

UTTARAKHAND ELECTRICITY REGULATORY COMMISSION

Terms of Reference (ToR)

for

**Engagement of Consultants for assistance to the
Commission**

September, 2025

Uttarakhand Electricity Regulatory Commission (UERC) a statutory body discharging its functions under the provisions of the Electricity Act, 2003, invites applications from eligible candidates for engagement as Consultant for assisting the Commission/ office of the Commission on engagement basis in various wings:

1. Consultant (Technical)

a) No. of Consultants for engagement – 01

b) Assignment name

Hiring a Consultant (Technical) for assisting in analysis of techno-commercial aspects.

c) Background

The Technical wing of the Commission is assisting the Commission in examination/ analysis of techno-commercial reports/submissions of various Utilities (UJVN Ltd. & UPCL) & other stakeholders. Apart from this, Technical Wing assists the Commission in examination/analysis of Tariff Petitions of UJVN Ltd., investment approval proposals of UJVN Ltd & UPCL and other works.

Therefore, in order to expedite the works of Technical Wing, the Commission intends to engage a Consultant who shall assist the officers of Technical Wing for timely disposal/execution of the assigned works.

d) Qualifications

The applicant must hold a B.Tech/B.E. degree in Electrical, Mechanical, Electronics, Electrical & Electronics Engineering with a minimum of Two years professional experience in the power sector, encompassing areas such as generation, transmission, distribution, or regulatory functions. An MBA (Power) or MBA (Finance) or M.Tech (Electrical/Energy) will be considered an added advantage. The candidate should have demonstrated experience in preparing technical reports and possess strong proficiency in MS Office applications.

e) Scope of Works

The consultant (Technical) shall assist the officers of Technical wing in performing the following works during the consultancy period:

- i. Techno-commercial examination/analysis of different reports/submissions of UPCL, UJVN Ltd. & other Stakeholders.
- ii. Analysis of various provisions of the Regulations/Standards/Codes and preparation of Reports for amendment in Regulations and Statement of Objects & Reasons (SoR).
- iii. Analysis & preparation of summary w.r.t. following regulatory compliance monitoring

reports:-

- a. Monthly division-wise reports pertaining to delay in release of new LT/HT/EHT connections.
 - b. Monthly division-wise reports pertaining to reliability indices as per SoP Regulations.
 - c. Monthly division-wise reports pertaining to guaranteed services as per SoP Regulations.
 - d. Other reports in accordance with the Regulations issued by the Commission.
- iv. Field visit of Substations and offices of Discom w.r.t. regulatory compliances and subsequent preparation of report covering the factual position at field level alongwith the supporting documents.
 - v. Preparation of draft reports, documents pertaining to Quasi-Judicial proceedings, record notes of meeting, record keeping etc.
 - vi. Assist in other assigned works by the Commission through its Secretary/Directors related to Technical wing.

2. Consultant (Tariff)

a) No. of Consultants for engagement – 01

b) Assignment name

Hiring a Consultant (Tariff) for assisting in various works related to Tariff wing.

c) Background

The Tariff wing of the Commission is broadly assisting the Commission in following:

- i. Examination/Analysis of techno-commercial reports/submissions of distribution/generation utilities & other stakeholders.
- ii. In examination/analysis of Tariff Petitions of UPCL, Greenko, Gama, Sravanthi & other RE generators.
- iii. In Drafting of Regulations namely MYT Regulation, RE Regulation etc.

Therefore, in order to expedite the works of Tariff Wing, the Commission intends to engage a Consultant who shall assist the officers of Tariff Wing for timely disposal/ execution of the assigned works.

d) Qualifications

The applicant must hold a CA (Inter)/CMA(Inter)/M.Com/MBA(Finance) degree. A candidate having professional experience in the power sector will be considered as an added advantage. The candidate should have demonstrated experience in drafting & compilation of various reports and should possess strong proficiency in MS Office applications.

e) Scope of Works

The Consultant (Tariff) shall assist the officers of Tariff wing in performing the following works during the consultancy period:

1. Monitoring of compliance of the directions given by the Commission to the utilities.
2. Monitoring the matters related to the power procurement planning and process of the State discom and other communication with the utilities in a time bound manner.
3. Monitoring the compliance with respect to the RPO obligation to be fulfilled by the obligated entity ensuring the timely availability of the required data.
4. Compilation of newly issued policies by MoP/MNRE, GoI.
5. Compilation of comparison of regulations notified by other SERCs related to tariff wing.
6. Assistance in compilation of financial & technical data of RE projects.
7. Assistance in determination of capital cost/tariff of RE based plants.
8. Drafting of notes/letters on the various issues that come up for consideration of the Commission and assigned to the Consultant through concerned officer.
9. Communication with the respective utilities for seeking information on the various matters as assigned from time to time.
10. Making record notes of meetings of the Commission based on the direction issued by the Commission.
11. Collection and compilation of the various data required for submitting with the concerned authority as per the specific directions by the concerned officer.
12. Any other work assigned by the Commission through its Secretary/Directors related to the Tariff/Finance wing of the Commission.

3. Consultant (Costing and Licensing)

a) No. of Consultants for engagement – 01

b) Assignment name

Hiring a Consultant (Costing and Licensing) for assisting in analysis of techno-commercial aspects.

c) Background

The Costing and Licensing wing of the Commission is assisting the Commission in following:

- i. Examination/Analysis of techno-commercial reports/submissions of Transmission Utility & other stakeholders.
- ii. In examination/analysis of Tariff Petitions of PTCUL & SLDC.
- iii. In analysis of Investment Approval proposals of PTCUL.
- iv. In Drafting of Regulation namely State Grid Code, Deviation Settlement Mechanism, Open Access etc.
- v. In discharging their function under Section 86(1)(f) of the Electricity Act, 2003 i.e. in adjudicating upon the disputes between the licensees and generating companies.

Therefore, in order to expedite the works of Costing and Licensing Wing, the Commission intends to engage a Consultant who shall assist the officers of Costing and Licensing Wing for timely disposal/execution of the assigned works.

d) Qualifications

The applicant must hold a B.Tech/B.E. degree in Electrical, Mechanical, Electronics, Electrical & Electronics Engineering with a minimum of Two years professional experience in the power sector, encompassing areas such as generation, transmission, distribution, or regulatory functions. An MBA (Power) or MBA (Finance) or M.Tech (Electrical/Energy) will be considered an added advantage. The candidate should have demonstrated experience in preparing technical reports and possess strong proficiency in MS Office applications.

e) Scope of Works

The Consultant (Costing and Licensing) shall assist the officers of Costing and Licensing wing in performing the following works during the consultancy period:

- i. Techno-commercial examination / analysis of different reports / submissions of PTCUL & other Stakeholders.
- ii. Analysis of various provisions of the Regulations issued by the Commission and preparation of draft for amendment in Regulations and Statement of Objects & Reasons (SoR).
- iii. Analysis & preparation of summary w.r.t. following regulatory compliance monitoring

reports:-

- a. Monthly System Availability report of Transmission Licensee.
- b. Monthly Progress Report of Specific Transmission Projects.
- c. Quarterly Progress Report of Investment Approval Accorded by the Commission.
- d. Other reports in accordance with the Regulations issued by the Commission.
- iv. Field visit of Substations and offices of PTCUL w.r.t. regulatory compliances and subsequent preparation of report covering the factual position at field level alongwith the supporting documents.
- v. Preparation of draft reports, documents pertaining to Quasi-Judicial proceedings, record notes of meeting, record keeping etc.
- vi. Assist in other assigned works by the Commission through its Secretary/Directors related to Costing and Licensing wing.

4. General Terms & Conditions for all Consultants :

- (a) The tenure of engagement will be for a period of **11 months** initially. However, the Commission shall have the right to curtail the period of engagement or extend the tenure.
- (b) A lump-sum consultancy fee of **Rs. 40,000/-** (Rupees Forty Thousand only) per month shall be payable to each consultant. In case the extension is granted, an escalation up to **5%** on the fee may be given with the approval of the Commission based on the performance during the preceding year.
- (c) TDS shall be deducted as per Income Tax Rules.
- (d) For the above positions, one of the essential qualifications namely Graduate Degree/Post Graduate Degree shall be considered only in specified branches as per the above and no other branches/equivalent branches, whatsoever, would be considered as eligible qualification under the head essential qualification. Further, it is also hereby stated that no queries seeking clarification in this regard shall be entertained by the Commission.
- (e) In case of Consultant is unable to perform the assigned work or the work undertaken by them is not to the satisfaction of the controlling officer/Competent authority in UERC, the Consultant Agreement shall be liable to be terminated after giving one month notice in writing.
- (f) The Commission may review the performance of the Consultant, as and when needed.
- (g) The consultant shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected during discharge of his function, without the

express written consent of the Commission. In case of breach, the consultant shall be liable for legal action under the prevailing law. The Consultant shall be duty bound to hand over the entire record of assignment in soft and hard copy to the Commission before the expiry of the contract.

- (h) Normal working hours will be 9.30 a.m. to 6.00 p.m. (5 days a week) including half an hour lunch break. The consultant may also be called on a Saturday, Sunday and other gazetted holidays, and required to sit beyond normal working hours in case of exigencies of work.
- (i) Leaves for Consultants shall be governed by the UERC (appointment of consultants) Regulations 2004 and the amendment issued from time to time.
- (j) In case of tour outside Dehradun, the Commission will reimburse the expenses for journey undertaken for official work by the Consultants as per the entitlement of the post of Assistant Director level.
- (k) The assignment may be terminated earlier by either employer or employee by giving one month's notice or one month's salary in lieu thereof. Provided, in case of disciplinary action, the notice period shall not apply to UERC.
- (l) Appointment under this assignment shall be on purely contractual basis for a limited period only. Such appointment shall not vest any right to claim for regular appointment or continued contractual appointment in UERC.
- (m) Only short-listed candidates will be called for an interaction with the Selection Committee.
- (n) The Commission reserves the right not to fill up all or any of the above positions, without assigning any reasons, whatsoever.
- (o) Interested and eligible candidates may send their applications, in the prescribed attached format given in Annexure-I along with requisite documents/certificates to the Dy. Director (Administration), Uttarakhand Electricity Regulatory Commission (UERC), Vidyut Niyamak Bhawan, Near ISBT, PO- Majra, Dehradun-248171 by **24.10.2025** through speed post only. Incomplete applications or applications received after the due date will be rejected.

Secretary
