

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**GENERAL MANAGER (PROJECTS/ OPERATIONS):**

- i. Detailed Technical due diligence of the projects.
- ii. Estimating/approving the project cost related to the identified projects.
- iii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iv. Provide comments on the project cost and suggest ways to reduce the project cost/operating cost by deploying state of art technology.
- v. Provide inputs to various SPVs in order to bring efficiency in O&M of the project
- vi. Suggest most suitable procurement model for the selection of SPV partner /consultants/ contractors
- vii. Assist in preparation of RFP/RFQ documents related to the projects for selection of SPV partner, consultants, contractors etc.
- viii. Assist in Bid process management in the selection of contractors, consultants etc for the various projects.
- ix. Contract Management with respect to various project activities of the project.
- x. Review the submission and recommend for the payment based on the milestone set forth in the contract.
- xi. Coordinate with Accounts and Finance team for reconciliation of accounts if required
- xii. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- xiii. Regularly review operating parameters of the Projects and update on the various issues pertaining to SPVs for resolution at Board
- xiv. Responsibility of preparation of traffic targets for the various SPVs and monitoring with variance if any to be reported
- xv. Monitoring of the Physical progress of the projects undertaken by the company.
- xvi. Monitoring of the Monthly progress of the various SPVs and suggest ways for improvement in terms of handling of traffic.
- xvii. Coordination with all the stakeholders of the Projects
- xviii. Maintain records of correspondences and other relevant documentation for all the SPVs.
- xix. Supervised the outsourced technical works.
- xx. Assistance in carrying out equity valuation/Enterprise Valuation for various SPVs, coordination with various investors etc
- xxi. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**SENIOR MANAGER (PROJECTS)**

- i. To undertake detailed Technical due diligence of the projects which is required in estimating/approving the project cost related to the identified projects
- ii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iii. Provide comments on the project cost and suggest way to reduce the project cost/operating cost by deploying state of art technology
- iv. Provide inputs to various SPVs in order to bring efficiency in O&M of the project
- v. Provide various implementation/procurement models for the selection of SPV partner/consultants/contractors
- vi. Preparation of RFP/RFQ documents related to the projects for selection of SPV partner, consultants, contractors etc
- vii. Responsible for Bid Process management in the selection of contractors, consultants etc for the various projects
- viii. Contract Management with respect to various project activities of the project.
- ix. Review the submission and recommend for the payment based on the milestone set forth in the contract.
- x. Coordinate with Accounts and Finance team for reconciliation of accounts if required
- xi. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- xii. Assistance in carrying out equity valuation/Enterprise Valuation for various SPVs, coordination with various investors etc.
- xiii. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**ASSISTANT MANAGER (PROJECTS)**

- i. To undertake detailed Technical due diligence of the projects which is required in estimating/approving the project cost related to the identified projects
- ii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iii. Provide the inputs to Senior Management for the Board Meetings of various SPVs with regard to technical parameters of the projects
- iv. Regularly review operating parameters of the Projects and update on the various issues pertaining to SPVs for resolution at Board Meeting
- v. Monitoring of the Physical progress of the projects undertaken by the company.
- vi. Monitoring of the Monthly progress of the various SPVs and suggest ways for improvement in terms of handling of traffic.
- vii. Coordination with all the stakeholders of the Projects
- viii. Maintain records of correspondences and other relevant documentations for all the SPVs.
- ix. Supervise the outsourced technical works
- x. Assistance and carrying out equity valuation/ Enterprise Valuation for various SPVs, coordination with various investors etc.
- xi. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**SENIOR MANAGER (FINANCE)**

- i. Thorough knowledge of (Tally & ERP) accounting software is required.
- ii. To undertake detailed legal and financial due diligence of the Post projects as per the requirement of approved guidelines of SDCL before taking the decision on investment.
- iii. Review of the reports submitted by the consultant for the projects proposed to be undertaken by the company.
- iv. Provide comments, negotiate Inter se terms and conditions of the Shareholder Agreement (SHA), execution of SHA, continuous monitoring of shareholding pattern with respect to various SPVs.
- v. Provide the inputs to Senior Management for taking decisions of various SPVs.
- vi. Regularly review the financial statements of the SPVs and update on the various issues pertaining to SPVs for resolution at Board Meeting
- vii. Responsibility of preparation of Budget and monitoring with variance(s) if any to be reported.
- viii. Monitoring of the financial progress of the projects undertaken by the company.
- ix. Assist Company in raising additional funds/resources through bilateral and multilateral funding agencies for further investment in the projects.
- x. Responsibility or disbursement of equity in line with the requirement of the projects, following/ensuring compliance with respect to condition precedents/ Financial covenants, if any.
- xi. Coordination with all the shareholders of the Projects.
- xii. Maintain records of financial statements, correspondences and other relevant documentations for all the SPVs.
- xiii. Undertake the other regular financial, accounting, ledger scrutiny and taxation (Direct Tax & Indirect Tax) related work pertaining to the company (SDCL) on the day to day basis .
- xiv. Responsibility of timely and accurately Return Filing for Direct Tax & Indirect Tax (GST) etc.
- xv. Supervise the outsourced accounting works.
- xvi. Assistance in conducting Audit including (Internal Audit / Statutory Audit / CAG auditing) as per rule and regulations of Company Act and other Act as applicable to SDCL.
- xvii. Assistance in carrying out equity valuation/enterprise Valuation for various SPVs, coordination with various investors etc.
- xviii. Responsibility of preparation monthly Salaries for employees of SDCL and it's timely disbursement accurately.
- xix. Responsibility of preparation monthly Bank Reconciliation Statement of SDCL Banks and Reconciliation of Interests for F.D.(s) made by SDCL in different banks and proper entries in Accounting Software (Tally / ERP) .
- xx. Responsibility of preparation quarterly / half yearly / Annually Balance Sheet and it's audit.
- xxi. Responsibility to perform other assignments as assigned by seniors as & when required etc.
- xxii. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**ASSISTANT MANAGER (FINANCE) :**

- i. Thorough knowledge of (Tally & ERP) accounting software is required.
- ii. Provide assistance in undertaking of the legal and financial due diligence of the project as per the requirement.
- iii. Coordinating to seniors in Balance Sheet works and all audit activity.
- iv. Consistently analysing of financial data and presenting financial reports in an accurate and timely manner. Clearly communicate monthly, quarterly, and annual financial statements of various SPVs.
- v. Review of the reports submitted by consultant for the project proposed to be undertaken by the company.
- vi. Monitor progress, changes and keep senior leadership abreast of the financial status.
- vii. Responsibility of preparation monthly Bank Reconciliation Statement of SDCL Banks and Reconciliation of Interests for F.D.(s) made by SDCL in different banks and proper entries in Accounting Software (Tally / ERP).
- viii. Maintain records of financial statements, Correspondences and other relevant documentation of all the SPVs.
- ix. Responsibility of preparation monthly Salaries for employees of SDCL and it's timely disbursement accurately.
- x. Undertake the other regular financial, ledger scrutiny, accounting and taxation related work pertaining to the company on day-to-day basis.
- xi. Responsibility of timely and accurately Return Filling for Direct Tax & Indirect Tax (GST) etc.
- xii. Assist to Sr. Manager (Finance) in supervising the outsourced accounting works.
- xiii. Provide the inputs to Senior Management for taking decisions of various SPVs.
- xiv. Assist Sr. Manager (Finance) in drawing Inter se terms and conditions of the Shareholders Agreement, follow up for execution of Shareholder Agreement, continuous monitoring of shareholding pattern with respect to various SPVs. Managing organizational cash flow forecasting by working partnership with Sr. Manager (Finance) and other senior officials of SDCL.
- xv. Assist to Sr. Manager (Finance) in managing and tracking the performance of invested assets, in alignment with the policies and investment guidelines.
- xvi. Assist to Sr. Manager (Finance) in carrying out equity valuation/ Enterprise Valuation foe. various SPVs, coordination with various investors etc.
- xvii. Assist to Sr. Manager (Finance) for preparation quarterly / half yearly / Annually Balance Sheet and it's audit.
- xviii. Responsibility to perform other assignments as assigned by seniors as & when required etc.
- xix. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**ASSISTANT MANAGER (HR)**

- i. Maintaining the records of attendance on daily basis
- ii. Maintaining the records of employees leave and other personal records as per policy of the company
- iii. Supports organization staff by establishing a recruiting, testing, and interviewing program; assist senior management on candidate selection; conducting and analysing exit interviews; and recommending changes.
- iv. Prepares employees for assignments by establishing and conducting orientation and training programs.
- v. Ensures planning, monitoring, and appraisal of employee. scheduling management meeting with employees; hearing and resolving employee grievances; and counselling employees and supervisors.
- vi. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organizational hearings.
- vii. Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- viii. Ensure that all recruitments are in Line with the Company policy and all requisite rules and regulations shall be followed in line with OPE guidelines
- ix. Supervising employees and providing additional training and coaching as needed to ensure everyone performing their job properly.
- x. Any other duties as assigned from time to time by the superior authority.

**JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

**COMPANY SECRETARY**

- i. To handle Board, Committee & General Meetings and implement the decisions taken by the Board/Committee/Members.
- ii. To ensure compliance with the requirement prescribed under the Companies Act, DPE guidelines and any other applicable rules/guidelines.
- iii. Issue of Bonds/Shares/Liaison with Registrar of Companies
- iv. To ensure proper control, review, and feedback, analyse various business proposals/deals including acquisitions, mergers, take-overs, joint ventures in the legal context.
- v. Participate in drafting of Agreements at National/Global level and ensuring all related compliances including legal due diligence.
- vi. To provide legal input and advice on implementation of various policies and rules etc. To advise Management appropriately on legal Agreements and contracts, whenever required by coordinating and maintaining good relations with various internal and external bodies including statutory authorities, Government Agencies etc. To supervise the process of managing activities related to any legal disputes against the Company.
- vii. To Ensure compliance of various provisions of the Companies Act, 2013, guidelines on Corporate Governance and other corporate Laws, SEBI Act, Competition Act, FEMA, Consumer Protection Act, RTI, MPT Act 1963 etc.
- viii. Any other duties as assigned from time to time by the superior authority.