibrations and work in consultation with D&E as well as Design (E&M) groups for NHPC Power Stations.
3. Identifying & obtaining Clean Development Mechanism (CDM) benefits for NHPC Projects.
4. Identifying skill requirements & induction of appropriate skills.

Peripheral and other Areas:

- a. Promoting use of Renewable Energy Sources
- b. Fuel Efficiency trial runs
- c. Energy Audits of Power Stations excluding the machines
- d. Upgradation of testing labs at Power Stations
- e. Training of Welders

- f. Monitoring of Penstock vibrations at Loktak PS & obtaining expert advice from D&E for the project.
- g. Trash Management in general at all NHPC Power Stations and in particular to Tanakpur Power Station. R&D Division may study how China and other countries where floating debris is a menace are carrying out trash management and come out with suitable solutions. Endeavour shall be made to come out with specifications for heavy duty Trash Rack raking machine.
- h. Introduction of new and cost effective construction materials & methodologies.
 - i. Slope stabilization
 - j. Excavation of Large Caverns with appropriate stabilization technology
 - k. Soft Rock Tunneling
 - l. Dam piercing technology
- m. Design requirements and technology acquisition for adopting very high head large sized gates
- n. Import Substitution for critical and costly components of Chamera-II and Dhauliganga Power Stations.

VIGILANCE DIVISION

RESPONSIBILITIES

1. To bring to book corrupt officials in a definite time.
2. To put an end to corrupt practices in a planned manner including preventive vigilance/system improvement.
3. Co-ordination with CBI/CVC and MOP.

FUNCTIONS

1. Vigilance complaints, their investigation and disposal.
2. Co-ordination with CBI/CVC/other concerned departments and submission of periodical vigilance returns to CBI/CVC/MOP.
3. Processing of Disciplinary cases arising out of departmental/CBI investigations, including Review & Appeal.
4. Prosecution cases.
5. Preparation of agreed list and list of doubtful integrity and action thereon.
6. Collection and analysis of sensitive intelligence information/reports.
7. Review of existing organisation and procedures for preventive vigilance with a view to eliminate or minimise factors which provide opportunities for corruption or mal-practices.
8. Planning and enforcement of regular and surprise vigilance inspections.
9. Periodical review and identification of sensitive areas/position/posting.
10. To conduct Vigilance Appreciation Training Programmes.
11. Processing of CTE cases.
12. Simplification of procedures for expeditious disposal.
13. To assess unearned income and property disproportionate to known income and ostentatious life style.
14. Professional upgradation including recommending Training Programmes for employees in the Division.

COST ENGINEERING DIVISION

RESPONSIBILITIES

1. Cost estimates in DPR and clearance by CEA/CWC.
2. Revised cost estimates and clearance by CEA/CWC.
3. Analysis of rates for extra items, substituted items, new items and deviations calling for analysis of rates.
4. Evolve cost escalation formula & trends.
5. Evolve cost control measures.
6. Standardised methods/procedures of working out rates of deviated/ extra/analogous items of important and common category of hydroelectric projects and distribution thereof to all projects for implementation.
7. Preparation of schedule of rates regionwise for NHPC Projects.

FUNCTIONS

1. Evolve cost escalation data and analyse & evolve cost escalation formula.
2. Preparation of tender check estimates for tenders to be awarded at Corporate Office level.
3. Scrutinise proposals of extra substituted and deviated items requiring approval of rates from Corporate Office.
4. Assist/guide projects in formulating revised cost estimates of projects under construction and assisting for their clearance from CEA/CWC.
5. Maintain data bank in respect of basic rates of material, labour, work-items based on contracts awarded including analysis and preparation of schedule of rates for future works.
6. To standardise :
 - i. Nomenclature of items of work.
 - ii. Approach for Analysis of rates.
7. Prepare cost related chapter in completion report with an analysis for variation.
8. Economic evaluation of project for the purpose of DPR and TEC.
9. Submissions of periodic returns to the management regarding variation/deviation in cost for the contracts approved at corporate level with variance analysis.
10. Evolve mechanism for cost control and implementation thereof through returns/feedback and other measures.
11. Professional upgradation including recommending Training Programmes for employees in the Division.
12. Preparation of cost estimates of Electrical & Mechanical works of power house and switchyard.

C.P.M.G DIVISION

RESPONSIBILITIES

1. Overall responsibility for all scheduling, monitoring and Project Support Services for the construction Projects of the Corporation
2. Responsible for coordinating all issues relating to support of construction projects with the different functional divisions at the Corporate Office.
3. Technical control of the P&C Cells located at the various construction Projects and obtain progress reports from them at a pre-determined frequency. However, P&C Cells shall continue to report administratively to the Head of the Project.
4. Coordinate all Project Review Meetings and ensure the attendance of all relevant functional Heads and follow up on the decisions taken.
5. Serve as the focal point for coordination of all construction project related issues with external agencies like Ministry of Power, CEA, MEA etc.
6. Collection of data, collation of information and dissemination of all statutory and control reports to be submitted to various agencies.
7. To monitor the progress of various milestones as formulated in the MOU and submission of progress report thereon.
8. To coordinate all logistic arrangements for movement of VIPs and other support staff through helicopter and other means of communication.
9. To monitor financial outlay and relate it to physical progress for all construction projects of the Corporation.
10. Introduce & updated monitoring system with appropriate software for monitoring on real time basis the physical progress linked with financial progress and implementation thereof including at Corporate Office & Projects with appropriate connectivity.
11. Monitoring the progress and submission of reports / recommendation by various committees ordered by MOP / Corporate office for NHPC / its projects to ensure timely submission.
12. To plan, organize and coordinate all monthly review meetings to be chaired by the Head of the Regions/Head of Projects. The decisions taken at these meetings shall be progressively filtered up and important issues to be brought to the notice of the Directors / CMD.

13. Progressively take over monitoring of all E&M and Hydro Mechanical works for various projects.
14. To act as focal point of contact between the Project and the Corporate Office and be responsible to appraise the Management well in advance about the criticalities which are likely to result in delay in completion of the works.

FUNCTIONS

1. Finalisation of Construction Schedules (Level-I Pert Chart) in consultation with Project. 2. Monitoring of progress of the on-going projects and investigation units as per approved schedules.
2. Liaisoning with Ministry of Power, CEA, Ministry of Programme Implementation etc. regarding status of Projects. Co-ordination for deciding Milestones for MOP & Ministry of Programme Implementation. Submission of monthly progress reports of ongoing & commissioned projects like flash reports, generation reports, physical & Finance reports, monthly DO to Secy. (Power) etc.
3. Parliament questions.
4. Exception report to CMD/Directors on projects under construction and investigation.
5. To provide required assistance to the projects under construction.
6. Organising Co-ordination Committee, PRT Meetings.
7. Arranging Helicopter sorties, liaisoning with Indian Air Force on related matters and obtaining different clearances from various Ministries.
8. Processing of cases on investigation & Write-off of losses.
9. Professional upgradation including recommending Training Programmes for employees in the Division.
10. Preparation of report for various govt. appointed committees like Standing Committee on Energy, Parliamentary Committee etc.
11. Implementation of "Nodal Officer" for each construction and investigation projects

O&M DIVISION

RESPONSIBILITIES

1. Trouble shooting operation problems of special nature.
2. Technical and tactical support to projects in operation.
3. Implementation of "Nodal Officer" for each O&M Projects.

FUNCTIONS

1. Review and fixation of annual generation targets.
2. Maintenance of data generation data statistics, including review and analysis.
3. Providing technical support to O&M Projects and co- ordination for optimizing the production and minimization of downtime.
4. Participation in meetings organized by REBs' CEA and other regulatory agencies and liaison.
5. Assistance to projects in initial testing and commissioning activities.
6. Assistance to projects in spares and inventory management and import substitution/vendor development for Power Station equipments.
7. Technical support/assistance to projects for O&M problems/activities.
8. All activities related to renovation, modernization and upgradation of operation projects.
9. Updating of O&M manuals, documentation of records/history and feed back.
10. Review of O&M expenses, revenue budget, capital budget of O&M projects for proper and optimum utilization of funds.
11. Documentation of maintenance, performance history of major equipment of Power Station, analysis of log sheets and forecast of problems and preparation & advice for remedial measures.
12. Professional upgradation including recommending Training Programmes for employees in the Division.

CONSULTANCY & BUSINESS DEVELOPMENT DIVISION

RESPONSIBILITIES

1. To secure Consultancy assignment in India and abroad.
2. To co-ordinate all Consultancy activities between various divisions, clients and other.
3. To earn enough revenue to be self-supporting.
4. Exploring Avenues for joint ventures with reputed consultancy organisation world over to impart consultancy pertaining to designs, construction supervision, tender evaluation, bid preparation.
5. Risk analysis of projects and imparting consultancy in this area.
6. Consultancy in the area of framing power purchase agreements for hydroelectric projects.
7. Consultancy in the areas of financing of hydroelectric projects, resource identification and co-ordination.

FUNCTIONS

1. Preparation of data bank, CV and panel list for consultancy work and specialised services.
2. Canvassing, publicity and publication to highlight experience and expertise in the Corporation.
3. Registration with World Bank, Asian Development Bank, African Development Bank, Kuwait Fund for Arab Economic Development (KFAED), IFCI, ICICI or any other Financial Institutions for providing consultancy.
4. Preparation of documents against TOR/LOI of above organisations.
5. Preparation of bid documents follow up action, negotiations and conclusion of contracts for consultancy assignments.
6. Coordination, follow up action and completion of consultancy assignment.
7. Identification of potential Power Projects which could be taken up by the Corporation and follow up for necessary transfer/award of such projects to the Corporation in consultation with Planning Division etc
8. Professional upgradation including recommending Training Programmes for employees in the Division.

LAW DIVISION

RESPONSIBILITIES

1. All legal matters including filing and defending cases, in Court and in arbitration proceedings; Monitoring and expediting the same, counsel to Corporation on legal matters.

FUNCTIONS

1. Scrutiny, advice and assist in compliance of various laws related to the Corporation except for Companies Act/Income Tax Act and related laws.
2. Handling Court cases of the Corporation.
3. Assistance in Arbitration cases.
4. Tendering legal advice, conveyancing, drafting and processing of legal deeds and documents.
5. Legal vetting of documents where ever required.
6. Empanelment of Advocates/Arbitrators and fixation of their Terms and conditions etc.
7. Professional upgradation including recommending Training Programmes for employees in the Division.

IT&COMMUNICATION DIVISION

RESPONSIBILITIES

1. All matters concerning electronic data processing, computers and sophisticated communication system.
2. Development of new soft wares through R&D for analysis of structures, hydraulic designs, electromechanical and hydro-mechanical designs.
3. In Co-ordination with MPS development of effective monitoring systems of projects.

FUNCTIONS

1. Planning long term and short term information technology strategy for the organisation.
2. Development and implementation of software packages required by different divisions of the Corporate Office and Projects.
3. Maintenance of computers and computer centers of Corporate Office and assisting the Projects.
4. Establishment of Satellite based communication networks between Corporate Office and Projects.
5. Assistance required by different divisions of the Corporate Office and Projects for INTERNET/E-MAIL related services including co-ordination with out side agencies.
6. Technical specification for computers, evaluation of offers in respect of technical aspects and assistance inspection/ checking.
7. Professional upgradation including recommending Training Programmes for employees in the Division.
8. Data entry of codified equipments/spares at various projects and uplinking thereof to the Central Corporate Unit for inventory control units.
9. Disposal of Computer hard wares and peripherals and other related items.

COMMERCIAL DIVISION

RESPONSIBILITIES

1. Revenue realisation against electricity supplied.
2. Getting tariff fixed CEA/MOP or relevant authority.
3. Getting the L/C opened by beneficiary states.
4. Getting agreements for bulk power signed by beneficiaries.

FUNCTIONS

1. Submission of requisite data to CEA/MOP for tariff fixation, follow up action till fixation of tariff.
2. Preparation of bills for energy supplied to beneficiaries; billing and follow up action.
3. Revenue collection and revenue realisation.
4. Participation in meetings and tariff policies entitlement allocation and actual supply of electricity.
5. Co-ordination and liaison with Regional Electricity Boards, beneficiaries, CEA, MOP etc.
6. Preparation of statement of outstanding dues, reconciliation with beneficiaries and intimation to MOP etc.
7. Data bank regarding tariff of NHPC Projects and other Projects in India and Abroad.
8. Professional upgradation including recommending Training Programmes for employees in the Division.

HUMAN RESOURCE DIVISION

RESPONSIBILITIES

1. Formulation of Corporate Personnel Policies.
2. Manpower Planning, Career development and re-deployment.
3. Industrial Relations.

FUNCTIONS

(A) Personnel

1. Formulation of Corporate Personnel Policies & Awards/Rewards.
2. Maintenance of harmonious Industrial Relations.
3. Formulation, negotiations and implementation of wage structure.
4. Compliance of Labour laws.
5. Co-ordination with labour department, PF Commissioner, PF Trust and Gratuity Trust etc.
6. Recruitment, placement and establishment matters for Executive, Non-Executive (Corporate Office) and Central Cadre.
7. Manpower planning, career development & redeployment.
8. SC/ST matters & liaison thereof. OBC/ Physical Handicapped/ other reservation and follow up thereof.
9. Co-ordination cell for project cadre employees.
10. Management Information System relating to Personnel.
11. Submission of various returns.
12. Court cases arising out of Corporation Personnel Policies.
13. Recommend Training programme for Employees.
14. Preparation and updation of Personnel Manuals.

(B) HRD

1. Identification and analysis of training needs in different functional areas of the Organisation in consultation with other Divisions and Projects.
2. Planning and organising in-house and external training programmes.
3. Foreign training programmes.
4. Induction and orientation programmes for Probationary Executives.
5. Re-training in various skills to facilitate re-deployment of personnel.

(C) Administration

1. Distribution of liveries, lease cases, property returns etc.
2. Receipt and dispatch of Central Dak.

(D) Medical Services

1. Medical consultation to Corporate Office employees and their families.
2. Follow up of serious and complicated cases admitted in various hospitals in Faridabad/Delhi.
3. Monitoring of in-door admissions.
4. Advice on employees reimbursement bills both in-door and out-door treatment.
5. Planning for medical services in Corporate Office as well as for the projects.
6. Empanelment of hospitals for the Corporate Office as well as for the projects.
7. Recommend Training programme for Doctors and paramedical Staff.

ENGINEERING GEOLOGY DIVISION

RESPONSIBILITIES

1. Studies and preparation of reports on Geological, Geophysical, seismological and construction material aspects of the Projects.
2. Co-ordination with GSI and other Governmental Agencies.
3. Presentation of seismic status of project in National Committee of Seismic Design Parameters.

FUNCTIONS

1. Studies and preparation of reports on Geological, geophysical, seismological and construction material aspects of the Projects.
2. Reconnaissance of proposed sites to locate major formations, boundaries and structural details.
3. Geotechnical assessment of foundation conditions, tunneling media, cut slopes etc.
4. Assessment of quality construction material locally available.
5. Analysis of seismic status of the region.
6. Assessment of likely environmental changes/variations.
7. Preparation of detailed geological maps after exploration by drilling and drifting.
8. Geological mapping of excavated foundation and cut slopes alongwith detailed logging and advice on local treatment.
9. Monitoring of rock mass behavior during and after construction.
10. Co-ordination with GSI & other Governmental agencies.
11. Professional upgradation including recommending Training Programmes for employees in the Division.
12. Disposal of Geophysical instruments, geological and lab apparatus/instruments etc.

CONTRACTS & MATERIAL MANAGEMENT DIVISION

RESPONSIBILITIES

1. Finalisation of Civil, Hydro-mechanical and Electro-Mechanical Contracts and E&M contracts.
2. Preparation of works, contract, procurement and stores manuals.
3. Procurement of construction materials including consumables for Corporate Office.
4. Standardisation of tender documents i.e. technical specifications and bill of quantities etc.

FUNCTIONS

(A) Civil Contracts :

1. Vendor development and evaluation.
2. Registration of contractors and suppliers and their performance rating.
3. Development of data-bank.
4. Tendering, evaluation and award.
5. Post award processing of contractual issues including arbitration cases as required.
6. Assistance in respect of issues in the works awarded at project (s) level.
7. Systems development i.e. revision of GCC, procedure of conclusion of works contracts/contract Manual etc.
8. Settlement of all the disputes and claims of the Contractors referred by the projects and arrange the approval of the Competent Authority wherever required.
9. Professional upgradation including recommending Training Programmes for employees in the Division.

(B) Electrical, Mechanical and Hydro-Mechanical Contracts :

1. Vendor development and evaluation.
2. Registration of contractors and suppliers and their performance rating.
3. Development of data-bank.
4. Tendering evaluation & Award relating to procurement/ installation contracts of electrical, mechanical and other goods and equipments including spares (indigenous & imported).
5. Post award processing of contractual issues including arbitration cases as required.
6. Co-ordination with concerned divisions and projects regarding approval of designs/drawings, quality assurance plans etc. for the equipments placed on order with different agencies.
7. Settlement of all the disputes and claims of the Contractors referred by the projects and arrange the approval of the Competent Authority wherever required
8. Professional up-gradation including recommending Training Programmes for employees in the Division.

(C) Material Management :

1. Development and implementation of Inventory Control Systems.
2. Finalization of major transportation contracts for equipments and materials handling.
3. Procurement of Construction Material (wherever required) including consumables for Corporate Office.
4. Arrange import licenses, reconciliation of import licenses, filing of required returns with Governmental & other agencies & its transit insurance.
5. Professional up-gradation including recommending Training Programmes for employees in the Division.

POWER SYSTEM MANAGMENT DIVISION

Responsibilities:

1. Coordination and liaison with CEA/PGCIL on power system issues.
2. Updating /Preparation of Manuals.
3. Compilation of Technical articles, documents etc. in respect of Hydroelectric development and associated issues.
4. Collection of National and International Power System development data.

Functions:

1. Coordination with CEA/**PGCIL** on power system issues relating NHPC projects.
2. Liaison between CEA/PGCIL and project, on transmission issues during construction and operation stages.
3. Updating of Manuals.
4. Preparation of New Manuals, Systems/Procedures for efficient Power System Management.
5. Identification, collection and compilation of all technical, articles/literatures in respect of Hydroelectric development.
6. Collection of National and International Power System data for Hydro Projects.
7. Apprise the Management from time to time regarding latest development in Power Systems.

CORE GROUP FOR INVESTIGATION PROJECTS

FUNCTIONS

- i. **Exploratory Drilling Group** - To develop capability and to organize and undertake exploratory drilling including water pressure testing and groutability testing. This group would operate and maintain highly sophisticated hydraulic drilling machines, which are in process of procurement for Siang and Subansiri basin projects. There are some old drilling machines with NHPC and according to their condition will be repaired and maintained by this group.
- ii. **Topographical Survey** - To undertake most of the topographical survey of the investigation projects, to procure and maintain all sophisticated survey equipment required for performance of the work.
- iii. Disposal of survey instruments / apparatus, core drilling accessories and other related items.

FACILITY MANAGEMENT SERVICES (FMS)

Functions & Responsibilities

- i) Security services for Office complex, Residential Colony, Guest House etc.
- ii) Issue of Identity Cards and Functioning of reception.
- iii) Issue, accounting and maintenance of office equipment i.e. Xerox Machines, EPABX, Telephones, Television, cables, Faxes.
- iv) Issue and accounting of office furniture, telephones to various offices of complex and its maintenance.
- v) Issue and accounting of furniture and others articles to Sr. Officers for their residential offices
- vi) Allotment of hired taxies, Operation and Maintenance of Corporation vehicles
- vii) Allotment of Office Accommodation.
- viii) Operation of facilities such as canteen, crèche, gymnasium, horticulture (FOC) at Corporate office.
- ix) Time Management Office.
- x) Ticketing including arrangement of visa.
- xi) Arrangement of catering services for various corporate meetings and functions including arrangement of tents etc.
- xii) Need based approval of deployment of private security, CISF and any other force etc. at Power Stations, Projects.
- xiii) Allotment of conference room/meeting halls in the Office Complex.
- xiv) Disposal of items under their control.

ESTATE MAINTENANCE SERVICES (EMS)

Functions & Responsibilities

- i) Operation & maintenance of Fire Fighting Arrangement in the Office Complex & Residential Colony.
- ii) Operation and maintenance of utilities i.e. Centralized Air conditioning System & other ACs, Diesel Generators etc.
- iii) Repair & maintenance jobs such as electricity, water supply, sanitation, civil work including housekeeping works & supply of toiletries.
- iv) Godrej Partitioning works.
- v) All Construction works.
- vi) Allotment and Maintenance of Residential Colony, Community Centre, Guest Houses at Delhi & Faridabad and Officers' Club
- vii) Horticulture at Residential Colony & related Roads.
- viii) Disposal of items under their control.
- ix) Management of NPTI Quarters for NHPC Employee (If any) & their shifting at Residential Colony if needed.

Construction Management Group (CMG)

Functions & Responsibilities

- To visit sites and assist the project in planning of project works including equipment planning generally in the form of suggestions on methodology, equipment planning, specifications and scheduling etc.
- To review construction sequence and identification of construction problems in advance in consultation with project and finalization of alternative strategy including specialized construction methodology.
- To assist Project in trouble shooting at the project site in case of critical construction activity, both for engineering and construction problems.
- To Work in liaison with Design Division regarding construction aspects.
- To suggest alternative advance construction equipment / technologies for execution of the project to executing agencies.
- To create data bank for problems encountered in construction and remedial measures implemented for future use by the Organization.
- To have independent periodical checks at project on the construction methodology being followed and suggest means to restrict extra items and deviations.
- To assist D&E Division, Construction Equipment Planning, Contracts, Cost Engg. Division with reference to construction requirement at the time of preparation of DPR and satisfy the provisions made in DPRs and tenders.
- To have representation in tender evaluation committee with focus on assessing construction aspects like methodology sequencing etc. submitted by the bidder.

Transmission & Rural Electrification (T&RE) and Roads **(Field Units)**

Functions & Responsibilities

- Assist in engineering / technical evaluation / processing approval for transmission network under execution by NHPC.
- Conduct feasibility study for power evacuation / DPR preparation including coordinating with external agencies like SEB's / Power utilities & Central Agencies like REC, MOP etc.
- Assist in power evacuation system planning in coordination with CEA/PGCIL/ state utilities / regional bodies, standing committees.
- Assist & prepare bid documents, technical bid evaluation for execution of works.
- Manage preparation of detailed engineering(including system studies) & Planning execution of GIS mapping and computer indexing.
- Prepared bid documents, Technical bid evaluation for execution of rural roads.
- Monitor & Co-ordinate with subcontractors for all rural roads project under execution.
- Manage all financial aspects of transmission, rural electrification & road Projects such as maintaining accounts and financial records, managing funds, estimation of requirements, fund utilization. Processing of invoices / bills and realization of payment.
- Finalize the field budget and obtain approval / sanction for the same
- Coordinate with Corporate Office for all concurrence related matters.
- Ensure identification of training needs for personnel in the function and nominate for suitable training programs.
- Ensure the implementation of performance management system for personnel in the function.
- Ensure compliance to Right to Information Act (RTI Act) requirements.
- Ensure timely response to audit paras and parliamentary questions.
- Drive and ensure implementation of official language in the department
- Ensure that the MIS reports are submitted on time
- Ensure implementation of ISO and OHSAS requirements.