

## Works Portal

1. Enter following link in web browser to access application  
<https://works.mahadiscom.in/WorksPortal/>
1. RAPDRP User Profile details will be used for login, authorization, additional charge , notification (Mobile Number, Email ID) in application
2. Circle SE will create Letter of Empanelment (LoE) for providing HT Metering Cubicle.
3. Circle SE will create Division-wise Work Order (WO) for providing HT Metering Cubicle against LoE created for that Vendor.
4. Circle SE will create Movement In Goods Out (MIGO)-103 for Materials of approved WO.
5. Circle SE will delete Movement In Goods Out (MIGO)-104 for Materials of approved WO.
6. Circle SE will approve Movement In Goods Out (MIGO)-105 for Materials of approved WO.
7. Circle SE will delete Movement In Goods Out (MIGO)-106 for Materials of approved WO.
8. Circle SE will create Goods Consumption (GS)-261 for Materials of approved WO.
9. Circle SE will create Service Entry Sheet (SES) for Services of approved WO.

### 1. Management of Letter of Empanelment (LoE)

Circle SE will create Letter of Empanelment & Contract Agreement for providing HT Metering Cubicle work.

Click on HT Metering Cubicle > Manage Letter of Empanelment & Contract Agreement option.

Fill in all required details in following screen.

The screenshot shows the MAHAVITARAN Works (Maintenance) Portal interface. The header includes the logo and user information: Maharashtra State Electricity Distribution Co. Ltd., Works (Maintenance) Portal - Version : V 7.0, User Name : Circle Mobile App Test User, User CPF : 14750001, Designation : Superintending Engineer(Distribution), Office Code - Name : S39 - THANE (U) CIRCLE. The main content area is titled 'Create & Search LoE (Letter of Empanelment) & Agreement For HT Metering Cubical' and shows '4 records found'. Below this is a search filter section with 'Contract Type' set to 'HT Metering Cubical', 'Vendor Type' set to 'Regular Vendor', and a 'Search Vendor' button. The search results are displayed in a table with columns: Sr No, LOI ID, CONTRACT TYPE, VENDOR TYPE, VENDOR NUMBER, TENDER NO, DOWNLOAD LOI, and DOWNLOAD AGREEMENT.

Sr No	LOI ID	CONTRACT TYPE	VENDOR TYPE	VENDOR NUMBER	TENDER NO	DOWNLOAD LOI	DOWNLOAD AGREEMENT
1	81	HT Metering Cubical	Regular Vendor	0100003870	TY		
2	82	HT Metering Cubical	Regular Vendor	0100005331	04		
3	83	HT Metering Cubical	Regular Vendor	0100000713	SE/KALYAN-II/TRIAL/		
4	85	HT Metering Cubical	Regular Vendor	0100000702	SE/O&M/KALYAN-II/HTMC/TRAIL 01		

1. Select Division/ Subdivision
2. Select Contract Type
3. Enter Vendor Code or Vendor Name (minimum 3 characters)
4. Click on Search Vendor button
5. Select Vendor
6. Select Tender/ LoE Number

Click on Search button

Click on Download Letter of Empanelment button. Letter of Empanelment will be downloaded in PDF format.

Click on Download Contract Agreement button. Contract Agreement will be downloaded in PDF format.

Click on Create Letter of Empanelment & Contract Agreement link

Fill in all required details in following screen.

**Create LoE (Letter of Empanelment) & Contract Agreement for HT Metering Cubical.**

**Details**

Contract Type: HT Metering Cubical Vendor Type: Regu 123 Search Vendor Vendor: 0100000123-S

Tender Ref. No.: testing 1 Tender Date: 01-May-20 Addendum Date: 02-May-20 Offer Letter Date: 03-May-20 L1 Matching Consent Letter Date: 04-May-20

Negotiation Ref. No.: testing 2 Negotiation Date: Date LoE Value: Performance security deposit (Rs.): Payable & Claimed At (Place): testing 3

Vendor Auth. Rep. Name: testing 4 Vendor Auth. Rep. Designation: testing 5

Rates Quoted For:

FY 2020-2021: BELOW 2 % FY 2021-2022: ABOVE 1 % FY 2022-2023: AT PAR %

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1. Select Contract Type
2. Select Division/ Subdivision
3. Enter Vendor Code or Vendor Name (minimum 3 characters)
4. Click on Search Vendor button
5. Select Vendor
6. Enter Tender Number
7. Select Tender Date
8. Enter Final Tender Number
9. Select Final Tender Date
10. Select Technical Bid Open Date
11. Select Price Bid Open Date
12. Select Offer Letter Date
13. Enter Negotiation Number
14. Select Negotiation Date
15. Enter Competent Authority Approval Number
16. Select Competent Authority Approval Date
17. Enter LoE Value (Rs.)
18. Enter Performance Security Deposit (Rs.)
19. Enter Payable & Claimed At (Place)
20. Enter Vendor Authorized Representative Name
21. Enter Vendor Authorized Representative Designation
22. Select Rates Quoted For <All Ratios>

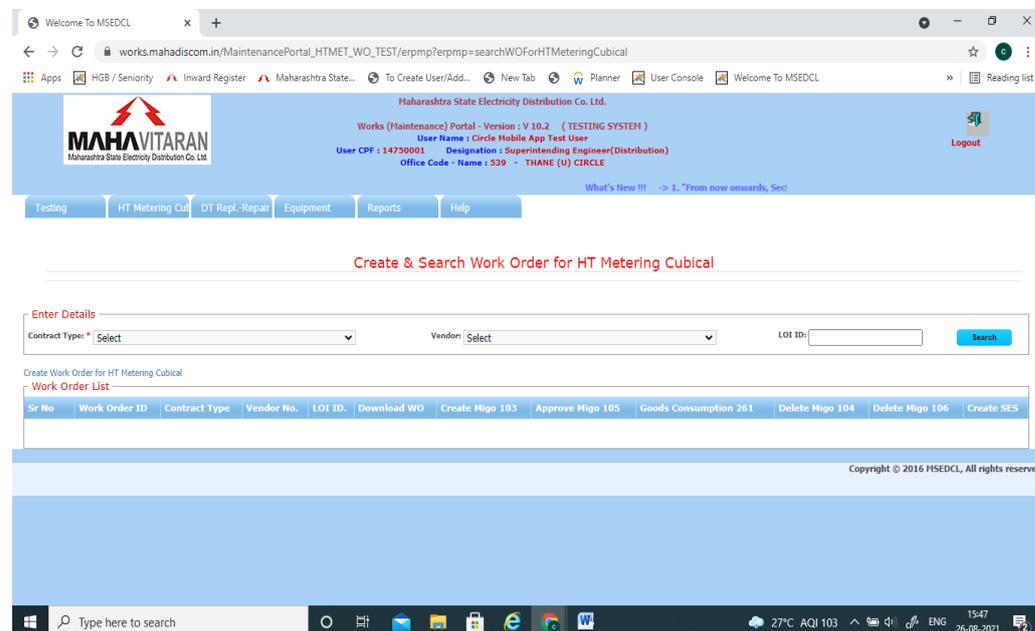
23. Select First Year At Par/ Above/ Below
24. Enter First Year Rates Quoted in %
25. Select Second Year NA/ At Par/ Above/ Below
26. Enter Second Year Rates Quoted in %
27. Select Third Year NA/ At Par/ Above/ Below
28. Enter Third Year Rates Quoted in %
29. Select Rates Quoted For <Material Type/ Ratios>
30. Select Material
31. Select First Year At Par/ Above/ Below
32. Enter First Year Rates Quoted in %
33. Select Second Year NA/ At Par/ Above/ Below
34. Enter Second Year Rates Quoted in %
35. Select Third Year NA/ At Par/ Above/ Below
36. Enter Third Year Rates Quoted in %
37. Click on Add Material button
38. Click A Add Multiple Material as above, if required
39. Click on Delete button to delete added ones

Click on Create LoE & Agreement button. Letter of Empanelment & Contract agreement will be downloaded in PDF format one after other.

## 2. Management of Work Order (WO)

Circle SE will create Division-wise Work Order (WO) for providing HT Metering Cubicle work.

Click on HT Metering Cubicle > Manage Work Order option.



1. Select Contract Type
2. Select Vendor
3. Enter LoE Number

Click on Search button. List of WOs will be displayed

Click on Download Work Order button. Work Order will be downloaded in PDF format.

Click on Create Work Order link

Fill in all required details in following screen.

The screenshot displays the MSEDCL Works Portal interface. At the top, there is a navigation bar with the MAHAVITARAN logo and user information: Maharashtra State Electricity Distribution Co. Ltd., WorksPortal - Version : V 12.4 (LIVE SYSTEM), User Name : Shri Kailash Hanmantrao Deshmukh, User CPF : 02664208, Designation : System Analyst, Office Code - Name : 565 - WASHI CIRCLE. Below the navigation bar is a menu with options: Testing, Administration, Maintenance, T/F Repair, Unempl. Engg, New Conn Infra, Cons Reading, HT Metering Cub, DT Repl.-Repair, Equipment, AG Policy 2020, Reports, and Help. The main content area is titled 'Create Work Order for HT Metering Cubical' and contains a form with the following fields:

<b>Contract Type:</b> * HTMC01-11KV HTMK 5/5A CTs (0.5s/0.2s) & PTs	<b>Vendor:</b> 100000713-HUPHEN ELECTROMECH PVT LTD	<b>LOI ID - Tender No</b> 801-SE/VC/Tech/T-12/Emp. HT Met. Cubicle	<b>Division:</b> * 031-Parvel Urban Division	<b>PROJECT CODE</b> PMM-20-00004.42
<b>NETWORK:</b> 006000197528	<b>Consumer Number:</b> 231	<b>Consumer Name:</b>	<b>From Date:</b> Date	<b>To Date:</b> Date
<b>Order Description:</b>	<b>Valuation Type:</b> * CAPT. WORK	<b>LoA Value:</b> 2233333	<b>Add Services/Materials</b>	

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1. Select Contract Type
2. Select Vendor
3. Select LoE ID (LoA Value will pop-up automatic)
4. Select Division (Project & Network will pop-up automatic)
5. Enter Consumer Number
6. Enter Consumer Name
7. Select From Date
8. Select To Date
9. Enter Order Description
10. Select Valuation type as “Capital Work”.

Click on to Add Services/ Materials button.

(Note: Please select WO date i.e. W.O period such that all activity like MIGO-105, Good Consumption-261 and SES creation are done between these periods only. MIGO and SES creation will not be done if the date entered exceeds “TO Date”).

Fill in all required details in following screen.

**Create Work Order for HT Metering Cubical**

**Work Order Details**

Work Order ID : 400    Order Type : HTPC04 - 11KV HTHK 50/5A CTS (0.5s/0.2s) & PPS    Vendor : 100000702 - HUPHEN FABRICATORS PVT LTD    LOI ID - Tender No : 422 - SE/PER/DUMHY/TEST    Division : THANE DIVISION - IE    Project Code : PHM-20-0004-47    Consumer NO : ABC    Consumer Name : XYZ Industry

From Date : 26-AUG-2021    To Date : 31-AUG-2021    Order Description : test work order ht met    LoA Value (excluding taxes) : Rs. 200000    Above/Below : ABOVE    Rate : 3.0

**Services Details**

Please maintain quantities of services up to LOA value excluding taxes.  
Please select only one material.

Material	Unit	Quantity	Rate	
Select				Add Material
Transportation Charges upto 300 KM	KM		15	= Total
Transportation Charges Above 300 KM	KM		12	= Total
Loading & Unloading Charges:	LS		2000	= Total

[Create Work Order](#)

Please check the Parameters under Work Order Details like tender rates as per mentioned in LoE.

1. Select Material i.e. Ratio of Cubicle to place an order.
2. Enter Quantity
3. Click on Add Material button
4. Click on Delete button to delete added ones
5. Add Multiple Materials as above, if required
6. Enter Transportation Charges up to 300 KM i.e. Distance in KM
7. Enter Transportation Charges Above 300 KM i.e. Distance in KM
8. Enter Loading & Unloading Charge Quantity

Click on Create Work Order button. Work Order will be created both in Works Portal & in SAP ERP system through integration. Work Order will be downloaded in PDF format.

### 3. Management of Movement In Goods Out (MIGO)

Circle SE will create Movement In Goods Out (MIGO)-103 for Materials of approved WO.

Click on HT Metering Cubicle > Manage Work Order option.

Click on Create MIGO-103 button

Fill in all required details in following screen.

Maharashtra State Electricity Distribution Co. Ltd.

WorksPortal - Version : V 12.4 (LIVE SYSTEM)  
 User Name : Shri Kailash Hanmantrao Deshmukh  
 User CPF : 02664208 Designation : System Analyst  
 Office Code - Name : 519 - RASTAPETH (U) CIRCLE

What's New !!! -> 1. "From now onwards, Sectio

Testing Administration Maintenance T/F Repair Unempl. Engg New Conn Infra Cons Reading HT Metering Cub DT Repl.-Repair Equipment AG Policy 2020 Reports Help

Create & Search Work Order for HT Metering Cubical

2 records found

Enter Details

Contract Type: \* Select Vendor: Select LOI ID: Search

Create Work Order for HT Metering Cubical

Work Order List

Sr No	Work Order ID	Contract Type	Vendor No.	LOI ID.	Download WO	Create Migo 103	Approve Migo 105	Goods Consumption 261	Delete Migo 104	Delete Migo 106	Create SES
1	4810006089	11KV HTMK 100/5A CTs (0.5s/0.2s) & PTs	100000702	112	Download WO	Create Migo 103					
2	4810006091	11KV HTMK 100/5A CTs (0.5s/0.2s) & PTs	100000702	112	Download WO	Create Migo 103					

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Fill in all required details in following screen

Maharashtra State Electricity Distribution Co. Ltd.

WorksPortal - Version : V 12.4 (LIVE SYSTEM)  
 User Name : Shri Kailash Hanmantrao Deshmukh  
 User CPF : 02664208 Designation : System Analyst  
 Office Code - Name : 519 - RASTAPETH (U) CIRCLE

rgs will upload JMC & Checklist documents and Create Services SES, Material (MIGO) & Centages SES. After that, Division in-charge will approve Services

Testing Administration Maintenance T/F Repair Unempl. Engg New Conn Infra Cons Reading HT Metering Cub DT Repl.-Repair Equipment AG Policy 2020 Reports Help

Create GOODS RECEIPT.

Work Order ID : 4810006089

Details

Material Code - Desc	Line Item No	Quantity	Delivery Note	RR/LR NO	DRR NO	RR/LR DATE	DRR DATE
77009505274 - 11KV HTMK 100/5A CT 0.2 S 10 VA & PT 50VA.	00010	3	2	2	2	Date	Date
	Material SR NO 1 :	Material SR NO 2 :	Material SR NO 3 :				

Create Back

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1. Line Item Number will be displayed
2. Enter Quantity (Quantity should be <= 3)
3. Enter Delivery Note
4. Enter RR/ LR No.
5. Enter DRR No.
6. Select RR/ LR Date
7. Select DRR Date

8. Enter Material Serial Number 1/ Material Serial Number 2/ Material Serial Number 3 (as per Quantity entered above)

Click on Create button. MIGO Document will be created both in Works Portal & in SAP ERP system through integration.

Click on HT Metering Cubicle > Manage Work Order option

Click on Search button.

Circle SE will delete Movement In Goods Out (MIGO)-104 for Materials of approved WO.

--- In case if user fill that Material Serial Number entered is wrong then MIGO 104 can be used.

Circle SE will approve Movement In Goods Out (MIGO)-105 for Materials of approved WO.

Approve MIGO

Details

Work Order No.	GRN No.	Year	Quantity
4810002316	5000350998	2021	<input type="text"/>

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1. Enter Quantity as entered in MIGO 103. Material Serial Number column gets pop-up.
2. Enter the Material Serial Number.

Click on Create button. MIGO Document will be created both in Works Portal & in SAP ERP system through integration.

**(Note: This document number shall be used to create SR note through SAP ERP in order to facilitate payment to agency for supply of Material).**

Circle SE will delete Movement In Goods Out (MIGO)-106 for Materials of approved WO.

Click on HT Metering Cubicle > Manage Work Order option.

#### 4. Management of Goods Consumption (GS)

Circle SE will create Goods Consumption (GS)-261 for Materials of approved WO.

Click on HT Metering Cubicle > Manage Work Order option.

1. Select Contract Type
2. Select Vendor
3. Enter LoE Number

Click on Search button. List of WOs will be displayed

1. Enter Quantity

Click on Create button. Goods Consumption will be created both in Works Portal & in SAP ERP system through integration.

## 5. Management of Service Entry Sheet (SES)

Circle SE will create Service Entry Sheet (SES) for Services of approved WO.

Click on HT Metering Cubicle > Manage Work Order option.

Works (Maintenance) Portal - Version : V 10.2 (TESTING SYSTEM)  
 User Name : Circle Mobile App Test User  
 User CPF : 14750001 Designation : Superintending Engineer(Distribution)  
 Office Code - Name : 539 - THANE (U) CIRCLE

Testing | HT Metering Cub | DT Repl.-Repair | Equipment | Reports | Help

Create & Search Work Order for HT Metering Cubical

Enter Details

Contract Type:  Vendor:  LOI ID:

Create Work Order for HT Metering Cubical

Sr No	Work Order ID	Contract Type	Vendor No.	LOI ID.	Download WO	Create Migo 103	Approve Migo 105	Goods Consumption 261	Delete Migo 104	Delete Migo 106	Create SES

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1. Select Contract Type
2. Select Vendor
3. Enter LoE Number

Click on Search button. List of WOs will be displayed

Works (Maintenance) Portal - Version : V 10.2 (TESTING SYSTEM)  
 User Name : Circle Mobile App Test User  
 User CPF : 14750001 Designation : Superintending Engineer(Distribution)  
 Office Code - Name : 539 - THANE (U) CIRCLE

Testing | HT Metering Cub | DT Repl.-Repair | Equipment | Reports | Help

Create SES for HT Metering Cubicle

Details

Work Order ID : 4810004537 Vendor No : 100000702 From Date :  To Date :  Header Text :  Reference Doc No :

Vendor Invoice Number :  Document Date :

Service Code	Line Item No	Quantity	Rate
PS.HTC.LOAD.UNLOAD	00010	<input type="text"/>	4000.0
PS.HTC.TRANSPORT	00020	<input type="text"/>	150.0

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1. Select SES From Date
2. Select SES To Date
3. Enter Header Text
4. Enter Reference Document Number
5. Enter Vendor Invoice Number
6. Select Document Date
7. Enter Line Item Quantity

Click on Create button. Services SES will be created both in Works Portal & in SAP ERP system.

(Note: Labour/Service charges are incurred for transportation of Cubicle. For payment to agency the supply of Cubicle both SR note and SES needs to be handed to account sections).

## 6. Creation of Reports

Employee will create report

Click on Reports> HT Metering Cubicle > Division-Wise Letter of Empanelment Count option  
Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Letter of Empanelment  
Count option  
Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Work Order Count & Amount option  
Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Work Order Count &  
Amount option  
Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Letter of Empanelment and Work Order  
Count option  
Report will be downloaded in excel format.

Click on Reports> HT Metering Cubicle > Division-Wise Vendor-Wise Letter of Empanelment and  
Work Order Count Option  
Report will be downloaded in excel format.

## **7. Documents**

**7.1. Click on Application Guidelines in Portal & Application Guidelines in ERP link on Login  
screen**

**7.2. Click on User Manual for HT Metring Cubicle link on Login screen**

### **7.3. Guideline Documents**

Click on Help > Guideline Documents > Application Guidelines

Click on Help > Guideline Documents > Application Guidelines in ERP

Click on Help > Guideline Documents > HT Metering Cubicle option

Execution of R&M works and utilisation of funds

### **7.4. Tender Documents (SBD)**

Click on Help > Tender Documents (SBD) > HT Metering Cubicle option

Standard Bid Tender Document, Draft copy of Letter of Empanelment & Contract Agreement.

### **7.5. Process Flow**

Click on Help > Process Flow > HT Metering Cubicle option

### **7.6. User Manual**

Click on Help > User Manual > HT Metering Cubicle option

## **8. Abbreviations**

**8.1. R&M = Repairs & Maintenance**

**8.2. O&M = Operations & Maintenance**

**8.3. JV = Joint Venture**

**8.4. LoE = Letter of Empanelment**

**8.5. LoA = Letter of Award**

**8.6. SBD = Standard Bid Document**

- 8.7. **EMD = Earnest Money Deposit**
- 8.8. **PSD = Performance Security Deposit**
- 8.9. **GST = Goods & Service Tax**
- 8.10. **PT = Partial Turnkey**
- 8.11. **FT = Full Turnkey**
- 8.12. **MO = Maintenance Order**
- 8.13. **PO = Purchase Order**
- 8.14. **WO = Work Order**
- 8.15. **FO = Framework Order**
- 8.16. **SES = Service Entry Sheet**
- 8.17. **MIGO = Movement In Goods Out**
- 8.18. **JMC = Joint Measurement Certificate**
- 8.19. **WCR = Work Completion Report**
- 8.20. **RA Bill = Running Account Bill**
- 8.21. **PM = Preventive Maintenance**
- 8.22. **BM = Breakdown Maintenance**
- 8.23. **SS = Substation**
- 8.24. **DTC = Distribution Transformer Centre**
- 8.25. **DT = Distribution Transformer**
- 8.26. **PT = Distribution Transformer**
- 8.27. **HT = High Tension**
- 8.28. **LT = Low Tension**
- 8.29. **LVDS = Low Voltage Distribution System**
- 8.30. **HVDS = High Voltage Distribution System**
- 8.31. **ACF = Agriculture Contingency Fund**
- 8.32. **HTMC = HT Metering Cubicle**
- 8.33. **DDF = Dedicated Distribution Facility**
- 8.34. **NDDF = Non-Dedicated Distribution Facility**
- 8.35. **RGGVY = Rajiv Gandhi Grameen Vidyutikaran Yojana**
- 8.36. **DPDC = District Planning and Development Council**
- 8.37. **APDRP = Accelerated Power Development and Reforms Programme**
- 8.38. **RAPDRP = Restructured Accelerated Power Development and Reforms Programme**
- 8.39. **MSEDCL = Maharashtra State Electricity Distribution Company Limited**
- 8.40. **GoM = Government of Maharashtra**
- 8.41. **GoI = Government of India**
- 8.42. **MM = Material Management**
- 8.43. **B&R = Billing & Revenue**
- 8.44. **IT = Information Technology**
- 8.45. **F&A = Finance & Accounts**
- 8.46. **FU = Filter Unit**
- 8.47. **UEE = Unemployed Electrical Engineer**
- 8.48. **UCE = Unemployed Civil Engineer**
- 8.49. **MP = Member of Parliament**
- 8.50. **MLA = Member of Legislative Assembly**
- 8.51. **MLC = Member of Legislative Council**
- 8.52. **CE = Chief Engineer**
- 8.53. **SE = Superintending Engineer**
- 8.54. **EE = Executive Engineer**

- 8.55. SDO = Subdivision Officer**
- 8.56. SO = Section Officer**
- 8.57. SAP ERP = SAP Enterprise Resource Planning**
- 8.58. SAP PS = Project System**
- 8.59. SAP MM = Material Management**
- 8.60. SAP FICO = Financial Accounting and Controlling**
- 8.61. SAP PM = Plant Maintenance**

## **9. Application Support**

For any issue regarding Works Portal, field IT department will forward field email to Works Portal team on email ID [works\\_support@mahadiscom.in](mailto:works_support@mahadiscom.in) with proper error description and attachment of error screenshot & data-entry screenshots after due verification along with concerned employee contact details.

- 9.1.** Please read latest Application Guidelines, Authorization Matrix, Process Flows, User Manuals, Presentations, Amendments available at Login screen & in Help menu of Works Portal.
- 9.2.** Please read latest User Manuals are kept at RAPDRP Portal (Info Portal), at Employee Portal (Downloads > User Manuals and Training Videos > IT Systems) and at respective IT application/system.
- 9.3.** For any issue with RAPDRP User Account, field IT department will forward field email to RAPDRP Portal team on email ID [portal\\_admin@mahadiscom.in](mailto:portal_admin@mahadiscom.in) after due verification.
- 9.4.** For additional charge access/ authorization (role) in RADDRP (Works Portal), field IT department will forward field email with attachment of additional charge letter to RAPDRP Portal team on email ID [portal\\_admin@mahadiscom.in](mailto:portal_admin@mahadiscom.in) after due verification.
- 9.5.** For any issue regarding e-Tendering, field IT department will forward field email to e-Tendering team on email ID [etender\\_helpdesk@mahadiscom.in](mailto:etender_helpdesk@mahadiscom.in) after due verification.
- 9.6.** For any issue regarding Mobile App, field IT department will forward field email to Mobile App team on email ID [empapp\\_support@mahadiscom.in](mailto:empapp_support@mahadiscom.in) after due verification.
- 9.7.** For any issue regarding Mobile App Web Console, field IT department will forward field email to Mobile App team on email ID [empapp\\_support@mahadiscom.in](mailto:empapp_support@mahadiscom.in) after due verification.
- 9.8.** For any issue regarding SAP ERP integration part with Works Portal, create ticket in SAP Solution Manager
- 9.9.** For any issue regarding Online Payment, field IT department will forward field email to Payment Gateway team on email ID [helpdesk\\_pg@mahadiscom.in](mailto:helpdesk_pg@mahadiscom.in) after due verification.
- 9.10.** For any issue regarding MSEDCL email, field IT department will forward field email to Email team on email ID [atmailadmin@mahadiscom.in](mailto:atmailadmin@mahadiscom.in) after due verification.
- 9.11.** For any issue regarding MSEDCL network, field IT department will forward field email to Network team on email ID [helpdesk\\_fms@mahadiscom.in](mailto:helpdesk_fms@mahadiscom.in) after due verification.
- 9.12.** For any issue regarding requirements, field office will contact concerned Distribution/ MM/ B&R/ F&A/ Testing/ Civil/ Projects/ AG Policy department team of Corporate office after due verification.