

2. BROAD WORK ASSIGNMENTS:

Renaming and broad work assignments of various offices/ wings of the organization shall be as under:

| S. No | Previous Office/ Wing Name | Office/ Wing Name after restructuring | Work Assignments |
|-------|---|---|---|
| 1 | Administration | Admin & HRD | Administrative affairs of the Organization including Transfers, Posting, Recruitments, Enquiries, Personnel, Land related and other general administrative matters |
| 2 | Accounts | Finance | Financial System of the Organization which include Budgeting, financing and concurrence for various purchases, contracts and payments etc. |
| 3 | Project Planning and Monitoring (PPM) | Project Planning and Design (PP&D) | Project, Planning and design which included Planning, Inter-Organization issues, GOR issues, Design, engineering and handling of Special Projects. |
| 4. | New Power Projects and Reforms (NPP&R) | New power Projects and Regulatory affairs(NPP&RA) | Regulatory Affairs, Approvals for Open Access, PPAs, PPP/ VGF Projects/ Contracts |
| 5 | IT and Training | Information Technology (IT) | Information Technology Initiatives of the Organization. CE/ACE (IT) will continue to be Nodal officer for parliamentary and assemble questions and reports. |
| 6 | Transmission and Construction | Transmission and Construction (T&C) | Operation, Maintenance, Construction of the Transmission System |
| 7 | Civil-TR | Civil | All the civil related activities and constructions |
| 8 | Material Management (MM) | Procurement and Contracts (P&C) | Purchases of the Substation and Lines Items for construction and maintenance of EHV Substation and Lines, Turnkey, Partial Turnkey and Labour Contracts related to EHV substation and Lines |
| 9 | Meters, Protection and Safety (MP&S) | Meters, Protection, Testing and Safety (MPT&S) | Protection, Metering, Testing and Safety Related Issues in the EHV Network |
| 10 | Load Despatch (LD) | Load Despatch (LD) | System Operation and Load Despatch of the EHV Network of Rajasthan in co-ordination with National Grid as per Indian Electricity Act, 2003 and as amended |
| 11. | Power Line communication Carrier (PLCC) | Communication (In short Comn) | All the communication related activities including PLCC and Fibre Optic Communications |

m

3. ADMINISTRATIVE SET-UP OF VARIOUS OFFICES/ WINGS

In the new restructured set-up various functions and offices are made coterminous in their jurisdictions in order to improve upon the responsiveness and better co-ordination.

Three T&C Zones at Jaipur, Jodhpur & Ajmer are coterminous with the Jaipur, Jodhpur and Ajmer Discom's jurisdictional areas respectively. Now with the restructuring three MPT&S Zones are made coterminous with the three T&C Zones.

In restructured set-up there shall be 24 Nos. of T&C Circles in Rajasthan with 24 Nos. of T&C Divisions. All other field offices of MP&TS, Communication and Civil wing are also made coterminous with the T&C Circle.

The position of new T&C Circle their District Boundaries, Divisions, Substations falling under them and their coterminous Circles, Divisions of MPT&S, Communication and Civil is appended at Annexure-IX, X & XII. A zone-wise list of substations showing the administrative set-up of 220 kV Substation and 132 kV substation is appended at Annexure-XIII to XV.

CE/ACE (T&C)'s shall ensure the distribution of works among circles i.e. the transmission lines/ segments across circles shall be clearly defined by issuing a specific order for maintenance among various circles, divisions and subdivisions of the Zone. CE/ACEs of Civil & MPT&S shall also issue specific orders for the boundaries/jurisdictions of various divisions and sub-divisions within circle.

Restructuring is carried out with the objective of distributing the workload among field units/ wings as well as grouping of similar functions to achieve optimum and efficient utilization of manpower. Accordingly, few new offices are created, few offices are shifted, few are renamed and few are abolished. Therefore, in order to have the clarity on the offices shifted/ renamed/ abolished the position of existing and their renamed offices and abolition of existing offices etc. is appended at Annexure-XVI-XX. The brief work assignments/ profiles and responsibilities for various existing and newly created offices/ sections shall be as per Annexure-XXI.

The Director concerned shall ensure the designated works (existing and new) and their records are transferred among the CE/ACEs/ SEs or CAOs/ Sr. AOs of various functions as per regrouping of similar functions approved in the restructuring proposal.

The new organizational set-up, administrative control of various offices/ wings, new offices, shifting of offices to new places and abolition of offices shall be effective from 01.04.2016

If any discrepancy in the rename, office locations are noted or any office is left the same may please be intimated to the Secretary (Admn) within 7 days through concern HOD.

It is further resolved by the BOD that the Chairman & managing Director, RVPN be and is hereby authorized for shifting of offices, administrative control, work assignment of offices/wings, utilization of sanctioned strength elsewhere etc., in the interest of Nigam and do all such acts deeds matters, things and to take all other necessary steps that may be required for the purpose.

In case of any change of office location, re-designating offices or change in assignment of works as per requirements of Nigam within the available sanctioned norms/ strength as approved by GOR, CMD, RVPN shall be the final authority to decide and approve the same.

ANNEXURE- XXI (Rev-1)

BRIEF ROLES AND FUNCTIONS OF VARIOUS EXISTING AND NEWLY CREATED OFFICES/SECTIONS

| | |
|---------------------------|---|
| Regional CAO | Regional CAO at each Zonal Chief Engineer HQ, shall have supervisory control of accounting units of the zone and responsible for maintaining the accounts, expenditures, budgeting, salaries, pension pre-audit etc. with an objective to decentralize of works from corporate offices. |
| XEN (RPM)/AEN(RPM) | Role and responsibility of XEN (Capacitor) is redefined and re-designated as XEN (RPM) who, in co-ordination with the Load despatch wing shall work for the overall reactive power management of Nigam. |
| SE(T&C) | <p>Each SE (T&C) shall be self contained units having all the functions reporting to the Circle Officer i.e. O&M, Construction and Maintenance, Finance/ Accounts and Personnel.</p> <p>As a circle officer SE (T&C) shall have administrative control of O&M (GSSs) and Construction offices (T&C) as well as accounts and personnel units under him.</p> <p>In order to equally distribute the workload to accounting units the accounting units are also been made co-terminus with the circle. This shall ensure proper accounting and effective control on assets and budgeting. Under the T&C Circles, all the payments shall be made/ passed by the Accounts Officer.</p> <p>The work of preparation of salary and other claims of all the offices under the circle and to maintain service record of the employee, will be done by the Personnel Officer of the circle or by the TA to Superintending Engineer (T&C),RVPN, where the post of Personnel Officer does not exist/operative.</p> <p>All the functional units such as accounts and personnel under the circle offices and shall be a part/section of his office.</p> |
| AEN (Cluster) | AEN (Cluster) will be responsible for the supervision of the contractor's works and carrying out the maintenance of the EHV Lines associated with the substations of the cluster. |

CE/ACE (Project Planning and Design)

| | |
|--|--|
| SE (Design) | Circle will be responsible for engineering and design studies/ development for EHV substation, Lines and other technologies and accordingly providing of required inputs to other wings. |
| SE (P&P) | Circle will be responsible for the transmission system studies and planning. Preparation and approval of various projects and project reports. |
| SE (Automation, N/w Mgt & Special Projects):- | Circle will be responsible for the Automation, Network Management and Special and Innovative Projects for transmission system. |

New Power Project and regulatory affairs:-

| | |
|---|---|
| SE (NPP& Regulatory Affairs) | Circle will be responsible for new power projects under PPP/VGF modes. The circle shall also deal with the regulatory affairs (except cases related to CERC & APTEL). such as filing/ reply of petitions, ARR etc. in RERC. |
| SE (ISP) | Circle will be responsible for Inter-State Projects and handling of issues related to it. He will also deal with case of CerC &APTEL. such as filing/ reply of petitions, ARR etc. |

M.

MIS-IT offices

| | |
|--------------------------|--|
| SE (MIS & IT) | Circle will be responsible for developing and maintaining all the IT infrastructure, Software Packages and management information system. |
| System Analyst | This division level officer shall be responsible for maintaining and doing the modifications in the software/ software packages in co-ordination with the SE (MIS) |

Civil offices under his jurisdiction

| | |
|----------------------|--|
| ACE (Civil) | ACE (Civil) shall be responsible for all the civil related works of transmission system and maintenance of existing building and infrastructure of Nigam under his jurisdiction. Accounting function under him shall be handled by the Sr AO. |
| SE (Civil) | SE (Civil) will be responsible for all the civil related works of transmission system and maintenance of existing building and infrastructure of Nigam under his jurisdiction. |
| SE (Civil-QC) | The SE (Civil-QC) will supervise works for the quality in turnkey/ partial turnkey/ labour contracts etc and the work assigned by the CE (Civil). The SE (Civil-QC) shall be directly under the administrative control of CE (Civil) and will report their inspections and findings directly to him. |

Offices under LD

| | |
|---|--|
| SE (System Operation and Load Despatch-SOLD) | Circle will be responsible for Load Despatch, Open Access Integration Approvals, and Operation of Load Despatch Control Room |
| SE (SLDC System and Data Acquisition- SSDA) | Circle will be responsible for maintaining and operating of SLDC system, control Room and Real Time Data Acquisitions needs of the Transmission System. |
| Energy Management Centre-REMC) | Circle will be responsible for maintaining and operating of Renewable Energy Management Centre being created. |
| SE (Energy Accounting-EA) | Circle will be responsible for complete Energy Accounting and billing of energy being received/ dispatched by various Generators, Discoms, Private agencies and Other entities from/ to Nigam's Transmission system. |

Procurement and Contract Offices

| | |
|--|--|
| CE/ACE (Procurement) and offices under his jurisdiction | CE/ACE (Procurement) will be responsible for the procurement of EHV substation equipments/ items and Lines up to 765 kV Levels |
| CE/ACE (Contracts) and offices under his jurisdiction | CE/ACE (Contracts) will be responsible for the Labour/ Partial-Turnkey/ Turnkey Projects/ contracts of EHV substation and Lines up to 765 kV Levels: |
| CAO (P&C) | CAO (P&C) shall be responsible for according the concurrence to the purchase cases being dealt by CE/ACE (Procurement) and CE/ACE (Contracts) along-with the maintaining of the accounts of expenditures of projects/ procurements, processing and passing of bills for release of payments and other accounting functions under P&C office. |
| XEN(M&F): | XEN (M&F) who have fabrication shops and ACOS under his control. He will be responsible for maintaining and reporting of optimum inventory levels and shall work under the administrative control of CE/ACE (Procurement). |

M

CE (MPT&S) and Offices under his jurisdiction:

| | |
|-----------------------|---|
| SE (MPT&S) | Circle will be responsible for development and maintaining the protection system, metering system for the intra-state and inter-state/ inter-utility for accurate energy measurement in the transmission system along with the executing and maintaining the automation interfacing with the substation equipments/ C&R Panels of the substations. Diagnostic and predictive testing of critical (i.e. Transformers, CB, CT etc.) transmission asset shall also be done by him and also keep the log/ analysis of these transmission elements under his jurisdiction. |
|-----------------------|---|

Communication office

| | |
|--|---|
| SE (Communication) and offices under his jurisdiction | SE (Communication) shall be responsible for operation and maintenance the Communication Infrastructure for grid operation, visualization and monitoring of Transmission System of Nigam under his jurisdiction which includes PLCC, Fiber Optic or any other communication media along-with the supporting terminal equipments for tele-protection/data/voice requirements. |
|--|---|

Accounts Offices at corporate level

| | |
|-------------------------------------|---|
| CAO (Accounts and W&M): | Accounts, section shall be responsible for compiling and maintaining the accounts and expenditures. This section shall also be responsible for Payments, fund management, Ways & Means works and budgetary control. |
| CAO (P&F- Control) | This section will be responsible for the Provident Fund, Pension cases, and handling of the F&R matters. All the work relating promotions, transfer/ postings of AAO-II & Jr. Accountant, and related issues. |
| Sr. AO (RE & HQ) | He shall handle the REC financing and will be responsible for the checking/ vetting of accounts related matters of various offices/ wings at the Vidyut Bhawan (HQ). |
| Controller of Internal Audit | This office will be responsible for the Internal Audit function in the organization. This shall directly report to Director (Finance) and shall submit their inspection reports and observation to him. |

Sections at corporate level:

| | |
|--|--|
| JLR:- | He will be the head of legal cell of the organization. |
| OSD(Telecom) office: | The OSD (Telecom) shall develop and support in implementation of cost effective and feasible communication system for Power Sector of Rajasthan as per requirements/ needs of the system. |
| Superintending Engineer (QC, Inspection Monitoring) | SE (QC & Inspection & Monitoring) shall develop the quality control mechanism in RVPN for electrical works under turnkey, partial turnkey and CLRC basis. The quality checks and inspection of vendor/ supplier premises/units for approval/ quality checks as per RVPN requirements. He will carry out surprise checks and inspection of works but also develop the mechanism for quality checks and RVPN hold points for checking/ inspection of works. He shall also be responsible for monitoring the progress of implementation of various substations and Line works being implemented in the RVPN based on the Turnkey/ Partial Turnkey and Labour contract basis. Also monitoring and analysis of other data/ information being received for tripping, System performance |

| | |
|-------------------------------------|--|
| | indices, Effectiveness of various action plans being implemented etc. He will develop the various templates for collecting and monitoring the activities/ performances of various offices/ wings as well as use the project management software tools for effective monitoring of the projects in the Nigam. |
| SE (Protection Engineering.) | SE (Prot. Engg.) will work under Director (Technical) Jaipur. He shall be responsible for the devising and standardizing of various protection schemes for implementation in RVPN in line with the National grid requirements |

Administration & HRD:

| | |
|---------------------------|--|
| CPO/JDP (HRD) | All the work relating to HRD planning, promotions, transfer/postings of non gazetted technical (except JENs) & ministerial employees (except AAO-II & Jr Accountant), labour litigation, IR matters, and labour welfare etc. matters shall be handled by him. He will also be responsible for enquiry cases and handle all types of recruitment of all the cadres. |
| SE (HRD & Trg) | This circle/ section will be responsible for Capacity Building and Training of the Employees, HRD Initiatives and the Enquires on Technical Matters. |
| JS/DS/AS (Pension) | All work related to pension's case of employees received for sanction |
| JS/DS/AS (GAD) | JS/DS (GAD) will be the in-charge of pool vehicles. He will also act as estate manger of Vidyut Bhawan premises. He will also be responsible for allotment of telephones, quarter, guest house case and general administration matters etc |
| JS/DS (Estt.) | JS/DS (Estt) shall be assisted by the three nos. of AS (Estt) for the service matters of the Engineers and Officers and general Administration of the Nigam. |
| AS (APA) | He will handle the APA related matters of the officers/ officials/ JENs. |
| LAO | He shall be responsible for handling the land related issues of the Nigam and shall also be the estate officer for the RVPN. |
| PRO | He will be responsible for publicity, library, media management, attending dignities, other works as assignment time to time. He will also be responsible for publication of information of public interest on various newspapers and websites. He will also be act as organiser of national festivals etc. |
| AO (Admn.) | Maintain the GAB store, and deal with the case of creation/abolition/up-gradation of post/offices and the work assigned by the Secretary (Admn). |

H

D
21/8/14