

Works Portal

1. Enter following link in web browser to access application
<http://works.mahadiscom.in/WorksPortal/>
2. RAPDRP User Profile details will be used for login, authorization, additional charge in application
3. Division AE (Filter Unit) will create new Equipment (T/F).
4. Division AE (Filter Unit) will update existing Equipment (T/F).

1. Creation/ Updating of Equipment (T/F)**1.1. Creation of Equipment (T/F)**

Division AE (Filter Unit) will create new Equipment (T/F).

Use "Create New" option only for Creating Equipment (T/F) which is not present in SAP ERP.

Click on Equipment > Create/ Update option.

Select Action Create New/ Update Existing

Fill in all required details in following screen.

1. Select Division
2. Select Subdivision
3. Select Section
4. Select Emanating Substation
5. Select Feeder
6. Select DTC
7. Select Acquisition Values (Rs.)
8. Select Acquisition Date
9. Select Manufacturing Year
10. Select Manufacturing Month
11. Select Warranty Start Date
12. Select Warranty End Date
13. Enter Asset Number (Please do not create new Asset no for existing Asset/Equipment. Take valid Asset from F&A Department. If it does not exist, then only create new Asset.)
14. Select Martial
15. Select Manufacturer
16. Enter Serial Number
17. Select Capacity (KVA)
18. Select Voltage (KV)
19. Select Current Ratio
20. Select Voltage Ratio
21. Select Phase
22. Select Cooling Type
23. Enter Description

Click on Create Equipment button.

Equipment (T/F) will be installed to DTC / Function Location.

1.2. Updating of Equipment (T/F)

Division AE (Filter Unit) will update existing Equipment (T/F).

Click on Equipment > Create/ Update option.

Select Action Create New/ Update Existing

Enter Equipment Number

Click on Get Details button

Fill in all required details in following screen.

1. Select Division
2. Select Subdivision
3. Select Section
4. Select Emanating Substation
5. Select Feeder
6. Select DTC
7. Select Acquisition Values (Rs.)
8. Select Acquisition Date
9. Select Manufacturing Year
10. Select Manufacturing Month
11. Select Warranty Start Date
12. Select Warranty End Date
13. Enter Asset Number (Please do not create new Asset no for existing Asset/Equipment. Take valid Asset from F&A Department. If it does not exist, then only create new Asset.)
14. Select Martial

15. Select Manufacturer
16. Enter Serial Number
17. Select Capacity (KVA)
18. Select Voltage (KV)
19. Select Current Ratio
20. Select Voltage Ratio
21. Select Phase
22. Select Cooling Type
23. Enter Description

Equipment (T/F) Create / Update

Create New or Update Existing action will INSTALL the equipment (DT) to DTC / Function Location

***All Fields are mandatory**

Equipment Details

Action : Update Existing

Location & Organization Details

Equipment Number: 122

Division: 554-MULUND DIVISION

Subdivision: Select

Section: Select

EMANATING SUBSTATION: Select

FEEDER CODE: Select

DTC CODE: Select

General Details

ACQUISITION VALUE (in INR):

ACQUISITION DATE: Date

MANUFACTURER YEAR:

MANUFACTURER MONTH:

WARRENTY START DATE: Date

WARRANTY END DATE: Date

Asset No:

(Please do not create new Asset no for existing Asset/Equipment. Take valid Asset from Accounts.If it does not exist then only create new Asset.)

Click on Update Equipment button.

Equipment (T/F) will be installed to DTC / Function Location.

2. Download of status-wise, section-wise lists of Equipment (T/F)

Division EE will create / search WO for Asset Type Distribution Transformer

Click on Equipment > Equipment List option.

Fill in all required details in following screen.

The screenshot shows the MSEDCL Works Portal interface. At the top, there is a navigation menu with options: Maintenance, T/F Repair, Unempl. Engg, New Conn Infra, Cons Reading, DT Repl-Repair, Equipment, AG Policy 2020, Reports, and Help. The 'Equipment' menu is expanded, showing 'Equipment Create / Update' and 'Equipment List'. Below the navigation menu, there is a section titled 'Equipment List'. It includes a dropdown menu for 'EQUIPMENT STATUS' with options: BDN- Breakdown, ENC- Not Connected, and INU- Installed. The 'Section Name' is set to 'WC7031-NIRM'. A 'Download List' button is visible. The page footer includes the URL 'https://works.mahadiscom.in/WorksPortal/ermpmp#' and the system tray showing the date '08-10-2021' and time '16:45'.

1. Select Equipment Status
2. Select Section

Click on Download button

Click on Download Work Order button.

List will be downloaded in Excel format.

3. Creation of Reports

Employee will create report

4. Documents

4.1. Click on Application Guidelines link on Login screen

4.2. Click on User Manual for Equipment (T/F) on Login screen

4.3. Guideline Documents

Click on Help > Guideline Documents > Application Guidelines

Click on Help > Guideline Documents > Equipment (T/F) option

Execution of R&M works and utilisation of funds

4.4. Tender Documents (SBD)

Click on Help > Tender Documents (SBD) > Equipment (T/F) option

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

4.5. Process Flow

Click on Help > Process Flow > Equipment (T/F) option

4.6. User Manual

Click on Help > User Manual > Equipment (T/F) option

5. Abbreviations

5.1. R&M = Repairs & Maintenance

5.2. O&M = Operations & Maintenance

- 5.3. JV = Joint Venture**
- 5.4. LoE = Letter of Empanelment**
- 5.5. LoA = Letter of Award**
- 5.6. EMD = Earnest Money Deposit**
- 5.7. PSD = Performance Security Deposit**
- 5.8. GST = Goods & Service Tax**
- 5.9. PT = Partial Trunkey**
- 5.10. FT = Full Turnkey**
- 5.11. MO = Maintenance Order**
- 5.12. PO = Purchase Order**
- 5.13. WO = Work Order**
- 5.14. FO = Framework Order**
- 5.15. SES = Service Entry Sheet**
- 5.16. MIGO = Movement In Goods Out**
- 5.17. JMC = Joint Measurement Certificate**
- 5.18. WCR = Work Completion Report**
- 5.19. PM = Preventive Maintenance**
- 5.20. BM = Breakdown Maintenance**
- 5.21. SS = Substation**
- 5.22. DTC = Distribution Transformer Centre**
- 5.23. DT = Distribution Transformer**
- 5.24. PT = Distribution Transformer**
- 5.25. HT = High Tension**
- 5.26. LT = Low Tension**
- 5.27. ACF = Agriculture Contingency Fund**
- 5.28. HTMC = HT Metering Cubicle**
- 5.29. DDF = Dedicated Distribution Facility**
- 5.30. NDDF = Non-Dedicated Distribution Facility**
- 5.31. RGGVY = Rajiv Gandhi Grameen Vidyutikaran Yojana**
- 5.32. DPDC = District Planning and Development Council**
- 5.33. APDRP = Accelerated Power Development and Reforms Programme**
- 5.34. RAPDRP = Restructured Accelerated Power Development and Reforms Programme**
- 5.35. MSEDCL = Maharashtra State Electricity Distribution Company Limited**
- 5.36. GoM = Government of Maharashtra**
- 5.37. GoI = Government of India**
- 5.38. MM = Material Management**
- 5.39. B&R = Billing & Revenue**
- 5.40. IT = Information Technology**
- 5.41. F&A = Finance & Accounts**
- 5.42. FU = Filter Unit**
- 5.43. UEE = Unemployed Electrical Engineer**
- 5.44. UCE = Unemployed Civil Engineer**
- 5.45. MP = Member of Parliament**
- 5.46. MLA = Member of Legislative Assembly**
- 5.47. MLC = Member of Legislative Council**
- 5.48. CE = Chief Engineer**
- 5.49. SE = Superintending Engineer**
- 5.50. EE = Executive Engineer**

- 5.51. **SDO = Subdivision Officer**
- 5.52. **SO = Section Officer**
- 5.53. **SAP ERP = SAP Enterprise Resource Planning**
- 5.54. **SAP PS = Project System**
- 5.55. **SAP MM = Material Management**
- 5.56. **SAP FICO = Financial Accounting and Controlling**
- 5.57. **SAP PM = Plant Maintenance**

6. **Application Support**

For any issue regarding Works Portal, local IT department will forward field email to Works Portal team on email ID 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.

- 6.1. Please read latest Application Guidelines, Authorization Matrix, Process Flows, User Manuals, Presentations, Amendments available at Login screen & in Help menu of Works Portal.
- 6.2. 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.
- 6.3. 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 after due verification.
- 6.4. 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 after due verification.
- 6.5. For any issue regarding e-Tendering, field IT department will forward field email to e-Tendering team on email ID etender_helpdesk@mahadiscom.in after due verification.
- 6.6. For any issue regarding Mobile App, field IT department will forward field email to Mobile App team on email ID empapp_support@mahadiscom.in after due verification.
- 6.7. 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 after due verification.
- 6.8. For any issue regarding SAP ERP integration part with Works Portal, create ticket in SAP Solution Manager
- 6.9. For any issue regarding Online Payment, field IT department will forward field email to Payment Gateway team on email ID helpdesk_pg@mahadiscom.in after due verification.
- 6.10. For any issue regarding MSEDCL email, field IT department will forward field email to Email team on email ID atmailadmin@mahadiscom.in after due verification.
- 6.11. For any issue regarding MSEDCL network, field IT department will forward field email to Network team on email ID helpdesk_fms@mahadiscom.in after due verification.
- 6.12. 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.