

# NTPC BHEL POWER PROJECTS PRIVATE LIMITED

## I. PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES

a) **Date of formation:** 28<sup>th</sup> April, 2008; **Corporate Identification Number (CIN) :** U40102DL2008PTC177307

b) **Mode of formation:**

A joint venture has been formed between NTPC Limited (NTPC) and Bharat Heavy Electricals Limited (BHEL) in the name of NTPC BHEL Power Projects Private Limited (NBPPL) on 50:50 basis in April, 2008.

c) **Administrative Ministry:** Ministry of Heavy Industries & Public Enterprises, Department of Heavy Industry (DHI).

d) **Business of the company**

The prime objective of the Company is to enhance the capability and capacity of the Power Sector and supplement the efforts of both the promoter companies (NTPC and BHEL).

**The Main Objective of the Company is:**

- (I) To explore, secure and execute Engineering, Procurement and Construction contract(s) for Power Plants and other Infrastructure Projects in India and abroad including plant engineering, project management, quality assurance, quality control, procurement, logistics, site management, erection and commissioning services.
- (II) To engage in manufacturing and supply of equipments for power plants and other infrastructure projects in India and abroad with the exception of (a) any activity related to R&M of Power Plants in SAARC countries including India; and (b) Manufacturing in India or abroad of equipment or component which are subject to any limitation or restriction under any ongoing collaboration agreement of NTPC or BHEL.

e) **Addresses of NBPPL Registered, Headquarters and other offices**

**NBPPL Registered Office**

NTPC Bhawan,  
Scope Complex, 7 Institutional Area,  
Lodhi Road, New Delhi – 110002  
Tel: (+91) 11 2436 0071

**NBPPL Corporate Office and Manufacturing Plant**

Y.S.R. Puram,  
Village Mannavaram,  
Sri Kalahasti Mandal,  
Distt. Chittoor – 517620 (A.P.)  
Tel: (+91) 8578 266625

**NBPPL Delhi Office**

4<sup>th</sup> Floor, Core 3,  
Scope Minar, Laxmi Nagar,  
New Delhi – 110092.  
Tel: (+91) 11 4300 1894

**NBPPL Unchahar Site Office**

D-39, NTPC FGUTPP Township, Unchahar.  
Distt. Rai Bareilly, Uttar Pradesh - 229406.

**NBPPL Namrup Site Office**

Guest House-2, 1X100 MW Gas Based CCPP,  
NRPP(Phase-I) P.O Namrup Thermal Power Station (NTPS)  
Distt. Dibrugarh, Namrup -786622 ( Assam )

**NBPPL Monarchak Site Office**

1 X 100 MW TGBPP, NEEPCO – Monarchak  
PS.-Sonamura, P.O- Dhanpur, Dist:Sepahijala. Pin-799181 (Tripura)

**NBPPL Palatana Site Office**

OTPC, Palatana Site  
Udaipur Distt., Tripura South – 799116

**NBPPL Hyderabad Liaison Office**

186-a, bhel Township, R.C. Puram  
Hyderabad - 502032

## II. POWERS & DUTIES OF OFFICERS AND EMPLOYEES

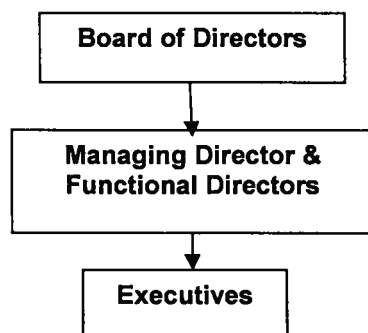
NBPPL is a business organization. As per the Articles of Association of the Company, the powers to manage the affairs of the Company rest with the Board of Directors. Board of Directors has authorized the MD, functional directors

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and other officers to exercise all or any of the powers vested in the Board for the management and administration of the company except certain matters for which the approval of the Board or the share holders. The Powers of company officials are defined at all levels in the organization. The duties are assigned from time to time.

### III. PROCEDURES FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decision making process in the Company involves the following channel:



- Overall management of the Company rests with the Board of Directors of the Company, the highest decision making body within the Company.
- The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company.
- As per the provisions of the Companies Act, 2013 certain matters require the approval of the shareholders of the Company in a general meeting.
- The day-to-day management of the Company is entrusted with the MD who is supported by functional directors, and other officers of the Company.
- The Board of Directors has also set up Sub Committees with specific functions and powers.

### IV. THE NORMS SET FOR DISCHARGE OF FUNCTIONS

#### • Vision

A world-class EPC and Power Equipment Engineering Enterprise committed to maximizing stakeholder value with global presence.

#### • Mission

To be an Indian multinational EPC company excelling in providing total business solutions through timely execution of power plant and other infrastructure projects in India and abroad with manufacturing of power equipment in phases.

#### • Values

- Zeal to excel
- Mutual respect
- Customer focus
- Ensure speed of response
- Organizational and Professional Pride
- Foster learning, Creativity and Team Work
- Commitment to Corporate Governance

### V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTIONS

NBPPL has formulated the rules for conduct of business in the company. Major guiding documents are listed below.

- Memorandum & Articles of Association
- Joint Venture Agreement entered between NTPC & BHEL
- Personnel Policy
- Conduct, Discipline and Appeal rules
- Procurement Policy (Purchase Policy, Works Policy and DoP)

### VI. A STATEMENT OF THE CATEGORIES OF THE DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL

Company holds the commercial and technical documents regarding the business operations of the Company and data relating to its employees.

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## VII. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

NBPPL is a business organisation and policies are formulated with the approval of Board. All its policies are formulated in compliance with the provisions of all applicable statutes, rules and regulations, etc.

## VIII. A STATEMENT ON THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC

Meetings of the Boards, its sub-committees and other bodies are not open to the Public. Further, the minutes of such meetings are not made available to public as the nature of business of NBPPL is that of a strategic establishment. Similarly, the Agenda of such meetings are also not open for inspection to public. NBPPL has constituted many Committees to oversee the operations and to provide directions/guidelines. The meetings of these committees are neither open to public nor the minutes are accessible to the public.

## IX. CONTACT DETAILS OF IMPORTANT PERSONS

Name	Designation	Telephone No.
Shri. Atul Saraya	Managing Director	08578-266601 011-43001894
Shri. A N Goyal	Director (Projects)	08578-266602 011-42440226
Shri. A B Ravichandran	Director (Operations)	08578-266603
Shri. S Kannan	C F O	08578-266604
Ms. Ritu Arora	Company Secretary	011-43001854

## X. STATEMENT OF MONTHLY REMUNERATION RECEIVED BY EACH OF OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

### Below Board Level Pay Scales

Pay Scale (Rs.)	Grade	Designation
20,600-46,500	ET	Engineer Trainee
24,900-50,500	E1	Engineer
29,100-54,500	E2	Senior Engineer
32,900-58,000	E3	Deputy Manager
36,600-62,000	E4	Manager
43,200-66,000	E5	Senior Manager
43,200-66,000	E6	Deputy General Manager
51,300-73,000	E6A	Senior Deputy General Manager
51,300-73,000	E7	Additional General Manager
51,300-73,000	E8	General Manager

### Pay Scale of Board Level

75,000-1,00,000	MD/CEO
Under approval from DHI	Whole Time Director *

\*Pay scale of whole time directors is under approval from DHI; the present whole time directors are nominated from promoter companies and their pay scales are as per their parent company pay scale.

### Other perks & benefits for Board and below Board Level

Annual increment will be at 3% of the basic pay.

DA: Revised every quarter.

HRA: As per place of posting.

Leave, Medical Treatment, Provident Fund, Gratuity etc: as per company rules in force from time to time.

Other Allowances: "Cafeteria approach" will be followed in respect of all employees. Maximum ceiling will be 46% of the Basic Pay.

## XI. BUDGET ALLOCATED TO EACH OF COMPANY'S AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED AND REPORTS ON DISBURSEMENTS MADE.

NBPPL prepares capital budget every year for its ongoing projects and operations. NBPPL also prepares revenue budget every year. Expenditure incurred by NBPPL is governed by these budgets

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**XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

As such NBPPL does not have any subsidy schemes / programmes for public.

**XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE COMPANY**

NBPPL does not grant any concession, permits or authorization.

**XIV. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE OR HELD BY THE COMPANY, REDUCED IN AN ELECTRONIC FORM**

Information relating to Company profile / business is available at [www.nbppl.in](http://www.nbppl.in)

**XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

Presently NBPPL does not have any Library Facility for general public.

**XVI. THE NAME, DESIGNATION AND OTHER PARTICULARS OF CENTRAL PUBLIC INFORMATION OFFICERS**

**Public Information Officer**

Mr. V V L N Rao, Manager (IT) & Vigilance Officer,  
NTPC BHEL Power Projects Private Limited,  
Y S R Puram, Village Mannavaram, Sri Kalahasti Mandal,  
Distt. Chittoor – 517620. A.P.

**Appellate Authority**

Ms. Ritu Arora, Company Secretary,  
NTPC BHEL Power Projects Private Limited,  
4<sup>th</sup> Floor, Core 3, Scope Minar, Laxmi Nagar, New Delhi – 110092.

**XVII. OTHER USEFUL INFORMATION**

**List of items exempted (confidential)**

- Project Cost Estimate
- Package Cost Estimate
- Matters which are restricted for inspection by public under Companies Act, 2013 including Minutes & Agenda of Board, sub-committee, general body meetings.
- Technical & Administrative Approvals
- Bids / Tender documents of third party
- Vigilance Investigation Report
- Operational Manuals, Plant operation Log-books & sheets
- FR, DPR & other studies
- Drawings / Lay-out plans
- HR Internal Policies
- Performance Appraisal Forms of employees
- Evaluation Reports
- Medical Report of the employees
- Opinions sought from advocates / consultants / other experts
- Nominations made by employee for PF, Gratuity, etc.
- Information related to Research & Analysis
- Ongoing Contracts with Confidentiality Clauses
- Address / Phone No. And personal information of employees in any form
- Internal Audit Reports
- Any details of Security Arrangement
- Any matter which is *sub-judice*
- Other matters which are restricted for inspection by public under any law or statute for the time being in force including information defined under Section 8 (1) of RTI Act.