

Ref : WorksPortal/IT/

Date : 25-Jun-2022

To,

Superintending Engineer, MSEDCL, O&M Circle

Aurangabad U/ Aurangabad R/ Akola/ Ahmednagar/ Amravati/ Baramati/ Beed/
Bhandara/ Bhivandi/ Buldhana/ Chandrapur/ Dhule/ Gadchiroli/ GANESHKHIND (U)/
Gondia/ Hingoli/ Jalgaon/ Jalna/ Kalyan-I/ Kalyan-II/ Kolhapur/ Latur/ Malegaon/
Malegaon DF/ Nanded/ Nandurbar/ Nagpur (U)/ Nagpur (R)/ Nasik/ Osmanabad/ Palghar/
Parbhani/ Pen/ Pune Rural/ Rastapeth/ Ratnagiri/ Satara/ Sangli/ Sindhudurg/ Solapur/
Thane/ Thane DF/ Vasai/ Wardha/ Washi/ Washim/ Yavatmal

Sub: Works Portal Version 13.1

Ref :

1. Circular No. CE(Dist)/M-1/R&M/6188 DT. 11-Mar-2022 regarding "Empanelment of agencies for Repairs and Maintenance - Modifications to procedures for issue of MO[s] and wo[s] - Standard Of Performance (SoP)."
2. Email from Distribution DT. 13-Jun-2022 regarding "deletion of all old unused MOs created up to 31-Dec-2021 for Maintenance works from both Portal & ERP"
3. Email from AG Policy DT. 11-May-2022 regarding from "Request for solution and modification in ERP/portal accordingly"
4. Email from Distribution DT. 14-Jun-2022 regarding "deployment of changes as per above circular"

Download the files **WP13.1.PDF** from Works Portal. Bring contents of this amendment to the notice of user units as well.

Chief General Manager (IT)
MSEDCL, Corporate Office, Mumbai

Copy s.w.r.s to:

Executive Director (B&R), MSEDCL, Corporate Office, Mumbai

Executive Director (Infra), MSEDCL, Corporate Office, Mumbai

Copy f.w.c.s to:

Chief Engineer (Distribution/ MM/ B&R/ Testing/ AG Policy), MSEDCL, Corporate Office, Mumbai

Chief General Manager (F&A-IA), MSEDCL, Corporate Office, Mumbai

Chief Engineer, MSEDCL, All O&M Zone

Purpose of Amendment

- 1) Revised Maintenance Order (MO) process for Maintenance works (Preventive/ Breakdown)**
 - a) New MO will be Created/ Updated/ Cancelled/ Submitted (for Approval) by SO for asset DT/ HT lines/ LT lines.
 - b) New MO will be Created/ Updated/ Cancelled/ Submitted (for Approval) by SDO for asset SS.
 - c) One before-work photo will be uploaded in jpeg/ jpg/ png/ pdf format having size less than 250KB
 - d) Submitted MO will be Updated/ Rejected for Edit/ Approved (integration with SAP ERP system through web-service) by Division AEE.
 - e) Approved MO will be Deleted (integration with SAP ERP system through web-service) by Division EE.

- 2) Revised Work Order (WO) process for Maintenance works for DT/ HT/ LT at Division level**
 - a) New WO will be Created/ Updated/ Cancelled/ Submitted (for Verification & Approval) by Division AE (Purchase) for asset DT/ HT Lines/ LT Lines
 - b) Submitted WO will be Verified (Audited)/ Rejected for Edit with Rejection reason by Division DM (F&A-Audit).
 - c) Verified (Audited) WO will be Updated/ Rejected/ Approved (integration with SAP ERP system through web-service) by Division EE.
 - d) Approved WO will be Deleted (integration with SAP ERP system through web-service) by Circle SE.

- 3) Revised Work Order (WO) process for Maintenance works for Substation at Circle level**
 - a) New WO will be Created/ Updated/ Cancelled/ Submitted (for Verification & Approval) by Circle DEE (Purchase) for asset SS
 - b) Submitted WO will be Verified (Audited)/ Rejected for Edit with Rejection reason by Circle Manager (F&A).
 - c) Verified (Audited) WO will be Updated/ Rejected for Edit/ Approved (integration with SAP ERP system through web-service) by Circle SE.
 - d) Approved WO will be Deleted (integration with SAP ERP system through web-service) by Zone CE.

- 4) Deletion of all unused MOs created up to 31-Mar-2022 for Maintenance works**
 - a) All old unused MOs created up to 31-Dec-2021 are deleted on 13-Jun-22 from both Works Portal & SAP ERP system through system
 - b) All old unused MOs created from 01-Jan-2022 to 31-Mar-2022 will be deleted tentatively on 30-Jun-2022 from both Works Portal & SAP ERP system through system

- 5) Addition of other costs for AG Policy Estimate**
 - a) Creating authority (SO/ SDO) will add/ update other costs in Estimate & submit (for Approval)
 - b) User will manually enter final amount for three options under other costs. Options are civil land cost, processing fees, RI charges.
 - c) Other costs will be displayed on Estimate PDF
 - d) Other costs will be added in Total Estimate Amount & will be considered for ACF balance check.

- 6) Marking of Estimate as Minor/ Major based on Materials used in AG Policy Estimate**
 - a) Creating authority (SO/ SDO) / Approver will mark Estimate as “minor” if all minor materials used in Estimate or “major” if at least one major material used in Estimate
 - b) Approver will update minor estimate as Complete

- 7) Provision of various types of lists/ summary reports on Portal**
 - a) Single Summary report of Region-Zone-Circle-Division-wise Count & Amount of LoE, MO, WO, Services SES, Materials MIGO, Centages SES, Booked Amount for all types of works viz., Maintenance (Preventive/ Breakdown), DT Replacement, DT Repair, New Connection Infra, Consumer Meter Reading, HT Metering Cubicle, AG Policy
 - b) FY-wise (based on MO creation date) MOs lists for FY2022-23 added for Maintenance works

- 8) Bug Fixes in Works Portal**