

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR
APPOINTMENT/ EMPANELMENT OF CHARTERED
ACCOUNTANT / COST ACCOUNTANT FIRMS FOR
CONDUCTING INTERNAL AUDIT IN SJVN FOR THE
FINANCIAL YEARS 2026-27 & 2027-28 (EOI no. SJVN-CCD-
EOI-2026-813).**



SJVN LIMITED

INTERNAL AUDIT DEPARTMENT

Regd. Office: Shakti Sadan, SJVN Corporate

Headquarters,

Shanan, Shimla

Himachal Pradesh - 171006

Phone No: 0177- 2660161

Website: www.sjvn.nic.in

Corporate Identity Number (CIN): L40101HP1988GOI008409

SJVN Limited

A Nav Ratna Company

EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT/ EMPANELMENT OF CHARTERED ACCOUNTANT / COST ACCOUNTANT FIRMS FOR CONDUCTING INTERNAL AUDIT IN SJVN FOR THE FINANCIAL YEARS 2026-27 & 2027-28.

SJVN Limited invites expression of interest for appointment / empanelment of Chartered Accountant / Cost Accountant Firms for Internal Audit of the functions and activities of the company. The scope of work along with detailed terms & conditions and schedule of fee together with Annexures – I, II, III, IV, V, VI and VII are available on www.sjvn.nic.in and <https://etender.sjvn.co.in> for download w.e.f. from **26.03.2026 to 17.04.2026 (1200 Hrs)**. Interested applicants have to register themselves on the e-portal i.e., <https://etender.sjvn.co.in/SRMLLogin/SRMLLogin.jsp> for downloading of EOI Documents, submission of applications etc. All future corrigenda / addenda / amendments and clarifications to the invitation of EOI, if any, shall be hosted on above website only. Applicants are therefore advised to keep themselves updated with all such amendments while submitting the EOI.

Applications for appointment / empanelment with relevant documents must be submitted online on the portal <https://etender.sjvn.co.in/> on or before 17.04.2026 (1300 Hrs). The portal will not allow submission of application beyond due date as specified. Offline applications will not be accepted.

SJVN reserves the right to accept or reject any or all applications, cancel/ withdraw the EOI process without assigning any reason whatsoever, in case the situation arises, and in such a case no applicant / intending applicant shall have any claim arising out of such action.

Important Note: -

- **For the purpose of this EOI 'Firm' means a Firm of Chartered Accountants / Cost Accountants and includes Limited Liability Partnerships.**
- **Firms without requisite experience need not apply.**
- **The offer should be submitted strictly as per terms and conditions laid down in the document.**

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SJVN Limited

A Nav Ratna Company

Selection and Appointment /Empanelment of Internal Auditors

A) About the Company:

SJVN Limited, a Navratna CPSE under administrative control of Ministry of Power, Govt. of India, was incorporated on May 24, 1988, as a joint venture of the Government of India (GOI) and the Government of Himachal Pradesh (GOHP). SJVN is now a listed Company having shareholders pattern of 55.00% with Govt. of India, 26.85% with Govt. of Himachal Pradesh and rest of 18.15% with Public. The present paid up capital and authorized capital of SJVN is Rs. 3,929.80 Crore and Rs. 7,000 Crore respectively. The Net Worth as on 31.03.2025 is Rs.14189.26 Crore.

Beginning with a single project and single State operation (i.e. India's largest 1500 MW Nathpa Jhakri Hydro Power Station in Himachal Pradesh), the Company has commissioned fourteen projects totalling 3856.64 MW of installed capacity and 123 km Transmission Line. SJVN is presently implementing or operating power projects in Himachal Pradesh, Uttarakhand, Bihar, Maharashtra, Uttar Pradesh, Punjab, Gujarat, Arunachal Pradesh, Rajasthan, Assam, Mizoram, Madhya Pradesh Karnataka and Chhattisgarh in India besides neighbouring country of Nepal.

SJVN intends to empanel Chartered Accountant / Cost Accountant Firms to conduct internal audit of the functions and activities the various projects / offices of company for FY 2026-27 and onwards as required under section 138 (1) of the Companies Act, 2013. The applications are invited from the firms of Chartered Accountant / Cost Accountant ***preferably of Northern region***, having requisite experience.

In exercise of the powers conferred under sub-sections (1) section 138 read with section 469 of the Companies Act, 2013, the Ministry of Corporate Affairs, Govt. of India, New Delhi has issued notification for conducting Internal Audit of the function and activities of the company in respect of each of its financial year commencing on or after the 1st day of April, 2014 and Rule (13) (1) (a) of Companies (Accounts) Rules, 2014. Hence, SJVN Ltd desires to empanel the Internal Auditors for conducting Internal Audit of its functions and activities.

B) Scope of Work:

SJVN is looking for engagement of eligible Chartered Accountant / Cost Accountant firm preferably from Northern Region for carrying out the following jobs: -

- I. Internal Audit is to be conducted for the **Financial Year 2026-27 (extendable for further one year based on performance)** in accordance with Rule (13) (1) (a) of Companies (Accounts) Rules, 2014 and as required by the Section 138 of the Companies Act, 2013 and in adherence to the relevant orders/clarifications as issued from time to time by Ministry of Corporate Affairs, Govt. Of India, and the Auditing Standards issued by the Institute of Chartered Accountants of India in respect of units/offices as per **Annexure-IV**.

The Scope of work of Internal Auditors is attached at **Annexure – I**, which is indicative. ***The scope of work may increase/decrease depending upon the requirement of work.***

C) Audit team:

Auditors should deploy suitable teams for undertaking the audit, after a thorough perusal of requirements of appointment letter, terms and conditions contained therein and the detailed guidelines for Internal Audit, ensuring that the size of the audit team commensurate with the size of auditee unit and the volume of work. The Head of Finance of the Unit will coordinate with the Audit team for smooth functioning of the audit.

It should be ensured that the ***audit team is headed every time by a Chartered Accountant / Cost Accountant (who may be a partner) and consist of adequate number of qualified / semi qualified audit assistants of the firm along with a team member having ISA/DISA/CISA/DISSA qualification.*** Partner (s) will also visit project / office (s) to supervise the audit work and for discussion before finalizing the report. For the technical audit, the firm having qualified Graduate Engineer (Civil/Mechanical/Electrical) should submit the bio-data of the Engineer along with their experience in the format given as at **Annexure – II**.

D) Proposed Fee:

The schedule of fee will be as under:

- i. The schedule of fee for each project/office is given at Annexure-IV.
- ii. 50% of audit fees will be payable on completion of the 1st phase Audit on submission of Compliance Report and the remaining 50% will be payable on completion on submission of Compliance Report for the full F.Y (i.e. after submission of the Compliance Report for the 2nd phase), and shall be payable within 30 days on submission of the bills.
- iii. The travelling expenses will be paid subject to production of documentary evidence. The entitlement for the purpose of payment of TA/DA shall be as per prevalent SJVN rule (*excerpt of current applicable rules are indicated in Annexure V*).

LoA will be placed on the Audit Firm's office nearest to the assigned SJVN unit / office and ***TA/DA claim shall be payable accordingly.***

- iv. GST shall be paid extra as applicable on furnishing copy of the registration certificate.
- v. Tax Deduction at Source (TDS)/ GST (TDS)/ any other levy will be made as per prevailing rules/rates.

E) Other Terms and Conditions

- i. Firms will be given points and ranked in the descending order as per the selection criteria mentioned at Annexure III. Appointment / empanelment shall be done on the basis of ranking.
- ii. Empanelment period is for two years i.e 2026-27 & 2027-28. However, the above tenure is not be interpreted as assured. SJVN also reserves the right to extend the tenure of the above empanelment at its sole discretion. The list of empaneled Internal Auditors will also be applicable for allotment of any audit assignment for any other/additional projects of SJVN (if required). The decision of the Company for empanelment of the firms will be final.
- iii. Firms who have already served in the capacity of **Internal / Statutory / Cost Auditor of the Company** for consecutive three years shall be considered for appointment as Internal Auditors **only after serving the cooling period** of three (03) years up to FY 2025-26.
- iv. The auditor / audit firm must not be currently holding any assignment as Statutory Auditor/ Cost Auditor of SJVN Ltd or its subsidiaries or as Internal Auditor of SJVN Ltd.
- v. The tenure of appointments shall be at the sole discretion of the Company. The tenure for appointments shall be initially for one year. The period of appointments can further be extended for another period of one year based on the satisfactory performance of Auditors. If the progress / performance of the audit firm is not found satisfactory, SJVN's management reserves the right to terminate the appointment of the Firm including non-assignment of work in subsequent years, without assigning any reason whatsoever.
- vi. Maximum tenure of appointments of the Audit firm shall be a continuous period of two (2) years. After that the firm shall be considered for re-appointment after the cooling period of three years.
- vii. SJVN reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.
- viii. SJVN also reserves the right to award audit of any one unit at its discretion.

F) Compliances/Declarations by firm(s):

The appointment of Internal Auditors is subject to the following compliances/ declarations:

- i. The Audit firm should not sub-contract the work. In case it is subsequently found at any stage of the appointment process / post appointment that

outsourcing has been resorted to, the appointment will be liable for cancellation with immediate effect.

- ii. The designated team will work in strict confidence and will ensure that the information in respect of the operation of the area/ unit is dealt in strict confidence and secrecy.
- iii. No partner of the Auditors is related to C.M.D. / whole time Director or part time or Independent Director of the company within the meaning of Sub-Section (76) & (77) of Section 2 of the Companies Act, 2013.
- iv. Neither the firm nor its partner or associates have any interest in the business of the company.
- v. The auditor is required to ensure that Independence is maintained during the course of the audit at all times.
- vi. No partner of the firm has been found guilty of professional/other misconduct by the ICAI/ICMAI/NFRA/any other regulatory institute. It shall be the responsibility of the firm to forthwith inform SJVN of any such occurrence during the validity of the appointment/empanelment.
- vii. The Internal Auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- viii. The appointment shall be subject to compliance with the provisions of Section 138 and other applicable provisions of the Companies Act, 2013 and the rules made thereunder. The Internal Auditor shall forthwith disclose any actual or potential conflict of interest and shall not undertake any assignment that may impair independence during the tenure of the appointment; failing which, the appointment may be liable to be withdrawn in accordance with the applicable law.
- ix. A declaration must be submitted by each audit firm that none of its partner(s) or qualified employee(s) is a partner(s) in any other audit firm which is applying for the current appointment/empanelment in SJVN.
- x. The Auditor / Audit Firm will be debarred from getting the Internal Audit assignment in future in SJVN Ltd. and its subsidiaries in the following cases:
 - a. If the firm obtains the appointment on the basis of false information/ false statement.
 - b. If the firm does not take up audit in terms of appointment letter.
 - c. If the firm does not submit the audit report, complete in all respect in terms of appointment letter.
 - d. Conditions as per provisions of Companies Act, 2013.
 - e. If the Firm violates any of the stipulations from (i) to (ix).
- xi. ***Jurisdiction of courts:*** The law of land as promulgated / modified /amended or replaces from time to time shall govern this EOI. Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Shimla (H.P) Only.

G) GENERAL INSTRUCTIONS TO AUDIT FIRMS AND DOCUMENT LIST

A. Instructions to Audit Firms

1. Expression of Interest (EOI) may be submitted by the Partner on behalf of Audit Firm/LLP.
2. ***Format for Application must be completely filled in. Incomplete applications will be rejected out-rightly.***
3. Please ensure that registration details, address and date of establishment of Registered Office / Branch Office(s), date of joining of partners/ qualified/ semi-qualified assistants into the firm should be invariably indicated in the application.
4. ***Applications must be submitted online only. All EOI will be evaluated on the basis of the documents attached along with online applications only. No hard copy to be sent. Further, during evaluation if there is need of any clarification/document(s), then same may be asked to be submitted with in the stipulated time.***
5. Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per “**Annexure – III**”, attaching unsolicited information / documents may be avoided to enable processing of applications expeditiously.
6. All documents submitted should be signed by the Partner with his name and under the seal of the firm. Unsigned / un-stamped applications or applications signed by any person other than the partner of the firm will be rejected out-rightly.
7. Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of the Partner of applicant firm.
8. Applications through any other mode e.g .offline (including Fax ,E-mail etc.) will not be accepted.

B. List of documents to be submitted along with the Applications / EOIs

Interested Audit Firm are advised to go through contents of EOI documents carefully and submit self-attested copies of the following documents in proper sequence along with the EOI as described hereinafter:

1) For Selection criteria no. 1, 2, 3 & 9 (Annexure III) :-

For CA firms: Latest Registration Certificate of the firm issued by ICAI (**after the date of publication of EOI on <https://etender.sjvn.co.in>**) - Information related to the following may be invariably provided:

- Complete registration details of firm.

- Date of establishment of Head Office & Branch Office(s) & addresses thereof.
- Details of partners on Institute's roll and their membership no's along with their membership status (ACA/FCA), date of joining in the firm as a partner.
- Details of qualified assistants on Institute's roll and their membership no's along with their membership status (ACA/FCA), date of joining in the firm as a qualified assistant.

For CMA firms: Latest Constitution Certificate (as issued by ICAI on Institute's Letter Pad after the date of publication of EOI on <https://etender.sjvn.co.in>) - Information related to the following may be invariably provided:

- Complete registration details of firm.
- Date of establishment of Head Office & Branch Office(s) & addresses thereof.
- Details of partners on Institute's roll and their membership no's along with their membership status (ACMA/FCMA), date of joining in the firm as a partner.
- Details of qualified assistants on Institute's roll and their membership no's along with their membership status (ACMA/FCMA), date of joining in the firm as a qualified assistant.

The information indicated in the above Certificates will be treated as conclusive and final information for evaluation of EOIs. **(Ref. Table 1 to 6 of Annexure II)**

2) For Selection criteria no. 3 (Annexure III):-

Latest Member Card (as issued by the respective Institute after **the date of publication of EOI on** <https://etender.sjvn.co.in>) of Qualified Assistants (**applicable only for CMA assistants employed in CA firm & CA assistants employed in CMA firm***) issued by the Institute of Chartered Accountants of India / Cost Accountants of India.

*For Qualified CA assistants employed in CA firms and for Qualified CMA assistants employed in CMA firms-certificate submitted at Sr.no.1 above shall be treated as conclusive and final information for evaluation of EOIs. **(Ref. Table 6 of Annexure II)**

3) For Selection criteria no. 4 (Annexure III):-

Certificate / Mark sheets (for Both Groups of Intermediate Exam) issued by the ICAI / ICMAI in evidence of qualification of Semi-Qualified Assistants. **(Ref. Table 7 of Annexure II)**

4) For Selection criteria no. 5 (Annexure III)- Completion Certificate of ISA/ DISA/ CISA/ DISSA qualification by the respective institute (ICAI / ICMAI/ ISACA).**(Ref. Table 8 of Annexure II)**

5) Copy of Degree of Graduate (Civil/Mechanical/Electrical) Engineer with brief description of work experience. (Ref. Table 9 of Annexure II)

- 6) **For Selection Criteria mentioned at Sr.no. 6 ,7 & 8 (Annexure III)** -Copies of duly signed appointment letters **and** experience certificate / email from auditee company confirming work completion for Statutory audit / Internal audit.

If Statutory audit / Internal audit has been conducted in SAP environment, same should be indicated in the appointment letter **or** experience certificate / email from auditee company for confirming work completion in SAP.

For Selection Criteria mentioned at Sr.no. 6 (Annexure III) – If experience is submitted for Statutory/Internal audit for Power Generation in listed companies (In India), the audit firms have to **submit a certificate** to the effect that the annual turnover of the auditee for the relevant financial year is Rs.500 crores or more **along with self-attested copies of published accounts** showing turnover for the relevant years starting from FY 2018-19 to FY 2024-25.

**The appointment orders specifically issued for Internal Audit /Statutory audit will only be taken into consideration. Cost Audit, Store verification, Physical verification, Concurrent Audit of banks, Revenue Audit, Account Management services, Tax consultancy etc will not be considered under Audit experience.
(Ref. Table 10 & 11 of Annexure II)**

- 7) Copy of PAN Card of the firm **(Ref. Table 12 of Annexure II)**.
- 8) Copy of GST Registration certificate **(Ref. Table 13 of Annexure II)**.
- 9) Details of bank account and bank in which payment of Audit Fee will be made **(Ref. Table 14 of Annexure II)**.
- 10)A copy of complete EOI documents duly signed by the partner/owner of the firm along with seal of the firm as a token of acceptance of all terms and conditions.
- 11)Form of Declaration of Eligibility Undertaking
- 12)Certification regarding whether applicant is a related party of SJVN as per the Companies Act / Ind AS-24.

Scope of Work for Internal Auditors of SJVN Ltd.

Internal Audit is an important tool of Management to keep watch and exercise control over activities of the Company. With the specialized knowledge of professional firms of Chartered Accountants/Cost Accountants, SJVN endeavours to significantly improve not only finance & accounting related performance but also exercise Management Control over Non-financial activities with the help of efficient Internal Audit Mechanism.

Companies Act 2013, while giving statutory recognition to the Internal Audit and making it mandatory for certain class of companies vide Rule 13 of the Companies (Accounts) Rules 2014, recognizes the importance and usefulness of Internal Audit by providing that the report of the Board of Directors shall contain the details in respect of adequacy of Internal Financial Control with reference to the Financial Statement (Rule 8(5) of Companies (Accounts) Rules 2014).

Accordingly, to strengthen the control over SJVN's financial and other activities Management will rely extensively on the reports submitted by Internal Auditors and hence responsibilities of Internal Auditors are vast and it is expected that the Internal Auditors shall apply their expertise in bringing out the deviations and irregularities and support the concerned unit(s) in streamlining its/ their activities. SJVN Management also desires to gather valuable suggestions from Internal Auditors to review modify and enhance professionalism and financial discipline in the Company.

The objective of Internal Audit is to review the accounting and Internal Control System as a service to the Company. The functions of Internal Audit inter-alia include examining, evaluating and reporting to the Management on the adequacy and effectiveness of components of the Accounting and Internal Control System. The scope of coverage shall include examination of the economic effectiveness of operations including non-financial control system in the organization.

SJVN maintains books of accounts as required under the applicable regulations. The Company's books of accounts are maintained as per IND-AS in SAP-ERP system.

Based upon SJVN's requirements and working, following are the broad guidelines for Internal Auditors –

(I) AS PRIME RESPONSIBILITIES OF THE INTERNAL AUDITOR

- a) Should ensure that no transaction, agreement, act or commitment of the SJVN Offices / Project(s) is ultra-virus to the laws prevailing and / or applicable for the period under audit.
- b) Should ensure that no transaction is booked in the books of accounts against mandatory accounting standards as issued from time to time by the Institute of Chartered Accountants of India and / or as notified by Companies (Accounting Standards) Rules, 2015.
- c) Should ensure that no transaction is booked in the books of accounts of the SJVN Offices / Project(s) in contravention with Ind AS, fundamental

accounting assumptions and accounting concepts unless the Ind AS is/ are superseded by Company's Accounting policies.

- d) Should ensure that while recognizing transactions SJVN's accounting policies are adhered to.
- e) Should ensure that the circulars, guidance and (accounting) instructions issued from time to time by SJVN Corporate Head Quarter to comply with the changes in laws, business requirements, smoothening of procedures and ease of accounting are being followed properly and correctly. It is also expected that internal auditor should check and ensure that treatment given to transactions is not ultra-virus to the circulars, guidance and instructions so issued by Corporate Office.

(II) MAJOR FOCUS AREAS

- a) To verify the awarding of contracts in respect of Civil, Electro Mechanical and Infra-structure Works including variation orders / amendments thereto and accounting for the expenditure there against. Major and important activities including pre and post award procedures of contracts are required to be audited in detail. In addition, all the contracts above Rs. 5.00 crore either awarded or executed during the year are to be reviewed and analysis of the same is to be submitted along with the Report. The extent of GST compliance in respect of works contracts awarded needs to be examined.

Some of the major and infra work contracts might have been completed but due to certain formalities, the same could not be closed due to which security deposits, retention money and liabilities are yet to be settled / cleared. Audit report should include a para on the same mentioning the latest status and the reasons / issues due to which the closure of contracts is pending.

- b) Government has amended the Public Procurement Policy for MSMEs, Preference to Make in India etc. Whether these guidelines are taken care of by projects and offices may be seen.
- c) NITI Aayog has issued some directions regarding Arbitration award and releasing payments against bank guarantees. Implementation of these guidelines may be seen. Status of DRB/Arbitration/court cases may be checked.
- d) The audit should cover the generation detail of electricity; it's reporting to Regulatory Authorities as well as Commercial Deptt. of the Corporation for raising the bills.
- e) In case of C&SO Department, Shimla auditor should also look into major differences, if any, between the figures reported and bills raised / sales booked and verify timely raising of bills, their realisation, allowing rebate / discount, charging of Late Payment Surcharge in terms of CERC guidelines, correct appropriation of amounts received from the beneficiaries towards debatable dues and non-debatable dues. The impact of UDAY in realising the bill amount may also be examined. Review the proper and correct maintenance of Sundry Debtor's Ledger for bills raised, amounts realised and the balances outstanding.

- f) In case of audit of Delhi office & C&SO Department, Shimla verify the realisation of sales invoices from the beneficiary states through Escrow account, raising necessary advises for such realisations to the concerned offices / units, payments released on behalf of the projects / units under e-payment system (RTGS etc.) and timely raising of necessary advises, any expenditure either capital or revenue against new & upcoming projects and accounting thereof. To check the investment of surplus funds as per the guidelines issued by Govt. of India from time to time and raising short term loans depending on exigencies and their repayments.
- g) To monitor and report on implementation of the Internal Audit Manual and Finance Manuals.
- h) To review the formulation of budgets both capital as well as revenue, approval, source of funding vis-à-vis the amount spent there-against and the accounting & reporting thereof. The report should point out any major deviations requiring re-appropriation / re-allocation of funds provided in these budgets. The report should also contain the Budget Provisions vis-à-vis the actual achieved and the reasons for variance.
- i) The audit report should also make a reference regarding the prevailing Information Reporting Systems and suggestions for their improvement.

Apart from the above, audit should also cover all other activities like Finance, Power House & Dam Maintenance, Workshop & Transport Deptt., Stores, Legal, R&R, Corporate Planning and Consultancy Services Deptts. etc.

Although the areas and magnitude in respect of scope of audit as defined in Internal Audit Manual and above-mentioned broad scope of work cover the entire work requirement from the auditors, some of other areas are elaborated and detailed as under: -

1) Statutory compliances and Internal Controls:

To ensure compliance of Companies Act, 2013 with particular reference to the accounting functions and the Accounting Standards & Guidance Notes issued by the Institute of Chartered Accountants of India from time to time and also other statutory provisions applicable to the company. To assist and advise the company in formulation / revision of accounting policies and in establishing proper accounting practices and procedures as per the changing needs.

2) Works Accounting:

- a) To verify and scrutinize payments to contractors with reference to respective contracts and adjustment thereof while accounting for the work done by them and ensure that deductions in respect of Mobilisation Advance etc. and statutory deductions are correctly made from their bills. Auditors should ensure the audit of Running Account Bills (RA Bills) of all contracts (Specifically of Major Contracts). Price Escalation claims including provisions are also to be verified by the Auditors.
- b) The internal auditor should check that adjustments for returns, shortages, damages and unserviceable stores and materials at sites are properly made.

- c) The internal auditors should check that various Statutory Tax Returns are timely filed with the Tax Authorities and also verify the facts and figures given in the Tax Returns.
- d) Review of terms and conditions of tender documents and agreements, verification of Bank Guarantees and specific emphasis to be given on final payments.
- e) Review of system for issue of Project Authority Certificates (PAC) and reimbursement of the tax/duty due to change in subsequent legislation so that loophole in the system for issue of certificates can be plugged.
- f) To plug loopholes, which might have crept in the system due to passage of time and complacency on the part of persons particularly engaged in financial concurrences, release of payments, updating accounting records, authorisations as per DoP etc.

3) Capital work-in-progress and capitalisation:

- a) Work-in-progress should be verified by the internal auditors with reference to field records such as Interim Payment Certificates and certification of progress issued by the EIC. Quantum of work-in-progress recorded should be compared with work orders / contracts and subsequent approvals for variations, to ensure that payments are duly authorized.
- b) To verify capitalization of assets and accounting of capital expenditure (including expenditure incidental to the construction) and its further distribution on the specific assets as per Accounting Policy of the company for capitalization.

4) Fixed Assets:

- a) To verify that proper records of assets of the company are maintained as per requirements of Companies (Auditors' Report) Order, 2020, issued by the Ministry of Corporate Affairs in terms of sub-section (11) of Section 143 of the Companies Act, 2013.
- b) Review the system regarding accounting, custodianship and safeguarding of monetary and non-monetary assets of the enterprise and to see that the assets of the company are reasonably and adequately protected against loss. Also check that the transfer / sale of each asset is immediately and properly accounted for. Also check the applicable depreciation rates and calculation of depreciation.

5) Physical Verification of Assets:

The physical verification report may be properly checked by the Auditors and its reference may be recorded in the Internal Audit Report properly.

6) Scrutiny of Bank Transactions and Reconciliation:

a) Scrutiny of Bank Transactions

To verify that cash (wherever applicable) & bank transactions are recorded properly and surplus funds, if any, shall be kept in short terms / flexi deposits with the banks as per Investment Guidelines. Entries in the deposit statement should tally with the term deposit certificates. Also, to

verify that interest on deposits and TDS thereon has been correctly calculated and accounted for in the books of the Company. Also review the stale cheques, if any.

b) Bank Reconciliation

Verify the Bank Reconciliation Statements of various Bank Accounts and report for old / unadjusted items requiring special attention.

7) Vouching:

To verify accounting transactions so as to ensure inter-alia that bookings have been made to the appropriate heads of accounts.

8) Ledger Scrutiny:

Scrutiny of trial balance, groupings, General Ledger, subsidiary records, review of sundry debtors, creditors and loans and advances outstanding for more than one year and ensure that CWIP of the project is accounted correctly.

9) Store transactions and valuation thereof:

To verify the vouchers pertaining to stores receipts, issues and the valuation thereof. The coverage shall include purchases of stores and scrap disposal on test basis. The internal auditor while verifying these transactions shall evaluate internal control procedures operative within the organisation for efficient materials management.

10) Verification of secured / unsecured advances and securities given / received on behalf of the company:

a) Documents / agreements relating to secured & unsecured advances to parties / Govt. Bodies shall be verified on test basis.

b) The scope includes verifications of securities deposited by the company with different authorities / parties. The internal auditor shall check and examine the purpose and the duration of such deposits and whether the deposit certificates are in safe custody for presentation at the time of claiming refund. Security deposit received from the parties shall also be verified to ensure that the company beyond prescribed period does not retain these.

11) Income Recognition:

To verify that income recognition is being made in conformity to Accounting Policy / procedure and the transactions are recorded accordingly.

12) Strengthening of Internal Control System:

To identify weaknesses in controls which can lead to frauds and report the same to the Management for timely corrective actions.

13) Internal Financial Control (IFC):

The internal auditors shall review the effectiveness of the company's Internal Financial Control (IFC) system, focusing on key risks and processes to ensure compliance with the Companies Act, 2013. They will identify gaps, recommend improvements and provide assurance regarding effectiveness of IFC to the Management.

14) Other matters:

To examine that:

- (i) The authorities at every level are being strictly adhered to as per DoP.
- (ii) The expenditure is sanctioned and booked as per the authorisation.
- (iii) All important documents including term deposit receipts, tax returns, bank guarantees, cheque books etc. are kept under safe custody,
- (iv) There is a proper mechanism that the bank guarantees are extended well before the expiry dates.

15) Keeping in view the above requirements, internal auditors are also required to contribute for following activities:

- Helping in rectification of errors and omissions observed in the course of audit.
- Guiding in location of difference in Bank Reconciliation and proper control over banking transactions.
- Review and guidance in the finalization of accounts.
- Online scrutiny of TDS deductions from payments made to contractors / suppliers and consultants.
- Advising on statutory requirements of the Companies Act, Accounting Standards and other various taxation laws.
- To report any other matters coming to notice during verification in order to strengthen internal control system and for improving MIS.
- Review of liabilities and provisions.
- Proper accounting of expenditure and incomes accruing to the enterprise and adherence to matching principle.
- Review the system for intangible assets assessment and impairment of assets.
- Review the adequacy of the insurance cover for the various risks involved.
- To verify that all moneys received are accounted for.

16)(a) Insurance and other claims lodged by the company:

Internal auditor while verifying insurance and other claims of the company should check that claims are properly lodged and proper follow up action is taken for realization of overdue claims and the claims are properly accounted for after settlement.

(b) Claims lodged against the company:

Internal auditor while verifying claims lodged against the company should ascertain that the passed claims are with the approval of Competent Authority and are properly accounted for after settlement.

17) Employee payments:

To verify that accounting for salary and benefits admissible to employees and directors are being done properly and all subsidiary records for loans / advances and other deductions related to employees are reconciled properly. Requirements of Ind AS-19 should be complied with.

18) Consultancy Services:

Review the terms and conditions of all consultancy contracts and report the debtors' position in case the same are overdue.

19) Technical Audit (if applicable):

The technical audit should cover the monitoring of progress of work as per contract agreements, critical path, if any, and views of the auditors on the same. Efficacy of Contract Management and Construction Management. Any other matter relevant for completion of the works without time over-run and cost over-run etc.

20) Commercial Audit (C&SO, Shimla):

The scope shall include checking of all relevant records pertaining to effective Commercial Operation, Revenue realization and other functional areas of Commercial deptt, Shimla, which inter-alia shall include raising of bills, unscheduled Inter-change (UI), surcharge and rebate, dispatch of bills, realization of debtor's for sale of energy, collection system, scrutiny of sub-ledger of debtors, provision for bad & doubtful debts, if any, balance confirmation and reconciliation etc.

21) Nomination / Single Tender:

To examine/audit 100% of those contracts which are awarded on "Nomination / Single Tender" basis and submit a separate report **on quarterly basis within a period of 15 days ending each quarter** for the perusal of Audit Committee / Board as per CVC guidelines.

During the course of audit, the Management may add / delete / modify the scope of any of these areas of work.

(III) AUDIT PROGRAMME

Internal Audit (**including Technical Audit**) shall be conducted in 2 phases (Phase – I covering April to September and Phase – II covering October to March). The commencement of Phase – I audit will be on/ around 25th September and Phase – II will be on/around 15th March and the report of for Phase – I & II are to be submitted by 15th October and 15th April respectively.

However, 100% awards on "Single/Nomination" basis are required to be audited on quarterly basis and their report should be submitted within a period of 15 days ending each quarter for the perusal of Audit Committee/BOD for the compliance of CVC guidelines.

Internal Auditors shall plan and conduct their audit for the whole year in such a manner that company's target in regard to annual balance sheet is successfully achieved. Audit plans in this regard shall be submitted in advance to enable the Management to take appropriate steps for finalization of various tasks as per pre-decided matching schedule.

On completion of the Audit of respective unit for each phase, the following steps should be followed before finalization of the report and the partner of the firm should meet and discuss the audit observations.

- a) The salient audit observations of the respective preliminary audit shall be discussed with the Head of Finance (HoF) along with the Head of Project (HoP) /Concerned HODs, so that corrective action may be taken.

- b) Based on the outcome of discussion and after giving due consideration to the explanations offered the final audit report shall include conclusions and recommendations of HoP / In-charge of the office.
- c) The report should also contain the specific suggestion for improvements, if any.

(IV) INITIATIVES

- 1) Suggestion for improvement in accounting, following of rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments being introduced by governments.
- 2) Suggestion for better accounting practices and business policies based on auditor's experience with practicality of uniform applicability in a pan India environment.
- 3) Suggestion for betterment of process, capturing of information and improving MIS.
- 4) Suggestion for improvement in internal control systems for financial and non-financial activities.

(V) AUDIT REPORT

The Audit Report should be concise, to the point and should be professionally written covering all important aspect. **Further, the auditors should give specific observations along with factual data (details of transaction etc.) instead of general statement in their audit report.**

Above guidelines are indicative and not exhaustive. Wherever internal auditor incorporates issues in the report he should clearly report in such a way that shall meaningfully be used by SJVN.

Further, internal auditor is expected to have good working knowledge of **“Standard on Internal Audit” (SIA) issued by ICAI** from time to time and should invariably apply such standards while conducting internal audit and concluding his comments.

The firms shall be required to maintain highest standard of professional competence and ethics. A thorough professional approach towards work, concisely written Audit Report with concrete suggestions, clear and unambiguous approach towards issues of concern and practical solutions to the issues is highly desirable.

The **Management / Executive Summary** should be integral part of audit report and auditor is expected to prepare the same.

Format of Application

1.	Name of the Firm	
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2.	Registration No. of firm: - (Institute of Chartered Accountant of India/ Institute of Cost Accountant of India)		Respective page no of the document.
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3.	Date of Registration of the firm		Page No
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4. Details of Head Office & operative Branch Office(s):-**Head Office: -**

Address	Date of Establishment	Contact No(s)/Fax	E-mail	Page No

Operative Branch Office(s) :-

Address	Date of Establishment	Contact No(s)/Fax	E-mail	Page No

5. Details of Partners in the Firm/Limited Liability Partnership: -

Sl. No	Name of the Partner	Membership No.	Membership Status ACA/FCA/ACMA/FCMA	Date of joining of the firm as partner	Respective page no of the document.

6.Details of Qualified Assistants :-

Sl. No	Name of the Qualified Assistants	Membership No.	Membership Status ACA/FCA/ACMA/FCMA	Date of joining of the firm as Qualified Assistant	Respective page no of the document.

7. Details of Semi-Qualified Assistants:-

Sl. No	Name of the Semi-Qualified Assistant	Whether CA/CMA Intermediate	Date of Joining the firm as Semi-Qualified Assistants	Page No

8. Details of Partners/Qualified Assistants with ISA/ DISA/ CISA/ DISSA certification: -

Sl. No	Name of the Partner/ Qualified Assistant	Membership No.	Details of Certification Course (ISA/ DISA/ CISA/ DISSA)	Date of joining of the firm	Respective page no of the document.

9. Details of Technical Experts: -

Sl. No	Name of the Expert	Details of Engineering Qualification (Civil/Mechanical/Electrical)	Details of experience (with brief description)	Page No

10. Details of Experience in Power Generation Companies (PSU/ Government Company-Central /State/ UT or listed companies (in India)) from FY 2018-19 to FY 2024-25: -

Sl. No	Name of the Company/Unit	Turnover in Rs. Cr (Only in case of audit of Listed companies (In India))	Year of Audit	Type of Audit – whether Statutory /Internal Audit	Whether audit conducted in SAP (Yes / No)	Page No

11. Details of Experience in CPSUs other than Power Generation Companies from FY 2018-19 to FY 2024-25 :-

Sl. No	Name of the Company/Unit	Year of Audit	Type of Audit – whether Statutory / Internal Audit	Whether audit conducted in SAP (Yes / No)	Page No

12.	PAN No. of the firm: -		Page No
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13.	GST Registration No: -		Page No
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14. Bank details for NEFT: -

i.	Bank Name	
ii.	Branch Name, Address & Pin Code	
iii.	Type of account (saving or current account)	
iv.	IFSC Code No.	

15. Whether Internal / Statutory / Cost Audit of SJVN has been conducted earlier. If yes, then details of financial years and name of project/office for which the Internal / Statutory / Cost Audit has been conducted shall be given as per table given below.

Type of audit assignment	Project / office of SJVN	Period of Audit

*Please refer point number (iii) of Other Terms and Conditions.

16. Whether the Auditor / Audit firm is currently conducting Statutory Audit/ Cost Audit of SJVN Ltd or its subsidiaries or Internal Audit of SJVN Ltd. If yes, then name of project/office/subsidiary shall be given as per table given below.

Type of audit assignment	Project / office / Subsidiary of SJVN	Period of Audit

*Please refer point number (iv) of Other Terms and Conditions.

Declaration: -

I/We, _____ Partner/owner of the Firm _____
_____, hereby declare that the above information furnished is true & correct to the
best of my knowledge and I will abide by the Terms & Conditions set by the company
for the Appointment / Empanelment as Internal Auditors.

**Signature & Membership No. of Partner with
Name & Seal of the Audit Firm
Contact No & Email ID of Partner**

Declaration: -

I/We, _____ Partner/owner of the Firm _____, hereby declare that none of its partner(s) or qualified employee(s) is a partner(s) in any other audit firm which is applying for the current appointment/empanelment in SJVN.

**Signature & Membership No. of Partner with
Name & Seal of the Audit Firm
Contact No & Email ID of Partner**

**SELECTION CRITERIA (POINT ALLOCATION) FOR EMPANELMENT /
APPOINTMENT OF INTERNAL AUDITORS:**

S. No.	Particulars	Points to be allocated	Max. Points
1	Year of Establishment of the Audit Firm / Limited Partnership Firms	1 Point for each completed year beyond 05 Years.	10 (Ten)
2	No. of Partners in the Firms / Limited Liability Partnership Firm who are associated with the firm for not less than three years as on date of publication of EOI.	2 Points for each Partner who is ACA/ACMA 3 Points for each Partner who is FCA/FCMA	12 (Twelve)
3	No. of Qualified Assistants (CA / CMA) employed with the firm.	2 Points for each Qualified Assistant (CA/CMA)	10 (Ten)
4	No. of Semi-qualified Assistants (CA / CMA Intermediate) employed with the firm.	1 Point for each Semi-qualified Assistant (CA / CMA Intermediate)	4 (Four)
5	No. of ISA /DISA/ CISA/ DISSA qualified partner or Assistant/staff employed with the firm.	1 Point for each ISA / DISA / CISA / DISSA qualified partner/staff	4 (Four)
6	Experience of Internal Audit or Statutory Audit assignments of Power Generation Companies carried out during the last 07(Seven) Financial Years (i.e. FY- 2018-19 to FY 2024-25) for (i) PSU / Government company (Central/State/UT). Or (ii) Listed companies (in India) with NSE/ BSE/ other Recognized Stock Exchanges having minimum turnover of INR 500 Crores.	3 Points per assignment of Internal / Statutory Audit (fraction of year to be ignored)	30 (Thirty)
7	Experience of Internal / Statutory Audit assignments of other than Power Generation CPSUs (Central PSUs) during the last 7 (Seven) Financial Years (i.e. from FY- 2018-19 to FY 2024-25).	2 Points per assignment of Internal / Statutory Audit (fraction of year to be ignored)	14 (Fourteen)
8	Internal / Statutory Audit assignments for experience submitted at Sr.no.6 & 7 above if conducted in SAP environment during the last 7 Financial years (i.e. FY- 2018-19 to FY 2024-25)	2 Points per assignment of Internal / Statutory Audit in SAP environment (fraction of year to be ignored)	6 (Six)

9	Place of Registered Office/ Branch office of Chartered Accountant/ Cost Accountant firm	- HP / Chandigarh Tricity / Delhi (NCR) =10 Points - Any other States/UT=5 Points	10 (Ten)
	Total Points		100

Eligibility Criteria: Applicants meeting the eligibility criteria as below are eligible to submit applications against the Expression of Interest (EOI) :

- The firm shall have been registered with ICAI/ICMAI for not less than five (5) years as on date of publication of EOI.
- The firm should have at least one Partner or Assistant/staff employed with the firm having qualification as ISA/ DISA/ CISA/ DISSA.
- Firms should have at least One Graduate Engineer (Civil/ Mechanical/ Electrical) to qualify for allotment of Projects / Units having Technical Audit.

Notes:

- Firms will be evaluated as below:
 - Firms will be initially evaluated and shall be assigned Points based on valid data submitted by the firm for each criterion.
 - Firm shall be ranked in descending order i.e. from highest to lowest on the basis of evaluated Points.
 - In case of Tie, preference will be given to a firm, scoring highest Points (after ignoring the requirement of maximum limit) for additional experience (during 2018-19 to 2024-25) of Power Generation Companies (Ref. Sr. No. 6 above).
 - In case of tie even after consideration as per point 3(i) above, preference will be given to the firm with older registration date.
- Date of publication of EOI on <https://etender.sjvn.co.in> shall be considered as Cut-off date for calculating years in existence, association of partners with the firm etc.
- For the purpose of experience, points shall be allotted per complete assignment for audit period of 01 year. Fraction of year to be ignored (e.g. If audit has been conducted for 9 months/11 months then the same shall not be considered).
- Only Internal Audit / Statutory Audit assignment will be taken into consideration. Cost Audit, Store verification, Physical verification, Concurrent Audit of banks, Revenue Audit, Account Management services, Tax consultancy etc shall not be considered under Audit experience.
- Experience from the F.Y. 2018-19 onwards shall only be considered while carrying out evaluation for criteria at Sr. No. 6 to 8 above. Cut-off Date for consideration shall be 31.03.2025.
- Power Generation experience would cover entities engaged in power generation only. Experience of audit assignments in Power transmission / distribution etc. of electricity shall be considered under the criteria 'other than power generation'.
- In case of audit experience of other than PSUs, only experience of audit of listed companies (in India) with NSE/ BSE / other Recognized Stock Exchanges having minimum turnover of INR 500 Crores in the respective financial years starting from FY 2018-19 upto FY 2024-25 shall be considered.
- Documentary evidence against each selection criterion is to be furnished along with the application as per General Instruction to Audit Firms and Document List of EOI.

Annexure – IV

**List of the Units/Projects/Offices of SJVN for empanelment /
appointment of Internal Auditors FY 2026-27 & 2027-28**

S.No.	Name of units/projects/offices	Location	Stage of Project/unit	Nature of Audit	Annual Audit Fees (Excluding GST)
1	Sunni Dam Hydro Electric Project (SDHEP)	Sunni (HP).	Under Construction Stage	Internal Audit (including Technical Audit)	Rs.2,50,000/-
2	Rampur Hydro Power Station (RHPS)	Bayal, (HP)	O&M Stage	Internal Audit (including Technical Audit)	Rs.2,50,000/-
3	Delhi Office (including Renewable energy projects) and Commercial & System Operations (C&SO), Shimla	Delhi & Shimla *	Renewable energy projects under construction & O&M Stage.	Internal Audit (excluding Technical Audit).	Rs.1,87,500/-

Note: * The Audit for Delhi Office (including Renewable energy projects) shall be conducted at Delhi and audit of Commercial & System Operation Department, Shimla shall be conducted at Shimla office.

TA/DA (as applicable) shall be payable in addition to the above Audit fees.

Annexure – V

In addition to Audit fee, the travelling expenses (for conducting audit and for attending various assignments/meetings including Audit Committee meetings (if any)) shall be paid extra subject to production of documentary evidence as per TA/DA rules of the Company.

The excerpt of current entitlement for the purpose of payment of TA/DA, accommodation charges and local conveyance as per SJVN rules is indicated below:

1. Partner of the firm will be considered as equivalent to GM(E8b)
2. Qualified Audit Manager (i.e. Paid Chartered/Cost Accountant) and Technical Auditor (Graduate Engineer) of the firm will be considered as equivalent to Sr. Manager (E-6) and
3. Other staff members (i.e. Article Assistant CA / CMA Inter / Final) of the firm will be considered equivalent to Asstt. Manager (E-3) of the Company.

This is relevant only for claim of TA/DA, accommodation charges and local conveyance purpose. Present eligibility and relevant extract from TA/DA, accommodation charges and local conveyance as per rules of the Company applicable to the officers of level of GM (E-8b), Sr. Manager (E-6) and Asstt. Manager (E-3) is furnished below: -

S.N.	PARTICULARS	GM (E8b)	Sr. Mgr. (E6)	Asstt. Mgr. (E3)
1	Accommodation charges			
a	X Class Cities	14,000.00	9,000.00	5,000.00
b	Y Class Cities	11,200.00	7,200.00	4,000.00
c	Z Class Cities	8,960.00	5,760.00	3,200.00
2	Daily Allowances *			
a	Ordinary DA	2,100.00	2,000.00	1,450.00
b	Composite DA	2,600.00	2,500.00	1,800.00

*DA shall be calculated as under:	
Tour Duration (From tour start till end for each day of tour)	Amount of DA
Period less than 12 Hrs	Half DA
Period between 12 hrs to 24 hrs	Full DA

Notes:

- a) The classification of cities in different categories viz. "X," "Y" or "Z" shall be governed in terms of Govt. of India guidelines and the same shall be subject to change according to reclassification/up-gradation of cities notified by Gol from time to time.
- b) Composite Daily Allowance will be admissible where both lodging and boarding arrangements are made by the auditor on his own.
- c) If lodging and boarding are provided by the Company free of cost, DA admissible will be 1/4th of Composite Daily Allowance and full ordinary DA will be allowed for journey period.

- d) For accommodation, efforts shall be made to accommodate the auditors in the rest house/transit camps, whenever Company rest house/transit camps are available. In case Company rest house / transit camps accommodation is not provided by SJVN Ltd, the auditors can avail alternate accommodation as per their entitlement (As listed above). The accommodation expenses shall be reimbursed at actual subject to ceiling / limit as mentioned above. However, if the auditor's office and the auditee unit / office are at the same station, then no accommodation charges will be reimbursed. No advance shall be payable by SJVN Ltd. towards TA/DA and accommodation charges. Taxes as applicable, are payable in addition to above mentioned accommodation charges.
- e) For journeys within a radius of 30 kms from headquarters of the assigned unit/ office and auditor's office, no daily allowance will be admissible. In the case of journeys within a radius of 30 kms the actual conveyance charges will be reimbursed.
- f) All claims for travelling, boarding & lodging expenses shall be supported by proper bills / tickets (e.g. original air ticket, railway ticket and hotel bills etc.)

Journey Entitlement:

GM (E8b)	Sr. MANAGER (E6)	Asstt. Manager (E3)
❖ By air (Economy class) OR AC-I Class by rail.	❖ By air (Economy class) OR AC-I Class by rail.	❖ By air (Economy class) OR AC-II Class by rail.
❖ Where stations are not connected by rail, actual taxi fare.	❖ Where stations are not connected by rail, actual taxi fare.	❖ Where stations are not connected by rail, single seat in taxi limited to Rs. 12.00 per KM OR actual bus fare.
❖ Where journey is performed by own car @ Rs. 14.00 per km.	❖ Where journey is performed by own car @ Rs. 14.00 per km.	❖ Where journey is performed by own car @ Rs. 12.00 per km.

Local Conveyance Charges:

GM (E8b)	Sr. MANAGER (E6)	Asstt. Manager (E3)
❖ Actual Taxi fare OR @ Rs. 14.00 per km for own car.	❖ Actual Taxi fare OR @ Rs. 14.00 per km for own car.	❖ Actual Taxi fare limited to Rs. 12.00 per km OR @ Rs. 12.00 per km for own car.

- "Actual Taxi Fare" where ever applicable shall be restricted to the current rates of Taxi Union for that particular location.
- The local conveyance charges shall be reimbursed subject to maximum of Rs. 4,200.00 for a continuous halt not exceeding seven days. For halt exceeding 7 days, amount will be proportionately increased.

FORM OF DECLARATION OF ELIGIBILITY UNDERTAKING

I/We, **[Name of the Bidder / Firm / Company]**, having our registered office at **[Address]**, do hereby certify that neither I/we nor any of our allied firms, successor entities, consortium / joint-venture partners (as applicable) are currently under debarment by SJVN Limited (including its subsidiaries/JVs), the Ministry of Power, Government of India, or the Department of Expenditure (DoE), Ministry of Finance, Government of India.

I/We fully understand that if this declaration/undertaking is found to be false or misleading, our application shall be liable for rejection and, if the Contract has been awarded, the same shall be liable for termination, in addition to any other action as may be taken under law.

Date.....

.....

Place.....

.....

(Seal & signature of the Applicant)

Notes:

- The undertaking shall be obtained at the time of submission of applications as well as before placement of LOA.

Related Party Declaration — Third Party / Counterparty

Name of counterparty:

Address:

PAN:

CIN / Registration No.:

Nature of Transaction:

NIT / LOA / PO / MoU / Other reference No. (if any):

Declaration

It is hereby declared that the above-named counterparty:

1. is / is not a Related Party of SJVN Limited within the meaning of Section 2(76) of the Companies Act, 2013 and Indian Accounting Standard (Ind AS)-24.
2. In case the counterparty is a Related Party, the details are as under:

A. Nature of Related Party Relationship (tick / specify, as applicable):

- Director of SJVN Limited
- Key Managerial Personnel of SJVN Limited
- Relative of Director / KMP of SJVN Limited
- Entity in which Director / KMP or their relative is partner / Director / has control / significant influence
- Subsidiary / Associate / Joint Venture of SJVN Limited
- Any other relationship (please specify)

B. Person(s) / Entity(ies) with whom the related party relationship exists

Name of Person / Entity:

Designation / Position / Role / Association with SJVN Limited:

Relationship:

3. Any change in the above particulars shall be promptly informed in writing.

For and on behalf of:

Signature:

Name:

Designation:

Date:

Place: