

MSEDCL
Authorization Matrix for Works Portal

DT- 24-Aug-2020

Module	Submodule	Activity / Transaction	Asset Type	User Designation	User Office	For Office Level
Maintenance	Preventive / Breakdown	Creation of Letter of Empanelment	Substation	Superintending Engineer	Circle	Division
Maintenance	Preventive / Breakdown	Creation of Letter of Empanelment	DTC	Executive Engineer	Division	Subdivision
Maintenance	Preventive / Breakdown	Creation of Letter of Empanelment	HT Overhead Line & Underground Cable	Executive Engineer	Division	Subdivision
Maintenance	Preventive / Breakdown	Creation of Letter of Empanelment	LT Overhead Line & Underground Cable	Executive Engineer	Division	Subdivision
Maintenance	Preventive / Breakdown	Reporting of Equipment / Line Failure	All	Consumer		
Maintenance	Preventive / Breakdown	Reporting of Equipment / Line Failure	All	Line Staff / Assistant Engineer / Junior Engineer	Section	
Maintenance	Preventive / Breakdown	Creation of Maintenance Order	Substation	Executive Engineer	Division	
Maintenance	Preventive / Breakdown	Creation of Maintenance Order	DTC	Additional Executive Engineer / Deputy Executive Engineer	Subdivision	
Maintenance	Preventive / Breakdown	Creation of Maintenance Order	HT Overhead Line & Underground Cable	Additional Executive Engineer / Deputy Executive Engineer	Subdivision	
Maintenance	Preventive / Breakdown	Creation of Maintenance Order	LT Overhead Line & Underground Cable	Additional Executive Engineer / Deputy Executive Engineer	Subdivision	
Maintenance	Preventive / Breakdown	Creation of Work Order	Substation	Superintending Engineer	Circle	Division
Maintenance	Preventive / Breakdown	Creation of Work Order	DTC	Executive Engineer	Division	Subdivision
Maintenance	Preventive / Breakdown	Creation of Work Order	HT Overhead Line & Underground Cable	Executive Engineer	Division	Subdivision
Maintenance	Preventive / Breakdown	Creation of Work Order	LT Overhead Line & Underground Cable	Executive Engineer	Division	Subdivision
Maintenance	Fault Rectification	Creation of Letter of Empanelment	LT & HT Underground Cable	Executive Engineer	Division	Subdivision
Maintenance	Fault Rectification	Creation of Maintenance Order	LT & HT Underground Cable	Additional Executive Engineer / Deputy Executive Engineer	Subdivision	
Maintenance	Fault Rectification	Creation of Work Order	LT & HT Underground Cable	Executive Engineer	Division	Subdivision
Maintenance	Preventive / Breakdown / Rectification	Upload of before & after work photos	All	Vendor		
Maintenance	Preventive / Breakdown / Rectification	Verification of work activities	All	Assistant Engineer / Junior Engineer	Section	
Maintenance	Preventive / Breakdown / Rectification	Creation of Material Consumption (MIGO)	All	Assistant Engineer / Junior Engineer	Section	
Maintenance	Preventive / Breakdown / Rectification	Creation of Service Entry Sheet	All	Assistant Engineer / Junior Engineer	Section	
Maintenance	Preventive / Breakdown / Rectification	Approval of Material Consumption (MIGO)	All	Executive Engineer	Division	
Maintenance	Preventive / Breakdown / Rectification	Approval of Service Entry Sheet	All	Executive Engineer	Division	

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Module	Submodule	Activity / Transaction	This Activity / Transaction Created By (User)	Name of Office of User	This Activity / Transaction Created For Below Office
DT Replacement & DT Repair	DT Replacement	Creation of Letter of Empanelment	Executive Engineer	Division	Subdivision
DT Replacement & DT Repair	DT Replacement	Reporting of DT Failure	Consumer		
DT Replacement & DT Repair	DT Replacement	Reporting of DT Failure	Line Staff / Assistant Engineer / Junior Engineer	Section	
DT Replacement & DT Repair	DT Replacement	Creation of Maintenance Order	Assistant Engineer / Junior Engineer	Section	
DT Replacement & DT Repair	DT Replacement	Creation of Work Order	Executive Engineer	Division	Subdivision
DT Replacement & DT Repair	DT Replacement	Creation of Gate pass Division-To-Section	Assistant Engineer	Division Filter Unit	
DT Replacement & DT Repair	DT Replacement	Creation of Gate pass Section-To-Division	Assistant Engineer / Junior Engineer	Section	
DT Replacement & DT Repair	DT Replacement	Upload of before & after work photos	Vendor		
DT Replacement & DT Repair	DT Replacement	Verification of work activities	Assistant Engineer / Junior Engineer	Section	
DT Replacement & DT Repair	DT Replacement	Creation of Material Consumption (MIGO)	Assistant Engineer / Junior Engineer	Section	
DT Replacement & DT Repair	DT Replacement	Creation of Service Entry Sheet	Assistant Engineer / Junior Engineer	Section	
DT Replacement & DT Repair	DT Replacement	Approval of Material Consumption (MIGO)	Executive Engineer	Division	
DT Replacement & DT Repair	DT Replacement	Approval of Service Entry Sheet	Executive Engineer	Division	
DT Replacement & DT Repair	DT Repair	Creation of Letter of Empanelment	Superintending Engineer	Circle	Division
DT Replacement & DT Repair	DT Repair	Creation of Maintenance Order	Assistant Engineer	Division Filter Unit	
DT Replacement & DT Repair	DT Repair	Creation of Work Order	Executive Engineer	Division	
DT Replacement & DT Repair	DT Repair	Creation of Gate pass from Division-to-Vendor	Assistant Engineer	Division Filter Unit	
DT Replacement & DT Repair	DT Repair	Creation of call to Testing team	Vendor		
DT Replacement & DT Repair	DT Repair	Creation of Testing Report	Executive Engineer / Additional Executive Engineer	Division (Testing)	
DT Replacement & DT Repair	DT Repair	Creation of Gate pass Vendor-To-Division	Assistant Engineer	Division Filter Unit	
DT Replacement & DT Repair	DT Repair	Creation of Material Consumption (MIGO)	Assistant Engineer	Division Filter Unit	
DT Replacement & DT Repair	DT Repair	Creation of Service Entry Sheet	Assistant Engineer	Division Filter Unit	
DT Replacement & DT Repair	DT Repair	Approval of Material Consumption (MIGO)	Executive Engineer	Division	
DT Replacement & DT Repair	DT Repair	Approval of Service Entry Sheet	Executive Engineer	Division	

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Module	Activity / Transaction	User Designation	User Office	For Office Level
NSC Infrastructure	Creation of Letter of Empanelment	Executive Engineer	Division	Subdivision
NSC Infrastructure	Creation of Work Order	Executive Engineer	Division	Subdivision
NSC Infrastructure	Creation of Work Order PDF	Executive Engineer	Division	Subdivision

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Module	Activity / Transaction	User Designation	User Office	For Office Level
Meter Reading, Bill Printing, and Bill Distribution	Creation of Letter of Empanelment	Executive Engineer	Division	Subdivision
Meter Reading, Bill Printing, and Bill Distribution	Creation of Work Order	Executive Engineer	Division	Subdivision

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Module	Activity / Transaction	User Designation	User Office	For Office Level
HT Metering Cubicle	Creation of Letter of Empanelment	Superintending Engineer	Circle	
HT Metering Cubicle	Creation of Work Order	Superintending Engineer	Circle	

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Module	Submodule	Activity / Transaction	User Designation	User Office	For Office Level
Unemployed Engineer	Unemployed Electrical Engineer	Submission of Application	Unemployed Engineer		
Unemployed Engineer	Unemployed Electrical Engineer	Verification of Application	Executive Engineer	Division	
Unemployed Engineer	Unemployed Electrical Engineer	Approval of Application	Superintending Engineer	Circle	Division
Unemployed Engineer	Unemployed Electrical Engineer	Download of Approval Certificate	Superintending Engineer	Circle	
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	
Unemployed Engineer	Unemployed Civil Engineer	Submission of Application	Unemployed Engineer		
Unemployed Engineer	Unemployed Civil Engineer	Verification of Application	Executive Engineer	Division (Civil)	
Unemployed Engineer	Unemployed Civil Engineer	Approval of Application	Superintending Engineer	Circle (Civil)	Division (Civil)
Unemployed Engineer	Unemployed Civil Engineer	Download of Approval Certificate	Superintending Engineer	Circle (Civil)	
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)	

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Transformer Repair	Distribution Transformer	Creation of Letter of Empanelment	Superintending Engineer	Circle	Division
Transformer Repair	Distribution Transformer	Creation of Work Order	Executive Engineer	Division	
Transformer Repair	Power Transformer	Creation of Letter of Empanelment			
Transformer Repair	Power Transformer	Creation of Work Order			

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Module	Submodule	Activity / Transaction	User Designation	User Office	For Office Level
Equipment	Distribution Transformer	Creation of New Equipment	Assistant Engineer	Division Filter Unit	
Equipment	Distribution Transformer	Updating of Equipment	Assistant Engineer	Division Filter Unit	