

Roles and Responsibilities

Revamped Distribution Sector Scheme

Corporate office and Field office



Madhya Pradesh Poorv Kshetra Vidyut Vitaran Company Limited
Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited
Madhya Pradesh Pashchim Kshetra Vidyut Vitaran Company Limited

Abbreviations

Abbreviation	Description
CE	CE (Corporate office) or CE/ CGM (Region)
DE	DE (O&M/City) or DGM (O&M/City)
JE/AE	JE/AE (DC/ Zone) or Assistant Manager/ Manager (DC)
DE (STC)	DE (STC)/ DGM (STC)
AE (IT)/ AE (Programmer)	Field level
GM (IT) [Designation may change as per applicability at discom level]	Corporate level

Note:

The Delegation of Powers of individual discoms will be applicable along with the Roles and Responsibilities mentioned in this document.

1. Smart metering

1.1. Field office

Nodal officer at Division level	DE
Project In-charge at circle level	SE (O&M/ City)

Sr. No.	Nature of Power	JE/AE	DE/EE	SE	AMR Cell/ SM division at Corporate	QC manager (Circle & Region)	Centralised Smart metering cell at Corporate	PMA	MDM cell
1	Meterization survey								
1.1	Verification of meterization survey submitted by Agency	●						●	
1.2	Sample checking and sign-off of meterization survey		●						
2	In case of New service connection								
2.1	Submission of NSC application from consumer, survey, verification of documents and approval of application	●	●						
2.2	Integration checking with MDM and communication with MDM								●
2.3	Quality check of meterization at consumer premises	●						●	
2.4	Updation of MIS in terms of consumer no., meter no. in	●							

Sr. No.	Nature of Power	JE/AE	DE/EE	SE	AMR Cell/ SM division at Corporate	QC manager (Circle & Region)	Centralised Smart metering cell at Corporate	PMA	MDM cell
	billing system and tagging of consumer in billing system (consumer indexing)								
2.5	Consolidated report to Division on a monthly basis	●						●	
3	Meter testing, Communication and Integration testing (Lot wise)								
3.1	Sampling, testing from labs etc. related to meters				●	●		●	
3.2	Communication testing and Integration testing with MDM				●	●		●	●
3.3	Factory Acceptance Test				●	●		●	
3.4	Site Acceptance Test				●	●		●	
3.5	Installation Acceptance					●	●	●	
3.6	Operational Acceptance			●				●	
4	Benefit tracking of project								
4.1	Recording of technical and commercial parameters (Feeder input, sales, consumers etc.) prior to commencement of project	●							

Sr. No.	Nature of Power	JE/AE	DE/EE	SE	AMR Cell/ SM division at Corporate	QC manager (Circle & Region)	Centralised Smart metering cell at Corporate	PMA	MDM cell
4.2	Recording of technical and commercial parameters on a monthly, quarterly, annual basis for assessment of impact of project	●							
4.3	Monitory of project outcomes on a monthly basis	●	●	●				●	
5	Replacement of meter post metering survey								
5.1	Quality check of meterization at consumer premises	●				●			●
5.2	Updation of MIS in terms of consumer no., meter no. in billing system	●							●
6	Project monitoring								
6.1	Project monitoring @1% of meterization in each division			●				●	
6.2	Project monitoring @5% of meterization in each DC		●					●	
6.3	Project monitoring @100% of meterization at feeder level	●						●	
6.4	Consumption monitoring of installed meters	●			●				●

Sr. No.	Nature of Power	JE/AE	DE/EE	SE	AMR Cell/ SM division at Corporate	QC manager (Circle & Region)	Centralised Smart metering cell at Corporate	PMA	MDM cell
	(Physical check of meter data and recording in MDM)								
6.5	Sample checking of meters on monthly basis	●	●			●			
7	Replacement of meter in case of Meter burnt/ defective status								
7.1	Record of status of meter no. and consumer IVRS no. along with name and address in Discom MIS and billing system and in AMISP IT system	●							●
7.2	Checking of meter status post installation of meter	●							
7.3	Confirmation of communication with meter								●
7.4	Recording of revised meter no. and other technical parameters in MIS and billing system	●							●
8	Bill verification and issuance of certificate for project/ milestone completion								
8.1	Preparation of Project monitoring report	●						●	

Sr. No.	Nature of Power	JE/AE	DE/EE	SE	AMR Cell/ SM division at Corporate	QC manager (Circle & Region)	Centralised Smart metering cell at Corporate	PMA	MDM cell
8.2	Bill verification		●						
8.3	Issuance of certificate for project/ milestone completion			●			●		
8.4	Submission to Finance department for Invoice processing post verification of invoice at Corporate level						●		
9	Contract closure procedures								
9.1	Preparation of closure documents	●						●	
9.2	Checking of closure documents		●					●	
9.3	Sign-off of Closure documents and submission with duly signed by all stakeholders			●					

*Note:

1. One time Capex payment shall be done by Centralised Smart metering cell.
2. Opex payment shall be done by individual GM (City/O&M) at each circle.

1.2. Corporate office

Sr. No.	Nature of Power	CGM (W&P/Project)	CGM (Procurement)	Technical committee	MDM cell	Centralised Smart metering cell	CGM (Commercial)
1	Project In-charge of Smart metering project at discom level	●					
2	Tendering process, Bid process and Award of Contract		●				
3	Technical recommendations on Smart metering project			●			
4	Integration and communication with MDM				●		
5	Monitoring and Sign-off of Invoice					●	
6	Support in Project monitoring of Smart metering project at discom level						●

2. Infrastructure works for 33/11 kV sub-stations and associated 33 kV lines

Nodal officer	DE (STC)
Project In-charge	SE (O&M/ City)

2.1 Field office

Sr. No.	Nature of Power	JE/AE	DE/EE	DE (STC)	DE (STM)	SE	QC monitor (Circle & Region)	PMA	AE (IT)/GM (IT)
1	Project monitoring								
1.1	Project monitoring of 33/11 kV sub-stations								
1.1.1	Project monitoring related to sub-station location identification, land, RoW etc.		●						
1.1.2	Electrical related inspections				●				
1.1.3	Civil structure related inspections			●					
1.1.4	Overall Project monitoring of sub-stations			●		●	●	●	
1.2	Project monitoring of infrastructure works (33 kV lines)								
1.2.1	Project monitoring @50% of infrastructure works (33 kV lines)		●						
1.2.2	Project monitoring @25% of infrastructure works (33 kV lines)					●			
1.2.3	Overall Project monitoring of the infrastructure works (33/11 kV sub-stations, 33 kV lines) at circle level			●				●	
1.2.4	Sample checking of works (Quality control at circle and regional level related to						●		

Sr. No.	Nature of Power	JE/AE	DE/EE	DE (STC)	DE (STM)	SE	QC monitor (Circle & Region)	PMA	AE (IT)/GM (IT)
	technical specifications as per tender)								
2	Contract management/ Execution management								
2.1	Sampling, testing from labs etc. related to material			●			●		
2.2	Quality control of construction/ installation activities			●			●	●	
2.3	Coordination with Agency for their RoW issues, work planning, GIS Survey etc.		●	●		●		●	
2.4	Verification of Work planning and GIS survey			●				●	
2.5	Sign-off of Work planning and GIS survey					●			
2.6	Coordination with Agency for BoQ survey			●		●		●	
2.7	Coordination with online permit		●						
2.8	Allocation of work site for BoQ survey		●	●					
2.9	Finalization and submission of Bill of Quantity and diagram / GIS			●				●	
2.10	Approval of BoQ			●		●			
2.11	Joint Measurement of work			●				●	
2.12	E-MB filling with GIS			●				●	
2.13	Verification and certification of E-MB			●		●			
2.14	Certification of monthly Progressive work			●		●		●	
2.15	Checking whether feeder meter is properly installed with MF and indexed and	●	●		●	●			

Sr. No.	Nature of Power	JE/AE	DE/EE	DE (STC)	DE (STM)	SE	QC monitor (Circle & Region)	PMA	AE (IT)/GM (IT)
	updated in billing system with the DTRs and consumers for energy audit at 33 kV level								
2.16	Data availability in the National Feeder Monitoring System / NPP to works				●				●
3	Bill verification and issuance of certificate for project/ milestone completion								
3.1	Preparation of Project monitoring report							●	
3.2	Checking of progress as per project monitoring report for submission to DE			●					
3.3	Work verification and Issuance of certificate for project/ milestone completion			●		●			
3.4	Issuance of MRC			●			●		
3.5	Sign-off of Invoice			●		●			
4	Closure document preparation								
4.1	Preparation of closure documents			●				●	
4.2	Sign-off of Closure documents and submission with duly signed by all stakeholders			●		●		●	
5	Project closure activities								
5.1	Preparation of details related to Capitalization of infrastructure created			●		●		●	
5.2	Sign-off of Capitalization infrastructure report					●			
5.3	Handing Over / Taking Over of Completed project from Agency			●		●			

Sr. No.	Nature of Power	JE/AE	DE/EE	DE (STC)	DE (STM)	SE	QC monitor (Circle & Region)	PMA	AE (IT)/GM (IT)
6	Benefit tracking of project								
6.1	Recording of technical and commercial parameters (Feeder input, sales, consumers etc.) prior to commencement of project	●	●						
6.2	Recording of technical and commercial parameters on a monthly, quarterly, annual basis for assessment of impact of project	●	●						
6.3	Monitoring of project outcomes on a monthly basis	●	●			●		●	

***Note:**

1. STC will visit the site area at least 3 times every month during the contract period.

3. Infrastructure works for 11 kV feeder, Distribution transformer, LT lines, service line

Nodal officer	DE (O&M/ City)
Project In-charge	SE (O&M/ City)

3.1 Field office

Sr. No.	Nature of Power	JE/ AE	DE/ EE	SE	QC monitor (Circle & Region)	PMA	STM	AE (IT)/ GM (IT)
1	Project monitoring							
1.1	Project monitoring @10% of infrastructure works in each division			●				
1.2	Project monitoring @25% of infrastructure works in each DC		●					
1.3	Project monitoring @100% of infrastructure works at feeder level	●				●		
1.4	Sample checking of works				●			
2	Contract management/ Execution management							
2.1	Sampling, testing from labs etc. related to material		●	●	●			
2.2	Quality control of construction/ installation activities		●		●	●		
2.3	Coordination with Agency for their RoW issues, work planning, GIS Survey etc.		●	●		●		
2.4	Verification of Work planning and GIS survey		●			●		
2.5	Sign-off of Work planning and GIS survey			●				
2.6	Coordination with Agency for BoQ survey, Permits online etc.	●	●			●		
2.7	Allocation of work site for BoQ survey		●					
2.8	Finalization and submission of Bill of Quantity and diagram / GIS	●				●		

Sr. No.	Nature of Power	JE/ AE	DE/ EE	SE	QC monitor (Circle & Region)	PMA	STM	AE (IT)/ GM (IT)
2.9	Approval of BoQ		●	●				
2.10	Joint Measurement of work	●	●			●		
2.11	E-MB filling with GIS	●						
2.12	Verification and certification of E-MB		●	●				
2.13	Certification of monthly Progressive work		●	●		●		
2.14	Checking whether feeder meter is properly installed with MF and indexed and updated in billing system with the DTRs and consumers for energy audit at 11 kV level in coordination with STM	●	●	●			●	
2.15	Data availability in the National Feeder Monitoring System / NPP to works						●	●
3	Bill verification and issuance of certificate for project/ milestone completion							
3.1	Preparation of Project monitoring report					●		
3.2	Checking of progress as per project monitoring report for submission to DE	●						
3.3	Work verification and Issuance of certificate for project/ milestone completion		●	●				
3.4	Issuance of MRC		●		●			
3.5	Sign-off of Invoice		●	●				
4	Closure document preparation							
4.1	Preparation of closure documents		●			●		
4.2	Sign-off of Closure documents and submission with duly signed by all stakeholders		●	●		●		

Sr. No.	Nature of Power	JE/ AE	DE/ EE	SE	QC monitor (Circle & Region)	PMA	STM	AE (IT)/ GM (IT)
5	Project closure activities							
5.1	Preparation of details related to Capitalization of infrastructure created		●	●		●		
5.2	Sign-off of Capitalization infrastructure report			●				
5.3	Handing Over / Taking Over of Completed project from Agency		●	●				
6	Benefit tracking of project							
6.1	Recording of technical and commercial parameters (Feeder input, sales, consumers etc.) prior to commencement of project	●	●					
6.2	Recording of technical and commercial parameters on a monthly, quarterly, annual basis for assessment of impact of project	●	●					
6.3	Monitory of project outcomes on a monthly basis	●	●	●		●		

4. Regional level

Sr. No.	Nature of Power	Authority
1	General	
1.1	Target monitoring of projects	CGM (Region)/ CE (Region)
1.2	Project monitoring of Infrastructure works at Regional level @ 3 circles at regional level per month	CGM (Region)/ CE (Region)
1.3	Conducting monthly review meeting with GM/DGM/SE/EE/PMA	CGM (Region)/ CE (Region)
1.4	Monthly Quality monitoring of project execution at circle level on sample basis	CGM (Region)/ CE (Region)
1.5	Recording of present technical and commercial parameters before commencement of works and recording of parameters post completion of works	CGM (Region)/ CE (Region) in consultation with DGM/ DE (City/ O&M)

5. Corporate level

S.no.	Nature of Power	Authority
1	Project In-charge of infrastructure works and monitoring at discom level (2 circles per month)	CGM (W&P/Project)
2	Tendering process, Bid process and Award of Contract	CGM (Procurement)/ CGM (W&P/Project)
3	Payment against Contractor's bills	CGM (Finance)/ Director (Finance) / CFO post receipt of completion certificate from SE/ GM (Circle)

6. Escalation matrix for Smart metering and Infrastructure works in case work (work verification, verification of invoice etc.) is pending at each level

Level	Authority	Timeline (To- Starting day of work)
1	Manager/Assistant Manager (Subdivision/Zone/DC)/ JE/ AE	To + 7 days
2	DGM (STC)/ EE (STC) DGM (Division)/ EE (Division)	To + 10 days
3	GM (O&M/ City)/ SE (Circle)	To + 13 days

*Note: Number of days to be modified as per Tender conditions.

7. Information technology and SCADA

Sr. No.	Nature of Power	Authority
1	Project In-charge of IT and SCADA projects	CGM (W&P/Project)
2	Project monitoring of IT and SCADA projects	CGM (IT)/ GM (IT)/ SCADA
3	Preparation of Project monitoring report	GM (IT)
4	Sign-off of Vendor invoice	CGM (IT)/ GM (IT)
5	Field level	AE (IT)/ AE (Programmer) through Project-In-charge; Jointly with AE/JE of DC/Zone for electrical infrastructure used for IT system

8. Commercial and Finance

8.1 Corporate office

Sr. No.	Nature of Power	Authority
1	To ensure the achievement of Targeted AT&C loss in his Jurisdiction	CGM/ CE (Commercial)
2	To ensure the achievement of Targeted ACS-ARR Gap in his Jurisdiction.	CGM/ CE (Commercial)
3	Coordination with Government Department of clearance of Overdues bills	CGM/ CE (Commercial)
4	Monthly Monitor the Result Evaluation Matrix (REM) at Circle level and take action accordingly.	CGM/ CE (Commercial), W&P/Project/CFO/IT
5	Monthly Review meeting of GM/DGM/PMA to ensure the achievement of REM.	CGM/ CE (Commercial), Jointly with Project In-charge at Corporate level
6	Recovery of Outstanding/ Overdue Government Dues at Discom level	CGM/ CE (Commercial)
7	Installation of Pre-paid meters at Government offices at discom level	CGM/ CE (Commercial) jointly with Project In-charge at Corporate level
8	Feeder wise Energy audit at circle level	CGM/ CE (Commercial)
9	Data availability in the National Feeder Monitoring System / NPP to works	AE (IT)/ AE (Programmer)- Field level/ GM (IT)- Corporate level CGM (Operations)
10	Monitoring of DTR failure rates Maintenance of DTR as per SPEC Supply	M&BM/ Operations/ Maintenance SM&O

8.2 Field office

Sr. No.	Nature of Power	Authority
1	Overall In-charge of Circle Performance & Execution of Scheme	CGM (Region)/ CE (Region)
2	To ensure the achievement of Targeted AT&C loss in his Jurisdiction	CGM (Region)/ CE (Region) Assistant Manager/JE/AE DGM/DE GM/SE
3	To ensure the achievement of Targeted ACS-ARR Gap in his Jurisdiction.	CGM (Region)/ CE (Region) GM/SE
4	Coordination with Government Department of clearance of Overdues bills, Row and observation of Nodal Agency.	CGM (Region)/ CE (Region) DE/ GM (O&M)
5	Monthly Monitor the Result Evaluation Matrix (REM) at Circle & Feeder Level and take action accordingly.	CGM (Region)/ CE (Region)
6	Monthly Review meeting of GM/DGM/PMA to ensure the achievement of REM.	CGM (Region)/ CE (Region)
7	Recovery of Outstanding/ Overdue Government Dues at Circle level	GM/ SE (Circle)
8	Recovery of Outstanding/ Overdue Government Dues at Division level	DGM/DE (Division)
9	Recovery of Outstanding/ Overdue Government Dues at DC level	Assistant Manager/JE/AE
10	Installation of Pre-paid meters at Government offices at circle level	GM/ SE (Circle)
11	Installation of Pre-paid meters at Government offices at division level	DGM/DE (Division)
12	Installation of Pre-paid meters at Government offices at DC level	Assistant Manager/JE/AE
13	Maintaining supply hours at urban and rural areas as per prescribed guidelines	Assistant Manager/JE/AE (Escalation to DGM/DE to GM/SE to CGM/CE)

Sr. No.	Nature of Power	Authority
14	Feeder wise Energy audit at circle level	DE/ EE (STM)
15	Data availability in the National Feeder Monitoring System / NPP	AE (IT)/ AE (Programmer) at circle level GM (IT) at Corporate level CGM (Operations)
16	Reduction in DTR failure rate as per targets Maintenance of DTR as per SPEC	Assistant Manager/JE/AE (Escalation to DGM/DE to GM/SE to CGM/CE)
17	Training of Field officers	GM/ SE (Circle)