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Authorization Matrix for Works Portal

DT. 12-Sep-2022

Module	Activity/ Transaction	Asset Type	User Designation	User Office	User Dept	IsOfficeInCharge	IsDeptInCharge	Portfolio	For Office Level
AG Policy-2020	Creation/ Modification/ Deletion of Estaimte	DTC (New/ Augmentation)/ HT Lines (11KV/ 22KV)/ LT Lines	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
AG Policy-2020	Approval of Estaimte	DTC (New/ Augmentation)/ HT Lines (11KV/ 22KV)/ LT Lines	Executive Engineer	Division	Technical	Y	N		
AG Policy-2020	Deletion of Approved Estaimte	DTC (New/ Augmentation)/ HT Lines (11KV/ 22KV)/ LT Lines	Superintending Engineer	Circle	Technical	Y	N		Division
AG Policy-2020	Creation/ Modification/ Deletion of Estaimte	Substation (New/ Augmentation)/ HT Lines (33 KV)	Additional Executive Engineer/ Deputy Executive Engineer	Subdivision	Technical	Y	N		
AG Policy-2020	Approval of Estaimte	Substation (New/ Augmentation)/ HT Lines (33 KV)	Superintending Engineer	Circle	Technical	Y	N		
AG Policy-2020	Deletion of Approved Estaimte	Substation (New/ Augmentation)/ HT Lines (33 KV)	Chief Engineer	Zone	Technical	Y	N		

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Module	Activity/ Transaction	User Designation	User Office	User Dept	IsOfficeInCharge	IsDeptInCharge	Portfolio	For Office Level
Consumer Meter Reading, Bill Printing, and Bill Distribution	Creation/ Modification/ Deletion of Letter of Empanelment (LoE)	Executive Engineer	Division	Technical	Y	N		Subdivision
Consumer Meter Reading, Bill Printing, and Bill Distribution	Creation/ Modification/ Deletion of Work Order (WO)	Executive Engineer	Division	Technical	Y	N		Subdivision

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Module	Submodule	Activity/ Transaction	User Designation	User Office	User Dept	IsOfficeInCharge	IsDeptInCharge	Portfolio	For Office Level
DT Replacement & DT Repair	DT Replacement	Creation/ Modification/ Deletion of Letter of Empanelment	Executive Engineer	Division	Technical	Y	N		Subdivision
DT Replacement & DT Repair	DT Replacement	Reporting of DT Failure	Consumer				N		
DT Replacement & DT Repair	DT Replacement	Reporting of DT Failure	Line Staff/ Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
DT Replacement & DT Repair	DT Replacement	Creation/ Modification/ Deletion of Maintenance Order (MO)	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
DT Replacement & DT Repair	DT Replacement	Creation/ Modification/ Deletion of Work Order (WO)	Executive Engineer	Division	Technical	Y	N		Subdivision
DT Replacement & DT Repair	DT Replacement	Creation of Gate pass Division-To-Section	Assistant Engineer	Division	Technical	N	N	Filter Unit	
DT Replacement & DT Repair	DT Replacement	Creation of Gate pass Section-To-Division	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
DT Replacement & DT Repair	DT Replacement	Upload of before & after work photos	Vendor		Technical	Y	N		
DT Replacement & DT Repair	DT Replacement	Verification of work activities	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
DT Replacement & DT Repair	DT Replacement	Creation/ Modification/ Deletion of Materials Consumption (MIGO)	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
DT Replacement & DT Repair	DT Replacement	Creation/ Modification/ Deletion of Service Entry Sheet (SES)	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
DT Replacement & DT Repair	DT Replacement	Approval of Material Consumption (MIGO)	Executive Engineer	Division	Technical	Y	N		
DT Replacement & DT Repair	DT Replacement	Approval of Service Entry Sheet	Executive Engineer	Division	Technical	Y	N		
DT Replacement & DT Repair	DT Repair	Creation/ Modification/ Deletion of Letter of Empanelment (LoE)	Superintending Engineer	Circle	Technical	Y	N		Division
DT Replacement & DT Repair	DT Repair	Creation/ Modification/ Deletion of Maintenance Order (MO)	Assistant Engineer	Division	Technical	N	N	Filter Unit	
DT Replacement & DT Repair	DT Repair	Creation/ Modification/ Deletion of Work Order (WO)	Executive Engineer	Division	Technical	Y	N		
DT Replacement & DT Repair	DT Repair	Creation of Gate pass from Division-to-Vendor	Assistant Engineer	Division	Technical	N	N	Filter Unit	
DT Replacement & DT Repair	DT Repair	Creation of Testing call to Disvion EE	Vendor				N		
DT Replacement & DT Repair	DT Repair	Assigmnet of Testing call to Circle EE/ Division AEE/ Testing EE	Executive Engineer	Division	Technical	Y	N		
DT Replacement & DT Repair	DT Repair	Creation of Testing Report	Executive Engineer/ Additional Executive Engineer	Division	Technical	Y	N		
DT Replacement & DT Repair	DT Repair	Creation of Gate pass Vendor-To-Division	Assistant Engineer	Division	Technical	N	N	Filter Unit	
DT Replacement & DT Repair	DT Repair	Creation/ Modification/ Deletion of Materials Consumption (MIGO)	Assistant Engineer	Division	Technical	N	N	Filter Unit	
DT Replacement & DT Repair	DT Repair	Creation/ Modification/ Deletion of Service Entry Sheet (SES)	Assistant Engineer	Division	Technical	N	N	Filter Unit	
DT Replacement & DT Repair	DT Repair	Approval of Material Consumption (MIGO)	Executive Engineer	Division	Technical	Y	N		
DT Replacement & DT Repair	DT Repair	Approval of Service Entry Sheet	Executive Engineer	Division	Technical	Y	N		

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Module	Submodule	Activity/ Transaction	User Designation	User Office	User Dept	IsOfficeInCharge	IsDeptInCharge	Portfolio	For Office Level
Equipment	Distribution Transformer	Creation of New Equipment	Assistant Engineer	Division	Technical	N	N	Filter Unit	
Equipment	Distribution Transformer	Updating of Equipment	Assistant Engineer	Division	Technical	N	N	Filter Unit	
Equipment	Power Transformer								
Equipment	Power Transformer								

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Module	Activity/ Transaction	User Designation	User Office	User Dept	IsOfficeInCharge	IsDeptInCharge	Portfolio	For Office Level
HT Metering Cubicle	Creation/ Modification/ Deletion of Letter of Empanelment (LoE)	Superintending Engineer	Circle	Technical	Y	N		
HT Metering Cubicle	Creation/ Modification/ Deletion of Work Order (WO)	Superintending Engineer	Circle	Technical	Y	N		

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Module	Submodule	Activity/ Transaction	Asset Type	User Designation	User Office	User Dept	IsOfficeInCharge	IsDeptInCharge	Portfolio	For Office Level
Maintenance	Preventive/ Breakdown	Creation/ Modification/ Deletion of Letter of Empanelment (LoE)	Substation	Superintending Engineer	Circle	Technical	Y	N		Division
Maintenance	Preventive/ Breakdown	Creation/ Modification/ Deletion of Letter of Empanelment (LoE)	DTC/ HT Lines/ LT Lines	Executive Engineer	Division	Technical	Y	N		Subdivision
Maintenance	Preventive/ Breakdown	Reporting of Equipment/ Line Failure	Substation/ DTC/ HT Lines/ LT Lines	Consumer						
Maintenance	Preventive/ Breakdown	Reporting of Equipment/ Line Failure	Substation/ DTC/ HT Lines/ LT Lines	Line Staff/ Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Creation/ Modification/ Deletion of Maintenance Order (MO)	Substation	Additional Executive Engineer/ Deputy Executive Engineer	Subdivision	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Approval of Maintenance Order (MO)	Substation	Additional Executive Engineer	Division	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Deletion of Approved Maintenance Order (MO)	Substation	Executive Engineer	Division	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Creation/ Modification/ Deletion of Maintenance Order (MO)	DTC/ HT Lines/ LT Lines	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Approval of Maintenance Order (MO)	DTC/ HT Lines/ LT Lines	Additional Executive Engineer	Division	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Deletion of Approved Maintenance Order (MO)	DTC/ HT Lines/ LT Lines	Executive Engineer	Division	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Creation/ Modification/ Deletion of Work Order (WO)	Substation	Deputy Executive Engineer	Circle	Technical	N	N	Purchase	Division
Maintenance	Preventive/ Breakdown	Verification of Work Order (WO)	Substation	Managaer	Circle	F&A	N	Y		Division
Maintenance	Preventive/ Breakdown	Approval of Work Order (WO)	Substation	Superintending Engineer	Circle	Technical	Y	N		Division
Maintenance	Preventive/ Breakdown	Deletion of Approved Work Order (WO)	Substation	Chief Engineer	Zone	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Short-close of Approved Work Order (WO)	Substation	Chief Engineer	Zone	Technical	Y	N		
Maintenance	Preventive/ Breakdown	Creation/ Modification/ Deletion of Work Order (WO)	DTC/ HT Lines/ LT Lines	Assistant Engineer	Division	Technical	N	N	Purchase	Subdivision
Maintenance	Preventive/ Breakdown	Verification of Work Order (WO)	DTC/ HT Lines/ LT Lines	Deputy Managaer	Division	F&A	Y	N	Audit	Subdivision
Maintenance	Preventive/ Breakdown	Approval of Work Order (WO)	DTC/ HT Lines/ LT Lines	Executive Engineer	Division	Technical	Y	N		Subdivision
Maintenance	Preventive/ Breakdown	Deletion of Approved Work Order (WO)	DTC/ HT Lines/ LT Lines	Superintending Engineer	Circle	Technical	Y	N		Subdivision
Maintenance	Preventive/ Breakdown	Short-close of Approved Work Order (WO)	DTC/ HT Lines/ LT Lines	Superintending Engineer	Circle	Technical	Y	N		Subdivision
Maintenance	Preventive/ Breakdown/ Rectification	Upload of before & after work photos	Substation/ DTC/ HT Lines/ LT Lines	Vendor						
Maintenance	Preventive/ Breakdown/ Rectification	Verification of work activities	Substation/ DTC/ HT Lines/ LT Lines	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Upload of Cheklists for PM Shedule-A	Substation/ DTC/ HT Lines/ LT Lines	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Creation/ Modification/ Deletion of Materials Consumption (MIGO)	Substation/ DTC/ HT Lines/ LT Lines	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Approval of Material Consumption (MIGO)	Substation/ DTC/ HT Lines/ LT Lines	Executive Engineer	Division	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Deletion of Approved Material Consumption (MIGO)	Substation/ DTC/ HT Lines/ LT Lines	Superintending Engineer	Circle	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Creation/ Modification/ Deletion of Service Entry Sheet (SES) - Services	Substation/ DTC/ HT Lines/ LT Lines	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Approval of Services SES	Substation/ DTC/ HT Lines/ LT Lines	Executive Engineer	Division	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Deletion of Approved Services SES	Substation/ DTC/ HT Lines/ LT Lines	Superintending Engineer	Circle	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Creation/ Modification/ Deletion of Cenatges SES	Substation/ DTC/ HT Lines/ LT Lines	Assistant Engineer/ Junior Engineer	Section	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Approval of Cenatges SES	Substation/ DTC/ HT Lines/ LT Lines	Executive Engineer	Division	Technical	Y	N		
Maintenance	Preventive/ Breakdown/ Rectification	Deletion of Approved Cenatges SES	Substation/ DTC/ HT Lines/ LT Lines	Superintending Engineer	Circle	Technical	Y	N		
Maintenance	Fault Rectification	Creation/ Modification/ Deletion of Letter of Empanelment (LoE)	LT & HT Underground Cable	Executive Engineer	Division	Technical	Y	N		Subdivision
Maintenance	Fault Rectification	Creation/ Modification/ Deletion of Maintenance Order (MO)	LT & HT Underground Cable	Additional Executive Engineer/ Deputy Executive Engineer	Subdivision	Technical	Y	N		
Maintenance	Fault Rectification	Creation/ Modification/ Deletion of Work Order (WO)	LT & HT Underground Cable	Executive Engineer	Division	Technical	Y	N		Subdivision

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Module	Activity/ Transaction	User Designation	User Office	User Dept	IsOfficeInCharge	IsDeptInCharge	Portfolio	For Office Level
NC Infrastructure	Creation/ Modification/ Deletion of Letter of Empanelment (LoE)	Executive Engineer	Division	Technical	Y	N		Subdivision
NC Infrastructure	Creation/ Modification/ Deletion of Work Order (WO)	Executive Engineer	Division	Technical	Y	N		Subdivision
NC Infrastructure	Creation/ Modification/ Deletion of Work Order (WO) PDF	Executive Engineer	Division	Technical	Y	N		Subdivision

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Module	Submodule	Activity/ Transaction	User Designation	User Office	User Dept	IsOfficeInCharge	IsDeptInCharge	Portfolio	For Office Level
Unemployed Engineer	Unemployed Electrical Engineer	Submission of Application	Unemployed Engineer						
Unemployed Engineer	Unemployed Electrical Engineer	Verification of Application	Executive Engineer	Division	Technical	Y	N		
Unemployed Engineer	Unemployed Electrical Engineer	Approval of Application	Superintending Engineer	Circle	Technical	Y	N		Division
Unemployed Engineer	Unemployed Electrical Engineer	Download of Approval Certificate	Superintending Engineer	Circle	Technical	Y	N		
Unemployed Engineer	Unemployed Electrical Engineer	Payment of Registration Fee	Unemployed Engineer						
Unemployed Engineer	Unemployed Electrical Engineer	Issuance of Certificate of Registration as Contractor	Superintending Engineer	Circle	Technical	Y	N		
Unemployed Engineer	Unemployed Civil Engineer	Submission of Application	Unemployed Engineer						
Unemployed Engineer	Unemployed Civil Engineer	Verification of Application	Executive Engineer	Division	Civil	Y	N		
Unemployed Engineer	Unemployed Civil Engineer	Approval of Application	Superintending Engineer	Circle	Civil	Y	N		Division
Unemployed Engineer	Unemployed Civil Engineer	Download of Approval Certificate	Superintending Engineer	Circle	Civil	Y	N		
Unemployed Engineer	Unemployed Civil Engineer	Payment of Registration Fee	Unemployed Engineer						
Unemployed Engineer	Unemployed Civil Engineer	Issuance of Certificate of Registration as Contractor	Superintending Engineer	Circle	Civil	Y	N		