

16<sup>th</sup> March, 2026

To,

The Secretary,  
Uttarakhand Electricity Regulatory Commission  
Vidyut Niyamak Bhawan, Near ISBT, P.O. Majra  
Dehradun (Uttarakhand) – 248 171

Sub: Petition for True-Up of tariff for FY 2023-24, Annual Performance Review for FY 2024-25, and Annual Revenue Requirement for FY 2025-26 as per UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2021 and UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2024 for the Petitioner's 70 MW Budhil Hydro Electric Power Project.

Dear Sir,

We, M/s Greenko Budhil Hydro Power Private Limited, hereby submit our Response to Queries dated 27.02.2026 issued by this Hon'ble Commission

Pursuant thereto, please find enclosed the soft copies of above Response. May kindly note that 7 Copies (1 Original + 6 copies) of the same shall be couriered to the offices of the Hon'ble Commission.

Thanking You



For **M/s Greenko Budhil Hydro Power Private Limited**

**Authorised Signatory**

**Rakesh Shah**

**Mobile No. 91-8448484430**



**IN THE MATTER OF:**

Petition for True-Up of Annual Fixed Cost (AFC) for FY 2024-25, Annual Performance Review for FY 2025-26, and Annual Revenue Requirement for FY 2026-27, for Budhil Hydro Electric Project of M/s. Greenko Budhil Hydro Power Pvt. Ltd. under Section 62 and 86 of the Electricity Act, 2003 read with the UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2021 and UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2024

**AND**

**IN THE MATTER OF:**

Greenko Budhil Hydro Power Private Limited

**...Petitioner**

**Versus**

Uttarakhand Power Corporation Ltd.

**...Respondent**

**AFFIDAVIT**

I, Rakesh H. Shah, S/O Shri Harshvadan C. Shah, aged about 60 years, Authorised Representative of the Petitioner Company having its registered address at 15th Floor, Hindustan Times Building, Kasturba Gandhi Marg, CP, New Delhi – 110001, do hereby affirm and state as follows:

1. I am the authorized representative of the Petitioner in the abovementioned matter; I have been dealing with the matters relating to the above-mentioned case and I am conversant with the facts of the case deposed to below.
2. I have read the accompanying Response/Reply and I say that its contents are derived from official records, which are true to my personal knowledge or are believed to be true on legal advice, which I believe to be true and verify that no part of this affidavit is false and nothing material has been concealed.



**DEPONENT**

**VERIFICATION**

I, the deponent above-named, do hereby verify the contents of the above affidavit to be true to the best of my knowledge, no part of it is false and nothing material has been concealed there from.

16 MAR 2026

Verified at New Delhi on this \_\_\_\_ day of March, 2026.



**DEPONENT**



**ATTESTED**

*[Handwritten signature]*

**NOTARY PUBLIC**

16 MAR 2026

**BEFORE THE HON'BLE UTTARAKHAND ELECTRICITY REGULATORY COMMISSION,  
DEHRADUN, UTTARAKHAND**

FILE NO. \_\_\_\_\_  
CASE NO. \_\_\_\_\_

**IN THE MATTER OF:**

Petition for True-Up of tariff for FY 2024-25, Annual Performance Review for FY 2025-26, and Annual Revenue Requirement for FY 2026-27 as per UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2021 and UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2024 for the Petitioner's 70 MW Budhil Hydro Electric Power Project.

**AND**

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...Respondent

**INDEX**

Sl.	PARTICULARS	PG NO.
1.	<b>AFFIDAVIT</b>	1-3
2.	<b>RESPONSE ON BEHALF OF M/S GREENKO BUDHIL HYDRO POWER PVT. LTD. (M/S GBHPL) TO THE QUERIES RAISED BY HON'BLE COMMISSION DATED 27.02.2026 IN PETITION FOR PETITION FOR TRUE-UP OF ANNUAL FIXED COST (AFC) FOR FY 2024-25, ANNUAL PERFORMANCE REVIEW FOR FY 2025-26, AND ANNUAL REVENUE REQUIREMENT FOR FY 2026-27, FOR BUDHIL HYDRO ELECTRIC PROJECT OF M/S. GREENKO BUDHIL HYDRO POWER PVT. LTD.</b>	5-16
3.	<b>ANNEXURE 1</b> Invoice of Software License Fees	17-20
4.	<b>ANNEXURE 2</b> Invoices in Relation to Protection Work at Budhil Dam Site	21-34
5.	<b>ANNEXURE 3</b> Letter No. HPDOE/CE (Energy)/SDSO/2023-5664-5670, Dated 22/08/2023 Issued by CE, DoE, Government of Himachal Pradesh	35-39
6.	<b>ANNEXURE 4</b> Invoice of Satellite Phone and Activation Charges	40-43
7.	<b>ANNEXURE 5</b> Internal Policy for Procurement/Allocation of IT Assets	44-51



PETITIONER

BEFORE THE HON'BLE UTTARAKHAND ELECTRICITY REGULATORY COMMISSION,  
DEHRADUN, UTTARAKHAND

FILE NO. \_\_\_\_\_  
CASE NO. \_\_\_\_\_

IN THE MATTER OF:

Petition for True-Up of tariff for FY 2024-25, Annual Performance Review for FY 2025-26, and Annual Revenue Requirement for FY 2026-27 as per UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2021 and UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2024 for the Petitioner's 70 MW Budhil Hydro Electric Power Project.

AND

IN THE MATTER OF:

Greenko Budhil Hydro Power Private Limited

...Petitioner

Versus

Uttarakhand Power Corporation Ltd.

...Respondent

Response on behalf of M/s Greenko Budhil Hydro Power Pvt. Ltd. (M/s GBHPL) to the Queries raised by Hon'ble Commission dated 03.02.2026 in Petition for True-Up of Annual Fixed Cost (AFC) for FY 2024-25, Annual Performance Review for FY 2025-26, and Annual Revenue Requirement for FY 2026-27, for Budhil Hydro Electric Project of M/s. Greenko Budhil Hydro Power Pvt. Ltd.

- I. The Petitioner submits that this Hon'ble Commission vide its letter dated 27.02.2026 has sought certain queries from the Petitioner. Vide the present pleading, the Petitioner is filing its response to the said queries in the foregoing paragraphs.
- II. The queries raised by this Hon'ble Commission and the Petitioner's response to the same have been enumerated *in seriatim* as under:



**III. Preliminary information required for admission of Petition;**

**1. QUERY NO. 1**

*The Petitioner has submitted that total employee expense towards key employee in FY 2024-25 is Rs. 3.48 Crore. The Commission observed that the key employees considered in FY 2024-25 by the Petitioner company are at variance in comparison with FY 2023-24.*

*The Petitioner is required to check the same and provide the justification for variance and submit the updated information for perusal of the Commission.*

Key Employee (FY 2024-25)	Key Employee (FY 2023-24)
Suresh Chand Kalsi	Suresh Chand Kalsi
Paramjeet Singh Ahluwalia	Paramjeet Singh Ahluwalia
Yugal Kishore Sehgal	Yugal Kishore Sehgal
Sanjeev Kumar	
	Ramakrishna M
	P Shreehari
	Anil Kumar

**Reply:** The details of key employees' salaries charged to Greenko Budhil in FY 2024-25 as mentioned below:

Key Employee (FY 2024-25)	Key Employee (FY 2023-24)	
Suresh Chand Kalsi	Suresh Chand Kalsi	
Paramjeet Singh Ahluwalia	Paramjeet Singh Ahluwalia	
Yugal Kishore Sehgal	Yugal Kishore Sehgal	
Sanjeev Kumar		
	Ramakrishna M	Separated from Greenko Budhil
	P Shreehari	Separated from Greenko Budhil
	Anil Kumar	Not treated as Key resource and replaced with Mr Sanjeev Kumar

**2. QUERY NO. 2**

*The Petitioner is required to provide justification for the following heads of expenses under O&M expenses*



i. The Petitioner has claimed an amount of Rs. 0.92 Crore under A&G expenses in FY 2024-25 towards Software License Fees. The Petitioner is required to submit the following details in this respect:

a) Nature of expense;

**Reply:** IT Support Services

b) Need analysis for which the same has been incurred;

**Reply:** Sharing of IT Support and Hardware services used in Corporate Office and used by site team as well

c) Benefit achieved out of the same;

**Reply:** SCADA Monitoring from Head Office

d) Whether one time or recurring expenditure;

**Reply:** Recurring in nature from FY 2024-25 onwards

e) Copy of invoice in support of the expense;

**Reply:** Copy of invoice in support of the expenses is annexed herewith and marked as **ANNEXURE 1**.

f) Place of delivery of service.

**Reply:** Hyderabad

ii. The staff welfare expense has increased from Rs. 0.22 crore in FY 2023-24 to Rs. 0.49 Crore in FY 2024-25. The Petitioner is required to submit the following details in this respect:

a) Justification for increase.

**Reply :** As per balance sheet, expenses under this head in FY 2023-24 were Rs. 44,65,090 while the same have increased to Rs. 49,35,325. Hence, there is only increase of Rs. 0.04 Cr which is less than 10% increase which generally takes place due to increase in insurance premium and welfare to staff. The break up of the same is as below:

Particulars	2024-25	2023-24
Staff Welfare Expenses	13,68,737	11,99,765
Medical Insurance – Employees	25,14,817	22,36,071
Canteen Expenses	10,51,771	10,29,254



	49,35,325	44,65,090
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b) *Rationale for incurring the additional expense.*

**Reply:** There is nominal increase as demonstrated above. The numbers relied on by the Hon'ble Commission may be clarified. The Petitioner seeks liberty to provide a response once such clarification is provided.

c) *Specific heads to which increased expense relates.*

**Reply:** INR 4.7 lakhs on account of staff welfare and Medical insurance expenses

iii. *The expense under the head legal and professional charges has increased from Rs. 0.74 crore in FY 2023-24 to Rs. 1.38 Crore in FY 2024-25. The Petitioner is required to submit the following details in this respect:*

a) *Reason for increase;*

**Reply:** Legal fees are not periodically recurring in nature and are liable to change depending on uncontrollable factors like listing of cases filed in different FYs, preference of appeals/review and interim applications by contesting parties and remedies pursued by other parties.

b) *Summary of cases/matters pending before various courts and pleaded in FY 2024-25.*

Sl.	Particulars
1	Petition No. 265/MP/2018: GBHPPL v. CTUIL and Ors. before CERC
2	Petition No. 62 of 2024 (Sou-Moto) before UERC
3	Tariff and Business Plan Petition before UERC
4	Petition No. 33 of 2023 : GBHPPL v. UPCL before UERC
5	Appeal No. 248 of 2024: GBHPPL v. CERC and Ors. before APTEL
6	Appeal No. 124 of 2024: NHPC v. CERC, GBHPPL before APTEL
7	Appeal No. 100 of 2017: GBHPPL v. UERC and Ors. before APTEL
8	Appeal No. 389 of 2018: GBHPPL v. UERC and Ors. before APTEL
9	Appeal No. 69, 70, 72 and 73 of 2020: GBHPPL v. CERC and Ors. before APTEL
10	Writ Petition No. 7679 of 2012: GBHPPL v. State of Himachal Pradesh before Himachal Pradesh High Court
11	CA (D) No. 51610 of 2024: UPPCL v. GBHPPL and Ors. before Supreme Court
12	SLP No. 10582-10591 of 2024: State of Himachal Pradesh v. Luni and Ors. before Supreme Court

c) *List of professionals employed/hired for the purpose;*

d) *Details of the fees paid to different professionals appointed for the purpose.*



**Reply:**

<b>Particulars</b>	<b>Amount</b>
G.N.Agarwal	15,340
K.S.Rao & Co.	6,427
SAI CHAITHANYA & CO	6,000
D.ZITENDRA RAO-COST ACCOUNTANT	1,520
DZR & CO., COST ACCOUNTANTS	97,350
Kunavaram BPO Pvt Ltd	6,000
Heartline Healthcare Services Priv	65,299
Basava Prabhu S Patil	13,86,500
Chambers of Sujit Ghosh	10,62,999
CHARTER LAW CHAMBERS	14,60,521
Sanjay Sen	66,08,000
Shyam Divan	10,62,000
Lakshmi Kumaran & Sridharan	2,95,000
Big Share Services Pvt. Ltd.	7,080
NSDL (National Securities Depositor)	93,810
AKASAM & ASSOCIATES	2,95,000
IDBI Trusteeship Services Ltd	1,18,000
INDIAN RED CROSS SOCIETY HIMACHAL P	29,500
Vacuum Plant & Instruments Mfg.Co.L	78,384
Aswartha Condition Monitoring	1,48,680
Virender Dogra Power Projects Pvt.	3,96,480
GEET AHUJA, Adv	2,07,090
H N A AND CO LLP	88,500
Himatlal Tribhovandas Shah and Co	17,080
Naga & Associates (D.Naga Durga Rao)	8,000
One Time Vendor	1,750
TRU FIL Limited	10,620
BDO India LLP	2,31,575
<b>Grand Total</b>	<b>1,38,04,506</b>

iv. The Petitioner under Repairs & Maintenance-Plant–Others has claimed an amount of Rs. 3.01 towards protection work at Budhil Dam. The Petitioner is required to submit the following details in this respect:

- Details and nature of this expense;
- Rationale for claiming the same as revenue expenditure;
- Technical study and Independent Engineers report necessitating such works;
- Copy of invoice in support of the expense incurred;



- e) *Details of communication with the State discom, i.e. UPCL, before incurring this major expenditure, in line with the directions of the Commission.*

**Reply:** At outset, the Petitioner submits that the Hon'ble Commission's directions only pertain to additional capital expenditure and do not mention category of normative expenses. The works pertain to assessment of strengthening of Dam components. Further the invoice towards such works is provided as **ANNEXURE 2**.

The Hon'ble Commission may consider the above submission towards allowance of the same under the head of R&M Expenses.

**Reply:** The Petitioner submits that the responses above maybe considered by the Hon'ble Commission

### 3. QUERY NO. 3

*The Petitioner is required to submit basis for claiming add cap of FY 2023-24 (Rs. 0.08 Crore related to civil works) in FY 2024-25 in line with the observation of the Commission in T.O. dt. 11.04.2025. The Petitioner is also required to confirm, whether the works, for which said add cap was deferred in FY 2023-24, has been completed or not?*

**Reply:** The Petitioner submits that vide Order dated 11.04.2025, this Hon'ble Commission has directed as under:

***"The Petitioner has claimed Rs. 0.08 Crore for procurement of material for fabrication and erection of side cladding of MAT Powerhouse and Rs. 0.003 Crore towards supply of bolt & welding electrodes. The Petitioner vide submission dated 24.01.2025 submitted that the material required for side cladding work, including steel, bolts, and welding electrodes, was procured during FY 2023-24. The fabrication and installation work for side cladding with CGI sheets on both sides of MAT is scheduled for execution in FY 2024-25. In the matter, Commission decides not to allow the additional capitalisation for the aforesaid work during FY 2023-24 as installation work is still pending. The Petitioner is directed to claim the additional capitalisation in the financial year in which all the activities pertaining to the said work is completed and asset is put to use"***

Accordingly, since the said works stand completed in FY 2024-25, which was informed to the Hon'ble Commission during the proceedings that culminated in the Order dated 11.04.2025, the same have been claimed in the current Petition as per the express directives of the Hon'ble Commission.



#### 4. QUERY NO. 4

*In the Annexure AA-4 submitted by the Petitioner in excel format (submission dt. 19.01.2026 through e-mail), the following has been observed:*

*i. Satellite Phone & activation charges (Rs. 0.02 Crore & Rs. 0.01 Crore) has been stated to be claimed under R&M expenses. The Petitioner is required to submit the following details in this respect:*

*a) Reason for claiming expense of capital nature under R&M expense.*

**Reply:** The Hon'ble Commission may consider that reliable communication devices ultimately relate to lowering of R&M work as the same pertain to providing timely information relating to inflow level of the river. In event of flood, such information would have critical impact on mitigation as is the intent of the Dam Safety Act, 2021. Hence, such expenses pertain to R&M work of the Project.

*b) Specific provision of Dam Safety Act, and recommendation of DOE & Dam safety committee HP, necessitating such requirement, as submitted by the Petitioner under justification for incurring the expenditure.*

**Reply:** As per section 35(e) of Dam Safety Act 2021 Every owner of the dam shall make available the information relating to maximum inflows and outflows including flood warning and an adverse impact of the same, if any, on person and property towards the upstream or downstream of the dam, to the concerned district authorities. So the reliable communication system is required i.e. satellite phone.

CE,DOE, Govt of HP vide Letter No. HPDOE/CE (Energy)/SDSO/2023-5664-5670 dated 22/08/2023 strictly instructed to establish a 24 X 7 communication system like satellite phone (at para 3). A copy of the same has been enclosed as **ANNEXURE 3**.

*c) Copy of invoice (satellite phone and activation charges), and date of capitalization/put to use of the asset.*

**Reply:** Invoices of Satellite phone and activation charges is provided as **ANNEXURE 4**. The asset was put on use from September 2024.

*ii. It is stated that an old vehicle has been decapitalized. The Petitioner is required to submit the following details in this respect:*

*a) Why de-capitalization not claimed in FY 2024-25?*



**Reply:** Vehicle sold during April 2025 and Decapitalization had done in in FY 2025-26, same had been presented in Half yearly FS of 2025-26.

b) *Gross value of the asset, date of put to use and date of de-cap alongwith accumulated depreciation till the date of de-cap.*

**Reply:** Same had been presented in Half yearly FS of 2025-26

**Reply:** The Petitioner has provided the responses above for the consideration of the Hon'ble Commission.

#### 5. QUERY NO. 5

*The Petitioner, w.r.t the installation of CCTV camera, is required to submit the following information:*

- a) *List & location of CCTV cameras installed in the plant prior to FY 2024-25.*
- b) *New installation entails replacement of exiting asset or not?*
- c) *In case of replacement of old asset, accounting treatment of the old/replaced asset.*

**Reply:** The Hon'ble Commission may consider as under:

- a) List & location of CCTV cameras installed in the plant prior to FY 2024-25.

**Reply:**

At Powerhouse: Main Gate, Control Room, Service Bay and MIV Floor.

At Dam: Main Gate and Dam Top

- b) New installation entails replacement of exiting asset or not?

**Reply:**

We generally decapitalize the old asset when a new asset is purchased in replacement of the retired asset. In such cases, the **Gross Block and Accumulated Depreciation are shown under deletion.**

- c) In case of replacement of old asset, accounting treatment of the old/replaced asset.

**Reply:** As relayed previously, as the project is acquired, details of **itemized capitalized values** required to decapitalize the specific asset are not present with the current owners. Generally, old assets are decapitalized when a new asset is purchased in replacement of retired assets. In such cases, the Gross Block and Accumulated Depreciation are shown under deletion.



## 6. QUERY NO. 6

*W.r.t the addition of one no. laptop in FY 2024-25, the Petitioner is required to submit the following information:*

- a) *The place of supply of desktop, as per invoice is Hyderabad, why cost claimed in H.P. plant.*
- b) *The engineer to whom asset allocated, and allocation letter of the same.*
- c) *Accounting treatment of old/discarded IT equipment and why no decapitalization claimed towards the same.*
- d) *Internal policy for procurement/allocation of IT assets and the establishment of need for the same.*

**Reply:** The Hon'ble Commission may consider as under:

- a) The place of supply of desktop, as per invoice is Hyderabad, why cost claimed in H.P. plant.

**Reply: Purchase of Laptops and Desktops has been done in a centralized manner through Hyderabad.**

- b) The engineer to whom asset allocated, and allocation letter of the same.

**Reply: Asset is procured for HO staff.**

- c) Accounting treatment of old/discarded IT equipment and why no decapitalization claimed towards the same.

**Reply: This is additional asset procured as per requirement.**

- d) Internal policy for procurement/allocation of IT assets and the establishment of need for the same.

**Reply: The policy is attached as ANNEXURE 5.**

## 7. QUERY NO. 7

*W.r.t the employee addition in FY 2024-25, the Petitioner has submitted that 3 new addition and 8 retirement has taken place. The Petitioner is required to submit the details of job profile of the newly added employees including functional areas for which recruitment has taken place. Further, details w.r.t the retired employees alongwith corresponding impact in employee expenses needs to be submitted.*

**Reply:** The Hon'ble Commission may kindly consider:

The details of new joiner is as below:



Employee Name	Roles & Responsibilities
Aniket	To be part of Operations and Maintenance team as Diploma Trainee for extending support to Shift Engineer
Sagar Kumar	To be part of Operations and Maintenance team as Graduate Trainee for extending support to his manager. Responsible for collecting the required data
Sanjeev Kumar	Operation and Maintenance of Budhil Plants Listing of Critical issues and taking up for closure, upgradation, modification. Management coordination, reporting and Budget, Spare Requisition approvals

Left Employees: Cost of left employees in FY 2024-25 is an amount of Rs. 35.20 L PA.

Emp No.	Emp Name
9484	Rajneesh Banyal
9489	Sivaramakrishna Sakhamuri
9510	Kundan Swain
5822	Swatantar Singh
9515	Sagar Kumar
9447	Praveen Kumar
9474	Arjun Singh
5822	Sumit Parmar

#### 8. QUERY NO. 8

*The Commission in the T.O. for FY 2025-26 dt. 11.04.2025, directed the Petitioner as follows:*

*“Further, the Petitioner is directed to claim additional capitalisation against only those works/assets which has been put under 14tilization. Further, the Commission once again directs the Petitioner to give prior information to the licensee before incurring any major capital expenditure or any major repair & maintenance in its plant and the licensee will be at liberty to physically verify the claims of the Petitioner so as to avoid any dispute in future regarding the claims of the Petitioner. The Petitioner is also directed to maintain documentary evidence in the form of geotagged photographs of the site (prior execution of*



*work and post execution of work) etc. in support of works to be executed and submit the same to the Commission at the time of truing up of respective years."*

*Similar direction were given to the Petitioner in the past years tariff Orders also.*

*In this regard, the Petitioner is required to substantiate the compliance of the directive issued by the Commission, alongwith documentary evidence of the correspondences, if any, made to UPCL. In case of non-compliance, the Petitioner is required to justify the rationale for allowing the claims made in the tariff Petition.*

**Reply:** The Petitioner submits that as per the aforesaid directions, the Petitioner is required to communicate 'major capital expenditure' to UPCL. Further, as per the extant regulations of this Hon'ble Commission 'major capital expenditure' has not been defined. However, Regulation 22 (4) of the UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2021 and UERC (Terms and Conditions for Determination of Multi Year Tariff) Regulations, 2024 state that additional capital expenses to the tune of INR 5 Cr require prior approval. In absence of any clarification as to what constitutes 'major capital expenditure', and the fact that the entire Additional Capital Claim of the Petitioner is significantly lesser than INR 5 Cr, the Petitioner is complying with the directions of this Hon'ble Commission and any capital expenditure beyond such threshold shall be duly communicated to UPCL.

Notwithstanding the above, the Petitioner humbly requests that to provide more clarity on the above directions, this Hon'ble Commission may specifically clarify what constitutes 'major capital expenditure' in case the same is different from the understanding of the Petitioner. However, the Petitioner further requests that in such case, UPCL must also be prescribed a timeline within which they must respond to such communication to alleviate any unnecessary delay in execution of relevant capital works.

**9. QUERY NO. 9:**

*The Commission in T.O. dt. 11.04.2025 has directed the Petitioner as follows:*

*"With regard to computation of actual auxiliary consumption, the Petitioner is directed to maintain a proper log of gross generation alongwith geotagged*



*photographs of the gross meter on monthly basis and submit the same before the Commission alongwith ARR Petition for subsequent years.”*

*In this regard, the Petitioner is required to submit the compliance of the same in FY 2025-26 till date.*

**Reply:**

The Petitioner submits as under for consideration of this Hon'ble Commission:

- (a) The ABT energy meter for recording the gross energy generation has been installed by PGCIL. PGCIL has also provided the CMRI and Vinplus software for downloading the meter data on a weekly basis.
- (b) The energy meter reading is taken using the CMRI device, and the data file is subsequently downloaded from the CMRI to a computer using the Vinplus software. The data file generated in .dat format is then submitted to NRLDC and UPCL for billing purposes.
- (c) Therefore, it is not possible to take a photograph of the energy meter reading and neither would such photographs be reflective of the gross generation.
- (d) It is emphasized that this ABT Energy Meter does not work in the same manner as a Joint Meter Reading wherein consumer and generator can verify through physical meters. Even otherwise, such data is prepared by PGCIL and has been consistently accepted by UPCL and NRLDC at all stages and there can be no objection on the veracity and appropriateness of such data to evince the computation of auxiliary consumption.

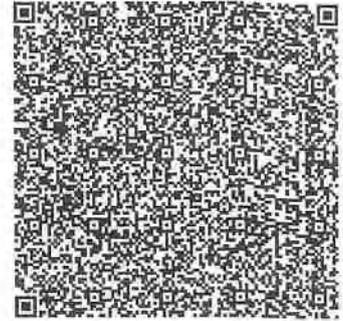
- IV.** The Petitioner prays that the aforesaid tables/data/information may be read as an integral part of the information and data provided vide the main Petition dated 30.11.2025.



## ANNEXURE 1

36AAGCG4427Q1Z3

GREENKO ENERGY PROJECTS PRIVATE LIMITED



## 1.e-Invoice Details

IRN : f5814885a788f0868075337526fd1fce2865dcc Ack No. : 112523602310042  
06b1d3a72308dcd35fcc0c75d

Ack Date : 31-01-2025 15:04:00

## 2.Transaction Details

Supply type Code : B2B

Document No. : GEPPLTS/24-25/63

IGST applicable despite Supplier and  
Recipient located in same State : No

Place of Supply : HIMACHAL PRADESH

Document Type : Tax Invoice

Document Date : 31-01-2025

## 3.Party Details

Supplier :

GSTIN : 36AAGCG4427Q1Z3  
GREENKO ENERGY PROJECTS PRIVATE LIMITED  
TH FLOOR, PLOT NO.13, D-BLOCK, DELOITTE DRIVE BUILDING ROAD, HITEC CITY  
MADHAPUR,RANGAREDDY DISTRICT  
HYDERABAD 500081 TELANGANA

Recipient :

GSTIN : 02AAACL9828J1ZE  
GREENKO BUDHIL HYDRO POWER PRIVATE  
LIMITED  
Kharamukh, Tehsil Bhamour, Kharamukh,  
Chamba,  
KHARAMUKH Place of Supply: HIMACHAL  
PRADESH  
176309 HIMACHAL PRADESH

## 4.Details of Goods / Services

SINo	Item Description	HSN Code	Quantity	Unit	Unit Price(Rs)	Discount(Rs)	Taxable Amount(Rs)	Tax Rate(GST + Cess   State Cess + Cess Non.Advol)	Other charges	Total
1	IT Support Services	998319	1	OTH	764427	0	764427	18.00 + 0.00   0.00 + 0	0	902024
Tax'ble Amt		CGST Amt	SGST Amt	IGST Amt	CESS Amt	State CESS	Discount	Other Charges	Round off Amt	Tot Inv. Amt
764427.00		0.00	0.00	137597.00	0.00	0.00	0.00	0.00	0.00	902024.00

Generated By : 36AAGCG4427Q1Z3

Print Date : 31-01-2025 15:04:05



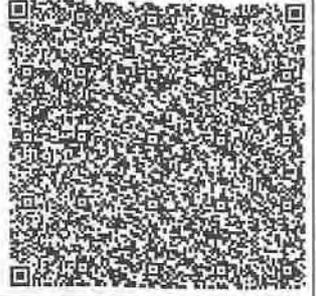
112523602310042

eSign

Digitally Signed by NIC-IRP  
on 2025-01-31 15:04:00



# 36AAGCG4427Q1Z3 GREENKO ENERGY PROJECTS PRIVATE LIMITED



## 1.e-Invoice Details

IRN : 589556ba78e7e3d8963c25a13a13823c631  
131de084252ff2f88d17b975a4869

Ack. No : 112523375263358

Ack. Date : 10-01-2025 17:17:00

## 2.Transaction Details

Supply Type Code : B2B

Document No : GEPPLTS/24-25/05

IGST applicable despite Supplier and  
Recipient located in same State : No

Place of Supply : HIMACHAL PRADESH

Document Type : Tax Invoice

Document Date : 31-12-2024

## 3.Party Details

### Supplier

GSTIN : 36AAGCG4427Q1Z3  
GREENKO ENERGY PROJECTS PRIVATE LIMITED  
TH FLOOR, PLOT NO.13, D-BLOCK, DELOITTE DRIVE BUILDING ROAD,  
HITEC CITY MADHAPUR,RANGAREDDY DISTRICT  
HYDERABAD  
500081 TELANGANA

### Recipient

GSTIN : 02AAACL9828J1ZE  
GREENKO BUDHIL HYDRO POWER PRIVATE LIMITED  
Kharamukh, Tehsil Bharmour, Kharamukh, Chamba,  
KHARAMUKH Place of Supply: HIMACHAL PRADESH  
176309 HIMACHAL PRADESH

## 4.Details of Goods / Services

SINo	Item Description	HSN Code	Quantity	Unit	Unit Price(Rs)	Discount(Rs)	Taxable Amount(Rs)	Tax Rate (GST+Cess   State Cess+Cess Non-Advol)	Other charges(Rs)	Total
1	IT Support Services	998319	1	OTH	5556021	0	5556021	18.00+0.00  0.00+0	0	6556105

Tax'ble Amt	CGST Amt	SGST Amt	IGST Amt	CESS Amt	State CESS Amt	Discount	Other Charges	Round off Amt	Total Inv. Amt
5556021	0	0	1000084	0	0	0	0	0	6556105

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Print Date : 10-01-2025 17:19:35



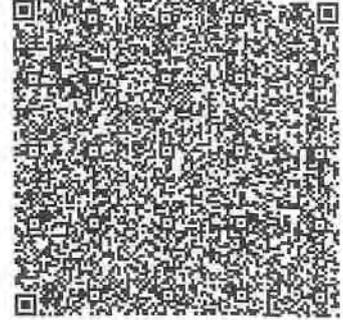
112523375263358

*eSign*

Digitally Signed by NIC-IRP  
on: 10-01-2025 17:17:00



**36AAGCG4427Q1Z3**  
**GREENKO ENERGY PROJECTS PRIVATE LIMITED**



**1.e-Invoice Details**

IRN : 6c194c5f46275b54f2cccc16f8f1e640e184634 Ack No. : 112524510550081  
 266f8c8f9c0621c3a71aca3e

Ack Date : 08-04-2025 18:03:00

**2.Transaction Details**

Supply type Code : B2B

Document No. : GEPPLTS24-25/193

IGST applicable despite Supplier and  
 Recipient located in same State : No

Place of Supply : HIMACHAL PRADESH

Document Type : Tax Invoice

Document Date : 31-03-2025

**3.Party Details**

Supplier :

GSTIN : 36AAGCG4427Q1Z3  
 GREENKO ENERGY PROJECTS PRIVATE LIMITED  
 TH FLOOR, PLOT NO.13, D-BLOCK, DELOITTE DRIVE BUILDING ROAD, HITEC CITY  
 MADHAPUR, RANGAREDDY DISTRICT  
 HYDERABAD 500081 TELANGANA

Recipient :

GSTIN : 02AAACL9828J1ZE  
 GREENKO BUDHIL HYDRO POWER PRIVATE  
 LIMITED  
 Kharamukh, Tehsil Bharmour, Kharamukh,  
 Chamba,  
 KHARAMUKH Place of Supply: HIMACHAL  
 PRADESH  
 176309 HIMACHAL PRADESH

**4.Details of Goods / Services**

SINo	Item Description	HSN Code	Quantity	Unit	Unit Price(Rs)	Discount(Rs)	Taxable Amount(Rs)	Tax Rate(GST + Cess   State Cess + Cess Non.Advol	Other charges	Total
1	IT Support Services	998319	1	OTH	1466837	0	1466837	18.00 + 0.00   0.00 + 0	0	1730868
<b>Tax'ble Amt</b>	<b>CGST Amt</b>	<b>SGST Amt</b>	<b>IGST Amt</b>	<b>CESS Amt</b>	<b>State CESS</b>	<b>Discount</b>	<b>Other Charges</b>	<b>Round off Amt</b>	<b>Tot Inv. Amt</b>	
1466837.00	0.00	0.00	264031.00	0.00	0.00	0.00	0.00	0.00	1730868.00	

Generated By : 36AAGCG4427Q1Z3

Print Date : 08-04-2025 18:03:59



112524510550081

**eSign**

Digitally Signed by NIC-IRP  
 on :2025-04-08 18:03:00



- # All materials in contractor scope.
- # Material shifting from nearby road up to location is in contractor scope.
- # Supply of Manpower Tools, Boarding and lodging is in contractor scope.
- # Power supply required for welding, shall be provided by Greenko free of cost.
- # After completion of all works making site clean and good

## 2. PRICE BASIC

F.O.R site

## 3. TIME SCHEDULE

Work completed; Duration period: 18th Dec 2023 to 10th Jan 2024

## 4. TERMS OF PAYMENT

100% payment amount will be paid immediately against submission of Invoice.

## 5. MODE OF PAYMENT

NEFT

## 6. TDS

TDS will be deducted as applicable

## 7. QUALITY OF WORK

While performing the work, your engineers will be under supervision of our officials and if at any time the quality of work is not upto the standards and norms, they will be advised to stop the work and correct, as per norms for which no additional cost shall be paid

## 8. RISK AND COST

In case of failure to complete the work within the stipulated time, we reserve the right to get the work completed through alternate source at your cost

## 9. SAFETY & SECURITY

Contractor is fully responsible for safe work practices at site. Employer will not take any responsibility for any incidents including fatal

## 10. INSURANCE

You shall cover the insurance for both equipments while in transit and working for all types of risks. Similarly you should cover insurance for your men working for this operation

## 11. FORCE MAJEURE

Standard Conditions of Force Majeure Will be applicable

## 12. GOVERNING LAW, JURISDICTION AND ARBITRATION

This order is subject to the courts of Hyderabad, Telangana jurisdiction only

This Order is being placed on you based upon the mutually agreed terms and conditions. You are advised to send your acceptance for this order within three (3) working days or else the same shall be treated as accepted. You shall execute the works/services as per the agreed delivery time lines given in this order.

For GREENKO BUDHIL HYDRO POWER PVT LTD

Authorised Signatory



ANNEXURE 2

SITE RECOMMENDATION SHEET	
<b>Greenko Buidhil Hydro Power Private Limited</b>	
PROJECT NAME :	Greenko Buidhil Hydro Power Private Limited
DESCRIPTION OF WORK :	Service order for Concrete and Reinforcement at Budhil Dam
NAME OF THE CONTRACTOR :	SEVEN ENERGIES ODISHA LIMITED
PAN NO :	AATCS5759E
GST NO :	21AATCS5759E1Z1
WORK ORDER No.	Ref: 4700018582, Dated- 18.04.2024
CUMMULATIVE WORK ORDER VALUE. :	₹ 21,919,678.80
VENDOR INVOICE NO. :	
RA BILL NO. :	RA-01 & Final
RA BILL DATE :	18.04.2024
DOCUMENTS	REFERENCE / REMARKS
Drawings	Yes
QA/QC	NA
Stores	Yes
Debit's	NA
Royalty	Yes
Other Documents (If any)	NA
<b>PAYMENT DETAILS (PTO .....)</b>	
<b>TOTAL GROSS VALUE (Rs.)</b>	<b>25,865,220.98</b>
<b>NET PAYABLE (Rs.)</b>	<b>25,490,443</b>
<b>QUANTITY SURVEYOR</b>	
NAME:	
SIGNATURE:	
<b>STORES</b>	<b>QA/QC</b>
NAME:	NAME:
SIGNATURE:	SIGNATURE:
<b>ACCOUNTS</b>	
NAME:	
SIGNATURE:	
<b>CONSTRUCTION MANAGER</b>	<b>PROJECT HEAD</b>
NAME:	NAME:
SIGNATURE:	SIGNATURE:



PAYMENT DETAILS

Add :GST	RA Bill Value	21,919,678.80
	SGST (9%)	1,972,771.09
	CGST (9%)	1,972,771.09
	IGST (18%)	
<b>TOTAL GROSS VALUE (A)</b>		<b>25,865,220.98</b>
Deduct :	TDS (1%)	219,197
	Labour Cess (1%)	
	Mobilisation Advance Recovery (10%)	
	Retention Money (10%)	
	Diesel Recovery	
	Royalty	155,581
<b>NET PAYABLE</b>		<b>25,490,443</b>
PREPARED BY- (QSD) NAME: SIGNATURE:		

*Q.L.*

*[Handwritten Signature]*



## Greenko Buidhil Hydro Power Private Limited

PROJECT NAME:	:-	Greenko Buidhil Hydro Power Private Limited
DESCRIPTION OF WORK	:-	Service order for Concrete and Reinforcement at Budhil Dam
CONTRACTOR NAME	:-	SEVEN ENERGIES ODISHA LIMITED
PAN NO	:-	AATCS5759E
GSTIN	:-	21AATCS5759E1Z1
WORK ORDER NO.	:-	Ref: 4700018582, Dated- 18.04.2024
WORK ORDER DATE	:-	18.04.2024
WORK ORDER VALUE.	:-	21,919,678.80
AMENDMENT NO.	:-	
AMENDMENT DATE.	:-	
AMENDMENT VALUE.	:-	
CUMM ORDER VALUE.	:-	21,919,678.80
CONTRACOTR INVOICE NO.	:-	
CONTRACOTR INVOICE DATE	:-	
RA BILL NO.	:-	RA-01 & Final
RA BILL DATE	:-	18.04.2024
PREVIOUS INFORMATION LOCATION	:-	

## OBSERVATIONS:-

WORK DESCRIPTION	UP TO PREVIOUS BILL	CURRENT BILL	CUMULATIVE BILL
RA-1& final		21,919,678.80	21,919,678.80
<b>ABSTRACT VALUE</b>		<b>21,919,678.80</b>	<b>21,919,678.80</b>
<b>TAXES</b>			
ADD SGST 9%		1,972,771.09	1,972,771.09
ADD CGST 9%		1,972,771.09	1,972,771.09
ADD IGST 18%			
<b>GROSS BILL VALUE</b>		<b>25,865,220.98</b>	<b>25,865,220.98</b>
<b>STATUTORY DEDUCTIONS</b>			
LABOUR CESS 1%		219,197	219,197
Environment CESS 1%			
<b>SUB TOTAL</b>		<b>219,197</b>	<b>219,197</b>
<b>OTHER DEDUCTIONS</b>			
ADVANCE RETENTION MONEY 10%			
ROYALTY		155,581	155,581
<b>SUB TOTAL</b>		<b>155,581</b>	<b>155,581</b>
<b>MATERIAL RECOVERY</b>			
Debit Note			
<b>SUB TOTAL</b>			
<b>NET PAYABLE</b>		<b>25,490,443</b>	<b>25,490,443</b>

PREPARED BY  
NAME:

SIGNATURE:

REVIEWED BY  
NAME:

SIGNATURE:

APPROVED BY  
NAME:

SIGNATURE:







### Royalty Calculation

Work Order no. & Date:

Ref: 4700018582, Dated- 18.04.2024

SI No	Description	Qty	Coefficient	Volume cum	Density kg/cum	Qty Kgs	MT	Rate/MT	Amount
	<b>M15(Total Qty 868.822)</b>								
	Sand	868.822	0.462	401.3958	1700	682372.8	682.3728	60	40942
	Aggregate	868.822	0.924	802.7915	1700	1364746	1364.746	60	81885
	<b>M25 Total Qty 231.686)</b>								
	Sand	231.686	0.462	107.0389	1700	181966.2	181.9662	60	10918
	Aggregate	231.686	0.924	214.0779	1700	363932.4	363.9324	60	21836
							<b>Total</b>		<b>155581</b>

PREPARED BY-(QSD)

NAME:

SIGNATURE:

Location : Budhil Dam Site.

Name of Contractor : SEVEN ENERGIES ODISHA LIMITED

Work Order no.& Date: Ref: 4700018582, Dated- 18.04.2024

Address of the Contractor : Seven Energies Odisha Limited, Prachi Enclave/Plot no -1 Chandrasekharpur Bhubaneswar 751031

RA Bill : 1st & Final RA bill

Scope of Work:- Service order for Concrete and Reinforcement at Budhil Dam

S.No.	Description of Item	As per Work Order				1st & Final RA bill			Cumulative Bill			Balance Qty
		Unit	Quantity	Rate	Amount	Qty	Rate	Amount	QTY	Rate	Amount	
1.1	Dismantling concrete Including tools breaking of existing Concrete including all Machinery and man power Complete	Cum	1,100.509	1,000	1,100,509.00	1,100.509	1,000	1,100,509.00	1,100.509	1,000	1,100,509	
1.2	Steel And Reinforcement works	Kg	40,976.66	130	5,326,965.80	40,976.660	130	5,326,965.80	40,976.660	130	5,326,966	
1.3	Providing and fixing Formwork including all manpower and material complete as per drawing and direction of EIC	Sqm	49.400	550	27,170.00	49.400	550	27,170.00	49.400	550	27,170	
1.4	Provide and Laying of RCC M15 (1:2:4)	Cum	868.822	13,000	11,294,686.00	868.822	13,000	11,294,686.00	868.822	13,000	11,294,686	
1.5	Provide and Laying of RCC M25 (1:1:2)	Cum	231.686	18,000	4,170,348.00	231.686	18,000	4,170,348.00	231.686	18,000	4,170,348	
Total amount Rs.					21,919,678.80			21,919,678.80			21,919,678.80	
Grand Total					21,919,678.80			21,919,678.80			21,919,678.80	

PREPARED BY  
NAME:  
SIGNATURE:

CONTRACTOR  
NAME  
SIGNATURE:





Name of Contractor : SEVEN ENERGIES ODISHA LIMITED

Work Order no.& Date: Ref: 4700018582, Dated- 18.04.2024

R.A Bill no: 1st & Final RA bill

Address of Contractor: - Seven Energies Odisha Limited, Prachi Enclave/Plot no -1 Chandrasekharpur Bhubaneswar 751031

Location : Budhil Dam Site.

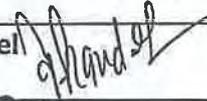
Scope of Work:- Service order for Concrete and Reinforcement at Budhil Dam

Sr. NO	Description Of work	Unit	No	BOQ			Quantity	Rate	Amount	Remarks
				Length	Width	Height				
1.1	Dismantling concrete Including tools breaking of existing Concrete including all Machinery and man power Complete	Cum	2	44.555	6.5	1.9	1100.509	1000	1100509	
1.2	Steel And Reinforcement works									
	Near Spill Crest Main Bar 40 Dia 150C/C @ 9.88kg/mtr	Kg	88	19.015			16532.402			6.5/.150=43.33 44nos*2=88, L=15.015+2+2(lap)=19.015
	Centre Main Bar 36 dia 150C/C @ 8.00kg/mtr	Kg	88	10.67			7511.68			8.870+1.8(lap)=10.67
	Bucket Down Stream 25 dia 150C/C @ 3.86kg/mtr	Kg	88	24.42			8294.9856			L=20.67+1.25+1.25+1.25(lap)=24.42
	Distribution Bar						3243.11			15.015/.150=101*2=202
	Near Spill Crest 20 Dia 150C/C @ 2.47kg/mtr	Kg	202	6.5			963.3			8.870/.300=30no*2=60
	Centre Main Bar 20 dia 300C/C @ 2.47kg/mtr	Kg	60	6.5			4431.18			20.67/.150=138*3=276
	Bucket Down Stream 20 dia 150C/C @ 2.47kg/mtr	Kg	276	6.5			40976.657	130	5326965.8	
1.3	Providing and fixing Formwork Including all manpower and material complete as per drawing and direction of EIC	Sqm	4		6.5	1.9	49.4	550	27170.00	Upstream and Downs stream
							868.822	13000	11294686.00	
		Cum	2	44.555	6.5	1.5	231.686	18000	4170348.000	
1.4	Provide and Laying of RCC M15 (1:2:4)	Cum	2	44.555	6.5	0.4				
1.5	Provide and Laying of RCC M25 (1:1:2)									
							Total Amount		21919678.80	

*[Handwritten Signature]*

*[Handwritten Signature]*

**WORK COMPLETION**

1. Name of the Project:	Greenko Budhil Private Pvt. Ltd.
2. Location and address:	Seven Energies Odisha Limited, Prachi Enclave/Plot no -1 Chandrasekharapur Bhubaneswar 751031
3. Name of Vendor:	SEVEN ENERGIES ODISHA LIMITED
4. Work Order No. & Date:	4700018582, Dated- 18.04.2024
5. Contract Duration	As per Site requirement
6. Brief Description of Work: Service order for Concrete and Reinforcement at Budhil Dam	
7. Details of variations/Amendments if any	
Variation	Ref. Variation order (No. & date)
Completion of All activities/Scope defined As per the Drawing/BOQ/Schedule	Work Start Date 18.12.2023 Work Completion Date 10.01.2024 In All Respects. <input type="checkbox"/>
Contractor Acceptance regards Work/Order Completion Date:	
Name & Signature of the Stores In charge: Date of Reconciliation statement:	SH.Rajender Singh Chandel (Dy. Mgr. Store) 
Name and Signature of the taking over person:	Naginder Singh Thakur Manager. Civil 
Name and signature of Quality(QA/QC) Team/Person:	
Name and Signature of the Project Manager/In charge:	SH.Anil Kumar Dhiman AGM (O&M)
Name and Signature of the General Manger	SH. S.C.Kalsi ( GM) 

**RETENTION**

DLP/Warranty Period of Work Order:	6 MONTHS
Name & Signature of Retention Release Recommendation :	
Name and Signature of Retention Release Clearance:	



**GREENKO BUDHIL HYDRO POWER PVT. LTD.**  
Vill. Kharamukh PO Garola Teshil Bharmour Distt. Chamba (H.P.)

Debit Note No. 1

Date:- 18.04.2024

**DEBIT NOTE/NO DUES**

To,  
Seven Energies Odisha Limited

Seven Energies Odisha Limited, Prachi Enclave/Plot no -1 Chandrasekharpur Bhubaneswar 751031

Subject:- No Dues Certificate (Service order for Concrete and Reinforcement at Budhil Dam.)

WO No:

4700018582

Date:- 18.04.2024

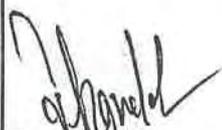
Period : From

18.12.2023 to 10.01.2024

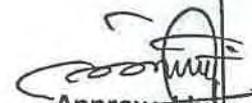
(RA 1st &amp; Final)

Date	Item description	Unit	Qty.	Unit Rate	Amount
NIL	NIL	NIL	NIL	NIL	NIL

The against WO order No. 4700018582 dt:- 18.04.2024 no any material issued on chargeable basis to Contractor  
Seven Energies Odisha Limited

  
Prepared By



  
Approved by



 <b>SMBC</b> SINGHVI METALS & BUILDCON P. No. 10/10, DDA Flats Phase II Sector 14, Connaught Place, New Delhi - 110028 TEL: 011-26101111 FAX: 011-26101112 WWW: www.smbc.co.in	 <b>LANCO</b> LANKO GREEN POWER PRIVATE LIMITED Plot No. 10/10, DDA Flats Phase II Sector 14, Connaught Place, New Delhi - 110028 TEL: 011-26101111 FAX: 011-26101112 WWW: www.lanco.co.in	FROM NO ISSUE ONLY CLEARED FOR THE ENGINEER SIGNATURE: _____ DATE: _____ DEPT.: _____ HONORABLE: _____ CHECKED (ENGINEER): _____ DATE: _____	NO. 1000 ELEC.	PRELIMINARY 1059-S-1507
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**NOTES**

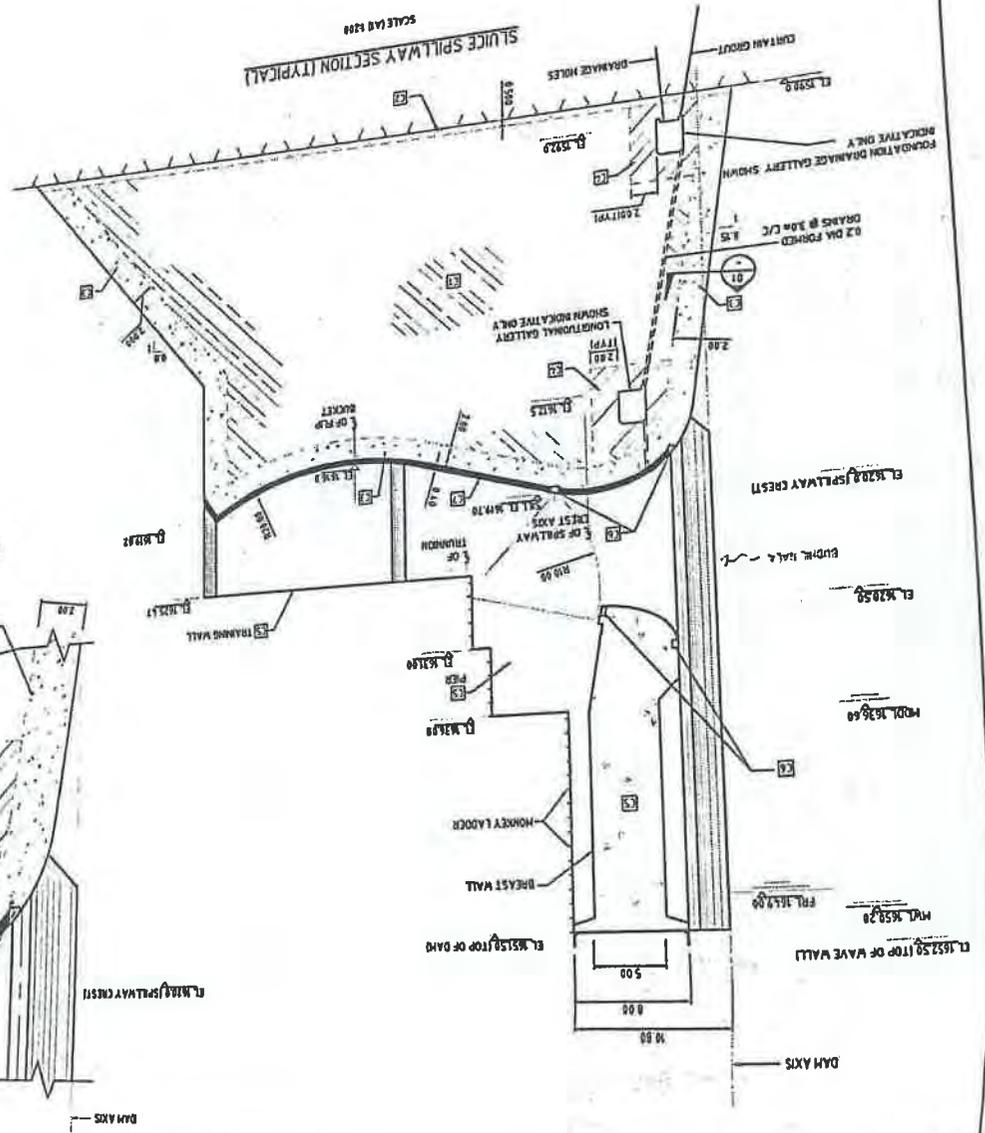
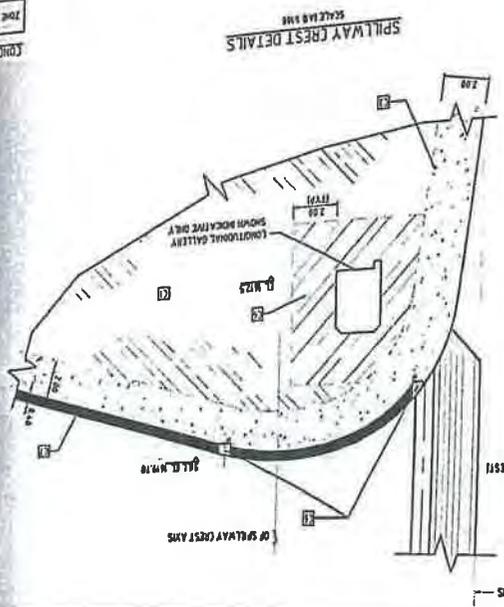
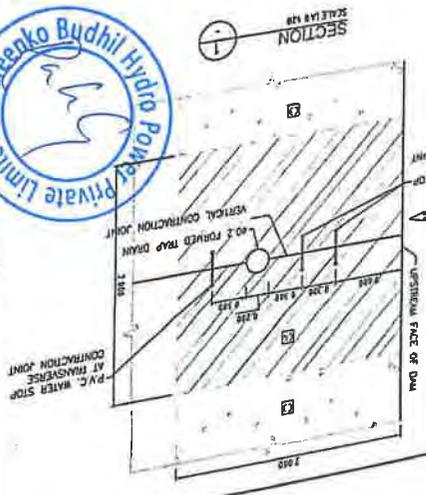
1. ALL DIMENSIONS AND LEVELS ARE IN METERS UNLESS OTHERWISE SPECIFIED.
2. FOR ALL PORTS OF TANKS AND FIRST STAGE CHECKED PARTS REFER ELEVATION DRAWINGS.
3. TRANSVERSE WALLS AND STAIRCASE WALLS NOT SHOWN FOR CLARITY.

SCALE 1:50  
SCALE 1:20

**LEGENDS**

CONCRETE ZONING  
 BLOCK OUTS

NO.	ZONE	DESCRIPTION	THICKNESS
10	CONCRETE	28 DAYS CHARACTERISTIC COMPRESSIVE STRENGTH (MPa)	15
11	CONCRETE	MAXIMUM	15
12	CONCRETE	10% FINE AGGREGATE	15
13	CONCRETE	CONCRETE IN SPILLWAY AND PIPE BUCKET	20
14	CONCRETE	CONCRETE IN SPILLWAY AND PIPE BUCKET	20
15	CONCRETE	CONCRETE IN SPILLWAY AND PIPE BUCKET	20
16	CONCRETE	CONCRETE IN SPILLWAY AND PIPE BUCKET	20
17	CONCRETE	CONCRETE IN SPILLWAY AND PIPE BUCKET	20
18	CONCRETE	CONCRETE IN SPILLWAY AND PIPE BUCKET	20
19	CONCRETE	CONCRETE IN SPILLWAY AND PIPE BUCKET	20
20	CONCRETE	CONCRETE IN SPILLWAY AND PIPE BUCKET	20

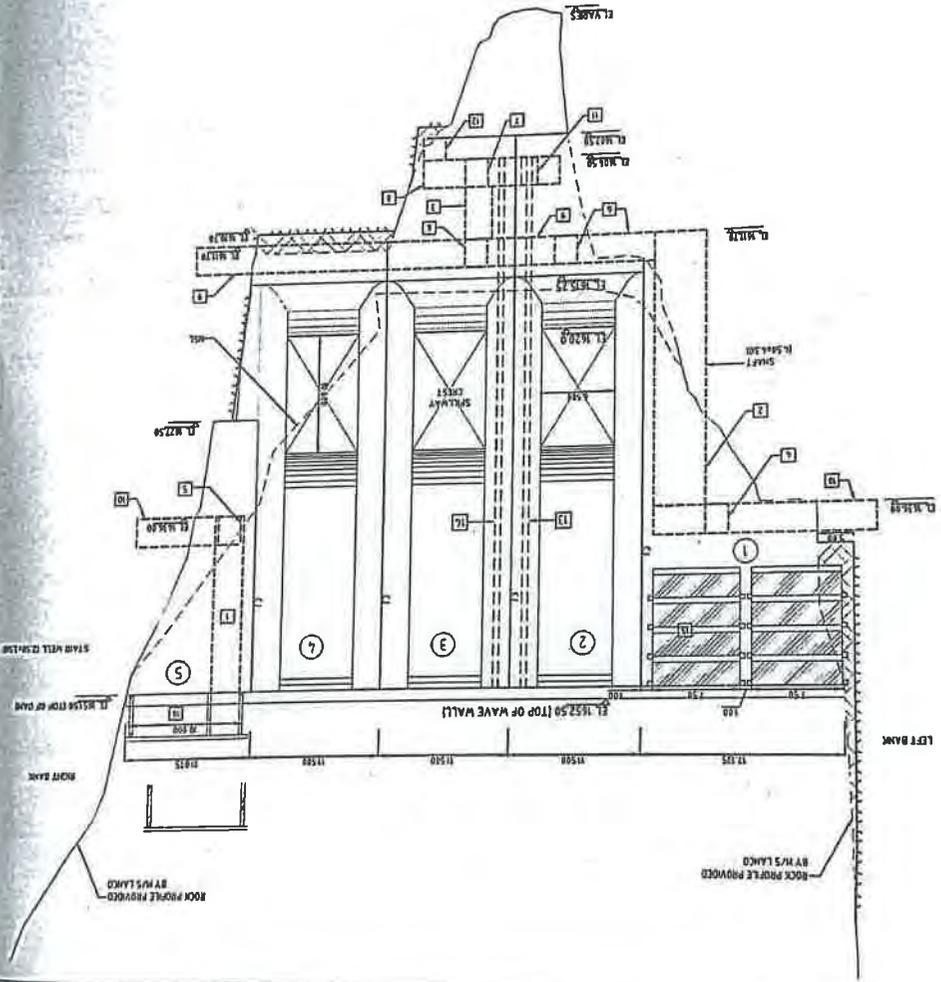




1059-S1520		CONSTRUCTION		DAM		UPSTREAM ELEVATION		GALLERIES & OTHER OPENING		BUCHI, HYDRO ELECTRIC PROJECT (70 MW) HIMACHAL PRADESH	
DATE		SCALE		PROJECT NO.		SHEET NO.		SHEET TOTAL		DRAWN BY	
CHECKED (Signature)		DATE		DESIGNED (Signature)		DATE		REVISION		DATE	
FOR NO. WORKS ONLY		SPEC. NO.		SPEC. DATE		Z.P.C.		M.O.P.		DATE	



UPSTREAM ELEVATION  
SCALE 1:1000



- NOTES:-**
1. ALL DIMENSIONS AND LEVELS ARE IN M.
  2. THE ROCK PROFILE SHOWN IN THIS DRAWING ARE SUPPLIED BY M/S LANCO.
  3. FOR DAM GALLERIES & OTHER OPENING LAYOUT PLAN AFTER DRAWING NO. 1059-S1520.
  4. FOR DAM GALLERIES & OTHER OPENING SECTIONS (OF 2 HOP BLOCKS) REFER DRAWING NO. 1059-S1523.
  5. FOR DETAILS OF CONCRETE JOINTS REFER DWG. NO. 1059-S1521 & 509.
  6. FOR DETAILS OF DAMPERS REFER DWG. NO. 1059-S1522.
  7. FOR DETAILS OF TRANSMITTION REFER SEPARATE DRAWING.
  8. FOR DETAILS OF TRANSMITTION CONTRACTOR JOINTS REFER DWG. NO. 1059-S1522.
  9. FOR DETAILS OF TRANSMITTION CONTRACTOR JOINTS REFER DWG. NO. 1059-S1522.
  10. WATER TANK, TRAP CHAMBER, INSTRUMENTATION, CABLE DUCTS AND SWAY ANCHORS ARE NOT SHOWN FOR CLARITY.
  11. ALL COMPONENTS TO BE CHECKED WITH A REEFERENT.
  12. THESE DRAWINGS SHALL BE READ IN CONNECTION WITH ALL OTHER DRAWING SPECIFICATIONS AND SPECIFICATIONS AND WITH OTHER MATERIAL INSTRUCTIONS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT.
  13. ALL DIMENSIONS SHALL BE REFERRED TO THE CENTERLINE.
  14. DIMENSIONS GIVEN FOR DECISION BEFORE PROCEEDING WITH THE WORK.



**COMPONENT DESCRIPTION**

1	TO EL. 1318.0 AT HOP BLOCK-5
2	STAIRCASE CHIMNEY SHAFT FROM EL. 1318.0 TO EL. 1317.0 AT HOP BLOCK-1
3	STAIR WELLS FROM EL. 1317.0 TO EL. 1304.50 AT HOP BLOCK-1
4	CROSS GALLERY 12.0 x 2.50
5	CROSS GALLERY 12.0 x 2.50 AT EL. 1304.50
6	CROSS GALLERY 12.0 x 2.50 AT EL. 1317.0
7	CROSS GALLERY 12.0 x 2.50 AT EL. 1304.50
8	FOUNDATIONS GALLERY
9	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
10	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
11	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
12	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
13	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
14	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
15	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
16	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
17	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
18	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
19	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50
20	FOUNDATIONS GALLERY 12.0 x 2.50 AT EL. 1304.50



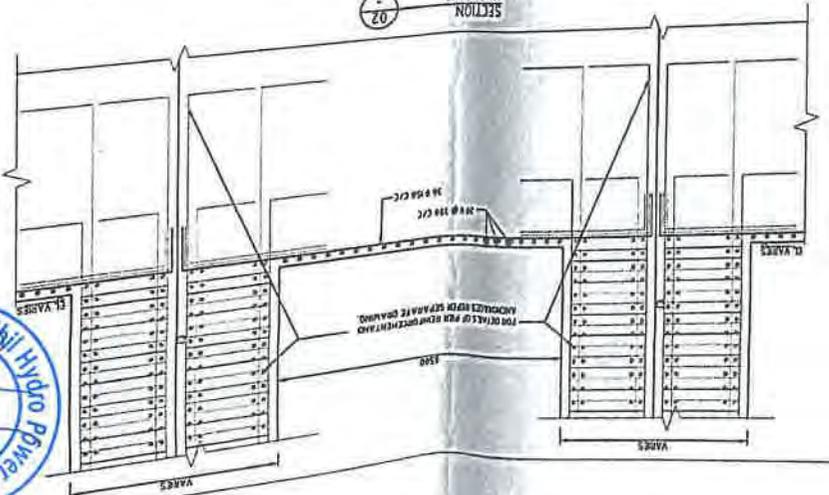
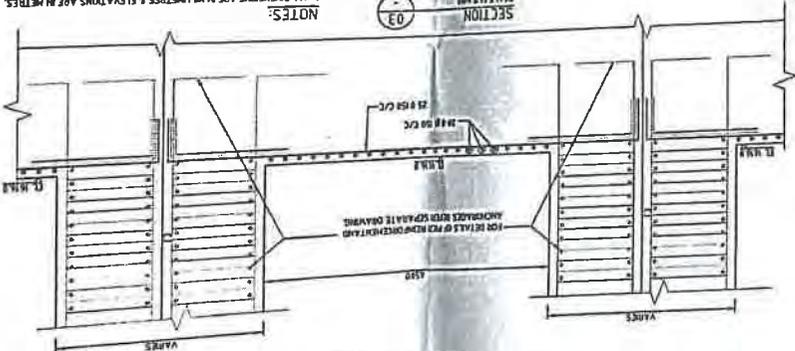
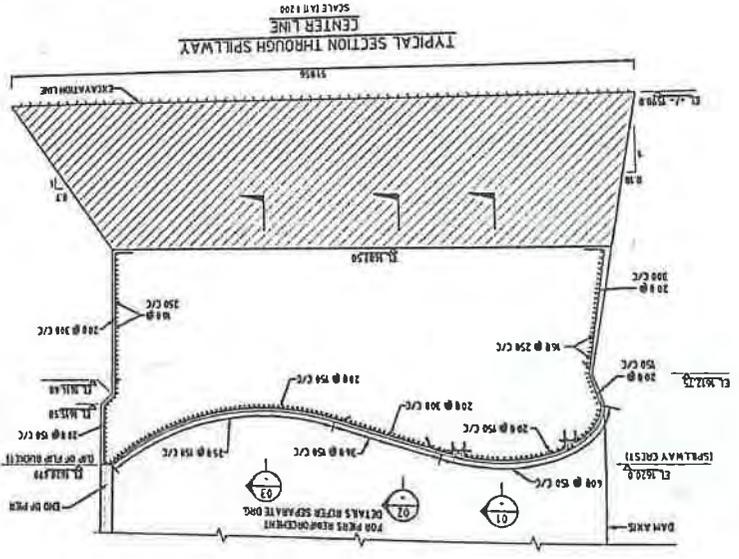
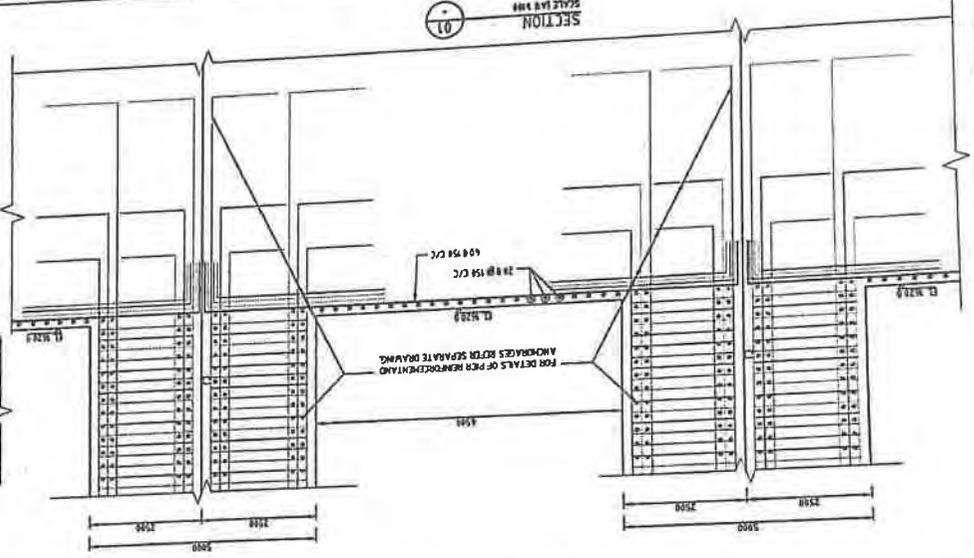
BUKHIL HYDRO ELECTRIC PROJECT (70 MW) HIMACHAL PRADESH  
 DAM REINFORCEMENT DETAILS  
 CONSTRUCTION  
 1059-S1571

SMBC  
 Smt. Bansi Lal & Co. Pvt. Ltd.  
 Civil Engineers  
 101, Sector-14, Gurgaon, Haryana

LANCO  
 BRAND GROUP  
 Lanco Green Power Private Limited

NO.	REVISION	DATE	BY	CHKD.	APP'D.
1	ISSUED FOR CONSTRUCTION	15-10-08			

- NOTES:
1. ALL DIMENSIONS ARE IN MILLIMETRES & ELEVATIONS ARE IN METRES.
  2. ALL REINFORCEMENT SHALL BE OF HIGH YIELD STRENGTH COIL TWISTED DEFORMED BARS GRADE Fe-415 conforming to IS:1786-1983.
  3. MINIMUM CLEAR COVER TO MAIN REINFORCEMENT SHALL BE 40mm UNLESS OTHERWISE SPECIFIED.
  4. DEVELOPMENT LENGTH L<sub>d</sub> OF BARS SHALL BE AS PER IS:456-2000 OR SUBSTITUTION THEREOF IN ANY.
  5. FOR GENERAL REINFORCEMENT DETAILS REFER DRAWING NO. M54-S1571.
  6. FOR DETAILS OF PER REINFORCEMENT AND ANCHORAGE REFER SEPARATE DRAWING.
  7. FOR CONCRETE WORKING DETAILS REFER DRAWING NO. M54-S1571.
  8. FOR GENERAL REINFORCEMENT DETAILS REFER DRAWING NO. M54-S1571.
  9. ALL OVERLAP JOINTS AND DEVELOPMENT OF BARS SHALL BE AS PER IS:456-2000 OR SUBSTITUTION THEREOF IN ANY.
  10. FOR DETAILS OF DEVELOPED PARTS ETC. REFER SEPARATE DRAWING.



Ref: 4700018582

## WORK ORDER

Date: 18.04.2024

SEVEN ENERGIES ODISHA LIMITED  
PRACHI ENCLAVE/PLOT NO -1  
CHANDRASEKHARPUR  
Bhubaneswar-751031  
Email ID : sprathapacs@gmail.com  
Mobile No :+919885802170  
GSTN: 21AATCS5759E1Z1

Kind Attention: Mr.S.Partha, Mobile No: --9885802170

Dear Sir,

Sub: Service order for Concrete &amp; Reinforcement at Budhil Dam

Ref: email

With reference to the above and further discussions we had with you, we are pleased to award this work order to you for the following scope of work at the mutually negotiated and agreed Price, Terms & Conditions.

S.No	Description of Work	UOM	Qty	Rate	Amount
1	Concrete & Reinforcement at Budhil Dam				
1.10	Dismantling-Concrete-Including-Tools Breaking of existing concrete including all machinery and man power complete.	M3	1,100.509	1,000.00	1,100,509.00
1.20	Steel and reinforcement works 33kV Control Room Building	KG	40,976.660	130.00	5,326,965.80
1.30	Providing & Fixing-Formwork Providing and fixing of formwork including all man power and material complete as per drawing and direction of EIC.	M2	49.400	550.00	27,170.00
1.40	Providing & laying RCC M15 (1:2:4) Providing & laying RCC M15 (1:2:4)	M3	868.822	13,000.00	11,294,686.00
1.50	Providing & laying RCC M25 (1:1:2) Providing & laying RCC M25 (1:1:2)	M3	231.686	18,000.00	4,170,348.00
Basic Price					21,919,678.80
Tax		GST@18%			3,945,542.18
Grand Total					25,865,220.98
INR : Two Crore Fifty Eight Lakh Sixty Five Thousand Two Hundred Twenty Rupees Ninety Eight Paise only					

## Note:

Mr.T. Nagendra singh is the execution incharge of this work and his decision is final regarding all work related issues  
E:nagindersingh.t@greenkogroup.com  
M:7018217266

## 1. YOUR (CONTRACTOR) SCOPE

Registered Office :5th Floor ,Plot No.13, Sy No. 64 Part,, Block-D, Hitech City Layout,, Hyderabad  
Telangana500081



THROUGH REGISTERED POST

**DIRECTORATE OF ENERGY**  
**GOVERNMENT OF HIMACHAL PRADESH**  
**SHANTI BHAWAN PHASE-III SECTOR-6 NEW SHIMLA-9**  
**Tel No: 0177-2673551, Fax No: 2673553, Email: dir.doehp@nic.in**

No. HPDOE/CE (Energy)/SDSO/2023- 5664-5670

Dated 22/8/23.

**SHOW CAUSE NOTICE**

**Whereas**, consequent upon the sudden water release incident from Larji Dam, which caused loss of lives in the year 2014, the CWC issued the comprehensive guidelines on dated 01.10.2015 for release of water, for strengthening of alarm and warning system, alerting the population downstream. Accordingly, Directorate of Energy, GoHP issued the instructions vide office letter dated 31.10.2015 to all the commissioned Hydro-electric projects for strict compliance of the same, subsequent reminders were issued later vide DoE letter dated 26.06.2018, 03.08.2018, 12.06.2019;

**Whereas**, Chief Secretary to the Government of Himachal Pradesh vide letter No. Rev. (DMC) (F)4-3/2019- Dam Safety dated 18.07.2019 directed the dam authorities to follow the guidelines of CWC/NDMA dated 01.10.2015 for release of water, for strengthening of alarm and warning system, alerting the population downstream and report compliance to the State Executive Committee established under the Disaster Management Act, 2005;

**Whereas**, DoE issued the instructions to BBMB for strict compliance and implementation of Early Warning Systems in line with CWC guidelines vide letter dated 18.03.2020 and same instructions were issued to NHPC & HPPCL vide letter dated 18.07.2020;

**Whereas**, DoE again directed all the dam authorities for strengthening the Early Warning System in line with CWC guidelines vide letter dated 29.07.2020 and 25.08.2020. However, only few of the dam authorities submitted compliances which were also partial only;

**Whereas**, Government of India enacted Dam Safety Act, 2021 for surveillance, inspection, operation and maintenance of the specified dam for prevention of dam failure related disasters and to provide for institutional mechanism to ensure their safe functioning, which came into force w.e.f 30.12.2021;

**Whereas**, in pursuance to the provision contained in Dam Safety Act, 2021 enacted by Government of India, the Government of Himachal Pradesh vide notification no. MPP-F010/6/2022 dated 24.05.2022 constituted the State Committee on Dam Safety (SCDS) and State Dam Safety Organization (SDSO) and both have come into force with effect from 24<sup>th</sup> May, 2022;

**Whereas**, a virtual meeting was conducted by the SDSO-HP on 20.06.2022 with all the existing and under-construction specified dam authorities and they were introduced about the main aspects of

*[Handwritten signature]*



Dam Safety Act, 2021 and in particular about the functions & responsibilities of dam authorities/owners along with elaboration on penalty provisions under the Act. The directions were imparted to all the specified dam authorities to upgrade their functioning as specified in the Dam Safety Act on the part of Dam Authorities on priority;

**Whereas**, in pursuance to Clause- 13 (1) of the Dam Safety Act, 2021, 1<sup>st</sup> meeting of the State Committee on Dam Safety Himachal Pradesh was conducted on 18.11.2022 wherein review of all the 23 commissioned specified dams in the state of Himachal Pradesh w.r.t to safety aspects was conducted and directions were given to all the dam authorities for adoption, implementations & compliance of all provisions of Dam Safety Act, 2021.

**Whereas**, 2<sup>nd</sup> meeting of the State Committee on Dam Safety Himachal Pradesh was conducted on 30.05.2023 in presence of the specified dam authorities, wherein directions were imparted to all the specified dam authorities to follow proper SoPs during the monsoon season and to have full preparedness for the monsoon season. Further directions were imparted to all the dams to establish the 24x7 communication system like satellite phones and hotline communication system to have effective communication during the time of any eventuality/hazard, also to upgrade the Early warning Systems as per required norms and to complete the balance up gradation on other remaining safety, monitoring aspects ;

**Whereas**, to review the preparedness for the monsoon season w.r.t installation/strengthening of Early Warning System (EWS) in line with CWC Guidelines and the provisions of Dam Safety Act, 2021, a meeting was conducted by State Disaster Management Authority Himachal Pradesh on 28.06.2023 with all the specified dam authorities and it was found that present EWS in most of the dams was not in line with CWC Guidelines except for Nathpa dam and Koldam. Keeping in view this serious concern, directions were given to all the specified dam authorities who have not complied with the directions of the Govt. for installation of EWS as per CWC guidelines to ensure installation of same by 15.08.2023. Directions were also given to follow proper SOPs before releasing water and to be in continuous touch with DDMA, SDMA, PRIs and other stakeholders during release of water from the dams;

**Whereas**, the information w.r.t. inflow, outflow, reservoir and gate operation w.e.f. 07.07.2023 to 12.07.2023 was asked by SDSO Himachal vide letter dated 17.07.2023 within three days. The requisite information was submitted by you on 07.08.2023 after a considerable gap, further in past as well the continuous ignoring the regular uploading of daily Dam information on SDMA web portal shows your non-seriousness towards the adherence of the directions of the SDSO Himachal and violation of Clause No. 22 Section-I, Dam Safety Act;

**Whereas**, a virtual meeting was conducted by the SDSO Himachal on 20.07.2023 with all the specified dam authorities wherein directions were imparted again to improve EWS system in line with CWC guidelines and Dam Safety Act, 2021 and to install and implement the same by 15<sup>th</sup> August, 2023;

**Whereas**, the Clause no. 35 (1) stipulates as under:

(1) *Every owner of a specified dam, in respect of each specified dam, shall,—*

(a) *establish well designed hydro-meteorological network and an inflow forecasting system;*



*Handwritten signature*

- (b) establish an emergency flood warning system for the probable flood affected areas downstream of the dam;
- (c) test or cause to be tested periodically the functioning of systems referred to in clauses (a) and (b);
- (d) install such scientific and technical instruments which are invented or adopted from time to time for the purpose of ensuring the dam safety and the life and property of people downstream;
- (e) make available the information relating to maximum anticipated inflows and outflows including flood warning and an adverse impact of the same, if any, on persons and property towards the upstream or downstream of the dam, to the concerned district authorities and also make available the information in public domain; and
- (f) render necessary assistance to the Authority in establishment and running of the early warning system for the exchange of real time hydrological and meteorological data and information related to the operation of reservoirs.

(2) Every owner of a specified dam, for each of its dam shall, carry out risk assessment studies at such interval as may be specified by the regulations and the first such study

a. shall be made within five years from the date of commencement of this Act.

Whereas, the Clause no. 36 stipulates as under:

(1) Every owner of a specified dam, in respect of each of specified dam, shall,—

- (a) prepare emergency action plan before allowing the initial filling of the reservoir and thereafter update such plans at regular intervals;
- (b) in respect of the dam which is constructed and filled before the commencement of this Act, prepare emergency action plan within five years from the date of commencement of this Act and thereafter update such plans at regular intervals as may be specified by the regulations.

(2) The emergency action plan referred to in sub-section (1) shall,—

- (a) set out the procedures to be followed for the protection of persons and property upstream or downstream of the specified dam in the event of an actual or imminent dam failure or to mitigate the effects of the disaster;
- (b) include therein,—
  - (i) the type of emergencies which are likely to occur in the operation of any reservoir;
  - (ii) identification of the likely catastrophic flood in the event of any dam failure, along with probable areas, population, structures and installations likely to be adversely affected due to flood water released from the reservoir;
  - (iii) warning procedures, inundation maps and advance preparations for handling efficiently and in the best possible manner the likely adverse situations especially to avoid loss of human life;
  - (iv) such other matters which may have regard to the geographical conditions, size of the dam and other relevant factors as may be necessary.

*DK*



- (3) *The emergency action plan under this section shall be put into action as and when conditions arise which are hazardous or likely to be hazardous to a specified dam or potentially hazardous to public safety, infrastructure, other property or to the environment.*
- (4) *Every owner of the specified dam shall, while preparing and updating the emergency action plan, undertake a consultation process with all disaster management agencies and other Departments of the State entrusted with disaster management and relief in the area likely to be affected and owners of other dams in the immediate vicinity likely to be affected, so as to bring coordination and transparency and allay any unwarranted fear on dam safety issues.*

**Whereas,** the Clause no. 37 stipulates as under:

*“Without prejudice to the provisions of this Act or liability of the owner of the specified dam and other organizations and authorities under this Act, every owner, organisation and authority shall render necessary assistance, if so required by any authority under any law for the time being in force to meet or mitigate any disaster or emergency arising out of the specified dams.”*

**Whereas,** the Clause 41 (b) of the Dam Safety Act, 2021 stipulates as under:

*“Whoever, without reasonable cause,—*

- (b) refuses to comply with any direction given by or on behalf of the Central Government or the State Government or the National Committee or the Authority or the State Committee or the State Dam Safety Organisation under this Act, shall be punishable with imprisonment for a term which may extend to one year or with fine, or with both, and if such obstruction or refusal to comply with directions results in loss of lives or imminent danger thereof, shall be punishable with imprisonment for a term which may extend to two years.”*

Since, you have failed to comply with the directions of the State Govt. of Himachal Pradesh, SCDS and SDSO Himachal Pradesh for installation/strengthening of Early Warning System in line with CWC Guidelines and the provisions of Dam Safety Act, 2021 and taking up updated and latest dam break analysis for having the inundation mapping and river routing studies, marking of danger marks. You are hereby asked that why not this prolonged delay in execution and implementation of all the standard norms and repeated directions given by the State authorities from time to time be considered as refusal and accordingly you have been called upon to Show Cause within 15 days of issue of this notice that why the State Govt. Himachal Pradesh should not take action against you in line with clause 41 (b) of the Dam Safety Act, 2021.

*D. Singh*  
**Chief Engineer (Energy),**  
 Directorate of Energy,  
 Govt. of Himachal Pradesh.

**M/s Greenko Budhil Hydro Pvt. Ltd.,**  
 Budhil HEP, House No C-35, Sector -2, Phase- I ,  
 New Shimla, Distt Shimla, H.P. -171009.



**Copy of the above is forwarded to the following for kind information please:**

1. The Sr. Private Secretary to the worthy Chief Secretary to the Government of Himachal Pradesh, Shimla-171002.
2. The Principal Secretary (Rev-DM) to the Government of Himachal Pradesh, Shimla-171002.
3. The Secretary (MPP & Power) to the Government of Himachal Pradesh, Shimla-171002.
4. The Director-cum Special Secretary (Rev-DM) to the Government of Himachal Pradesh, Shimla-171002.
5. The Member (Policy & Research), NDSA & Member Secretary NCDS, Dam Safety Design-II Directorate, Sewa Bhawan, R.K.Puram, New Delhi- 110066.
6. The Director, NDSA, Northern region, Chandigarh and Superintending Engineer( Co-ordination), Ministry of Jal Shakti, Department of Water Resources, River Development & Ganga Rejuvenation, CWC, Govt. of India/O/c CE, Indus Basin Organization (IBO) # 617, Block 4, 6<sup>th</sup> Floor, Kendriya Sadan, Sector 9A Chandigarh (UT).

**Chief Engineer (Energy),  
Directorate of Energy,  
Govt. of Himachal Pradesh.**





# TAX INVOICE

Invoice# SL/D/2408/449

Balance Due  
**₹0.00**

**Station Satcom Private Limited**  
801, Madhava,  
India

Bill To  
**Greenko Budhil Hydro Power Pvt.Ltd.**  
Village Kharamukh, PO Garola, Distt. Chamba, Tehsil Bharmour  
Chamba  
176309 Himachal Pradesh  
India  
GSTIN 02AAACL9828J1ZE

Invoice Date : 29/08/2024  
Terms : Advance  
Due Date : 29/08/2024  
P.O.# : 4700017963  
Vessel Name : NA

Subject :  
GSPS SIM Activation, Registration & Subscription Charge

#	Item & Description	HSN/SAC	Qty	Rate	IGST	Amount
1	Activation (BSNL) charges GSPS SIM activation charge	998413	2.00	500.00	180.00 18%	1,000.00
2	GSPS Sim Card Charges GSPS SIM Registration Charge	998419	2.00	1,000.00	360.00 18%	2,000.00
3	C-Top up services GSPS Annual Prepaid Subscription Charge (with talk time worth Rs. 45000/-) per sim	998413	2.00	61,600.00	22,176.00 18%	1,23,200.00

Total Taxable Amount	1,26,200.00
IGST18 (18%)	22,716.00
<b>Total</b>	<b>₹1,48,916.00</b>
Payment Made	(-) 1,46,392.00
Amount Withheld	(-) 2,524.00
<b>Balance Due</b>	<b>₹0.00</b>

Total In Words: **Indian Rupee One Lakh Forty-Eight Thousand Nine Hundred Sixteen Only**

\*\*Cheque/DD to be issued in favour of ' Station Satcom Private Limited '  
Bank Name : State Bank of India  
Address : Govt Colony,, Bandra (East), Mumbai-400 051  
Account Name : STATION SATCOM PRIVATE LIMITED  
Account No : 33041897020  
Swift Code/IFSC Code : SBIN0003838  
Bank Charges : To Be Borne by the Remitter

**Anshul  
Khanna**

Digitally signed by Anshul Khanna  
DN: c=IN, o=Maharashtra,  
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burban  
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0998e427e,  
serialNumber=ea710a80c3fb681ec6a  
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Indicd8623a, ou=Personal, cn=Anshul  
Khanna  
Date: 2024.08.29 15:58:51 +0530

\*\*\*\*\*This is a computer generated invoice and does not require any stamp or signature\*\*\*\*\*



41



upi://pay?pa=stationsatcom@sbi&tn=%InvoiceNumber%&pn=Station  
Satcom Private Limited&mc=0000&mode=02&purpose=sale

**Terms & Conditions**

Any Discrepancies/Clarification has to be addressed within 7 days of receipt of the invoice  
else the Invoice will be considered as correct and will be due for payment.

**GSTIN : 27AASC57849C1ZR**

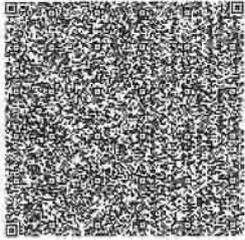
**CIN : U64100MH2013PTC241024**

**MSME No: MH19E0008223**

**Type of Enterprise: E Category**

**PAN : AASC57849C**

**Authorized Signature**



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Ack No. : 122422845133418  
Ack Date : 2024-08-29 12:18:00

e-Invoicing detail(s) generated from the Government's e-Invoicing system.





# TAX INVOICE

Invoice# SL/SK/G/2408-206

Balance Due  
₹0.00

**Station Satcom Private Limited**  
801, Madhava,  
India

Invoice Date : 29/08/2024  
Terms : Advance  
Due Date : 29/08/2024  
P.O.# : SO-03193  
Vessel Name : NA  
Customer PO Number : PO-4800002130

Bill To  
**Greenko Budhil Hydro Power Pvt.Ltd.**  
Village Kharamukh, PO Garola, Distt. Chamba, Tehsil Bharmour  
Chamba  
176309 Himachal Pradesh  
India  
GSTIN 02AAACL9828J1ZE

Subject :  
Invoice for Supply of Inmarsat satellite Handset (Model-IsatPhone2)

#	Item & Description	HSN/SAC	Qty	Rate	IGST	Amount
1	Isatphone 2 Inmarsat Satellite Phone Handset (Model-IsatPhone2)	85256092	2.00 Nos	90,000.00	32,400.00 18%	1,80,000.00

Total Taxable Amount	1,80,000.00
IGST18 (18%)	32,400.00
<b>Total</b>	<b>₹2,12,400.00</b>
Payment Made	(-) 2,12,400.00
<b>Balance Due</b>	<b>₹0.00</b>

Total In Words: **Indian Rupee Two Lakh  
Twelve Thousand Four  
Hundred Only**

\*\*Cheque/DD to be issued in favour of ' Station Satcom Private Limited '  
Bank Name : State Bank of India  
Address : Govt Colony,, Bandra (East), Mumbai-400 051  
Account Name : STATION SATCOM PRIVATE LIMITED  
Account No : 33041897020  
Swift Code/IFSC Code : SBIN0003838  
Bank Charges : To Be Borne by the Remitter

Anshul  
Khanna

Digitally signed by Anshul Khanna  
DN: c=IN, st=Maharashtra,  
2.5.4.20=b325c27deb78a36a3689d0e  
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serialNumber=#371 (0a80c5fb681ec6  
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e3f66ccdf663a0=Personal  
cn=Anshul Khanna  
Date: 2024.08.29 15:55:47 +05'30'



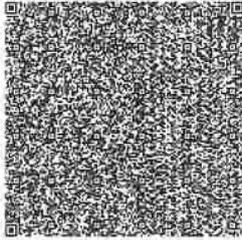
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Satcom Private Limited&mc=0000&mode=02&purpose=sale

#### Terms & Conditions

Any Discrepancies/Clarification has to be addressed within 7 days of receipt of the invoice  
else the Invoice will be considered as correct and will be due for payment.

GSTIN : 27AASCS7849C1ZR  
CIN : U64100MH2013PTC241024  
MSME No: MH19E0008223  
Type of Enterprise: E Category  
PAN : AASCS7849C

#### Authorized Signature



IRN : cafbb063825666621195053e8439e30d0c0b1b4276e58e4e8c14d3351c5c37a4  
Ack No. : 122422846585584  
Ack Date : 2024-08-29 13:08:00

e-Invoicing detail(s) generated from the Government's e-Invoicing system.



<b>1.</b>	<b>PURPOSE</b>																				
	To define the process and guidelines for procurement of ICT assets/equipment which are required for allocating to employees and maintaining ICT infrastructure.																				
<b>2.</b>	<b>SCOPE</b>																				
	Purchase of ICT assets/equipment such as Desktop, Laptop, Pen Drive, Data Card, Printer, Projector, Display Screen, External Hard Drive, Switch, Router, Network Cables, Wireless devices, Software, and any other ICT related materials.																				
<b>3.</b>	<b>RESPONSIBILITY</b>																				
	ICT department C&P																				
<b>4.</b>	<b>RECORDS</b>																				
	<table border="1"> <thead> <tr> <th>Title</th> <th>Form No.</th> </tr> </thead> <tbody> <tr> <td>Internal Requisition Form</td> <td>F-CO-HR 11-01</td> </tr> <tr> <td>ICT Asset Requisition Form</td> <td>F-CO-ICT 01</td> </tr> <tr> <td>ICT Purchase Requisition Form</td> <td>F-CO-ICT 02</td> </tr> <tr> <td>Purchase Order</td> <td>ICT Asset Management System</td> </tr> <tr> <td>Invoice</td> <td>ICT Asset Management System</td> </tr> <tr> <td>ICT Asset Inventory</td> <td>ICT Asset Management System</td> </tr> <tr> <td>ICT Store Inward &amp; Outward Register</td> <td>F-CO-ICT 15</td> </tr> <tr> <td>ICT Assets Insurance Register</td> <td>F-CO-ICT 05</td> </tr> <tr> <td>ICT Assets Insurance Claim Register</td> <td>F-CO-ICT 20</td> </tr> </tbody> </table>	Title	Form No.	Internal Requisition Form	F-CO-HR 11-01	ICT Asset Requisition Form	F-CO-ICT 01	ICT Purchase Requisition Form	F-CO-ICT 02	Purchase Order	ICT Asset Management System	Invoice	ICT Asset Management System	ICT Asset Inventory	ICT Asset Management System	ICT Store Inward & Outward Register	F-CO-ICT 15	ICT Assets Insurance Register	F-CO-ICT 05	ICT Assets Insurance Claim Register	F-CO-ICT 20
Title	Form No.																				
Internal Requisition Form	F-CO-HR 11-01																				
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ICT Store Inward & Outward Register	F-CO-ICT 15																				
ICT Assets Insurance Register	F-CO-ICT 05																				
ICT Assets Insurance Claim Register	F-CO-ICT 20																				
<b>5.</b>	<b>PROCEDURE</b>																				
<b>5.1</b>	<b>ICT Asset Requisition</b>																				
	<ul style="list-style-type: none"> <li>ICT department evaluates the requirement of business users (Specific to single user assets like Laptop, data card etc., should come through internal requisition form maintained by HR) or ICT infrastructure requirements of administrative office or plant office and prepares the purchase requisition with recommendation of ICT assets/equipment/service to be purchased.</li> <li>ICT dept. will approach F&amp;A for Cost center confirmation based on business requirements through ticketing system. This purchase requisition shall have the recommendation from department HOD and approval by CEO. Approval by CEO is not required if the asset requisition is already approved by CEO in Internal Requisition form or ICT Asset Requisition form or a Note submitted by concerned department.</li> </ul>																				

DOC. No.	PRO-CO-ICT-01	DOCUMENT CLASSIFICATION	PROTECTED
ISSUE No.	08	DATE OF ISSUE	01.03.2024
REVISION. No.	00	DATE OF REVISION	-
		NEXT REVIEW (ON / BEFORE)	28.02.2027
			Page 1 of 3



	<ul style="list-style-type: none"> <li>• Purchase requisition details are recorded in ICT Asset Management (ITAM) system and PR should be processed through SAP for procurement.</li> <li>• Approved purchase requisition form shall be submitted to procurement department for purchase of materials for non SAP companies.</li> <li>• Procurement department will proceed with purchase of materials.</li> <li>• Purchase order released by the procurement department will be provided to the ICT department. This purchase order details are recorded in ICT Asset Management system.</li> <li>• Monthly review will be conducted with C&amp;P Dept. on pending PO's &amp; Material deliveries and report will be submitted to ICT HOD and C&amp;P HOD.</li> <li>• C&amp;P Dept. should be responsible for Invoice/ advance Payments in coordination with Finance Dept.</li> </ul>
<b>5.2</b>	<b>ICT Asset Receipt &amp; Payment</b>
	<ul style="list-style-type: none"> <li>• ICT assets which are specified in purchase requisition and purchase order are delivered to the administrative office or plant office based on the requirement.</li> <li>• Materials received from the vendor are verified against the purchase order, specifications and for any defects. Materials receipts are recorded in ICT Asset Management system.</li> <li>• Invoice of the materials purchased are recorded in ICT Asset Management system.</li> <li>• ICT department HOD will approve the invoice for the release of payment to the vendor.</li> <li>• This approved invoice document shall be provided to procurement department, which intern will be provided to Finance department for release of payment to the vendor.</li> </ul>
<b>5.3</b>	<b>ICT Assets Inventory</b>
	<ul style="list-style-type: none"> <li>• Hardware and software materials purchased are recorded in the ICT Asset Management system.</li> <li>• Hardware assets are labeled for tracking purpose. <ul style="list-style-type: none"> <li>a). The naming convention for assets labeling procured in Greenko Group is as below: GG / IT / &lt;Asset Code&gt; - &lt;Unique_Number&gt;</li> <li>b). Assets added to Greenko Inventory after acquisition will follow the below naming convention &lt;Project short name&gt; / IT / &lt;Asset_Type&gt;-&lt;Unique_Number&gt; for differentiation and easy of identification.</li> </ul> </li> <li>• Material details such as manufacturer, model, serial number, etc. are stored in this ITAM system.</li> <li>• Unique ICT Asset number generated by this system shall be labeled to the hardware asset.</li> <li>• Quality check shall be performed to the received assets. Quality check reports are recorded in ITAM.</li> <li>• Handover of purchased assets to ICT Stores In-charge shall be performed to store the assets in ICT store room. Material received by the Stores in-charge shall be recorded in ICT Store Inward Register. (F-CO-ICT 15)</li> </ul>

DOC. No.	PRO-CO-ICT-01	DOCUMENT CLASSIFICATION	PROTECTED
ISSUE No.	08	DATE OF ISSUE	01.03.2024
REVISION. No.	00	DATE OF REVISION	-
		NEXT REVIEW (ON / BEFORE)	28.02.2027
			Page 2 of 3



<b>5.4</b>	<b>IT Assets Insurance</b>
	<ul style="list-style-type: none"> <li>• Insurance for hardware assets/equipment is considered for the materials which are costing Rs. 10,000/- or more on case-to-case basis.</li> <li>• List of equipment which needs to be covered under the company insurance plan shall be submitted to Risk department Quarterly by stores in-charge.</li> <li>• Insurance equipment list are maintained in ICT Asset Insurance Register (F-CO-ICT 05).</li> <li>• Any damage or loss/theft of ICT asset/equipment shall be reported to Risk department to initiate the insurance claim process by Stores in-charge.</li> <li>• Asset insurance claim process is tracked in ICT Asset Insurance Claim Register (F-CO-ICT20)</li> </ul>

GREENKO PROTECTED

DOC. No.	PRO-CO-ICT-01	DOCUMENT CLASSIFICATION	PROTECTED
ISSUE No.	08	DATE OF ISSUE	01.03.2024
REVISION. No.	00	DATE OF REVISION	-
		NEXT REVIEW (ON / BEFORE)	28.02.2027
			Page 3 of 3



<b>1.</b>	<b>PURPOSE</b>			
	To define the process and guidelines for allotment of ICT assets/equipment's to the employees on permanent and temporary basis.			
<b>2.</b>	<b>SCOPE</b>			
	Permanent employees and consultants of Greenko are eligible for usage of ICT assets such as Desktop, Laptop, Pen Drive, Data Card, Printer and External Hard Drive.			
<b>3.</b>	<b>RESPONSIBILITY</b>			
	ICT department			
<b>4.</b>	<b>RECORDS</b>			
	<b>Title</b>	<b>Form No.</b>		
	Internal Requisition Form	F-CO-HR 11-01		
	ICT Asset Requisition Form	F-CO-ICT 01		
	ICT Asset Allocation	ICT Asset Management System		
	ICT Asset Allocation Acknowledgement Form	F-CO-ICT 16		
	ICT Asset Surrender Acknowledgement Form	F-CO-ICT 17		
	ICT Asset Temporary Allocation Acknowledgement Form	F-CO-ICT 18		
	ICT Asset Handover/Takeover Form	F-CO-ICT 19		
	ICT Store Inward & Outward Register	F-CO-ICT 15		
<b>5.</b>	<b>PROCEDURE</b>			
<b>5.1</b>	<b>ICT Asset Allotment on Permanent basis</b>			
	<ul style="list-style-type: none"> <li>HR department initiate the Asset (Laptop/ Desktop) requisition in ITAM (OR) Concerned HOD initiate the Asset requisition through email after employee joining. ICT department shall ensure that the ICT asset (Laptop/Desktop) are allocated to the employee within one working day in case they are available in the pool/inventory. If not available in stock, will initiate the purchase requisition process.</li> <li>HR department initiates the Internal Requisition form for the newly joined employee as per the ICT Asset Allocation Policy.</li> <li>Employees' Manager/HOD recommends the permanent allotment of ICT assets such as Desktop/Laptop, Data Card, Pen Drive to the employee.</li> <li>Internal Requisition form with recommendations from HOD and approval by CEO will be provided to the ICT department by HR department. Any special approvals out of employee eligibility will be as per the special approval section in ICT Asset allocation policy.</li> <li>Any additional ICT assets requirement for the existing employee needs to be provided to the ICT department with approvals using the Internal Requisition form.</li> </ul>			
DOC. No.	PRO-CO-ICT-02		DOCUMENT CLASSIFICATION	PROTECTED
ISSUE No.	08	DATE OF ISSUE	01.03.2024	NEXT REVIEW (ON / BEFORE)
REVISION. No.	00	DATE OF REVISION	-	28.02.2027
				Page 1 of 5



	<ul style="list-style-type: none"> <li>ICT department allocates the required ICT assets available in the ICT Store to the employee. ICT department initiates the purchase requisition to the procurement department for purchase of assets.</li> <li>ICT department shall ensure that the ICT assets are allocated to the employee within one working day in case they are available in the pool/inventory. The ICT assets which are not available in ICT Store are purchased and provided to the employee.</li> <li>ICT staff identifies the availability of the required ICT assets in store using Asset Management (Manage Engine). The required ICT assets are assigned to employee in Manage Engine and contacts stores in-charge for releasing the assets from ICT Store. Stores in-charge verifies the asset assignment in Manage Engine, record the asset details in ICT Store Outward Register and provide the assets to ICT staff member.</li> <li>ICT staff performs the quality check of the assets prior to allocation. Quality check report shall be recorded in Manage Engine.</li> <li>Asset Allocation Acknowledgment shall be obtained from the employee by the ICT representative after the allocation of ICT assets. (F-CO-ICT 16)</li> <li>ICT asset allocation information such as ICT asset, employee assignment and Acknowledgment are recorded in Manage Engine (Asset Management) system.</li> <li>ICT Assets which are sent to plants or other offices shall be maintained and tracked using Security Gate Pass. This Pass shall have details of movement authorization and assets to be dispatched through courier or any transportation mode.</li> <li>ICT assets allocated to the employee should be returned to the ICT department at the time of leaving the organization and obtain the ICT Asset Surrender Acknowledgment.</li> <li>Quality check of ICT assets received from the employee is performed; Quality check report upload and asset release shall be performed in Manage Engine.</li> <li>ICT staff shall provide the ICT assets received from the employee to ICT stores in-charge. Stores in-charge shall verify the assets status &amp; quality check reports in Manage Engine and record the asset details in ICT Store Inward Register.</li> </ul>
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**5.2 ICT Asset Allotment on Temporary basis**

	<ul style="list-style-type: none"> <li>ICT assets such as Laptop, Data Card, and Pen Drive are required for the employees for a temporary duration to perform the work outside Greenko premises (plant or site visits).</li> <li>Data Card request from the Site employees will be handled by site admin Team.</li> <li>ICT assets requirement with approval from Manager/HOD needs to be provided to the ICT department through Help Desk system.</li> <li>ICT staff identifies the availability of the required ICT assets in store using Manage Engine. The required ICT assets are assigned to employee in Manage Engine and contacts stores in-charge for releasing the assets from ICT Store. Stores in-charge verifies the asset assignment in Manage Engine, record the asset details in ICT Store Outward</li> </ul>
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DOC. No.	PRO-CO-ICT-02	DOCUMENT CLASSIFICATION	PROTECTED
ISSUE No.	08	DATE OF ISSUE	01.03.2024
REVISION. No.	00	DATE OF REVISION	-
		NEXT REVIEW (ON / BEFORE)	28.02.2027
			Page 2 of 5



	<p>Register and provide the assets in ICT staff member.</p> <ul style="list-style-type: none"> <li>• Temporary Asset Allocation Acknowledgment shall be obtained from the employee by the ICT representative after the allocation of ICT assets.</li> <li>• ICT asset allocation information such as ICT asset, employee assignment and Acknowledgment are recorded in Manage Engine (ICT Asset Management) software system.</li> <li>• The temporarily allocated ICT assets should be returned to the ICT department after the return of business tour or completion of outside business work and obtain the ICT Asset Surrender Acknowledgment.</li> <li>• Quality check of ICT assets received from the employee is performed; Quality check report upload and asset release shall be performed in Manage Engine.</li> <li>• ICT staff shall provide the ICT assets received from the employee to ICT stores in-charge. Stores in-charge shall verify the assets status &amp; quality check reports in Manage Engine and record the asset details in ICT Store Inward Register.</li> </ul>
<b>5.3</b>	<b>ICT Asset Issues/Repair</b>
	<ul style="list-style-type: none"> <li>• Any issue related to the allocated ICT asset needs to be informed to the ICT department through ICT Help Desk system.</li> <li>• ICT department shall resolve the issues of the asset which does not require servicing or external party involvement for hardware repairs.</li> <li>• ICT assets provided to ICT representative for service or repair shall be recorded in Ticketing system if the asset repair needs to be performed at the offsite of employee work location. After completion of the repair invoice will be uploaded to respective Asset in Manage Engine.</li> <li>• ICT department shall arrange a standby asset based on the availability if the asset is completely non-operational and/or repair requires more than a day.</li> </ul>
<b>5.4</b>	<b>ICT Asset Usage, Physical Protection &amp; Data Security</b>
	<p><b>ICT Asset Usage</b></p> <ul style="list-style-type: none"> <li>• ICT asset allocated to the employee should be strictly used for the Greenko business purpose only.</li> <li>• ICT asset allocated to the employee should be used by the employee and not to be used by friends, family or other people.</li> <li>• Keep the ICT assets in a safe place and away from the children when they are used at site locations and at home.</li> <li>• Laptops and handheld devices that will not be used for several days or longer durations must be charged at least once in a fortnight.</li> <li>• Employee is solely responsible for the asset and will be accountable for any loss or</li> </ul>



DOC. No.	PRO-CO-ICT-02		DOCUMENT CLASSIFICATION	PROTECTED
ISSUE No.	08	DATE OF ISSUE	01.03.2024	NEXT REVIEW (ON / BEFORE)
REVISION. No.	00	DATE OF REVISION	-	28.02.2027
				Page 3 of 5

damaged equipment for any reason such as theft or negligence.

#### Physical Protection

- Employee is responsible for the security of the assets allocated to him or her, regardless of whether it used in office, at the place of residence, at plant, at project site or in any other location such as a hotel, conference room, car or airport.
- Laptops and handheld devices must be stored and carried only in the bag that came along with the laptop or handheld device or provided by Greenko.
- Employee must avoid leaving their laptop, data card, tablet, handheld devices unattended whether in unlocked rooms or in an automobile.
- Loss or theft of an allocated asset has to be immediately reported by the employee to ICT department, Risk department and the concerned police station. FIR copy should be provided to the ICT and Risk departments.
- Any loss incurred due to physical damage or theft due to negligence shall be recovered from the employee.

#### Data Security

- Employee should be aware that the data they created on the Greenko ICT assets/systems remains as the property of Greenko.
- Unless otherwise explicitly authorized by the ICT department, employees must not install additional software or hardware onto the allocated asset.
- Employee should lock the computer system or logoff the system when it is unattended for long time such as tea/coffee, lunch breaks.
- Computer system should be adequately protected with strong password, installation of anti-virus software and latest operating system patches.



DOC. No.	PRO-CO-ICT-02			DOCUMENT CLASSIFICATION	PROTECTED
ISSUE No.	08	DATE OF ISSUE	01.03.2024	NEXT REVIEW (ON / BEFORE)	28.02.2027
REVISION. No.	00	DATE OF REVISION	-		Page 4 of 5



GREENKO INTEGRATED MANAGEMENT SYSTEM

PROCEDURE FOR ICT ASSET/EQUIPMENT ALLOTMENT

5.5	<b>Manage Engine Resource Categories, Codes &amp; Host Naming Convention</b>		
	<b>Resource Category</b>	<b>Host Name Prefix</b>	<b>Hardware's</b>
	Desktop	GG-DST-	CPU, Monitor, Mouse, Keyboard, RAM, Hard Disk, Processor, Web Camera, Speaker
	Laptop	GG-LPT-	Notebook, Adapter, Mouse, RAM, Hard Disk, Notebook Battery, Monitor, Keyboard, Docking Station
	Server	GG-SRV-	Tower/Rack Server, Monitor, Mouse, Keyboard, RAM, Hard Disk, Processor
	Printer & Scanner	Printer: GG-PRT- Scanner: GG-SCN-	Printer Mono, Printer Color, Scanner
	Network Resource	Projector: GG-PJT- Router: GG-RTR- Switch: GG-SWH- WIP: GG-WIP-	Projector, Switch, Router, Firewall, WAP, RF Device, Adapter, Wireless Interactive Presentation
	Portable Resource	Data Card: GG-IDC- Flash Drive: GG-SFD- External HD: GG-EHD- Tablet/Pad: GG-TBT-	Data Card, Flash Drive, External HD, Tablet/Pad
	Security Resource	GG-SRT-	Access Controller, Access Reader
	Surveillance Resource	GG-SVL-	DVR, Camera, Hard Disk
	Communication Resource	GG-CMN-	EPBX, Phone



DOC. No.	PRO-CO-ICT-02		DOCUMENT CLASSIFICATION	PROTECTED
ISSUE No.	08	DATE OF ISSUE	01.03.2024	NEXT REVIEW (ON / BEFORE)
REVISION. No.	00	DATE OF REVISION	-	28.02.2027
				Page 5 of 5