

ROLES AND RESPONSIBILITY STATEMENT

Title: CGM - IT	Reports to: Director – Finance & IT
Direct Reports: <ul style="list-style-type: none">• GM (IT Infrastructure & Security)• GM (Application and Services)• GM (Implementation and Support)	
Role Purpose: <ul style="list-style-type: none">• To provide strategic direction and vision for the company in the area of Information Technology• To lead the IT function of the company; supervise and ensure smooth functioning of IT department through adequate discovery and implementation of the latest IT services and solutions• To manage IS vendor relationships• To ensure preparation and satisfactory and productive deployment of the IT budget	
Organisation: <div style="text-align: center;"><pre>graph TD; A[Director – Finance & IT] --- B[CGM - IT]</pre></div>	
Key Responsibility Areas: <p>IT Strategy and Budgeting</p> <ol style="list-style-type: none">1. Monitor/ Scan environment and plan for technology requirements of the future based on the current and anticipated business requirements of the organization, while ensuring reliability and scalability2. Recommend/ Develop Information Systems (IS) strategy for the organization by defining the means by which Information Systems can facilitate efficient business delivery and hence strategically partner with the organization3. Formulate the IT budget for the organization and ensure adequate deployment of the same <p>Guide development of in-house IT solutions</p> <ol style="list-style-type: none">4. Recommend software/hardware/network upgrades/modifications or new application development for organization and monitor the execution of the same5. Review the request for new software application from the HO departments/ field offices, and approve the same6. Review all documents related to system modification or new system development and provide necessary approvals7. Review and approve the final testing report for the new software application8. Review and approve pilot implementation of the new software application at a few identified locations	

9. Review the report on the results of the pilot run

Guide software system/application optimization/improvements through ERP implementation etc

10. Lead initiatives such as ERP implementation and other IT initiatives within the organization aimed at process improvements
11. Review the status updates for monitoring and evaluating the effectiveness of ERP implementation
12. Provide final approval for conducting training programs for all the employees across all locations on aspects such as ERP
13. Review and approve the request for bug/error-fixing or software optimization from the HO departments/ field offices
14. Review and approve the documents related to system modifications and unit testing results

Monitoring IS activities across organization and Vendor coordination

15. Provide final approval for selection of the vendors for various outsourced functions after detailed technological evaluation
16. Ensure the continuous monitoring of the performance of the various systems (network/software), hardware installed, formulation of efficient policies, including Information Systems Security Policy and user access authority and assignment of responsibilities for successful execution of the same
17. Seek inputs from HO departmental/field office heads on the quality of services provided and initiate corrective action wherever required

Miscellaneous activities

18. Develop guidelines/ procedures for IT security/ data security/ LAN, WAN management etc
19. Set up the infrastructure through vendors for the organization

Create awareness on IT systems and processes

20. Provide approval for creation of user awareness and capability building in the organization in the area of Information Technology, new technologies, etc through trainings for the employees

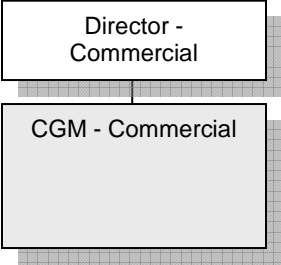
People management

21. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
22. Undertake performance review and feedback for direct subordinates
23. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- Should be an MCA/Science/ Engineering graduate with training in IT or MBA Systems/ Post Graduate in IS specialization
- Total 15-20 years of experience in IT, preferably 5 years experience in ERP/Data warehouse; 5 years in a similar role in the IT department of company
- Should have effective communication, analytical & problem solving skills
- Should have ability to blend business and technology together
- Should have ability to manage teams
- Should have deep skills in project management
- Should have excellent knowledge of electricity transmission business

ROLES AND RESPONSIBILITY STATEMENT

Title: CGM - Commercial	Reports to: Director – Commercial & HR
Direct Reports: <ul style="list-style-type: none">• GM-RAC• GM-Revenue• GM-Tariff & Commercial• GM-Energy Audit	
Role Purpose: <ul style="list-style-type: none">• Responsible for providing strategic vision to the department in the areas of Technical Planning and Commercial related activities	
Organisation:	 <pre>graph TD; A[Director - Commercial] --- B[CGM - Commercial];</pre>
Key Responsibility Areas: Commercial Activities <ol style="list-style-type: none">1. Formulate and implement all plans and strategies related to the Commercial function of the company2. Lead the commercial function of the company3. Approve applications pertaining to load sanction, enhancement or reduction4. Review Power Purchase Agreements periodically5. Monitor activities pertaining to energy input and energy consumed6. Developing policies with a view to strengthen transmission network of the company	
Experience, Skills and Knowledge: <ul style="list-style-type: none">• Should possess minimum of 10-15 years post qualification experience in the area of Commercial Planning• Should be a computer literate (MS Office etc.)• Should possess effective communication, analytical and problem solving skills• Should have excellent knowledge of electricity transmission business with adequate exposure in Commercial aspects of Transmission Company	

ROLES AND RESPONSIBILITY STATEMENT

Title: CGM-Corporate Planning	Reports to: CMD
Direct Reports: <ul style="list-style-type: none">No Direct Reports	
Role Purpose: <ul style="list-style-type: none">Responsible for developing strategic and investment plans for the Transmission Company and ensuring implementation of the same	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM-Corporate Planning] --> B[CMD];</pre></div>	
Key Responsibility Areas: <p>Strategic Planning</p> <ol style="list-style-type: none">Responsible for developing short-term and long-term plans for the Transmission CompanyResponsible for developing short-term and long-term project and investment plans for the Transmission CompanyResponsible for preparing periodic screening, assessment and evaluation of the business environment and its implication for the organisationResponsible for co-ordinating with the organisational team responsible for developing forecasts and alternate scenario for the organisation to respond to the emerging business environmentResponsible for the formulation of the vision and mission of the organisationResponsible for the formulation of appropriate strategies, plans and other change initiatives to enable the Company to adapt to the environment and maximise value for its stakeholders <p>New Initiatives</p> <ol style="list-style-type: none">Responsible for developing new initiatives in the area of corporate planning so as to enable the Discom achieve its targets and maintain a steady growthResponsible for monitoring the implementation of new initiatives <p>Action Planning</p> <ol style="list-style-type: none">Responsible for the formulation of action plans to implement the strategic initiatives along with appropriate institutional and management framework and processesResponsible for developing a strategy to communicate the organisation's plans and to manage the expectations and perceptions of the Company's stakeholders, both internal	

and external

11. Formulating appropriate mechanisms and media to effective communication messages
12. Responsible for co-ordinating the reform process of Company

People management

13. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
14. Undertake performance review and feedback for direct subordinates
15. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- A minimum of 8-10 years post qualification experience with adequate exposure in Corporate Planning function in Power Transmission Company
- Should possess analytical, technical and people management skills
- Should be a computer literate (MS Office etc.).
- Should have extensive knowledge of electricity transmission business

ROLES AND RESPONSIBILITY STATEMENT

Title: CGM - HR	Reports to: Director – Commercial & HR
Direct Reports: <ul style="list-style-type: none"> • GM-Policies, Systems & HRD • GM-Personnel & Welfare • GM-Admin 	
Role Purpose: <ul style="list-style-type: none"> • Responsible for all Personnel and Admin related activities of the Organization 	
Organisation: <div style="text-align: center; margin: 10px 0;"> <pre> graph TD A[Director – Commercial & HR] --- B[CGM - Commercial] </pre> </div>	
Key Responsibility Areas: <ul style="list-style-type: none"> • Development of personnel policies, procedures and practices that will motivate employees throughout the company • Organisation of a comprehensive job evaluation exercise at all levels and appropriate delegation of powers for effective and efficient performance of individuals • Creation of a culture that is performance-oriented wherein the rewards are commensurate with results and which motivates employees to contribute their best towards accomplishment of organisation goals • Development and installation of proper appraisal, career planning and succession planning systems • Development of a comprehensive computerised database of the employees covering qualifications, experience, performance, training needs, disciplinary proceedings and appraisal records 	
Experience, Skills and Knowledge: <ul style="list-style-type: none"> • Should possess minimum of 10-15 years post qualification experience in the area of Personnel Administration • Should be a computer literate (MS Office etc.) • Should possess effective communication, analytical and problem solving skills • Should have excellent knowledge of electricity distribution business with adequate exposure in Commercial aspects of Transmission Company 	

Preliminary and tentative

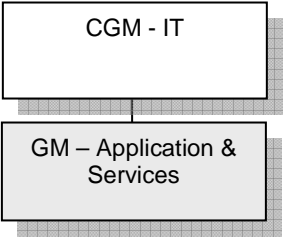
ROLES AND RESPONSIBILITY STATEMENT

Title: Chief General Manager - O&M Services	Reports to: Director - Operations
Direct Reports: <ul style="list-style-type: none">• Manager – O&M	
Role Purpose: <ul style="list-style-type: none">• Responsible for supervising functions pertaining to O&M services such as load dispatch, MIS and Environment, Health and Safety• Responsible for providing assistance to Director (Operations) towards strengthening the O&M Services like load dispatch, O&M and MIS functions of the Transmission Company	
Organisation: <div style="text-align: center;"><pre>graph TD; A[Director - Operations] --- B[CGM - O&M];</pre></div>	
Key Responsibility Areas: <p>O&M Services</p> <ol style="list-style-type: none">1. Responsible for reviewing power requirement sent by Manager (O&M Services), scrutinizing and approving the same2. Responsible for reviewing data pertaining to energy received and consumed and thereby reviewing the load forecast3. Responsible for reviewing the load shedding plan and approving the same <p>MIS</p> <ol style="list-style-type: none">4. Responsible for supervising maintenance of O&M related data in proper form so as to make it accessible as and when required5. Responsible for supervising the MIS related functions such as ensuring proper maintenance of data and generation of desired reports <p>Environment, Health & Safety</p> <ol style="list-style-type: none">6. Responsible for devising safety measures for the line staff and ensuring its implementation7. Responsible for ensuring availability of adequate safety equipments for the line staff <p>People management</p> <ol style="list-style-type: none">8. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan9. Undertake performance review and feedback for direct subordinates10. Identify and arrange for need based training inputs for subordinates	

Experience, Skills and Knowledge:

- Should possess 8-10 years post qualification experience with adequate exposure in handling functioning of O&M services, MIS and Environment, Health and Safety related functions
- Should be a computer literate (MS Office etc.)
- Should have excellent analytical, communication and managerial skills
- Should have excellent knowledge of electricity distribution business

ROLES AND RESPONSIBILITY STATEMENT

Title: GM – Application & Services	Reports to: CGM - IT
Direct Reports: <ul style="list-style-type: none">• Office Assistant	
Role Purpose: <ul style="list-style-type: none">• Responsible for initiating and monitoring activities pertaining to design, development and implementation of IS applications	
Organisation:  <pre>graph TD; A[CGM - IT] --- B[GM – Application & Services];</pre>	
Key Responsibility Areas: Designing IS Applications <ol style="list-style-type: none">1. Identify organization wide needs for various IS applications such as (ERP, emails, Intranet, Custom built Applications etc)2. Provide advanced applications support for Company-wide, mission-critical computing affecting all departments, coordinate, integrate, test, implement, and manage applications and system interfaces3. Independently design and implement integrated hardware and software computer and information systems to meet Company requirements Development of IS Applications <ol style="list-style-type: none">4. Develop new and maintain existing applications and sub-applications; ensure reliability of applications5. Monitor and act as an in charge of software development / package configuration6. Interpret information and informally arbitrate between system users when conflicts exist7. Plan and coordinate the analysis, design, programming, timely implementation, and testing of applications projects8. Design and monitor annual application budget9. Lead and direct the planning, coordinating, and scheduling of investigations, feasibility studies, surveys, and technical evaluations/decisions on software strategies10. Analyze complex, integrated user project proposals; identify omissions and errors in requirements and conduct feasibility studies; recommend optimum approach and develop systems and/or applications design for approved projects Deployment of IS Applications <ol style="list-style-type: none">11. Implement the IS application on a pilot basis, study the effectiveness of the IS application	

- and send a detailed report on the same to the CIO
12. Review design, analysis, and code for quality and adherence to standards
 13. Ensure timely updations and maintenance of the IS Applications as and when required
 14. Generate reports pertaining to functioning, updation and maintenance of the IS applications and send the same to CIO

People management

15. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
16. Undertake performance review and feedback for direct subordinates
17. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- Should be MCA / Science/Engineering Graduate with specialized training in IS, post graduate in IS specialization or CISA is preferable
- A minimum of 8-12 years of post qualification experience in IS with exposure in package development/application development
- Committed to customer service and quality delivery
- Should have technical, team management skills and leadership qualities
- Deep skills and exposure to IT operations management

ROLES AND RESPONSIBILITY STATEMENT

Title: GM - Implementation & Support	Reports to: CGM - IT
Direct Reports: <ul style="list-style-type: none">• Office Assistant	
Role Purpose: <ul style="list-style-type: none">• Responsible for monitoring activities pertaining to IT Helpdesk with a view towards providing support on IT initiatives for the company	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM - IT] --- B[GM - Implementation & Support];</pre></div>	
Key Responsibility Areas: IT Helpdesk support to organisation's IT infrastructure <ol style="list-style-type: none">1. Responsible for providing support towards implementation of new IT initiatives such as ERP implementation2. Responsible for managing external information interfaces like website / EDI etc.3. Responsible for managing internal information exchange like mail / intranet etc.4. Responsible for defining and managing disaster recovery sites5. Responsible for coordinating / controlling changes in master data structures IT Helpdesk support to users <ol style="list-style-type: none">6. Responsible for monitoring IT helpdesk and problem resolution related functions7. Responsible for planning and conducting training for end-users People management <ol style="list-style-type: none">8. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan9. Undertake performance review and feedback for direct subordinates10. Identify and arrange for need based training inputs for subordinates	

Experience, Skills and Knowledge:

- Should be MCA / Science/Engineering Graduate with specialized training in IT
- A minimum of 8-10 years of post qualification experience in IT with exposure in datacenter/audit related functions
- Ability to blend transaction support and decision support systems
- Blend of audit skills & ability to disseminate information
- Ability to coordinate with other IS officers of the company
- Exposure and willingness to manage knowledge capital

ROLES AND RESPONSIBILITY STATEMENT

Title: GM - IT Infrastructure and Security	Reports to: CGM - IT
Direct Reports: <ul style="list-style-type: none">Office Assistant	
Role Purpose: <ul style="list-style-type: none">Responsible for initiating and monitoring activities pertaining to IT infrastructure such as design, development and deployment of LAN, WAN etc of the company	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM - IT] --- B[GM - IT Infrastructure and Security];</pre></div>	
Key Responsibility Areas: New IT Initiatives <ol style="list-style-type: none">Responsible for aligning infrastructure of the company to the requirements of new IT initiatives such as ERP implementation Designing IT Infrastructure <ol style="list-style-type: none">Responsible for managing the implementation of company IT infrastructureResponsible for developing annual infrastructure plansResponsible for tracking infrastructure needs for applications / usersResponsible for developing guidelines/ procedures for IT security/ data security/ LAN, WAN management etcResponsible for setting up the infrastructure through vendors for the organization Deployment of IT Infrastructure <ol style="list-style-type: none">Responsible for managing /engineering infrastructure for data centerResponsible for managing infrastructure deployment and maintenanceResponsible for managing infrastructure service levels, uptime, reliabilityResponsible for implementing IT security policyResponsible for monitoring IT devices & applications securityResponsible for monitoring Infrastructure and Security vendor relationshipsResponsible for creating user awareness and capability building in the organization in the area of Information Technology, new technologies, etc through trainings for the employees People management <ol style="list-style-type: none">Provide functional guidance to direct reports on a periodic basis and monitor the	

implementation of programmes and policies as per a time bound plan
15. Undertake performance review and feedback for direct subordinates
16. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- Should be an MCA/Science/ Engineering graduate with training in IT or MBA Systems/ Post Graduate in IS specialization
- Total 10-12 years of experience in IT, with exposure in management of IT infrastructure
- Committed to customer service and quality
- Should have effective communication, analytical & problem solving skills
- Should have ability to manage teams
- Deep skills and exposure to IT infrastructure management

ROLES AND RESPONSIBILITY STATEMENT

Title: GM-Budgeting and MIS	Reports to: CGM – Finance
Direct Reports: <ul style="list-style-type: none">• Manager – Budget• Manager - MIS	
Role Purpose: <ul style="list-style-type: none">• Responsible for managing activities related to vetting of purchase proposals and MIS	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM - Finance] --- B[GM - Budgeting & MIS];</pre></div>	
Key Responsibility Areas: <p>Budgeting</p> <ol style="list-style-type: none">1. Receive all the data pertaining to revenue collection, expenditures, taxes, salary budget, Electricity Duty, Cess, funding etc., put up the same to the Superior and assist him in preparation of the annual budget of the company <p>Correspondence</p> <ol style="list-style-type: none">2. Handle correspondence related to proposals, with the vendors and other parties such as; intimating the vendor on selection of his proposal3. Correspond with other departments of the company for acquiring data essential for preparation of budgets <p>MIS matters</p> <ol style="list-style-type: none">4. Responsible for maintaining the data in a systematic form so as to ensure the availability of such data as and when required	
Experience, Skills and Knowledge: <ul style="list-style-type: none">• Should have a degree in Accounts area such as B Com. An ICWA qualification will be preferable• A minimum of 4-5 years post qualification experience with adequate exposure in handling various accounting and taxation activities• Prior experience and understanding of accounting methods/ procedures• Experience in account preparation and maintenance is essential• Should be a computer literate (MS Office etc.).• Should have good knowledge of electricity transmission business	

ROLES AND RESPONSIBILITY STATEMENT

Title: GM – Tariff & Commercial	Reports to: CGM – Commercial
Direct Reports: <ul style="list-style-type: none">• Manager - Tariff & Commercial	
Role Purpose: <ul style="list-style-type: none">• Responsible for ensuring billing and collection efficiency.	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM - Commercial] --- B[GM - Tariff & Commercial];</pre></div>	
Key Responsibility Areas: Commercial Activities <ol style="list-style-type: none">1. Implement 100% metering at consumer level2. Formulation of an effective billing process3. Formulation of a collection strategy to increase the reach to the consumers4. Collection of Arrears from LT & HT consumers	
Experience, Skills and Knowledge: <ul style="list-style-type: none">• Should possess minimum of 10 years post qualification experience in the area of Commercial Planning• Should be a computer literate (MS Office etc.)• Should possess effective communication, analytical and problem solving skills• Should have excellent knowledge of electricity distribution business with adequate exposure in Commercial aspects of Distribution Company	

Preliminary and tentative

ROLES AND RESPONSIBILITY STATEMENT

Title: GM – Energy Audit	Reports to: CGM - Commercial
Direct Reports: <ul style="list-style-type: none">• Manager – Puducherry• Manager – Other Areas	
Role Purpose: <ul style="list-style-type: none">• Responsible for energy audit of all LT and HT feeders. Formulation of plans to reduce losses	
Organisation: <div style="text-align: center;"><pre>graph TD; CGM[CGM - Commercial] --- GM[GM - Energy Audit];</pre></div>	
Key Responsibility Areas: <ol style="list-style-type: none">1. Implement 100% metering at DTR and feeder levels2. Conduct periodic energy audit meetings3. Implementation of loss reduction measures4. Monitor activities pertaining to energy input and energy consumed5. Developing policies with a view to strengthen metering infrastructure	
Experience, Skills and Knowledge: <ul style="list-style-type: none">• Should possess minimum of 10 years post qualification experience in the area of Commercial Planning• Should be a computer literate (MS Office etc.)• Should possess effective communication, analytical and problem solving skills• Should have excellent knowledge of electricity distribution business with adequate exposure in Commercial aspects of Distribution Company	

Preliminary and tentative

ROLES AND RESPONSIBILITY STATEMENT

Title: General Manager-External Projects	Reports to: Chief General Manager-Projects
Direct Reports: <ul style="list-style-type: none">• Manager -External Projects	
Role Purpose: <ul style="list-style-type: none">• Responsible for monitoring functioning related to execution of externally funded projects• Responsible for assisting CGM (Projects) towards functions such as vetting new proposals and monitoring execution of projects under multilateral agencies	
Organisation: <div style="text-align: center;"><pre>graph TD; CGM[CGM-Projects] --- GM[GM- External Projects];</pre></div>	
Key Responsibility Areas: Project Formulation and Monitoring <ol style="list-style-type: none">1. Responsible for formulation of new project under multilateral agencies and other externally funded schemes2. Responsible for developing plans for execution of the project3. Responsible for monitoring the work in progress of the work under multilateral agencies4. Responsible for ensuring the completion of the project as per plan, if the project is not being executed as per plan, take necessary action Project Management <ol style="list-style-type: none">5. Responsible for planning for execution and completion of Internal works project within the specified timelines6. Responsible for monitoring the execution of the project in a planned manner, taking necessary action in case the work is not being executed as per plan7. Responsible for reviewing and approving the requisitions related to purchase of material8. Responsible for reviewing the generation of progress reports and approving the same9. Responsible for monitoring the execution of work10. Responsible for verifying whether the quality of work done is according to set standards	

Miscellaneous

11. Responsible for reviewing the progress reports and approving the same to be sent to GOI
12. Responsible for approving extension of work
13. Responsible for conducting meetings with the awardees of contract

People management

11. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
12. Undertake performance review and feedback for direct subordinates
13. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- Should possess a post graduate degree in Electrical Engineering
- Should possess minimum of 10-12 years post qualification experience in the area of Project Management
- Should possess technical, analytical and problem-solving skills
- Should be a computer literate (MS Office etc.)
- Should have excellent knowledge of electricity transmission business with exposure towards Project Management functions

ROLES AND RESPONSIBILITY STATEMENT

Title: General Manager-Internal Projects	Reports to: Chief General Manager-Projects
Direct Reports: <ul style="list-style-type: none">• Manager -Internal Projects	
Role Purpose: <ul style="list-style-type: none">• Responsible for monitoring the set of activities pertaining to Internal works projects such as finalising new works proposal, project management etc.• Responsible for assisting CGM (Projects) towards functions such as vetting new proposals, compliance with the Energy Department, JERC requirements etc.	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM-Projects] --- B[GM- Internal Projects];</pre></div>	
Key Responsibility Areas: New Proposals and Estimates <ol style="list-style-type: none">1. Responsible for approving the proposal of Internal works project received from field2. Responsible for providing administrative approval for estimates as per Delegation of Powers3. Responsible for providing approval for resources such as vehicles, manpower etc for execution of the works activity Compliance with MPERC and Energy Department <ol style="list-style-type: none">4. Responsible for reviewing the responses and approving the same to be sent to JERC and other government bodies5. Responsible for ensuring that all the guidelines specified by JERC regarding works related functions are adhered to and followed Project Management <ol style="list-style-type: none">6. Responsible for planning for execution and completion of Internal works project within the specified timelines7. Responsible for monitoring the execution of the project in a planned manner, taking necessary action in case the work is not being executed as per plan8. Responsible for reviewing and approving the requisitions related to purchase of material9. Responsible for reviewing the generation of progress reports and approving the same	

to be sent to concerned authorities

10. Responsible for coordinating with purchase, stores, finance departments for any works related work

People management

11. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
12. Undertake performance review and feedback for direct subordinates
13. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- Should possess a post graduate degree in Electrical Engineering
- Should possess minimum of 10-12 years post qualification experience in Project Management of large projects in Power Company
- Should possess technical, analytical and problem-solving skills
- Should be a computer literate (MS Office etc.)
- Should have excellent knowledge of electricity transmission business with deep exposure in Project Management function

ROLES AND RESPONSIBILITY STATEMENT

Title: GM-Policies, Systems & HRD	Reports to: CGM-Human Resource Management
Direct Reports: <ul style="list-style-type: none">• Office Assistant	
Role Purpose: <ul style="list-style-type: none">• Responsible for assisting CGM (HRM) in policy formation and implementation of the same• Responsible for suggesting measures for development of HR policies, facilitating policy formulation process and ensuring implementation of these policies	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM-Human Resource Management] --- B[GM – Policies, Systems & HRD];</pre></div>	
Key Responsibility Areas: Facilitate Development of Policies <ol style="list-style-type: none">1. Responsible for initiating policy development in the following areas:<ul style="list-style-type: none">• Manpower Planning• Recruitment• Performance Appraisal• Promotion and Career Planning2. Responsible for establishing performance parameters with respect to employees at the corporate and field level and ensuring proper implementation of the same to HR systems like Performance Management System , Training & Development, Rewards and Recognition etc.3. Responsible for developing manpower plan with a view to facilitate the recruitment process Ensure Implementation of Policies <ol style="list-style-type: none">4. Responsible for ensuring placement of newly recruited employees, transfer of the employees on the basis of predetermined policy and deputation of the employees5. Responsible for developing career plans for employees and ensuring promotion of eligible employees6. Responsible for monitoring allotment of rewards to the concerned persons as per prescribed timelines7. Responsible for ensuring implementation of Performance Management System within the organisation	

People management

8. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
9. Undertake performance review and feedback for direct subordinates
10. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- A minimum of 8- 10 years post qualification experience with adequate exposure in handling personnel related functions
- Should have experience in general office administration
- Should be a computer literate (MS Office etc.).
- Should have extensive knowledge of electricity transmission business

ROLES AND RESPONSIBILITY STATEMENT

Title: General Manager - Purchase	Reports to: Chief General Manager –Material Management
Direct Reports: <ul style="list-style-type: none">• Manager - Purchase	
Role Purpose: <ul style="list-style-type: none">• Responsible for managing the activities with respect to Capital & O&M Material Purchase of material• Responsible for assisting CGM – MM towards functions such as finalisation of requirement, tender process, post award activities etc	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM - MM] --- B[GM - Purchase];</pre></div>	
Key Responsibility Areas: Finalisation of Requirement <ol style="list-style-type: none">1. Responsible for receiving and consolidating the purchase requirements pertaining to Capital and O&M material purchase from other departments including the field offices2. Responsible for analysing the requirements and sending the same to CGM - MM for approval Tender Process <ol style="list-style-type: none">4. Responsible for issuing general enquiry for determining the purchase requirements pertaining to Capital & O&M material purchases5. Responsible for preparing tender documents for inviting suppliers of materials6. Responsible for inviting tenders on the following basis:<ul style="list-style-type: none">• Need basis• One time basis• Rate Contract basis7. Responsible for approving the NIT (Notice Inviting Tenders)	

8. Responsible for evaluating the commercial and technical feasibility of the proposals
9. Responsible for supervising the tender opening and related activities
10. Responsible for opening the price bids and putting up the same to Superior for approval
11. Responsible for sending the price bids of the qualified tender to the finance department and CGM - MM for vetting
12. Responsible for preparing purchase proposals wherever required
13. Responsible for sending Letter of Intent to the selected vendors
14. Responsible for placing order for material with the selected vendor post approval of CGM - MM
15. Responsible for accepting performance guarantee from the vendors and verifying the same

Post Award Activities

16. Responsible for following post-award activities;
 - Approval of drawings
 - Approval of guaranteed technical particulars
 - Quality inspection of supply

Supply Activities & Inventory Control

17. Responsible for monitoring supply of material to Stores
18. Responsible for receiving timely updates from Stores about the status of material supplied
19. Responsible for ensuring whether Inventory is as per requirements specified in Bill of Materials

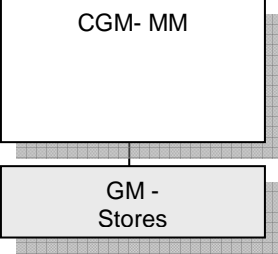
People management

20. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
21. Undertake performance review and feedback for direct subordinates
22. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- Should have a graduate degree in Electrical Engineering
- A minimum of 6-8 years post qualification experience with adequate exposure to Material Management related activities
- Should be computer literate (MS Office etc.)
- Should have extensive knowledge of Electricity transmission business

ROLES AND RESPONSIBILITY STATEMENT

Title: General Manager -Stores	Reports to: Chief General Manager – Materials management
Direct Reports: <ul style="list-style-type: none">• Manager - Stores	
Role Purpose: <ul style="list-style-type: none">• Responsible for managing activities related to Stores and Inventory Management on a day to day basis	
Organisation:  <pre>graph TD; CGM[CGM- MM] --- GM[GM - Stores];</pre>	
Key Responsibility Areas:	
Inventory Management <ol style="list-style-type: none">1. Responsible for supervising activities related to the receipt of Material purchased such as receiving the bills, vetting the same, checking specifications as per Bill of materials and ensuring timely payment to the vendor2. Responsible for monitoring the receipt and issue of material to and from Area Stores supervising activities related to supply of material to the concerned department3. Responsible for issue of Stock position and sending the same to CGM - MM4. Responsible for consonance between the quantity of material demanded and finally issued to Departments and field offices5. Responsible for supervising the auction of scrap material on monthly basis6. Responsible for monitoring the activities related to sale of scrap post approval from CGM - MM7. Responsible for inventory management activities such as ensuring the availability of the material in desired quantity	
Material Inspection <ol style="list-style-type: none">8. Responsible for checking the newly purchased material through detailed verification, counting, testing as per the specification laid down in the purchase order this includes; local purchase, board purchase, material on rate contract9. Responsible for getting the critical items checked and verified through the respective departments10. Responsible for granting permission if the material belongs to area stores	
Miscellaneous <ol style="list-style-type: none">11. Responsible for reviewing the issue indents are in accordance with the material issued	

12. Responsible to liaise with Material Management department to ensure maintenance of registers and records on a regular basis

People management

13. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan

14. Undertake performance review and feedback for direct subordinates

15. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- Should have a graduate degree in Electrical Engineering
- A minimum of 6-8 years post qualification experience with adequate exposure in handling Stores function of a large Power Transmission Company
- Should be computer literate (MS Office etc.)
- Should have extensive knowledge of Electricity transmission business

ROLES AND RESPONSIBILITY STATEMENT

Title: GM -Taxation & Compliance	Reports to: CGM - Finance
Direct Reports: <ul style="list-style-type: none">• Manager – Taxation• Manager - Accounts	
Role Purpose: <ul style="list-style-type: none">• Responsible for activities such as filing tax as per statutory requirements, receiving tariff related data from various departments, sending the same to superior for approval and dealing with JERC on various regulatory issues• Responsible for assisting Deputy Director (Accounts) in filing company consolidated tax returns with respect to commercial tax, sales tax, purchase tax etc.	
Organisation: <div style="text-align: center;"><pre>graph TD; CGM[CGM - Finance] --- GM[GM - Taxation & Compliance];</pre></div>	
Key Responsibility Areas: Taxation and Statutory Compliance <ol style="list-style-type: none">1. Responsible for operational work related to the tax matters of company in consultation with Chartered Accountant. This includes receiving information related to Income Tax deducted from employees and Tax deducted from suppliers by RACs and giving it to Chartered Accountant2. Responsible for collecting data pertaining to computation of Entry Tax (on purchases made outside the state) and Fringe Benefit Tax and put up the same to Deputy Director3. Responsible for assisting the Superior in filing company consolidated tax returns for all taxes other than Income Tax (commercial tax, purchase tax, sales tax)4. Responsible for collecting the information asked for by JERC and putting up the same to Superior for verification Tariff and Regulatory Compliance <ol style="list-style-type: none">5. Receive data pertaining to annual income and expenditure from various departments and past consumption patterns of the consumers and put up the same to the superior for approval6. Provide financial data to RAC for filing tariff for the HT consumer with the JERC based on past consumption and realisation data7. Deal with JERC on issues like amendments of guidelines of revenue collection, tariff filing etc8. Conduct correspondence with JERC related to rules, regulations orders etc on	

regular basis

Experience, Skills and Knowledge:

- Should have a degree in Accounts area such as B Com. An ICWA qualification will be preferable
- A minimum of 4-5 years post qualification experience with adequate exposure in handling various accounting and taxation activities
- Prior experience and understanding of accounting methods/ procedures
- Experience in account preparation and maintenance is essential
- Should be a computer literate (MS Office etc.).
- Should have good knowledge of electricity transmission business

ROLES AND RESPONSIBILITY STATEMENT

Title: GM-RAC	Reports to: CGM - Commercial
Direct Reports: <ul style="list-style-type: none">• Manager - RAC	
Role Purpose: <ul style="list-style-type: none">• Responsible for monitoring functions pertaining to ARR and Tariff filing, complying with the regulations of JERC and suggesting measures for minimizing revenue gap	
Organisation: <div style="text-align: center;"><pre>graph TD; CGM[CGM - Commercial] --- GM[GM - RAC];</pre></div>	
Key Responsibility Areas: Timely filing of ARR and Tariff <ol style="list-style-type: none">1. Development of overall framework/strategy for the ARR and Tariff petition; internalize the applicable regulations; review and comment on guidelines issued by JERC; consult with senior management and functional departments to finalize broad strategy/framework2. Identify data requirements based on applicable regulations, tariff orders, directives etc and communicate the same to the concerned departments3. Set up and manage the processes for collecting the required data/information from the respective functional departments4. ARR and Tariff petition – Ensure overall consistency and logical check of the data consolidation, documentation and timely submission of the tariff petition5. Coordinate the responses to the public/JERC queries on the petition; attend the public hearings on the tariff petition and respond to queries / clarifications as sought by JERC Regulatory Compliance <ol style="list-style-type: none">6. Internalize the regulatory requirements and timelines and communicate the same to the respective departments7. Identify data requirements based on applicable regulations, tariff orders, directives etc and communicate the same to the concerned departments8. Set up and manage the systems and processes required for the data collection	

9. Ensure overall consistency and logical check of the data
10. Ensure consolidation, documentation and timely submission of the tariff petition and other information formats as desired by JERC
11. Preparation/review of draft agreements (Power Purchase Agreement/Transmission Services Agreement/Bulk Supply Agreement etc) & licenses and other regulatory instruments (codes and standards)
12. Monitor license requirements and manage compliance with the same
13. Consult with senior management on related issues
14. Develop expertise in the Regulatory function so as to assist the Discom in formulating strategy on various regulatory issues
15. Continuously communicate/educate the respective functional departments and senior management of the relevant regulatory compliance and reporting requirements
16. Co-ordinate capacity building efforts on relevant regulatory issues among the Discom personnel

Strategic advice to senior management on regulatory matters

17. Analysis of the JERC regulations and orders and developing a view point for the Discom in consultation with senior management
18. Coordinate the dialogue with JERC and the Discom on various regulatory issues (Also part of Role 1) – e.g.: response to JERC concept papers, review petitions etc.,
19. Take lead in new initiatives – e.g. performance benchmarking with other utilities

Miscellaneous

20. Responsible for analysing the data related to annual income and expenditure from departments that include Works, Finance, HR, Commercial and CE (Regions)
21. Responsible for checking the performance of the company on the parameters set by JERC like minimisation of line losses, minimisation of accidents etc; check for checking for discrepancies if any, and accordingly get the same clarified from the respective department
22. Responsible for preparing ARR petition to be submitted to the regulator (JERC)
23. Responsible for discussing the ARR petition with the CMD
24. Responsible for supervising the draft ARR and send the same to the CMD as well as the regulator at the end of October every year
25. Responsible for attending the hearing meetings related to ARR at Jabalpur
26. Responsible for suggesting measures for minimizing the revenue gap and get the same approved by the regulator
27. Responsible for supervising activities pertaining to receiving the provisions related to commercial aspects, financial aspects, line loss etc. and working under the regulations issued by JERC

People management

28. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
29. Undertake performance review and feedback for direct subordinates

30. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- A minimum 8-10 years of experience in handling Tariff and Regulatory Affairs of a Power Transmission Company
- Should be able to liaison with Regulatory Commission and other judicial & statutory bodies
- Should be computer literate (MS Office etc.)
- Should possess communication and analytical skills
- Should have deep knowledge of Electricity transmission business

ROLES AND RESPONSIBILITY STATEMENT

Title: Senior Manager-O&M MIS and EHS	Reports to: Chief General Manager-O&M Services
Direct Reports: <ul style="list-style-type: none">• Office Assistant	
Role Purpose: <ul style="list-style-type: none">• Responsible for monitoring of the activities pertaining to maintenance of O&M MIS• Responsible for implementation of environmental health and safety measures as per company and statutory guidelines• Responsible for assisting CGM (O&M Services) towards developing strategic policies related to the MIS formulation and maintenance as well as EHS activities	
Organisation: <div style="text-align: center;"><pre>graph TD; A[CGM- O&M Services] --- B[SM -O&M MIS];</pre></div>	
Key Responsibility Areas: <p>O&M matters</p> <ol style="list-style-type: none">1. Responsible for receiving data from field pertaining to various operation and maintenance activities such as maintenance of lines, sub-stations, transformers etc. <p>MIS matters</p> <ol style="list-style-type: none">2. Responsible for maintaining the data in a systematic form so as to ensure the availability of such data as and when required <p>Environment, Health and Safety matters</p> <ol style="list-style-type: none">3. Responsible for assisting CGM (O&M) in developing measures to ensure environmental health and safety of the linemen at the field as per statutory and company guidelines4. Responsible for ensuring the implementation of safety measures in the field5. Responsible for determining requirement of safety equipments and ensuring that the same is deployed at the required locations <p>People management</p> <ol style="list-style-type: none">6. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan7. Undertake performance review and feedback for direct subordinates8. Identify and arrange for need based training inputs for subordinates	

Experience, Skills and Knowledge:

- Should be an Electrical Engineer
- Should possess minimum of 6-8 years post qualification experience with adequate exposure in O&M of Power Company, MIS maintenance and Environment, Health & Safety
- Should be a computer literate (MS Office etc.)
- Should possess analytical and problem solving skills
- Should have excellent knowledge of electricity transmission business

ROLES AND RESPONSIBILITY STATEMENT

Title: CGM - Vigilance	Reports to: Chairman & Managing Director
Role Purpose: <ul style="list-style-type: none">• Responsible for leading the overall functioning of the Vigilance department, including the development of policies pertaining to various Vigilance related functions such as Internal Vigilance, detection and prevention of theft and pilferage of energy etc.• Responsible for ensuring effective implementation of Vigilance initiatives in the company	
Organisation: <div style="text-align: center;"><pre>graph TD; A[Chairman & Managing Director] --- B[CGM - Vigilance];</pre></div>	
Key Responsibility Areas: Detection of Theft <ol style="list-style-type: none">1. Monitor activities pertaining to detection of theft and develop measures to take actions against the same in line with the Dues Recovery Act Preventive Vigilance <ol style="list-style-type: none">2. Review the Operations manual prepared for the Vigilance department; review and modify the same at regular intervals3. Supervise and monitor existing procedures / rules / policies etc of the Company on a timely basis with a view to eliminate or minimize the factors which provide opportunities for corruption and malpractices4. Responsible for planning and enforcement of regular inspections, proper surveillance on officers of doubtful integrity and on officers in sensitive posts which involve dealings with members of the public on a considerable scale through the Field officers5. Ensure prompt observance of conduct rules relating to integrity covering (i) statements of assets and acquisitions (ii) gifts6. Undertake a review of existing vigilance procedures and practices to find out the cause of delay, the points at which delay occurs and devise suitable steps to minimize delay at different stages7. Ensure that the prescribed vigilance procedure is strictly followed by Officers of the Vigilance Department8. Ensure that the rules with regard to disciplinary proceedings are strictly complied with at all stages by HR9. Conduct final review of the processes followed in large purchases, service contracts Punitive vigilance	

10. Act as the key Officer to determine whether a case has a vigilance angle based on prima facie evidence
11. Review the final investigation report on a case/complaint prepared by the Vigilance department to be submitted to the Disciplinary Authority (DA) for opinion
12. Ensure that charge-sheet, lists of witness and documents etc are carefully prepared and the statements of witnesses cited on behalf of the DA are supplied whenever possible to the accused officer along with the charge-sheet
13. Ensure that all documents required to be forwarded to the Inquiry Officer (IO) are carefully sorted out and sent promptly
14. Take proper and adequate action with regard to writ petitions filed by accused officers

Generating awareness

16. Take appropriate steps for creating awareness on the latest guidelines and anti-corruption measures through regular training / workshops on vigilance matters across the Company, covering all grades and departments
17. Coordinate with the Communications Cell for creating awareness and sensitizing all employees against risks and threats of immoral behavior and unethical practices through various channels (like newsletter, magazine, training workshops etc)
18. Coordinate with the Public Relations function for highlighting a clean image of the Company to external parties (media, customers etc)

Miscellaneous

19. Responsible for functioning as the appellate authority for cases filed by consumers
20. Responsible for functioning as Nodal officer for the company in the areas of
 - Electricity Consumers Grievances Redressal Forum
 - Cases lodged with the Special Courts in connection with Electricity Act 2003
21. Responsible for developing policies from Vigilance perspective for improvement in consumer services

People management

22. Provide functional guidance to direct reports on a periodic basis and monitor the implementation of programmes and policies as per a time bound plan
23. Undertake performance review and feedback for direct subordinates
24. Identify and arrange for need based training inputs for subordinates

Experience, Skills and Knowledge:

- A minimum of 15-20 years post qualification experience with adequate knowledge in conducting Vigilance proceedings
- Thorough knowledge regarding legal aspects such as Dues Recovery Act and JERC guidelines
- Ability to liaison with various judicial and statutory bodies
- Should possess excellent communication, analytical, technical and people management skills
- Should be a computer literate (MS Office etc.)
- Should have excellent knowledge of electricity distribution business

