

PLANNING DIVISION

ROLES AND RESPONSIBILITIES

A. Planning, CSR & Environment

1. Evolve Corporate Plan/Annual Plan in consultation with all the concerned divisions.
2. Evolve Five Year Plan and Programmes with assessment of requirement of funds.
3. Coordination and interaction with different agencies.
4. Carrying out studies related to Aquatic life, Catchment Area, and other environmental issues, rehabilitation and resettlement.
5. Preparation of CAT Plan, report of post-construction impact on environment.
6. Evolve Agreements with State Govt. regarding project implementation.:
7. Co-ordination with projects and other divisions for obtaining approval of DPRs/ Revised Cost Estimates and statutory financial sanctions.
8. Coordination and liaison with GoJK for works related with Forest clearances Land acquisition & other issues pertains to JKSPDC/ GoJK.
9. Identification of new projects to be taken up including preparation of plans and briefs thereof.
10. Issues related to consultancy services.
11. Furnishing replies to Parliament/Assembly questions.
12. Equity/Fund/Sub-Ordinate Loan monitoring & management and MIS thereof
13. Coordination with the Promoters regarding investment of Equity.
14. Coordination with GoJK departments for effective utilisation of various concessions given by GoJK for CVPPPL projects and MIS thereof.
15. Coordination with promoters
16. Rehabilitation and Resettlement (R&R) related works.
17. Finalization and signing of Power Purchase Agreement (PPA) with beneficiaries.
18. Formulation/ updation /implementation of risk policy of the Company.
19. Preparation of tariff petitions in respect of upcoming projects and its timely submission in regulatory commission.
20. Handling all commercial/ tariff related aspects.
21. Declaration of commercial operation of new Generating units / stations.

22. Handling of all aspects related to power evacuation system including signing of associated agreement with external agencies and coordination with CEA/State & Central statutory authorities.
23. Preparation of Construction Equipment Planning of Ongoing/upcoming Projects.
24. Preparation/Review / updation of policies / norms for deployment of vehicles and construction equipment at CO/Projects / Units and surplus declaration, disposal, reserve price, and hire charges etc. in respect of construction plant, equipment and vehicles etc.
25. Preparation / review of guidelines for computation of hire charges in respect of construction equipment & vehicles.
26. Monitoring of utilization and performance of construction plants, equipments and vehicles.
27. Finalization / review of strength of construction equipment and vehicles for smooth Construction Projects including administrative approval of the competent authority for new purchases.
28. Processing of cases of purchase of vehicles for CO /Projects / units for administrative approval of the competent authority.
29. Compliance and monitoring of disposal / transfer of construction plants / equipment / vehicles / scrap / Spares etc.
30. To act as Nodal Department for Corporate Social Responsibility (CSR) & Sustainable Development(SD).
31. Formulation and Ensure implementation of Quality System.

B. EMS / FMS/ Procurement & Stores

1. Security and running & maintenance services for Office complex, Guest Houses/transit camps etc.
2. Functioning of reception desk.
3. Issue and accounting of office furniture, fixed assets and its maintenance.
4. Arrangement of hired vehicles, Operation and Maintenance of CVPPPL vehicles.
5. Allotment and maintenance of Office / residential Accommodation.
6. Operation of facilities such as canteen, etc.at Corporate office.
7. Ticketing including arrangement of visa.
8. Arrangement of various corporate meetings and functions including catering services.

9. Operation & maintenance of Fire Fighting Arrangement in the Office /guest house Complexes.
10. Operation and maintenance of utilities i.e. Centralized Air Conditioning System & other ACs, Diesel Generators, Lift, Rain water Harvest, STP etc.
11. Repair & maintenance jobs such as electricity, Lighting, water supply, sanitation, civil work including housekeeping works & supply of toiletries etc.
12. Preparation of procurement and stores manuals.
13. Carry out all central procurement activities including Functioning of central stores.
14. All Miscellaneous Contracts related to AMC, Services Security & Corporate Office works, Procurement of Materials & its Issuance.
15. Development and implementation of Inventory Control Systems.
16. Providing required Infrastructural Facilities at Corporate Office.
17. Disposal of items under their control.
18. Obtaining insurance coverage for Assets of CVPPPL Corporate office and payments of insurance premium in time.
19. Follow up with insurance company / surveyor for early settlement of outstanding insurance claims & valuation of assets of CVPPPL.
20. Arranging and validation of all required licences/permissions in respect of C.O Building.
21. Planning for establishment of residential colony and guest house at Jammu
22. Compliance of statutory /Govt guidelines as applicable from time to time and various safety requirements.

CONTRACTS DIVISION

ROLES AND RESPONSIBILITIES

1. Finalization of Civil, Hydro-mechanical and Electro-Mechanical Contracts and E&M contracts.
2. Preparation of works/contract manuals, comprehensive Guidelines for Contract management.
3. Standardization of tender documents except technical specifications and bill of quantities etc.

A. Contract (Civil):

1. Vendor development and evaluation.
2. Development of data-bank.
3. Tendering, evaluation and award.
4. Post award processing of contractual issues including arbitration cases as required/referred to Contract Division.
5. Assistance in respect of issues in the works awarded at project (s) level.
6. Systems development i.e. revision of GCC, procedure of conclusion of works contracts/contract Manual etc.
7. Settlement of all the disputes and claims of the Contractors referred by the projects and arrange the approval of the Competent Authority wherever required.

B. Contract (E&M)/(HM):

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

DESIGN & ENGINEERING DIVISION

ROLES AND RESPONSIBILITIES

A. Design (Civil):

1. Planning, layout, design of Project for Detailed Project Reports in co-ordination with E&M, HM and Geology.
2. Design civil support to Planning, co-ordination and evaluation of pre-construction stage investigation works.
3. Reviewing and evolving optimized design for civil works of projects under planning and execution.
4. Framing and finalizing technical specifications for civil works.
5. Follow-up action with the consultants / Projects for timely issuance of design and construction drawings to ensure that construction drawings are issued well in advance with respect to contracted schedule.
6. Preparation of Operation & Maintenance Manuals for civil works.
7. Carrying out Hydrological studies in respect of water availability for power generation, design flood and diversion flood.
8. Prepare Bid level engineering, design and drawing including BOQ and framing standard technical specification for civil works.
9. Provide support to contract division in technical evaluation of tender documents pertaining to civil works.
10. Provide detailed construction stage design and timely issue of construction drawings for civil as per schedule, undertake site visits and adaption of design as per site condition.
11. Providing continuous technical / design support to the project.
12. Development of commissioning and operation criteria for reservoirs and dams and O&M Manuals for power plants.
13. Co-ordination with external consultants and Govt. agencies like CSMRS, CWC, CEA, CWPRS, Indus Water Commission, NCSDP, NHPC, JKSPDC, etc. for studies and clearances.
14. Provide technical support to project for preparation of project completion reports.
15. Coordination with technical consultants for timely issue of reports/design-drawings etc.

16. Review & approval of Design engineering documents/drawings of Civil Works submitted by contractors.
17. Compilation and Monitoring of Instrumentation data of Projects.

B. Inspection & Quality Assurance:

1. Developing quality assurance plans.
2. Inspections, witness of test and issue of clearance & approvals.
3. Finalization of Quality assurance clauses for inclusion in various supply orders / work contracts in consultation with the concerned divisions.
4. Developing / updating (of existing) Quality Manuals and their implementation.
5. Test, inspection and issue of dispatch clearance of the capital goods and spares.
6. Periodic inspection, Monitoring and Control of quality aspects during various stages of construction and commissioning of the projects.

C. Engineering Geology:

1. Study/Review of DPRs and Project reports on Geological, Geophysical, Geotechnical, Seismological/MEQ studies and construction material aspects.
2. Studies, statutory clearances, lab & Insitu testing of overburden/rock samples in co-ordination with reputed organizations/universities/institutes.
3. Providing Geological/Geotechnical inputs for information to bidders for preparation of Tender documents & providing assistance in Technical Evaluation of Bid Documents of Civil packages.
4. Assessing geological/geotechnical issues arising during investigation/pre-construction/construction phase and Maintenance/post-construction phase.
5. Study/Review of reports on Geological, Geophysical, Seismological and construction material aspects of the projects.
6. Co-ordination with GSI, CWC, NCSDP, NRSC, ISRO, WIHG, CSMRS, CMRI, CIMFR, NHPC, NCCBM, NIRM, SASE (DRDO) & other Govt. Agencies/ Organisations/Institutes viz. IITs & reputed Universities etc. regarding studies, statutory clearances, lab & In-situ testing of overburden/rock samples.
7. Review and finalization of progressive Geological & Geotechnical data (submitted by Project).
8. Appraising Project on geological/geotechnical issues arising during investigation / pre-construction / construction phase and remedial measures / monitoring during Maintenance / post-construction phase.

9. Geotechnical/Rock mass behaviour assessment of Dam Foundation, Tunnelling media (in Underground caverns/Shafts/Tunnels), Cut-slopes, Bridges including Rock support & treatment measures etc. vis-à-vis safety & stability of structures.
10. Submission of Geological / Geotechnical inputs for information to bidders for preparation of Tender documents for Contracts Div. CVPPPL in consultation with project & providing assistance in Technical Evaluation of Bid Documents of Civil packages.
11. Preparation of DPR volume for Site Investigation & Geology chapter and providing inputs for preparation of Construction material volume of DPR.
12. Study, review and analysis of Geo-technical instrument data forwarded by project.

D. Design (E&M):

1. Planning, layout, design studies of projects for Detailed Project Reports.
2. Reviewing and evolving optimized design for Electro-Mechanical works of projects under planning and execution.
3. Framing and finalized technical specification for Electro-Mechanical works.
4. Follow-up action with the consultants/contractors for timely review/submission of E&M package drawings.
5. Assistance & review of operation manuals of Electro-Mechanical installations / equipment.
6. Coordination & reply of queries related to E&M scope to external agencies for clearance of DPR.
7. Preparation and standardization of technical specifications of electrical and mechanical equipment for various units of the power house and switchyard.
8. Technical evaluation of tender for E&M lot package of electrical and mechanical equipment and system of power house and switchyard.
9. Assistance in design of E&M equipment pertaining to Civil and H&M works packages.
10. Review & approval of Design engineering documents/drawings of electrical and mechanical package submitted by E&M contractor
11. Technical / design support to projects and Coordination with project, Civil design, H&M design and consultant for layout & interfacing activities.
12. Assistance to Planning Division for implementation of Transmission Lines from the Projects to Pooling Station for evacuation of Power.

13. Assistance & review of operation manuals of electro-mechanical installations / equipment.
14. Assistance in preparation of Project Completion reports & Commissioning reports.
15. Coordination with technical consultant for timely issue of reports/drawings etc
16. Assistance to projects during erection/testing and Commissioning of E&M equipment.
17. Finalisation of O&M manual of all E&M equipment.

E. Design (HM):

1. Reviewing and evolving optimized design for Hydro-Mechanical works of projects under planning and execution.
2. Framing and finalized technical specification for Hydro-Mechanical works.
3. Follow-up action with the consultants/contractors for timely review/submission of HM equipment's design and drawings.
4. Preparation / review of operation manuals of Hydro-Mechanical installations / equipment.
5. Review/Preparation of Bid level design, drawings and technical specifications including BOQ of Hydro-mechanical components.
6. Provide support to Contract Division in technical evaluation of tender pertaining to HM works.
7. Review and approval of Contractors design and drawings for execution of HM components as per agreed time schedule.
8. Review and ensure interfacing activities with the Civil and E&M.
9. Co-ordinate to projects during installation, commissioning and operation stage.
10. Preparation / Review of operation and maintenance manuals for HM equipment's.
11. Assistance in preparation of project completion reports.

F. Cost Engineering:

1. Analysis of rates for extra items, substituted items, new items and deviations calling for analysis of rates.
2. Standardized methods/procedures of working out rates of deviated/extra/analogous items of important and common category of hydroelectric projects and distribution thereof to all projects for implementation.
3. Tariff/NPV calculations/ Updation and MIS thereof.

4. Preparation of tender check estimates forwarded for tenders to be awarded at Corporate Office level.
5. Scrutinise proposals of extra substituted and deviated items requiring approval of rates from Corporate Office referred by Projects.
6. Assist/guide projects in formulating revised cost estimates of projects under construction and assisting for their clearance.
7. Maintain data bank in respect of basic rates of material, labour, work-items based on contracts awarded including analysis and preparation of schedule of rates for future works.
8. To standardise:
 - a Nomenclature of items of work.
 - b Approach for Analysis of rates.
9. Prepare cost related chapter in completion report with an analysis for variation.
10. Economic evaluation of project for the purpose of DPR and TEC. Submissions of periodic returns to the management regarding variation/deviation in cost for the contracts approved at corporate level with variance analysis.
11. Documenting the reasons of Cost Deviation with recording of precautionary measures.
12. Evolve mechanism for cost control and implementation thereof through returns/feedback and other measures.
13. Checking of cost estimates of Electrical & Mechanical works of power house and other major structures.
14. Formulation, Submission and follow up of RCE of Projects.

G. Projects Monitoring:

1. Overall responsibility for preparation of level-1 Project schedule, monitoring and Project Support Services for the construction Projects.
2. Coordinate all Project Review Meetings.
3. Serve as the focal point for coordination of all construction project related issues.
4. Collection of data, collation of information and dissemination of all statutory and control reports to be submitted to various agencies.
5. To monitor the progress of various milestones and submission of progress report thereon.
6. To monitor financial outlay and relate it to physical progress for all construction projects of the Corporation.

7. Introduce & updated monitoring system with appropriate software for monitoring on real time basis the physical progress linked with financial progress and implementation thereof including at Corporate Office & Projects with appropriate connectivity in association with IT Division.
8. Monitoring the progress of various works at Corporate Office & Projects.
9. To act as focal point of contact between the Project and the Corporate Office and be responsible to appraise the Management well in advance about the criticalities which are likely to result in delay in completion of the works.

H. IT & Communication:

1. All the matters concerning Information Technology Systems and services as well as associated Communication Infrastructure.
2. Reviewing and evaluating new computer hardware and software products; recommending the implementation of new products.
3. Monitor and maximize uptime of all IT and Communication systems through efficient maintenance.
4. Planning and Implementation of long and short term IT & Communication Strategy, Rules/Policies of the corporation. Implementation of an effective IT infrastructure engulfing both software & hardware, ERP, Communication links with Projects, real time monitoring of Project sites & communication through CCTV, Video Conferencing etc.
5. Configure applications, system software, hardware, servers, networking equipments and local peripherals; diagnose and resolve various equipment problems.
6. Implementation of software packages required by different divisions of the Corporate office and Projects.
7. Provide technical back up for network and systems and managing departmental desktops; implement backup and recovery policies procedures.
8. Procurement and upgradations / expansion of IT Products and services within a defined budget. Technical specification for computers and peripherals, evaluation of offers in respect of technical aspects and assistance in inspection/checking.
9. Consult with users at the work unit or departmental level on IT related complex problems/issues and offer appropriate solutions.
10. Manage Local Area network, domain users, and service at Corporate Office. Extend internet services.

11. Provide and manage e-mail service at Corporate Office for all users across the Corporation.
12. Ensure a secure IT environment through efficient implementation of various security enhancement.
13. Manage disposal of e-waste in environment friendly manner.
14. Manage codification of IT assets, Inventory etc. at C.O.
15. Manage and support Company's Website, Intranet and other similar services.
16. Support corporate presentations, multimedia set up, videoconferencing etc.

OFFICE OF MANAGING DIRECTOR / HQ DIVISION

ROLES AND RESPONSIBILITIES

1. To assist the Managing Director on technical issues.
2. Technical examination of cases referred by Projects/Divisions at CO for accord of approval by MD.
3. Review of Project Milestones of various projects.
4. Coordinates all issues relating to support of construction projects with different functional departments at corporate office.
5. Inspection of projects.
6. Follow up of Project Review Meetings and decisions taken in the meetings.
7. To develop procedure for effective & efficient handling of cases by various divisions.
8. Technical control of projects and obtain progress reports from them at a pre-determined frequency.
9. Submission of reports to external agencies like MoP, CEA and promoters of the Company.

COMPANY SECRETARIAT

ROLES AND RESPONSIBILITIES

1. Convening and organizing Annual General Meetings, Extra Ordinary General Meetings of the Shareholders as per statutory requirement.
2. Preparation and filing of various Statutory Returns and Reports as per the provisions of Companies Act.
3. Convening and organizing the meetings of the Board of Directors and CSR Committee, circulation of agenda and preparation of draft minutes of the meeting.
4. Recording the minutes of meetings of BOD, AGM & CSR Committees.
5. Advise on all matters relating to Companies Act, Corporate Governance, delegation of powers etc.
6. Co-ordination with various divisions of the Corporate Office and projects for submission of agenda notes and compliance/ATR of Board resolutions.
7. To report to the Board about compliance with the provisions of the Companies Act 2013, the rules made thereunder and other laws applicable to the company.
8. To ensure the Company complies with the applicable secretarial standards prescribed by ICSI.
9. Convey relevant decisions of the Board to all the Concerned Divisions for further necessary action.
10. Compliance of the Companies Act, 2013, Promoters Agreement, MOA and AOA of the Company.
11. Coordination and Liaisoning with the Board of Directors and the Promoters of the Company.
12. Issue of share certificates and its proper record keeping.

FINANCE DIVISION

ROLES AND RESPONSIBILITIES

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.

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

A. Finance:

1. Financial Planning & analysis.
2. Financial Advice/concurrence.
3. Financial Policies and Procedure.
4. Management Information System (MIS) relating to Finance.
5. Preparation & Updation of Finance & Accounts Manual.
6. Raising financial resources including market borrowings and International finance.
7. Preparation of monthly and yearly cash flows.
8. Investment of surplus funds and accounting thereof. Periodical verification of term deposits.
9. Accounting for receipt of interest on investment.
10. Submission of Action Taken Report to Board in respect of investments.
11. Administration of all internet Banking Facilities in respect of all Projects / Units.
12. Arranging cash credit facilities from Banks and operations thereof.
13. Insurance of cash at CO Office.
14. Overall Fund Management.
15. Availing various concessions sanctioned by GoJK and GoI.
16. Tax Compliance at the Projects and C.O.

B. Accounts:

1. Financial Accounting including Corporate Balance-Sheet.
2. Co-ordination with Statutory Auditors, CAG etc
3. Corporate Income Tax & Wealth Tax.

4. Budget for Projects.
5. Review and monitoring of accounts of projects / units through various MIS and visiting projects / units to review of accounts wherever required.
6. Coordinate in physical verification of stores and fixed assets of Corporate office /Projects / Units. Monitoring the compliance of discrepancies pointed out in physical verification reports and follow up on necessary entry passed in respective the books of accounts.
7. Inter – Unit Reconciliation of Accounts.
8. Fixed Assets Accounting and Reconciliation thereof
9. 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.
10. Preparation of weekly Bank Balance Report.
11. Opening of bank accounts for various Projects / Units.
12. Foreign Currency Receipts and Payments.
13. Opening and Operation of Letter of Credit (L/C) & Bank Guarantees (BG).
14. Custodian of Bank Guarantees for Corporate Office furnished by various agencies
15. Compilation of Project Cost (DPR head wise) and Monthly MIS on Expenditure at CO/Projects/Units.

C. For Corporate Office Only:

1. Pre-checking and payment of bills and its accounting.
2. Preparation, accounting and disbursement of salary for all the employees and other personal payments, payment and recovery of loans and advances to employees, including lease payments for leased accommodation of employees.
3. 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.
4. Cash disbursement/Bank Payments.
5. Accounts including maintenance of accounting records of Corporate Office.
6. Professional up-gradation.

D. Audit:

1. Conducting Internal Audit of all the Projects including Corporate Office.
2. Co-ordination with Govt. Auditors, COPU etc.
3. Replies to HM/Audit Paras and its settlement.

HUMAN RESOURCE DIVISION

ROLES AND RESPONSIBILITIES

A. HR:

1. Formulation/review of Human Resource Policies as per organisational requirement.
2. Maintaining harmonious Industrial Relations.
3. Formulation and implementation of wage structure...
4. Nodal Division for advising concerned Principal Employer / Engineer-in-Charge in CVPPPL Corporate Office / Projects for compliance of labour Laws, including filing of statutory returns, if needed. Nodal Division for advising different departments / Projects in implementation of RTI Act, if needed.
5. Co-ordination with labour department and PF Commissioner etc.
6. Recruitment, placement and establishment matters for Executive and Non-Executive Cadres.
7. Manpower planning, career development & redeployment and compliance of the provisions of Promoters agreement regarding manpower deployment.
8. Reservation matters and follow up thereof.
9. Co-ordination cell for project cadre employees.
10. Management Information System relating to HR.
11. Submission of various returns.
12. Court cases arising out of Corporate HR Policies.
13. Preparation and updation of Personnel Manuals.
14. Maintaining Performance Appraisal reports of all employees.
15. Processing of employees administration & establishment related issues including lease cases, property return etc.
16. Operation and management of Central receipt & despatch of Dak.
17. Welfare of employees and PAFs
18. Preparation/Updation of Vision& Mission Statement of the Company

B. HRD:

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

C. Medical:

1. Increasing awareness of employees on medical requirement
2. Ensure availability of medical personnel for consultation for employees and their families.
3. Organising Free Medical Camp under CSR Activities.
4. Organize Health talks / Health camps for employees.
5. Coordination with Hospitals and facilitating employees during treatment.

D. Law:

1. Follow up / Monitoring of all legal matters including assisting in filing and defending cases, in the Court and in arbitration proceedings.
2. Scrutiny, advice and assist in compliance of various laws related to the Company except for Companies Act / Income Tax Act and related laws.
3. Handling Court cases of the Company and MIS thereof.
4. Assistance in Arbitration cases.
5. Tendering legal advice, drafting and processing of legal deeds and documents.
6. Legal vetting of documents where ever required.
7. Empanelment of Advocates/Arbitrators and fixation of their Terms and conditions etc.

E. Corporate Communication:

1. Overall responsibility for publicity and brand building of CVPPPL.
2. Overall responsibility for all print & electronic media related activities including Press Conferences / Meets, press releases, media interviews with top management, news articles about CVPPPL, Press Party Visits, media tracking and press clippings etc.
3. Overall responsibility for participation of CVPPPL in International, National & Local Exhibitions.
4. Ensure timely printing of corporate publications / advertisements of CVPPPL.
5. Ensure publication of tender notices, statutory / recruitment advertisements, employment & other notifications etc.
6. Ensure successful conduct of various events at Corporate Office including CVPPPL Raising Day, allocation of funds for celebration of Republic Day and Independence Day.

7. Ensure photo coverage of various activities at Corporate Office, audio-video production as per requirements of the company.
8. Ensure empanelment of advertising agencies, printers, photographers and timely revision of rate contracts.
9. Formulation and implementation of Safety Policy for C.O. and Projects.
10. Organising Cultural Activities, Sports Meets, Sponsorship of events.

VIGILANCE DIVISION

ROLES & RESPONSIBILITIES

1. Periodic review of implementation of Vigilance mechanism & MIS thereof.
2. Review of existing procedures for preventive vigilance with a view to eliminate or minimise factors, which provide opportunities for corruption or mal-practices.
3. Handling of Vigilance complaints, their investigation and disposal.
4. Planning and enforcement of regular and surprise vigilance inspections.
5. To conduct regular and surprise inspections in the sensitive area in order to detect if there have been instances of corrupt or improper practices by the employees of CVPPPL.
6. Processing of Disciplinary cases arising out of departmental investigations, including Review & Appeal.
7. To bring to book corrupt officials in a definite time.
8. To put an end to corrupt practices in a planned manner including preventive Vigilance / system improvement.
9. Prosecution cases.
10. Collection and analysis of sensitive intelligence information / reports.
11. Simplification of procedures for expeditious disposal of Technical examination of works.
12. Assess income earned and property disproportionate to known income and ostentatious life style.
13. Conduct Training Programme / workshop on preventing corrupt practices by awareness amongst employees of the Company.
14. Implementation of all Rules / Regulations / Office Orders / Circulars of the Company as and when required in the true spirit.
15. Compliance of Fraud Prevention & Detection policy clause in tender document and contract agreement.
16. Monitoring of publication of NITs on website of the Company including CPP of e-procurement site, Implementation of E-tendering, E-procurement and E-payments, details of ongoing works at CVPPPL CO & all its projects on quarterly basis and timely payment to the Contractors / Suppliers / Service Providers and preventive measure thereof.