

POWER AND DUTIES
(MANUAL. 2)

	DESIGNATION	POWERS	DUTIES
		Administrative Financial Statutory Others	Discipline
1	Board of Directors.	Full power subject to the approval of the State Govt. on certain policy issues.	
2	C.M.D	Chief Executive of the Organization and is entrusted with substantial power for management of the Corporation. Pursuant to the provision of the corporation for and the memorandum and Article of Association of corporation and as delegated by the Board of Directors.	
3	Director (Finance)	Head of Finance and exercises control over financer functions.	Finance
4	Director (Engineering)	Head of Technical discipline and exercises control over technical functions.	Construction, Operation and maintenance of projects.
5	Director (HRD)	Head of Human Resources discipline and exercises control over HR functions.	Human Resources
6	Company Secretary	Statutory Post under the companies Act-	Secretarial & Administration
7	Unit Heads.	Head of the Units exercises control over the Units.	Admn. Of Units being in its overall charge.

DUTIES AND RESPONSIBILITIES OF OFFICERS OF CORPORATE PLANNING.

SL No.	DESIGNATION	DUTIES ASSIGNED
1	Sr.General Manager	Head of Corporate Planning and exercises control over all functions of planning, Policy issues and technical decisions. Interaction with Deptt. of Energy/ CEA/ Regulatory Commission etc.
2	D.G.M.(CP)	Reply to Central Govt./State Govt. on physical and financial progress of the Plan schemes. Reply to Assembly and Parliament questions.
3	AGM (CP)	Leading the Long Term Planning Cell. Deals the Standard Planning Procedure on SPP Amendment (SPP200), Data Administration(SPP201), Data Registration (SPP202), Data Management (SPP 203).All other information's pertaining to OPTCL with reference to Planning, Progress and Assembly questionnaire. In charge of PPP&D, Arrear clearance cell OPTCL Head Qr's under Sr.G.M.(Policy & Standard).
4	D.M.(CP)	Demand estimation in Planning Time scale (SPP204) and Long Term System Development (SPP207). Submission of statutory returns to OERC as per Gridcode. Submission of information to CEA/CPRI and other external agencies. Technical feasibility Study of the projects.
5	D.M.(CP)	System Studies internal /external (Prepaid) (SPP205), New connection application planning (SPP209). Power system study for submission to OERC and for internal reference. Contingency analysis, short circuit analysis and transient stability analysis.
6	A.M.(CP)	Submission of Physical and financial progress of plan schemes to State Govt. on monthly/ quarterly/ Annual basis. Compliance to assembly questions and other relevant compliance to Govt./ external agencies. All other works as & when instructed.

DUTIES AND RESPONSIBILITIES OF OFFICERS OF I. T. DEPARTMENT.

	DESIGNATION	DUTIES ASSIGNED	
1	C.G.M.(IT)	Conceptualizing, Designing, Planning, Developing, Implementing and Monitoring of overall IT strategy for OPTCL, in coordination with other functional departments planning the resources in order to achieve the IT targets for the Organization.	<i>CMD</i>
2	AGM(IT)	Overall in charge of data center and Facility Management Services. Other services include: •Maximizing the availability of Data Center •Administration of all operating systems in use in OPTCL •Database & application server administration • Disaster Recovery Management •Internet workflow automation	Manager (I.T)
3	Manager (I.T)	Overall responsibility of establishment and efficient operation and management of field IT centers which includes various standardized support services to the various Circles and Divisions.	Manager (I.T)
4	D.M (Elect) I.T	IT center Administration Center Security & Center Availability Database & Application servers Administrators, Disaster Recovery management, File & Print Services, mail & messaging services, enterprise workflow automation, Back/up & recovery etc.	AGM(IT)
5	D.M(I.T.)	Duties & Responsibilities: • Efficient operation & management of field IT centers • Effective coordination with user departments for efficient functioning of the IT centers • Enlistment of resource requirements for field IT centers. • Ensure proper maintenance of field IT center in coordination with the maintenance function. • Provision of user support services at the data centers. • Attending review meetings periodically and providing feedback. • Preparation and compliance of relevant MIS, as and when required, from time to time.	Manager (I.T)
6	J.M. (IT)	To assist AGM(I.T.)/ Manager (IT) in Administration and management & Maintenance of Major Business Systems	Manager (I.T)

DUTIES AND RESPONSIBILITIES OF OFFICERS UNDER C.G.M.(C.F)

	DESIGNATION	POWERS/DUTIES ATTACHED
1 .	Chief General Manager(F)	Exercises control over the day-to-day administration of Corporate Finance and financial transactions of the organization.
2 .	General Manager(Fin.)	Looking after the Loan. Financial transactions. Revenue of the organization and Assist the C.G.M.(F) in discharging of financial business of the organization under Corporate Finance.
3 .	Asst.General Manager(Fin,)	Looking after the Loan of the organisation and Accounts of Corporate Finance and assist the C.G.M.(Fin.) and G.M.(Fin.) on the above matters.
4 .	Manager(Fin.)	Looking after the Banking operations of the organisation and assist the C.G.M.(Fin.) and G.M.(Fin.) in discharging of their functions.
5 .	Asst.Manager (Fin)CashControl.	Dealing with the files/records in the matter of payment to Power Agencies/Suppliers and under the administrative control of the C.G.M.(Fin.) and G.M.(Fin.)
6	Asst. Manager(F) Revenue.	Dealing with the records relating to Revenue of the organisation and under the administrative control of the C.G.M.(F) and G.M.(F).
7	Asst. Manager (F) Banking.	Dealing with records of Corporate Accounts under the administrative control of CGM(F) and G.M.(F).

POWERS AND DUTIES OF OFFICERS UNDER CGM(CONST)

	DESIGNATION	DUTIES ASSIGNED
1	CGM (Const)	Head of construction wing and Central Procurement Cell. The Construction wing is responsible for execution of all EHT constructional activities that includes projects for all beneficiaries like Railway, Industries etc and different projects required for network strengthening projects under OPTCL. The Central procurement Cell is responsible all type of procurement OPTCL intends. Sr. GM(TP&C) and sr. GM(CPC) is reporting to CGM(Construction). He is the member of all type of committees responsible for procurement and also the member of different committees for policy decision in all matters. He is also responsible to put forth the views of management before Govt. as well as all statutory bodies as and when required. Cooordinating with all concerned for ongoing projects as well as all the network strengthening projects that are carried out directly by OPTCL and on behalf of different beneficiaries under deposit work scheme.
2	DM(Electrical)	Reporting to CGM(Construction), Extending technical support , co-coordinating with different field units of Construction wing for progress of work, providing all type of technical. Also preparing different reports and data bank that are necessary for submission to different statutory bodies as well as OPTCL management as per requirement.

1	Sr GM(TP&C)	Head of construction wing and reporting to CGM (Construction). Responsible for execution of all EHT constructional activities of Transmission Projects. Nodal Officer for power supply to different industries & Railway Traction S/s. Co-ordination for Policy decision of OPTCL interact with OERC, PTCC, Estimate Committee, PAC & PUC etc. Member of CSC for procurement of different materials.
2	General Manager (Monitoring)	Assist Chief Engineer (TP) for all the technical works as stated.
3	AGM (Asst.to Chief Eng)	Assist Chief Engineer (TP) in administration of the office DDO of the office of Chief Engineer (TP)
4	Manager (Elecl.) – 5 Nos.	progress of different Transmission Projects, Study feasibility. Power supply to different up-coming new industries & traction S/s.

1	(a)GM EHT(Const) Circle, Bhubaneswar.
	(i)AGMEHT(Const)Divn, Bhubaneswar.
	(ii)AGMEHT(Const.)Divn, Balasore.
	(iii)AGMEHT(Const.)Divn, Cuttack.
	(iv)A.G.M.EHTConst.)Divn Jeypore.
2	(b)G.M.EHT(Const)Circle, Sambalpur
	(i)A.G.M.EHT(Const)Divn Angul.
	(ii)AGM EHT(Constn.)Div Jharsuguda.
	(iii)AGM EHT (Const)Div, Bolangir.
	Manager/Deputy/Manager/ Asst. Manager in-charge of Sub-Divisions.

1	Sr GM(CPC)	Heading the Central procurement Cell and reporting to CGM (Construction). Responsible for all type of procurement that OPTCL intends. Floating tenders for Transmission line materials, sub station materials, turn key projects, O&M materials that are required for maintenance purpose as advised by CGM(O&M) and placing orders. Also responsible for smooth supply of materials, its inspection, delivery at site etc.
2	AGM/ Manager/ Deputy Manager/ Asst. Manger	They They are responsible for processing of files and assisting Sr.GM(CPC) to complete the job description for the activities as mentioned above.

Duties and responsibilities of officers of O&M Wing.

	Designation	Duties assigned
1	Chief General Manager (O&M)	Head of the O&M Wing. Exercises control of all operation and maintenance functions. Manages Technical and Administrative problem relating to various Circles, coordinate with functional heads for early decision of O&M problems and ensure statutory norms of the O&M functions. The superior may entrust any other tasks. Reporting to Dir. (Eng)
2	DGM (System Operation)	Assist CGM (O&M) in all Technical works.
3	ACGM	Assist CGM (O&M) in the Administrative matters.`
4	Asst. General Manager/ Dy. Manager / Manager	To assist CGM (O&M) in approval of tender documents, monitoring of works, collection of information from the field land analyzing them to take remedial measures.
5	GMs in-charge of O&M Circles.	Operation & Maintenance of Grid S/S under his control. Make specifications for the tenders and procurement of pretty materials, administrative control of staff in the Circle.
6	AGMs in-charge of Divisions.	Operation & Maintenance of Grid S/S under his control. Attending to breakdowns and administrative control of staff in the Division.
7	Manager/Asst. Manager in-charge of Sub-Divisions.	Operation & maintenance of Grid Sub-station and Lines. Attending to breakdowns. Maintaining cleanliness of the S/S. Replacement of theft tower members and repair of defective equipments

The above senior executives are supported by sub-ordinate officers and staff.