



ODISHA POWER TRANSMISSION CORPORATION LIMITED
(A Govt. Of Odisha Undertaking)
Regd. Office, Janpath, Bhubaneswar -751022

TECHNICAL REQUIREMENT SPECIFICATION (TRS)

TENDER NO TW-IT/OT/06/2021-22

TRS - Finance Module

Sl. No.	Broad Requirement	SHORT TITLE
1	General Ledger	GL
2	Accounts Receivable	AR
3	Accounts Payable	AP
4	Cash Management	CM
5	Budget And Monitoring	BUDGET
6	Fixed Assets	FA
7	Auditing Process	IA
8	Project And CWIP Accounting	PROJECT
9	Loan Management (HQ)	LOAN
10	Consolidation And Finalisation Of Accounts	Accounts
11	Cost Management	Cost Mgt.
12	Regulatory and Tariff Requirement	Energy
13	Trust accounts	Trust
14	Investment	Investment
15	Interunit Accounts	Int Unit
16	Taxation	Taxation
17	Inventory	Inventory
18	Payroll	Payroll
19	Others	Others
20	Work Flow	Work Flow
Detail Requirement		
1	General Ledger	GL
1.1	Facilitate multiple, independent general ledgers and subsidiary ledgers.	GL
1.2	Facilitation of automatic posting (Postings to sub-ledgers should result in automatic postings to the control accounts in the general ledger)	GL
1.3	Option to have centralized maintenance of master chart of account	GL
1.4	Addition /deletion to master chart of accounts by authorised person.	GL
1.5	Facility to amend and delete the entities (e.g.: Capture short as well as long description of accounts)	GL
1.6	Facility to display GL account balance unit wise	GL
1.7	Facility to hold balances for multiple ledger types such as:	GL
	i) Actual	GL
	ii) Taxation	GL
	iii) Tariff &	GL
	As per requirement	GL
1.8	Facilitate Breakdown of balances by drilling down to source document	GL
1.9	Facilitate to:-	GL
	i) Assign an activity status to accounts (e.g. - active/inactive)	GL
	ii) Retrieve an account master record via account alias	GL
1.10	Facility to provide audit trail to log the creation, amendments and deletion of each GL account code	GL
1.11	Alert for action for vouchers pending at different level	GL
1.12	Facility to assign unique number to journal entry	GL

1.13	Facilitate to suspend and resume, at a later time, entry of journal that are incomplete or imbalance	GL
1.14	Facilitate to allow for multiple accounting entries (debits and/ or credits) for each transaction type	GL
1.15	Facility to ensure that all necessary postings from various other modules are posted to the ledger starting the closing runbefore	GL
1.16	Facility to automatically generate the provisions for administrative expenses, materials/ services but invoice not received	GL
1.17	Facility to automatically carry forward balances at the end of the year to the balance sheet and reset all profit and loss account	GL
1.18	Facility to prevent inactive accounts from appearing on reports and financial statements	GL
1.19	Facilitate to integrate with payroll	GL
1.20	Facilitate to automatically initiate a new financial year	GL
1.21	Facility to :	GL
	i) Consolidate at multi levels	GL
	ii) Consolidate actual and budget at balance sheet, profit/ loss account, cash flow statement, expenses and revenue account levels	GL
1.22	Facility to change consolidation logic from time to time	GL
1.23	Provide flexible Report generation	GL
1.24	Facility to produce user defined statutory Reports	GL
1.25	Facility to support computation of various financial ratios as defined by users and Facilitate to compare the same with the previous year and year to date	GL
1.26	Provisional closing of the previous financial year and record & maintain transactions for the current financial year.	GL
1.27	Ensuring MIS based on simulation of scenarios and Profit & Loss / Balance Sheet projections for a longer period (say 1/ 20 years)	GL
1.28	Automatic generation of different schedules required for the generation of Balance Sheet as per IND AS	Cons
1.29	Generation of Balance Sheet and Profit & Loss Account, both for the purpose of financial accounting as well as for the purpose of Income Tax.	Cons
1.30	Accounting of opening balance sheet	GL
1.31	Accounting of Salary/Employee/Retirement benefits	GL
1.32	Standard reports as under:	GL
	i) Journal Book	GL
	ii) General Ledger	GL
	iii) Subsidiary Ledger	GL
	iv) Cash / Bank Book	GL
	v) Trial Balance	GL
1.33	Project-wise and year wise Capital Expenditure Report	GL
2	Accounts Receivable	AR
	The system should record the receivables not limited to the following	AR
	i) Headquarters fund receipts	AR
	ii) Other cash / DD receipts from employees or Vendors	AR
	iii) Transmission Charges (LTOA and STOA)	AR

	iv) SLDC Charges (SoC, MoC,Scheduling Charges,Registration fees, Application fees)	AR
	v) EMD and SD collection	AR
	vi) Supervision Charges	AR
	vii) Scrap collection	AR
	viii) Rent from Optic Fibre Cable	AR
	ix)Security Deposit	AR
	x) Other Misc. collection	AR
2.1	Facility to fully integrate account receivables to the general ledger and the cash book	AR
2.2	Facility to provide audit trail for each receivable.	AR
2.3	Facility to generate periodic billing reports based on different parameters and consolidated report on total receivables at any point of time	AR
2.4	Facility to create debit and credit memos into customer account	AR
2.5	Facility to reference multiple invoices in single debit/ credit memos	AR
2.6	Supporting the manual as well as system-generated serial numbers for receipts.	AR
2.7	Enabling the ageing of dues, overdues, etc.	AR
2.8	Customer outstanding report.	AR
3	Accounts Payable	AP
3.1	Invoice submission & approval	AP
	All Bills and approval as per delegation of power relating to invoices for the following types orders.	AP
	i) Material Invoice	AP
	ii) P1 Agreement Bills (Civil work bills)	AP
	iii) Works (Turnkey agreement)	AP
	iv) Hire vehicles payment	AP
	v) AMC Payment bill	AP
	vi) Manpower Supply i.e security guard, jhula person etc	AP
	vii) Audit fees	AP
	viii) Retainers and consultancy fees	AP
	ix) Payments for invoices without purchase order	AP
	x) Payment to all HR related bill (Employee Related)	AP
	xi) Imprest & Temporary Advance	AP
	xii) Others	AP
3.2	Payment to vendor as per the Budget allocation as follows.	AP
	i) Full payment	AP
	ii) Part payment/ milestone base payment as per payment terms	AP
	iii) Advance Payment to Vendor (Down Payment - AP)	AP
	iv) Payment made centrally/unitwise as per DoP	AP
3.3	Cheque updation	AP
	i) Cheque information	AP
	ii) Cheque Register	AP
	iii) Cancel Cheque	AP
3.4	EMD & SD Refund (AP)	AP
	i) EMD and SD Refund	AP
	ii) Retention Amount Refund	AP

	iii) SD Receipt in form of Bank Guarantee	AP
	iv) Forfeiture of EMD,SD	AP
3.5	Facility to control the creation and change of vendor master data	AP
3.6	Facility to provide audit trail for all types of transactions.	AP
3.7	Facility to provide invoice register by which the invoices could be logged prior to entry into the ledgers	AP
3.8	Facility to automatically generate debit/ credit memos based on PO, GRN, Quality, Inspections and acceptance tests as per OPTCL purchase regulation norms	AP
3.9	Facility to provide for entering invoices for prepaid expenses and apportion the amount between prepaid accounts on periodic basis	AP
3.10	Facility to produce payable reports on demand within the system	AP
3.11	Facility to trigger a warning if invoice amount exceeds budget balance	AP
3.12	Facility to make payment via methods such as:	AP
	i) Cash	AP
	ii) Cheque - manual and pre-printed	AP
	iii) Direct payment by 3rd Parties like lenders	AP
	iv) Bank transfers/ Electronic Fund Transfer	AP
	v) Payment to vendor through Letter of Credit	AP
3.13	Facility to generate recurring payment voucher	AP
3.14	Facility to match single payment with multiple invoices	AP
3.15	Facility to split payment to more than one payee (e.g.:- payment involving withholding tax)	AP
3.16	Facility to post transactions such as debit and credit memos into vendor account	AP
3.17	Facility to provide for automatic integration with cash book, general ledger, bank ledger, penalties/ LD account, GST account, purchasing, Material management system, TDS account, expense accounts	AP
3.18	Facility to credit all payments first to the bank Clearing Account. Post confirmation from the bank the same will be updated to the books	AP
3.19	Facility to view the account balances:-	AP
	i) In summary (opening balance, transaction per posting period and closing balances)	AP
	ii) By line items (drill down from summary)	AP
	iii) Drill down to document detail (e.g. purchase requisition, purchase order, invoice, expected delivery date)	AP
3.20	Facility to produce the following payable reports, but should not be restricted to:	AP
	i) Invoices selected for payment by period, bank, payment method	AP
	ii) List of approved invoices	AP
	iii) AP Liabilities Listing	AP
	iv) Invoices under retention	AP
	v) Outstanding Cheques which are overdue	AP

	vi) List of cancelled and void cheques	AP
	vii) Details of unpaid invoices	AP
	viii) Number of invoices and vendors processed within a payment run	AP
	ix) Payble aging report	AP
	x) List of payable to statutory vendors with reports. Eg. GST, LIC, PIL, Govt. Dept., IT, Telephone, Etc.	AP
3.21	Supporting a 3-way match between the invoice and corresponding transactions like P.O and Stores Receipt & Inspection Note (SRIN) / Measurement Book (MB).	AP
3.22	Recording asset related information from invoices relating to capital purchases.	FA
3.23	Recording all the advances made to a vendor w.r.t a general reference, multiple P.O's or multiple Proforma Invoices.	AP
3.24	Generating reports for unadjusted advances to a supplier / contractor, beyond a stipulated, pre-defined period. (Scheduled back ground running shall be possible for regular generation of reports)	AP
3.25	Making payment to vendors after adjustment of advances or debit notes against the single / multiple invoices.	AP
3.26	Providing automatic alerts in cases where	AP
3.27	i) The final bill has not been processed	AP
3.28	ii) Advance remains un-adjusted beyond some stipulated period, at each defaulting centre	AP
3.29	Supporting on-line pay particulars, dues, issuance of Final No Demand Certificate, Demand statement on License fees, Electric charges, Water charges, etc. for retaining quarters & other service particulars from user department / Accounts office / HRD	AP
3.30	Supporting payment in multiple foreign currencies.	AP
3.31	Auto calculation of foreign exchange differences and accounting there of.	AP
4	Cash Management	CM
4.1	Cash Requisition	CM
	i) Fund indent to HQ	CM
	ii) Consolidating all fund requirement at HO	CM
	iii) Fund allotment from HQ	CM
	iv) Bank Reconciliation for all accounts	CM
4.2	Manage Cash Book with daily balance update.	CM
4.3	Facility of the cash book to receive automatic postings from the accounts payable and accounts receivables together with manual postings of other payments and receipts	CM
4.4	Facility to generate daily/ weekly/ monthly cash flow report	CM
4.5	Facility to perform automatic bank reconciliation	CM
4.6	Facility to enter bank statement details:-	CM
	i) manually	CM
	ii) by electronic means to match bank transaction information with receipts and payments in the system to produce an electronic bank reconciliation	CM

4.7	Facility to post automatically to the respective bank accounts in the general ledger	CM
4.8	Creating recurring journal vouchers.	FINANCE
4.9	Generation of adjustment entries like interest earned from bank deposits, service charges deducted by bank, etc., for information.	FINANCE
4.10	Generating adjustment entries for year-end closing during reconciliation of the revenue expenditure with other accounts balances.	FINANCE
5	Budgeting/Analysis	BUDGET
5.1	i) Preparation of Budget (Budget estimate and Revised Estimate)	BUDGET
	ii) Budget proposal received from all units	BUDGET
	iii) Consolidation of proposals received from units at head quarter level.	BUDGET
	iii) Approval of Budget	BUDGET
	iv) Allocation of budget to all units	BUDGET
5.2	Manage Budget Preparation	BUDGET
	Facility to create the following budgets but not limited to:	BUDGET
	i) Revenue Budget	BUDGET
	ii) Capital Budget (Facility for cumulative capital exp. Upto last FY and proposed expenditure in current FY with validation for maximum allowable expenditure as per estimate/contract. Control for deposited amount vs budget proposal & cumulative exp. Budgetary Control for assets out of grant/partial grant.)	BUDGET
	iii) Performance Budget	BUDGET
5.3	i) Forecast Balance Sheet for 15 years	BUDGET
	ii) Forecast Profit & Loss for 15 years	BUDGET
	iii) Forecast Cash Flow for 15 years	BUDGET
	iv) Forecast Financial Ratio	BUDGET
	v) Forecast Retained Income	BUDGET
5.4	Facility to import/export budget details from / to external systems electronically (e.g. Spreadsheet -Excel)	BUDGET
5.5	Facility to provide Windows-based spreadsheets for budget preparation	BUDGET
5.6	Facility to calculate and compare budget vs. actual in:	BUDGET
	i) Amount variance	BUDGET
	ii) Percentage variance	BUDGET
5.7	Facility to provide text facility to document any changes made and reasons of amendments within each version of budget	BUDGET
5.8	Flexibility to: Maintain the original budget version and the revised budget version	BUDGET
5.9	Update the original budget by	BUDGET
	i) Increasing the budget amounts	BUDGET
	ii) Reducing the budget amounts	BUDGET
	iii) Transferring budget amounts. E.g. transfer budget from circle Office to other circle Office	BUDGET
5.10	Facility to aggregate the inputs from the different accounting units and prepare a draft consolidated budget	BUDGET

5.11	Facility to segregate the final consolidated approved budget accounting unit wise.	BUDGET
5.12	Facility to classify revenue and expenditure items by means of a hierarchy. For example, personnel costs may consist of salary, wages, overtime, bonus etc.	BUDGET
5.13	Facility to provide edit functions to create, insert, copy, and delete responsible area or revenue /expenditure item within the hierarchy	BUDGET
5.14	Facility to allow posting into a GL account after approval of budget	BUDGET
5.15	Facility to provide a text editor function up to the lowest budget level (i.e. revenue/ expenditure accounts) to capture supporting workings that derive the budget amount	BUDGET
5.16	Facility to record budgets at all levels of the chart of accounts (all views of account number up to lowest level of the accounts and all levels of organization)	BUDGET
5.17	Facility to check and highlight missing, incomplete budget items prior to consolidation (for example, a department missing from a set of departments defined for consolidation)	BUDGET
5.18	Deprecation budget should be based on existing assets and budgeted capital expenditure	BUDGET
5.19	Facility to send periodic Management Information System (MIS) as & when required	BUDGET
5.20	Facility to prepare reports for AG & CAG Audit and provision for editing and preparing other reports as required	BUDGET
5.21	Facility to perform comparison of actual budget with tariff set by the Regulator	BUDGET
6	Fixed Asset Accounting	FA
	Work order closing	FA
	i) Capitalisation of Asset	FA
	ii) Depreciation of Asset	FA
	iii) Transfer of Asset	FA
6.1	Manage Fixed Asset Register with the following descriptions but not limited to	FA
	I. Description	FA
	II. Account code	FA
	III. Compl Date	FA
	IV. opening balance (Gross Block)	FA
	V. opening balance (Gross Block as per Ind-AS)	FA
	VI. Addition	FA
	VII. Sales/ Inter Trans.(Gross Block)	FA
	VIII. Sales/ Inter trans.(Gross Block as per IND AS)	FA
	IX. Date of sale/Transfer	FA
	X. Total Closing Balance (Gross Block)	FA
	XI. Total Closing Balance (Gross Block as per Ind-AS)	FA
	XII. Rate of Depn.(%)	FA
	XIII. OB Accumulated Depn	FA
	XIV. Depn on Addition during the year	FA
	XV. Accumulated Depn on sale/Transfer (Gross)	FA

	XVI. Accumulated Depn on sale/Transfer (Gross as per Ind-AS)	FA
	XVII. Depreciation during the year on OB asset	FA
	XVIII. Total CB Depreciation (Gross)	FA
	XIX. Total CB Depreciation (Gross as per Ind- AS)	FA
	XX. Net Block	FA
	XXI. Net Block (as per Ind-AS)	FA
	XXII. Location	FA
6.2	Asset register should be maintained unit wise and consolidated	FA
6.3	Asset register shall be maintained for own asset, deposit work asset, beneficiary asset, Grant asset separately	FA
6.4	Depreciation should not cross 90% of Gross Asset value	FA
6.5	Provide audit trail for creation, amendments, transfer and deletion for all asset group and sub groups	FA
6.6	Facility to maintain parent - child asset relationships	FA
6.7	Facility to merge multiple fixed assets into one fixed asset	FA
6.8	Facility to record number of units against each fixed assets e.g. chairs - 10 units	FA
6.9	Facility to record fixed assets taken on lease, assets on other's property etc.	FA
6.10	Facility to generate Fixed Assets schedule in accordance with the Companies Act	FA
6.11	Facility to generate Fixed Assets schedule in accordance with the Income Tax Act	FA
6.12	Facility to generate Fixed Assets schedule in accordance with the Regulatory requirements	FA
6.13	Facility to maintain asset componentwise like transformer, conductor etc.	FA
6.14	Facility to automatically or manually allocate a unique asset number upon creation of the asset master record	FA
6.15	Facility to transfer from CWIP to respective Asset Account on completion of work	FA
6.16	Facility to capitalize asset via:	FA
	i) Integration with Accounts Payable	FA
	ii) Post the asset acquisition and the corresponding vendor in one transaction Integration with Purchasing/ Inventory	FA
6.17	Facility to process a credit memo, which reduces the acquisition and production costs of an asset	FA
6.18	Manage Fixed Asset Disposal/ Retirement	FA
6.19	Facility to identify "assets not in use/ awaiting disposal" based on user-defined criteria (e.g. asset class, location). The listing should contain the following information, but should not be Limited to:	FA
	I. General master data - location, description, make/ model, acquisition date	FA
	II. Asset history	FA
	III. Asset values (book value)	FA
6.20	Facility to perform the following within the Fixed Asset system:	FA
	I. Perform complete/ partial retirement	FA
	II. Provide simple method of retiring low value assets	FA

	III. Perform mass retirement	FA
	IV. Capture cost of retirement (e.g. removal cost)	FA
6.21	Facility to capture disposal information such as:	FA
	I. Date of retirement	FA
	II. Cost, accumulated depreciation and net book values written off	FA
	III. Sales proceeds	FA
	IV. Gain/ loss on disposal	FA
	V. Reasons for retirement	FA
	VI. Mode of retirement e.g. sold, scrapped, donated etc.	FA
6.22	Facility to post automatically or manually to the respective account codes in the General Ledger:	FA
	I. Gain or loss on disposal;	FA
	II. Sales proceeds;	FA
	III. Capitalization cost; and	FA
	IV. Accumulated depreciation	FA
6.23	Facility to automatically determine the corresponding depreciation charge for the partial disposal.	FA
6.24	Facility to post automatically or manually to issue invoice in the Account Receivable	FA
6.25	Manage Depreciation of Fixed Assets	FA
6.26	Support change of useful life and effective rate of depreciation	FA
6.27	Facility to maintain multiple depreciation rates vis-à-vis the periods to which they apply and Facility to calculate depreciation with retrospective effect wherever required	FA
6.28	Facility to keep the original asset cost details separated from the revaluated amounts and a history of revaluation for each asset over time	FA
6.29	Facility to automatically post revaluation transaction to update relevant accounts in the General Ledger (allowance for revaluation (surplus/deficit), allowance for diminution)	FA
6.30	Automatic generation of depreciation schedules.	FA
6.31	Linkage of an asset account with the maintenance module, in order to keep a track of all the activities against an asset and the revenue expenditure related to the asset.maintenance	FA
6.32	Maintaining all the insurance related details of an asset.	FA
6.33	Handling financial lease as well as operating lease of asset and their accounting & payments.	FA
6.34	calculation of depreciation on deposit work asset, beneficiary work asset and grant asset for the purpose of transferring to income.	
7	Auditing Process	AUDITING
7.1	System should allow User (Auditor) creation with access Limited to viewing of the Customer Transaction data etc.	AUDITING
7.2	System should have the facility to provide Ad hoc report writing facility for the auditors	AUDITING
7.3	System should have the facility to provide Interface enabling the data to be downloaded to the audit software for analysis of data for audit purpose	AUDITING

7.4	System should have the facility to Concurrent audit whereby transactions/activities deviating from business rules are diverted on real time basis to concurrent auditors	AUDITING
7.5	System should have the facility to provide Internal Audit Report Template for writing of Reports	AUDITING
7.6	System should have the facility to provide Monitoring & Scheduling of Internal Audits, Statutory Audits etc.	AUDITING
7.7	Facility to generate any statutory report as required for compliance	AUDITING
7.8	Facility to generate pending audit paras unit wise or as required by OPTCL	AUDITING
8	Project And CWIP Accounting	PROJECT
	i) Accounting of CWIP ProjectWise	PROJECT
	ii) Age wise analysis of each project	PROJECT
	iii) details of amount received for deposit work and amount spent towards deposit work	PROJECT
	iv) warning if amount spent on deposit work exceeds deposit received from the party	PROJECT
	v) Report on unspent amount of deposit work	PROJECT
	vi) Amount of supervision charges transferred to income on deposit work executed by OPTCL	PROJECT
	vii) Capitalisation of CWIP	PROJECT
	viii) Calculation of amount to be transferred to deferred tax liability	PROJECT
9	Loan Management (HQ)	LOAN
9.1	Loan management for the following type of loans.	LOAN
	i) State Govt. Loans	LOAN
	ii) Central Govt Loans	LOAN
	iii) State Govt Loan Bonds	LOAN
	iv) Project Loans (REC and PFC)	LOAN
	v) Loans from Commercial Banks	LOAN
	vi) Servicing of Pension Trust Bond	LOAN
	vii) Infrastructure Loan	LOAN
9.2	Loan statements showing principal received, principal due, principal paid, principal not due, overdue, total interest due, interest paid, interest outstanding and total closing of both principal and interest.	LOAN
9.3	Calculation and accounting of interest	LOAN
9.4	Loan repayments	LOAN
9.5	Closure of loan	LOAN
9.6	Accounting of the above	LOAN
10	Consolidation And Finalisation Of Accounts	Accounts
	i) Monthly Statement of Accounts(Month end Closing)	Accounts
	ii) Year-end Inter Unit closure	Accounts
	iv) Audit Trial	Accounts
	v) Current and Non- Current classification	Accounts
	vi) Preparation of Age wise analysis of Trade Receivable, Trade Payable, CWIP etc. as per revised Schedule-III.	Accounts
	vii) Calculation of different ratios as per Schedule III	Accounts
	viii) Year-end closure process	Accounts

	ix) Automatic incorporation of opening balances in next year accounts	Accounts
10.1	Facilitate to produce the following financial reports in multiple levels (e.g. whole organization, reporting should not Limited. To: such as Area Office, zones, departments) and for a user defined period (for the month, year to date), but units	Accounts
	i) Statement Profit and loss account (As per Ind-AS)	Accounts
	ii) Balance sheet (As per IND-AS)	Accounts
	iii) Unit Wise Trial Balance, Head Office Trial Balance and Consolidated Trial Balance	Accounts
	iv) Preparation of Cash flow Statement and Statement of Changes in Equity.	Accounts
	v) Notes to the financial accounts (account breakdowns)	Accounts
	vi) All functionalities must display, calculate and transmit data in Indian currency format Eg. 4,20,30,000.00/-	Accounts
10.3	Facilitate to automatically update the closing balance of the previous period and opening balance of the current period	Accounts
10.4	All the year end adjustments as follows shall be provided in the accounts.	Accounts
	i) Capitalisation of Interest on project funded through funding agencies	Accounts
	ii) Work in Progress- Transfer of completed CWIPs to Fixed Assets	Accounts
	iii) Depreciation and Fixed Asset Adjustments	Accounts
	iv) Reserve for Bad and Doubtful Debts	Accounts
	v) Adjustments for loss/theft of materials	Accounts
	vi) Provision for pension, gratuity & leave encashment as per Actuary Report & PF Adjustments	Accounts
	vii) MAS Acct Adjustments at unit level	Accounts
	viii) Provision for Bonus/DA	Accounts
	ix) Audit fees	Accounts
	x) Intangible assets written off	Accounts
	xi) Notes on Account- Significant Accounts policies for proper disclosure	Accounts
	xii) Interest accrued/ received on Employee related advances	Accounts
	xiii) Provision for prior period expenses	Accounts
	xiv) Cash lost pending investigation	Accounts
	Reporting Requirements	Accounts
	The following statutory reports have to be generated by OPTCL:	Accounts
	I. Depreciation details as per Income Tax requirements	Accounts
	II. Statement of Opening Balance	Accounts
	III. Statement of provision for liability towards employees cost	Accounts
	IV. Statement of bonus liabilities	Accounts
	V. Statement of Provision for liabilities for O& M, Capital and expenses	Accounts
	VI. Statement of Work in Progress and completion reports	Accounts
	VII. Replacement [Transformer / other Asset] Statement	Accounts
	VIII. Statement of income accrued and due	Accounts
	IX. Statement of O& M materials at site	Accounts

	X. Statement of surplus materials (capital) at site	Accounts
	XI. Statement of unutilized/spares (capital) against ongoing works	Accounts
	XII. Statement scrap / Un-serviceable / Damaged stores	Accounts
	XIII. Statement of materials in transit / material pending inspection / verification	Accounts
	XIV. Statement of loss of stores materials	Accounts
	XV. Statement of loss of cash	Accounts
	XVI. Statement of miscellaneous advances with staff and other	Accounts
	XVII. Statement of pre-paid expenses, telephone rent charges, postage stamp / other stamps Proforma	Accounts
	XVIII. Statement of prior period expenditure adjustment account Proforma	Accounts
	XIX. Statement of Deposit Work carried out during the year	Accounts
	XX. Statement of estimated amount of contract remained to be executed on capital account as on 31st March	Accounts
	XXI. Statement of Addition to Fixed Assets including furniture and fixtures and office equipments etc.(A/c Code 10.1 to 10.9) during the FY purchases/ constructed assets transferred from CWIP	Accounts
	XXII. Statement of receipt of Fixed Assets including furniture and fixtures and office equipments etc. from Other Units (A/c Code 10.1 to 10.9) during the FY	Accounts
	XXIII. Statement of Transfer of Fixed Assets including furniture and fixtures and office equipments etc. to Other Units (A/c Code 10.1 to 10.9) during the FY	Accounts
	XXIV. Statement of Sale of Fixed Assets including furniture and fixtures and office equipments etc. to outside parties (A/c Code 10.1 to 10.9) during the FY	Accounts
	XXV. Statement of Stock as on 31st March (Account Code 22.610, 22.611,22.640 and 22.650)	Accounts
	XXVI. Statement of transformers held as inventory	Accounts
	XXVII. Statement of Deposits (Party wise and Account Wise detail to be submitted)	Accounts
	XXVIII. Statement of interest on Loans & Advances given to staffs as on 31st March	Accounts
	XXIX. Statement of complete Principal recovery and interest due on Loans & Advances to staff.	Accounts
	XXX. Details of R & M Expenses incurred from PSDF.	Accounts
	XXXI. Statement of Provision (Party Wise and Account Wise detail to be submitted as on 31st March).	Accounts
	XXXII. Statement of Reversal entries passed during the previous F.Y. for withdrawal of liability / provision created at the end of 31st March	Accounts
	XXXIII. Statement of contingent liability as on 31st March.	Accounts
	XXXIV. Statement of outstanding dues for more than 30 days exceeding Rs. 1 lakh to MSME units as on 31 st March previous year to 31st March current year	Accounts

11	Cost Management	Cost Management
	Maintaining cost-center wise or profit-center wise accounts for the organization.	Cost Management
	i) Preparation of Cost records as per CRA-1 Pursuant to rule 5(1) of the Companies (Cost Records and Audit) Rule, 2014.	Cost Management
	ii) The cost records shall be maintained at each of the accounting units.	Cost Management
	iii) The EHT O&M Divisions are operation cost centres	Cost Management
	iv) Other units are Service Cost Centres whose costs are apportioned as per rules to Operation Cost Centres.	Cost Management
	v) SLDC is treated as separate Cost centre	Cost Management
	vi) The records maintained at unit level is to be consolidated at Hqrs level.	Cost Management
	vii) Computation of profit/loss as per Cost Record along with per unit cost and profit/loss.	Cost Management
	viii) Reconciliation of Cost and Financial statements.	Cost Management
	ix) Generation of various reports following Cost Accounting Standards.	Cost Management
	x) Preparation of Annexures to Cost Audit Report	Cost Management
12	Energy	Energy
12.1	Invoice Entry to Receipt process: Enter and maintain invoices, Receive funds from customers	Energy
12.2	Accounting and Period End process: Create accounting for Invoices and Payments and transfer to GL,	Energy
12.3	Creation of new Customer	Energy
12.4	Generate Transmission charges invoice – Invoices for revenue from transmission charges to Distribution Companies, Interstate customers etc linking with GST invoice portal	Energy
12.5	Calculation of rebate allowed or Late payment surcharges	Energy
12.6	Accounting of invoices, payment receipts from customer, rebate allowed or Late payment surcharges etc.	Energy
12.7	There could be multiple reasons for adjustments to invoice once issued. This can be regularized by issuing Debit/ Credit notes	Energy
12.8	If required , revise invoices are to be generated in compliance to the Transmission Service Agreements.	Energy
12.9	Reconciliations with the customers in respect of units as well as values.	Energy
12.10	Different sources of revenue collection are as follows :-	Energy
	i) Transmission Charges from four DISCOMs	Energy
	ii) Transmission Charges from CGPs	Energy
	iii) Transmission Charges from Intrastate Open Access Customer(through SLDC)	Energy
	iv) Transmission Charges from Interstate Open Access Customer(through RLDC)	Energy
	v) Transmission Charges from IEX users	Energy
	vi) Transmission Charges from Power Grid Corporation Ltd(Through POC Mechanism)	Energy
12.11	Generation of different reports for Tariff filing.	Energy

13	Trust accounts	Trust
	OPTCL has five different trusts namely Pension Trust, Provident Fund Trust, Gratuity Trust, Rehabilitation Trust and Leave Encashment Trust. These Trusts are independent and separate from OPTCL and they maintain their accounts Trustwise. Separate master data like chart of accounts, vendors etc. shall be maintained for each trust. The requirements of the different Trusts are as follows	Trust
13.1	Gridco Pension Trust	Trust
	I. Preparation of Cash Book, General Ledger and subsidiary Ledger	Trust
	II. Preparation of the Annual Financial Statement	Trust
	III. Interface with pension preparation software for accounting entries of pension payment & arrear pension payment.	Trust
	IV. Accounting Entries for Investment under category I,II, III & IV .	Trust
	V. Interest Forecast statement monthly/quarterly/yearly for investments under Category I & II.	Trust
	VI. Investment details at the end of financial year	Trust
	VII. Accrued interest details at the end of financial year	Trust
	VIII. Preparation of TDS return	Trust
13.2	Provident Fund Trust:	Trust
	I. Preparation of Cash Book, General Ledger and subsidiary Ledger.	Trust
	II. Preparation of the Annual Financial Statement.	Trust
	III. Accounting Entries for Investment under category I, II, III & IV	Trust
	IV. Interest Forecast statement monthly/quarterly/yearly for investments under Category I & II	Trust
	V. Investment details at the end of financial year	Trust
	VI. Accrued interest details at the end of financial year	Trust
	VII. Preparation of TDS return	Trust
	VIII. Providing different types of advances such as Temporary Advance, Special Temporary Advance, Non-Refundable advance and Special Non-Refundable Advance to employees and recovery of the temporary advances	Trust
	IX. Final settlement of the dues of the employees in case of superannuation, death, VRS and resignation	Trust
	X. Calculation of Interest on the PF balance of the employees	Trust
	XI. Accounting of the above with cash book, ledger and subsidiary ledger	Trust
	XII. Preparation of the Annual Financial Statement	Trust
	XIII. Ledgers of the subscribers for calculation of interest. There are two types of Subscribers viz. Pensionary and Non pensionary	Trust
	XIV. Unit wise PF Subscriber Ledger for Pensioners	Trust
	XV. Unit wise PF Subscriber Ledger for Non-Pensioners	Trust
	XVI. PF code wise PF Subscriber Ledger for Pensioners	Trust

	XVII. PF code wise PF Subscriber Ledger for Non-Pensioners	Trust
	XVIII. Employee code wise PF Subscriber Ledger for Pensioners	Trust
	XIX. Employee code wise PF Subscriber Ledger for Non-Pensioners	Trust
	XX. PF account slip for Pensioners Subscribers	Trust
	XXI. PF account slip for Non-Pensioners Subscribers	Trust
13.3	Gridco Gratuity Trust:	Trust
	I. Preparation of Cash Book, General Ledger and subsidiary Ledger	Trust
	II. Preparation of the Annual Financial Statement	Trust
	III. Accounting Entries for Investment under category I, II, III & IV	Trust
	IV. Interest Forecast statement monthly/quarterly/yearly for investments under Category I & II	Trust
	V. Investment details at the end of financial year	Trust
	VI. Accrued interest details at the end of financial year	Trust
	VII. Preparation of TDS return	Trust
13.4	Gridco Rehabilitation Trust:	Trust
	I. Preparation of Cash Book, General Ledger and subsidiary Ledger	Trust
	II. Preparation of the Annual Financial Statement	Trust
13.5	OPTCL Leave Encashment Benefit Trust:	Trust
	I. Preparation of Cash Book, General Ledger and subsidiary Ledger	Trust
	II. Preparation of the Annual Financial Statement	Trust
	III. Accounting Entries for Investment under category I, II, III & IV	Trust
	IV. Interest Forecast statement monthly/quarterly/yearly for investments under Category I & II	Trust
	V. Investment details at the end of financial year	Trust
	VI. Accrued interest details at the end of financial year	Trust
14	Investment	Trust
	I. To manage investment in different types of securities	Trust
	II. Auto calculation of interest and accounting thereof	Trust
15	Interunit Accounts	IU
15.1	Inter unit transactions are transactions between field unit with head office and one field unit with another relating to the following transactions.	IU
	i) Bank Transfer from H.O to field unit	IU
	ii) Bank transfer from field units to H.O	IU
	iii) Payment by H.O on behalf of field units relating to party payment, tax payment, insurance payment etc.	IU
	iv) Material/ inventory transferred from one unit to another unit	IU
	v) Asset Transferred from one unit to other unit	IU
	vi) Transfer of personnel from one unit to other unit	IU
	vii) Receipts by H.O on behalf of field units	IU
15.2	Transaction created by one unit shall be reflected in the books of responding unit in a clearing box.	IU

15.3	After clearing by the responding unit the transaction shall appear in the books of the responding units.	IU
15.4	The inter unit accounts shall be nil after each reporting period say monthly/quarterly, half yearly, yearly etc.	IU
15.5	Facility to generate a report of pending, responded and un-responded Inter Unit Transfers (IUTs)	IU
15.6	Facilitate to automatically create relevant accounting entries at both units on acceptance of the inter- unit accounting by the recipient unit	IU
16	Taxation	Taxation
16.1	Creation of GST Invoices/Credit Note /Debit Note in E-invoice portal for B2B Sale	Taxation
16.2	Creation of GST invoices in QR code format for B2C sale	Taxation
16.3	Creation of Bill of Supply in OPTCL internal portal.	Taxation
16.4	Creation of Payment Vouchers for payment under Reverse Charge Mechanism	Taxation
16.5	Creation of E-waybill in case of transfer of material from OPTCL to OPTCL	Taxation
16.6	Reconciliation & Filing of Monthly GSTR-1	Taxation
16.7	Reconciliation & Filing of Monthly GSTR-3B	Taxation
16.8	Reconciliation of Annual Accounts with GSTR & Filing of GSTR-9 & 9C	Taxation
16.9	Reconciliation between Income heads of OPTCL with GST invoice issued	Taxation
16.10.	Reconciliation of expenditure between Reverse charge mechanisms as per accounts with payment vouchers created as per GST	Taxation
16.11	HSN/SAC wise reconciliation on Monthly basis	Taxation
16.12	Verification and availing /Reversal of ITC credit from GSTR – 2B on monthly basis	Taxation
16.13	Segregating the ITC with respect to Input, Capital Goods, Input Services and in case of ITC availed from RCM on GST	Taxation
16.14	Break-up of total expenditure of entities registered or not registered under the GST	Taxation
16.15	Generation of report, Payment and Filing of GST TDS return	Taxation
16.16	Generation of Report, Payment and filing of IT TDS/ TCS return (NSDL designed format)	Taxation
16.17	Generating report with regard to filing status of TDS return of all units of OPTCL.	Taxation
16.18	Generating report with regard to payment of interest for all TANS under OPTCL	Taxation
16.19	Check point measure to check if any payment was made without TDS.	Taxation
16.20.	Generation of report for filing of Tax Audit Report as required by statute	Taxation
16.21	Checking/suggesting applicable rate of TDS and applicable section under IT Act in case of each transaction	Taxation
16.22	Generation of report for filing of income tax returns as required by statute	Taxation
16.23	Calculation of Advance Income Tax to be paid in each quarter	Taxation

16.24	Calculation of Depreciation as per Income Tax Return with regard to Asset addition as per accounts of OPTCL	Taxation
16.25	Monthly Reconciliation of 26AS (TDS/TCS) with accounts of OPTCL Receivable for all units. (Party Wise/ Voucher Wise)	Taxation
16.26	Generation of report for cash payment made in excess of Rs. 10,000	
16.27	Facilitate to comply with all tax related statutory requirements in force in India and applicable to the company. The tax laws in the system should be upgraded with the latest tax laws on a regular basis.	Taxation
16.28	Facility to trigger automatic alerts prior to due dates of statutory lenders and posting related accounting entries requirements like tax payments/ return filings etc.	Taxation
16.29	Facility to print TDS certificates and print Income Tax ,GST and TDS report compliant with regulations, in file-formats which support e-filing.	Taxation
17	Inventory	Inventory
	I. Sub-division wise weighted average may be incorporated for issue of stores and valuation thereon.	Inventory
	II. Every purchase order should be classified whether Capital or O& M items to be procured for accounting of inventories and to track budgetary provision thereon.	Inventory
	III. All items to be procured which are in pipeline, the PO has to be segregated into prior to and after implementation of erp(SAP) for tracking of payment of materials PO wise as well as accounting thereon.	Inventory
	IV. All tower materials are to be classified in complete Set/MT considering different size and makes. Material Codes both in Complete set items as well as in Part are to be classified as per requirement of user units.	Inventory
	V. In case of Tower materials, cables, conductors etc., there must be tolerance limit (+)/(-) 5% in PO for acceptance of materials & for payment & accounting thereon.	Inventory
	VI. In case of Price variation of clause in PO covering items i.e. Transformers, Tower Materials, Conductors etc. are to be taken care of at the time of payment and accounting of materials.	Inventory
	VII. All materials supplied and delivered at site, the receiving officer, consignee and paying authority will be that unit/Cost center for online processing inventory transaction and payment and accounting thereon.	Inventory
	VIII. Service related transactions in connection with materials are to be dealt with separately for payment and store accounting thereon.	Inventory
	IX. Cost reduction (Penalty) for delay in supply of materials is to be taken care of for accounting of materials as well as to avoid future compliance of GST.	Inventory
	X. Issue of materials to third parties are to be taken care of.	Inventory

	XI. Age-wise information of present materials are to be incorporated in the system in order to generate report for further classification and control over materials.	Inventory
	XII. Sub-division wise and division wise price Store Ledgers to be generated.	Inventory
	XIII. Purchase Order wise report towards payment and receipt of materials are to be generated for better control.	Inventory
	XIV. ABC Analysis report also to be generated.	Inventory
18	Payroll	Payroll
	i) Details of PF deduction unit-wise	Payroll
	ii) Details of NPS deduction unit-wise	Payroll
	iii) Reports of all types of recoveries from employees separately	Payroll
	iv) Amount of Income Tax, Professional Tax etc to be deposited monthly.	Payroll
	v) Other recoveries to be deposited monthly.	Payroll
	vi) Component wise accounting of payroll at unit level.	Payroll
	vii) Generation of payslip for all the employees.	Payroll
	viii) System should update original payment entries after salary disbursement	Payroll
	ix) Unit-wise and bank wise payment report for salary.	Payroll
	x) Auto reflection of advances in payslip.	Payroll
	xi) Payment of arrear salary/arrear DA etc. during a month.	Payroll
	xi) Calculation of interest on interest bearing advances.	Payroll
	xii) Issuance of no-due certificate against interest bearing advances.	Payroll
	xiii) System should configure various tax rules (e.g. Income tax, Professional taxes, etc.) on basis, method of calculation, Default percentage rates, General accounts to which tax effects may be posted, Applicable State etc.	Payroll
	xiv) System should maintain details of Loans & Advances of each employee on the payroll	Payroll
	xv) System should compute all statutory deductions from salary such as Income Tax, EPF/GPF contributions, HBA, Insurance premium etc. (details to be finalized) and deduct the same from the Payout figure	Payroll
	xvi) System should maintain the tax slabs, rates and surcharges and compute the tax automatically as per prevailing tax rate.	Payroll
	xvii) System should post the salary details to General Ledger classified under appropriate HoA (Head of	Payroll
	xviii) System should be able to prepare quarterly and annual tax returns	Payroll
	xix) System should support generation of Form 16 and other statutory documents	Payroll
19	OTHERS	OTHERS
19.1	Defining security for all accounting activities at each level as under:	OTHERS
	i) User level	OTHERS
	ii) Account level	OTHERS
	iii) Transaction level etc.	OTHERS

19.2	Defining different locations.	OTHERS
19.3	Maintaining the accounting details for all defined locations.	OTHERS
19.4	Extension of the master data across all defined locations.	OTHERS
19.5	Ensuring that all pending activities are carried out before the closure of any transaction.	OTHERS
19.6	Recording the relevant account codes and cost centers.	OTHERS
19.7	Retrieving appropriate cost-center details vis-à-vis the given parameters.	OTHERS
19.8	Recording all organizational details.	OTHERS
19.9	Defining a mandatory check-list to be satisfied before creation of any claim (employee / supplier / contractor, etc.).	OTHERS
19.10	Listing the accounting years, accounting periods, cost-centers / cost-units, cost-elements, profit- unit structure, cost-element structure, etc.centers,	OTHERS
19.11	Providing variance analysis reporting (cost-center variance).	OTHERS
19.12	Monthly MIS & costing on the basis of actual monthly accounting figures.	OTHERS
19.13	Facility to interface or File format so as to interface with Govt. Portal to generate E-WAY bill.	OTHERS
19.14	Facility to generate invoices with taxes and record automatic accounting for consumers.	OTHERS
19.15	Facility to generate dashboard reports (MIS) as per OPTCL requirement in all modules.	OTHERS
19.16	Any other process relevant and necessary to FICO process that are not mentioned also to be covered.	OTHERS
Anything not mentioned above which may arise during implementation may be taken care of.		

TRS - Procurement Module	
1.0	Procurement Planning
1.1	Provision for annual procurement planning and budgeting.
1.2	Provision for annual material plan for different offices individually and as a whole.
1.3	Provision to optimize different requirements/requisitions coming from different offices before generating procurement plan.
1.4	Provision to categorise products and services after analyzing the optimized requirements.
1.5	Provision to do procurement plan for Individual vendor, Plan for Individual Item/Item Group etc...
1.6	Provision to keep inputs from different supplier/vendors regarding products and service in procurement planning.
2.0	Purchase Requisition
2.1	Provision to check the availability of budgets during purchase requisition.
2.2	Provision to track and display lead time for purchasing material by material number / material group before creating purchase requisition.
2.3	Provision to create purchase requisition for various types of purchases e.g. stock materials, non-stock materials, services, assets, contract labour etc. Provision to check the current stock and On hand stock of any store.
2.4	Provision to configure the approval hierarchy for different purchase requisition. Provision to update the approval hierarchy as and when required.
2.5	Provision to set up approvals levels based on norms recommended by OPTCL like items classifications, procurement value, designation, office type etc.
2.6	Provision to provide/revoke purchasing rights to the employees of OPTCL as and when required.
2.7	Provision to add user defined instructions for bidders, approver, purchaser etc...in the purchase requisition.
2.8	Provision to generate unique purchase requisition number as per OPTCL standard and restrict to create duplicate purchase requisition.
2.9	Provision to check the status of purchase requisition at any point of time and notification/alert to be sent for the purchase requisition those are awaited for approval.
2.10	Provision to configure requisitions based on predefined criteria e.g. value, department, type of purchase etc.
2.11	Provision to modify update requisitions and resubmit for approval.
2.12	Provision to cancel/reject/reassign purchase requisition or return to the creator for more information/correction and resubmit. Provision for comments during approval.
2.13	Provision to track the status of the requisition based on status
2.14	Provision to filter/search Purchase requisitions based on different input parameters.
2.15	Provision to link the purchase requisition to a valid project or cost center
2.16	Provision to configure the release procedure for purchase requisitions based on type of line item e.g. as part of standard item list,, requiring specialized documents and approvals etc.
2.17	Provision to track changes of purchase requisitions and generate audit trail history.
2.18	Provision to generate different reports of the purchase requisitions created over a period for a department /Office.
2.19	Provision to generate report based on status of purchase requisitions
2.20	Provision to search and generate reports based on user defined criteria e.g. requisition number, status, date, material number, description, originator etc.
2.21	Provision to display report on search results on purchase requisition details based on key fields like purchase requisition numbers/Item Name/Item Id etc...
2.22	Provision to generate exception report on purchase requisitions rejected, not approved cancelled etc.
2.23	Provision to ensure that unutilized budget gets added back to main budget at the time of generation of relevant Purchase Requisitions/PO.
2.24	Provision to receive requisition from different offices/employees for IT Items including consumable items.
3.0	Procurement of Materials
3.1	Budget Provisions / Allocation & controlling.
3.2	Integration with eTender Portal
3.3	Draft Purchase Order.
3.4	Purchase Order generation with unique number as per OPTCL practice.
3.5	Drawing design approval and issue of manufacturing clearance. Approval of Schedule Delivery timeline
3.6	Management of Security Deposit and Bank Guarantee Details.

3.7	Inspection Details / Check measurement / Quality checking / Sample materials.
3.8	Approval of test reports, Joint Verification Report, issue of Dispatch Instruction.
3.9	Material Accounting / Delivery at Stores. (SRV)/Return to Vendor
3.10	Bill Passing / Passing of Materials
3.11	Liquidated Damages – Automatic Calculation and deduction while payment.
3.12	Amendment of Qty. variation, time extension, change in destination, Change of Vendor Address, Change of Consignee, Paying officer etc...
3.13	Updation of unit price as per Price variation.
3.14	Purchase Order Closing.
3.15	Automatic Reminders for Bank Guarantee during expiration or closing of PO.
3.16	Major master records to be maintained
3.17	MIS Reports to be maintained
3.18	Vendor rating.
	1. Head office Procurement Processes.
	2. Zone Office Procurement processes
	3. Circle office Procurement Processes
	4. Division office Procurement Processes
	Each level contains Master Data, Purchase Order, Types of Tender, Terms of Payment, Billing, Inventory and Reports.
	Provision to setup the approval flow of Purchase Order as per the OPTCL practice.
	Provision to cancel/reject/reassign purchase requisition or return to the creator for more information/correction and resubmit. Provision for comments during approval.
4.0	Procurement of works / Services Contracts
4.1	Rate Contract for supplying of materials.
4.2	Rate Contract for Execution of works.
4.3	Rate Contract for services.
4.4	Tender finalisation with all details and process flow.
4.5	Estimate submission, approval, tender call for, tender opening, lowest rate arrival. Impanelment of firms for 4.1 and 4.2. Award of W.O for 4.3
4.6	Sending service acceptance order (PO order), agreement signing.
4.7	Work completion progress, payment Rate contract with price variance for components as per Central Statistical Organisation / Material Index provided by appropriate authorities. (Govt. of India, Central Statistical Organisation)
5.0	Purchase Order Management
5.1	Provision to create purchase order (PO) directly or with reference to a Bid/Tender document, a contract, purchase requisition, or another purchase order.
5.2	Provision to create PO for different types of purchases e.g. stock materials, non-stock materials, services, assets, contract labour etc.
5.3	Provision to create PO automatically based on preset conditions in the application.
5.4	Auto Suggestion for PO incase material reached Min Qty level in the Store (As specified configuration)
5.5	Provision to create PO with multiple delivery addresses and staggered delivery.
5.6	Provision to have the following as part of the PO:
5.7	Auto numbering of PO as per OPTCL practice.
5.8	Requisition originators name and details as applicable
5.9	Item details with document attachment options to enable viewing item details both in Header and Line section of the PO.
5.10	Text fields for user defined special instructions for Supplier/Approver etc...
5.11	Provision to record Reference Old PO No.
5.12	Provision to add ship-to address, bill-to address, Consignee, invoice-sent-to address in the Purchase order.
5.13	Provision to apply same Delivery location/Consignee etc... to multiple line in one go on selection if the delivery location is same for multiple lines.
5.14	Provision to maintain shipment-from, bill-by/payment to be released, report- to, vendor address etc... in PO
5.15	Provision to capture payment terms in distinct parametric form e.g. full/part/advance, mode of payment, etc./address to release the payment
5.16	Provision to capture inspection requirements, acceptance criteria, etc. in PO
5.17	Provision to specify packing, shipping, scheduling instruction against item for PO (if desired unit wise packing may be asked for)
5.18	Provision to record standard documents of latest version like Standard Terms and Conditions of Indigenous/Import procurement, PBG, Bankers List, EMD etc which can be attached to a PO.

5.19	Provision for multiple UOM for items for inventory and for placing order
5.20	Provision to track the authorization status and generate alerts based on PO awaiting approval
5.21	Notification to stakeholders on deviation in Delivery schedule.
5.22	Provision of updation of PO and resubmit for approval
5.23	Provision for consolidataion of multiple purchase requisitions into single PO for the same vendor.
5.24	Provision to create multiple PO s from single requisitions for different vendors
5.25	Provision to split PO between vendors based on user defined parameters
5.26	Provision to distribute the costs for individual items in a PO to multiple accounts based on user defined distribution proportion to be charged to 'valid' accounts or project codes
5.27	Provision to display budget available for the purchase and generate alert if no budget is available or PO value exceeds budget during PO creation.
5.28	Provision to refer the type of procurement for an item during PO creation. The type of procurement for the item will be part of the item master data detailing whether the item :
	Requires a material number
	Requires an account assignment (i.e. whether you are required to enter an account assignment category)
	Needs to be kept in stock
	Requires a material receipt and/or invoice receipt etc.
5.29	Provision to get the preferred vendor list for the items selected in the PO
5.30	Provision to refer to previously existing contracts with the selected vendors while creating PO and check their status/deviaion on execution the contract.
5.31	Provision to record and uplaod the PO acknowledgement against the PO from vendors in the system.
5.32	Provision to capture Purchase Order receipt/ Acceptance,Planned delivery date, delivery Instruction etc... given by the vendor in the system.
5.33	Provision to follow up on the vendor for delivery by sending reminders/ risk & cost notice through email. System shpould suggest the reminder automatically and track the updates.
5.34	Provision to amend Purchase Order with user's approval/ financial concurrence and approval of Competent Authority and to keep track of all past amendments.
5.35	Provision to attach documents and specifications to PO (Both in Header and Line of the PO)
5.36	Provision to record delivery and shipping information related to a PO
5.37	Provision to record vendor performance data for deliveries against a PO upon inspection.
5.38	Provision to enable three/ four way matching of PO, Material Receipt, Quality Inspection Report and Invoice generated in the system
5.39	Provision to release schedules against a Purchase order for staggered delivery.
5.40	Provision to provide for GST/taxes and duties for various/individual items with respect to HSN Code in the Purchase order.
5.41	Provision to apply same GST/Taxes to multiple line on selection, if Taxes for multiple line is same.
5.42	Provision to record specific terms of trade or payment in a PO e.g. Payment Terms and Due Dates etc.
5.43	Provision to record vendor discounts in the PO details
5.44	Provision to search and display previously created PO by User,for vendor,by item code, PO number etc...
5.45	Provision to generate alerts to the stakeholders for PO about to become due.
5.46	Provision to track PO due dates and produce generate report to originators on overdue Pos.
5.47	Provision for PO creation based on standard templates for regular purchase items
5.48	Provision to follow-up on the vendor through email for order delivery
5.49	Provision to display transactions history against the PO
5.50	Provision to automatically calculate LD based on PO terms and with respect to material receipt date and Service entry sheet (M.Book)
5.51	Provision to generate report on purchase order history for an item
5.52	Provision to generate report on change history for a particular PO
5.53	Provision to generate reports on PO by user defined criteria e.g. PO numbers, Vendors, Material numbers, originator, Area Offices
5.54	Provision to generate report on POs due or overdue
5.55	Provision to generate report on PO outstanding payment history
5.56	Provision to generate report PO based on status
5.57	Provision to generate report on user defined exceptions on PO e.g. Delivery exceptions, payment exceptions etc.
5.58	Provision to create note on "Time Extension" approval with LD or without LD
5.59	Provision to create PO with multiple currency and maintain exchange rate while processing invoice
5.60	Provision to maintain various payment terms and automatic adoption while processing invoice
5.61	Provision to maintain technical and commercial terms and auto check while processing invoice.

5.62	Provision to calculate SD, EMD,PBG/CPBG.
5.63	Provision to generate PO closure report and report as required by OPTCL.
5.64	Auto reminder for extension to Bank/Vendor. Validation Letter etc...
5.65	Import from Excel Or Copy from Excel.
5.66	Comparision between two revision before approval. Heighlights the Modified fields for quick revision.
5.67	BG Reports based on PO/Amount/Bank/Expire Date etc...
6.0	Service Procurement
6.1	Provision to support procurement of services through recording details of list of service items, bill of services, estimated rates etc.
6.2	Provision to make detailed estimates for civil, mechanical, electrical, instrumentation works,IT,Telecom etc.
6.3	Provisiom to revise estimates, if required, during the execution of the order
6.4	Provision to support multiple type/modes of tendering for service procurement like RFQ, direct PO etc.
6.5	Provision to create a schedule of rates for various service items that would be used for all cost estimation for service procurement.
6.6	Provision to create a service requisition/ proposal from an existing requisition
6.7	Provision to add terms and conditions information for each contract proposal or Execution Order (EO, also referred as Order in OPTCL)
6.8	Provision to direct the tender to the appropriate authority fund allocation/ approval as per defined hierarchy.
6.9	Provision to generate Execution orders from the tender and the services chosen
6.10	Provision to create multiple execution orders from one requisition
6.11	Provision to compare the current offer with previous offers on another Execution Order
6.12	Provision to record execution order receipt confirmation from the vendor
6.13	Provision to auto generate unique execution order number as per OPTCL practice.
6.14	Ability to specify staggered job completion pattern
6.15	Provision to create a blanket execution order/ rate contracts with or without quantity commitment and with or without schedule
6.16	Provision to generate automatic alerts/ reminders when a contract is about to be expired or requires renewal
6.17	Provision to generate a work schedule for various activities along with service item number, description, completion date, status updation, etc.
6.18	Provision to monitor the order execution with respect to time and cost budgeted vs. the time and cost left
6.19	Provision to track the payments are made to the workers by the Contractor as per the statutory requirements
6.20	Provision to record acceptance/ rejection/ partial acceptance of the service provided
6.21	Provision to monitor the order execution with respect to materials issued, payments made to the Contractor, materials returned by the Contractor
6.22	Provision to evaluate the Contractor performance based on pre- defined parameters, record and provide feedback
6.23	Provision to calculate deviations in scope and time and levy penalties/ liquidated damages and deduct the same from final payment to Contractor
6.24	Provision to provide a source list of various jobs with job codes and the related list of vendors attached to it
6.25	Provision to capture details like original bid reference, value of work, date of commencement, contract period (completion date), scope of work BOQ, statutory requirements GCC conditions, special conditions of contract, etc.
6.26	Provision to amend proposals and resubmit for approval.
6.27	Provision to amend/cancel execution orders/offloading of contracts
6.28	Provision to track execution order wise performance guarantee, Bank Guarantee expiry dates etc...
6.29	Auto reminder on expire of Bank Guarantee, Provision for updation of Bank Guarantee
6.30	Provision to track execution order history, search execution orders by Contractors, nature of job, etc
6.31	Provision to add payment terms and actual payments made
6.32	Provision to link material issues, returns against an execution order(including recovery against Free Issue of Material not returned/used) with material reconciliation contract wise.
6.33	Provision to track execution order status in terms of time and cost budgeted
6.34	Provision to track execution order wise material and manpower usage versus the budgeted quantity and highlight any deviations

6.35	Provision to link payment to the Contractor with the status of the contract execution for real-time monitoring.
6.36	Provision to send alerts/notifications at defined period/status for a contract when specified parameter value is reached.
6.37	Provision to generate report on status of a service execution order
6.38	Provision to generate report on service execution orders for OPTCL.
6.39	Provision to generate report to evaluate vendor performance on user defined dynamic criteria.
6.40	Provision to generate report on exceptions based on delivery slippages, deviations, time overrun and cost overruns
6.41	Provision to generate reports on service procurement execution order status e.g. completed, vendor acknowledged
6.42	Provision to generate estimate, work order, Workorder closure, Settlement of cost and other process as per OPTCL procedures.
6.43	Provision to fetch the cost data value automatically in estimate preparation process.
07	Estimate & Work Order
7.1	In principle approval for the project.
7.2	Survey, soil testing, preparation of DPR and Estimate for the work. (Capital and R&M works).
7.3	Technical sanction to estimate (as per delegation of power)
7.4	Integration of eTender Portal.
7.5	Generation of work Order approval (Technical and financial).
7.6	Provision to enter Tender Details in the PO/WO/SO.
7.7	Approval of PERT chart linking to payment and progress schedule.
7.8	Amendment of Work order related to quantity variation, time extension, updating unit price after PV, rescheduling of destination, shipment.
7.9	Work Order Closure (Technical and Financial).
7.10	Work Order – Issue of Materials against work order, Devolution of Materials against work order, agreement claim against work order. Work Order for Maintenance (Breakdown, Preventive, Corrective, Annual Maintenance, etc.)
7.11	Functional Location, Maintenance Plant (Section or Circle or area), Planning Plant, Equipment Master, BOM, etc.
7.12	Warranty Claim, Work Clearance Management (Line Clearance)
7.13	Capital Estimate and Capital Work-order
	1) Schedule of turnkey project such as Substation, Buildings, Projects etc...
	2) physical progress. Milestone activities, external activities, start date, end date, critical path analysis, etc.
	3) Annual overhauling schedule, activity, external service, internal service, material requirement, etc.
8	Purchase/Procurement Management System
8.1	Vendor Management
8.2	Provision of centralized vendor master records management which will be available across the Organisation.
8.3	Provision to record vendor records including alternate / short name for vendor, Contact person for each vendor address, Vendor Site, vendors bank account information etc...
8.4	Provision to record TDS details, PAN number and GSTN number, Tax details required for ensuring compliance with Indian Tax laws considering both direct & Indirect taxes, Default currency for invoice/payment
8.5	Provision to record vendor specific information relating to an item/vendor relationship. The details should include vendor name, address, payment terms, price & quantity, free form comments, delivery information, item no. & description, discounts, vendor performance, after sales service performance and other text information etc...
8.6	Provision to support multiple site/addresses against each vendor.
8.7	Provision to support automatic vendor numbering
8.8	Provision to define different vendor types e.g. domestic vendors, international vendors
8.9	Provision to maintain vendor list details e.g. company history, saleable model, shipment, payment method.
8.10	Provision to maintain vendor lists for OEM vendors and trade vendors
8.11	Provision to update vendor records e.g. bank account information and support authorization of changes made
8.12	Provision to support vendor classification (multiple parameters required to meet reporting, preferential treatment like waiver of EMD etc. payment prioritization and other needs) e.g. stationary suppliers, electrical suppliers, service suppliers etc.

8.13	Provision to classify vendors with regards to: supplier, Contractor, sub-Contractor, transporter, approved/registered, blacklisted/active/not active, dormant, under trial, etc.
8.14	Provision to support all kinds of sub-contracting activities like material issue, material receipt etc.
8.15	Provision to display vendors based on vendor grouping/ classification
8.16	Provision to block vendors from being used due to a specific reason e.g. Vendor bankruptcy, vendor reliability with effective date, with facilities to re-activate
8.17	Provision to record vendor transactions history including purchasing history, payment history etc.
8.18	Provision to record evaluation of vendor credentials to qualify vendors as preferred vendors for specific items
8.19	Provision to maintain a preferred vendor listing for specific item e.g. item A has 3 preferred vendors A1, A2 and A3
8.20	Provision to generate vendor registration certificate indicating eligible item groups online.
8.21	Provision to restrict creation of purchase orders for items only for its preferred vendors.
8.22	Provision to verify existence of vendor rate contracts at indenting stage and display alerts for sourcing.
8.23	Provision to evaluate vendors based on multiple parameters like quality of material, quantity of material and adherence to delivery schedule, prices quoted by the vendor, vendor response time and other user defined parameters
8.24	Availability of vendor rating system based on configurable user defined weightages on multiple parameters (in accordance with Vendor Rating Policy adopted by OPTCL and subsequent amendment thereof)
8.25	Ability to restrict maintenance / access to vendor master record to specific users
8.26	Provision to merge / correlate vendor details (e.g. one vendor taking over another vendor). Enabling tracking change of status from a date
8.27	Provision to pay each invoice individually or multiple invoices together for same vendor and manage outstanding balances accordingly by linking payment to invoices.
8.28	Provision to link every payment to invoice(s) and manage outstanding balances for individual vendors
8.29	Provision to generate alert for predefined vendors/POs/WOs before payment
8.30	Provision to prioritize payments based on pre-defined criteria e.g. due date, vendor category etc.
8.31	Provision to support Third Party payment options (Bank attachment cases, Power of attorney cases, etc.)
8.32	Provision to print cheques as per payment instruction
8.33	Provision to support payment through Letter of Credits
8.34	Provision to support predefined approval hierarchy and authorization workflow for payment to vendors based on amount, vendor category
8.35	Provision to appropriate / adjust advance payments against multiple contracts/invoices
8.36	Provision to allow vendor's request for addition of new items.
8.37	provision to display period-to-date, quarter-to-date, year-to-date vendor balances.
8.38	Provision to block payments to vendors
8.39	Provision to integrate with finance functions e.g. accounts payable, general ledger
8.40	Provision to track vendor/ supplier performance against pre-defined parameters set by OPTCL or regulator.
8.41	Provision to support different business rules and policies for each Vendor class/category/type
8.42	Provision to generate periodic report on vendor alterations to vendor master
8.43	Provision to generate vendor account statement to be sent to the vendors
8.44	Provision to generate report on individual vendor performance and produce vendor delivery report on instances of rejected materials, missed delivery, incorrect location, incomplete delivery, returns due to damage, over supply etc., average no. of delay, other user defined criteria defined by OPTCL.
8.45	Provision to generate Vendor analysis reports for spend analysis, performance in terms of on-time in-full delivery, rejections, etc. Ability to generate reports by outstanding orders, orders shipped but not received, overdue outstanding orders, orders not fulfilled on time etc.
8.46	Provision to generate report on material returned to vendor that shows the items returned to supplier by Location, Vendor, PO, Category, Product Code, Reasons for return, Value of Material return etc.
8.47	Provision to generate timeline based communication history with the vendor regarding various services like delivery, payment, field service, etc.
8.48	Provision to generate ageing report, outstanding balance report i.e. balance due to / from vendors
8.49	Track exceptions, In case error in approval flow, provisions to be given to authorised user to correct the flow and reinitiate the approval.
8.50	Authorise employee to PO/Requisition creation.(Buyer Creation)
8.51	Purchasing Period Management.Open/Close purchasing periods.
8.52	Provision for JV
8.53	Provision for Sub-contracting

TRS - Inventory Module

1	Item Master / Material Master (Master Data Management)
1.01	Item creation / item assignment, linking to finance account code based on Asset, Expense(consumable)/ T&P/ Inventory materials
1.02	Provision to end user to request to create new Master Item Creation and implementation of approval flow to approve the request. Provision to validate the duplicate creation of new Item and Item Code.
1.03	Proper access for verification of Inventory materials and transactions to be provided to the concerned officers of the o/o Division/Circle/Zone/CGM.
1.04	LOV to be restricted only for the materials available in the Inventory (stock materials) not for assets Miscellaneous issue / Receipt not for whole list.
1.05	Provision to search Material based on their status Active/Scrap/Scrap Under Process/Un Serviceable etc...
1.06	Provision to record and maintain item master list with availability of Material Number/HSN Code/Part Code as primary identifier for various material types including spares and consumables
1.07	Provision to generate material code automatically for item entry to item master as well as support manual entry
1.08	Provision to support alphanumeric material codes
1.09	Provision to capture detailed material information including the categories of data to support core material management transactions like material receipt, material issue etc.
1.10	Basic data like Material No., Item Description, Unit of Measurement, status, origin, type, conversion factors, ownership details etc.
1.11	Inventory management data i.e. material history, MRP data, ABC classification, inventory location, safety stock, Re order level etc.
1.12	Purchasing data i.e. purchase rule, tax/duties rule, ordering batch size etc.
1.13	Costing data i.e. standard price, moving average price etc.
1.14	Provision to support item groups or categorization of material into material groups, type and location etc.
1.15	Provision to support approval workflow and automatically trigger material data authorization upon material data entry
1.16	Provision to modify material details and resubmit for approval
1.17	Provision to track material authorization status pre and post approval
1.18	Provision to track changes made to material record with details of changes made, changing entity and approver of changes
1.19	Provision to reject material record and update material record status with reasons
1.20	Provision to record whether material is moving or non-moving or obsolete delete a material record which are non-moving, obsolete
1.21	Provision to link material to vendor / supplier details
1.22	Provision of search functionality based on material numbers, partial item description, shelf life, warranty period, specifications etc...
1.23	Provision to display partial or full material master information to users across functional areas and restrict display of all information based on user roles/display authorization levels
1.24	Provision to support multiple Units of Measure(UoM) for an item
1.25	Provision to create catalogues for different material types, spares and miscellaneous items
1.26	Provision to capture details regarding insurance of the materials
1.27	Provision to generate detailed item wise report of material information
1.28	Provision to generate report on revaluation materials and display valuation history
1.29	Provision to generate report on material performance e.g. material history report, material blacklist report, damage during warranty period
1.30	Provision to generate material reports for separate material type, material group, location etc.
1.31	Provision to create necessary provisions for slow moving/non-moving inventory as per business rules
1.32	Provision to maintain material Valuation for R&M(O&M), Capital, Scrap, Obsolete, etc.
1.33	Provision to maintain the Cost of material as per the cost data determined by OPTCL.

2	Inventory Management & Inventory Transaction
2.01	Provision for attachment in different Material transaction process(Indent/Move Order/Misc Transaction/PO Receipt etc..) for reference.
2.02	Provision to add Transaction type, Sub-inventory (source/Destination) etc...in each line item. Provision to Manage proper approval flow for all type of Material transaction as per OPTCL's requirement.
2.03	Provision to capture transportation details(like Vehicle No) in the Material Transaction form which needs to be reflected in the gate pass report.
2.04	In case of Reassignment in the approval flow, issued by column in the gate pass report should change over to the officer being re- assigned to issue the materials.
2.05	While doing Transaction on Misc. Receipt category, the Price of the item should not change (Due to Cost Averaging of the Division, it changes finally). The price of the Item should remain same as received and should be confined to the concerned Sub-Division only. Ite cost will be calculated on the basis of Store wise Weighted average.
2.06	Provision for displaying the history of the Item during issue of materials in inter-org, move order & Misc trans.
2.07	Editing option for qty. and sub-inv(location source/dest.) in requisition (indent /Po req.) and move order during approval
2.08	Provision to manage the Approval flow dynamically, So as and when required by management the work flow can be defined by OPTCL.
2.09	Configuration to be done as per the requirement of OPTCL so the standard reports being prepared periodically for MIS or the statutory reports required by Auditors / Commission / Govt. maybe incorporated. These inputs may be collected from Finance and Stores Wings.
2.10	Provision to download the reports in PDF format with proper page setup.
2.11	Intra-division transaction (Move order) history should show with name with whom it is pending.
2.12	Proper Form Validation needs to be incorporated for all Material Transaction w.r.t Material Issue and Receipt.
2.13	Dropped
2.14	Dropped
2.15	Dropped
2.16	Dropped / Duplicate
2.17	Notification needs to go all the stake holders each events of Material Transactions.
2.18	Item status / on hand qty. with change status (active / unserviceable / scrap) are to be shown with price and store name properly.
2.19	Material issued to third party on loan/ hire and on payment / sale basis through move order issue where only the required finance accounts to be displayed in LOV.
2.20	System should restrict the before date transaction based on the history of date & time transaction made in the system (the item and quantity of the materials) in material transaction
2.21	Provision of Edit/Delete of Items in the transaction forms.
2.22	Provision of Update/Delete after Submit/Approval for all transaction including Misc. Transaction.
2.23	Provision for updating the Tax as per tax rate during delivery.
2.24	The freight was allowed in lump sum in purchase order, whereas materials were received partly from time to time as per instruction of Despatch Instruction. As a result the freight was calculated by the system was not tallied with actual value which was allowed for payment on unit basis. The actual freight which is to be allowed in the bill may be rectified at the division level.
2.25	The materials are received under the Capital scheme, O&M scheme, RGGBY, PSDF etc and inventory module may flexible for incorporation of all the material for different purpose
2.26	Configuration to be done implement the weighted Average costing Method at store wise & accounting at division level for inventory items.
2.27	Facility in ERP to export consolidated & line wise in excel format for PO, Material transaction etc.
2.28	System should validate the transaction form and notify if entered quantity is more than the available quantity.

2.29	Provision to update the variation in duties & taxes towards the material cost to substantiate the actual cost of the materials instead of the P.O Cost.
2.30	Process for Inventory Scrap & a report in form – 18 for declaring serviceable to scrap to be guided by providing help manual in the form.
2.31	For Stores Verification Changes after the physical verification, 'Physical Inventory Analysis Report ' to Include and Stores Owner,Store Verification Party Representative Signature will be taken After the report is signed off by both the parties adjustments will be posted.
2.32	Issues related to Invoice / passing bills are to be taken care...
2.33	Purchase cost/ Landing cost is to be properly matched with the inventory cost in the SPL reports and Penalty/ price variation will be booked to a revenue account.
2.34	Service related expenses (like supervision charges of firm, type test charges of firm, inspection charges of Transformer paid to M/s CPRI transformers and price variation of Transformers are dealt with manually for issue of ATDs to the concerned units for capitalization of the same. We may develop the existing system of erp or separate module may be designed in order to handle the service related expenditure. And also PV(price variation to be linked to PO module with payables at Divn. level access.
2.35	Provision to record multiple physical store locations, capturing individual store physical description details
2.36	Provision to support multiple inventory status for individual items including the following:
	Active
	Scrapped
	Obsolete
	In Transfer
	Blocked / Scrap Under Process
	Restricted Use
	Under Repair
	Special Project Stock
	Reserved Stock
	Any other as per requirement
2.37	Ability to track material movement for each store including:
	Receipts
	Issues
	Intra Store Transfers
	Assigned to Employees
	Inter Store Transfers
	MiscIssues / MiscReceipt
	3rd Party Issue & Receipt
	Transfer to Scrapped Stock
	Transfer to Obsolete Stock
	Quarantines Stock/Reserved Stock
	Returns
	Under Repair
	Any other as per requirement
2.38	Provision to track and monitor stock at various store locations, Central Stores , Area Stores, Sub-station Stores, at individual store level and at aggregate level
2.39	Provision to plan for inventory based on consumption pattern, present stock, procurement lead times, projected requirements etc.
2.4	Provision to perform various kinds of inventory analysis like ABC analysis, XYZ analysis, Fast/Slow/Non-moving analysis, Min-Max analysis, etc.
2.41	Provision to analyze inventory in terms of 'items reached re-order/ safety level' and 'critical' items and generate appropriate alerts when inventory reaches predefined re-order points
2.42	Provision to store shelf life details for items and display alerts when items reach end of life (user defined) and remains un-used
2.43	Provision to store material movement history in each store and for each item e.g. fast, slow moving and non-moving

2.44	Provision to classify inventory under bulk material, finished material, capital items, job work and disposables
2.45	Provision to assign a service level to an inventory item e.g. 100% for critical items and this will be linked to reorder levels
2.46	Provision to schedule evaluation as per predefined business rules e.g. A Level Items will be counted once every month and freeze inventory for evaluation
2.47	Provision to support in stock replenishment for all stock items based on parameters like re-order point, safety stock level, consumptions patterns etc. The system should estimate ordering quantity and delivering schedule which can be converted automatically into purchase requisitions
2.48	Provision to trigger stock replenishment for all stock items on the basis of various parameters like reorder level, safety stock level, material consumption
2.49	Provision to estimate suggested ordering quantity and delivering schedule for individual items for stock replenishment
2.5	Provision to generate purchase requisitions based on re-orders automatically for items based on predefined system configurations
2.51	Provision to support inventory valuation methods like Weighted Average etc.
2.52	Provision to estimate total inventory carrying cost based on inventory valuation method
2.53	Provision to generate report on Stores Accounting capturing the quantity and value information as per the current formats, for e.g., Report on ATD (Accounts Transfer Debit) and ATC (Accounts Transfer Credit)
2.54	Provision to generate item wise stock status reports on current inventory status based on material receipt, material issue and stock balances on a daily/weekly basis.
2.55	Provision to generate consolidated YTD/MTD inventory report on receipts, issues, stock adjustments, scrap inventory, material returned to suppliers, etc.
2.56	Provision to consolidate and generate report on item wise total inventory levels for all stores
2.57	Provision to generate stock-out reports
2.58	Provision to generate report on inventory analysis e.g. material consumption pattern across stores
2.59	Provision to generate report on availProvision of inventory during requisitioned and actual service level for items
2.6	Provision to generate report on age analysis and shelf life evaluation
2.61	Provision to generate report on un-used materials procured for a specific purpose
2.62	Provision to do quantity reconciliation between procurement, consumption, dispatch, shortages and closing stocks
2.63	Provision to generate Asset Code as per requirement of OPTCL.
3	Within the Store & Inter Store Transactions
3.01	Central Stores / Sub-Stores
3.02	Inter Stores Transaction
3.03	Inter Circle Transaction
3.04	Inter Zone Transaction
3.05	External / Internal Fabricator / Contractor / Third party / Loan basis to vendor
3.06	Cost Methods:- All the sub-divisions will use the Average costing Method & accounting at division level
3.07	Sale / Scrap with values (scrapping procedure documents given separately)
3.08	Adjustment Receipt / Issue
3.09	Material for Testing Issue / Receipt
3.10	Supplier Receipt
3.11	Field Officers Requisition / Devolution
3.12	IT Store Transaction
3.13	General Branch Store Transaction
3.14	Provision to support physical movement of stock between stores i.e. inter-store transfers
3.15	Provision to record order for inter-store transfer by pre-configured authorized entity in the system
3.16	Provision to generate material issue request/store indent form/ store transfer note (STN) based on order for inter-store transfer from the material requesting store to the material issuing store
3.17	Availability of configurable approval workflow for approval for inter-store transfer

3.18	Provision to modify workflow on approver update
3.19	Provision to issue material and generate Material Issue Note for inter-store transfer
3.20	Provision to post material transfer and update inventory status of issuing store
3.21	Provision to generate delivery details/Issue notes and Gate Pass based on Material Issue note for inter-store transfer
3.22	Provision to record receipt of material at receiving store and generate Store Receipt Voucher (SRV)
3.23	Provision to display updated inventory status after material receipt in receiving store
3.24	Availability of material control functionality to check material issued from issuing store with material received in receiving store and post transfer of material
3.25	Availability of capture the Rate Contracts for Inter Store Transfer and rationalize the transportation linkage to Finance Module
3.26	Provision to generate report on item wise inter-store transfer consolidated across stores
3.27	Provision to generate report on all items received and issued for inter- store transfer for a storage location as and when required
3.28	Provision to generate exceptions and item quantity mismatches arising out of inter- store transfer
3.29	Provision to report on trends of regular item shortages in a store resulting in inter- store transfers
4	Receipts of Materials
4.01	Inter Stores Receipts
4.02	Receipts from other division / Circle stores
4.03	Receipts from Field Officers (Works)
4.04	Receipts from Test
4.05	Receipts from External Fabricator
4.06	Receipts from Internal Fabricator
4.07	Receipts from Contractor or Vendors (With reference to PO or Contract)
4.08	Adjustment Receipts
4.09	Receipts from Suppliers
4.10	List of Material receipt through PO Report
4.11	List of Material receipt through indent from other division Report
4.12	List of Material receipt from own work Report
4.13	Devolution(Return) of retrieved materials
4.14	Return of material as Scrap or Second Hand Value after utilization
4.15	Accounting and Calculation of depreciation value.
4.16	3rd Party receipt
4.17	Provision to record receipt of inventory items received from vendors/suppliers and generate Material receipt Voucher (MRV)/JVR including record of place/location of receipt and material details (unit, weight, specifications etc.)
4.18	Provision to record receipt of commercial documents received with material like excise invoice duplicate for transport copy along with material
4.19	provision to record receipt of technical documents like quality certification report received along with material
4.20	Availability of control functionality for material receipt i.e. receiving in excess/shortfall of Purchase Order (PO) quantity, quantity tolerance functionality or PO revision functionality.
4.21	Provision to support quality inspection after material receipt and before delivery of material to inventory and generate quality/quantity inspection report and record the inspection results for the material
4.22	Availability of workflow based inspection notification to quality control on receipt on parts at store and return notification to store on completion of inspection for posting the item to inventory.
4.23	Provision to support three-way matching of Material receipt Voucher(MRV) with Purchase Order (PO), Quality Inspection Report (QC) and Dispatch Instruction Report
4.24	Provision to club multiple lorry receipts (LRs)/Waybill / consignments etc...into single MRV
4.25	Provision to record partial delivery of items and track different lots of supply from suppliers for the same PO
4.26	Provision to automatically trigger evaluation of material receipt and initiate payment process

4.27	Provision to raise bill for payment with workflow based approval hierarchy for evaluation of payment
4.28	Provision to record receipt of material and track inter/Intra store transfers
4.29	Provision to receive material without P.O. or without proper documents and subsequent adjustment/regularization
4.30	Provision to display updated inventory status after material receipt for individual items, item groups and across stores
4.31	Provision to receive advance shipment notice and attach scanned documents
4.32	Provision to record receipt of inventory items purchased at different levels of hierarchy like Head Office Purchase and Area Office Purchase
4.33	Provision to generate intimation notice to purchasing authority in case of return of rejected material
4.34	Provision to generate report on all MRV created over a period i.e. weekly/monthly for a storage location
4.35	Provision to generate inventory status report based on material received over time opening balance, material received, material issued, closing balance at an item level and at an aggregate level on a periodic basis i.e.daily, weekly and monthly status report.
4.36	Provision to generate report for all MRV and bill payments against individual PO
4.37	Provision to generate exceptions during Material Receipt including rejected quantity, items not as per P.O etc.
4.38	Provision to generate report on bills raised against MRV over a periodic basis in a store
4.39	Provision to generate list of items with guarantee clauses, in particular guarantee period along with Delivery Instruction (DI) date
4.40	Provision to support adjustment of VAT/GST credit taken at the time of issue/inventory valuation
4.41	Provision to link Material receipt Voucher (MRV) raised on receipt of materials with issue note when materials have been sent out on repair
5	Issue of Materials
5.01	Inter Stores issues
5.02	Issues to other division / Circle stores
5.03	Issues to Field Officers (Against Work Order, Requisition, T.note, etc.)
5.04	Issues for Testing
5.05	Issues to External Fabricator
5.06	Issues to Internal Fabricator
5.07	Adjustment Issue
5.08	Issues to Contractor
5.09	Scrap Sale
5.10	Misc. Issue
5.11	Move Order Issue.
5.12	Tower Materials/Diclaration of Scrap/ Auction there after
5.13	List of Material Transaction Accounting Reports
5.14	List of Material Stock Reports
5.15	List of Material issued through PO Report
5.16	List of Material issued through indent from other division Report
5.17	List of Material receipt from own work Report
5.18	One item quantity availability at different store/location List Report
5.19	Provision to create material issue request/indent for material including spares and miscellaneous items. The requisition record should have a reservation number, date of reservation, requestor name, stock location, material part number, quantity required, delivery address, accounting and costing information etc.
5.20	Provision to generate indent based on maintenance work orders, capital works project requirements estimated in system
5.21	AvailProvision of control functionality for material issue i.e. issuing in excess/shortfall of indent quantity, quantity tolerance functionality or indent revision functionality
5.22	Provision to modify material issue requests/ indent based on approver update

5.23	Provision to track changes made to indents and display reservation history
5.24	Provision to Cancel/Reject indents automatically based on cancellations in work orders, capital works project etc. and record reasons for cancellation
5.25	AvailProvision of configurable approval workflow for indent approval
5.26	Provision to display material issue requests awaiting approval
5.27	AvailProvision of material control functionality to check against indent , available inventory and approval status for issue of material
5.28	Provision to display availProvision of issuing material in each store before material issue
5.29	Provision to issue material and generate material issue slip
5.30	Provision to support and create pick/BOQ/BOM lists for those items awaiting issue to a capital works project, planned/emergency maintenance job, customer job, transfer request or over the counter issue
5.31	Provision to configure the information details in the pick/BOQ/BOM lists based on item details
5.32	Provision to display updated store inventory status based on material issued and available inventory at the store
5.33	Provision to consolidate pick/BOQ/BOM lists for items to be supplied to the same destination, user or job
5.34	Provision to track that the pick/BOQ/BOM list has been picked packed and issued and display the status of the pick list e.g. being picked, being packed, issued etc.
5.35	Provision to capture delivery information within the system e.g. transportation type, carrier details, dimensions, weight etc.
5.36	Provision to generate Gate Pass for material movement based on Material Issue note
5.37	Provision to modify material issue information details e.g. quantity, material number if required and track modification history
5.38	Provision of dual unit of measure i.e. UoM for storage e.g. units and UoM for issue e.g. kg and a defined relation between them leading to unable to issue exact quantity as requested in issue slip.
5.39	Provision to record issue of material without reference document or store requisition e.g. material issue for scrap
5.40	Provision to generate record on material issued against approved indents on an item wise and generate exceptions on a periodic basis
5.41	Provision to generate report on the material issued per store over a configurable periodic basis i.e. weekly/monthly/between two dates as and when required
5.42	Provision to generate report on aggregated material issued for a particular item over a periodic basis i.e. weekly/monthly/between two dates as and when required
5.43	Provision to generate stock overview report showing material received, material issued and inventory status for all items in a store
5.44	Provision to generate stock consumption statistics based on material issue for the items over time
5.45	Provision to view material available in all stores to concerned as per rules defined
6	Physical Inventory of Stores & Its Verification
6.01	Damaged / Un-usable Material
6.02	Theft of Materials to be recorded
6.03	Physical Inventory Event Report
6.04	Physical Inventory monthly / Yearly Planning / Report
6.05	Provision to support periodic physical stock verification process and update inventory status in system based on stock verification
6.06	Provision to schedule physical stock verification in the system
6.07	Provision to freeze inventory in the system for physical stock verification
6.08	Provision to generate item master list for physical stock verification
6.09	Provision to generate stock count sheets having detail information like Item No, Item description, Stock Location, Bin Location, Units of Measurement, etc. to capture results of stock verification
6.10	Provision to record the results of stock count in the system and record stock verification details
6.11	Provision to analyze of stock count i.e. compare system stored inventory with physical count and generate exception report

6.12	Provision to record recount of the stock items which are at variance in the system prior to correcting system values
6.13	Provision to record possible reason for variance in the system and record root-cause analysis
6.14	Provision to support approval workflow for stock count results and variance, and support authorization hierarchy based on value of discrepancy, type of items etc. for approval of variances
6.15	Provision to update and modify inventory status, material master information based on physical stock verification
6.16	Provision to and generate stock verification report with quantity and value information
6.17	Provision to generate report on discrepancy for inventory items counted
6.18	Provision to generate trend for variance items
6.19	Provision to generate exception report for those items not counted in a storage location
6.20	Provision to obtain details of book balances of inventory to facilitate physical verification
6.21	Provision to update physical verification details in case of inventories for the system to list out excess/shortage report
6.22	Provision to account for differences arising on account of physical verification
6.23	Any other process relevant and necessary to MM process that are not mentioned also to be covered.
7	Check Measurement / Quality Inspection
7.01	Receiving goods from vendor/supplier at stores. It will be entered in unaccounted materials register (Challan Register)
7.02	Check measurement / Quantity checking done by concerned Consignee
7.03	Quantity count / compared with PO
7.04	Accepted Qty / Damaged/rejected Goods return
7.05	Check measurement report and SRB entry
7.06	Accepted qty of materials are taken in to stock.
7.07	Material inspection before delivery at vendors site
7.08	Master Inspection Characteristics per Material (Material Specification)
7.09	Inspection Method
7.10	Sampling
7.11	Inspection Plan
7.12	Result Recording
7.13	Quality Info Record
7.14	Lot Inspection
7.15	Usage Decision (Accept or Reject)
7.16	Listing Inspection Lot
7.17	In-Process Inspection in Vendor Workshop
7.18	Defect Recording
8	Sale order (Scrap, Burnt trf oil, battery, etc.) Defining the Material for sale and pricing Customer Group (SSI, Hazardous, Indian, etc.)
8.01	Creation of sale Order
8.02	Release Strategy or Approval Creation of Customer
8.03	Terms & Condition in Sale Order
8.04	Issue of Material with respect of Sale Order
8.05	Generation of Invoice with GST details Receipt of Payments for Invoice Receipt of advance against Sale Order
8.06	Generation of Gate pass & Delivery Note Automatic Accounting against sale Reports for GST and Sale
8.07	Any other forms required by Customer
8.08	Sale Order Closing
8.09	Integration of online auction Portal
8.10	Provision to create Customer with categories
8.11	Provision to record details of customer
8.12	Provision to create Sale Order with approval and authorization
8.13	Provision to Issue material (Scrap, Spares, Raw materials, Finished Goods, or any product)
8.14	Provision to interface Weigh Bridge for issue of material from storage location

8.15	Provision to generate report on sale
8.16	Provision to generate tax collected report on customer and plant
8.17	Provision to generate Sale order Closing Report
9	Maintain Asset and its Performance
9.01	Provision to allow user to enter / define / view / modify and classify assets using OPTCL's nomenclature or regulator defined codes.
9.02	Provision to classify / store / retrieve / update details about assets based on 1) Hierarchy of asset in the system 2) Location where it is present
9.03	Provision to develop and maintain a location based Grid network for Asset mapping
9.04	Provision to classify the locations with sub classification and specifications for an asset.
9.05	Provision to associate a single location with single or multiple assets
9.06	Provision to graphically display a productive unit hierarchy displaying the parent and child relationship in the system multiple parents for network systems parent to another parent.
9.07	Provision to move the asset from one productive unit of the hierarchy to the other along with all the details of the asset
9.08	Provision to keep track of history of location changes done on an asset or a part of the system
9.09	Provision to track the location of asset as it is moved between stores, repair shops and vendors
9.10	Provision to classify assets as operating assets and in-store assets
9.11	Provision to search for a particular asset by providing minimal criteria of the same
9.12	Provision to graphically locate and display / map equipment / asset meeting a specific criteria.
9.13	Provision to store all the details about the asset like Purchase Details, Vendor Details and their Recommendations, Expiry Details, Warranty Details, Name Plate Details, Technical and Engineering Details, etc.
9.14	Provision to access detail information of Asset from the Procurement and Materials Management System
9.15	Provision to assign inventory to General Ledger by a respective account code and cross reference of an asset / component / equipment to the Financial and Accounting Management System
9.16	Provision to define and retrieve an asset by specifying a problem class or a problem cause with links to its current location
9.17	Provision to track life-to-death accountability for assets
9.18	Provision to allow / disallow multiple asset grouping and ungrouping
9.19	Provision to allow multiple level grouping / hierarchy of assets (e.g. A transformer might belong to network connectivity hierarchy and also a part of geographically oriented hierarchy)
9.20	Provision to roll-up maintenance costs across hierarchical systems, sub systems, and locations
9.21	Provision to generate reports by assimilating the data manually logged in from control-room registers
9.22	Provision to record the asset usage statistics
9.23	Ability to define failure classes and failure hierarchies to record equipment problems for immediate analysis
9.24	Provision to maintain a track for reasons of asset failure (Root Cause Failure Analysis)
9.25	Provision to exchange information for system study for maintenance planning purpose
9.26	Provision to view & update records related to any environmental issues or regulations to be followed in maintaining the asset
9.27	Provision to record and maintain useful life of equipment for the purpose of repair and replace decisions along with the previous history of the equipment's
9.28	Provision to maintain asset manuals, technical drawings, operating instructions, safety instructions, schematics in a document library and ability to retrieve as and when required
9.29	Provision to view the warranty details of an asset by any authorized user with ease
9.30	Provision to check whether the asset is still under the period of warranty before issue of a work order. Ability to auto triggers and in turn pop up warning to user to take necessary action
9.31	Provision to track & locate the real estate / land assets pertaining to OPTCL.
9.32	Provision to retrieve details about the performance of an equipment over a period of time

9.33	Provision to generate a report on the asset usage statistics such as operating hours, number of operations, etc. against the standard conditions
9.34	Provision to generate a report detailing the outage hours of an equipment or an asset over a period of time
9.35	Provision to list a report detailing the idle assets in a location in specific period of time
9.36	Ability to generate report on an asset based on user defined criteria like asset class, location, etc.
9.37	Provision to maintain various asset like Land, Buildings etc. (Own, Lease, Let out, under dispute, etc.)
10	Manage Bill of Material / Tools & Plants / Spares
10.01	Provision to maintain the list of parts of equipment
10.02	Provision to maintain the details of real time quantities of parts available in the stores
10.03	Provision to maintain history of changes to part list of equipment.
10.04	Provision to maintain the drawings of equipment parts along with the recent changes or modifications done on it. Ability to maintain details of individuals who made modifications for reference
10.05	Provision to review the tools and equipment available
10.06	Provision to set the ROL (Re Order Level) and ROQ (Re Order Quantity) of various spares required for the equipment
10.07	Provision to notify to the concerned personnel once the spares' count reaches ROL (Re Order Level)
10.08	Provision to send reminders to the concerned Officials who are in possession of tools if they do not provide the tools beyond the time limits allocated to them
10.09	Provision to escalate the issue to higher Officials if the tools are not received from the concerned even after sending them the reminders
10.10	Provision to generate a report detailing the list of tools and tackles available with various Sub-Stations / Sub-Area Offices, etc. at any point of time
10.11	Provision to maintain licenses and expiry date and to notify to the concerned personnel from time to time.
11	Cost Control of Assets
11.01	Provision to automatically integrate an asset with the General Ledger, Accounts Payable, Accounts Receivable, Project Management and Budget of the financial system through an unique account code
11.02	Provision to display detailed description about the account code assigned to the asset or equipment to the concerned Official
11.03	Facility to capture information about resources such as description of work, unit, location and other fields as required
11.04	Provision to update the standard labour / Contractor rates for a particular work to be done
11.05	Provision to list the total cost incurred due to internal labour while carrying out a maintenance activity on an asset. This will include both directly entered labour hours and labour overheads
11.06	Facility to allow manual keying in of minor project expenses like transport, petty cash, etc.
11.07	Provision to drill down costs from projects to source transactions
11.08	Provision to break down project cost by resource type
11.09	Provision to track project expenditures and compare it against the budget allocations
11.10	Provision to raise a trigger if the actual expenditure has exceeded budgeted allocation
11.11	Provision to list the total cost incurred due to usage of equipment or tools during work
11.12	Provision to list the total cost incurred due to work performed by a Contractor
11.13	Provision to approve the work performed by the Contractor by the concerned Official before payment of dues to them by the finance department
11.14	Provision to establish costing limitations against a piece of asset / equipment or a productive unit
11.15	Provision to capture cost expenditure against an asset including procurement, maintenance and disposal
11.16	Provision to track asset expenditures and evaluate this against the budget allocations
11.17	Provision to track costs / expenditures against an individual asset or a defined group of assets

11.18	Provision to estimate cost to be incurred for a maintenance activity and send it to work order management system for invoice generation.
11.19	Facility to allow the user to project the cash flow for a user defined time period
11.20	Allow changes in project expenditures and aid in preparation of revised cash flows
11.21	Provision to roll all work order costs to the proper asset
11.22	Provision to maintain cost history by location
11.23	Provision to generate Sub-Station wise material allotment
11.24	Provision to generate Purchase Orders and track their status
11.25	Provision to display as a report all the maintenance cost incurred during the life of an asset including the labour, material and Contractor costs, etc.
11.26	Provision to simulate the life cycle maintenance cost for an item of equipment when different operational conditions and maintenance strategies are entered as parameters.
11.27	Provision to generate report detailing the total internal labour cost incurred due to maintenance of an asset /equipment or a cost center
11.28	Provision to generate report detailing the total external labour cost incurred due to maintenance of an asset /equipment or a cost center
11.29	Provision to generate report detailing the total equipment usage cost incurred due to maintenance of an asset/ equipment or a cost center
11.30	Provision to generate report for material requirement of decentralized items
11.31	Provision to generate report for material requirement for centrally purchased items
12	Return Material to Store
12.01	Provision to record and support workflow for return of un-used or excess material from field/sub-station/plant to stores.
12.02	Provision to record and segregate dismantled material into scrap,active and unserviceable.
12.03	Provision to generate Store Return Note on material to be returned from field
12.04	Provision to record receipt of material at receiving store, generate Material Receipt note and track its indent when material are returned to store
12.05	Provision to display updated inventory status after material receipt in receiving store
12.06	Provision to generate accounting adjustments on a consolidated basis at Area Office level for all the Store Return Notes generated for that period
12.07	Provision to generate report on materials returned to a store between two dates as and when required.
12.08	Provision to generate summary report of Store Return Notes generated by the system between two dates or location wise
13	Material Disposal
13.01	Provision to record and support workflow for material disposal of scrap/obsolete items (as declared by appropriate authority) returned to the store from the field operations in OPTCL.
13.02	Provision to compile report of scrap material returned to the stores
13.03	Availability of configurable approval workflow for scrap approval and capture the recommendation of the scrap committee. Provision for file attachment
13.04	Provision to display scrap requests awaiting approval
13.05	Provision to generate alert to initiate material disposal workflow with the scrap material report completion as the trigger
13.06	Provision to generate material list for auction/sale by Stores based on material disposal report
13.07	Provision to record auction/ sale result for scrap disposal including buyer information and material disposal details
13.08	Availability of workflow to support configurable payment norms for scrap disposal and generate material issue based on buyer compliance to payment norms
13.09	Provision to generate Material Disposal note (MDN) after checking against payment information
13.10	Provision to generate accounting adjustments on a consolidated basis at Area Office level for all the disposals generated for that period
13.11	Provision to generate report on scrap items available in a storage location.
13.12	Provision to generate exception report for material disposal process i.e. Material which are not being disposed on time, auctions not as held planned

13.13	Provision to generate report on auction results and record auction sale information
13.14	Provision to consolidate Material Disposal note and generate completion report of sale based on material disposed and payment terms
14	IT Store / General Branch Store
14.01	All the IT Items (Capital/Consumable) needs to be maintained through the IT Store.
14.02	Request for IT equipment needs to be raised by different offices/employees.
14.03	Issue of IT Items to different offices/employees.
14.04	Return the Items by the Employee /Office to IT Store for NDC.
14.05	Re-allotment of Items.
14.06	Tracking of Item Issue history
14.07	Tracking of Employee/Office Allotment entry.
14.08	Buy back of Old Items for new Purchase.
14.09	Provision to Track/Issue/Receipt of General Branch Items to Employees/Offices etc..
15	INVENTORY REPORTS
15.01	Date of transaction to be checked for resolving parent-child order date during Inspection form after PO receipt.
15.02	Report for One item stock available at all respective units (Stores)
15.03	Monthly Report of site materials for submission to respective division office containing data like item code, Description, UOM, Opening balance, receipt, issue, closing balance, unit price, total price & Remarks... and can add Indent and move order in the source and Destination sub-inventory field.
15.04	While issuing through ERP a column for requisitions / indented qty. should appear in the transaction line. Also the indented qty. should be reflected and after issue qty. (remaining stock) should appear in a new column of the gate pass report. So it can help for entry the actual qty. of issue against the indented qty.
15.05	Store price ledger report- unit name from whom receipt & to whom issued to be displayed.
15.06	Particular item with code should be available in sub-inv/location wise report.
15.07	list of Materials issued against approved indents of all units in report
15.08	List of Material issued through PO Report
15.09	List of Material issued through indent from other division Report
15.10	Report on List of Material issued through indent approved by Hd qrs. / Zonal head / Circle head / Division head
15.11	Approved indent list report
15.12	Report for Division Closing balance report, the item sl no., Desc., UoM, qty, unit price, total price and remark column are to be shown.
15.13	Report on stock available for category wise like Inventory, scrap, Consumables, T&P and Asset etc...
15.14	OPTCL all unit transaction (OB,receipt, issue, CB) report
15.15	Report for One item transacted to show for all unit
15.16	Inventory STOREWISE SUMMARY REPORT
15.17	Inventory IT Consumables / General office stationary Report

TRS - Project Module

Department: CONSTRUCTION WING

Power Transmission being the core activity of OPTCL, this Dept. plays a vital role. The Dept. is headed by Director (Projects) and the activities are managed by Zone Heads (C.G.M.), Circle Heads (GM) and Divisional Heads (DGM) apart from other technical & non-technical executives & staff. The Dept. basically takes up the construction projects for EHT Grid Sub-stations and Extra High Tension Power lines of OPTCL own work and deposit work. These transmission power lines transmit power from State owned power stations, share power from Central power, and Captive Power Plants (CPPs) located within the State through point to point 440 KV, 220 KV lines and 132 KV lines.

The Dept. takes up construction projects based on the following requirement/criteria.

- 1) New power requirement/demand specified by DISCOMs.
- 2) Requirement from O&M Dept. of OPTCL.
- 3) As per the budget approved by the Board of Directors.
- 4) Approved by OERC/CEA

For this they interact with O&M Dept. for handing over a completed project, input for taking up new Projects. They interact with Central Procurement Cell and Stores Dept. at the time of construction of a new project other than turnkey project. They execute all these works with guidelines/help from Finance Dept., interacting with HR Dept. for manpower allocation and state Forest Dept. for Forest clearance. Starting from inception, execution, monitoring and till the completion of the project they also interact with State Load Dispatch Centre (SLDC) and OERC.

ERP Requirements

The ERP system should provide support for all stages of a construction project. This includes:

- **In-principle approval (Initiated by Corporate Planning in the approval hierarchy.**
ATTACHMENT SHALL BE ALLOWED TO BE HOSTED BY ALL THE MEMBERS OF WORK FLOW)
- Project Template
- Creation of New Project (Project Numbering)
- Detailed estimation
- **Administrative Approval** (By construction wing in the approval hierarchy.)
ATTACHMENT SHALL BE ALLOWED TO BE HOSTED BY ALL THE MEMBERS OF WORK FLOW
- Work Plan
- Detailed Project Report
- Project Funding (**Project Level Budget**)
- **Land Acquisition**
 - Government Land Alienation/Lease**
 - Submission of Proposal with Tahasildar for lease of Govt. Land
 - Issue of Demand note by Tahasildar for Land Premium, Ground rent and cess
 - Deposit of Amount with the Tahasildar for Govt. Land
 - Advance Possession of Govt. Land
 - Sanction of Lease by competent authority of Revenue Dept
 - After sanction of lease of Govt. land, Lease Agreement shall be executed and ROR shall be obtained infavour of OPTCL

Private Land Acquisition.

- Proposal Submission
 - In case of urgency deposit of 20% establishment charges
 - Preliminary Publication U/S 4 (1) of the LA act
 - Hearing of Objections U/S 5 (1) of the LA act
 - Declarations U/S 6
 - Order for Acquisition from Govt. by the Collector
 - Notice to Persons interested U/S 9 of the LA act
 - Determination of Compensation to be paid to the Land Owners
 - Award by Collector U/S 11 and 12
 - Payment of Compensation to the Land Owners by the L.A.O after deposit of Compensation amount by OPTCL
 - To take Possession U/S 16
- **Statutory Clearances**
- Forest Clearance
 - Railway Clearance
 - NHAI clearance
 - *PTCC Clearance*
- **Procurement Activities**
- **Requisition to CPC for Tendering Action (By construction wing) in system**
 - Tendering Action by CPC (through e-tender wizard)
 - **Issue of Supply Order/Turnkey Project Order by CPC (In System)**
 - Signing of Contract
 - **Details of work plan (ASSIGN DOCUMENT DELIVERABLE TO WORK PLAN. ATTACHMENT INDICATION SHOULD BE AVAILABLE IN THE WORK PLAN AGAINST TASK NO)**
 - Submission of Project Schedule by Contractor
 - Approval of Project schedule
- Handing Over of Land to Contractor
- Mobilisation Advance
- Levelling of Land
- Soil Investigation
- **Drawing Approval (Through System)**
- Master Plan Preparation
 - Sub-station Lay Out
 - Foundation Lay Out
 - Design and Drawing Approval
- Construction Power Supply
- Construction of Site Store and Site Office
- Check Survey
- **BOQ freezing (In approval hierarchy)**
- **Supply of Materials**
- **Receive of Material in System at field level**
- Issued to Work
 - Quantity Consumed
 - Surplus material available
- **Erection Activities (SUB-STATION)**
- Foundation of Equipment
 - Erection of Equipment structure

- Erection of Equipment
- Earthing
 - Earth Mat Laying
 - Earth Pit and Connection
- Bus Bar Stringing, Jumpering, Equipment Connection
- Cable Trench
- Cable Laying and Termination
- Erection of Station Transformer
- Sand & Metal spreading
- **Transformer**
 - Transformer Foundation
 - Erection of Transformer
- Supply & Erection of Fire fighting system
- Switch Yard Illumination
- Switch Yard Fencing
- **Control Room with Office Building**
 - Civil Works
 - Foundation
 - Super Structure
 - Roof
 - Finishing
 - Sanitation and Water Supply
 - Electrical Works
 - A/C System
 - Erection of C.R. Panel
 - Installation of Battery with Charger
 - Erection of A.C.D.B
 - Installation of PLCC Equipment
 - Illumination of Control Room

Construction of Associated Infrastructure

- Construction of Boundary Wall, Gate and Security Shed
- Road
- Quarter
 - Foundation
 - Super structure
 - Roof
 - Finishing
 - Electrification, Sanitation and Water Supply
 - Drainage System

➤ **ERECTION Activities (TRANSMISSION LINES)**

- Tower Foundation
- Earthing
- Erection of Towers
- Punching/Welding of Nut & Bolt
- Tower Accessories Fitting
- Stringing of Conductor with Earth wire
- Support for maintaining records for: measurements, delay registers, hindrance registers and other statutory registers
- Inspection
- Testing

- Deposit of Electrical Inspection Fee along with Check List and other required Drawings
- Inspection by CEI
- Clearance from C.E.I for Commissioning
- Commissioning
- Material Reconciliation and Tracking of Surplus Materials
- Bill preparation based on measurements recorded. This is to include features for deductions such as security deposits, taxes of various kinds, forest royalties, etc.
- Final Bill
- Final BoQ amendment
- **Generation of interim progress reports giving details of works progress, of payments made, of hindrances and delays, deviations, all from existing data.**
- Project Closing
- Handing over to O&M
- Capitalization.

NOTES:

- ALLOCATION OF KEY MEMBER
- **Assign document deliverable to work plan**
- Request for information should include attachment provisions by which one meet the queries by attaching the documents
- ATTACHMENT INDICATION SHOULD BE AVAILABLE IN THE WORK PLAN AGAINST TASK NO
- INTEGRATION OF MS PROJECT WITH SAP
- REPOSITORY FOR DRAWINGS & DOCUMENTS

REPORTS

ASSIGNING OF WEIGHTAGE TO THE WBS AND TRACKING OF PROGRESS ACCORDINGLY.

- **SUB-STATION:**
 - Substation Construction Progress Report(Summary)
 - Detailed Progress Report for Construction of Associated Infrastructure
 - Detailed Progress Report for Construction of Switchyard
 - Detailed Progress Report for Construction of Control Room
 - CONSOLIDATED PROGRESS REPORT FOR SUB-STATION
- **TRANSMISSION LINE:**
 - Detailed Tower-wise Erection Activities Progress
 - Transmission Line Construction Progress Report(Summary)
 - CONSOLIDATED PROGRESS REPORT FOR TRANSMISSION LINE
- PRE AWARD STATUS REPORT
- LAND ACQUISITION STATUS REPORT
- PHYSICAL & FINANCIAL PROGRESS OF PROJECTS
- SUPPLY STATUS REPORT
- CLOSURE STATUS OF THE PROJECT
- STATUTORY CLEARANCES

Dept: TELECOMMUNICATION Wing

Telecom. Dept. plays a supporting function, which provides Power Line Carrier Communication (PLCC/DPLC) and OPGW communication for establishing the voice and real time data communication between the SLDC with 200(Two hundred approx.)nos. of RTUs of OPTCL and industries located throughout the State. The dept. is headed by a Chief General Manager (Telecom) and the activities are managed by two circles (Headed by GM & SGM) and eight (8) Divisional Heads (DGM) apart from other technical & non-technical executives & staff.

The core business of Telecom department is to manage a state of art centralized SCADA operating at SLDC and Back up Control Center, Meramundali, Bhubaneswar and protection of EHV circuits. All field data are coming through OPGW network which is expanding every year. OPGW has been laid in 6000KM and leasing of fiber is extended up to 4000KM. Telecom wing is also earning a revenue of Rs.4 crore per annum presently by way of leasing dark fibers to different telecom operators. ERP and all IT enabled services like webmail, AMI, video conferencing, CCTV applications are now running over this dedicated OPGW network. As per the recent trends, OPTCL is planning for remote Grid management for which the dependence on high speed reliable OPGW network will be increased.

The day-to-day operation and maintenance of the telecom network, real time SCADA and execution of new projects are the main activities of Telecom dept.

SAP Requirements

1. Telecom Department of OPTCL executed installation of Chemtrol make SCADA (Supervisory Control and Data Acquisition) equipment in the year 2016 in a three-tier architecture, viz., ERLDC, MCC/ BCC and Remote Terminal Unit. The system uses EMS software and provides master display of instantaneous GRID parameters and also logs historical data into Oracle Database. **A provision has to be made to interconnect SCADA with proposed corporate SAP of OPTCL in a secure manner to provide access to GRID operational information on a continuing basis to support Decision Support and Day-to-Day operational needs.**

Integration of SCADA with SAP may be excluded from the scope of work. But provision to handle the telecom projects to be considered like other electrical projects.

2. Features for monitoring different projects for their completion on daily basis. (The Telecom is currently handling Stringing of OPGW under PSDF, supply, commissioning of 78 ABB make RTUs and BHARATNET project PHASE-2.)
3. Operation and Maintenance of Telecom Network also need to be covered under SAP.
4. Interfaces with Finance, Stores and HR are felt necessary for efficient working.

Dept: CIVIL Wing

	Civil Department
	Civil department is responsible for
	Construction of Roads in residential and Office complexes, including Grids.
	Construction of buildings (residential/Office Complexes) and maintenance of them
	Maintenance of Civil Part of Grids Like Control rooms, boundary walls, PH services etc.
	Construction and maintenance of PH Lines Overhead Tank
	Construction of Control room
	Connecting roads and drains inside the grid.
	Process followed by Civil Department:
	· Requisition received by Civil department for works from user Dept.
	· Estimate prepared by Civil department Section Engineer.
	· Administrative approval is required for new works and sanctioned as per DOP.
	· Technical sanction is given as per DOP.
	· The final estimate is then placed before different committee as per DOP.
	· Concerned Civil Wing Engineer sanctions the estimate as per DOP
	· Tender process is initiated either in the form of Limited Tender , Open tender or Expression of Interest as per the requirement.
	· Tender is accepted by the concerned civil dept. officer.
	· It is then submitted to another suitable committee followed by approval of the competent authority.
	· The authorization is then given to the Divisional head to draw an agreement with the lowest (L1) bidder.
	· Work is awarded to L1 bidder.
	· Work is done by the Contractor
	· Supervision is done by Divisional Head and he also sends his representatives like SDO, Section Engineer to monitor activities at site.
	· Contractor/Bidder is advised to work according to the specifications led down in the agreement.
	· Divisional Head checks the progress of the work
	· After the project is completed, it is handed over to concerned departments from where the requisition was received.
	· When building is completed, it is handed over to concerned department and the same is recorded to Inventory Register
	· Inventory Register also maintains records all fittings and fixtures, sanitary fittings present in buildings

	· Money is disbursed by OPTCL to the contractor as and when bills are generated.
	· Section engineer at site prepares a bill and it is recommended for payment post verification by SDO and Divisional Head. after receiving a request from the contractor
	· If the bill amount is above certain limit, the bill goes for PreAudit
	· After Preaudit, the bill is sent to Corporate Finance for Disbursement of funds.
	· Inspection and certification is given by OPTCL
	· After the project is completed, the assets are taken to Fixed Assets and are recorded in the books of OPTCL.
	Other Associated Works
	· Concerned Authorities/DDOs (drawing and Disbursement officers) collect rent which is actually deducted from salary of the concerned staff who is residing in the quarters.
	· Inventory Register also maintains Name of employees or allottees,when and who is vacating the premises in case of residential quarters.

	REQUIREMENT FOR CIVIL WING
1	Schedule of Rate Standardisation for entire Odisha (each location) and time to time addition of new item.
2	Standardising items list and thereby generation of estimate abstract.
3	Generation of reports like deviation statements, Bill forms.
4	Generation of Agreement and Work order from sanctioned estimate.
5	Generation of Extension of Time forms.
6	Rent roll preparation.
7	Centralised inventory register for residential quarters.
8	Portal for Requisition.
9	Portal for Work completion and handing over.
10	System based expenditure & progress monitoring.

Dept: INFORMATION TECHNOLOGY Wing

	IT Department
	IT department is responsible for software and hardware projects.
	They generally execute Turnkey based projects.
	Process followed by IT department
	· A proposal is conceived
	· Budgetary provisions are made for current year and incoming years
	· In Principle approval is obtained from the competent authority as per DOP
	· An estimate is prepared
	· Administrative approval is obtained from the competent authority.
	· e-Tender is floated as per DOP
	· The tech/price bid is placed to the competent committee as per the DOP followed by approval of the competent authority.
	· Successful bidder is awarded the contract
	· Schedule the work and allocate manpower
	· Since SLA has to be maintained, IT monitors SLA
	· There can be 2 tenders –one for Service and one for Procurement of hardware
	· Vendor submits the bills as per the terms of payment to IT,IT then sends the bills to Finance for Pre audit and money is then disbursed
	· Pre audit is necessary to assess whether bill is correct and money is available with Finance.
	· IT is also responsible for procurement of materials required for its operations (need not be project wise) like Printers, desktops, VC equipments, Training equipments, CCTV and Smart Devices etc.
	· Gantt charts is used for scheduling of work and allocation of resources Project Management with Gantt chart will be under the scope of work. Planning will be done outside and once uploaded, corresponding Chart, schedule, tasks etc... will be reflected.
	· Payment is done either monthly/quarterly to contractors in case of service contract.
	· Some of the ongoing projects of IT Dept. like GIS, AMI, helpdesk, FMS etc. that may be integrated with the SAP.

TRS – O&M Module

Preparation of Asset Database:

- The categories of Substation and Line Assets along with Code Structure, Parameters and Entry Forms have been defined in the earlier version of ERP, though data compilation has been partially done. Some additional asset categories / parameters with provision for attachment of documents, images etc. to be incorporated on the basis of inputs during implementation of the New ERP system. Geo-tagging of Assets has been the norm under the Ministry of Power, Govt. of India. This aspect is to be addressed while freezing the parameters of the Assets.
Currently OPTCL is having its own GIS (open source GIS). It shall be integrated with O&M module to keep track of information related to **different assets like** Tower, Line etc.
- The earlier available structures and forms can be taken for reference.
- The New System should facilitate migration of the existing data to the new platform.
- The New System needs to be integrated with the Geographical Information System implemented under OPTCL that captures static / dynamic data in respect of Substations / EHT Towers.

E-Log Books

- Mostly defined in the earlier version of ERP. These documents can be taken for reference.
- These E-Log Books cover Operation, Maintenance, Testing, Inspection, Safety Audit, Quality Audit functions and need to have provision for upload of documents, graphs, images etc.. Logging under Operation function is hourly or event-driven and logging under other functions is either scheduled or based upon requirement.
- Hourly logging of data in Operation Log Books is tedious. Provision to be made to capture the hourly data from the installed Substation Automation Systems (SAS). However, this is subject to clearance from the User Department and scrutiny of the parameters, formats, images etc. being generated in the SAS.

Permit to Work (PTW)

- In addition to the Form(s) designed with the earlier version of ERP, the modules developed by the Safety Deptt. of OPTCL need to be referred / integrated.

- Links to Substation specific Standard Operating Procedures (SOP), Safety Manuals etc. to be available.
- Code from SLDC to be fetched through notification in ERP and messaging to CUG Phone. Similar notifications / messages may be for SDO, Divisional Head, Circle Head, Zonal Head, Safety Deptt., subject to approval of Head of the User Deptt.
- The New System needs to be integrated with the CCTV Surveillance System installed at Substations for capturing the images / streaming videos from the maintenance site and transmitting the same for remote monitoring of maintenance works by different offices mentioned above.

MIS Reports

- On the basis of E-Log Books on different functions, the ERP System may generate MIS Reports as defined earlier plus new proposals during implementation of the System. The System should be able to generate periodical reports on %Availability of Feeders / Transformers, Trend of Loading, Voltage Profile (in graphical form) etc.
- The MIS Reports should cover, inter alia, the reports prescribed by Govt., Regulatory Commission, Electrical Inspectorate and other Govt. Agencies.
- The ERP System should maintain a library of threshold values, periodicities etc. (as per applicability) against different parameters of Substation and Line Assets, for exercising artificial intelligence in reporting like listing of stressed Transmission Lines / Transformers, listing of low voltage (33kV Bus Voltage) pockets, listing of assets those have completed useful life, listing of equipment those need immediate attention on the basis of test values, scheduling of routine maintenances / tests (maintenance calendar / test calendar) etc.. Such reporting may be coupled with notification to the defined offices through ERP / Webmail / Messaging.
- On the basis of data compiled under different E-Log Books, the ERP System should be able to generate Event History (w.e.f. date of purchase) in respect of each Asset defined in the Database.
- MIS Reports will be required to be filtered for Division / Circle / Zone / Organisation Level.

Sharing with Other Modules of ERP for common processes

- Management of Emergency Inventory, Mandatory Spares, Testing Kits, Tools & Plants, Furniture & Fixture etc.
- Purchase / Works Contract

- Additional Processes as per the requisition from the User Deptt.

Online Tips and Links to Reference Documents

The ERP System should have this provision in all Entry Forms.

Outage Management:

- i) Load management as per instruction SLDC to keep power demand within limit and L/R is imposed as and when required to keep area load within s/s capacity.
- ii) ADMs is under process through SLDC.
- iii) In case of fault tripping of a line, priority is given for early restoration of line, in case of major fault, alternative power supply is arranged if there is other source is available.
- iv) Maintenance work carried out as per O&M procedure by strictly following the SOP.

Emergency Restoration Management:

- i) There is an Emergency Restoration Division. It is having ERS Towers (54 nos.) stored at different strategic Locations (Grid S/s & Stores). In case of any eventuality (i.e. Cyclone, flood, earth-quack or any natural calamity) these materials can be utilized for early restoration of damaged power lines.
- ii) Spare equipment for Substation & Lines made available at different EHT Stores and Grid S/s for early restoration of damaged assets due to natural calamities.
- iii) Emergency Restoration gangs (Man Power through R/C holder Firms of OPTCL) with required T&P is being alerted/ arranged considering the IMD Bulletin/ Weather forecast by Central Govt./State Govt. agency.
- iv) Preventive measures/ Preparations are carried out in tandem with NDRF & ODRAF teams available at locations.

Work Assignment:

- i) Different works (day to day works) related to Sub-station & Line maintenance works are assigned to different personnel i.e. from level of Technician, JMOT, Line man, Operator, JM, AM, Manager, SDO etc.
- ii) Every individual has different responsibilities.

Work order management / Contract management: As per ERP

Document Management: As per ERP (Drawings, estimates, Work order & Specifications)

Asset Management / Asset condition & performance:

- i) Equipment History data sheet { Name(Element wise), capacity/rating/class, make, Model, YOM, YOC, Guarantee period, schedule maintenance done, break down maintenance/ repair work done, service life expectancy, condition monitoring (healthiness)}.

Tools & Plants Management:

- i) Requirement of T&P including testing equipment.
- ii) History data sheet for each as above

Planning & Scheduling O&M activities:

- i) Preventive maintenance is scheduled as per O&M manual/ instruction of OEM (Original Equipment Manufacturer) for different equipment i.e. inspection/ testing/ cleaning/ maintenance of equipment on weekly/ monthly/ Quarterly/ Half yearly/ Yearly basis.

Safety & inspection Management:

- i) For every maintenance work a Standard Operating Procedure (SOP) is followed for safety of men & machine.
- ii) The safety wing of OPTCL & external agencies conduct inspection of installations and organization time to time as per IE Rule/ CEA guidelines.

Proactive maintenance management:

Breakdown maintenance, Operations management: same as planning & scheduling of O&M activities

Setting up KPIs & Dash Board Functionalities

Line Performance Measurement:

(Line Rating Index)

- i) % loading of line with reference to its age.
- ii) No. of tripping/ duration of faulty condition/ system availability)
- iii) Right of way/ condition of line corridor/ Teran & cleaning/ cutting of trees in under line.

Sub-stations Performance Measurement:

(Substation Rating Index)

- i) Category of Sub-station
 - a) Voltage level 400/220/132/33kV
 - b) Type AIS, GIS
 - c) Implementation of SAS

- d) Load condition/ Capacity
- e) Age of S/s, equipment (Condition monitoring report) and replacement/ renovation work taken up).

Module to manage and deploy manpower as per needs; keeping track of location of manpower with a particular skill, and assigning jobs based on proximity & availability.

Estimation of maintenance cost using cash equipment of manpower and material used. Same as Document management

A Database for existing and new equipment along with commercial details, installation and warranty & maintenance history is to be maintained.

- Database of equipment
 - a) Name / details of P.O
 - b) Make / model/rating
 - c) YOM/ YOC and warranty period.
 - d) Maintenance history/ Log book/ Condition monitoring etc.

Test result of different equipment management:

The test results (Or status) of different equipment will be captured through different eLogbooks.

Testing result of various equipment can be maintained through E&MR log book. Event history of various equipment can be generated from Asset Database as well as log books.

Statutory Govt. dues management:

- i) Land revenue & cess for Lease land (Grid S/s).
- ii) ED on power generated through DG sets.

Seamless integration with all other Departments

OVERALL OPERATION AND MAINTENACE MANAGEMENT PROCESS

- Entry of logbook and detailed status and healthiness of switchyard, control room and handover thereof.
- Identification of fault (feeder/line/equipment etc.) and remedial action/rectification thereof in consultation with E&MR and SLDC (element specific)

- Provision for creation of maintenance register/activity (scheduled maintenance, preventive maintenance, breakdown maintenance)
- Provision for estimation of maintenance/repair work, execution of work and processing of bills.
- Preparation of site account
- Assignment of work to sub-ordinate staffs
- Provision for maintenance of various accounts assigned to that office (TA, imprest etc.)
- Assignment of work to sub-ordinate staffs
- Material requisition through indent / move order
- Provision to maintain patrolling information of a line and action thereof.
- Provision for creation of maintenance register/activity (scheduled maintenance, preventive maintenance, breakdown maintenance, predictive maintenance)
- Provision for estimation of maintenance/repair work, execution of work and processing of bills.
- Facility for rate contract work

OPERATION AND MAINTENANCE PROCESS DESCRIPTION

- Movement/purchase/central procurement of materials for Grid/Line/Project
- Information related to details of lines and towers to be maintained
- Healthiness of tower to be maintained
- Healthiness of transformer to be maintained considering various parts.
- Provision of diagnostic testing needs to be maintained
- Healthiness of transformer to be maintained considering various parts.
- Healthiness of Switch gear be maintained considering various parts.
- Provision of healthiness of Grid to be maintained
- Provision to report identification of faults of various equipments and subsequent action thereof
- Information related to various types of testing needs to be maintained
- Facility to maintain asset hierarchy and asset attributes

TELECOMMUNICATION WING:

- Provision for Installation and commissioning of Telecom equipment like DPLC, DTPC, SDH, RTU, EPABX for voice and data communication.
- Integration of SAS/RTUs with SCADA system.
- Features for monitoring different projects for their completion on daily basis. (The Telecom is currently handling Stringing of OPGW under PSDF, supply, commissioning of 78 ABB make RTUs and BHARATNET project PHASE-2.)
- Facility for Operation and Maintenance of Telecom Network
- Maintenance of EPABX which provides 400 intercom subscribers to the executives of OPTCL Headqtrs.
- Leasing of spare dark fiber to different companies.
- AMC of Telecom equipment like SDH, RTU, APS, PMU, EPAX, DPLC & also SCADA at SLDC, Bhubaneswar and Meramundali
- Interfaces with Finance, Stores and HR.

SAFETY WING:

- Facility to upload various document
- Provision of discussion forum (various department with safety cell)
- Facility for information on Safety training (In Consultation with HRD)
- Provision of safety audit (Grid, Line, Building, Construction sites etc.)
- Incorporation of e-LC(detail procedure shall be communicated during requirement gathering)
- Incident reporting and accident reporting
- Reporting requirement based on maintenance of equipment and accordingly notification following escalation matrix and SLA.
- Database of PPE and other safety equipment needs to be maintained
- Format of Safety norms followed by contractor
- Inclusion of safety norms during tendering stage for all work / purchase orders (made by CPC / Field Units)
- Safety clearance before charging and hand over by construction wing to O&M wing in case of new / expansion projects
- Employee Profile related to Safety aspects and activities to be tagged up with EPAR and for any incentive / punishment.

TRS - HRMS Module

A	Organization Management
B	HR Policies, Rules and Regulations
C	Recruitment
D	Employee Service Roll
E	Biometric Attendance
F	ESS & MSS
G	Industrial Relations & Employee Welfare
H	Grievance Redressal
I	Disciplinary Actions
J	Enforcement and Monitoring
K	Corporate Relations
L	Land & Quarters
M	Performance Appraisal
N	Training and Development
O	Travel Management
P	Pension and Rehabilitation
Q	Month end and year end reports
R	General Administration
S	Transit House
T	Club
U	Hospital

Note:
As proposed by SAP, the modules (H: Grievance Redressal, S: Transit House, T: Club, U: Hospital) are not available in SAP. So it has been proposed to drop these modules from the current scope of SAP and to be developed outside and integrate with SAP.

Provision should be made available for integration of these modules with the SAP system.

#	Broad Description (The broad works mentioned are not exhaustive and further to be specified as and when required at later stage)
A	Organization Management
1	Provision to define organization hierarchy, organization structure of Head office , Zonal Office,Circle,Division,Sub-Division and Sections etc.
2	Provision to generate tree structure giving details of all unique role holders and reporting employees (defining reporting and reviewing relationship) - including dual reporting mechanism for specific set of employees
3	Provision to create new department, functions & positions
4	Provision to define multiple organizational structures (positions) and multiple reporting relationships and integrate with the respective employee data
5	Provision to restrict making changes in the OM to authorized persons only
6	Provision to seek confirmation after every change made in the structure, changes to be made permanent only on authentication by the authorized person.
7	Provision to change/restore/rollback changes to a previous (given) date and report inconsistencies
8	Provision to define administrative powers for organizational units position-wise
9	Provision to integrate administrative power definitions to work flows and approvals
10	Provision to integrate Organization management with employee master
11	Provision for generate reports on year-wise manpower profile of OPTCL
B	HR Policies, Rules and Regulations
1	Provision to define all clauses under OPTCL. Employees' service Regulations, time to time circulars and office orders
2	Provision to define all norms relating to Medical Advance and Medical re-imburement in respect of employees and their dependents

3	Provision to define all prevailing schemes related to Employee Welfare/All Loans/Health Insurance
4	Provision to define all prevailing schemes under corporate social responsibility and monitoring status of implementations
5	Provision to define all applicable labor laws for contracts laborers of OPTCL, particular clauses that are related to decision making by HRMS.
6	Provision to define all Rules, Procedures, Regulations for outsourced employees of OPTCL.
7	Provision to provide the Provision for view various policies like LTC, Recruitment & Promotion, Medical, Travel, Transfer policy, Service rules etc.
8	Provision to view HR Policies & Procedures Handbook including list of infrastructure facilities for particular level of employees, authority for various approvals (DoP), special or additional powers for authorization
9	Provision to view administration handbook for guidelines on aspects such as Travel,Local Conveyance, empaneled tour agencies, Guest Houses, Conference Rooms etc.
10	Maintaining service regulations of OPTCL on the system.
11	System should have the Provision for define Transfer Policy Parameters
12	System should be able to define Group specific and general promotion rules in the system
13	System should store all the rules pertaining to promotion
14	System should allow employees to view the rules for promotion
15	Policy for Salary revision, Increments consequent upon Promotions should be maintained in the system on-line and trigger them for pay fixation process with options in related module
16	Provision to define VRS guidelines
17	Provision to define admissible leave for employees as applicable
18	Provision to capture Training Policy and customize process to update/edit the policy
19	Provision for capture details of the Recruitment Policy and to alert users if there is any violation of the policy
20	Any other policies not mentioned above shall be included as and when required
C	Manpower Planning & Recruitment
1	Provision to support integration of positions with manpower planning module to understand staffing requirements
2	Provision to provide reports on list of vacant positions against sanction strength for recruitment/posting maintaining reservation rules(Integrate with Manpower Planning Module)
3	Provision for calculate the man power cost implications of adding a new Department/Function/Position
4	Provision to generate reports on categories of employees across executives and non-executives (list of existing employees stream wise , cadre wise, wing wise or unit wise on any date or cross section of time along with a list of officers and staff who will retire within a specified period)
5	Provision to provide report of list of MIP/SANCTION STRENGTH/Grid Capacity
6	Recruitment process for Regular(Executive/non-executive)/Contractual employees
7	Updation of all information in Employee Master data since recruitment(such as personal details, addresses, transfers, deputation, change of location (Integrate with Transfers/ Deputation Module)
8	Provision to view vacancy list & status of vacancy (Filled/vacant/abolished)
9	Provision to view department-wise manpower strength
10	Provision to provide report on list of vacancies (filled/vacant/abolished)
11	Maintaining a comprehensive applicant tracking system covering manpower requests, resume entry, interview scheduling,applicant rating and selection. Should capture details like Name, Date of birth, Family details Competencies, Vacancies applied for, Details of advertising campaign, Past remuneration, Qualification, Education (with certificates) Reservation category,Test result details Interview details,Correspondence address with phone numbers References, Status of application, etc.
12	Converting all the information gathered during the recruitment process as the employee record, on hiring of the personnel.

13	Tracking joining dates of selected employees.
14	Uploading details of verifications e.g. medical, character etc.
15	Maintaining and updating seniority register on the joining of the employee
16	Preparation of interview sheet for short-listed employees
17	Maintaining detailed personal information and history of employees.
18	Viewing career movements/posting profile of an employee online.
19	Enabling re-employment of employees with the maintenance of past history.
20	Maintaining details of Established strength vis-à-vis actual people assigned and generating comparisons between Established Personnel / Sanction strength with actual people assigned
21	Tracking employee probationary time & status
22	Triggering on mismatch a) workflow for disestablishment of posts b) memo to function to obtain sanction for posts c) transfer of sanctioned posts to where required
23	Updating details of sanctioned posts in event of changes
24	Generating list of posts to be manned
25	Displaying vacant posts to all concerned
26	Provision to support the process of Induction Training for new recruiters by integrating with the recruitment module
27	Provision to make provisions for direct employment / promotion / recruitment to specialist categories/part time or contractual employees
28	Provision to project cadre-wise/grade-wise manpower requirements for a specified period based on data relating to new upcoming units/resignations/dismissals/future retirement etc.
29	Provision to analyze the unit-wise, cadre-wise, grade-wise resources available and required and do a gap analysis with specific time frame
30	Provision for create new posts or modify existing posts through appropriate approval
31	Provision for include the entire process of recruitment in the system including the budget involved in it. It may also include other new areas
32	Provision for carry out recruitment for different grade/rank of employees and Part time employees
33	Provision for define the specifications of the vacancy in terms of qualifications, work experience, location considerations, skills/competencies required, additional certifications / professional qualifications, etc. (T & D module - integrate)
34	Facility for managing recruitment for special categories requiring relaxation in norms
35	Provision for draw recruitment schedule in accordance with the requirement plan
36	Provision for indicate that an applicant has applied for the post through another hiring process within the organization
37	Facility for generating advertisement for recruitment for internal / external candidates for publication on HRMS portal, Media and websites
38	Provision for receive on-line responses
39	Provision for attach documents / credentials in soft form as a part of the application or at any other time as decided by the institution
40	Provision for auto generate unique identity number for each new applicant
41	Provision for create workflow for approval of application through various levels
42	Provision for route recruitments through various levels of approvals and review. Audit trails of the entire approval process should be available
43	Facility for generation of call letters for written test/interview with allocation of Roll numbers (same as unique identity numbers allocated during recruitment phase) and venue. Should support manual intervention in changing venue/center subsequently.
44	Provision for define the evaluation criteria and generation of results post-Evaluation
45	Provision to track interview results / Applicant's progression
46	Generation of merit list of candidates on user configurable criteria such as category-wise, alphabetically, roll no.-wise, score-wise etc.
47	Provision to record payments made to the panel members/invigilators/candidates etc.

48	Generation of system driven offer / appointment letters through both manual as well as electronic modes (with terms and conditions for appointment)
49	Provision to issue orders of appointment
50	Provision to issue orders of re-engagement (or extension) of retired officers, on contract basis with re-employment terms
51	Provision to issue order on completion of probation period
52	Provision for maintain checklist for verification and acknowledgement of various aspects related to joining viz., medical reports, testimonials, other relevant certificates, etc.
53	Provision for generate reports on Recruitment cost incurred/employee and cost per recruitment agency per project
54	Provision for generate reports on Time taken for filling up a vacancy i.e. from paper advertisement to appointment letter
55	Provision for generate reports on the Recruitment, appointment and confirmation details for each quarter
56	Maintaining Database of contract labour management system
57	Support vacancy and post based roster system for recruitment
58	Provision for change employment status from probation to confirmed/not confirmed as per rule from the date of joining
59	Provision for integrate with the PAR (Performance Appraisal Report) of the employee on probation
60	Provision to define name of functions, sub-functions and positions
61	Provision for generate reports on the details of direct, outsourcing employee in OPTCL
62	Ability To Analyse Current Inventory Of Human Resources(Age Based, Experience Based Etc)
63	Ability To Mentation Sanctioned Vrs Mip Position(Circles/Divisions/Grids/Offices Etc).
64	Ability Show Correct Tree Structure
65	Ability To Forecast Demand
66	Ability To Estimate Gap
67	Ability To Create New Designation, Location Organisation Etc
68	Ability Generate Inputs For Business Plan
69	Ability To Identify Number Of Posts To Be Filled Under Different Categories(Sc, St, Sebc, Ur, Pwd, Ex-Serviceman, Sports Person, Women Etc).
70	Ability To Generate Model Advertisement For Recruitment Based On Standard Format And Specific Inputs.
71	Ability To Ingegrate 3Rd Party Captured Recruitment Database Into System.
72	Ability To Analyse The Data And Ability Shortlist The Candidates Based On Some Rules.
73	Ability To Generate Interview Call Letter And Trigger Sms And Email To Shortlisted Candidates.
74	Ability To Generate Offer Letter To Slected Candidates.
75	Ability To Update Status Of Candidate In Each Stage And Allow To Insert Employee Number Once The Status Is Confirmed From Candidate To Employee.
76	Ability To Maintain The Data Of All Contractual Employee Including Directors And Generate Various Repoprts Like End Of Tenure Etc.
77	Ability Maintain The Attendance Of Various Outsourced Employees In Collaboration With Manual And Automated Attendance System.
78	Ability To Generate The Wages To Be Paid To The Outsourced Employees Based On Attendance And Prevailing Wage Rates And Various Deductions Like Esi, Epf Etc.
79	Ability To Carry Out Rule Based Special Recruitment Drives (For Eample For Cvo, Doctors Etc)

D	Employee Service Roll
1	Provision to define various categories of employees of executives, non-executives and contractual (list of existing employees stream wise, cadre wise, wing wise or unit wise on any date or cross section of time along with a list of officers and staff who will retire within a specified period)
2	Provision to maintain reporting structure (hierarchy of positions) - including dual reporting mechanism for a specific set of employees
3	Provision to maintain change in designations due to promotions, transfers (Integrate with Promotion Module, Transfer Module)
4	Provision to provide reports on reporting relationships (Functional, administrative) in a department
5	Provision to clearly define the hierarchy of Delegation of Power in the organization
6	Provision to issue orders advising to take additional charge
7	Generate employee number
8	Provision to store and maintain employee personal data such as employee no., name, addresses, phone numbers, emergency contact information and email addresses, Salary Bank Account Details, passport details, Aadhar Number, PAN, etc.
9	Provision to maintain employee's gender, date of birth, blood group, citizenship, marital status, religion, caste, etc.
10	Provision to maintain an employee's education, certifications, degrees and any endorsements (Professional Membership)
11	Provision to maintain previous (multiple) employment details like name of the organization, department, position held (designation), start/end dates, reason for leaving, last salary drawn, references etc.
12	Provision to maintain names, date of birth and contact details of spouse, children, dependents, parents, nominees under different schemes, etc.
13	Provision to maintain employee's recruitment category like physically Challenged / sportsperson / ex-servicemen / specialist / SC / ST / OBC / compassionate grounds/ any other by Govt.
14	Provision to add & update employee's recent photograph and photograph of dependent
15	Provision to maintain employee's medical details after joining
16	Provision to maintain employee's health problems, medical history and capture the details (integrate with payroll for reimbursement amount and health problem details, including low medical category)
17	Provision to store caste certification verification & police verification report and detailed status
18	Provision to issue NOC for obtaining passport/visa /study abroad/deputation/outside employment
19	Provision to maintain the languages known with details of speak, read and write separately. Clear indication for the mother tongue
20	Provision to maintain the details of spouse and relatives in the service of the organization including name, employee no., unit where working, designation with provision for automatic updation of records of the relative as and when it is updated for him by his controlling establishment
21	Provision to maintain details of present designation, salary details, reporting hierarchy
22	Provision to maintain the awards for which nominated / received by the employee including the name of the award, year of award, in which discipline/field and date of receipt of award and special status/ privilege, if any, to be given to him for the award
23	Provision to maintain date of joining, probation period, date of confirmation in each grade/post, details of promotion from one grade / scale
24	Provision to maintain full transfer history of the employee including the current & new location, nature of transfer (self-initiated / company initiated), date of joining and date of relieving at different locations, number of times cancelled but kept in abeyance etc.

25	Provision to maintain present place of posting including date of joining of each unit/office, name of the department, present designation, grade etc.
26	Provision to maintain details of suspended employees (reasons of suspension, time duration of suspension, restricted privileges etc.)
27	Provision to change employee job status (Active-Trainee, Probation, Extended probation, Regular, Contractual, deputation, Suspended, absconding (FIR) & Exit Resigned, VRS, Terminated)
28	Flexibility of additionally capturing any information relating to employee at a later date
29	Provision to maintain concurrent jobs for employees with additional responsibilities/special duties in addition to regular responsibilities
30	Provision to update only authenticated employee data to be reflected
31	Provision to maintain and view employee leave details
32	Provision to maintain service files documents in scanned form including Proof of Date of Birth, domicile, Bonds, if any, executed, disciplinary cases details, photograph etc.
33	Provision to provide details of employees applying for higher education
34	Provision to provide reports of employees based on blood group, length of service, age, qualification, experience, department, salary bands etc.
35	Provision to provide reports to management on employees personal, educational & professional details not updated in the system
36	Provision to provide reports on all employee details as per department, class/cadre-wise, location in specified Period
37	Provision to provide reports on employee counts retired, resigned, suspended, terminated or left, per department, class/cadre-wise, superannuating in a specified period
38	Provision to provide reports on personnel released from one place and not joined other office
39	Provision to record requests by employees for pursuing higher education and permissions granted/rejected thereof
40	Provision to record requests by employees for passport/visa /study/LTC and outside employment and permission granted/rejected thereof
41	Facilitating multiple job assignments for an employee reporting to different supervisors.
42	Defining assignments for an employee for more than one physical location of the organization.
43	Maintaining incumbency taking into account induction/recruitment, posting, promotions, re-designations, transfers, and retirements
44	Auto-calculate/Re-calculate retirement date as per OPTCL policy.
45	Providing surplus sanctioned posts details to HR on predefined criteria
46	Maintaining a log & tracking requests for manpower
47	Maintaining requests for transfer by employees
48	Provision to check status of selection for promotion after interview
49	Provision to record request for transfer through employee self-service and indicate appropriately at the time of transfer exercise. Record of such request wherever acceded to be maintained (Integrate with ESS)
50	Provision to provide promotion letter/increment/transfer letter through the system
51	Provision to generate reports on the total number of employees applied for transfers, number approved/rejected/pending
52	System should allow issuance of Transfer Orders for relieving of any employee due to any reasons
53	System should have the Provision for define group-wise HRD parameters/requirements (for job rotation) in the system
54	System should have the Provision for identify vacant posts for transfer and should include deputation and other requirements necessitating transfers
55	System should allow generating of Transfer Proposals/Orders for transfer of employees from one location to another
56	System should have the Provision for generate a short-list of transfers and postings based on redefined parameters by the relevant users

57	System should allow the relevant users to add/drop names from short-list and regenerate fresh lists with required alternatives
58	System should have the Provision for generate the Transfer details "for employee when they are transferred from one location to another "
59	System should have the Provision for generate a warning incase the employee has not joined the location within the specified period of time
60	System should have the Provision for take a note of the further action to be taken on the employee in case he/she has not joined the new location within a stipulated period of time
61	System should support maintenance of data in case the employee has asked postponing of date
62	System should allow updation & maintenance of transfer details in the employee record
63	System should have the Provision for update employee data and gradation list
64	System should generate circulars for deputation vacancies
65	System should have the Provision for receive nominations for deputation vacancies
66	System should have the Provision for shortlist nominations for deputation based on: <ul style="list-style-type: none"> * Educational Qualifications * Experience * Scale of Pay * Hierarchical Grouping of Post * Any other criteria as per OPTCL
67	System should have the Provision for prepare post-wise seniority list of employees applying / due for Deputation
68	System should allow recording of deputation details such as: <ul style="list-style-type: none"> * Start date and end date of deputation period * Post Deputed to * Office Deputed to * Section Deputed to * Deputation Pay Scale * Deputation Allowance * Recovery of leave salary and gratuity contribution from the deputed organization * Terms and conditions of deputation * Any other details as per OPTCL
69	System should have the Provision for generate final list of people to be deputed department wise based on decision of acceptance of the department to which deputation is being proposed
70	System should have the Provision for issue letters:
71	* Relieving Letter
72	* Joining Letter
73	System should be capable to auto update employee database
74	System should have the Provision for update gradation list automatically on employee joining deputation post
75	System should be able to identify vacant posts for promotion
76	System should be able to generate timely triggers indicating the due date for promotion, process to start
77	System should check mandatory conditions, such as completion of required service period and/or completion of required service period at the lower post from which to be promoted, before promotions
78	System should update employee's grade & pay scale details resulting due to promotion
79	System should have standard formats of promotion orders available in the system
80	System should generate on-line promotion orders
81	Concerned authority should have the provision to update employee database and gradation list in the system if not auto triggered
82	Provision to generate reports on count of employees transferred in a specified period
83	Provision to generate reports on total pending, approved/rejected cases of transfers
84	Provision to generate report for employees in remote area beyond a specified time

85	Provision to generate reports on status of officers/staff whether released or not released or whether joined/not joined (along with dates) as per transfers/promotion orders as on particular date or cross section of time is available readily from this system
86	Sytem should have provision for processing the transfer and promotion of employees till approval and issue of orders and joining
87	Provision to generate list of pending transfer/promotion cases with requirement of particulars
88	Provision to generate seniority list of all officers and staff (with particulars like dob,dof, qualifications) on any date/time
89	Provision to provide reports on total employees promoted during specific period,category wise, unit wise, designation wise (all details)
90	Provision to provide reports on employees not selected for promotion or cases deferred or pending or dropped with reasons
91	Provision to generate reports on the total number of employees applied for VRS,number processed / rejected / pending per year
92	Provision to update work schedule/shift pattern of employees
93	Provision to maintain working hours, weekly offs and national/local holidays
94	Provision to define overtime facility/compensatory holiday
95	Provision to define types of leaves: half pay leave, earned leave, casual leave, study leave, maternity, paternity, quarantine, Special leave, leave on account of election etc...
96	Facilitate leave balances to be merged/ transferred/ credited through an accrual process in the system automatically based on user defined criteria
97	Provision of record keeping and maintenance of historical data
98	Provision to provide reports on total number of admissible leave and actual leaves taken in a period by an employee, employee wise EL accrual balance with financial implication report.
99	Provision to produce report to reflect the half day leave, unauthorized absence, repeated late arrival by employee to job location or employee working less than their normal working hours for Time keeping and action
100	Permitting the definition of a time calendar with provision for OPTCL's holidays calender
101	Facilitating the creation of an employee-specific calendar which specifies the availProvision of an employee by taking into account his / her current assignment(s), current shift, weekly offs, and holidays.
102	Providing flexible time management, which would allow detailed scheduling with multiple shift patterns.
103	Providing the provision for periodic rule based calculation of avail Provision of all types of leave (Including leave lapses).
104	Maintaining details in terms of change of shifts owing to personal or other contingencies, leave of absence, late arrivals and so on ,Shift calendar need to be considered.
105	Handling loss of pay leave and interface this information with the salary calculations.(Should be automated)
106	Providing the facility of flags for indication whether medical certification is mandatory, whether the leave is holiday inclusive, whether it affects service growth.
107	Evaluating leave application vis-à-vis leave rules and reject deviant applications
108	Maintaining record of unauthorized absence
109	Provision to issue orders granting higher studies with or without pay
110	Provision to issue permission for acting as examiner/faculty member/guest lecturer in different technical/management institutes
111	Provision to issue orders granting annual increments
112	Provision to handle making online application for sanction of LTC/other entitlements through ESS and approval through workflow
113	Provision to issue alerts before any position falling vacant due to retirement/term of temporary or contractual employee getting over
114	Provision to generate a consolidated manpower plan (Department- wise/Section-wise/Unit-wise) for approval through work-flow management system

115	Provision to identify critical posts (by function)
116	Provision to integrate with the recruitment/promotion module for filling up of vacancies
117	Provision for define positions for internal or external recruitment (define vacancies based on sanctioned strength and existing employee strength for each department/unit/section etc.)
118	Should allow for maintaining a checklist of details to be mentioned in each employee's personnel file
119	Provision for attach scanned copy of the vigilance clearance certificate in the defined time period of the employee's joining
120	Provision for attach service continuity certificate for checking unauthorized attendance of the employee on probation
121	Provision for attach scanned copy of the police verification certificate and medical fitness certificate of the employee hired on probation
122	Provision for generate reports on total manpower strength (Category-wise, designation-wise in different corporate and field offices of OPTCL (for each quarter)
123	Provision for generate reports on employees on Education / Age / blood group/ other criteria
124	Provision for generate reports on the Superannuation details
125	Provision for generate reports on the Separation details (category wise)
126	Provision for create various competencies and categories into various competency types viz. Provision, Skill, Knowledge, etc.
127	Provision for maintain various types of tests and maintain a question/answer database of each type of test (functional, psychometric, analytical etc.) to be administered as part of the selection process
128	System should have provision for the employees to join in case of transfer/ promotion in ESS
129	Provision for applying option for pay fixation on promotion
130	Provision for processing pay fixation on promotion
131	Provision of charge handing over report in ESS
132	Process of sanctioning MACP with related reports
133	The process of collecting NDC of an employee in case of separation or transfer etc
134	Provision to maintain employee data with respect to PF, NPS, Gratuity, etc. and the nominations for the same
135	Providing the facility for en-cashable leave & procedure for calculation of amount.
136	Provision for processing the pension proposals of an employee collecting NDC from concerned branches
137	To add further data by the employee/ employer
E	Biometric Attendance
1	Provision to track attendance and map it with applied leave (between applied and leave granted) including late/early punch
2	Provision to record employee's punch in/punch out date/time details (integrating with access card/biometric machine) integration with leave mgmt./payroll in case of late punch in or early punch out
3	Provision to manually update attendance & leave details of employees whenever need arises.
4	Provision to correct attendance & leave details of employees
5	Provision to provide reports on punch in/punch out date/time data
6	Provision to provide reports on late coming hours (summing up late hours to automatically debit from employee leave)
7	Supporting the entry of attendance details from various sources, such as a)Direct entry of attendance & leave records by authorized persons, b)Rule-based c)Synchronization/download from an external attendance recording system(Biometric/Excel)
8	Posting all employee attendance related information w.r.t a cost-center / profit-center, to Management Accounting.
9	Capturing employee wise attendance records
10	All reports with regard to Biometric attendance as per requirement
F	ESS & MSS

1	Facilitate employee to apply for changes in permanent & correspondence addresses, details of family members, emergency contact details, contact details, office location, nomination for various schemes like PF /NPS/Gratuity/Leave encashment etc.
2	Provision to add/update bank information for expense reimbursement, applicable passport details, driving license no. etc.
3	Provision to allow employee to update online through ESS the non-critical personal data
4	Provision to provide address proof letter to employer for various purposes
5	Provision to integrate ESS with Employee Master
6	Provision to remind the employee through self-service/e-mail/sms regarding modification or requirement of additional data
7	Provision to send the employee confirmations after changes are made online
8	Provision to provide the Provision for initiate transactions related to leave (all types of leaves)
9	Provision to provide the Provision for view the status of all types of requests made
10	Provision to provide the Provision for raise query for HR, applying for LTC, Medical Claims, and Cash Advance
11	Provision to provide the Provision for raise cash claim related to conveyance, Office tours etc.
12	Provision to provide the Provision for view and download salary slip, provident fund details
13	Provision to provide the Provision for view the tasks assigned by management
14	Provision to provide the Provision for edit and update the status of tasks with remarks
15	Provision to provide the Provision for view Holiday Calendar(executive/non-executive/local holidays)
16	Provision to provide the Provision for view the salary structure
17	Provision to provide the Provision for view the statutory deductions like PF,NPS, Income Tax
18	Provision to provide the Provision for apply for advances like Festival, Car, Two wheeler, House Building Advance, PF Advance etc.
19	Provision to provide the Provision for apply for Request for Transfer
20	Provision to provide the Provision for apply for Withdrawal of GPF amount
21	Provision to provide the Provision for view History of Training taken by employees
22	Provision to view attendance(bio-metric)
23	Provision to apply for NOC for abroad tour/ higher studies/loan etc.
24	Provision to Check the status of leave request
25	Provision to approve/cancel/modify leave requests by employees
26	Provision to approve or cancel leaves of subordinates(MSS)
27	Provision to submit / update declarations for Income Tax calculation
28	Provision to view compensation and benefit details (Pay Slip)
29	Provision to apply for Loans & Advances and Check the status of approval (Integrate with Payroll Module)
30	Provision to display and print pay slip information for each pay period, including gross pay, taxes, other deductions and net pay, with pay period and year-to-date totals
31	Provision to view Income tax computations
32	Provision to handle making online application for sanction of LTC/other entitlements through ESS and approval through workflow
33	Provision to view Insurance related details for self
34	Provision to apply for medical advance, LTC/Transfer TA/Tour planning/Tour Approval/Transfer grant/advance/reimbursements
35	Provision to enter and approve general claims (step-up pay/pay fixation etc.)
36	Provision to provide report on month-wise insurance premium payment receipt
37	Provision to view the training calendar and nominate oneself and subordinate for the same
38	Provision to approve/reject the Training requests for specific
39	Provision to apply for higher education
40	Provision to request for VRS / separation and process of approval
41	Facilitate employee to fill exit interview form (for resignation) / separation form

42	Provision to apply for NDC (No Dues Certificate)/clearance from various departments at the time of separation
43	Provision to view clearance request approved/rejected by department and the reason for the same
44	All Types of Leave Requests and approval process
45	IT declaration for submission of proposed during start of Financial year and actual savings
46	Personal Requests for NOC (for Passport,purchase of House and etc...)
47	Loan Requests(Festival Advance,Vehicle Advance,HBA etc...)
48	Provision to Print Identity Card based on the available details directly from the SAP with signature.
49	Provision to provide status on requests made by employee for transfer requests
50	Provision to make transfer requests by employees/department or as per demand of the new project
51	Provision to initiate for NDC (No Dues Certificate) at the time of transfer ,completion of charge handover and charge takeover.
52	Provision to view clearance request approved/rejected by department and the reason for the same.
53	System should have the Provision for send communication to the employee in case of promotion
54	Provision to generate report on transfer history/past services (integrate with medical history – Employee Service Master)
55	Provision to request for VRS as per the rules defined for the scheme (Integrate with IR & Legal and Payroll)
56	Provision to approve for VRS as per the rules defined for the scheme (Integrate with Payroll & E-Exit)
57	Provision to manage on-line application, tracking and approval of various kinds of leave through workflow logic and self-service
58	Provision to update half day attendances/leaves in the system
59	Integrate Time and Leave Management with ESS ,MSS & Payroll Module
60	Providing the feature of leave or vacation management and providing quick and easy application and authorization, and maintenance of leave balance.
61	Providing workflow enabled facility for allowing leave application through a process of application and authorization.
62	Provision to perform Income Tax calculation
63	Provision to track loan requests made by employees and send reminders, Feedback & Grievances
64	Provision of application by employees for allotment of quarters to be made and the status to be seen to be applicant
65	Application for repair of the quarters and return confirmation for repaired work
66	Application for allotment of rooms and applicable charges with GST
67	Application for booking of Club with portion/ full, with rate
68	To customise the pension application forms and auto capture the data from the system where ever available
69	Application for booking of Club with portion/ full, with rate
70	Application for books
71	Any other activity as required to be covered in the ESS/ MSS
G	Industrial Relations & Employee Welfare
1	Provision to define and communicate with representation of Unions and Associations
2	Provision to process cases for constitution of committees and reconstitution including trustee boards
3	Provision to link employees with the membership with various Committees (permanent or temporary) and membership of any professional organization
4	Provision to maintain the compensation and benefits policies of the organization

5	Provision to make a data base of number of court cases filed at labor court & high court, industrial tribunal & other competent authority along with status and other details
6	Provision to define the structure and members of all employee Unions and Associations along with information of their registered office, office bearers etc. (Integrate with the transfer module)
7	Maintaining database of all unions with office bearers with their address , ph no. reg. no. demands and status.i.e rejected / resolved/ pending etc
8	Ability to define wages and salaries and class of employees
9	Ability to define all allowances/ benefits integrating with payroll
10	Provision for maintain record of category of court cases at high court such writ, civil revisions, appeal, contempt of court etc.
11	Provision for maintain details of appeals filed by the company against different orders
12	Provision for maintain all relevant database for all courts, tribunals, Compensation court, gratuity tribunal including appellate forums
13	Processing for Bonus or Exgratia identifying who are eligible for bonus
14	Online application for sanction of Employees Compensation as per the Act, Processing the same and linked with Fin Module for payment. Reports on employees compensation benefit in case of death
15	All related reports
H	Grievance Redressal
1	Provision for lodge a grievance online and process the same with notification to all concerned
2	Provision for store and update Grievance Redressal Policies & Procedures
3	Provision for edit the policies by specified level of authorities
4	Provision for issue docket number for different classes of employees separately
5	Provision for define composition of the GR committees
6	Provision for list various techniques to facilitate communication
7	Provision for store various GR forms for printing
8	Provision for maintain checklist of the documents that employees need to submit as part of the procedures
9	Provision for draw schedule for GR meetings
10	Provision for design the process of grivience redressal mechanism
11	Provision for alert the users periodically when a deadline is approaching nearer
12	Provision for track/monitor the status of a pending case Requirement Description
13	Reports on Number of grievances disposed per year
14	There should be 3 escalation level for disposal of griviances
15	Provision for generate reports on the total number of complaints docketed for a specified period
16	Provision for generate reports on the total number of grievances handled during a specified period
17	Provision for generate reports on the various types of grievances handled during a specified period
18	Provision for generate reports on the average time taken to resolve a grievance
19	Any other reports as per parameter fixed by the user
I	Disciplinary Actions
1	Provision to maintain history of disciplinary actions/allegations/action taken against the employee including date of charge, nature of charge, amount of financial loss to organization, date of punishment and nature of punishment. This must include Vigilance/ police department proceedings and linked with employee data base.
2	Provision to provide reports on status of details of disciplinary proceedings, time,progress
3	Provision to maitain the database of allegation received and disposed off / status thereof
4	Sanction of suspension allowance linked with pay roll
5	Provision to report on the disciplinary proceedings/ allegations/ vigilance cases on the given parameter set by the user

6	Provision to capture diff. levels of disciplinary authorities/ status of appeal at diff. levels/ pending court cases linked with master data
J	Enforcement and Monitoring
1	Provision to check for eligibility and EMI calculator for various loans/advances
2	Provision to apply for loans/advances by the employees in ESS mode
3	Provision to maintain a database on loan/advances application (both pending & scrutinised)
4	Provision to maintain a database on annual approved budget loan/advances
5	Provision to create a flow for application scrutiny
6	Provision to process departmental House Building Loan, Vehicle Loan (Capping of loan amount as per company policy)
7	Provision to approve the list of applications/individual application with interim amount by the competent authority
8	Provision to issue sanction order and maintain a database of such sanctioned application
9	Provision to issue Release Orders to release the loan money by the respective accounting unit against sanction order and maintain a database of such released orders
10	Provision to view the balance of all types of Loan ,HBL,Vehicle, Medical (Integrate with Payroll Module)
INSURANCE (GROUP HEALTH INSURANCE, GROUP ACCIDENTAL INSURANCE, GROUP SAVED LINKED INSURANCE, GROUP	
1	Provision for claim intimation by employee in ESS mode/concerned unit
2	Provision to maintain and process insurance related matters
3	Provision to provide report on claim dump (approved/claimed/rejected/paid)
4	Provision to maintain the insurance related details for each employee, like insurance number, nominee details, amount etc.
5	Provision to maintain and access record on update (addition/deletion/modification) on family member details
6	Provision to maintain employee data with regards to claims, etc.
K	Corporate Relations
1	Provision for approval of advertisement from Competent Authority
2	Provision to process all statutory /display publication. A standardize RO and SO may be developed. Further, a data base may be created to access newspaper wise release status.
3	Sports facility support
4	In sponsorship also, standardize RO and SO may be developed along with a facility of data base of organization.
5	Provision in the system for processing the CSR related works and a database of the activities
6	Database on reports: Newspaper wise SqCM rate , news Paper wise release status , Tender wise publication cost, Division wise publication status
7	Procurement of books and database linked with NDC and payroll
	Library
1	Purchase of Books / Magazine/ periodicals/ journal through procurement module
2	Issue of books to individual employees on requisition
3	List of available books to be seen in list
4	To be linked for issue of NDC
L	Land
1	Quarters allotment request, approval and allocation process
2	Quarters Occupation Details(Allotted and Vacant)
3	Quarters allotment request, approval and allocation process
4	Quarters Occupation Details(Allotted and Vacant)
5	Provision for capturing all data of lands and estates of OPTCL
6	The data should be maintained division wise and a compiled data to be maintained in HO
7	The data regarding land to be inclusive of Area size, Mouza, Tahsil, Lease/ free hold, Plot No, Khatian, Project name and under which office, Dist., Land Cost Premium, Cost Ground rate , Cess, Incidental Charges, Settled or unsettled. (ROR received or not. and in whose name.)
8	Provision for yearwise cess payment details and payment by respective units

9	Provision of maintaining records in unit wise with condition of the quarters for allocation to be specified (Available/ damaged)
10	Provision for records with Quarters Occupation Details(Allotted and Vacant) category wise
11	The seniority list for such application to be made as per the categories to be seen to the applicants.
12	The allotment process and approval to be done as per the policy of OPTCL
13	Allotment order to be released online
14	Quarter possession to be done online
15	On possession, the applicable quarters rent ,water tax and other tax and stoppage of HRA to be made linked with pay roll
16	Provision for cancellation of allotted quarters
17	Provision for extension of allotted quarters on retirement/ separation of employment with applicable rent and approval thereof
18	Reports on allotted and occupied quarters, available quarters categorywise to be made
19	Reports on quarters with extension period
M	Performance Appraisal
1	Provision to maintain performance appraisal rating of all the previous years for EPARs (Executives, PA & PS) & CCRs (Non-Executives).
2	Provision for part report of appraisee with hierarchy for each part report.
3	Provision to process the EPAR flow submission, its approval and completion at different levels (Self-Appraisal / Reporting / Reviewing / Accepting).
4	Provision to process the CCR flow submission by the Reporting Officer, its approval and completion at different levels (Reporting & Countersigning).
5	Escalation of levels of hierarchy if not submitted by different levels within the time limit.
6	Entry of remarks by the Appraisee during mutual discussion page. (Not required for CCR)
7	Notification to the officers in the hierarchy as well as to the employee after completion of different levels with SMS / e-Mail facility.
8	Provision to upload the Hard copy of EPARs / CCRs wherever necessary & capture the rating in favour of employee.
9	Provision for display of all EPAR to the appraisee after completion (both online and offline). (Not required for CCR)
10	Report generation in the form of MS Office for EPAR flow not initiated, pending for approval, self-appraisal not submitted, pending with Reporting / Reviewing / Accepting Officer, completed EPAR, based on cadre / designation / employee ID (For group of employees) ,pending with an officer, etc.
11	Report generation in the form of MS Office for CCR flow not initiated, pending for approval, pending with Reporting / Countersigning Officer, completed CCR, based on cadre / designation / employee ID (For group of employees) ,pending with an officer, etc.
12	Report generation for promotion of group of employees based on their employee ID for last 'N' no. of years.
	Property Statement (PS)
13	Provision to maintain Property Statement of all the previous years for Executives, PA & PS & Non-Executives excluding Class-IV employee.
14	Provision to submit and declare of assets by the employee.
15	Report generation in the form of MS Office for Property Statement submitted, Property Statement not submitted, etc.
16	Authority to access the Property Statement of an employee by the Admin at the time of requirement.
N	Training and Development
1	Knowledge Management Portal to be provided with a different Screen. Independent Screen
2	There should be a Collaboration Room in the Learning Portal of the SAP. It must enable learners to form virtual learning groups to exchange information swiftly and effectively with other portal users. Collaboration Room

3	Content Management as the central storage location for all course content. The Access control will be with the Training i/c and access can be provided to any employee by the Training i/c. Content Management System
4	Qualifications and Appraisal Reports to be used to know the Training Needs of the Employees.
5	Approval workflows can be implemented for participation bookings or cancellations in the Learning Portal.
6	When employees are booked as participants or instructors of courses, these appointments can be automatically generated in the SAP Appointment Calendar
7	Provision to maintain history of trainings attended (prior to joining & after joining) like name of the course, name of the Institution, month & year of training, duration of the course in days/weeks etc.
8	Provision to provide reports on training calendar of present/past years
9	Provision to provide reports on training programs attended during employment
10	Provision to define training - short-term, long-term, trainable and non-trainable training needs and Provision to capture ad-hoc courses offered by various entities
11	Provision to design selection criteria for various in-house/ external trainings especially higher studies Grading training institutions (external) by the training dept. professionals
12	Provision to capture Training needs of employees met/not met during the quarter/year
13	Provision to formulate and update Annual Training Calendar with list of Training Programmes, Batch size, target group etc.
14	Provision to provide input to Finance & Accounts Module for payment to Trainers/Institutes
15	Provision to update list of Trainers/Institutes for various training programmes
16	Provision to record participant's attendance in training programmes and employees nominated but did not attend a training programme
17	Provision to notify HoD/employees about the nomination for training programme
18	Provision to define and print training nomination letters to be sent to officials
19	Provision to customize training feedback form, effectiveness form and training nomination letters
20	Provision to manually update training feedback provided by participants in the online feedback form
21	Provision to analyze training feedback
22	Provision to seek nomination from employees/HoD for training programmes not included in Training Calendar
23	Provision to capture Training facilities available within the organization
24	Provision to book training rooms by departments for specific training programmes
25	Provision to capture course content of all training programmes along with list of Target group, batch size
26	Provision to maintain topic/subject-wise database of internal & external faculty, number and details of courses conducted by them quarterly, half- yearly, yearly and cumulative
27	Provision to create a group for each Training in which the material can be shared and Pre Training Test and Post Training Test can be conducted. This group will be valid for a short period.
28	For Virtual Training, there should be provision to share the Virtual Platform Links.
29	Provision to capture external employees of other organizations trained
30	Provision to maintain training budget (for each category of training) - cost of training - actual expenses. Link the TA/DA/Hotel expenses payment records to find out total cost of training. (The TA bill passing system should be linked to the Training system to ensure feedbacks)
31	Provision to maintain data for internal training exam and certification obtained by staff
32	Provision to maintain data on external certifications obtained by the staff
33	Provision to have online registration, cancellation, reminder, and confirmation of training classes
34	Provision to upload external brochures or training programme received from external institutes
35	Define the competent trainer for unique roles in the organization across all classes

36	Provision to raise Requisition / Purchase Orders (PO) for clearing professional fees of Trainers/Institutes/Stationery/Photocopy of training course content/material etc.
37	Provision to monitor Planned Training against actual training conducted based on user defined parameters such as number of trainings, budget, participants etc.
38	Provision to maintain training database with full training history of all employees
39	Provision to view status of requests for guest house booking for guests & other field employees nominated for training (Integrate with ESS)
40	Provision to provide details of vocational training and Gol (apprenticeship) - only period of training, name and age/CSR training (integrate with payroll and recruitment module)
41	Provision to produce individual and departmental training reports
42	Provision to provide report with the participant list and total training hours for each employee during specific period
43	Provision to assign mandatory trainings (Ex. Safety Training) to the concerned employees automatically
44	Provision to provide reports on Training Needs
45	Provision to support the Cost benefit analysis for External training institutes or individual trainer
46	Provision to calculate total Training Cost in a year against the T&D Budget
47	Provision to provide reports on training programmes nominated for but not attended during employment (reasons for not attending)
48	Provision to provide reports on vocational training and Gol (apprenticeship) training (integrate with payroll module)
49	Flexibility in Report Generation. As and when required different types of Reports can be generated by the user department.
50	Direct connection to Microsoft Word for all correspondence and publications (such as course brochures, participant lists, or correspondence). Microsoft Word integration
O	Travel Management
1	Tour Plan & approval , TA bill Claim and Payments
2	Provision to automate the process of Travel Management
3	Provision of report generation in Travel managements
P	Pension and Rehabilitation
1	Pension Proposal Forms to be auto filled from Master Data. Any other data remaining to be filled by applicant in ESS.
2	Recent passport size joint photographs with spouse (if married) and Single photograph of self (applicant) to be uploaded.
3	specimen signature (L.T.I. if illiterate), height and identification marks (at least 2 conspicuous marks) ,left hand thumb and all fingers impression of the applicant to be filled by applicant.
4	Date of birth certificates of all family members & nominee(s) to be fetched from Master Data or to be
5	Undertaking/Declaration for refund/recovery of outstanding dues/excess payment wherever applicable to be acknowledged. (Yes/ No button to be clicked)
6	Bank Details to be filled (i.e Account no. , IFSC Code,MICR Code)
7	Indemnity Bond (For the PF A/C which have not been transferred from the RPFC) to be uploaded by applicant
8	Identification details to be fetched from master data. (Pan Card, Aadhar Card etc.)
9	Any other document (s) may be attached if relevant for sanction & payment of pension/family pension as per OCS Pension rules-(Specify)
10	Validate and Verify the details by the reporting heads provided by the Retd. Employee.
11	provision to show the NDC with details of outstanding amount to be provided by the concerned head of unit
12	LPC to be verified and updated by DDO of the concerned unit.
13	Approval by the concerned head of the unit.
14	Validate and Verify the details by HO provided by the Retd. Employee.

15	Service Verification of entire period and necessary orders to be verified and updated. (Retirement Order, UULS Order, Provisional Gratuity Order (if admissible), Compensation order to be updated in e-Service Book.)
16	Provision to collect final NDC to be given by Head of Establishments
17	Approval by Head of Establishment
18	Revalidate and Reverify the details provided by the Retd. Employee from Master Data including service history.
19	Checking Calculation of Terminal Benefits viz. Pension, family pension, commutation amount and gratuity as per the LPC and NDC (Withheld of Terminal Benefits if required as per OCS Pension Rules)
20	Approval by the Competent Authority.
21	Sanction Order to be generated in favour of Retd. Employee copy to employee and finance
22	To be forwarded to Pension Funds for authorization and release of Terminal Benefits.
23	System should have the Provision for define Pension Rule Parameters of OPTCL
24	Ability to capture Pension rules and customize process to update/edit the policy
25	Provision for process the pension proposal along with approval from concerned authority
26	Provision for uploading required documents
27	Provision for receipt of LPC with all outstandings
28	Provision for issue of sanction order
29	Provision for recovery of outstandings from terminal benefits
30	Provision for convert the pension to family pension in case of death
31	All report on pension on a set of parameter required by the user
32	Provision for record the time taken to assess the financial condition of the deceased dependent applicants and accordingly take decisions on the eligibility of the application
33	Facility for processing financial assistance (rehabilitation) of deceased dependants
Q	Month end and year end reports
1	Provision to generate reports dynamically as per the parameters set by user.
2	Provision to date, time stamp and date track of all changes in the database enabling data availProvision on 'as on date/time' basis
3	Provision to provide restricted access to different classes of employee master data
4	Provision to maintain Audit trail of all changes made to sensitive information
5	Provision to track the physical location of the service file by recording the unique file number and place where it is kept (After HRMS no physical file movement may be required)
6	Attaching the relevant documentation done in packages like MS Word, MS Excel, PDF etc... wherever applicable.
7	Provision for report generation for all the above functionalities with a provision for dynamic querying
8	The reports mentioned are not exhaustive and further to be specified as and when required at later stage
R	General Administration
1	Provision of receipt of requisition from individual employees/ office for procurement
2	Provision of procurement of materials through procurement module
3	Maintenance of stock and issue of material on requisition/ indent
4	Material are to be issued to individual employee/ office/ consumable items, to be linked for NDC
5	All policies to be made available for view define and edit

6	Sanction process for imprest expense, approval and release of order
7	Provision of database on all material/ furnitures with item no year of purchase location of the items (fixed assets)
8	Database of contracts with details in vendor registration
9	Provision for approval of the imprest amount linking with finance module
S	Transit House Management (Employees and Guest of OPTCL)
1	Transit House Management(Employees and Guest of OPTCL)
2	Provision to raise requests for guest house booking
3	Provision for capturing the records on total no of rooms location wise (Puri and Bhubaneswar), applicable category wise with rate per day with room nos
4	Provision on available / occupied rooms on a specific day with room rate
5	Process for approval for allotment and confirmation letter to the applicant. Payment of advance payment
6	Billing system on leaving the rooms
7	Report on available abd occupied rooms on a given date.
8	Reports on No of rooms, days , amount collected in a period of time.
9	Reports on booking details with amount collected in a given parameter
10	Provision of stock maintenance
T	Recreation Club
1	Approval process with confirmation letter to the applicant
2	Records on available and occupied dates
3	Reports on booking details with amount collected in a given parameter
4	Provision for approval of the imprest amount linking with finance module
U	Medical
1	Provision of procurement of medical items/ medicines through General Admn. Dept. to be covered in the procurement module
2	Provision of Stock maintenance of the medicine and issue .
3	Database of the patient (Employees and their dependants , Outsiders retired employees)registration with patient ID, Refer to concerned doctor for check up
4	Attendance of Doctors , parttime doctor and staffs and process for payment of salary
5	Provision for online prescription and issue of medicines to employees and dependants
6	periodic report on the no of patients came for chekup, doctor wise patient attendance
7	Provision of payment of fees for outside patients for check up and receipt
8	Provision of payment of fees for clinical investigations and receipt
9	Provision of report on fees collected for check up/ clinical investigation
10	Provision of report on cost of medicines purchased
	Payroll System (HR and Finance)
1	System shall record, as a minimum, the following data: * Job classifications and descriptions * Employee status codes and descriptions * Salary & allowance codes, descriptions and Tax indicators * Deduction codes and descriptions * Beneficiaries for deductions (Account code, individuals etc.) * Location (Disbursement Centre) codes and descriptions * Treasury Office/District code and names * Leave codes and descriptions * Payroll Calendar * Pay scale number, Pay scales, Pay scale description
2	System should make New Pension Scheme (NPS) deductions from employee salary as per grade
3	System should calculate basic pay, pay band for each employee based on: * Standard salary rate for the employee * Attendance, leave etc. based on data received
4	System should automatically calculate all the dependent components in the Payroll, as per OPTCL regulations
5	System should allow automatic calculation of Payroll based on the above inputs
6	System should check the leave sanction records for each employee
7	Pay roll shall be linked with all finance related matters

The reports mentioned are not exhaustive and further to be specified as and when required at later stage

Provisional Office List		
SL NO	OFFICE NAME	REPORTING OFFICE NAME
1	ZONAL OFFICE(CONSTRUCTION)-II,SAMBALPUR	CGM(CONSTRUCTION)
2	132/33 GRID S/S SUB DIVISION KUCHINDA	EHT(O&M)DIVISION,JHARSUGUDA
3	132/33 K V GRID S/S SUBDIVISION PURUSOTTAMPUR	EHT(O&M)DIVISION,CHATRAPUR
4	132/33 KV DHENKIKOTE GRID SUB-STATION	EHT(O&M) DIVISION,JODA
5	132/33 KV GHENSE GRID SUB-STATION	EHT(O&M) DIVISION,BARAPALLI
6	132/33 KV GIS CHANDBALI	EHT(O&M) DIVISION, BHADRAK
7	132/33 KV GIS S/S KHUNTUNI (ATHAGARH)	EHT(O&M) DIVISION,CHOUDWAR
8	132/33 KV GIS S/S MANCHESWAR	EHT(O&M) DIVISION,BHUBANESWAR
9	132/33 KV GRID S/S SUB DIVISION CHANDPUR	EHT(O&M)DIVISION,KHURDA
10	132/33 KV MUNIGUDA GRID-SUBSTATION	EHT(O&M) DIVISION,THERUVALLI
11	132/33 KV S/S S/D BETANATI	EHT(O&M)DIVISION,BARIPADA
12	132/33 KV S/S S/D AGARPARA	EHT(O&M) DIVISION, BHADRAK
13	132/33 KV S/S S/D CHIKITI	EHT(O&M) DIVISION,BERHAMPUR
14	132/33 KV S/S S/D MANESWAR	EHT(O&M) DIVISION,BURLA
15	132/33 KV S/S S/D MANIA TANGI	EHT(O&M) DIVISION,CHOUDWAR
16	132/33 KV S/S S/D POTANGI	EHT(O&M) DIVISION,JAYANAGAR
17	132/33 KV S/S S/D SATASANKHA	EHT(O&M)DIVISION,PURI
18	132/33 KV S/S S/D UDALA	EHT(O&M)DIVISION,BARIPADA
19	132/33 KV TIRTOL GRID SUB-STATION	EHT(O&M)DIVISION,PARADEEP
20	132/33 KV TUSHRA, GRID SUUB-STATION	EHT(O&M) DIVISION,BOLANGIR
21	132/33 KV UNIT-VIII GIS S/S	EHT(O&M) DIVISION,BHUBANESWAR
22	132/33KV GRID S/S S/D OLAVAR	EHT(O&M)DIVISION,PARADEEP
23	132/33KV GRID SUB-STATION PODAGADA	EHT(O&M) DIVISION,JAYANAGAR
24	132/33KV KANTABANJHI GRID SUB-STATION	EHT(O&M) DIVISION,NUAPADA
25	132KV ICCL SW/S CHOUDWAR	EHT(O&M) DIVISION,CHOUDWAR
26	220/132/33 KV BARGARH GRID SUB-STATION	EHT(O&M) DIVISION,BARAPALLI
27	220/132/33 KV CHANDAKA-B GIS	EHT(O&M) DIVISION,BHUBANESWAR
28	220/132/33 KV GIS S/S S/D, INFOCITY II	EHT(O&M) DIVISION,BHUBANESWAR
29	220/132/33 KV GRID S/S S/D, GODA	EHT(O&M)DIVISION,DHENKANAL
30	220/132/33 KV S/S S/D ASKA	EHT(O&M)DIVISION,BHANJANAGAR
31	220/132/33 KV S/S S/D JAYAPATNA	EHT(O&M) DIVISION,KESINGA
32	220/33 KV BONEI GRID SUB-STATION	EHT(O&M) DIVISION,ROURKELA
33	220/33 KV GIS S/S KEONJHAR	EHT(O&M) DIVISION,JODA
34	220/33 KV S/S S/D KASIPUR	EHT(O&M) DIVISION,THERUVALLI
35	220/33 KV S/S S/D MALKANGIRI	EHT(O&M)DIVISION,MALKANGIRI
36	220/33 KV S/S S/D NARASINGHPUR	EHT(O&M) DIVISION,CHOUDWAR
37	400 KV LINE SUB DIVISION, RAIKAKHOL	EHT(O&M) DIVISION,BURLA
38	400 KV LINE SUB DIVISION,MERAMUNDALI	EHT(O&M)DIVISION,MERAMUNDALI 400KV S/S
39	400 KV LINE SUB-DIVISION,NEW DUBURI	EHT(O&M) DIVISION,DUBURI 400 KV S/S
40	400 KV SUB-STATION DIVISION, LAPANGA	EHT(O&M) CIRCLE,BURLA
41	ACCOUNTS CELL(P&I), GRIDCO	POWER TRADING ACCOUNTING
42	BANKING AND LOANS	FUNDS,INVESTMENT & CASH CONTROL
43	BILL SECTION-II	HEAD OFFICE ACCOUNTS DDO
44	BILL SECTION-III	HEAD OFFICE ACCOUNTS DDO
45	BUDGET & COST MANAGEMENT	DIRECTOR(FINANCE)
46	CARE TAKING BRANCH	COMPANY SECRETARY
47	CASH BRANCH I HEAD QUARTERS OFFICE, BHUBANESWAR	HEAD OFFICE ACCOUNTS DDO
48	CASH CONTROL	FUNDS,INVESTMENT & CASH CONTROL
49	CENTRAL DIARY	NON-EXECUTIVE ESTABLISHMENT & FIELD MONITORING
50	CENTRAL INTERNAL AUDIT CELL	INTERNAL AUDIT & DISTCO MONITORING(REVENUE)
51	CENTRAL ISSUE SECTION	COMPANY SECRETARY
52	CENTRAL PROCUREMENT CELL	CGM(CONSTRUCTION)
53	CGM(CONSTRUCTION)	DIRECTOR ENGINNERING
54	CGM(FINANCE) CORPORATE FINANCE	DIRECTOR(FINANCE)
55	CGM(HRD)	DIRECTOR(HRD)
56	CGM(HRD)P&A	DIRECTOR(HRD)
57	CGM(IT) OFFICE, BHUBANESWAR	MD OPTCL OFFICE
58	CGM(O&M)	DIRECTOR ENGINNERING
59	CGM(TELECOM)	CMD OPTCL
60	CIVIL WORKS CIRCLE,BHUBANESWAR	DIRECTOR ENGINNERING
61	CIVIL WORKS DIVISION,BHUBANESWAR	CIVIL WORKS CIRCLE,BHUBANESWAR
62	CIVIL WORKS DIVISION,BURLA	CIVIL WORKS CIRCLE,BHUBANESWAR
63	CIVIL WORKS SECTION,ANGUL	CIVIL WORKS SUB-DIVISION,BALASORE
64	CIVIL WORKS SECTION,BALASORE	CIVIL WORKS SUB-DIVISION,BALASORE
65	CIVIL WORKS SECTION,BERHAMPUR	CIVIL WORKS SUB-DIVISION,BERHAMPUR
66	CIVIL WORKS SECTION,BOLANGIR	CIVIL WORKS SUB-DIVISION,BURLA

Provisional Office List		
SL NO	OFFICE NAME	REPORTING OFFICE NAME
67	CIVIL WORKS SECTION,BURLA	CIVIL WORKS SUB-DIVISION,BURLA
68	CIVIL WORKS SECTION,CHOUDWAR	CIVIL WORKS SUB-DIVISION,BHUBANESWAR
69	CIVIL WORKS SECTION,CUTTACK	CIVIL WORKS SUB-DIVISION,BHUBANESWAR
70	CIVIL WORKS SECTION,JAJPUR ROAD	CIVIL WORKS SUB-DIVISION,BALASORE
71	CIVIL WORKS SECTION,JEYPORE	CIVIL WORKS SUB-DIVISION,BERHAMPUR
72	CIVIL WORKS SECTION,RAYAGADA	CIVIL WORKS SUB-DIVISION,BERHAMPUR
73	CIVIL WORKS SECTION,ROURKELA	CIVIL WORKS SUB-DIVISION,BURLA
74	CIVIL WORKS SECTION-I,BHUBANESWAR	CIVIL WORKS SUB-DIVISION,BHUBANESWAR
75	CIVIL WORKS SECTION-II,BHUBANESWAR	CIVIL WORKS SUB-DIVISION,BHUBANESWAR
76	CIVIL WORKS SUB-DIVISION, CUTTACK	CIVIL WORKS DIVISION,BHUBANESWAR
77	CIVIL WORKS SUB-DIVISION,ANGUL	CIVIL WORKS DIVISION,BHUBANESWAR
78	CIVIL WORKS SUB-DIVISION,BALASORE	CIVIL WORKS DIVISION,BHUBANESWAR
79	CIVIL WORKS SUB-DIVISION,BERHAMPUR	CIVIL WORKS DIVISION,BHUBANESWAR
80	CIVIL WORKS SUB-DIVISION,BHUBANESWAR	CIVIL WORKS DIVISION,BHUBANESWAR
81	CIVIL WORKS SUB-DIVISION,BURLA	CIVIL WORKS DIVISION,BURLA
82	CMD GRIDCO	GRIDCO HQRS DIVISION
83	CMD OPTCL	OPTCL
84	COMPANY SECRETARY	MD OPTCL OFFICE
85	CONTROL-I (CORPORATE ACCOUNTS)	CORPORATE ACCOUNTS
86	CORPORATE ACCOUNTS	DIRECTOR(FINANCE)
87	CORPORATE FINANCE HEAD QUARTERS OFFICE, BHUBANESWAR	DIRECTOR(FINANCE)
88	CORPORATE RELATIONS	DIRECTOR(HRD)
89	DAS SLDC, BHUBANESWAR	TELECOM DIVISION NO.II,BHUBANESWAR
90	DEVELOPMENT BRANCH HEAD QUARTERS OFFICE, BHUBANESWAR	SGM(CP)
91	DIRECTOR (F & CA) OFFICE	CMD GRIDCO
92	DIRECTOR ENGINEERING	MD OPTCL OFFICE
93	DIRECTOR(COMMERCIAL)GRIDCO	CMD GRIDCO
94	DIRECTOR(FINANCE)	MD OPTCL OFFICE
95	DIRECTOR(HRD)	MD OPTCL OFFICE
96	DIRECTOR(OPERATION)	CMD OPTCL
97	DIRECTOR(PROJECT)	CMD OPTCL
98	DRAWING BRANCH	CGM(O&M)
99	E&MR DIVISION,BERHAMPUR	EHT(O&M) CIRCLE,BERHAMPUR
100	E&MR DIVISION,BHUBANESWAR	EHT(O&M)CIRCLE,BHUBANESWAR
101	E&MR DIVISION,BOLANGIR	EHT(O&M)CIRCLE,BOLANGIR
102	E&MR DIVISION,BURLA	EHT(O&M) CIRCLE,BURLA
103	E&MR DIVISION,CUTTACK	EHT(O&M) CIRCLE,CUTTACK
104	E&MR DIVISION,DHENKANAL	EHT(O&M) CIRCLE,JAJPUR ROAD
105	E&MR DIVISION,JAJPUR ROAD	EHT(O&M) CIRCLE,JAJPUR ROAD
106	E&MR DIVISION,MERAMUNDALI	EHT(O&M) CIRCLE,CHAINPAL
107	E&MR DIVISION,RAYAGADA	EHT(O&M) CIRCLE,JEYPORE
108	E&MR DIVISION,ROURKELA	EHT(O&M) CIRCLE,BURLA
109	E&MR S/D BHADRAK	E&MR DIVISION,JAJPUR ROAD
110	E&MR S/D, Nuapada	EHT(O&M) DIVISION,BOLANGIR
111	E&MR SUB DIVISION, KHURDA	E&MR DIVISION,BHUBANESWAR
112	E&MR SUB DIVISION,DHENKANAL	E&MR DIVISION,MERAMUNDALI
113	E&MR SUB DIVISION,NEW DUBURI	E&MR DIVISION,CUTTACK
114	E&MR SUB- DIVISION,MERAMUNDALI	E&MR DIVISION,MERAMUNDALI
115	E&MR SUB-DIVISION BARAPALLI	EHT(O&M) DIVISION,BURLA
116	E&MR SUB-DIVISION,BALASORE	E&MR DIVISION,JAJPUR ROAD
117	E&MR SUB-DIVISION,BERHAMPUR	E&MR DIVISION,BERHAMPUR
118	E&MR SUB-DIVISION,BHANJANAGAR	E&MR DIVISION,BERHAMPUR
119	E&MR SUB-DIVISION,BHUBANESWAR	E&MR DIVISION,BHUBANESWAR
120	E&MR SUB-DIVISION,BOLANGIR	E&MR DIVISION,BOLANGIR
121	E&MR SUB-DIVISION,BURLA	E&MR DIVISION,BURLA
122	E&MR SUB-DIVISION,CHAINPAL	E&MR DIVISION,MERAMUNDALI
123	E&MR SUB-DIVISION,CHHATRAPUR	E&MR DIVISION,BERHAMPUR
124	E&MR SUB-DIVISION,CHOUDWAR	E&MR DIVISION,CUTTACK
125	E&MR SUB-DIVISION,CUTTACK	E&MR DIVISION,CUTTACK
126	E&MR SUB-DIVISION,JAJPUR ROAD	E&MR DIVISION,JAJPUR ROAD
127	E&MR SUB-DIVISION,JAYANAGAR	E&MR DIVISION,RAYAGADA
128	E&MR SUB-DIVISION,JODA	E&MR DIVISION,JAJPUR ROAD
129	E&MR SUB-DIVISION,KESINGA	E&MR DIVISION,BOLANGIR
130	E&MR SUB-DIVISION,MENDHASAL	E&MR DIVISION,BHUBANESWAR
131	E&MR SUB-DIVISION,PARADEEP	E&MR DIVISION,CUTTACK
132	E&MR SUB-DIVISION,PURI	E&MR DIVISION,BHUBANESWAR

Provisional Office List		
SL NO	OFFICE NAME	REPORTING OFFICE NAME
133	E&MR SUB-DIVISION,RAJGANGPUR	E&MR DIVISION,BURLA
134	E&MR SUB-DIVISION,RAYAGADA	E&MR DIVISION,RAYAGADA
135	E&MR SUB-DIVISION,ROURKELA	E&MR DIVISION,ROURKELA
136	E&MR Sub-Division,Baripada	E&MR DIVISION,JAJPUR ROAD
137	E&MR Sub-Division,Jharsuguda	E&MR DIVISION,BURLA
138	EHT (C) SUB-DIVISION BOUDH	EHT(CONST)DIVISION,ANGUL
139	EHT (C) SUB-DIVISION MERAMUNDALI-B	EHT(CONST)DIVISION,ANGUL
140	EHT (O&M) DIVISION, LAPANGA 400KV S/S	EHT(O&M) CIRCLE,BURLA
141	EHT CONSTRUCTION DIVISION BERHAMPUR	EHT(CONST)CIRCLE,BHUBANESWAR
142	EHT CONSTRUCTION DIVISION KEONJHAR	EHT(C)CIRCLE,JAJPUR ROAD
143	EHT CONSTRUCTION DIVISION RAYAGADA	EHT(C)CIRCLE,RAYAGADA
144	EHT CONSTRUCTION SUB DIVISION, BARAPALLI	EHT(CONST)DIVISION,BOLANGIR
145	EHT CONSTRUCTION SUB DIVISION, KESINGA	EHT(CONST)DIVISION,BOLANGIR
146	EHT CONSTRUCTION SUB-DIVISION, BERHAMPUR	EHT CONSTRUCTION DIVISION BERHAMPUR
147	EHT CONSTRUCTION SUB-DIVISION,DHAMRA	EHT(CONST)DIVISION,BALASORE
148	EHT STORE SUB-DIVISION, BANARPAL	STORES DIVISION BHUBANESWAR
149	EHT STORE SUB-DIVISION, CHOUWAR	STORES DIVISION BHUBANESWAR
150	EHT(C) SUB DIVISION, MALKANGIRI	EHT(CONST)DIVISION,JEYPORE
151	EHT(C) SUB DIVISION,ASKA	EHT CONSTRUCTION DIVISION BERHAMPUR
152	EHT(C) SUB DIVISION,JAYAPATNA	EHT CONSTRUCTION DIVISION RAYAGADA
153	EHT(C) SUB DIVISION,KORAPUT	EHT(CONST)DIVISION,JEYPORE
154	EHT(C) SUB DIVISION,PRATAPSASAN	EHT(CONST)DIVISION ,BHUBANESWAR
155	EHT(C) SUB DIVISION,PURI	EHT(CONST)DIVISION ,BHUBANESWAR
156	EHT(C) Sub-Division,Kendrapada	EHT(CONST)DIVISION,CUTTACK
157	EHT(C)CIRCLE,JAJPUR ROAD	ZONAL OFFICE(CONSTRUCTION)-I,BHUBANESWAR
158	EHT(C)CIRCLE,RAYAGADA	ZONAL OFFICE(CONSTRUCTION)-II,SAMBALPUR
159	EHT(CONST) SUB-DIVISION,LAPANGA	EHT(CONST)DIVISION,JHARSUGUDA
160	EHT(CONST)CIRCLE,BHUBANESWAR	ZONAL OFFICE(CONSTRUCTION)-I,BHUBANESWAR
161	EHT(CONST)CIRCLE,SAMBALPUR	ZONAL OFFICE(CONSTRUCTION)-II,SAMBALPUR
162	EHT(CONST)DIVISION ,BHUBANESWAR	EHT(CONST)CIRCLE,BHUBANESWAR
163	EHT(CONST)DIVISION,ANGUL	EHT(C)CIRCLE,JAJPUR ROAD
164	EHT(CONST)DIVISION,BALASORE	EHT(C)CIRCLE,JAJPUR ROAD
165	EHT(CONST)DIVISION,BOLANGIR	EHT(CONST)CIRCLE,SAMBALPUR
166	EHT(CONST)DIVISION,CUTTACK	EHT(CONST)CIRCLE,BHUBANESWAR
167	EHT(CONST)DIVISION,JEYPORE	EHT(C)CIRCLE,RAYAGADA
168	EHT(CONST)DIVISION,JHARSUGUDA	EHT(CONST)CIRCLE,SAMBALPUR
169	EHT(CONST)SUB-DIVISION,ANGUL	EHT(CONST)DIVISION,ANGUL
170	EHT(CONST)SUB-DIVISION,BALASORE	EHT(CONST)DIVISION,BALASORE
171	EHT(CONST)SUB-DIVISION,BHADRAK	EHT(CONST)DIVISION,BALASORE
172	EHT(CONST)SUB-DIVISION,BHUBANESWAR-I	EHT(CONST)DIVISION ,BHUBANESWAR
173	EHT(CONST)SUB-DIVISION,BHUBANESWAR-II	EHT(CONST)DIVISION ,BHUBANESWAR
174	EHT(CONST)SUB-DIVISION,BOLANGIR	EHT(CONST)DIVISION,BOLANGIR
175	EHT(CONST)SUB-DIVISION,CUTTACK	EHT(CONST)DIVISION,CUTTACK
176	EHT(CONST)SUB-DIVISION,DUBURI	EHT CONSTRUCTION DIVISION KEONJHAR
177	EHT(CONST)SUB-DIVISION,JEYPORE	EHT(CONST)DIVISION,JEYPORE
178	EHT(CONST)SUB-DIVISION,JHARSUGUDA	EHT(CONST)DIVISION,JHARSUGUDA
179	EHT(CONST)SUB-DIVISION,KEONJHAR	EHT CONSTRUCTION DIVISION KEONJHAR
180	EHT(CONST)SUB-DIVISION,PARADEEP	EHT(CONST)DIVISION,CUTTACK
181	EHT(CONST)SUB-DIVISION,RAYAGADA	EHT CONSTRUCTION DIVISION RAYAGADA
182	EHT(CONST)SUB-DIVISION,ROURKELA	EHT(CONST)DIVISION,JHARSUGUDA
183	EHT(CONST)SUB-DIVISION,SAMBALPUR	EHT(CONST)DIVISION,JHARSUGUDA
184	EHT(CONSTRUCTION)SUB DIVISION,BALIGUDA	EHT CONSTRUCTION DIVISION BERHAMPUR
185	EHT(O&M) CIRCLE, BERHAMPUR	SENIOR GENERAL MANAGER (O&M)-1,NARENDRAPUR
186	EHT(O&M) CIRCLE,BURLA	SENIOR GENERAL MANAGER(O&M)-2,MERAMUNDALI
187	EHT(O&M) CIRCLE,CHAINPAL	SENIOR GENERAL MANAGER(O&M)-2,MERAMUNDALI
188	EHT(O&M) CIRCLE,CUTTACK	CGM(O&M)
189	EHT(O&M) CIRCLE,JAJPUR ROAD	SENIOR GENERAL MANAGER(O&M)-2,MERAMUNDALI
190	EHT(O&M) CIRCLE,JEYPORE	SENIOR GENERAL MANAGER (O&M)-1,NARENDRAPUR
191	EHT(O&M) DIVISION, BHADRAK	EHT(O&M) CIRCLE,JAJPUR ROAD
192	EHT(O&M) DIVISION,BALASORE	EHT(O&M) CIRCLE,JAJPUR ROAD
193	EHT(O&M) DIVISION,BARAPALLI	EHT(O&M) CIRCLE,BURLA
194	EHT(O&M) DIVISION,BERHAMPUR	EHT(O&M) CIRCLE,BERHAMPUR
195	EHT(O&M) DIVISION,BHUBANESWAR	EHT(O&M)CIRCLE,BHUBANESWAR
196	EHT(O&M) DIVISION,BOLANGIR	EHT(O&M) CIRCLE,BURLA
197	EHT(O&M) DIVISION,BURLA	EHT(O&M) CIRCLE,BURLA
198	EHT(O&M) DIVISION,CHAINPAL	EHT(O&M) CIRCLE,CHAINPAL

Provisional Office List		
SL NO	OFFICE NAME	REPORTING OFFICE NAME
199	EHT(O&M) DIVISION,CHOUDWAR	EHT(O&M) CIRCLE,CUTTACK
200	EHT(O&M) DIVISION,DUBURI 400 KV S/S	EHT(O&M) CIRCLE,JAJPUR ROAD
201	EHT(O&M) DIVISION,JAJPUR ROAD	EHT(O&M) CIRCLE,JAJPUR ROAD
202	EHT(O&M) DIVISION,JAYANAGAR	EHT(O&M) CIRCLE,JEYPORE
203	EHT(O&M) DIVISION,JODA	EHT(O&M) CIRCLE,JAJPUR ROAD
204	EHT(O&M) DIVISION,KESINGA	EHT(O&M) CIRCLE,JEYPORE
205	EHT(O&M) DIVISION,MENDHASAL 400KV S/S	EHT(O&M)CIRCLE,BHUBANESWAR
206	EHT(O&M) DIVISION,NUAPADA	EHT(O&M)CIRCLE,BOLANGIR
207	EHT(O&M) DIVISION,RAJGANGPUR	EHT(O&M) CIRCLE,BURLA
208	EHT(O&M) DIVISION,RENGALI	EHT(O&M) CIRCLE,CHAINPAL
209	EHT(O&M) DIVISION,ROURKELA	EHT(O&M) CIRCLE,BURLA
210	EHT(O&M) DIVISION,THERUVALLI	EHT(O&M) CIRCLE,JEYPORE
211	EHT(O&M)CIRCLE,BHUBANESWAR	CGM(O&M)
212	EHT(O&M)CIRCLE,BOLANGIR	SENIOR GENERAL MANAGER(O&M)-2,MERAMUNDALI
213	EHT(O&M)DIVISION,BARIPADA	EHT(O&M) CIRCLE,JAJPUR ROAD
214	EHT(O&M)DIVISION,BHANJANAGAR	EHT(O&M) CIRCLE,BERHAMPUR
215	EHT(O&M)DIVISION,CHATRAPUR	EHT(O&M) CIRCLE,BERHAMPUR
216	EHT(O&M)DIVISION,CUTTACK	EHT(O&M) CIRCLE,CUTTACK
217	EHT(O&M)DIVISION,DHENKANAL	EHT(O&M) CIRCLE,CHAINPAL
218	EHT(O&M)DIVISION,JHARSUGUDA	EHT(O&M) CIRCLE,BURLA
219	EHT(O&M)DIVISION,KHURDA	EHT(O&M)CIRCLE,BHUBANESWAR
220	EHT(O&M)DIVISION,MALKANGIRI	EHT(O&M) CIRCLE,JEYPORE
221	EHT(O&M)DIVISION,MERAMUNDALI 400KV S/S	EHT(O&M) CIRCLE,CHAINPAL
222	EHT(O&M)DIVISION,PARADEEP	EHT(O&M) CIRCLE,CUTTACK
223	EHT(O&M)DIVISION,PURI	EHT(O&M)CIRCLE,BHUBANESWAR
224	ELECTRICAL MAINT. SUB-DIVISION HQRS BHUBANESWAR	STORES DIVISION BHUBANESWAR
225	ELECTRICAL STORES SUB-DIVISION,BANARPAL	STORES DIVISION BHUBANESWAR
226	ELECTRICAL STORES SUB-DIVISION,CHOUDWAR	STORES DIVISION BHUBANESWAR
227	ELECTRICAL STORES SUB-DIVISION,JAJPUR ROAD	STORES DIVISION BHUBANESWAR
228	ELECTRICAL STORES SUB-DIVISION,JHARSUGUDA	STORES DIVISION,JHARSUGUDA
229	ELECTRICAL STORES SUB-DIVISION,MANCHESWAR	STORES DIVISION BHUBANESWAR
230	EMERGENCY RESTORATION DIVISION,MANCHESWAR	CGM(O&M)
231	ENFORCEMENT MONITORING &CODE CELL	HR POLICY
232	EPABX	COMPANY SECRETARY
233	ESTATE BRANCH	COMPANY SECRETARY
234	EXECUTIVE ESTABLISHMENT	DGM(HRD)P&A
235	FUND SECTION	FUNDS,INVESTMENT & CASH CONTROL
236	FUNDS,INVESTMENT & CASH CONTROL	GM CORPORATE FINANCE
237	G.M(FINANCE)GRIDCO	DIRECTOR (F & CA) OFFICE
238	GAZETTED ESTABLISHMENT	EXECUTIVE ESTABLISHMENT
239	GAZZETTED AUDIT	INTERNAL AUDIT & DISTCO MONITORING(REVENUE)
240	GENERAL PROCUREMENT	COMPANY SECRETARY
241	GM (COSTING & BUDGET)	DIRECTOR(FINANCE)
242	GM CORPORATE FINANCE	CGM(FINANCE) CORPORATE FINANCE
243	GM(REGULATION & TARIFF)	DIRECTOR ENGINNERING
244	GRID CO-ORDINATION COMMITTEE	MD OPTCL OFFICE
245	GRIDCO HQRS DIVISION	GRIDCO
246	GUEST HOUSE	COMPANY SECRETARY
247	HEAD OFFICE ACCOUNTS DDO	FUNDS,INVESTMENT & CASH CONTROL
248	HEAD OFFICE NON-EXECUTIVE ESTABLISHMENT	NON-EXECUTIVE ESTABLISHMENT & FIELD MONITORING
249	INDUSTRIAL RELATIONS	INDUSTRIAL RELATIONS & EMPLOYEE WELFARE
250	INDUSTRIAL RELATIONS & EMPLOYEE WELFARE	DIRECTOR(HRD)
251	INTER UNIT ACCOUNTS(BOOK SECTION)	CORPORATE ACCOUNTS
252	LAW BRANCH	COMPANY SECRETARY
253	LIASION OFFICE, DELHI	POWER TRADING(PT)
254	LIASION OFFICE, KOLKATA	POWER TRADING(PT)
255	M/S B C MOHANTY SWITCHING S/S(132 KV)	EHT(O&M) DIVISION,JAJPUR ROAD
256	MD GRIDCO OFFICE	CMD GRIDCO
257	MD OPTCL OFFICE	HQRS DIVISION
258	MEDICAL(OPTCL DISPENSARY)	COMPANY SECRETARY
259	MPP AND R	DGM(HRD)P&A
260	NON-EXECUTIVE ESTABLISHMENT & FIELD MONITORING	DGM(HRD)P&A
261	OFFICE OF DIRECTOR (TRADING & BUSINESS DEVELOPMENT) GRIDCO	CMD GRIDCO
262	OFFICE OF DIRECTOR (SLDC)	CMD OPTCL
263	OIL TESTING LAB,BHUBANESWAR	E&MR DIVISION,BHUBANESWAR
264	PBC CELL HEAD QUARTERS OFFICE, BHUBANESWAR	HEAD OFFICE ACCOUNTS DDO

Provisional Office List		
SL NO	OFFICE NAME	REPORTING OFFICE NAME
265	PERFORMANCE APPRAISAL CELL	CGM(HRD)P&A
266	POWER TRAINING CENTRE,CHANDAKA	SGM(HRD)T&D
267	PROJECT MANAGEMENT UNIT-33/11 KV	MD OPTCL OFFICE
268	QUALITY STANDARDS SYSTEMS SECURITY	SGM(IT) OFFICE
269	RT&C	DIRECTOR(FINANCE)
270	SAFETY	SGM(HRD)T&D
271	SCADA SUB DIVISION, BHUBANESWAR	TELECOM DIVISION NO.II,BHUBANESWAR
272	SECURITY & VIGILANCE HEAD QUARTERS OFFICE, BHUBANESWAR	DIRECTOR(HRD)
273	SENIOR GENERAL MANAGER (O&M)-1,NARENDRAPUR	CGM(O&M)
274	SENIOR GENERAL MANAGER(O&M)-2,MERAMUNDALI	CGM(O&M)
275	SENIOR GENERAL MANAGER(PS)	DIRECTOR ENGINNERING
276	SGM(CP)	DIRECTOR ENGINNERING
277	SGM(IT) OFFICE	MD OPTCL OFFICE
278	SGM(TP & CONSTRUCTION)	CGM(CONSTRUCTION)
279	SPECIAL & HIGHER AUDIT	INTERNAL AUDIT & DISTCO MONITORING(REVENUE)
280	SPECIAL PROJECTS(PPP/ADB/JV/JICA/SCRIPS)	CGM(CONSTRUCTION)
281	SR.GM(PP) GRIDCO, BHUBANESWAR	DIRECTOR(COMMERCIAL)GRIDCO
282	STORES & SERVICES CIRCLE,BHUBANESWAR	CENTRAL PROCUREMENT CELL
283	STORES DIVISION BHUBANESWAR	STORES & SERVICES CIRCLE,BHUBANESWAR
284	STORES DIVISION,JHARSUGUDA	STORES & SERVICES CIRCLE,BHUBANESWAR
285	STORES DIVISION,RAYAGADA	STORES & SERVICES CIRCLE,BHUBANESWAR
286	STORES VERIFICATION	INTERNAL AUDIT & DISTCO MONITORING(REVENUE)
287	SWITCHING SUB-STATION SUB-DIVISION KHARAGAPRASAD	EHT(O&M)DIVISION,DHENKANAL
288	SWITCHING SUB-STATION SUB-DIVISION SOMANATHPUR(132KV)	EHT(O&M) DIVISION,BALASORE
289	SYSTEM OPERATION BRANCH	CGM(O&M)
290	SYSTEM PLANNING	CGM(O&M)
291	T/L & S/S S/D BARBIL(132/33KV)	EHT(O&M) DIVISION,JODA
292	T/L S/S S/D ARGUL	EHT(O&M)DIVISION,KHURDA
293	TELECOM CIRCLE,BHUBANESWAR	TELECOM HD.QRS. BHUBANESWAR
294	TELECOM CIRCLE,MERAMUNDALI	CGM(O&M)
295	TELECOM DIVISION NO.I,BHUBANESWAR	TELECOM CIRCLE,BHUBANESWAR
296	TELECOM DIVISION NO.II,BHUBANESWAR	TELECOM CIRCLE,BHUBANESWAR
297	TELECOM DIVISION, JEYPORE	TELECOM CIRCLE,BHUBANESWAR
298	TELECOM DIVISION,BERHAMPUR	TELECOM CIRCLE,BHUBANESWAR
299	TELECOM DIVISION,BHUBANESWAR	TELECOM CIRCLE,BHUBANESWAR
300	TELECOM DIVISION,BOLANGIR	TELECOM CIRCLE,MERAMUNDALI
301	TELECOM DIVISION,CUTTACK	TELECOM CIRCLE,BHUBANESWAR
302	TELECOM DIVISION,JAJPUR ROAD	TELECOM CIRCLE,MERAMUNDALI
303	TELECOM DIVISION,MERAMUNDALI	TELECOM CIRCLE,MERAMUNDALI
304	TELECOM DIVISION,ROURKELA	TELECOM CIRCLE,BHUBANESWAR
305	TELECOM DIVISION,SAMBALPUR	TELECOM CIRCLE,MERAMUNDALI
306	TELECOM SECTION ATRI (TYPE-II)	TELECOM SUB-DIVISION,KHURDA
307	TELECOM SECTION HQ,BHUBANESWAR	TELECOM DIVISION,BHUBANESWAR
308	TELECOM SECTION LAPANGA	TELECOM SUB DIVISION, BURLA
309	TELECOM SECTION, BURLA	TELECOM SUB DIVISION, BURLA
310	TELECOM SECTION, CHANDAKA	TELECOM SUB-DIVISION, BHUBANESWAR
311	TELECOM SECTION, MENDHASAL	TELECOM SUB-DIVISION,BHUBANESWAR
312	TELECOM SECTION,ANGUL	TELECOM DIVISION,MERAMUNDALI
313	TELECOM SECTION,ASKA	TELECOM SUB-DIVISION,BHANJANAGAR
314	TELECOM SECTION,BALASORE	TELECOM SUB-DIVISION,BALASORE
315	TELECOM SECTION,BALIMELA	TELECOM SUB-DIVISION,JEYPORE
316	TELECOM SECTION,BALUGAON	TELECOM SUB-DIVISION,CHATRAPUR
317	TELECOM SECTION,BARGARH	TELECOM SUB-DIVISION,BOLANGIR
318	TELECOM SECTION,BARIPADA	TELECOM SUB-DIVISION,BALASORE
319	TELECOM SECTION,BARKOTE	TELECOM SUB-DIVISION,ROURKELA
320	TELECOM SECTION,BASTA	TELECOM SUB-DIVISION,BALASORE
321	TELECOM SECTION,BERHAMPUR	TELECOM SUB-DIVISION,BERHAMPUR
322	TELECOM SECTION,BHADRAK	TELECOM SUB-DIVISION,BALASORE
323	TELECOM SECTION,BHANJANAGAR	TELECOM SUB-DIVISION,BHANJANAGAR
324	TELECOM SECTION,BIDANASI	TELECOM SUB-DIVISION,CHOUDWAR
325	TELECOM SECTION,BOLANGIR	TELECOM SUB-DIVISION,BOLANGIR
326	TELECOM SECTION,CHAINPAL	TELECOM SUB-DIVISION,CHAINPAL
327	TELECOM SECTION,CHANDIKHOL	TELECOM SUB-DIVISION,CHOUDWAR
328	TELECOM SECTION,CHATRAPUR	TELECOM SUB-DIVISION,BERHAMPUR
329	TELECOM SECTION,CHOUDWAR	TELECOM DIVISION NO.I,BHUBANESWAR
330	TELECOM SECTION,DHENKANAL	TELECOM SUB-DIVISION,CHAINPAL

Provisional Office List		
SL NO	OFFICE NAME	REPORTING OFFICE NAME
331	TELECOM SECTION,DUBURI	TELECOM SUB-DIVISION,JAJPUR ROAD
332	TELECOM SECTION,INDRABATI	TELECOM SUB-DIVISION,JEYPORE
333	TELECOM SECTION,JAGATSingHPUR	TELECOM SUB-DIVISION,CHOUDWAR
334	TELECOM SECTION,JAJPUR ROAD	TELECOM SUB-DIVISION,JAJPUR ROAD
335	TELECOM SECTION,JAJPUR TOWN	TELECOM SUB-DIVISION,JAJPUR ROAD
336	TELECOM SECTION,JALESWAR	TELECOM SUB-DIVISION,BALASORE
337	TELECOM SECTION,JAYANAGAR	TELECOM SUB-DIVISION,JEYPORE
338	TELECOM SECTION,JHARSUGUDA	TELECOM SUB-DIVISION,JHARSUGUDA
339	TELECOM SECTION,KENDRAPARA	TELECOM SUB-DIVISION,PARADEEP
340	TELECOM SECTION,KESINGA	TELECOM SUB-DIVISION,BOLANGIR
341	TELECOM SECTION,KHURDA	TELECOM SUB-DIVISION,BHUBANESWAR
342	TELECOM SECTION,MACHHKUND	TELECOM SUB-DIVISION,JEYPORE
343	TELECOM SECTION,MOHANA	TELECOM SUB-DIVISION,BERHAMPUR
344	TELECOM SECTION,NARENDRAPUR	TELECOM SUB-DIVISION,BERHAMPUR
345	TELECOM SECTION,NAYAGARH	TELECOM SUB-DIVISION,BHUBANESWAR
346	TELECOM SECTION,NIMAPARA	TELECOM SUB-DIVISION,BHUBANESWAR
347	TELECOM SECTION,PARADEEP	TELECOM SUB-DIVISION,PARADEEP
348	TELECOM SECTION,PATNAGARH	TELECOM SUB-DIVISION,BOLANGIR
349	TELECOM SECTION,PHULANAKHARA	TELECOM SUB-DIVISION-CUTTACK
350	TELECOM SECTION,PHULBANI	TELECOM SUB-DIVISION,BHANJANAGAR
351	TELECOM SECTION,PURI	TELECOM SUB-DIVISION,BHUBANESWAR
352	TELECOM SECTION,RAIRANGPUR	TELECOM SUB-DIVISION,JODA
353	TELECOM SECTION,RAYAGADA	TELECOM SUB-DIVISION,THERUVALLI
354	TELECOM SECTION,RENGALI	TELECOM SUB-DIVISION,CHAINPAL
355	TELECOM SECTION,ROURKELA	TELECOM SUB-DIVISION,ROURKELA
356	TELECOM SECTION,SONEPUR	TELECOM SUB-DIVISION,BOLANGIR
357	TELECOM SECTION,SUNDARGARH	TELECOM SUB-DIVISION,JHARSUGUDA
358	TELECOM SECTION,TARKERA	TELECOM SUB-DIVISION,ROURKELA
359	TELECOM SECTION,THERUVALLI	TELECOM SUB-DIVISION,THERUVALLI
360	TELECOM SECTION,UPPERKOLAB	TELECOM SUB-DIVISION,JEYPORE
361	TELECOM SLDC SUB DIVISION, BHUBANESWAR	TELECOM DIVISION,BHUBANESWAR
362	TELECOM STORE SUB-DIVISION,BHUBANESWAR	TELECOM DIVISION NO.II,BHUBANESWAR
363	TELECOM STORES SUB-DIVISION,BHUBANESWAR	TELECOM DIVISION,BHUBANESWAR
364	TELECOM SUB DIVISION, BURLA	TELECOM DIVISION,ROURKELA
365	TELECOM SUB DIVISION,BHADRAK	TELECOM DIVISION,JAJPUR ROAD
366	TELECOM SUB-DIVISION, NARENDRAPUR	TELECOM DIVISION,BERHAMPUR
367	TELECOM SUB-DIVISION,BALASORE	TELECOM DIVISION NO.I,BHUBANESWAR
368	TELECOM SUB-DIVISION,BARIPADA	TELECOM DIVISION,JAJPUR ROAD
369	TELECOM SUB-DIVISION,BERHAMPUR	TELECOM DIVISION,BERHAMPUR
370	TELECOM SUB-DIVISION,BHANJANAGAR	TELECOM DIVISION,BERHAMPUR
371	TELECOM SUB-DIVISION,BHUBANESWAR	TELECOM DIVISION,BHUBANESWAR
372	TELECOM SUB-DIVISION,BOLANGIR	TELECOM DIVISION,BOLANGIR
373	TELECOM SUB-DIVISION,CHAINPAL	TELECOM DIVISION,MERAMUNDALI
374	TELECOM SUB-DIVISION,CHATRAPUR	TELECOM DIVISION,BERHAMPUR
375	TELECOM SUB-DIVISION,CHOUDWAR	TELECOM DIVISION,CUTTACK
376	TELECOM SUB-DIVISION,JAJPUR ROAD	TELECOM DIVISION NO.II,BHUBANESWAR
377	TELECOM SUB-DIVISION,JEYPORE	TELECOM DIVISION, JEYPORE
378	TELECOM SUB-DIVISION,JHARSUGUDA	TELECOM DIVISION,SAMBALPUR
379	TELECOM SUB-DIVISION,JODA	TELECOM DIVISION,JAJPUR ROAD
380	TELECOM SUB-DIVISION,KESINGA	TELECOM DIVISION,BOLANGIR
381	TELECOM SUB-DIVISION,KHURDA	TELECOM DIVISION,BHUBANESWAR
382	TELECOM SUB-DIVISION,MERAMUNDALI	TELECOM DIVISION,MERAMUNDALI
383	TELECOM SUB-DIVISION,PARADEEP	TELECOM DIVISION,CUTTACK
384	TELECOM SUB-DIVISION,PURI	TELECOM DIVISION,BHUBANESWAR
385	TELECOM SUB-DIVISION,RAJGANGPUR	TELECOM DIVISION,SAMBALPUR
386	TELECOM SUB-DIVISION,RAYAGADA	TELECOM DIVISION,BERHAMPUR
387	TELECOM SUB-DIVISION,ROURKELA	TELECOM DIVISION,SAMBALPUR
388	TELECOM SUB-DIVISION,THERUVALLI	TELECOM DIVISION, JEYPORE
389	TELECOM SUB-DIVISION-CUTTACK	TELECOM DIVISION,BHUBANESWAR
390	TELECOM SUB-LDC, BUDHIPADAR	TELECOM DIVISION,SAMBALPUR
391	TELECOM SUB-LDC,BHUBANESWAR	TELECOM DIVISION,BHUBANESWAR
392	TELECOM SUB-LDC,JAYANAGAR	TELECOM DIVISION, JEYPORE
393	TELECOM SUB-LDC,MERAMUNDALI	TELECOM DIVISION,MERAMUNDALI
394	TELECOM ULDC PROJECT, BHUBANESWAR	TELECOM CIRCLE,BHUBANESWAR
395	TELECOMMUNICATION SECTION, CHOUDWAR	TELECOM SUB-DIVISION,CHOUDWAR
396	TERMINAL BENEFITS	DGM(HRD)P&A

Provisional Office List		
SL NO	OFFICE NAME	REPORTING OFFICE NAME
397	TL SUB-DIVISION LINES,BUDHIPADAR(220 KV)	EHT(O&M)DIVISION,JHARSUGUDA
398	TL SUB-DIVISION LINES,JAYANAGAR 132 KV	EHT(O&M) DIVISION,JAYANAGAR
399	TL SUB-DIVISION LINES,JAYANAGAR 220 KV	EHT(O&M) DIVISION,JAYANAGAR
400	TL & SUB-DIVISION LINES,BARIPADA(400 KV)	EHT(O&M)DIVISION,BARIPADA
401	TL & SUB STATION SUB-DIVISION,SUNDARGARH(132/33 KV)	EHT(O&M) DIVISION,RAJGANGPUR
402	TL & SUB STATION SUB DIVISION,ATRI(220/132/33 KV),	EHT(O&M)DIVISION,KHURDA
403	TL & SUB STATION SUB DIVISION,BANKI(132/33 KV)	EHT(O&M)DIVISION,KHURDA
404	TL & SUB STATION SUB DIVISION,BHOGRAI(132/33 KV)	EHT(O&M) DIVISION,BALASORE
405	TL & SUB STATION SUB DIVISION,BOUD(132/33 KV)	EHT(O&M) DIVISION,BOLANGIR
406	TL & SUB STATION SUB DIVISION,DABUGAON(132/33 KV)	EHT(O&M) DIVISION,JAYANAGAR
407	TL & SUB STATION SUB DIVISION,KALUNGA(132/33 KV)	EHT(O&M) DIVISION,RAJGANGPUR
408	TL & SUB STATION SUB DIVISION,KONARK(132/33 KV)	EHT(O&M)DIVISION,PURI
409	TL & SUB STATION SUB DIVISION,LAPANGA(220/132/33 KV)	EHT(O&M) DIVISION,BURLA
410	TL & SUB STATION SUB DIVISION,MERAMUNDALI(400/220/132/33 KV)	EHT(O&M)DIVISION,MERAMUNDALI 400KV S/S
411	TL & SUB STATION SUB DIVISION,NUAPADA(132/33 KV)	EHT(O&M) DIVISION,NUAPADA
412	TL & SUB STATION SUB DIVISION,SHAMUKA(132/33 KV)	EHT(O&M)DIVISION,PURI
413	TL & SUB STATION SUB DIVISION,SOMANATHPUR(132/33 KV)	EHT(O&M) DIVISION,BALASORE
414	TL & SUB STATION SUB DIVISION,UMARKOTE(132/33 KV)	EHT(O&M) DIVISION,JAYANAGAR
415	TL & SUB STATION SUB-DIVISION,ROURKELA(132/33/25 KV)	EHT(O&M) DIVISION,ROURKELA
416	TL & SUBSTATION SUB-DIVISION,KATAPALI(220/132/33 KV)	EHT(O&M) DIVISION,BURLA
417	TL & SUBSTATION SUB-DIVISION,BALASORE (220/132/33 KV)	EHT(O&M) DIVISION,BALASORE
418	TL & SUBSTATION SUB-DIVISION,BARAGARH(132/33 KV)	EHT(O&M) DIVISION,BARAPALLI
419	TL & SUBSTATION SUB-DIVISION,BARIPADA(132/33 KV)	EHT(O&M)DIVISION,BARIPADA
420	TL & SUBSTATION SUB-DIVISION,BASTA(132/33 KV)	EHT(O&M) DIVISION,BALASORE
421	TL & SUBSTATION SUB-DIVISION,BHADRAK(220/132/33 KV)	EHT(O&M) DIVISION, BHADRAK
422	TL & SUBSTATION SUB-DIVISION,BOINDA(132/33 KV)	EHT(O&M) DIVISION,CHAINPAL
423	TL & SUBSTATION SUB-DIVISION,BOLANI(132/11 KV)	EHT(O&M) DIVISION,JODA
424	TL & SUBSTATION SUB-DIVISION,CHHATRAPUR(132/33 KV)	EHT(O&M)DIVISION,CHATRAPUR
425	TL & SUBSTATION SUB-DIVISION,DIGAPAHANDI(132/33 KV)	EHT(O&M) DIVISION,BERHAMPUR
426	TL & SUBSTATION SUB-DIVISION,JAJPUR ROAD(132/33 KV)	EHT(O&M) DIVISION,JAJPUR ROAD
427	TL & SUBSTATION SUB-DIVISION,JAJPUR TOWN(132/33 KV)	EHT(O&M) DIVISION,JAJPUR ROAD
428	TL & SUBSTATION SUB-DIVISION,KALARANGI(132/33 KV)	EHT(O&M)DIVISION,DHENKANAL
429	TL & SUBSTATION SUB-DIVISION,NALDA(132/33 KV)	EHT(O&M) DIVISION,JODA
430	TL & SUBSTATION SUB-DIVISION,NARENDRAPUR(220/132/33 KV)	EHT(O&M) DIVISION,BERHAMPUR
431	TL & SUBSTATION SUB-DIVISION,NEW BOLANGIR(220/132/33 KV)	EHT(O&M) DIVISION,BOLANGIR
432	TL & SUBSTATION SUB-DIVISION,POLASPONGA(132/33 KV)	EHT(O&M) DIVISION,JODA
433	TL & SUBSTATION SUB-DIVISION,RAJGANGPUR(132/33 KV)	EHT(O&M) DIVISION,RAJGANGPUR
434	TL & SUBSTATION SUB-DIVISION,SORO(132/33 KV)	EHT(O&M) DIVISION,BALASORE
435	TL & SUBSTATION SUB-DIVISION,TARKERA(220/132 KV)	EHT(O&M) DIVISION,ROURKELA
436	TL & SUBSTATION SUB-DIVISION,ANANDAPUR(132/33 KV)	EHT(O&M) DIVISION,JAJPUR ROAD
437	TL & SUBSTATION SUB-DIVISION,ANGUL(132/33 KV)	EHT(O&M) DIVISION,CHAINPAL
438	TL & SUBSTATION SUB-DIVISION,ASKA(132/33 KV)	EHT(O&M)DIVISION,BHANJANAGAR
439	TL & SUBSTATION SUB-DIVISION,BADAGADA(132/33 KV)	EHT(O&M) DIVISION,BHUBANESWAR
440	TL & SUBSTATION SUB-DIVISION,BALIMELA(220/33 KV)	EHT(O&M)DIVISION,MALKANGIRI
441	TL & SUBSTATION SUB-DIVISION,BALUGAON(132/33 KV)	EHT(O&M)DIVISION,CHATRAPUR
442	TL & SUBSTATION SUB-DIVISION,BANGIRIPOSI(132/33 KV)	EHT(O&M)DIVISION,BARIPADA
443	TL & SUBSTATION SUB-DIVISION,BARAPALLI(132/33 KV)	EHT(O&M) DIVISION,BARAPALLI
444	TL & SUBSTATION SUB-DIVISION,BARKOTE(220/33 KV)	EHT(O&M) DIVISION,ROURKELA
445	TL & SUBSTATION SUB-DIVISION,BERHAMPUR(132/33/11 KV)	EHT(O&M) DIVISION,BERHAMPUR
446	TL & SUBSTATION SUB-DIVISION,BHANJANAGAR(220/132/33 KV)	EHT(O&M)DIVISION,BHANJANAGAR
447	TL & SUBSTATION SUB-DIVISION,BHAWANIPATNA(132/33 KV)	EHT(O&M) DIVISION,KESINGA
448	TL & SUBSTATION SUB-DIVISION,BIDANASI(220/132/33 KV)	EHT(O&M)DIVISION,CUTTACK
449	TL & SUBSTATION SUB-DIVISION,BOLANGIR(132/33 KV)	EHT(O&M) DIVISION,BOLANGIR
450	TL & SUBSTATION SUB-DIVISION,BRAJAJANAGAR(132/33/11 KV)	EHT(O&M)DIVISION,JHARSUGUDA
451	TL & SUBSTATION SUB-DIVISION,BUDHIPADAR(220/132/33 KV)	EHT(O&M)DIVISION,JHARSUGUDA
452	TL & SUBSTATION SUB-DIVISION,CHAINPAL(132/33 KV)	EHT(O&M) DIVISION,CHAINPAL
453	TL & SUBSTATION SUB-DIVISION,CHANDAKA (220/132/33 KV)	EHT(O&M) DIVISION,BHUBANESWAR
454	TL & SUBSTATION SUB-DIVISION,CHANDIKHOL(132/33 KV)	EHT(O&M)DIVISION,PARADEEP
455	TL & SUBSTATION SUB-DIVISION,CHATRAPUR	EHT(O&M)DIVISION,CHATRAPUR
456	TL & SUBSTATION SUB-DIVISION,CHHEND(132/33 KV)	EHT(O&M) DIVISION,ROURKELA
457	TL & SUBSTATION SUB-DIVISION,CHOUDWAR (132/33 KV)	EHT(O&M) DIVISION,CHOUDWAR
458	TL & SUBSTATION SUB-DIVISION,CUTTACK(132/33 KV)	EHT(O&M)DIVISION,CUTTACK
459	TL & SUBSTATION SUB-DIVISION,DHENKANAL(132/33 KV)	EHT(O&M)DIVISION,DHENKANAL
460	TL & SUBSTATION SUB-DIVISION,DUBURI(220/132/33 KV)	EHT(O&M) DIVISION,JAJPUR ROAD
461	TL & SUBSTATION SUB-DIVISION,GANJAM(132/33 KV)	EHT(O&M)DIVISION,CHATRAPUR
462	TL & SUBSTATION SUB-DIVISION,JAGATSingHPUR(132/33 KV)	EHT(O&M)DIVISION,CUTTACK

Provisional Office List		
SL NO	OFFICE NAME	REPORTING OFFICE NAME
463	TL & SUBSTATION SUB-DIVISION,JALESWAR(132/33 KV)	EHT(O&M) DIVISION,BALASORE
464	TL & SUBSTATION SUB-DIVISION,JAYANAGAR(220/132/33 KV)	EHT(O&M) DIVISION,JAYANAGAR
465	TL & SUBSTATION SUB-DIVISION,JHARSUGUDA(132/11 KV)	EHT(O&M)DIVISION,JHARSUGUDA
466	TL & SUBSTATION SUB-DIVISION,JODA(220/132/33 KV)	EHT(O&M) DIVISION,JODA
467	TL & SUBSTATION SUB-DIVISION,JUNAGARH(132/33 KV)	EHT(O&M) DIVISION,KESINGA
468	TL & SUBSTATION SUB-DIVISION,KAMAKHYANAGAR(132/33 KV)	EHT(O&M)DIVISION,DHENKANAL
469	TL & SUBSTATION SUB-DIVISION,KARANJIA(132/33 KV)	EHT(O&M)DIVISION,BARIPADA
470	TL & SUBSTATION SUB-DIVISION,KENDRAPARA (132/33 KV)	EHT(O&M)DIVISION,PARADEEP
471	TL & SUBSTATION SUB-DIVISION,KESINGA(220/132/33 KV)	EHT(O&M) DIVISION,KESINGA
472	TL & SUBSTATION SUB-DIVISION,KHAJURIAKATA (132/33 KV)	EHT(O&M)DIVISION,DHENKANAL
473	TL & SUBSTATION SUB-DIVISION,KHARIAR(132/33 KV)	EHT(O&M) DIVISION,NUAPADA
474	TL & SUBSTATION SUB-DIVISION,KHURDA (132/33KV)	EHT(O&M)DIVISION,KHURDA
475	TL & SUBSTATION SUB-DIVISION,MANCHESWAR (132/33 KV)	EHT(O&M) DIVISION,BHUBANESWAR
476	TL & SUBSTATION SUB-DIVISION,MARSHAGHAI(132/33 KV)	EHT(O&M)DIVISION,PARADEEP
477	TL & SUBSTATION SUB-DIVISION,MENDHASAL(400/220 KV)	EHT(O&M) DIVISION,MENDHASAL 400KV S/S
478	TL & SUBSTATION SUB-DIVISION,MOHANA(132/33 KV)	EHT(O&M) DIVISION,BERHAMPUR
479	TL & SUBSTATION SUB-DIVISION,NAYAGARH (220/33 KV)	EHT(O&M)DIVISION,KHURDA
480	TL & SUBSTATION SUB-DIVISION,NEW DUBURI(400/220 KV)	EHT(O&M) DIVISION,DUBURI 400 KV S/S
481	TL & SUBSTATION SUB-DIVISION,NIMAPARA(132/33 KV)	EHT(O&M)DIVISION,PURI
482	TL & SUBSTATION SUB-DIVISION,NUAPATNA (132/33 KV)	EHT(O&M) DIVISION,CHOUWAR
483	TL & SUBSTATION SUB-DIVISION,PADAMPUR(132/33 KV)	EHT(O&M) DIVISION,NUAPADA
484	TL & SUBSTATION SUB-DIVISION,PARADEEP (220/132/33 KV)	EHT(O&M)DIVISION,PARADEEP
485	TL & SUBSTATION SUB-DIVISION,PARALAKHEMUNDI(132/33 KV)	EHT(O&M) DIVISION,THERUVALLI
486	TL & SUBSTATION SUB-DIVISION,PATNAGARH(132/33 KV)	EHT(O&M) DIVISION,BOLANGIR
487	TL & SUBSTATION SUB-DIVISION,PATTAMUNDAI(132/33 KV)	EHT(O&M)DIVISION,PARADEEP
488	TL & SUBSTATION SUB-DIVISION,PHULBANI(132/33 KV)	EHT(O&M)DIVISION,BHANJANAGAR
489	TL & SUBSTATION SUB-DIVISION,PHULNAKHARA(132/33 KV)	EHT(O&M)DIVISION,CUTTACK
490	TL & SUBSTATION SUB-DIVISION,POTTANGI(132/33 KV)	EHT(O&M) DIVISION,JAYANAGAR
491	TL & SUBSTATION SUB-DIVISION,PURI(132/33 KV)	EHT(O&M)DIVISION,PURI
492	TL & SUBSTATION SUB-DIVISION,RAIRAKHOL(132/33 KV)	EHT(O&M) DIVISION,BURLA
493	TL & SUBSTATION SUB-DIVISION,RANASINGHPUR(132/33 KV)	EHT(O&M) DIVISION,BHUBANESWAR
494	TL & SUBSTATION SUB-DIVISION,RAYAGADA(132/33 KV)	EHT(O&M) DIVISION,THERUVALLI
495	TL & SUBSTATION SUB-DIVISION,SAINTALA(132/33 KV)	EHT(O&M) DIVISION,KESINGA
496	TL & SUBSTATION SUB-DIVISION,SALIPUR(132/33 KV)	EHT(O&M) DIVISION,CHOUWAR
497	TL & SUBSTATION SUB-DIVISION,SAMANGARA(220/132/33 KV)	EHT(O&M)DIVISION,PURI
498	TL & SUBSTATION SUB-DIVISION,SAMBALPUR(132/33 KV)	EHT(O&M) DIVISION,BURLA
499	TL & SUBSTATION SUB-DIVISION,SONEPUR(132/33 KV)	EHT(O&M) DIVISION,BOLANGIR
500	TL & SUBSTATION SUB-DIVISION,SUNABEDA(132/33 KV)	EHT(O&M) DIVISION,JAYANAGAR
501	TL & SUBSTATION SUB-DIVISION,TENTULIKHUNTI(132/33 KV)	EHT(O&M) DIVISION,JAYANAGAR
502	TL & SUBSTATION SUB-DIVISION,THERUVALLI(220/132/33 KV)	EHT(O&M) DIVISION,THERUVALLI
503	TL & SUBSTATION(SW/Y) SUB-DIVISION,RENGALI(220/33 KV)	EHT(O&M) DIVISION,CHAINPAL
504	TL & SW/S SUB-DIVISION,AKHUSINGH(132/33 KV)	EHT(O&M) DIVISION,THERUVALLI
505	TL LINE SUB-DIVISION,JODA(220 KV)	EHT(O&M) DIVISION,JODA
506	TL SUB-DIVISION LINES,BALASORE(220 KV)	EHT(O&M) DIVISION,BALASORE
507	TL SUB-DIVISION LINES,BHANJANAGAR(220 KV)	EHT(O&M)DIVISION,BHANJANAGAR
508	TL SUB-DIVISION LINES,CHAINPAL 132/33KV	EHT(O&M) DIVISION,CHAINPAL
509	TL SUB-DIVISION LINES,CHAINPAL 220KV	EHT(O&M) DIVISION,CHAINPAL
510	TL SUB-DIVISION LINES,KEONJHAR(400 KV)	EHT(O&M) DIVISION,JODA
511	TL SUB-DIVISION LINES,KESINGA(132 KV)	EHT(O&M) DIVISION,KESINGA
512	TL SUB-DIVISION LINES,ROURKELA(220 KV)	EHT(O&M) DIVISION,ROURKELA
513	TL SUB-DIVISION LINES,THERUVALLI(220 KV)	EHT(O&M) DIVISION,THERUVALLI
514	TL SUBDIVISION LINES, MENDHASAL(400 KV)	EHT(O&M) DIVISION,MENDHASAL 400KV S/S
515	TL& SUBSTATION SUB-DIVISION,RAIRANGPUR(132/33 KV)	EHT(O&M)DIVISION,BARIPADA
516	TL&S/S Subdivision,Laxmipur	EHT(O&M) DIVISION,THERUVALLI
517	TRAINING AND DEVELOPMENT	SGM(HRD)T&D
518	TRANSPORT BRANCH	COMPANY SECRETARY
519	ULDC PROJECT, BHUBANESWAR	TELECOM CIRCLE,BHUBANESWAR
520	VIGILANCE CELL	DIRECTOR(HRD)
521	ZITC,BURLA	CGM(IT) OFFICE, BHUBANESWAR
522	ZITC,ROURKELA	CGM(IT) OFFICE, BHUBANESWAR
523	ZONAL OFFICE(CONSTRUCTION)-I,BHUBANESWAR	CGM(CONSTRUCTION)
524	Zonal Office Balasore	HQRS DIVISION
525	Zonal Office Berhampur	HQRS DIVISION
526	Zonal Office Bhubaneswar	HQRS DIVISION
527	Zonal Office Burla	HQRS DIVISION