

Roles & Responsibilities	
Department	Arbitration Cell , Corporate Office
<ol style="list-style-type: none"> 1. All arbitration matters including filing and defending cases in Arbitration proceedings, monitoring and expending the same, counsel to Corporation on arbitration matters. 2. Empanelment of Arbitrators / Adjudicators. 3. Engage Lawyers / Advocates for arbitration cases and finalization of terms and conditions. 4. Coordination with Arbitrators / Lawyers for arbitral proceedings. 5. Represent NHPC in all arbitration matters. 6. Coordinate with projects for submission of reply / written submission along with contract inputs in association with concerned contract group. 7. Advice / recommend on the arbitral awards for payment / challenge on the award in consultation with project & concerned contract group. 8. Coordinate settlement of claims outside the arbitral tribunal through a committee. 9. Seeking advice from third party / expert opinion before going for arbitration / challenging the award, if required. 10. Constitution of DAB as per provisions of Contract. 11. Coordinate among the DAB and Concerned Project. 12. Compliance of Right to Information Act (RTI act) /Parliamentary Question/ MOP & other Govt. agencies with respect to Arbitration. 13. Implementation of official language in the department. 14. Implementation of Quality System requirements. 15. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit. 16. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time. 	

17. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Commercial (with Power Trading Cell) , Corporate Office
<p>(1) <u>Tariff, Policy, Regulatory & Renewable Energy Wing :-</u></p> <ol style="list-style-type: none"> 1. Preparation of tariff petitions in respect of upcoming projects of NHPC and its timely submission in CERC after following the laid down procedures and after it's vetting by Associate Finance, Corporate Finance & Law Divisions and approval by concerned Director. 2. Preparation and submission of tariff petitions / truing-up petitions of NHPC Power Stations based on projected / actual additional capitalization. 3. Preparation of review / miscellaneous petitions in CERC as per requirement. 4. Preparation and submission of i) rejoinders to reply filed by respondents in the submitted petitions and ii) replies to petitions being filed by external agencies in CERC. 5. Attending Scheduled hearings in CERC and timely submission of ROP Compliances / compliance to technical validations (TV) / Additional information / Interlocutory Applications (if required) in CERC. 6. Close co-ordination with various divisions of Corporate Office & Power Stations for preparation of tariff petitions / replies / rejoinders / ROP Compliances etc. 7. Analysis of tariff orders issued by CERC and its appraisal to management. 8. Study of various draft regulations, approach papers, policies, guidelines, concept papers etc. issued by CERC/MOP/CEA/any other external body and submission of comments / view points on behalf of NHPC. 9. Tariff Optimization studies in case of new Hydro / Renewable energy projects so as to make the tariff marketable. 10. Checking the commercial viability of new renewable energy projects viz. solar and wind power projects based on preferential tariff / tariff offered by concerned State Govt. 11. Finalization and signing of Power Purchase Agreement (PPA) with beneficiaries in respect of new renewable energy projects (Solar & Wind). 12. Submission of appeals against CERC / SERC orders in APTEL and pursuing the matter in close coordination with designated advocate(s) including attending of hearings in APTEL. 13. Offering comments on JV documents / MOAs / various Agreements to be signed by NHPC with State Governments / other countries for development of new hydro / other renewable energy projects within / outside India. 	

14. Compliance of statutory requirements of CERC viz. Payment of tariff filing fee, submission of technical details in respect of NHPC Projects etc.
15. Generation of MIS data related to Commercial aspects of NHPC on daily / monthly basis.
16. Preparation of study material & presentations for visits of various parliamentary committees.
17. Submission of various datas / statutory information in MoP / CEA in required formats as & when demanded on urgent basis.
18. Co-ordination with banking section of Corporate Office for timely updation of revenue realization data on day to day basis.

(2) **Realization of revenue & PPA wing**

1. Regular correspondence and follow up with all beneficiaries for early realization of dues.
2. Reconciliation of energy accounts i.e. principal dues & surcharge on quarterly basis with all beneficiaries.
3. Correspondence with beneficiaries for maintaining requisite 'Letter of Credit' (LC) and any other matters related to opening of LC.
4. Implementation of 'regulation of power supply' in case of defaulting beneficiaries in line with CERC Regulations and coordination with O&M Division including sale of regulated power in Power Exchange.
5. Identification of beneficiaries and signing of Power Purchase Agreements (PPA) for upcoming / existing hydro power projects of NHPC.
6. Co-ordination with Ministry of Power for issuance of 'Power allocation orders' in respect of upcoming hydro power projects.
7. Declaration of commercial operation of new Generating units / stations.
8. Arranging various RPC meetings / Commercial subcommittee meetings on regional basis as per requirement and attending various meetings of RPC's of NR, ER & NER.
9. Arranging customer meets for maintaining cordial relationship with the beneficiaries and obtaining customer feedback.
10. Payment of 'RPC Fund' related to Regional Power Committees (NRPC/ERPC/NERPC).
11. Meeting with beneficiaries for resolution of disputes related to outstanding dues, surcharge, rebate etc.
12. Monitoring of policy changes in various State Governments related to imposition of water cess, green cess etc. and filing of petitions in High Court / Supreme Court against such policies in Co-ordination with Law Division.
13. Sale of Renewable Energy Certificate through PTC or any other Energy Trading Company(as the case may be).

(3) **Associate Finance**

1. Raising of Energy Bills to beneficiaries based on Regional Energy Accounts (REA) issued by respective RPC's on monthly basis.
2. Raising of Supplementary Bills due to revision of AFC by CERC, revision of REA, recovery of water charges, FERV, RLDC fees, tax recovery etc.
3. Adjustment of payments received against billing and calculation of surcharge.
4. Accounting of regulated power on daily basis and adjustment of sales margin against the outstanding dues of regulated entity.
5. Weekly accounting of deviation charges on the basis of data published by respective RPCs and payment if required.
6. Prepare debtors outstanding and age analysis of debtor statement on monthly basis for MIS purpose.
7. Creating provisions for bad and doubtful debts after seeking approval of competent authority and prepare project wise statement of provision for bad and doubtful debts.
8. Preparation of sales and Sundry Debtors data for the purpose of MOU.
9. Preparation of Budget estimate and revised budget estimate regarding sales / revenue based on the information related to generation & PAF from O&M Division and AFC for existing and upcoming projects.
10. Accounting of TDS deposited by all beneficiaries against interest on AFC revision and surcharge. Maintenance of TDS data for onward submission to Tax Cell.
11. Accounting of TDS if deducted by NHPC from beneficiaries.
12. Computation of Business interruption Loss in case of any Mega insurance claim and providing all required data to insurance company.
13. Quarterly inter – unit reconciliation from all projects regarding sales and revenue etc. for Quarterly / Annual balance sheets of NHPC.
14. Preparation of sales statement, finalization of notes to accounts and other required certificates at the time of quarterly / yearly closing of accounts.
15. Appointment of statutory auditors for auditing of tariff petitions including truing up petitions.
16. Vetting of tariff petitions / Power Purchase Agreements etc. prior to its approval by Competent Authority.
17. Co-ordination for reply and settlement of audit para's.

(4) General / Miscellaneous

1. Regular interaction & follow up with CERC for issuance of tariff orders.
2. Providing agenda points pertaining to Commercial Division for HOP meets / any other meetings being organized from time to time.
3. Various other works related to implementation of Rajbhasha within Commercial Division – arranging monthly meetings, sending quarterly reports etc.
4. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
5. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

POWER TRADING CELL

1. Applying an obtaining Trading License form CERC in a time bound manner.
2. Identifying sellers and buyers for the purpose of Power Trading.
3. Exploring opportunities for power trading with all Power Generators, DISCOMS etc.
4. Obtaining open access & complying with allied formalities with PGCIL/POSOCO/RLDC/SLDC for seamless wheeling of power to be traded.
5. Obtaining membership of Power Exchanges.
6. All other activities in relation of trading of power.
7. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
8. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Company Secretary, Corporate Office
<ol style="list-style-type: none"> 1. Prepare and file various statutory returns and reports as per the provisions of the Companies Act 2013 and applicable provisions of Companies Act (1956). 2. Designated as Compliance Officer under SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015 and to Compliance of various statutory provisions of SEBI Regulations including SEBI(Prohibition of Insider Trading) Regulation, SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015, etc. 3. Ensure the recording of approved minutes of meetings of BOD and its various committees, AGM and EGM. 4. Convene and Organize the Annual General Meeting, Extra Ordinary General Meetings of shareholders, meetings of Board of Directors and its various committees (as per the statutory requirement) including coordination with IT division for video conferencing, as well as the circulation of the agenda and preparation of draft minutes of these meetings in accordance with Secretarial Standards (Revised) issued by Institute of Company Secretaries of India (ICSI) and Companies Act, 2013. 5. Ensure and monitor overall compliance with laws and regulations, particularly the Companies Act 2013, [including alteration of Memorandum of Association (MoA) & Article of Association(AoA)], applicable provisions of Companies Act 1956, Stock Exchanges and other Corporate Laws. 6. Oversee and ensure the monitoring of the share registration and dematerialization/rematerialization procedures and coordinate with finance division for timely disbursement of dividends and communication with shareholders. 7. Replies to Parliamentary Questions pertaining to Company Secretariat Division. 8. To carry out compliance audit in association with Law Division to ensure reporting of compliance of various laws in the Company to the Board. 	

9. Preparation of Directors' Report and printing & dispatch of the Annual Report in coordination with Corporate Communication Division.
10. Vetting of various Joint Venture Agreement, MoU and Promoters' Agreement w.r.t compliance of corporate laws.
11. Compliance relating to IEPF matters including transfer / transmission of shares to IEPF, filing of various statutory forms, transfer of unclaimed / unpaid dividend to IEPF in association with Finance Division, etc., retail shareholders' grievances and processing of request for rematerialization / consolidation of Bonds in coordination with RTA/Finance Division.
12. Carrying out any other function as mentioned in the provisions of the Companies Act 2013, SEBI LODR, Corporate Governance Guidelines issued by DPE and Secretarial Standards issued by ICSI.
13. Placing of Action Taken Report (ATR) on the decisions / directions of the Board.
14. Nodal agency for Delegation of Powers from CMD to below officers.
15. Coordination with Independent Directors from time to time.
16. Implementation of Official Language in the Department.
17. Implementation of Quality Systems requirements.
18. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
19. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
20. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work as assigned from time to time.

Roles & Responsibilities	
Department	Construction Equipment Planning & Monitoring (CEPM), Corporate Office
<ol style="list-style-type: none"> 1. Finalization of construction methodology for major civil works as well as preparation of Construction Equipment Planning Chapter for PFR / FR / DPR of upcoming Projects and renovation / modernization of existing Power Stations including selection of construction plant and equipment. 2. Obtaining clearances related to Equipment Planning Chapter from CEA / CWC. 3. Preparation of package wise list of key construction plant / equipment and all other necessary inputs related to construction equipment for incorporating in tender document. 4. Participation in tender evaluation process for civil contracts. 5. Monitoring & Review of Construction methodology, Equipment Planning and deployment of Construction Plant & Equipment by the contractor for construction of various components / activities of the construction projects right from mobilization stage on periodical basis and propose corrective / remedial measures as and when needed for perusal of the management in order to facilitate timely completion of the project. 6. Introduction of new technology in respect of construction plants and equipment and methodology. 7. Review / updation of policies / norms for deployment of inspection vehicles and construction equipment at Projects / Power stations / Units and surplus declaration, disposal, reserve price, and hire charges etc. in respect of construction plant, equipment and vehicle. 8. Preparation / review of guidelines for computation of hire charges in respect of construction equipment & vehicles. 9. Maintenance / updation of Directory of construction plants, equipment and vehicles of all units of NHPC in ERP system. 10. Monitoring of utilization and performance of construction plants, equipment and vehicles of all units of NHPC. 11. Finalization / review of strength of construction equipment and vehicles for smooth operation & maintenance of Power Stations and Construction Projects including administrative approval of the competent authority for new purchases. 12. Finalization of Technical Specifications for purchase of construction equipment in respect of Projects / Power Stations. 13. Processing of case of purchase of inspection vehicles for Project / Power Station for administrative approval of the competent authority as per latest norms for deployment of vehicles issued by CEPM Division. 14. Compliance and monitoring of disposal / transfer of construction plants / equipment / vehicles / scrap / Spares etc. 	

15. Processing of cases approval for surplus declaration and exemptions before disposal of Construction Plants & Equipment.
16. Surplus declaration and fixation of reserve price of all construction plants and equipment before disposal.
17. Disposal of construction plants and equipment falling within the purview of CEPM Division as per DOP provision.
18. Professional upgradation including recommendation for training programs on Construction Equipment Planning and Operation & Maintenance of construction equipment in the Projects / Power Stations.
19. Compliance of RTI Acts.
20. Implementation of Quality Management System (QMS).
21. Promotion and Implementation of Rajbhasha.
22. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
23. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Contract (Civil), Corporate Office
<ol style="list-style-type: none"> 1. Tendering, evaluation and award of all Major Civil, Hydro Mechanical, Wind & Solar Contracts. 2. Tendering, evaluation and award of Services & Consultancy Contracts of Corporate Office. 3. Evaluation of PQ Bids, wherever applicable. 4. Coordination with concerned Divisions in finalising the tenders. 5. Adherence to the norms and guidelines for the tendering process. 6. Development of data-bank of Contractors and Vendors including their performance and its updation 7. Standardization of Tender Documents for Major Civil & Hydro Mechanical Works (International Competitive Bidding & Domestic Competitive Bidding), Wind & Solar Power Projects, Services & Consultancy Works (Domestic Competitive Bidding). 8. Post Award processing and assistance to project in respect of Contractual issues as required. 9. Oversee systems development i.e. modification/ updation of GCC (Particular Applications), procedure of conclusion of works contract etc. 10. Contractual issues and claim cases of contractors, if referred by the Projects / Power Stations. 11. Examination of all proposals of post award cases for Major Civil, Hydro Mechanical and Wind & Solar Power Contracts requiring approval of Corporate Office. 12. Preparation / modification of Contract manual. 13. Professional up-gradation including recommending Training Programmes for Employees in the Division. 14. Implementation of Integrity Pact. 15. Compliance of Right to Information Act (RTI act) /Parliamentary Question/ MOP & other Govt. agencies. 16. Implementation of official language in the department. 	

17. Implementation of Quality System requirements.
18. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
19. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
20. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Contract (E&M), Corporate Office
<ol style="list-style-type: none"> 1. Development of data-bank of Contractors and Vendors/Suppliers including their performance. 2. Tendering, Evaluation & Award relating to procurement/installation contracts of Electrical, Mechanical and Electro-Mechanical Contracts and other goods and equipment including spares (indigenous & imported). 3. Contractual issues & claims including arbitration cases of the contractors if referred by the projects and arrange the approval of the competent authority, wherever required. 4. Assist in arranging import licences, reconciliation of import licences, filing of required returns with Government & other agencies and its transit insurance. 5. Preparation of Procurement Manuals and Standardisation of tender documents. 6. Professional up-gradation including recommending Training Programmes for employees in the Division. 7. Compliance to Right to Information Act (RTI Act)/Parliamentary Question/MOP& other Govt. agencies. 8. Implementation of official language in the department. 9. Implementation of Quality System requirements. 10. Implementation of all rules / regulations / office orders / circulars of the company as & when required in the true spirit. 11. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time. 12. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments. <p>Any other work assigned from time to time.</p>	

Roles & Responsibilities	
Department	Corporate Communication, Corporate Office
<ol style="list-style-type: none"> 1. Overall responsibility for publicity and brand building of NHPC. 2. Overall responsibility for all print & electronic media related activities including Press Conferences / Meets, press releases, media interviews with top management, news articles about NHPC, Press Party Visits, media tracking and press clippings etc. 3. Overall responsibility for participation of NHPC in International, National & Local Exhibitions. 4. Ensure timely printing of corporate publications of NHPC 5. Ensure publication of tender notices, statutory/recruitment advertisements, employment & other notifications etc. 6. Ensure successful conduct of various events at Corporate Office including NHPC Raising Day, allocation of funds for all NHPC locations for celebration of NHPC Day, Republic Day and Independence Day. 7. Implementation of Sports Policy including hosting Inter-CPSU Sports tournament under the aegis of Power Sports Control Board and participation in inter-CPSU Sports tournaments. 8. Ensure photo coverage of various activities at Corporate Office, audio-video production as per requirements of the company. 9. Ensure empanelment of advertising agencies, printers, photographers and timely revision of rate contracts. 10. Ensure support to regional offices & sites for PR initiatives including those related to VIP visits to power stations/projects. 11. Ensure successful conduct of Painting competition in connection with Energy Conservation Day on behalf of MOP in the states allocated to NHPC. 12. Compliance of Right to Information Act (RTI act) /Parliamentary Question/ MOP & other Govt. agencies pertaining to the department. 	

13. Implementation of official language in the department.
14. Implementation of Quality System requirements.
15. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
16. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
17. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Corporate Planning, Corporate Office
<ol style="list-style-type: none"> 1. Coordinate the evolution of strategy for NHPC to achieve the vision of the company, in association with other functional group. 2. Evolving Corporate Plan, Long Term Plan, Annual Plan in coordination with finance and other related functional groups and all stakeholders. 3. Preparation & finalization of MOU documents to be signed with MOP in coordination with Finance and other related functional group. 4. Monitor performance and progress of the organization against milestones on all parameters as per the Annual Business plan(MoU)and report the status to the Management/Board of Directors. 5. Coordinate with project and other divisions/Ministries to obtain statutory and non-statutory clearance including approval of pre-investment activities, SFC/DIB, concurrence of the DPR by CEA, EFC / PIB, CCEA etc. 6. Processing of necessary approvals from NHPC Board for capital budget approvals. 7. Co-ordination & interaction with various govt. agencies i.e. CEA, CWC, Niti Ayog, MoP,MoF etc. 8. Evolve agreements / MoUs with state Govt. regarding taking up of Hydro Power Projects for Implementation in Central Sector. 9. Co-ordination with projects and other divisions / Ministries for obtaining approval of Revised cost estimates (RCEs), PIB/DIB/SFC/EFC & CCEA sanctions. 10. Providing material / inputs for Parliament Questions / Queries of Standing Committee on Energy etc. / CAG Paras etc. pertaining to Planning Division to concerned Divisions. 11. Professional up-gradation including recommending Training Programmes / MoU Workshops / participation in Power Conferences etc. for employees in the Division. 12. Compliance to Right to Information Act (RTI act) in the division. 13. Implementation of Integrated Management System (IMS) in the Division. 	

14. Implementation of official language in the department.
15. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
16. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
17. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Corporate Record Management, Corporate Office
<ol style="list-style-type: none"> 1. Overall responsibility of implementation of policy guidelines issued by National Archive of India on Record Management. 2. Overall responsibility of Managing Centralized Records Room at Corporate Office and ensure setup of Record Room at Power Stations / Projects / Offices. 3. Adoption of such standards, procedures and techniques as may be recommended from time to time by the National Archives of India for improvement of Record Management system and maintenance of security of public records. 4. Creating awareness on proper arrangement, preservation and maintenance of records by using modern systems & equipment. 5. Timely submission of Reports, in such manner, as may be prescribed in policy guidelines of National Archive of India. 6. Ensuring Compilation of Record Retention Schedule for public records in consultation with National Archive of India or as the case may be and review thereof within specified time. 7. Ensuring periodical review of all records, as per Record Retention Schedule and weeding out record of ephemeral value. 8. Ensuring appraisal of records, which is more than 25 years, after the approval of Competent Authority, in consultation with National Archive of India, as the case may be, with view to retain records of permanent nature. 9. Assisting in compilation of the organization history. 10. Assisting in services and weeding out records of Corporate Office. 11. Drive and ensure implementation of official language in the department. 12. Ensure implementation of Quality, Security & Safety System. 13. Ensuring timely implementation of all rules / regulations / office orders / circulars of the company in true spirit as & when required. 	

14. Digitization of Records

15. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.

16. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Cost Engineering, Corporate Office
<ol style="list-style-type: none"> 1. Preparation of cost estimates of Civil, Electrical & Mechanical works for PFR/DPR of Projects and Renovation and Modernization proposal of Power Stations and their clearance from CWC/CEA for TEC, as per requirement i/c Renewable Energy Projects. 2. Revised cost estimates of Projects under construction and assisting for their clearance from CEA/CWC/Revised cost Committee. 3. Revision of cost estimates and clearance by CEA/CWC. 4. Submission of periodic returns to Management regarding variation / deviation in cost for the contracts approved at corporate level with variance analysis. 5. Valuation of Claims & Extra / Substituted / Deviated items as Standing Committees member for contracts approved at corporate Office level. 6. Preparation of Tender check estimates for tenders to be awarded at Corporate Office level. 7. The economic evaluation of projects for the purpose of DPR and TEC. 8. Preparation of cost related chapter in completion report with an analysis for variation. 9. Maintenance of cost database of work items based on contracts awarded. 10. Evolve cost escalation formula & trends. 11. Due-Diligence of new business proposals (Hydro, Solar, wind etc). 12. Professional up-gradation including recommending Training Programmes for employees in the Division. 13. Compliance to Right to Information Act (RTI Act)/Parliamentary question/MOP & other Govt. Agencies. 14. Implementation of Official language in the department. 15. Implementation of Quality System requirements. 16. Implementation of all rules /regulation/ office order circulars of the company in true spirit, as & when required. 	

17. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
18. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	CSR&SD, Corporate Office
<ol style="list-style-type: none"> 1. To act as Nodal Department for Corporate Social Responsibility (CSR) & Sustainable Development(SD) activity thus carrying out coordination work in this regard. 2. Ensuring compilation of annual CSR plan to be undertaken as per policy & its review. 3. Assist in carrying out of Base-line survey/ Impact Assessment as per policy. 4. Seeking approval of CSR budget and communicate its allocation to locations. 5. Ensuring achievement of CSR Targets as agreed under MoU. 6. Ensuring execution of CSR Projects as per approved CSR plan. 7. Proper and periodic monitoring of CSR activities through Monthly / Quarterly / Annual Reports. 8. Revisiting the existing CSR Scheme whenever required. 9. Follow-up locations with NHPC's locations. 10. Providing clarifications / information on all CSR issues being sought on CSR from respective NHPC's locations, internal departments / sections, ministries, government bodies, audit wings etc. 11. Act as a think tank in showcasing NHPC's commitment towards CSR and drive NHPC's CSR programmes / activities. 12. Prepare annual CSR & Sustainability Report indicating progress and achievement of the activities. 13. Organize training workshops and seminars for the employees of NHPC for sensitization and education of the internal stakeholders for efficient implementation of CSR&SD initiative. 14. Coordinate with other departments / PSUs for exchange of information related to promotion / collaboration of CSR & SD Schemes. 15. Ensure implementation of Quality System requirements. 	

16. Ensure implementation of Official language in the department.
17. Ensuring timely implementation of all rules/ regulations/ office orders/ circulars of the company in true spirit as & when required
18. Compliance to Right to Information Act (RTI act) / Parliamentary Question/ MOP & other Govt. agencies
19. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
20. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Design & Engineering , Corporate Office
<ol style="list-style-type: none"> 1. Overall responsibility for planning layout design of projects for PFR, FR and / or DPRs of Hydro-electric Projects / River Valley Projects. 2. Provide design support for planning, co-ordination, execution and evaluation of pre-construction stage investigation works in conjunction with concerned divisions and projects. 3. Carrying out R&D works related to the ibid duties. 4. Carrying out hydrological studies with respect to water availability for power generation, design flood and diversion flood. 5. Evolve optimized & cost effective design of all civil and hydro-mechanical works at various levels of project development viz, PFR/FR/DPR stage, bid level stage and detailed design during construction stage. 6. Coordination with external consultants and Govt. agencies like CWPRS, CSMRS, NCSDP, CWC,CEA, Indus Water Commission etc. for clearances, project review and special studies. 7. Prepare /manage bid level engineering design and drawing including BOQ and framing standard technical specifications for civil / HM Works. 8. Provide support to Contract Department in technical evaluation of tenders pertaining to civil and hydro mechanical works. 9. Ensure uniformity in design practices for various projects across various design units. 10. Provides detailed construction stage design and timely issue of construction drawings for civil and HM works as per contract schedule, undertake site visits and adaptation of designs as per site conditions. 11. Provide continuous technical / design support to the Projects / Power Stations at all stage. 12. Development of commissioning and operation guidelines for reservoirs, dams, water conductor system and related structures. 	

13. Preparation of Operation & Maintenance Manuals for civil and hydro mechanical components.
14. Conduct pre and post Monsoon safety inspection of dams and associated civil / HM structures as per procedure laid down by Dam Safety Organization, CWC including 10 yearly reviews by independent Dam Safety Review Panel. Preparation of Data Book, Instrumentation Manual and provide support for preparation of Emergency Action Plan / SOP.
15. Periodical monitoring of civil / hydro mechanical works proposed in dam safety inspection report of Power Stations.
16. Provide design and engineering consultancy to JV Companies, Govt. Departments and outside agencies.
17. Provide technical support to Project / Power Station in finalization of revised cost estimate (RCE), arbitration matters and preparation of project completion reports.
18. Provide technical support of all infrastructure works of the project including standardization of specifications for residential / non residential building and roads. Examination of proposals relating to infrastructure works at Projects / Power Stations and making necessary recommendations to the Management.
19. Preparation of proposal for renovation and modernization of Power Stations for life extension as per CERC/CEA guidelines.
20. Provide technical support for civil works of solar / wind power projects.
21. Professional up-gradation of employees through participation in technical trainings, conferences, seminars, workshops organized by specialized institutions like CBIP, CWPRS, NIH, NCCBM, IIT etc. and to provide faculty for delivering lectures at various forums including NPTI, CBIP, NHPC centre for excellence etc.
22. Participation in proceedings of technical committee of Bureau of Indian Standards and meetings relating to projects formulation, execution & operation at MOP, MOEF, MOWR, NDMA, etc.
23. Compliance of relevant acts, statutory provisions, Quality System Procedures, rules / regulations / Office orders of the Company including implementation of official language in the department.
24. Provide inputs for RTI and Parliamentary Question / Queries from MOP & other Govt. agencies.

25. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.

26. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned by the Management from time to time.

Roles & Responsibilities	
Department	Design (E&M), Corporate Office
<ol style="list-style-type: none"> 1. Power Potential studies, optimization studies and layout designs studies for DPR for hydro projects. 2. Planning and preparation of electrical and mechanical designs for Detailed Project Reports and assistance in clearance with CEA. 3. Preparation of technical specifications, drawings and bill of quantities of Electro-Mechanical works for bidding purpose for Hydro Projects / Renewal Energy Projects. 4. Assistance in evaluation of bids and award of Electro-Mechanical works for Hydro Projects / Renewable Energy Projects. 5. Detailed engineering after award of works and providing E&M drawings and design support to the Projects under construction. 6. Standardisation / Updation of technical specification for Electro - mechanical equipment for Power House and switchyard. 7. Assistance in preparation of Project Completion Reports. 8. Preparation & Issuance of Technical Specification, BOQ, technical evaluation of bids and detailed engineering of Electro-mechanical packages of RM&U of Power Stations. 9. Technical support / assistance to Power Stations for activities in cases of procurement of major equipment / packages on request from O&M Division. 10. Consultancy assignments of Electro-mechanical works of Hydro Projects / Renewable Energy Projects. 11. Standardization of Erection & Pre - commissioning Protocols for compliance by Projects. 12. Participation in standing committees of Bureau of Indian Standards and other Electro-Technical Committees(ETDs) and also assistance to CEA/CBIP for preparation/ updation of various Technical standards/Manuals /Regulations / Guidelines etc. 	

13. Professional upgradation including recommending training programmes for employees in the division.
14. Compliance to Right to Information Act (RTI act) / Parliamentary question / MOP & other Govt. Agencies.
15. Implementation of official language in the department.
16. Implementation of Quality system requirements.
17. Implementation of all rules / regulation / office orders / circulars of the company as & when required in true spirit.
18. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
19. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Engineering Geology, Corporate Office
<ol style="list-style-type: none"> 1. Timely submission of progressive geological and geotechnical data to Design & Engineering Division for optimization of layout and modification in rock support system/change in design layout during investigation stage & construction stage respectively. 2. Finalization of exploration plan for investigation projects in consultation with Design Division and communicate to Project. 3. Collection/compilation & preparation of geological data base viz. Geological mapping and logging of drill holes and drifts through site geologists/geologists posted at corporate office. 4. Appraising the Management about geological findings on critical issues from time to time. 5. Adherence of schedule of preparation of Geology chapter/Site Investigation & Geology and Construction Material Volume of PFR/FR/DPR. 6. Coordination with GSI, CWC, CSMRS and other government agencies for clearance of DPR. 7. Appraising Project / Design Division on geological / geotechnical issues arising during investigation / preconstruction / construction & post construction phases. 8. Compilation and preparation of reports on Geological, Geophysical, Seismological and Construction Material aspects of projects, including geotechnical assessment of foundation conditions, tunneling media, cut slopes and other surface & underground excavations etc. 9. Compilation and Submission of Geological/Geotechnical inputs for information to bidders for contract documents. 10. Recommendations on geological aspects of contractual claims. 	

11. To inspect safety of civil structures in power stations from geological perspective through periodic dam safety inspections in association with Design & Engineering Division and to resolve critical issues if any.
12. Compliance to Right to Information Act (RTI act)/Parliamentary Question/MOP & other Government agencies of queries pertaining to geology.
13. Implementation of Quality System requirements.
14. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
15. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
16. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.
17. Implementation of Official Language in the department.

Roles & Responsibilities

Department

Engineering Geophysics, Geotechnical & Research, Corporate Office

Engineering Geophysics , Geotechnical

1. Study of Layout plan with Geology & D&E divisions and identification of the critical areas where geophysical studies are necessary for assessment of the subsurface conditions.
2. Conducting geophysical studies in investigation projects through in-house expertise/outsourcing at NHPC projects, JVs and Consultancy Assignments utilizing Seismic Refraction, Seismic Tomography, Multichannel Analysis of Surface Waves (MASW), Resistivity Imaging, Blast Vibration Monitoring, Inclinometer Monitoring techniques, etc. Processing & interpretation of data and report submission to the concerned projects, D&E Division, CO and Geology.
3. Conducting Tunnel Seismic Prediction in critical reaches during tunnel excavation in association with project & geology. The specialize geophysical studies for assessment of subsurface status at critical reaches. Vibration monitoring study for assessment of safe charge as per site requirements. Preparation and submission of reports to the concerned projects and design.
4. For O&M stage of project, conducting specialize geophysical studies for assessment of structure conditions time to time as per design and dam safety review panel suggestions. Inclinometer monitoring for slope stabilization studies.
5. Technical coordination with the respective Institutes/Organizations for site specific seismic design parameter studies of all NHPC / Consultancy/JV Projects. Collection of seismological data from NCS and other sources and preparation of documents. Specialized seismological studies like MEQ/LET studies for all NHPC/JV/Consultancy projects having dam height > 100m as per NCSDP (National Committee on Seismic Design Parameters) guidelines through outsourcing. Submission & presentation of Seismic Design Parameter Report to NCSDP for clearance and approval from FE&S Directorate, CWC. Preparation of seismology related write-ups for DPRs.
6. Operation and maintenance of Real Time Seismic Data Centre, along with seismic instruments of all NHPC Power Stations. Timely preparation of earthquake reports and sending them to respective Power Stations.

7. Addressing seismological issues of all projects, preparing replies to seismological issues raised in different forums. Compliance to Right to Information Act (RTI act)/Parliamentary Question/MOP/NGT/Rajya sabha & other Government agencies/various unions of queries pertaining to Seismological aspects.
8. Maintenance and procurement of all geophysical instruments.
9. Works related to four high level R&D projects of geophysical and seismological studies running in the division.
10. Co-ordination of rock mechanic testing with outside agencies and processing of test reports for providing input to Design Division and conducting in-house laboratory rockmechanic testing. Carry out Ultrasonic testing of core samples received from projects and estimate the dynamic elastic parameters. Operation & maintenance of in- house geotechnical lab. Preparation of reports for DPR.
11. Timely renewal of NABL Accreditation of Geotechnical Lab.
12. Use of Space Technology in geological study in in-house remote sensing lab/through outsourcing operation & maintenance of in-house remote sensing lab. Preparation of study reports for further incorporation in geological interpretations in developing geological model of the area.
13. Preparation of tender documents on geophysical, seismological and geotechnical aspects for Information to Bidders.
14. Implementation of Quality System requirements.
15. Implementation of all rules / regulations / office orders / circulars of the company as &when required in true spirit.
16. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
17. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Research

1. Assessment of quantity and quality of construction material available around the projectsite. Appraisal report submitted to Geology Division for further utilization.
2. Conduct in-house field survey, in-situ / laboratory tests and advice on the availability of suitable construction materials in terms of quality and quantity vis-a-vis the project requirements and to assess the techno economic viability of the project.
3. Compilation and preparation of reports on Construction Material aspects of projects.
4. Preparation of Construction Material Volume of DPR of NHPC, JV projects.
5. Coordination with various agencies such as CSMRS/ NIRM/CIMFR for undertaking specialized tests for assessment of quality of the rock and soil samples.
6. Preparation of tender documents on construction material for Information to Bidders.
7. Right to Information Act (RTI act)/Parliamentary Question/MOP & other Government agencies of queries pertaining to Construction Material Studies.
8. Implementation of Quality System requirements.
9. Implementation of all rules / regulations / office orders / circulars of the company as &when required in true spirit.
10. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
11. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Roles & Responsibilities	
Department	Environment & Diversity Management
<ol style="list-style-type: none"> 1. Preparation of documents / presentation for clearance for Pre-Construction Activities and approval of Terms of Reference (TOR) from MoEF & CC. 2. Studies & Review of EIA/EMP reports prepared by consultants for obtaining clearance from MoEF & CC. 3. Coordinating with the Project and concerned State Governments for Social Impact Assessment Studies and framing R&R Plan, Community / Tribal development plan in line with The Right to Fair Compensation & Transparency in Land Acquisition, Rehabilitation and Resettlement Act (RFCTLARR) 2013. 4. Coordination with Project for getting Public Hearing conducted in association with State Pollution Control Board (SPCB) 5. Preparation and submission of proposal to MoEF & CC for obtaining Environment Clearance. 6. Coordination with Project/ State Govt. in preparation of forest and wildlife proposals, compliances under Forest Right Act for obtaining forest and wildlife clearances from MoEF & CC. 7. Coordination with Ministry of Tribal Affairs and concerned Project for obtaining Clearance on tribal aspect from Ministry of Tribal Affair, Govt. of India. 8. Preparation of presentations for Expert Appraisal Committee (EAC)/ Forest Advisory Committee (FAC)/ Standing Committee of National Board of Wildlife (NBWL) and attending meetings regarding the same. 9. Coordination with the consultant, concerned project and concerned Divisions of Corporate Office for preparation of Environment Impact Assessment (EIA) / Environment Management Plan (EMP) and other necessary reports required for Env. Forest & Wildlife Clearances. 10. Monitoring the implementation of the compliances of MoEF & CC stipulations and EMPs implementation. 11. Post-construction Environment & Social Impact Assessment Studies of commissioned projects. 	

12. Formulation of Policies for NHPC on Environment & Social Aspects in line with the directives issued by MoEF & CC and coordination with the projects for their implementation.
13. Providing technical input to Law Division for dealing with Enviro-legal issues/ litigations.
14. Preparation of chapters on Environmental Aspects for DPRs of different NHPC projects.
15. Creation of systematic computerized data bank with periodic updation in respect of Land and R&R.
16. Coordination & liaising with MOP/ other Govt. agencies in preparation of comments/presentations/ back-up papers/ documents related to environmental issues for various purposes.
17. Remote Sensing and GIS studies w.r.t assessment of forest cover, etc.
18. Studying and offering comments on various documents / Reports / Policies/ Bills related to environment and social issues as and when received from MoP, World Bank etc.
19. Review of basin study reports and coordination with MoEF & CC / Consultant.
20. Coordination with Projects and concerned State Governments for issues related to R&R, social aspects & land acquisition and manage social diversity issues of projects.
21. To act as Repository for all Land related records / documents.
22. Identifying and obtaining Clean Development Mechanism (CDM) benefits for NHPC Projects / Power Stations.
23. Monitoring of Green House Gases in the reservoirs of NHPC Power Stations.
24. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
25. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Estate Management Services (EMS), Corporate Office
<ol style="list-style-type: none"> 1. All Construction works at Corporate Office and Residential Colony Faridabad. 2. Repair & maintenance of all buildings and establishments including housekeeping, electricity, water supply, sanitation at Corporate Office, Residential Colony Faridabad, Camp office Delhi and Guest Houses at Delhi. 3. Operation & maintenance of utilities i.e. ACs, Diesel Generators, UPS, Elevators, etc. at Corporate Office and Residential Colony Faridabad. 4. Operation & maintenance of Centralized Air Conditioning System at Corporate Office Faridabad 5. Operation & Maintenance of Fire Fighting Arrangements at Corporate Office and Residential Colony Faridabad. 6. Allotment of Residential Accommodations at Residential Colony. 7. Allotment of Office Accommodation at Corporate Office. 8. Allotment of Conference Rooms, meeting halls, Auditorium in the Office Complex. 9. Horticulture works at Residential Colony & Office Complex. 10. Running & Maintenance of Auditorium at Office Complex. 11. Liaisoning with HUDA, MCF for various Estate Management Purposes. 12. Furnishing works at Corporate Office, Residential Colony Faridabad and Guest Houses at Delhi 13. Issue, accounting & maintenance of office equipment i.e. Xerox Machines and Television (NHPC Colony). 14. Issue, accounting & maintenance of Office Furniture to various offices of Complex. 15. Issue, accounting & maintenance of furniture and other articles to Senior Officers for their Residential Offices. 16. Operation of Facilities i.e. Canteen, crèche, Gymnasium. 17. Ticketing including arrangement of VISA / Foreign Currency. 	

18. Arrangement of Catering Services for various Corporate Meetings and Functions.
19. Allotment of Hired Taxis, Operation & Maintenance of Corporation vehicles.
20. Disposal of old and used items.
21. Hiring of Helicopter / Aircraft / Other Logistic Arrangements.
22. Management of Central Store at Office Complex Faridabad
23. Works required to be done as per the instructions of MoP / GoI / Other Govt. Agencies such as Swachhta Bharat Abhiyan, Yoga day celebration and establishment of Yoga Centers, Accessible India Campaign (Sugamya Bharat Abhiyan), Run for Unity, Ekta Shapath, etc.
24. Annual Property Return in respect of Employees.
25. Self Lease / Leased accommodation related works.
26. Liaisoning with MoP and MoHA for VIP ID Cards / Passes / Car Parking Stickers.
27. Insurance of Employees and Assets, like Group Insurance Scheme in lieu of EDLI, Group Personal Accident Insurance, HBA, MVA, Fire, etc.
28. Works related to Land at Bangalore only.
29. Central Dak Management Center.
30. Infrastructure Creation for PwD (Person with Disabilities).
31. Compliance of Right to Information Act / Parliamentary Question / MoP & other Govt. agencies.
32. Implementation of Official Language.
33. Implementation of Quality System requirements.
34. Timely implementation of all rules / regulations / office orders / circulars of the Company in true spirit.
35. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
36. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Finance, Corporate Office
<p>(1) <u>Corporate Accounts & Policy</u> :-</p> <p>To ensure accurate processing and accounting of transactions with adequate controls in place, to ensure accurate recording, monitoring and control over assets and liabilities of the organization, to identify account, monitor revenue and cost for the organization, ensure accounting as per approved accounting policy and in compliance with generally accepted accounting standards / practices.</p> <p>The functions primarily involve dealing with :-</p> <ol style="list-style-type: none"> 1. IND-AS related work 2. All policy matters relating to Accounts 3. Accounting Circulars 4. Corporate Governance, Listing Agreement related matters, Company Secretariat matters relating to Accounts / Financial results. 5. Issues / observations raised by Auditors and ATR / Replies thereof along with follow-up with Concerned Director. 6. ATR on Board / Audit Committees Minutes relating to Annual Accounts / Financial results. 7. Board / Audit Committee Agenda for Appointment of Statutory Auditors & fixation of remuneration thereof. 8. Preparation of Summarised Financial Reports (SFR) for CA&G. 9. C&AG Audit – Phase – I, II & III 10. Financial Results, quarterly / half yearly / yearly 11. Preparation of Consolidated financial statements to provide financial information about the group. <p>To present financial information about a parent and its subsidiary (ies) as a single economic entity to show the economic resources controlled by the group, the obligations of the group and results the group achieves with its resources.</p>	

12. Ratio Analysis
13. Custody of Annual Reports and Balance Sheets of Projects / Units.
14. Submission of financial information relating to Accounts to various Departments as and when required.
15. Notes to standalone Accounts & Group Accounts and follow up thereon
16. Report u/s 143 of the Companies Act, 2013
17. Review and monitoring of accounts of projects / power stations / units through various MIS and visiting projects / power stations / units to review of accounts wherever required.
18. Coordinate in physical verification of stores and fixed assets of Regions / Projects / Power Stations / Units conducted by outsourced firm / internal committee in compliance of CARO 2016. Monitoring the compliance of discrepancies pointed out in physical verification reports and follow up on necessary entry passed in the books of accounts of the Regions / Projects / Power Stations / Units.
19. Physical verification of assets of Corporate Office.
20. Cost Accounts of the Company
21. Audit Committee / Board Agenda relating to Cost Accounts
22. Dealing with Statutory Auditors; preparation of Management Representation letter for Statutory Auditors
23. Follow up with C&AG, New Delhi / Kolkata on Half Margin / Provisional comments on Annual Accounts.
24. Transaction relating to employees on deputation to other organization / subsidiaries / Joint Ventures
25. General Administration of CA&P Section
26. Corporate Office Accounts and its periodical Review.
27. Actuarial Valuation of Employees Benefits
28. Allocation of Corporate Office expenses on the basis of services provided by different divisions of Corporate Office.
29. Inter – Unit Reconciliation of Accounts.
30. Fixed Assets Accounting and Reconciliation thereof.
31. Variance analysis is prepared for those items where variation is exceeding 10% in comparison to previous period figure and a minimum variation of Rs. 10 lacs in each item.

32. Administration of Chart of Accounts
33. Cash Flow Statement in respect of Standalone Accounts
34. Cash Flow Statement in respect of Group Accounts
35. ERP issues relating to accounts
36. Final checking of Accounts before submission to the Management
37. Holding of Meeting with Auditors; Release of Auditors payment
38. DPE Survey / MOU / Parliamentary questions / RTI Additional information etc
39. Review and monitoring of advances recoverable, claims recoverable, material issued to contractors, deposits, other recoveries, pending items for investigation, write off unrecovered balances, status of B/Gs etc.

(2) **Cash & Banking :-**

Funds are raised and serviced centrally at Corporate Office (CO) following the procedures and approvals of Board of Directors or shareholders as the case may be. Policies, Procedures, Controls, Roles and Responsibilities related to accounting for Cash & Bank transaction, Policies and Procedures of raising fund, its accounting, repayment, control, roles and responsibilities including effective and efficient Debt Management. (Including Cash Credit) is done centrally at CO.

Following functions have been centralized at CO for :

Cash & Bank Section

1. Providing funds to projects / units and Bank reconciliation of funds provided to various projects / units vis-à-vis banks through maintaining Parents Child Accounts facility.
2. Receipt of money from various beneficiaries on account of sale of energy (including FERV, Tax & Water Cess) and collection from 'Consultancy Contracts' and accounting thereof.
3. Preparation of weekly Bank Balance Report.
4. Centralized Vendor Payments on behalf of Projects / units above Rs. 5.00 lacs.
5. Opening of bank accounts for various Projects / Units .
6. Foreign Currency Receipts and Payments.
7. Opening and Operation of Letter of Credit (L/C) & Bank Guarantees (BG).
8. Custodian of Bank Guarantees for Corporate Office furnished by various agencies.
9. Timely Debt Servicing of Bonds and Loans.

10. Preparation of daily rolling cash flow as prescribed in DPE / internal guidelines for investment of surplus funds.
11. Preparation of monthly and yearly cash flows.
12. Investment of surplus funds through investment committee and accounting thereof. Periodical verification of term deposits through committee.
13. Accounting for receipt of interest on investment.
14. Submission of Action Taken Report to Board in respect of investments.
15. Availing short term loans on need basis in case of temporary mismatch in cash flow.
16. Administration of all internet Banking Facilities in respect of all Projects / Units.
17. Arranging cash credit facilities from Banks and operations thereof.
18. Insurance of cash at CO Office.
19. Overall Fund Management.
20. Preparation of Board Agenda Note wherever required.

IFC & Tariff

1. To explore and raise funds from international financial market to meet out the debt requirement of projects.
2. Centralized foreign currency payments at Corporate Office in respect of Contracts pertaining to Projects / Units.
3. Debit servicing of foreign loans i.e. Principal repayments, Interest, FERV etc and submission of various MIS related to foreign currency payments.
4. Submission of Monthly / Quarterly / Annual Returns relating to foreign fundings.
5. Timely Payment of Guarantee fees to Government.
6. Tariff related concurrences pertaining to debts.
7. Preparation of Board Agenda Note wherever required.

Investor Cell

1. Taking up capital market activities related to Equity Share Capital like IPO, FPO, Buyback, Offer for sale etc.

2. Timely payment of Dividend (Interim / Final Dividend), appointment of Dividend bankers.
3. Addressing dividend related complaints promptly, dividend payment reconciliation & ensuring various compliances like IEPF etc.
4. Redressal of Grievances of Investors.
5. Meeting with Institutional investors for updating them about Company's progress and affairs, attending conferences organized by Brokerage Houses to interact with the investors / analysts.
6. Organizing Analyst meet annually post annual results of the company.
7. Tele-conference call with the analysts on the Quarterly results.
8. Dealing with DIPAM.
9. Attending Domestic and International Road shows through one to one interaction with perspective Investors.
10. Preparation of Board Agenda Note wherever required.
11. Obtaining Directors & officers liability Insurance policy.

Domestic finance Section (DFS)

1. Assessment of Fund requirements.
2. Selection of best source of funding through Bonds / Term Loan etc.
3. Raising fund from the Domestic Market and to complete all formalities and documentations thereof.
4. Creation of Security for Debt raised and registration of charge thereof.
5. Obtaining International and Domestic Credit Rating for Company and instruments.
6. Appointment of various intermediaries for raising of debts.
7. Fixing and Approval of Record dates for Bonds.
8. Debt Servicing of Bonds and Term Loans on respective dates.
9. Allocation of funds raised for projects.
10. Compliance of Covenants.
11. Providing information to Trustees related to SEBI Compliances.
12. Providing various information to Credit Rating Agencies facilitating appraisals.

13. Preparation of tariff forms no. 6,7,8,13 & 14 of Power Stations for fixation of Provisional / Final / Truing – up Tariff petitions.
14. Evaluation of Term Loans from time to time and explore options for replacement of the same with other better alternative sources of Finance.
15. Release of Equity to Subsidiaries and Joint Venture Companies.
16. Information for preparation of Tentative Tariff and IRR for new projects under consideration of management before taking up.
17. Work related to Sub-ordinate debts.
18. MIS to various departments related to Domestic Finance.
19. Preparation of Board Agenda Note wherever required.

(3) Payroll Section

Payroll section follows the policy and guidelines of the Corporation for preparation, accounting and disbursement of salary and other employee benefits and facilities. This section also deals with pay fixation of employees and accounting for employees' pension schemes. Other areas dealt by the section include payment of retirement benefits and final settlement of employees dues on separation from the organization, accounting for leave encashment and other allowances and benefits.

The functions primarily involve :-

1. Preparation, accounting and disbursement of salary for all the employees of the corporation and other personal payments, payment and recovery of loans and advances to employees, including lease payments for leased accommodation of employees.
2. Payment of retirement benefits and final settlement of employees dues on separation from the organization, GPAI, IDLI Payments, accounting for leave encashment and other allowances and benefits.
3. Ensuring Timely Processing of Salary of with regular deduction of TDS / Other statutory deduction / Employees Advances and remittance of tax, EPF, EDCSS, SSS etc. and filing of related returns.

4. Providing provision & payment of PRP, PLGI & PBR and reconciliation thereof.
5. Providing information relating to salary section under RTI Act 2005.
6. Ensuring the processing and payment of Medical, TA, TTA, Conveyance and Telephone Bills and hospital bills under direct payment scheme.
7. Filing of TDS return.

(4) Direct Tax, Indirect Tax and GST Cell

Direct Taxation

To ensure compliance of policies, procedures, controls, roles and responsibilities related to compliance with provisions of Income Tax Act, 1961, Income Tax Rules, 1962, accounting for income tax payments, recoveries, current tax and deferred taxes. The 'Tax Cell' ensures compliance with applicable provisions and its financial accounting.

The functions primarily involve :-

1. Policy advices on direct taxes on an ongoing basis.
2. Computation, payment and accounting of advance Income Tax.
3. Appointment of tax Auditors and annual tax audit.
4. Computation of final tax liability, payment of self – assessment tax and filing of Return of Income
5. Claiming specific deductions available to the Company under Income Tax Act, 1961 like deductions available under Section 80-IA of the Act (vii) Accounting for current tax & deferred taxes in compliance with Ind AS.
6. Completion of assessment, payment of demands and receiving of refunds on completion of assessment or decision on appeals and filing of Appeals.
7. Deferred tax is recognized on timing differences between the accounting income and taxable income for the year and quantified using the tax rates and laws enacted or substantively enacted as on the Balance Sheet date. Deferred Tax assets are recognized and carried forward to the extent there is a reasonable certainty that sufficient future taxable income will be available against which such deferred tax assets can be realized.

8. Liaisoning with Income Tax Department for completion of assessment, filling of Appeal and persuasion etc.

Indirect Taxation / GST Cell

To ensure compliance of policies, procedures, controls, roles and responsibilities related to compliance with provisions of Service Tax, Value Added Tax, Works Contract Tax, Custom Duty, Goods and Service Tax applicable to the Company. The 'Tax Cell' ensures compliance with applicable provisions and its financial accounting.

GST : Goods and Service Tax Law (GST) has been implemented from 01st July, 2017. GST is the new law and has replaced almost all indirect taxes levied on goods and services by the Central and State Government. This section provides the procedure to be followed for GST, a comprehensive indirect tax levy on manufacture, sale and consumption of goods as well as services at the national level. It will replace all indirect taxes levied on goods and services by the Central and State Government.

The functions primarily involve :-

1. Policy advice on service tax, GST, Custom duty, Excise duty, Works Contract Tax etc.
2. Remittance of monthly service tax / GST of consultancy services provided.
3. Filing of GST returns based on data provided by concerned sections of C.O.
4. Facilitating smooth conduct of service tax / GST audit by the tax authorities.
5. Preparation of periodic MIS of disputed tax liabilities for information of the management.
6. Preparation of necessary inputs to enable representation of the corporation before the service tax / GST authorities and appellate tribunals.
7. GST related works – This cell provides the procedure to be followed for GST, issuing circulars related to implementation of GST, implementation of GST in ERP.

(5) Budget Section

Budgeting system for the power stations, Corporate Office and Regional Offices including associated liaison offices. Budget also lays down procedure for collating details to be provided by Finance Division for preparation of Annual Plan by Planning Division. Budgeting system lays down the budget preparation process and the reporting requirements to monitor the budgets. Budget essentially lays down the physical and financial operating plan / targets for the budget period and the standards / yardsticks for inputs and the outputs associated with various activities.

Major functions of Budget Section involve :

1. Consolidation of the Revenue budget proposals received from Power Stations, C.O., L.O. & R.O.
2. Review & discussion with O&M Divisions of the proposals received and its approval by Board of Directors.
3. Communication & Migration of approved budget in ERP linked with GL Heads.
4. Providing Project wise Source of Funding, IDC and Corporate Office Management Exp. to Planning Division in relation to preparation and finalization of Annual Plan of the Corporation.
5. Management reviews the monthly financial progress of the projects & in case of major shortfall against the targets, concerned projects are being asked for taking the corrective measures to achieve targets.
6. Preparation of financial Data for setting of Financial Target after obtaining requisite information from Commercial Division, O&M Division and RE&C Division.
7. Preparation and submission of MOU Targets Vs Actual achievement of financial parameters to Planning Division for its evaluation by the Management and DPE.
8. Monthly Capital Expenditure / Budget Utilization Report to Planning / MOP against approved Annual Plan – By 2nd of each following month.
9. Statement of I&EBR – i.e. Internal and Extra Budgetary Resources excluding budgetary support from MOP, Project-wise funding pattern of Capex plan considering Debt Equity Ratio of 70:30 and budgetary support from MOP as Subordinates Debts.
10. Provide basis of control over operational expenses and working capital and to inculcate greater cost consciousness in the organization.
11. Provide a basis for forecasting profitability and planning for cash / funds.

12. Provide yardstick for measuring performance, ascertaining variances, identifying responsibilities for performance, to analyze contributory reasons thereof and determining corrective actions.

(6) EPS Section

Monthly remittance to RPFC, settlement of EPS 1995 pension cases, correspondence regarding pension cases of employees with projects, RPFC etc. liaisoning with RPFC Faridabad, Disposal of RTI cases; Transfer of EPS cases of employees left to other organization and vis-a-versa.

(7) Misc. Bills Section

To ensure effectiveness of systems and procedures to be followed for Supplier, Service Provider & Contract related transactions related to Advance, EMD & Security Deposits, Bill Verification & Liability creation, Year end liability / provisions etc. All vendor invoices for purchase for Supply items, Services & Contractor obligation are examined and passed for payment by respective store division after considering all contractual deductions and counter checked by Bills section. Statutory deductions from vendor invoices are counter checked in finance, whether statutory deductions have been correctly made before releasing payment. Statutory deductions consist of Tax Deducted at Source (TDS) for contractual payments, deduction for Works Contract Tax (WCT) (upto 30.06.2017), Service Tax (upto 30.06.2017), GST (w.e.f. 01.07.2017) etc.

The functions of Misc. Bills primarily involve :-

1. Invoices are processed as per terms and conditions of PO/JO/ Contract and are in compliance with the statutory requirements.
2. Earnest Money / Security Deposit / Advance Payment to Vendors/ Contractor are deposited / deducted / adjusted, accounted and monitored as per the terms and conditions of Purchase Order / Job Order / Contract and as per the defined guidelines of the Company.
3. Supply & Stores, Contractors bill, Senior Officers assets / facilities, Arbitration, CSR, Vigilance, Foreign Exchange Payment, Service Tax, GST, Income Tax, Release and deposit of EMD/SD.

4. Processing & releasing payments of bills related to Departmental meeting, imprest and other misc. bills.
5. Processing bills of advocates, arbitrators, consultants, auditors etc.
6. Release of payments against invoices submitted by Supplier, Service Provider & Contract as per the terms and conditions of the purchase order / Job Order / Contract.
7. Counter checking whether statutory deductions from vendor invoices have been correctly made before releasing payment. Statutory deductions consist of Tax Deducted at Source(TDS) for contractual payments, deductions for Works Contract Tax (WCT) Service Tax (upto 30.06.2017), GST (w.e.f. 01.07.2017), etc.
8. Filing of Income Tax TDS Return, providing data for filing of GST Return.
9. Review of GL Heads pertaining to Misc. Bills.
10. Fair valuation of financial assets / liabilities pertaining to Misc. Bills as per IND-AS.
11. Coordination with IT/IFS team for development / improvement of ERP Modules.
12. Implementation and issuing circulars regarding GST.
13. Provisioning made at the period end as per the accounting guidelines / policies issued from time to time. However, during quarterly / half yearly accounts, provisional entry is made in books of accounts for computation of quarterly / half yearly profit and loss account. Such entry is reversed at the beginning of the next quarter / half year thus this provisional entry for the purpose of computing correct profit and loss for the quarter or half year does not create any liability per se for deduction of tax at source.
14. Generate a statement of invoices received but pending for processing over 7 days on a monthly basis for a review by the HOF's.

(8) EPF Trust, Social Security Trust, Gratuity & REHS Trust

NHPC has constituted separate trusts for each funds to handle the accounting for the NHPC EPF, REHS Trust, Gratuity Fund and Social Security Fund including accounting for contributions, investment of funds, receipt of interest on investments, disbursement of advances and recovery thereof (in EPF Trust), final payment to employees (in EPF & SSS Trust etc.)

All the Trust / Fund are independent accounting units and maintain separate books of accounts and generates annual accounts under the overall control of Secretary. The income and expenditure account and the Balance Sheet for the Trust are submitted to the auditors appointed by the Trust for audit. Audited accounts are submitted to the Board of Trustees for adoption.

The function of EPF section primarily involve :

1. The financial statements of EPF Trust drawn up on historical cost basis.
2. Accounting of Revenue from interest on investments on accrual basis.
3. The yearly interest on EPF balances of subscribers to the fund are provided on monthly running balance.
4. Interest on unclaimed accounts provided till the date of transferring it to unclaimed balance account.
5. Reporting of long term investments at face value.
6. Profit / Loss arising on purchase of securities is credited / debited to 'Redemption Equalization Reserve' and is amortized in the remaining term of maturity on yearly basis.
7. Regular return appreciating bonds shown at cost and their value appreciated yearly by accrual of interest income.
8. Accounting of Contribution to EPF fund on receipt basis.

The functions of SSS Section primarily involve :-

1. The financial statements of SSS Trust drawn up on historical cost basis.
2. Accounting of Revenue from interest on investments on accrual basis.
3. The yearly interest on SSS balances of subscribers to the Fund are provided on monthly running balance.
4. Reporting of long term investments at face value.
5. Profit / Loss arising on purchase of securities is credited / debited to income & expenditure Account in the year of purchase itself.
6. Income accounted as & when received.
7. Accounting of Contribution to SSS fund on receipt basis.

The functions of Gratuity Trust primarily involve :-

1. The Financial statements of drawn up on historical cost basis.
2. Accounting of Revenue from interest on investments on accrual basis.
3. Reporting of long term investments at face value.
4. Income accounted as & when received.
5. Accounting of Contribution Fund on receipt basis.

(9) Administration

Main function of this section is Manpower Planning. Manpower Planning consists of putting right number of people, right kind of people at the right place, right time, doing the right things for which they are suited for the achievement of goals of the organization.

The functions of Administration Section primarily involve :-

1. Manpower Planning & relocation
2. Queries related to RTI
3. IMS Audit
4. MIS Reports
5. Rajbhasha related work
6. Up-keeping of vouchers
7. Store related issues
8. Physical verification of assets in Finance
9. Budget related to Finance and other works related to administration.
10. Delegation of Powers to Officers at Project in line with Policy guidelines of financial powers of DOP whenever required.

(10) Concurrence Cell

1. Protect financial interests in Decision making while ensuring financial propriety as a part of Internal control system and to ensure the decision is beneficial to the Company.

2. Financial Concurrence / vetting of proposals as per DOP in conjunction with Statutes, Guidelines, Provision of Budgets, Rules, Regulations, Notifications, directives of Central Government, Company Policies & Manuals, Budgets, DPR, Annual Plans, CVC guidelines etc.
3. Ensure the financial concurrence facilitates achievement of transparency in the decision making which is subject to the scrutiny of various government and internal agencies like Government Audit, Internal Audit, Statutory Audit etc.

(11) Internal Audit

Internal Audit department is to examine and evaluate whether the Corporation's framework of risk management, internal control and governance processes are adequate and functioning properly. In addition, the objectives of audit department would include advising and recommending the management for improvements in internal control.

The functions of Internal Audit primarily involve :-

1. Internal Financial Control related work whenever required.
2. Outsourcing of Internal Audit related to Power Stations whenever required.
3. Fraud detection and prevention policy.
4. C&AG Audit and Reviewing meetings.
5. Liaisoning with MOP including attending MOP/ Standing Audit Committee (SAC) meetings.
6. Internal Audit of Human Resource (Full & Final Payment, Entitlement Management, Manpower Planning, Recruitment, Selection & Induction), CSR & SD Division, T&RE Division, Law Division, Arbitration Cell, L.O. Lucknow.
7. Presentation of Executive Summary of significant audit para to Audit Committee.
8. Audit Para Summary Presentation to Board, Agenda Presentations on Fraud Policy, CAG Paras and Internal Financial Control, Nomination cases.
9. Action Taken Report on Audit Committee meetings.
10. Internal Audit of Budgeting Section, Commercial Division, Consultancy Division, Domestic Finance Section, Cash & Bank Section, EPF / SS Investment Section, Workshop & Maintenance, Payable Management, PMSG Division and Review of all outstanding paras.

11. Internal audit of Store Division, Contract Division, NHPC Colony POS including EMS division, Fixed Assets Register, Investments, IT&C Division, International Finance Section, Cash & Bank (Treasury Management), Insurance Division, Award of IFC work, nomination cases. Review of all outstanding paras.

(12) Insurance Cell

1. Obtaining insurance coverage for Assets of NHPC Power Stations and payments of insurance premium in time.
2. Coordination with O&M stations regarding maintenance of Mega Risk & CPM Insurance Policy including claim management, valuation of assets and holding of seminar.
3. Follow up with insurance company / surveyor for early settlement of outstanding insurance claims & valuation of assets of NHPC Power Stations under Mega Risk & CPM Policy.

In addition to above, following shall be applicable to all the above sections:-

1. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
2. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Roles & Responsibilities	
Department	Human Resource
<p><u>Policy, MOU & Social Security</u></p> <ol style="list-style-type: none"> 1. Introduction & implementation / Review of HR Policies and Rules 2. Implementation of Social Security Schemes- Medical Attendance Rules, EPF & EPS '95, Gratuity, REHS, EDCSS (Pension), Social Security Scheme, Group Personal Accident Insurance Scheme, GIS in lieu of EDLI etc. 3. MOU related to HRM Parameters 4. Updating of HR Manual 5. Notification and implementation of Voluntary Retirement Scheme 6. Certification and implementation of SA-8000 7. MIS pertaining to Fraud Policy, Record Management, Sexual Harassment, Annual Report, DPE Guidelines, Board Decision, etc. 8. Processing of necessary approvals from NHPC Board for amendments, if any in Vision / Mission / Objectives of NHPC. 9. Empanelment and Renewal of Empanelled Hospitals 10. Risk Management <p><u>Wages</u></p> <ol style="list-style-type: none"> 1. Pay Scales, Benefits & Allowances – HRA / Lease, Cafeteria, Conveyance 2. Foreign country pay packages 3. Commissioning Award / New year Gift 4. Compensatory Allowances 5. Pay fixation <p><u>Industrial Relation</u></p> <ol style="list-style-type: none"> 1. Industrial Relation 2. Court Cases on service matters 3. Standing Orders Certification 	

4. VIP references
5. Matters pertaining to Labour Laws, etc.

Recruitment

1. Ensuring the Recruitment Policy, to be in line with the business requirements.
2. Aligning the supply of skilled / qualified employees and the capabilities of the current workforce with the organizations ongoing and future business plans and requirements to maximise return on investment.
3. Take overall responsibility for end-to-end recruitment & selection process for NHPC.
4. Ensure that organisation is up to date with latest Central / State Government Acts, Rules, Directive and Guidelines related to recruitment / employment.

SC / ST Cell

1. Welfare and safeguards of SC / ST / OBC / PwD / Ex-Servicemen Employees by ensuring due compliance with the reservation orders and other benefits admissible to SCs / STs / OBCs / PwDs / Ex-Servicemen as per Government Guidelines.
2. Preparation and submission of Replies to the Questionnaires as desired by the Hon'ble Parliamentary Committees on SC/ST & OBC and Hon'ble National Commissions.
3. Arrangements & coordination with regard to visits and facilitate inspection of records / reports by the Hon'ble Parliamentary Committees and the Hon'ble National Commissions on SC/ST/OBC & Safai Karamchari
4. Preparation, Maintenance and updation of Recruitment and Promotion Rosters (discipline-wise/ cluster wise) & separate Rosters for PwDs.
5. Liaising with officials of Hon'ble Parliament Secretariat, Hon'ble National Commission for SCs / STs & OBCs, Ministry of Power, Department of Personnel and Training, Ministry of Social Justice & Empowerment.
6. Submission of Annual Report, PwD report and various other report to the Ministry of Power, Department of Personnel & Training, Ministry of Social Justice & Empowerment, Directorate General Resettlement (Ministry of Defence) and other authorities.
7. Reply to Starred / Unstarred Questions as raised by the Hon'ble Member of Parliament.
8. Nomination of Liaison Officer for SC/ ST/PwD /Ex-Servicemen and Liaison Officer for OBC.

9. Facilitate in inspection of Recruitment and Promotion Rosters by Liaison Officer, Ministry of Power.
10. Guidance & support to the respective Project HR in preparation of Rosters in respect of Group C and Group D employees.

EDCSS Cell

1. Settlement of pension cases in respect of retired employees and their dependents.
2. Timely deposit of contribution from Corporate Finance and Non-ERP Locations
3. Liaisoning with various Agencies viz :
 - Investment Agency i.e LIC for forwarding data of employees / employer's contribution & track Pension cases.
 - Retired / Ex-employees to solve their pension related queries
 - Non ERP Locations for transfer of fund and obtaining contribution related data.
4. Ensuring Uploading of employee / employer's related contribution / interest data in ERP System.
5. Organizing Trust Meetings
6. Conducting Audit through Statutory Auditors
7. Organizing Training Programmes for EDCSS related matter to HR Representatives
8. Liaisoning with Income Tax office for Exemption of Tax for every assessment year with Chandigarh Tax office & Faridabad Tax Office.
9. Visit to LIC Office for smoothening of pension related case queries & regarding other work.

Employee Establishment matters

1. Handling all establishment matters of the employees.
2. Maintain ERP module on HR
3. Ensures career and succession planning through implementation of a robust promotion and transfer policy .
4. Handling public grievances , individual grievances of NHPC employees.
5. RTI

Performance Management System

1. Ensure implementation of Performance Management System using Key Result Areas

Industrial Engineering

1. Optimization of O&M cost & Man-MW ratio through manpower rationalization and manpower planning.
2. Formulation and Implementation of Incentive schemes under the guidelines of DPE, Govt. of India.
3. Implementation of PBR Scheme in lieu of Bonus Act.
4. Human Resource Accounting
5. Creation & Updation of codification in ERP - HR Module.
6. Reward & Recognition schemes to reward excellence.
7. Co-ordination with T&HRD for program in multi-skilling and re-skilling program as per the required skill set.
8. Preparation & managing Job Profile, Job Specifications, Job Description and Roles & responsibilities of Divisions.

Disciplinary Matter Cell

1. Monitoring and co-ordinating Disciplinary cases not having Vigilance angle and rendering advise on all Disciplinary matters under NHPC CDA Rules / Standing Orders pertaining to NHPC Employees.
2. Provide clarification / advice on Disciplinary cases not having Vigilance angle.
3. Furnishing Monthly, quarterly, half-yearly and annual reports with regard to Disciplinary cases not having Vigilance angle.
4. Registration and investigation of complaints received.
5. Providing Online Vigilance Status in respect of NHPC employees.

For all sections:

1. Compliance of Right to Information Act (RTI act) /Parliamentary Question/ MOP & other Govt. agencies.
2. Implementation of official language in the department.
3. Implementation of Quality System requirements.
4. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
5. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
6. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Information Technology & Communication, Corporate Office
<ol style="list-style-type: none"> 1. Manage all the matters concerning Information Technology Systems and services as well as associated Communication Infrastructure. 2. Plan long and short term IT & Communication Strategy and Policies. 3. Establishment of multi – modal communication network between the Corporate Office, Data Centres, Projects, Power Stations, Regional Offices, Units etc. 4. Provide requisite support for remote operation of Power Stations, including coordination with various agencies, in regard to communication. 5. Manage Local Area network, domain users, and service at Corporate Office. Extend internet services. 6. Provide and manage centralized e-mail service at Corporate Office for all users across the Corporation; 7. Procurement and upgradations / expansion of IT Products and services. 8. Monitor and maximize uptime of all IT and Communication systems through efficient maintenance. 9. Ensure a secure IT environment through efficient implementation of various security enhancement. 10. Manage disposal of e-waste in environment friendly manner. 11. Manage effective implementation and technical support of ERP applications, enterprise database in centralized environment, management of ERP / Oracle contractual matters. 12. Develop, implement and maintain in-house business applications, software, utilities, mobile apps etc., covering various functional areas of the Corporation. 13. Digital Initiatives towards paperless office. 14. Implement Govt. initiatives related to IT & IT enabled services viz. Digital India, digitization etc. 15. Manage centralized codification of assets, Inventory, Spares etc. across the Corporation. 	

16. Manage and support NHPC Website, Intranet and other similar services.
17. Manage e-Procurement and e-RA(Reverse Auction) application / services.
18. Support corporate presentations, multi – media set up, video – conferencing etc.
19. Implementation of IMS and other quality systems.
20. Co-ordination with CERT – Hydro constituents, NHPC being nodal agency on behalf of MoP.
21. Compliance to directives of MOP, RTI and other statutory agencies.
22. Implementation and promotion of RAJBHASHA in the department and IT Systems.
23. Implementation of all rules / policies of the Corporation.
24. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
25. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned to this Division from time to time.

Roles & Responsibilities	
Department	Joint Venture
<p><u>Joint Venture</u></p> <ol style="list-style-type: none"> 1. Finalization and subsequent subscribing / signing of MoA / AoA after discussions with other promoters. 2. Registration / incorporation of the JV / Subsidiary Company with support from Company Secretariat. 3. Act as nodal agency for interaction with JV / Subsidiary Company. 4. Monitoring the progress of JV / Subsidiary Company. 5. Put up status / progress of JV / Subsidiary Company to NHPC BoD. 6. Facilitate initial & subsequent release of Equity to JV / Subsidiary Company as per requirement. 7. Facilitating modifications in Promoters' Agreement, MOA, AOA, if required, at later stage. 8. Providing JV / Subsidiary Company related information to concerned divisions. 9. Professional up gradation including recommending Training programs for employees in the Division. 10. Compliance of Right to Information Act (RTI act) /Parliamentary Question / MOP & other Govt. Agencies. 11. Implementation of official language in the department. 12. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit. 13. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time. 14. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments. <p>Any other work assigned from time to time.</p>	

Roles & Responsibilities	
Department	Law
<ol style="list-style-type: none"> 1. All legal matters including filing and defending cases, in Court/Tribunals/Quasi-Judicial Authorities, monitoring and expediting the same, counsel to Corporation on legal matters. 2. Scrutiny, advice and assist in compliance of various laws related to the Corporation except for Companies Act/Income Tax Act and related laws. 3. Handling Court cases of the Corporation. 4. Assistance in Arbitration cases pending before Court. 5. Tendering legal advice, conveyancing, drafting and processing of legal deeds and documents. 6. Legal vetting of documents where ever required. 7. Empanelment of Advocates and fixation of their Terms and conditions etc. 8. Professional upgradation including recommending Training Programmes for employees in the Division. 9. Compliance of Right to Information Act (RTI act) /Parliamentary Question /MOP & other Govt. agencies. 10. Implementation of Official language in the department. 11. Implementation of Quality System requirements. 12. Implementation of all rules / regulations / office orders / circulars of the company as and when required in true spirit. 	

13. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
14. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Medical Services , Corporate Office
<ol style="list-style-type: none"> 1. Ensure availability of medical personnel for consultation for employees and their families. 2. Ensure adequate care and follow up for serious cases admitted in hospital. 3. Ensure support and timely processing of medical reimbursement bills (exceeding OPD Limit). 4. Ensure timely extension of validity period of empanelled hospitals and empanelment of new hospital and diagnostics lab. 5. Issue of Authority letter in respect of employee and their dependent family members as well as retired employees for admission under direct payment facility 6. Free medical Camp under CSR Activities 7. Examine VRS Cases on medical grounds. 8. Extension of services of Homeopathy Consultant / Dentist / Physiotherapist etc. 9. Organize Health talks / Health camps for employees 10. Compliance of Right to Information Act (RTI act) /Parliamentary Question/ MOP & other Govt. agencies. 11. Implementation of official language in the department. 12. Implementation of Quality System requirements. 13. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit. 14. Examine claim of employees (serving / retired) for treatment taken in non-empanelment hospital. 15. Examine medical bills of employees (Serving/Retired) for CPAP/ Hearing Aid/ Prosthesis etc. 16. To examine and recommend cases for medical advance beyond five months basic pay for taking treatment in an empanelled hospital under without direct payment and REHS list of Hospitals. 17. Examine cases to get special approval for reimbursement for expenditure of donors for indoor treatment for liver transplant /bone marrow transplant. 18. Condone of Delay in submission of bills of REHS Employees. 19. Examine cases to get approval for treatment taken in empanelled Hospital in regard to higher accommodation / Isolation room on medical grounds. 	

20. To examine cases of retired employees for final assessment of dependency in respect of mentally or physically totally invalid children of retired / deceased employees for the purpose of providing lifetime medical facility under REHS.
21. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
22. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Operation & Maintenance(O&M) , Corporate Office
<ol style="list-style-type: none"> 1. Technical and tactical support to Power Stations including optimizing Generation and PAF and minimizing downtime. 2. Review of Revenue Budget and Capital Budget of O&M Power Stations for optimal utilization of funds and then processing of cases of re-appropriation and additional requirement of Budget. 3. Review and fix Annual Generation and PAF Targets for MOU and corresponding monthly targets for all the Power Stations. . 4. Participate in meetings organized by RPC's including their OCC/TCC/PCC and others and as well as of other Regulatory Agencies. 5. Update O&M Manuals and documentation of Records / History of Shut Downs and Trippings. 6. Maintain generation data statistics, including its review and analysis. 7. Provide assistance to projects before start of Commercial Operation. 8. Provide assistance to Power Stations in Spares and Inventory Management as well as in import Substitution / Vendor Development of Power Station equipments. 9. Planning & monitoring of all activities related to Renovation, Modernization, up-gradation & Life extension of Power Stations. 10. Ensure preparation of DGR/MGR and YGR related to all NHPC power stations. 11. Monitoring of maintenance activities of E&M works, HM works, R&M works and for consultancy projects. 12. Analysis of damages of underwater components due to silt and their protection by Hard Coating / other techniques. 13. Act as a nodal office for audit paras, parliamentary questions and information being asked by MOP / CEA / MEA / any other Authority and timely submission of MIS reports in respect of Power Stations. 	

14. Technical support / assistance to Power Stations for O&M problems / activities. Examination of procurement cases and providing member of TEC / approval of PR & BOQ / Technical vetting and evaluation of bids for all such cases falling in the Power of Regional EDs except in case of major equipments / packages such as SCADA, Runner, Guide Vanes, Top Cover, Lower Ring assembly. Providing member for finalization of strength of construction equipment, plant & machinery, vehicles and other items of O&M Power Stations.
15. Examination of new proposals received from Power Stations.
16. Member in various Committees being constituted by RPC's/CEA, etc for power system related issues.
17. Organizing HOP meets to address common issues of all Power Stations.
18. Taking up all administrative / finance / other issues with various offices in NHPC for common issues of power stations.
19. Organizing meetings with OEM's for sorting out major technical and critical issues.
20. Organizing presentation by various firms for knowledge up-gradation.
21. To ensure the implementation of orders and new schemes at the power stations as directed by CERC/RPC.
22. Ensure six monthly Technical Inspections of all power stations and review of their action plan.
23. Compliance of Right to Information Act (RTI act) /Parliamentary Question/ MOP & other Govt. agencies.
24. Implementation of official language in the department.
25. Implementation of Quality System requirements.
26. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
27. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
28. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Project Investigation Division (PID), Corporate Office
<p>(1) <u>Exploratory Drilling Group</u></p> <p>(i) Promote & create in-house expertise, to organize and undertake Exploratory/ Core Drilling & associated activities in all investigation projects entrusted to NHPC.</p> <p>(ii) Undertake other miscellaneous exploratory drilling especially on urgent basis in construction as well as commissioned projects of NHPC.</p> <p>(iii) Proper upkeep & maintenance of Drilling Equipments along with necessary inventory of drilling accessories & high pressure water pumps.</p> <p>(iv) Planning of manpower, Machinery and procurement of drilling accessories for exploratory drilling, Redrilling etc. as per requirement of Investigation Projects, Construction Projects, Power Stations & Consultancy works.</p> <p>(2) <u>Topographical Survey Group</u></p> <p>(i) Conduct field survey and provide Topographical map for all investigation projects to facilitate planning, designing and preparation of PFRs/DPRs.</p> <p>(ii) Carryout/co-ordinate various surveys incl. Control Surveys at all Projects/Power Stations.</p> <p>(iii) Create a centralized data bank of all survey records and drawings in respect of different projects/power stations for future reference and its easy accessibility.</p> <p>(iv) Promote and create in-house expertise in Surveying & Mapping by adopting “State- of- Art Technology”.</p> <p>(v) Provide Consultancy services in the field of Survey and mapping for surface & other underground components of Hydro Projects.</p> <p>(vi) Promote & create Digital photogrammetric mapping by using High resolution stereo satellite image.</p> <p>(vii) Panning of Manpower, Survey Equipment as per requirement from Investigation Projects, Construction Projects, Power Stations & Consultancy works. Procurement of latest updated available Digital Survey Equipment.</p> <p>(3) <u>Report Preparation</u></p> <p>(i) Compilation of PFRs/FRs/DPRs of Projects under investigation in consultation with Project and concerned divisions at C.O and submission of the same to Govt. scrutiny agencies.</p> <p>(ii) Co-ordination with Projects for execution of investigation activities at Projects.</p> <p>(iii) Co-ordination with CWC/CEA & other Govt. Agencies for clearance of DPRs.</p>	

- (iv) Obtain Techno-Economic Clearance (TEC) of DPRs of Projects submitted to CEA.
- (v) Prepare/co-ordinate Pre-Construction Reports as required.
- (vi) Compilation of Project completion report of commissioned Projects in consultation with Power Station and different divisions at C.O.

- (4) Disposal of unserviceable Survey Instruments/apparatus, core drilling accessories and other related items.
- (5) Compliance to Right to Information Act (RTI) / Parliamentary Questions/MOP & other Govt. Agencies.
- (6) Implementation of Official Language in the office.
- (7) Implementation of Integrated Management System (IMS).
- (8) Implementation of all Rules / regulations / office orders / circulars & applicable policies of the company in true spirit.
- (9) To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
- (10) Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time, not covered above.

Roles & Responsibilities	
Department	Project Monitoring Support Group(PMSG) with Dibang Task Desk , Corporate Office
<ol style="list-style-type: none"> 1. Overall responsibility for all scheduling, monitoring and Project Support Services for the construction projects of the corporation. 2. Finalize construction schedule (Level-I PERT / Activity Chart) in consultation with project. 3. Monitor Project execution of all construction projects and their progress against milestones as formulated in the MOU and submission of progress report thereon. 4. Monitor financial outlay and relate it to physical progress for all construction projects of the corporation. 5. Introduce & update systems for monitoring of physical and linked financial progress of construction projects on monthly basis and ensure preparation of all physical & financial reports including annual reports of Ministry of Power / NHPC. System to be implemented at Corporate office & Projects with appropriate connectivity. 6. Obtaining progress reports of under construction projects regularly. 7. Submission of monthly exception reports to CMD / Directors on projects under construction. 8. Coordination for Detail engineering for construction projects, preparing MIS Report etc. to ensure its implementation within approved schedule. 9. Responsible for coordinating all issues relating to support of construction projects with the different functional divisions at the corporate office. 10. Coordinate all Project Review Meetings and ensure the attendance of all relevant functional heads and follow up on the decision taken. 11. Co-ordination for time over run for ongoing construction projects for RCE approval. 12. Act as a nodal point of contact between the construction projects and the corporate office and communicate to the top management the criticalities which may delay project completion as MIS. 13. Serve as the focal point for coordination of all construction project related issues with external agencies like Ministry of Power, CEA, MEA etc. 14. Liaise with Ministry of Power, CEA, Ministry of Programme Implementation etc, regarding status of Projects and ensure submission of weekly progress reports for Ministry of Power & CEA. 	

15. Submission of monthly progress reports of ongoing projects like flash reports, physical & financial reports, monthly DO to Secy. (Power) etc.
16. Monitoring the progress and submission of report / recommendation by various committees ordered by MOP / Corporate Office for NHPC / its construction projects to ensure timely submission.
17. Plan, Organise and Coordinate Project review meetings for construction Projects, QPR meetings etc. with Ministry of Power and follow up on decisions taken.
18. Coordinate with various committees such as Standing Committee on Energy, Committee on Public Undertaking, Consultative Committee on Energy and parliamentary committees and ensure submission of reports for the same.
19. Collection of data, collection of information and dissemination of all statutory and control reports to be submitted to various agencies.
20. Updation of dash board of MoP / updation of OCMS of MoSPI & PMSG corner at NHPC website.
21. Coordinate and organize all events related to parliament / MOP committees and reply of parliament questions.
22. Coordinate logistics of movement of VIPs to project locations as and when required.
23. Professional up-gradation including recommending Training Programmes for employees in the Division.
24. Compliance of Right to Information Act (RTI act) / Parliamentary Question / MOP & other Govt. agencies.
25. Implementation of official language in the department.
26. Implementation of Quality System requirements.
27. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
28. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.

29. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

DIBANG TASK DESK

1. To prepare a report on infrastructure including roads, bridges, buildings, material storage & contractor's facilities area etc.
2. Finalization of construction schedule and monitoring of progress of works.
3. Coordinating all issues relating to Dibang MPP with different functional divisions at Corporate Office.
4. To Coordinate Project Review Meetings and to ensure follow-up by the Concerned Divisions of Corporate Office/Project on the decisions taken.
5. To work as central point of coordination of Dibang MPP related issues with external agencies like Ministry of Power, CEA, CWC, MEA etc.
6. Collection of data, collection of information and submission of all statutory and control reports to various agencies.
7. To monitor the progress of various milestones as formulated in the MOU and submission of progress report thereon.
8. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
9. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Quality Assurance & Inspection, Corporate Office
<ol style="list-style-type: none"> 1. Development of Quality Assurance Plan(QAP). 2. Inspections, witness of test and issue of material dispatch clearance certificate. 3. Finalize the Quality Assurance clauses for inclusion in various supply orders/ work contracts in consultation with concerned divisions/Contract division. 4. Preparation (of new), improvement (of old) Quality Manuals and their implementation. 5. Implementation of Quality System requirements. 6. Implementation of Quality Systems aimed at achieving Total Quality Management (TQM) in the Corporate Office including ISO Certifications like (ISO & OHSAS) & others. 7. Overview of Quality aspects during construction, erection, testing and commissioning of projects. 8. Coordination for obtaining IMS/ISO certifications in the Power Stations/Projects. 9. Civil Quality Audit of Construction Projects. 10. Compliance of Right to Information Act (RTI Act) /Parliamentary Question/ MOP & other Govt. agencies. 11. Implementation of official language in the department. 12. Implementation of all rules / regulations / office orders / circulars of the company as & when required in the true spirit. 13. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time. 14. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments. <p>Any other work assigned from time to time.</p>	

Roles & Responsibilities	
Department	Rajbhasha, Corporate Office
<ol style="list-style-type: none"> 1. Convene quarterly meetings of Official Language Implementation Committee in CO. 2. Monitoring quarterly meetings of Official Language Implementation Committee in all power stations/ projects/ offices. 3. Overall responsibility for all Rajbhasha related publications including Rajbhasha Jyoti. 4. Ensuring promotion of Rajbhasha Hindi by organizing Hindi workshops, translation of documents especially documents under section 3(3) of Official Language Act & other motivational activities. 5. Organizing Hindi Pakhwara / Divas in CO and ensure the same in all power stations/ projects/ offices. 6. Implementation of Hindi Incentive schemes to ensure optimum use of Hindi by individual employees and offices/departments. 7. Overall responsibility to review & monitor the progressive use of Hindi in CO / power stations / projects / offices through quarterly reports and periodical inspections. 8. Overall responsibility for organizing various Hindi programmes like Kavi sammelan, Rajbhasha Sammelan etc. 9. Finalizing the departmental budget and obtain approval / sanction for the same. 10. Coordinate with finance department for all concurrences related to Rajbhasha. 11. Ensuring timely response to audit paras and parliamentary questions. 12. Ensuring the implementation of GOI policies regarding Official Language. 13. Coordinating with Official Language Deptt./ Regional Official Language office under the Ministry of Home Affairs to ensure compliance of their instructions regarding implementation of official language. 	

14. Coordinating with the committee of Parliament on Official Language regarding their inspection programmes and implementation of official language.
15. Ensuring timely compliance of assurances given to Parliament Sub Committee on OL during its inspections.
16. Regulate Monthly Rajbhasha Departmental meetings/ inspections of all departments in CO.
17. Conducting regular activities of TOLIC, (Faridabad) such as meetings, workshops, competitions etc.
18. Implementing and regulating Rajbhasha Shield scheme.
19. Complying / reviewing quarterly Hindi progress reports from all power stations/ projects/ offices and departments of CO.
20. Monitoring and ensuring display of contents on NHPC website in bilingual format (Hindi & English)
21. Ensuring timely submission of MIS reports, Project Services & Coordination.
22. Compliance of Right to Information Act (RTI Act) / Parliamentary Question/ MOP & other Govt. agencies.
23. Implementation of Quality System requirements.
24. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
25. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
26. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	RE(Renewable Energy), Corporate Office
<p><u>Renewable Energy</u></p> <ol style="list-style-type: none"> 1. Explore and secure potential business opportunities in the field of Renewable Energy. 2. Obtain / arrange to obtain various permissions / permits from the concerned authorities for construction and operation of Project including obtaining necessary external approvals for Project execution. 3. Facilitate Viability Gap Funding (VGF) / Subsidiary under various Govt. schemes for project viability. 4. Implementation, Operation and Maintenance of Renewable Energy Projects. 5. Due diligence and appraisal of various proposals for RE Projects. 6. Site assessment Studies for feasibility. 7. Preparation of Detailed Project Report (DPR) of Projects. 8. Develop scope of work for Projects. 9. Getting internal approvals for Project execution. 10. Signing of MoU/ Agreements with various agencies (NIWE, NISE, TERI etc.) for technical consultancy / specialized work for development of RE Projects. 11. Arrangement of Land / Connectivity including signing of necessary MoU / Agreements / Documents and processing of statutory fees / payments. 12. Preparation of proposals for various regulatory permissions. 13. Coordinating with various divisions for the Project including Bid preparation, Technical Specifications, Quality Assurance plans etc. 14. Coordination at Corporate Office for various Project requirements during initiation, construction and operation phase. 	

15. Ensure effective on time remedial measures for issues affecting Project execution.
16. Engaging third party inspector for inspection and testing during project construction and O&M Stage.
17. Professional up gradation including recommending Training programs for employees in the Division.
18. Compliance of Right to Information Act (RTI act) /Parliamentary Question/ MOP & other Govt. Agencies.
19. Implementation of official language in the department.
20. Implementation of Quality System requirements.
21. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
22. Support from the following Departments:

a) **Design (E&M) Division:**

1. Power Potential studies for prospective sites.
2. Technical support and guidance regarding E&M design/operation related issues.
3. Review of Operational Manuals and monitoring.
4. Preparation of Technical Specification and BoQ for inclusion in Bid Documents.
5. Timely approval of Design, Drawing & General Technical Parameters (GTP).

b) **Design & Engineering Division:**

1. Technical support and guidance regarding civil design related issues.
2. Preparation of Technical Specification and BoQ for inclusion in Bid Documents.
3. Timely approval of Design, Drawing & General Technical Parameters (GTP).

c) Commercial Division:

1. Signing of PPA with various state Governments.
2. Commercial aspects including billing and accounting as per PPA and NHPC policy and also the collection of revenue.
3. Support for establishing Financial Viability w.r.t RoE and other aspects including NPV & IRR.
4. Registration with outside agencies for REC certificate, Collection of REC Certificates from state nodal agencies and Trading of REC certificates in exchange.
5. Registration for Generation Based Incentive pertaining to Renewable Energy Projects etc, claiming GBI / any other incentive available for RE Projects during billing stage.

d) Contract Division:

1. Preparation of Bid Documents and award of contract.
2. Contractual Issues.

e) QA & I Division:

1. Quality aspects including testing and inspection as per requirement.

f) O& M Division:

1. Advice on all O&M related matters, technical support, Scheduling aspects and guidance required if any.
2. Daily report of generation from project unit by Generation Monitoring Unit (GMC) for its inclusion in DGR at corporate office.

g) Cost Engineering Division:

1. Preparation of cost estimate for execution of RE Projects.

h) Finance Division:

1. Insurance of RE Projects during O&M stage.

23. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
24. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Research & Development(R&D), Corporate Office
<ol style="list-style-type: none"> 1. Act as nodal division for coordinating R&D activities. 2. Liaisoning and coordination with MOP and CEA for implementation of R&D activities relevant to NHPC through MOP funded schemes like NPP, IHRD, RSoP of CPRI, UAY & IMPRINT of MHRD. 3. Process the R&D proposals from the divisions of CO / Power Stations / Projects for administrative approval of management and facilitate for implementation of R&D projects including liaisoning with external research agencies / institution working in relevant fields and seeking necessary financial approvals from the competent authority. 4. Identifying areas requiring Research & Development. 5. Benchmarking in Construction Methodologies / Technologies. 6. Identifying areas for process / efficiency improvement. 7. Import Substitution for critical and costly spare parts for cost benefit and easy availability. 8. Silt management of reservoirs. 9. Formulation, revision, implementation Risk Management Policy and its Audit. 10. Energy Audits of Power Stations for achieving cost benefit and better efficiency. 11. Induction of state of the art technology in Corporation's Business Process. 12. Standardization of workshop / testing labs at Power Stations. 13. Use of Space Technology for sedimentation. 14. Act as Nodal Division for Knowledge Management Portal "Samanvay" developed by DPE in collaboration with ONGC. 15. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time. 16. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments. 	

Roles & Responsibilities	
Department	RTI Cell , Corporate Office
<ol style="list-style-type: none"> 1. Implementation of RTI Act 2005 in NHPC 2. Compliance of Right to Information Act 2005 (RTI act) /Parliamentary Question/ MOP & other Govt. Agencies. 3. Implementation of official language in the department. 4. Implementation of Quality System requirements. 5. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit. 6. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time. 7. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments. <p>Any other work assigned from time to time.</p>	

Roles & Responsibilities	
Department	Safety, Corporate Office
<ol style="list-style-type: none"> 1. Review of Safety checklist (covers various activities related to the Safety aspects, and statutory requirements) being submitted on line by all the Power Stations and Construction Projects every month. 2. Pursue for conduction of safety audit through external safety auditors once in a year by all Power Station and Projects and review of their action plan on quarterly basis for the observations / suggestions. 3. Ensure internal safety inspection of all the Power Stations and Projects once in a year and review of their action plan on quarterly basis. 4. Pursue for updation of Disaster Management Plan by the Power Stations and Projects. 5. Maintain the data of Mock drill conducted by Power Stations and send report to CEA on quarterly basis. 6. Maintain the Electrical accidental data of all Power Stations and send report to CEA annually. 7. Updation of safety manual. 8. Organizing Safety meet once in a year to address safety related issues with safety officer of Power Stations and Projects. 9. Pursue for conduction of inquiry for the accident by respective Power Station / Project and issue advisory to all the Power Station and Project on the basis of remedial measures given in the inquiry report. 10. Implementation of Hindi as official language in the department. 11. Implementation of Quality System requirement. 12. Implementation of all rules / regulations / office orders / circulars of the company. 13. Compliance of Right to Information Act(RTI Act) / Parliamentary Questions and information asked / sought by MOP/CEA etc. 	

14. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
15. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibility	
Department	Security Division, Corporate Office.
<ol style="list-style-type: none"> 1. Provide security services at Corporate Office, Residential Colony and Guest House. 2. Providing security cover by union armed forces at Power Stations & Projects. 3. Ensuring Effective Implementation of Security Instructions issued from time to time by MHA. 4. Conducting the Joint Security Survey in order to assess the manpower required for guarding the Power Stations / Projects alongwith security components. 5. Conducting Re-Survey for altering the existing strength as and when required. 6. Deployment of DGR guards for guarding non-sensitive areas of Projects / Power Stations. 7. Liaison with armed forces H.Q., such as CISF, CRPF, IRBn. Officials & State Armed Police on regular basis. 8. Conducting special security review of Power Stations on existing security arrangements. 9. Monitoring of implementation IB's security audit inspections' recommendation. 10. Issuance of security instructions (dos' and donts') to our Power Stations and H.E.Projects. 11. Watch & Ward of NHPC Premises & Property. 12. Examine & Facilitate the Employees & Visitors. 13. Watch IN & OUT of Material. 14. Provide Personal Security to Top Officials within Campus. 15. Traffic & Vehicle Parking Management. 16. Opening & Closing of Office Building on Daily Basis. 17. Preparing Entry Passes and Facilitation to the Guest Visitors at Receptions. 18. Monitoring of Attendance Machines and ERP System of Attendance and Issue of New Identity Cards. 19. Procurement of Security Gadgets at Corporate Office through ERP System. 20. Time Office Management. 	

21. Management of Receptions.
22. Implementation of official language in the department.
23. Implementation of Quality System requirements.
24. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
25. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
26. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	SBD & C Corporate Office
<ol style="list-style-type: none"> 1. Study and analysis of current business environment and strategy for realigning business needs. 2. SWOT Analysis of existing businesses. 3. Analysing external opportunities for mergers and acquisitions. 4. Analysing opportunities and strategy for Business diversification. 5. Analysing regulatory changes, their immediate and future impact on NHPC and preparing organisation's response towards these changes. 6. SWOT analysis of future business opportunities. 7. Analysing past practices /processes and systems and inculcating key findings in present processes for further improvements. 8. Monitoring of the competitive landscape and preparing strategies for organisation to adopt to emerging business avenues. 9. To ensure that the portfolio is well balanced relative to trends in the market. 10. Strategizing approach for maximising presence in Social Media Platforms. 11. Keeping a tab on media reports, technological changes impacting business. 12. Development of publicity strategy for impetus to hydropower. 13. World Energy Council and its affairs. 14. Review and Monitoring of all MoUs and developing strategy models for their actualization. 15. Compliance of Right to Information Act (RTI act) / Parliamentary Question / MOP & other Govt. Agencies. 	

16. Implementation of official language in the department.
17. Implementation of Quality System requirements.
18. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
19. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
20. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Consultancy

1. Secure Consultancy Assignments in Hydropower, Renewable Energy and related areas in India and abroad.
2. Coordinate all consultancy activities between various divisions, clients and others, as required.
3. Preparation of data bank, CV and panel list for consultancy work and specialised services.
4. Registration with Financial Institutions for providing consultancy services, as required.
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 assignments.
7. Signing MOUs / Agreements with various reputed consultancy organizations world over to take consultancy assignments jointly.
8. Keep track on audited accounts / balance sheets for proper apportioning of profit.
9. Marketing Strengths of NHPC.

10. Professional up gradation including recommending Training programs for employees in the Division.
11. Compliance of Right to Information Act (RTI act) / Parliamentary Questions / MOP & other Govt. Agencies.
12. Implementation of official language in the department.
13. Implementation of Quality System requirements.
14. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit.
15. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
16. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Training & Human Resource Development (T&HRD), Corporate Office
<p><u>TRAINING</u></p> <ol style="list-style-type: none"> Overall responsibility for establishing the Training & Development System for NHPC including <ol style="list-style-type: none"> Identification of training needs. Design of training modules. Development of training calendar. Facilitation of training delivery. Training evaluation and redesign based on feedback. Facilitating Long Term Education Programs (M.Tech. / B.Tech.)/Executive MBA etc.). Skilling / Re-skilling of employees through ITI, O&M Statutory training in order to become eligible to operate in the Power Stations. Facilitate Sponsored Training program nominations, International Training / Workshops / Seminars, In-house Technical / Non – Technical training. Facilitate and Manage Health & Wellness Programs. Facilitating training for Contractors / Vendors and their employees. Strategic alliances / collaboration with national / international institutes. Faculty resource development. <p><u>HUMAN RESOURCES DEVELOPMENT</u></p> <ol style="list-style-type: none"> HR Benchmarking. Developing and reviewing Rewards and Recognition Scheme. Participation in Employer Branding Survey (e.g. Great Place to Work, Best Employer etc.). Emerging and planned HR interventions and its impact assessment. Succession Planning. 	

6. HR Audit(exceptions reporting and ensuring compliance).
7. Employee Satisfaction Surveys.
8. Career Development.
9. Developing Mentoring & Counseling System.

MISCELLANEOUS

1. Ensuring up-dation & optimal utilization of the ERP based training database.
2. Award entry (for the awards relating to HR Excellence).
3. Club Membership.
4. Compliance of Right to Information Act (RTI Act) / Parliamentary Question / MOP & other Govt. agencies.
5. As a part of Govt. Mandate, facilitating Indian youth to take up industry – relevant skill training to help them secure a better livelihood.
6. Implementation of official language in the department.
7. Implementation of Quality System requirements.
8. Implementation of all rules / regulations / office orders / circulars of the company.
9. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
10. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Transmission & Rural Electrification (T&RE) , Corporate Office
<ol style="list-style-type: none"> 1. Preparation of DPR Chapter of transmission system for NHPC hydro projects. 2. Engineering for transmission lines being constructed by NHPC. 3. Processing approval for DDUGJY works & Bihar Rural Road works and transmission lines. 4. Power evacuation system planning in coordination with CEA / PGCIL / state utilities / regional bodies, standing committees and obtaining grid connectivity & LTA for new hydro projects. 5. Co-ordination & follow up for approval of Closures of RE projects pending with DISCOM / REC. 6. Monitoring and coordination with site unit of Bihar Rural Road Projects, Muzaffarpur. 7. Co-ordination with REC, MOP, MoRD for all DDUGJY & Bihar Rural Road Projects. 8. Financial activities of RE units of DDUGJY works and Bihar Rural Road Projects such as maintaining accounts and financial records, estimation of fund requirements, fund utilization. 9. Finalization and obtaining approval of department budget. 10. Timely response to audit paras and parliamentary questions of DDUGJY work & Bihar Rural Road works pertaining to T&RE Division and RE site offices. 11. Submission of MIS reports as and when required 12. Compliance of Right to Information Act (RTI act) /Parliamentary Question/ MOP & other Govt. agencies. 13. Implementation of official language in the department. 14. Implementation of IMS & SA 8000 in the division 15. Implementation of all rules / regulations / office orders / circulars of the company as & when required in true spirit. 16. Defending NHPC interest in various arbitration / court cases. 	

17. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
18. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.

Any other work assigned from time to time.

Roles & Responsibilities	
Department	Vigilance, Corporate Office
<ol style="list-style-type: none"> 1. Handling Vigilance complaints - their investigation and disposal. 2. Co-ordination with CBI/CVC/other concerned departments and submission of periodical vigilance returns to 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 officers of doubtful integrity and action thereon. 6. Collection and analysis of sensitive intelligence information/reports. 7. Review of existing 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. Conduct Vigilance Appreciation Training Programmes. 11. Processing of CTE reports. 12. Simplification of procedures for expeditious disposal. 13. Assess unearned income and property disproportionate to known income and ostentatious life style. 14. Professional up gradation including recommending Training Programmes for employees in the Division. 15. Compliance of Right to Information Act (RTI Act). 16. Implementation of official language in the Division. 	

17. Implementation of all Rules/ Regulations/ Office Orders/ Circulars of the Company as & when required in the true spirit.
18. Implementation of IS/ISO: 9001:2008 Standards for Quality Management System at Vigilance Division (excluding the activities of other Divisions of Corporate Office).
19. To ensure proper coordination among various divisions at Corporate Office / Projects / Power Stations / ROs etc. with defined response time.
20. Suo Moto response to changes in the concerned sector, nationally / globally and providing necessary updates to Management with comments.