



Himachal Pradesh Power Corporation Limited
(A State Government Undertaking)

Himfed Building, BCS, New Shimla, Shimla-9
Phones: 0177-2670633, 2671831. Website: www.hppcl.in
CIN U4010HP2006SGC030591

Office Order

The Roles and Responsibilities of Electrical Engineering Staff under the administrative control of General Manager (Electrical) i.e. Electrical Contract Division, Electrical Design-I and Electrical Design-II, presently being headed by respective AGM/DGM level Officers are hereby notified as per **Annexure-A** for information and necessary action to all concerned officers/officials of Electrical section.

This bears the approval of competent authority.


Dy. General Manager (P&A)

No. HPPCL/P&A/Policy/Job Description/2017-24544-570 Dated:- 2/01/2018

Copy forwarded to the following for information and necessary action with the remarks that in view to save stationary & postage costs the copy of Annexure-A is not enclosed with this order for recipients shown at Sl. No.6 to 10 and therefore, a PDF copy of Annexure -A may please be downloaded for wider circulation from official website of HPPCL i.e. www.hppcl.in :-

1. PS to the Managing Director, HPPCL,.
2. The Director (Civil), HPPCL.
3. The Director (Electrical), HPPCL.
4. The Director (Finance), HPPCL.
5. The General Manager (Electrical Contract), **HPPCL, Himfed Building, BCS, New Shimla-09 for information of all concerned in the aforesaid Annexure.**
6. The General Manager (Generation), HPPCL.
7. All HOP/HODs, HPPCL
8. The Sr. Manager (IT), HPPCL with a request to upload the same on official website of HPPCL under Policy section.
9. The Manager (EE), HPPCL Himfed Building, BCS, New Shimla-09.
10. The APO (Estate), HPPCL, Himfed Building, BCS, New Shimla-09.


Dy. General Manager (P&A)

**ROLES AND RESPONSIBILITIES OF ELECTRICAL
ENGINEERING STAFF UNDER GENERAL MANAGER
(ELECTRICAL) IN HPPCL**

General Manager (Electrical):

General Manager (E) shall be head of **Electrical Contract Division** and **Electrical Design units**.

General Manager (E) shall be responsible for:-

1. Preparation of E&M chapters of the DPR(s) of the Hydro Electric Projects/ Non Conventional Energy Sources (i.e. Solar) and get the same submitted to the Planning Department.
2. Preparation of specifications of all E&M equipments, commercial terms and conditions, Qualification and Evaluation Criteria of the Bidding Documents.
3. Approval/ vetting of Bidding Documents from finance cell, legal cell, the funding agency and Management before calling of tenders.
4. Floating the tender after Approval/ vetting of Bidding Documents.
5. After opening of tenders timely evaluation of Technical, commercial bids and financial bids.
6. Award of E&M package after due approvals.
7. Once the E&M package is awarded, it shall be ensured that all drawings and Designs are approved well in time as per the requirements of project site, equipments are manufactured, inspected, dispatched and erected, tested and commissioned.
8. All technical and commercial /contractual issues are resolved immediately so that progress of work is not hampered.
9. Information & Technology and Communication Cell.

ELECTRICAL CONTRACT DIVISION

Dy. General Manager (Electrical Contracts):

Dy. General Manager (E.C.) shall be head of Electrical Contract Division and shall be responsible for:-

1. Preparation of commercial part of the Bidding Documents.
2. Approval/ vetting of Bidding Documents from finance cell, legal cell, the funding agency and Management before calling of tenders.
3. After approval of bidding document, publication, sale of documents, attending to the quarries of prospective bidders both commercial and technical, arranging Pre-bid meeting, opening of bids.
4. Evaluation of Techno-commercial and financial bids i.e. preparation of evaluation reports viz. TBER and FBER.

5. Award of E&M package after due approvals/ no objection from funding agency and Management.
6. Once the E&M package is awarded, DGM (E.C.) to ensure that as per the terms and conditions of the contract PBG(s), ABG(s) are received, and the same are got confirmed from the issuing Banks for their authenticity and validity.
7. L.C. (s) are opened, advance payments are released to the firms, Billing Breakups are approved in time. Further, it shall be ensured that P.O(s) are uploaded in SAP system and the same are released.
8. To look after all the commercial/ post contractual issues of the various projects under implementation so that progress of work is not hampered.
9. Co-ordinate between contractor, design and site office and other project related correspondence.
10. All correspondences/ communication with Funding Agencies.
11. Preparation of Memorandum(s) for consideration of BOD.
12. Preparation of Audit replies, RTI replies, etc.
13. DGM (E.C.) shall also be in charge of Information & Technology and Communication Cell.

Sr. Manager (EC-III):

[Kashang HEP, Shongtong Karchham HEP, Berra Dol Solar Power Project]

Sr. Manager (EC-III) shall be responsible to assist DGM (E.C.) in following implementation works related to contract.

1. Once the E&M package is awarded, to ensure that as per the terms and conditions of the contract PBG(s), ABG(s) are received, and the same are got confirmed from the issuing Banks for their authenticity and validity.
2. L.C. (s) are opened, advance payments are released to the firms, Billing Breakups are approved in time. Further, it shall be ensured that P.O(s) are uploaded in SAP system and the same are released.
3. Co-ordinate between contractor, design and site office and other project related correspondence.
4. To look after all the commercial/ post contractual issues of the various projects under implementation so that progress of work is not hampered.
5. All correspondences/ communication with Funding Agencies.
6. Preparation of Memorandum(s) for consideration of BOD.
7. Preparation of Audit replies, RTI replies, etc.
8. General/Miscellaneous correspondences

Sr. Manager (EC-II):

[Sawra Kuddu HEP, Sainj HEP, IT related works]

Sr. Manager (EC-II) shall be responsible to assist DGM (E.C.) in following implementation works related to contract.

1. Once the E&M package is awarded, to ensure that as per the terms and conditions of the contract PBG(s), ABG(s) are received, and the same are got confirmed from the issuing Banks for their authenticity and validity.
2. L.C. (s) are opened, advance payments are released to the firms, Billing Breakups are approved in time. Further, it shall be ensured that P.O(s) are uploaded in SAP system and the same are released.
3. Co-ordinate between contractor, design and site office and other project related correspondence.
4. To look after all the commercial/ post contractual issues of the various projects under implementation so that progress of work is not hampered.
5. All correspondences/ communication with Funding Agencies.
6. Preparation of Memorandum(s) for consideration of BOD.
7. Preparation of Audit replies, RTI replies, etc.
8. IT works related to procurement.

Sr. Manager (EC-I):

Sr. Manager (EC-I) shall be responsible to assist DGM (E.C.) in following works related to Bidding process.

1. Assist DGM (E.C.) in respect of implementation works related to contract.
2. Preparation of commercial part of the Bidding Documents.
3. Approval/ vetting of Bidding Documents from finance cell, legal cell, the funding agency and Management before calling of tenders.
4. After approval of bidding document, publication, sale of documents, attending to the queries of prospective bidders both commercial and technical, arranging Pre-bid meeting, opening of bids.
5. Evaluation of Techno-commercial and financial bids i.e. preparation of evaluation reports viz. TBER and FBER.
6. Award of E&M package after due approvals/ no objection from funding agency and Management.
7. Future Hydro Electric projects
8. Future solar projects

Dy. Manager (EC-III-1):

[Shongtong Karchham HEP]

Dy. Manager (EC-III-1) shall be responsible for:

1. Maintenance of records/files etc.
2. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to contract.

3. To put up all the commercial/ post contractual issues of the project under execution along with draft letter/ proposal for approval to resolve the issues.
4. All correspondence to Co-ordinate between the contractor, design and site office in respect of the project under execution.
5. All correspondences/ communication with Funding Agencies.
6. Preparation of Memorandum(s) for consideration of BOD.
7. Preparation of Audit replies, RTI replies, etc.

Dy. Manager (EC-II-1):

Dy. Manager (EC-II-1) shall be responsible for:

1. Maintenance of records/files etc.
2. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to contract.
3. To put up all the commercial/ post contractual issues of the project under execution along with draft letter/ proposal for approval to resolve the issues.
4. All correspondence to Co-ordinate between the contractor, design and site office in respect of the project under execution.
5. All correspondences/ communication with Funding Agencies.
6. Preparation of Memorandum(s) for consideration of BOD.
7. Preparation of Audit replies, RTI replies, etc.

Dy. Manager (EC-I-1):

Dy. Manager (EC-I-1) shall be responsible for:

1. Maintenance of records/files etc.
2. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to contract.
3. To put up all the commercial/ post contractual issues of the project under execution along with draft letter/ proposal for approval to resolve the issues.
4. All correspondence to Co-ordinate between the contractor, design and site office in respect of the project under execution.
5. All correspondences/ communication with Funding Agencies.
6. Preparation of Memorandum(s) for consideration of BOD.
7. Preparation of Audit replies, RTI replies, etc.

Asstt. Engineer (EC-III-1):

[Berra Dol Solar Power Project]

Asstt. Engineer (EC-III-1) shall be responsible for:

1. Maintenance of records/files etc.
2. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to contract.

3. To put up all the commercial/ post contractual issues of the project under execution along with draft letter/ proposal for approval to resolve the issues.
4. All correspondence to Co-ordinate between the contractor, design and site office in respect of the project under execution.
5. All correspondences/ communication with Funding Agencies.
6. Preparation of Memorandum(s) for consideration of BOD.
7. Preparation of Audit replies, RTI replies, etc.
8. General/Miscellaneous correspondences

Asstt. Engineer (EC-II-1):

[Sainj HEP]

Asstt. Engineer (EC-II-1) shall be responsible for:

1. Maintenance of records/files etc.
2. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to contract.
3. To put up all the commercial/ post contractual issues of the project under execution along with draft letter/ proposal for approval to resolve the issues.
4. All correspondence to Co-ordinate between the contractor, design and site office in respect of the project under execution.
5. All correspondences/ communication with Funding Agencies.
6. Preparation of Memorandum(s) for consideration of BOD.
7. Preparation of Audit replies, RTI replies, etc.

Asstt. Engineer (EC-I-1):

Asstt. Engineer (EC-I-1) shall be responsible for:

1. Maintenance of records/files etc.
2. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to contract.
3. To put up all the commercial/ post contractual issues of the project under execution along with draft letter/ proposal for approval to resolve the issues.
4. All correspondence to Co-ordinate between the contractor, design and site office in respect of the project under execution.
5. All correspondences/ communication with Funding Agencies.
6. Preparation of Memorandum(s) for consideration of BOD.
7. Preparation of Audit replies, RTI replies, etc.

Junior Engineer (EC-III-1):

Junior Engineer (EC-III-1) shall be responsible for:

1. To Assist Dy. Manager (EC-III-1) / Asstt. Engineer (EC-III-1) in maintaining files/ record.
2. To Assist Dy. Manager (EC-III-1) / Asstt. Engineer (EC-III-1) in preparation of all cases.

Junior Engineer (EC-II-1):

Junior Engineer (EC-II-1) shall be responsible for:

1. To Assist Dy. Manager (EC-II-1) / Asstt. Engineer (EC-II-1) in maintaining files/ record.
2. To Assist Dy. Manager (EC-II-1) / Asstt. Engineer (EC-II-1) in preparation of all cases.

Junior Engineer (EC-I-1):

Junior Engineer (EC-I-1) shall be responsible for:

1. To Assist Dy. Manager (EC-I-1) / Asstt. Engineer (EC-I-1) in maintaining files/ record.
2. To Assist Dy. Manager (EC-I-1) / Asstt. Engineer (EC-I-1) in preparation of all cases.

ELECTRICAL DESIGNS

Electrical Design-Unit-II

**Dy. General Manager (ED-II) shall be head of Electrical Design (ED-II).
DGM (ED-II) shall be responsible for:-**

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
5. Once the E&M package is awarded, it shall be ensured that all drawings and designs are approved well in time and supplied to site office as per requirements of the project site.
6. To ensure that the equipment for the E&M contract are manufactured and got Inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
7. To coordinate the inspection of equipment by third party in projects where third party inspections are applicable.
8. To coordinate with the site offices to ensure smooth erection, testing and Commissioning of E&M equipment at site. This also involves regular visits of design office personnel to project sites.
9. Preparation of Audit replies / RTI replies pertaining to Electrical Design Unit – II.
10. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II.
11. To look after all the technical issues of various projects under implementation.

**Sr. Manager – I (Electrical Design Unit – II)
(Sainj HEP, STKHEP, Thana Plaun HEP) –**

Sr. Manager – I shall be responsible to assist AGM (ED-II) in the following implementation works related to design for:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with

- transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
 5. All drawings and designs related to Generator, Excitation system, Bus Duct, Generator Transformers, 400 KV Cables, Shunt Reactors, Governor, Control and Protection, Pot Head Yard Equipment and Structures, Co Ordination with HPPTCL/ Power grid and Cables and Accessories of Shongtong Karcham HEP.
 6. All drawings and designs related to MIV, Butterfly valve, Power House layout, Turbine, Governing system, Cooling water system, Drainage and dewatering, treated water system, EOT Cranes, LT & HT cables, LT & MV Switchgear, SLD of complete power house, Control & Protection, Digital governor, PLCC system, Surveillance system of Sainj HEP.
 7. DPR related communication regarding Thana Plaun HEP.
 8. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
 9. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
 10. Preparation of Audit replies / RTI replies pertaining to Electrical Design Unit – II.
 11. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components.
 12. To look after all the technical post contractual issues of various projects under implementation for assigned components.

**Sr. Manager – II (Electrical Design Unit – II)
(Sainj HEP, STKHEP, Nakthan HEP) –**

Sr. Manager – II shall be responsible to assist AGM (ED-II) in the following implementation works related to design:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
5. All drawings and designs related to Power House Layout, Butterfly valve (MIV), Turbine, Cooling water system, Drainage and dewatering, treated water system, Oil handling system, Progress

- Report, MRM, MDCC & MRC Record Keeping, Correspondence with Tractebel Engg. Pvt. Ltd (Third Party Inspection), Transportation related, Fire Fighting of Shongtong Karcham HEP.
6. All drawings and designs related to Fire fighting system, illumination, HVAC system of Sainj HEP.
 7. DPR related communication regarding Nakthan HEP.
 8. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
 9. To coordinate the inspection of equipment for assigned components by third party in projects where third party inspections are applicable.
 10. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
 11. Preparation of Audit replies pertaining to Electrical Design Unit – II.
 12. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components.
 13. To look after all the technical post contractual issues of various projects under implementation for assigned components.

**Sr. Manager – III (Electrical Design Unit – II)
(Sainj HEP, STKHEP, Renukaji HEP) –**

Sr. Manager – III shall be responsible to assist AGM (ED-II) in the following Implementation works related to design:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
5. All drawings and designs related to Auxiliary Transformer, L.T. Boards, 24 KV Switchgear, Ventilation & AC, Elevator, Surveillance, Grounding/Earthmat Design, Illumination, EOT Cranes, GIS, GCB, DG Sets, Public Address System, Workshop & Laboratory system and DC Batteries of Shongtong Karcham HEP.
6. All drawings and designs related to GIS EOT Crane, GIS, DG set, Generator and excitation system, IPBD, DC System, Compressed air system, Oil Handling system, Pothead yard, Electrical and mechanical workshop, MDCC record keeping of Sainj HEP.
7. DPR related communication regarding Renukaji HEP.
8. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the

- MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
9. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
 10. Preparation of Audit replies pertaining to Electrical Design Unit – II.
 11. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components.
 12. To look after all the technical post contractual issues of various projects under implementation for assigned components.

Manager./Dy. Manager/Assistant Engineer (E) – I

Mgr./Dy. Mgr/AE – I shall be responsible to assist Senior Manager-I in the following implementation works related to design for:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
5. All drawings and designs related to Generator, Excitation system, Bus Duct, Generator Transformers, 400 KV Cables & Shunt Reactors of Shongtong Karcham HEP.
6. All drawings and designs related to MIV, Butterfly valve, Power House layout, Turbine, Governing system, Cooling water system, Drainage and dewatering, treated water system, EOT Cranes, LT & HT cables, LT & MV Switchgear of Sainj HEP.
7. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
8. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
9. Preparation of Audit replies / RTI replies pertaining to Electrical Design Unit – II.
10. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components.
11. To look after all the technical post contractual issues of various projects under implementation for assigned components.

Manager./Dy. Manager/Assistant Engineer (E) – II

Mgr./Dy. Mgr/AE - II shall be responsible to assist Sr. Manager – I in the following implementation works related to design for:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
5. All drawings and designs related to Governor, Control and Protection, Pot Head Yard Equipment and Structures, Co Ordination with HPPTCL/ Power grid and Cables and Accessories of Shongtong Karcham HEP.
6. All drawings and designs related to SLD of complete power house, Control & Protection, Digital governor, PLCC system, Surveillance system of Sainj HEP.
7. DPR related communication regarding Thana Plaun HEP.
8. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
9. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
10. Preparation of Audit replies / RTI replies pertaining to Electrical Design Unit – II.
11. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components
12. To look after all the technical post contractual issues of various projects under implementation for assigned components.

Manager./Dy. Manager/Assistant Engineer (E) – III

Mgr./Dy. Mgr/AE – III shall be responsible to assist Sr. Manager – II in the following implementation works related to design:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with

- transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
 5. All drawings and designs related to Power House Layout, Butterfly valve (MIV), Turbine, Drainage and dewatering, treated water system of Shongtong Karcham HEP.
 6. All drawings and designs related to Fire fighting system, illumination, HVAC system of Sainj HEP.
 7. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
 8. To coordinate the inspection of equipment for assigned components by third party in projects where third party inspections are applicable.
 9. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
 10. Preparation of Audit replies pertaining to Electrical Design Unit – II.
 11. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components.
 12. To look after all the technical post contractual issues of various projects under implementation for assigned components.

Roles and Responsibilities of Mgr./Dy. Mgr/AE – IV

Mgr./Dy. Mgr/AE – IV shall be responsible to assist Sr. Manager – II in the following implementation works related to design:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
5. All drawings and designs related to Cooling water system, Oil handling system, Progress Report, MRM, MDCC & MRC Record Keeping, Correspondence with Tractebel Engg. Pvt. Ltd (Third Party Inspection), Transportation related, Fire Fighting of Shongtong Karcham HEP.
6. DPR related communication regarding Nakthan HEP.
7. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.

8. To coordinate the inspection of equipment for assigned components by third party in projects where third party inspections are applicable.
9. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
10. Preparation of Audit replies pertaining to Electrical Design Unit – II.
11. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components.
12. To look after all the technical post contractual issues of various projects under implementation for assigned components.

Roles and Responsibilities of Mgr./Dy. Mgr/AE – V

Mgr./Dy. Mgr/AE – V shall be responsible to assist Sr. Manager – III in the following implementation works related to design:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
5. All drawings and designs related to Auxiliary Transformer, L.T. Boards, 24 KV Switchgear, Ventilation & AC, Elevator, Surveillance, Grounding/Earthmat Design & Illumination of Shongtong Karcham HEP.
6. All drawings and designs related to GIS EOT Crane, GIS, DG set, Generator and excitation system, IPBD, DC System of Sainj HEP.
7. DPR related communication regarding Renukaji HEP.
8. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
9. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
10. Preparation of Audit replies pertaining to Electrical Design Unit – II.
11. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components.
12. To look after all the technical post contractual issues of various projects under implementation for assigned components.

Roles and Responsibilities of Mgr./Dy. Mgr/AE – VI

Mgr./Dy. Mgr/AE – VI shall be responsible to assist Sr. Manager – III in the following implementation works related to design:

1. Preparation of E&M part of FSR, DPR along with related drawings of projects, coordinate the same with Civil and Mechanical design wings and submit the same to General Manager (Electrical).
2. Preparation of technical part of Bidding Documents for above mentioned projects.
3. To look after works related to construction power, long term access agreement signing with CTU / STU and actively coordinate with transmission utilities to ensure timely construction of transmission networks for evacuation of power from HPPCL Projects.
4. After submission of Bids, Evaluation of Technical Part of Bids and preparation of evaluation reports, viz. TBER.
5. All drawings and designs related to EOT Cranes, GIS, GCB, DG Sets, Public Address System, Workshop & Laboratory system and DC Batteries of Shongtong Karcham HEP.
6. All drawings and designs related to Compressed air system, Oil Handling system, Pothead yard, Electrical and mechanical workshop, MDCC record keeping of Sainj HEP.
7. To ensure that the equipment for assigned components for the E&M contract are manufactured and got inspected in time. Thereafter, the MDCC for the equipment be issued after verifying the package list to ensure timely dispatch of inspected equipment to site.
8. To coordinate with the site offices to ensure smooth erection, testing and commissioning of E&M equipment for assigned components at site. This also involves regular visits of design office personnel to project sites.
9. Preparation of Audit replies pertaining to Electrical Design Unit – II.
10. Preparation of O&M manuals, Safety Manuals, Disaster Management Plan for Running Projects assigned to Electrical Design Unit – II for assigned components.
11. To look after all the technical post contractual issues of various projects under implementation for assigned components.

Electrical Design-I

**Dy. General Manager (ED-I) shall be head of Electrical Design (ED-I).
DGM (ED-I) shall be responsible for:-**

1. Preparation of Technical specification part of the Bidding Documents.
2. Approval of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, DGM (ED-I) to approve drawings/ documents as per contract.
5. To look after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Coordinating with PGCIL/HPPTCL for Evacuation of Power/Connectivity & LTOA in respect of various projects.
10. Preparation of Audit replies, RTI replies etc.
11. Submission of Engineering Audit reports of HEPs.
12. Release / Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.

Roles and Responsibilities of Sr. Manager (E)-I

(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju Project)

Sr. Manager (E)-I shall be responsible to assist DGM (ED-I) in implementation following works:-

1. Preparation of Technical specification part of the Bidding Documents.
2. Supervision/Checking of Technical specification of Bidding Document and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist DGM (ED-I) to approve of drawings/ documents as per contract.
5. To look after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.

8. All technical correspondences / communication with executing agencies and site offices.
9. Coordinating with PGCIL/HPPTCL for Evacuation of Power/Connectivity & LTOA in respect of various projects.
10. Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
11. Preparation of Audit replies, RTI replies etc.
12. General / Miscellaneous correspondences.
13. Engineering Audit of HEPs.

Roles and Responsibilities of Sr. Manager (E)-II

(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju, Solar Berra Dol Project)

Sr. Manager (E)-II shall be responsible to assist DGM (ED-I) in following implementation works related to contract:-

1. Preparation of Technical specification part of the Bidding Documents.
2. Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist DGM (ED-I) to approve of drawings/ documents as per contract.
5. To look after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.

Roles and Responsibilities of Sr. Manager (E)-III

(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju Project)

Sr. Manager (E)-III shall be responsible to assist DGM (ED-I) in following implementation works related to contract:-

1. Preparation of Technical specification part of the Bidding Documents.
2. Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.

3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist DGM (ED-I) to approve of drawings/ documents as per contract.
5. To look after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
11. General / Miscellaneous correspondences.

**Roles and Responsibilities of Dy. Manager/Manager (E) -I
(Kashang HEP, Sawra Kuddu HEP, Chanju-III and Deothal Chanju Project)**

Dy. Manager/Manager(E)-I shall be responsible to assist Sr. Manager(E)-I in following implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.
5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/ O&M manuals of Power Houses/other components.
13. Maintenance of records/files/notings etc.

14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

Roles and Responsibilities of Engineer (E) –II

(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju Project)

Engineer (E)-II shall be responsible to assist Sr. Manager(E)-I in following implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.
5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. Maintenance of records/files/notings etc.
13. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

Roles and Responsibilities of Engineer (E) –III

(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju Project)

Engineer (E)-III shall be responsible to assist Sr. Manager(E)-I in following implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.
5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. Maintenance of records/files/notings etc.
13. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

**Roles and Responsibilities of Dy. Manager/Manager (E) -IV
(Kashang HEP, Sugani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju, Berra Dol Project)**

Dy. Manager/Manager(E)-IV shall be responsible to assist Sr. Manager(E) II in following implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.
5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.

6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. Maintenance of records/files/notings etc.
13. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

Roles and Responsibilities of Engineer (E) –V
(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju, Berra Dol Project)

Engineer(E)-VI shall be responsible to assist Sr. Manager(E)-II in following implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.
5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. Maintenance of records/files/notings etc.
13. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.

14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

Roles and Responsibilities of Engineer (E) -VI

(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju, Berra Dol Solar Project)

Engineer (E)-VI shall be responsible to assist Sr. Manager(E)-II in following implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.
5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. Maintenance of records/files/notings etc.
13. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

Roles and Responsibilities of Dy. Manager/Manager (E) -VII

(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju Project)

Dy. Manager/Manager(E)-VII shall be responsible to assist Sr. Manager(E)-III in following

implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.
5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. Maintenance of records/files/notings etc.
13. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

Roles and Responsibilities of Engineer (E) –VIII
(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju Project)

Engineer (E)-VIII shall be responsible to assist Sr. Manager(E)-III in following implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.

5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. Maintenance of records/files/notings etc.
13. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

Roles and Responsibilities of Engineer (E) –IX
(Kashang HEP, Surgani Sundla Sawra Kuddu HEP, Chanju-III and Deothal Chanju Project)

Engineer (E)-IX shall be responsible to assist Sr. Manager(E)-III in following implementation works related to contract for:-

1. To assist Sr. Manager in Preparation of Technical specification part of the Bidding Documents.
2. To assist Sr. Manager in Supervision/Checking of Technical specification of Bidding Documents and submission of documents to contract cell for calling of tenders.
3. After approval of bidding document, attending quarries in respect of technical specifications of prospective bidders & during Pre-bid meeting.
4. Once the E&M package is awarded, to assist Sr. Manager to approve of drawings/ documents as per contract.
5. To assist Sr. Manager for looking after all the technical /post contractual issues of the various projects under implementation so that progress of work is not hampered.
6. To carry out works inspections & issuing MDCCs for the materials.
7. Co-ordinate between contactor, Electrical contract cell and site office and other project related correspondence.
8. All technical correspondences / communication with executing agencies and site offices.
9. Preparation of Audit replies, RTI replies etc.
10. General / Miscellaneous correspondences.
11. Engineering Audit of HEPs.
12. Maintenance of records/files/notings etc.

13. To assist Sr. Manager in Preparation of safety Manuals/Disaster Management Manuals/O&M manuals of Power Houses/other components.
14. To put up all cases duly linked with previous references for perusal and information in respect of implementation works related to the technical specification of the contract.
15. To put up all the technical specification / post contractual issues of the project under execution along with draft letter / proposal for approval to resolve the issues.

Roles and Responsibilities of Junior Engineer (E)

Junior Engineer (E) shall be responsible for:-

1. To assist Manager/ Dy. Manager / Asstt. Engineer in maintaining files /records/notings.
2. To assist Manager/ Dy. Manager / Asstt. Engineer in preparation of all cases