

Ref : WorksPortal/IT/

Date : 08-Sep-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 13.2

**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)."

Download the files **WP13.2.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) Automatic selection of line number for each service while creating Services SES/ Centages SES for Maintenance works (simplification)**
  - a) Previously employee has to select correct line number for each service while creating Services SES/ Centages SES against MO by checking MO in SAP ERP system.
  - b) Now employee is not required to select line number for each service as correct line number for each service of MO will automatically be selected by system & displayed to user.
  
- 2) Automatic selection of line number for each material while creating Materials MIGO for Maintenance works (simplification)**
  - a) Previously employee has to select correct line number for each material while creating Materials MIGO against MO by checking MO in SAP ERP system.
  - b) Now employee is not required to select line number for each material as correct line number for each material of MO will automatically be selected by system & displayed to user.
  
- 3) Deletion of all unused MOs created from 01-Jan-2022 to 31-Mar-2022 for Maintenance works (as per ref. 1)**
  - a) All old unused MOs created from 01-Jan-2022 to 31-Mar-2022 are deleted on 05-Sep-2022 from both Works Portal & SAP ERP system through scheduler
  
- 4) Locking & unlocking of unused MO for Maintenance works (as per ref. 1)**
  - a) Unused MO will be locked after seven days from its approval for Preventive Maintenance work & after fourteen days for Breakdown Maintenance work (if that MO not used in any WO)
  - b) Locked MO cannot be used while creating WO.
  - c) Locked MO can be unlocked for use by concerned Zone CE.
  - d) SO/ SDO/ Division AEE/ Division EE/ Circle PR (IT)/ Circle Manager (F&A)/ Circle SE/ Zone SA (IT)/ Zone CE will have necessary authorization, by default, based on employee profile in CA Identity Manager system.
  - e) Employee has to complete the activities viz., create & approval of Services SES, Materials MIGO, Centages SES within twenty-nine days from end date of WO.
  
- 5) Single user logon session across multiple devices/ browsers (validation)**
  - a) User should logout from any IT system after completion of necessary work.
  - b) User should not login at the same time in any IT system across multiple devices/ browsers.
  - c) If user has not logged out from one device/ browser, he will not be able to login on another device (desktop/ laptop/ tablet/ mobile/ etc.) or another browser (Internet Explorer/ Edge/ Chrome/ Firefox/ etc.) without entering valid OTP
  - d) OTP will be mailed on registered email ID (as per employee profile in CA Identity Manager system)
  
- 6) Provision of various types of lists/ summary reports on Portal (as per field requirement)**
  - a) Summary report of FY-wise, Region-Zone-Circle-Division-wise Count & Amount of MO, WO, Services SES, Materials MIGO, Centages SES, Booked Amount for selected Services for Maintenance (Preventive/ Breakdown) works made available under menu "Reports -> Maintenance -> Services Consumption"
  
- 7) Bug Fixes in Works Portal.**