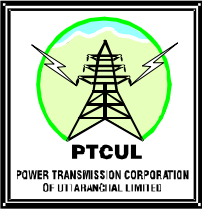


MANUAL 3

The Powers and Duties of Officers and Employees of PTCUL

	Power Transmission Corporation of Uttarakhand Ltd.	Tel: 0135-2762473,2762472	0135-
			Fax : 0135-2762460 Email : md.ptcul@rediffmail.com
No.:	/MD/PTCUL/MD(OM)	Dated:	/07/2007

OFFICE CIRCULAR

Consequent to organization Structure approved by the Board of Directors of PTCUL, Major Activity Streams and Groupwise Activities and Functions of various Operational Groups derived as per the Structure are hereby informed as per enclosure to all the Group Heads and Officers for guidance and implementation. The activities and functions detailed herein have to be understood in the context of the approved Organization Structure as well as the Manuals/Rules & Regulations/Procedures now in force.

Any clarification/interaction in this regard may be done with General Manager (HR) and Dy. General Manager (Corporate Planning).

S. Mohan Ram
Managing Director

No.:	/MD/PTCUL/		of dated
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Copy to the following:-

1. Executive Director (O&M), PTCUL.
2. General Manager (Projects/C&P/O&M/HR).
3. Dy. General Manager (Finance/SLDC/Regulatory).

S. Mohan Ram
Managing Director

Encls: As above

POWER TRANSMISSION CORPORATION OF UTTARAKHAND LTD.

MAJOR ACTIVITY STREAMS

Following major activity streams are derived from the approved Organizational Structure for PTCUL:

1) PROJECTS

All the activity streams comprising of planning, execution and control of engineering, design, procurement and construction of EHV Transmission lines (TL), Sub-stations (S/s), and other utilities (upto and including 132 KV Systems) which form the Transmission network of the Utility.

2) OPERATION & MAINTENANCE (O&M)

All the activity streams comprising of planning, implementation & control of –

- (i) Operational activities of EHV TLs and S/s and other utilities as per Grid standards.
- (ii) Maintenance activities to ensure their efficient and reliable working and
- (iii) Asset management activities of the transmission network to ensure commercial viability as well as life assurance of such assets.

3) STATE LOAD DESPATCH CENTRE (SLDC)

All the activity streams comprising of -

- (i) Scheduling and despatch of electricity within the State.
- (ii) Monitoring grid operations
- (iii) Accounting for the quantity of electricity transmitted through the State Grid.
- (iv) Supervising and controlling intra-state transmission system and
- (v) Carrying out real time operations for grid control and despatch of electricity within the State.

GROUPWISE ACTIVITIES & FUNCTIONS

I. PROJECTS

1. DESIGN, ENGINEERING & TECHNICAL GROUP

A. Engineering – System/Network planning

Responsible for

- i) Overall short term & long term planning and development of the Transmission System and Network.
- ii) Identifying requirements of network expansion and upgradation to cater to (a) normal year by year trend growth in load demand (b) corrections in system inadequacies and sub-optimal utilisation (c) requirement of power carriage & evacuation network by power producers/traders/licensees etc. due to general high capacity additions and also requirements of open access regime (d) interstate/interregional power transfers as formulated by CEA, REBs etc.,
- iii) System studies for optimality and efficient usage of the existing system & networks.
- iv) Conducting load flow and energy flow analysis.
- v) Devising action plans for System/Network development on a perspective time basis.

B. Projects – Planning & Monitoring

Responsible for

- i) Developing projectwise planning & Contract networks at L-1 (Corporate), L-2 (Zone Operations) and L-3 (Project Areas)
- ii) Projectwise monitoring of Progress of Design. Procurement and Construction (all activities Pre - tender and Post – tender) w.r.t. time and physical progress.
- iii) Management Information Systems (MIS) on exceptional reporting basis to Managing Director & other functional Directors.
- iv) Devising remedial/control procedures for bridging, revising, crashing project activities w.r.t. plans and implementing them.
- v) Plan and coordinate Project Area reporting systems.

C. Engineering – Technical & Design

- i) Devising project concepts from the Network plans prepared by Engineering – System/Network Planning as above.
- ii) Preparing Report of project technical feasibility (while on financial feasibility, Engg. – Costing and Finance will contribute) and submission to the Board/Funding agencies as per Company's/Funding agencies' norms respectively.
- iii) All Design and engineering aspects of Transmission lines and Substations including but not limited to TL foundations, towers, conductor sizing/configurations and S/s SLD Layouts, and related issues including preliminary surveys.
- iv) Preparation of BOQs and Contract packages.
- v) Finalisation of Pre & Post Qualification criterion for Contractors & Suppliers in consultation with Finance and QA for various projects and materials.
- vi) Preparation of Technical specifications for Supply and Construction packages eventually forming part of contract documents.
- vii) Approval of detailed engineering drawings by Contractors and Suppliers.
- viii) Devising technical capability norms for sub vendors and subcontractors.
- ix) Testing and Commissioning by Company.
- x) Overall engineering coordination of contracts and purchases including post-bid discussions, technical approvals for quantity change & others etc. in coordination with Contract services, Engineering – Costing & Finance.

D. Engineering – Costing

Responsible for

- i) Compiling cost database for equipments and construction works (including manhours data for various stages of works such as excavation, tower erection etc.) to facilitate real time estimation for works and projects, (civil and other non-electrical works included).
- ii) Preparing packagewise cost estimates based on recent project Cost data, Market data & other reliable data base.
- iii) Providing cost inputs to Performance Budgeting group.
- iv) Revising cost estimates and cost database on a quarterly basis.
- v) Facilitating Project Monitoring groups with individual projectwise planned cost estimates to enable effective cost monitoring.

E. Construction Management and Implementation (TL & SS)

Responsible for

- i) Coordination of all Post-tender activities pertaining to Construction including design & Engg. Coordination, Materials coordination, Project Sitework and commissioning, coordination issues between H.O. Operations – Contractors – Project Site concerned.
- ii) Provisions of site facilities to be provided by the Company as per Contract.
- iii) Activities of land acquisition, right-of-way, environmental issues and similar other preliminary activities
- iv) Coordination of Final Testing & Commissioning including Inspectorate approval etc.

2. CORPORATE CONTRACT & PROCUREMENT GROUP

A) Contracts and Procurement (C&P)

Responsible for

- i) Packagewise finalization of Tender documents with a) Instructions to Tenderers b) General and Special Conditions of Contract (including all commercial and legal provisions)
- ii) Coordinating with Engineering-Technical & Design for Technical specifications, drawings and Data sheets portion of Tender document.
- iii) Calling for Tenders, Tender document selling, coordinating for Tender opening and Tender evaluation Committees (separate), Bid receipt & opening, Bid evaluation reporting.
- iv) Post – bid discussions (in coordination with Engineering – Technical & Design, Costing & Finance).
- v) LOA issue and Contract signing, Performance Guarantees and Initial advances.
- vi) Forwarding complete packagewise contract documents to Operations/ QA&I/Finance/Project Implementation Units.
- vii) Administrative approval for change orders, quantity variations, time extension & LD issues.
- viii) Coordination for Project and Contract closures.

B) C & P- Materials Management

Responsible for

- i) All non-project procurements including purchase of sundry items, emergency spares for projects & maintenance and capital items such as furniture, fixtures, office equipments for offices, Tools & Tackles for Testing and Commissioning etc.
- ii) Stores and inventory management for in-house procurements and usage.

3. QUALITY CONTROL/ASSURANCE & INSPECTION (QC/A&I) & T&C

(A) Quality Assurance & Inspection

Responsible for

- i) Evolving Quality standards, plans, specifications and norms for various equipments, materials and field works.
- ii) Setting Quality implementation methodologies to cover equipment/material/work specifications in tender documents, factory and field inspection, at manufacturer's/supplier's works and locations respectively
- iii) Implementing the Factory/Field Quality plans
- iv) Reporting on an exceptional basis to MD and Directors Company only.
- v) Assisting and Coordinating with Engineering Design & Technical in finalizing Pre and Post Qualification criteria (Technical portion) for various categories of manufacturers/suppliers, sub suppliers and contractors/subcontractors.

B) Testing & Commissioning

Responsible for

- i) Pre-commissioning Tests on all new project equipments related to sub-stations, Transmission lines and other utilities.
- ii) Testing and commissioning after preventive maintenance/breakdowns.
- iii) Disturbance analysis and test result analysis.
- iv) Upkeep and sealing of all measuring/recording instruments & energy meters as per regulations of the Act and directives by the Authority.
- v) Consolidation of Energy Accounts, Analysis and Calculation of energy losses till this activity is transferred to SLDC.

4. REGULATORY, ENERGY & COMMERCIAL MANAGEMENT

Responsible for

- i) Energy Metering interface at grid points.
- ii) Energy Scheduling in coordination with SLDC.
- iii) Energy Accounting – Generators & Distribution Utilitywise.
- iv) Input for submissions to UERC etc. for Transmission tariff fixation etc. (in coordination with Finance).
- v) Resolution of intrastate ABT, Open access and other issues.
- vi) Interfacing with SLDC and ALDS for Energy Management – Interstate and Intrastate.
- vii) Commercial Agreements with Transmission System Users such as Generators, Distribution Co(s), Open access applicants, Licensees and Traders.
- viii) Transmission charges billing and accounting.
- ix) Submission of Annual Transmission Tariff or ARR Application to UERC and pursue fixation of best tariff rates for Transmission.
- x) Attending to and replies to all queries on Regulatory and Commercial issues with UERC and others including attendance/submissions in Commission's hearings as and when required.

5. OPERATION & MAINTENANCE - TL & SS – (O&M)

(A) MAINTENANCE GROUP

Responsible for

- i) Condition monitoring of equipments, utilities, accessories, buildings and other installations.
- ii) Defects analysis including A-B-C analysis w.r.t. condition of equipments, structures etc.
- iii) Predictive Preventive and Breakdown maintenance scheduling (in that order of importance), their execution and coordination
- iv) Management of spares inventory adopting contemporary inventory models
- v) Live line maintenance.
- vi) Breakdown and outage reporting, analysis and corrective action.
- vii) MIS reporting on System Performance parameters such as Network Availability, Losses and others.
- viii) Computation of substationwise and linewise losses etc.
- ix) Energy Metering and Accounting including Auxiliary and other supplies like residential colony etc.

(B) OPERATIONS GROUP (SHIFT OPERATIONS)

Responsible for

- i) Effective Load and operation management in the network of Sub-Station.
- ii) Operation protocols and procedures to ensure minimum outage and disruption of service as well as safety of equipments and personnel.
- iii) Energy & other System parameter reading and measurement.
- iv) System monitoring, recording disturbances and specific occurrences.
- v) Maintenance of Logbooks, Spreadsheets, Registers and Records in Substation.

(C) ASSETS & UTILITIES MANAGEMENT SUBGROUP

Responsible for

- i) Gathering data of assets, categorization, labeling and codification.
- ii) Valuation of assets and estimation of useful life and future revenue earnings.
- iii) Condition monitoring statement and reports
- iv) Documentation as database for purposes of asset depiction in Company Balance sheets, Financial statements and tariff submissions etc.

6. STATE LOAD DESPATCH CENTRE (SLDC)

Responsible for

- (i) Demand Estimation for operational purpose.
- (ii) Generation scheduling for merit order dispatch.
- (iii) Regulating load-generation balance in real time.
- (iv) Schedule for the drawl of Central Sector power and regulate it.
- (v) Implement bilateral power supply/banking agreements.
- (vi) Maintain system frequency in the permissible range prescribed by NRLDC and State Grid Code.
- (vii) Outage planning and monitoring.
- (viii) Restoration procedure planning and its implementation in case of grid failures.
- (ix) Reactive power management and voltage control in the grid system.
- (x) Load shedding planning and implementation of UFR operation wherever existing.
- (xi) Coordination with NRLDC and others as per requirements of IEGC w.r.t. grid planning, connectivity conditions and operations.

7 COMMON GROUPS

A. FINANCE /ACCOUNTS /BUDGETING/COMMERCIAL

1. FINANCE

Responsible for

- i) Application of Companywide Finance policies & procedures for accruals and disbursements.
- ii) Cash & Funds Flow Management.
- iii) Debt/Equity management.
- iv) Capital – Fixed & Working Capital Management.
- v) Cash and Expenses Management.
- vi) Project Pre-tender evaluation and post tender discussions (as part of Tender Evaluation Committee).
- vii) Contract and Contract agreement signing (along with Contract services).
- viii) Securing Bid bonds, Performance Guarantees for Projects.
- ix) Funds release for Project payments.
- x) Projectwise funds and payment scheduling.
- xi) Contract payments as per T.O.P. after processing of bills.
- xii) Processing of EMD's and CPG's to be forwarded to Corporate Finance.

2. ACCOUNTS & AUDIT

Responsible for

- i) Application of Companywide Accounting policies & procedures conforming to the requirements of The Companies Act 1956.
- ii) Accounting for working funds, Contracts, Advances, Suspense W.I.P., Imprest, Revenue & Expenditure, Stores, Disbursements and other.
- iii) Compilation of Daybooks-Cashbooks, Journals, Cash abstracts and other.
- iv) Financial reconciliation and Bank reconciliation.
- v) Final Company P & L A/cs and Balance Sheets and Facilitate Auditing.
- vi) Internal audit of all in-Company transactions and accounts.
- vii) Project and Contract Accounts – accumulation & posting.
- viii) Journals, Cashbooks, Stock registers etc.
- ix) Cost accounting for various stages of Project work based on budgets and actuals reported.

3. BUDGETING

Responsible for

- i) Companywide Performance Budgeting as well as Functional Budgeting for Projects and Operational groups respectively
- ii) Devise budgets as instruments of planning as well as control.
- iii) Preparation and implementation of Functional Cost Budgets such as Revenue Budgets, Expenses (Direct and Fixed) Budget, Capital Budget etc.
- iv) Reconciliation of budgets with actual cost and review/ analyse variances for cost and performance control.

4. COMMERCIAL (incl. Regulatory)

Responsible for

- i) Application of Tariff to energy 'wired' through Transmission Network
- ii) Transmission billing based on (i) as above to Generators or Discoms or Licensees or Traders as the case may be
- iii) Submissions to ERC for tariff approval through Fixed – Variable UI cost computations and pursue fixation of best tariff rates for Transmission.
- iv) Contract closures.
- v) Tariff formulations, submissions and application of granted tariffs to energy conveyed/ transmitted through PTCUL's Transmission network including collection of tariff revenues

5. LEGAL AND ARBITRATION

Responsible for

- i) Companywide policies on legal and paralegal issues and their resolution
- ii) Represent Company cases (through Company empanelled Advocates) in appropriate judicial forums and legal issues.
- iii) Facilitate arbitration issues with Transmission network users, project contractors & employees & litigating public

6. COMPANY SECRETARIAL

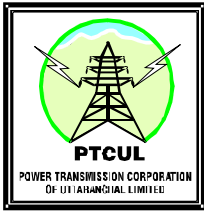
All companywide Company Secretarial functions

7. HRD & ADMINISTRATION (including Training)

I PERSONNEL & ADMINISTRATION

Responsible for

- i) Devising Companywide Personnel & Administration Policies and Procedures
- ii) Facilitating recruitment of personnel and inducting them to the Company
- iii) Devising Standing orders, norms for working conditions, terms of employment, salary and perquisites, administrative etc.
- iv) Assessing employee training needs & facilitate design and administration of Training Programmes in coordination with Operations Groups and Company /External Training Institutes
- v) Administering employee benefits and incentives as per Company Rules /Statutory regulations
- vi) Ensuring good work environs, safety and environmental harmony
- vii) Provision of modern office facilities, communication and IT –enabled information-retrieval systems to enhance employee comfort and performance.
- viii)Resolving IR issues and problems
- ix) Salary Administration
- x) Routine Personnel functions including IR issues etc.



Power Transmission Corporation of Uttarakhand Ltd.

Tel: 0135-2762473,2762472
Fax : 0135-2762460
Email : md.ptcul@rediffmail.com

No.: 3506 /MD/PTCUL/MD(OM)

Dated: 29/12/2006

OFFICE ORDER

Subject: Reconstitution of Contract and Purchase Committees at Corporate Level.

The present Organization Structure adopted by the Company Board and now being implemented oriented towards growth and improvement in Project ,O&M and SLDP operations, with professional support of department like HR, Finance and General Administration.

For effective control over operations in projects O&M and SLDC staff positions have been created and manned. Efforts are on to fill up the vacant positions at various levels of the Organizational hierarchy. In view of the new positions it becomes imperative to reconstitute the Purchase Committees. Therefore, considering the foregoing and in exercise of the powers delegated to the MD, vide Board Resolution dated 02.09.2004 vide agenda item no. 2.03 confirmed by the Board in its 3rd meeting dated 15.12.2004, the new Purchase Committee(s) at Corporate Level are constituted as under :-

(A) Works relating to Repairs & Maintenance (R&M) for both works and Purchase of items within approved Budget of O&M:-

Members of the Committee & its role	Directors Level Committee (Level-1)	Executive Director Level Committee (Level-2)	General Manager Level Committee (Level-3)
Chairman	Managing Director	Executive Director (O&M)	G.M.(O&M)
Technical Member	Director (Operation)/ ED(O&M)	G.M.(O&M)	Concerned DGM
Member (Finance)	Director (Finance)	DGM (Finance)	DGM (Finance)
Convener	G.M.(O&M)	Concerned DGM	Concerned DGM
Financial Powers	All cases of value Rs. 2 Crores to Rs. 10 Crores	All cases of value above Rs. 50 Lacs to Rs. 2 Crores	All cases of value upto Rs. 50 Lacs

(1)

(B) All Capital Works relating to Projects (for both Works and Purchase of items) within approved Capital Budget:-

Members of the Committee & its role	Directors Level Committee (Level-1)	General Manager Level Committee (Level-2)	DGM Level Committee (Level-3)
Chairman	Managing Director	G.M.(Projects)	Concerned DGM
Technical Member	Director (Projects)	Concerned DGM	Concerned Executive Engineer
Member (Finance)	Director (Finance)	DGM (Finance)	DGM (Finance)
Convener	G.M.(Projects)	Concerned DGM	Concerned Executive Engineer
Financial Powers	All cases of value Rs. 2 Crores to Rs. 10 Crores	All cases of value above Rs. 50 Lacs to Rs. 2 Crores	All cases of value upto Rs. 50 Lacs

(C) All Works relating to ADB Project (for Works, Purchase of items and Consultancy) within approved Budget:-

Members of the Committee & its role	Directors Level Committee (Level-1)	General Manager Level Committee (Level-2)	DGM Level Committee (Level-3)
Chairman	Managing Director	G.M.(ADB)	Concerned DGM
Technical Member	Director (Projects)	Concerned DGM	Concerned Executive Engineer
Member (Finance)	Director (Finance)	DGM (Finance)	DGM (Finance)
Convener	G.M.(ADB)	Concerned DGM	Concerned Executive Engineer
Financial Powers	All cases of value Rs. 2 Crores to Rs. 20 Crores	All cases of value above Rs. 50 Lacs to Rs. 2 Crores	All cases of value upto Rs. 50 Lacs

(2)

(D) For Consultancy contracts (excluding ADB Projects) within approved Budget

(i) On matters relating to Legal, Accounting, Taxation and Finance:-

Members of the Committee & its role	Contract value over Rs. 5 Lacs	Contract value upto Rs. 5 Lacs	Contract value upto Rs. 1 Lacs
Chairman	Director (Finance)	G.M.(Finance)	DGM (Finance)
Technical Member	G.M.(ADB)/ G.M.Concerned	DGM (from Engineering side)**	Executive Engineer**
Member (Finance)	G.M./ D.G.M. (Finance)	DGM (Finance)	Dy.CAO/ SAO(Finance)
Convener	Dy.CAO/ SAO	Dy.CAO/ SAO (F)	A.O.
Administrative Approval by	Managing Director	Managing Director	Managing Director

**** Member to appoint on case to case basis, as appointed by GM (ADB/O&M)**

(ii) Consultancy on Technical Matters:--

Members of the Committee & its role	Contract value over Rs. 5 Lacs	Contract value upto Rs. 5 Lacs	Contract value upto Rs. 1 Lacs
Chairman	Managing Director	Concerned G.M.(O&M & Projects)	Concerned DGM
Technical Member	Concerned Director(O&M & Projects)/ED	Concerned DGM	Executive Engineer
Member (Finance)	Director (Finance)	DGM (Finance)	Dy.CAO(Finance)
Convener	Concerned G.M.(O&M & Projects)	Concerned Executive Engineer	Concerned Executive Engineer
Administrative Approval by	Managing Director	Managing Director	Managing Director

General terms and conditions:-

1. Approved Budget means budget(s) as approved by Board of Directors (BOD). In case an item is not approved by BOD, then the approval of Managing Director is mandatory.
2. In case of a vacant position (Post as member of the Purchase Committee) the immediate next higher authority shall be the member of the Purchase Committee.
3. The prevailing financial powers at each Committee level shall continue to be the same except where specifically redefined under this order.
4. Concerned General Manager shall take the prior approval of MD and Director (Projects) (in cases of capital purchases) ,ED and MD (in cases of R&M purchases) for works/ procurement of quantities & estimates.
5. The tenders shall be floated, Procurement shall be made and/or Contracts shall be entered into in line/conformity with the following transfer orders :--
 - a. Order no. 3140/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - b. Order no. 3141/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - c. Order no. 3142/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - d. Order no. 3143/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - e. Order no. 3144/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
 - f. Order no. 3145/ प्र०नि० /पिटकुल /पी-3 dated 28-11-2006
6. It is mandatory that all participants at any meeting of Purchase committee shall be the "Attendance Record Slip" as per the enclosed format. These attendance slips shall be attached to the minutes of the Purchase Committee meeting along with advance (signed and dated) Administrative approval & advance approval of the specifications for floating tender. It is the responsibility of the Convener to initiate such attendance records. Minutes of the Purchase committee must be prepared and signed with dates, by all the present, prior to execution & release of an agreement, order, documents etc. Absentee and quorum guidelines will be followed and record.
7. The finalized Minutes of the Purchase Committee and Contracts Committee shall be prepared during the meeting and must be signed before the close of the meeting. It is a mandatory to circulate the signed Minutes within 2 working days of the holding of the meeting.

The new constitution of the Purchase Committee shall become operative with immediate effect and shall supersede all previous orders.


(S. Mohan Ram)
Managing Director

No.

/MD/PTCUL/

of dated

Copy to the following for information and necessary action:-

- (i) Director (Operation/Executive Director O&M), PTCUL, Dehardun.
- (ii) Director (Finance),PTCUL, Dehardun.
- (iii) Director (Projects),PTCUL, Dehardun.
- (iv) General Manager, O&M/Project/ADB/Finance, PTCUL, Dehardun.
- (v) General Manager, O&M/ADB/Finance, PTCUL, Dehardun.
- (vi) Dy. General Manager, Finance/ADB/Transmission/T&C, PTCUL, Dehardun.
- (vii) All Executive Engineers, PTCUL, Dehardun.
- (viii) Dy. CAO/SAO/Ao (Finance), PTCUL, Dehardun.



(S. Mohan Ram)
Managing Director

(5)