To,

As per list

Sub: Guidelines on project formulation for IT Applications in non-RAPDRP towns and Enterprise Resource Planning (ERP) under IPDS- reg.

Dear Sir,

The IPDS guidelines envisage covering works relating to Enterprise Resource Planning (ERP) and IT Applications in towns in addition to regular works of sub-transmission & distribution network strengthening, metering of feeders, distribution transformers and consumers and Solar panels on Govt. buildings. PFC has prepared guidelines on project formulation for IT and ERP applications, which have been deliberated in the 6th meeting of IPDS Monitoring Committee, held on 10th Dec. 2015 and were also discussed during the RPM on 11th Dec. 2015. A copy of the guidelines is forwarded to you along with this letter for your valuable comments and feedback, if any.

You are requested to send your feedback and comments within a weeks’ time, so that the same is finalised and circulated for project formulation.

Thanking you,

Yours Sincerely,

(Radhika Jha, IAS)
ED (IPDS)

Encld. Copy of Guidelines as above

CC: For kind information please
Guidelines for Project formulation for IT Applications in non-RAPDRP towns and Enterprise Resource Planning (ERP) under IPDS

1.0 Background:

As per IPDS guidelines, schemes for Enterprise Resource Planning (ERP) and IT enablement of distribution sector is envisaged to be covered as per requirement of utility. Scope of IT enablement has been extended to the statutory towns having population up to 5000 as per Census 2011. In 1st phase towns having population up to 15000 may be taken up and the population threshold may be gradually reduced to 5000.

For special category states, the population threshold may be 5000.

The present IT system under RAPDRP has adequate provision in the design of Data center (DC) / Disaster recovery center (DR) for meeting the ultimate requirement of entire state power utilities. To extend the coverage to additional towns, only incremental expenditure shall be required in DC / DR and benefit of IT based system for energy accounting and auditing can be derived in such towns also.

At present, the IT system is being established in 1409 towns across the country, which were selected on the basis of population criteria of 2001 Census (10000 for special Cat states and 30000 for other states) and sanctioned in year 2009-10. Now, as per Census 2011, there are more than 2600 smaller towns in the urban area of the country, where IT system is to be implemented in the distribution sector. IT enablement in these towns will enable improvement in Consumer satisfaction and power supply reliability and ultimately reduction of AT&C losses with the help of accurate measurement and proper Energy Accounting and Auditing. This is also required in view of the proposed monitoring of all 11 KV Feeder in the country through National Power portal (NPP).

Hence, it is prudent to implement IT based system in small towns also across the entire state to derive maximum benefits with incremental investment.

In spite of provision under IPDS, very few states have shown their willingness to implement ERP and IT system in smaller towns and most of the states prioritized the scheme with Distribution strengthening works only. However, Utilities may implement ERP and IT system in smaller towns in case additional funds are provided to them.

2.0 Guidelines for Project formulation : IT Applications -

The work shall cover mainly the following:

a) Supply and installation of additional hardware in the towns (such as routers, switches, PC, printer etc.), GPS based GIS survey of assets, data migration and project management.

b) Quantity of various IT infrastructure may be covered in the DPR as suggested below:
   - Layer-II switch, Router and 2 KVA UPS- 1 no. each per office location
   - Modem (if not covered in main DPR)- 1 no. for each Feeder, DT, Ring fence, meter, HT consumer
• Hand-Held Spot Billing Equip with Printer- 1 No. for 3000 consumers plus 10% spare
• Workstation PC - 3 No. per Sub-Division and 1 No. each for other offices
• Network LaserJet (LAN) Printer- 1 no. per Sub Division
• Dot Matrix Printers- 1 no. each for Sub Division and other offices
• Bar Code Reader- 3 no. per collection center

c) Meters, modems and AMR is already covered under scope of IPDS main DPR, under Distribution strengthening works, however utility may cover Modems in this DPR if not covered earlier.
d) For GPS based survey, satellite maps of resolution 2.5 m, mono data type available with NRSC may be used.
e) Only incremental up-gradation in Hardware/Server OS at Data center and DR center to cater additional towns is envisaged.
f) No Application Software license to be included in the DPR, as Enterprise licenses already covered under RAPDRP.
g) No revenue expenditure (such as Facility Management Services, Annual Technical Support, Annual Maintenance charges etc.) shall be considered under scope of DPR and need to be borne by Utility.
h) This additional scope of work shall be executed through inviting fresh NIT and awarding separate contracts. Utility may use the existing Model documents of Part-A of RAPDRP by suitably customizing as per scope of work sanctioned under IPDS and their requirements.

3.0 Guidelines for Project formulation: ERP Applications

The work shall cover mainly the following-
a) The entire IT infrastructure created at Data center/Disaster Recovery center under RAPDRP are required to be utilized for implementation of Enterprise ERP.
b) Only minimal number of servers required to host ERP applications are envisaged to be covered in the DPR.
c) The following ERP functions are envisaged to be covered in the scope of work, in case Utility do not have installed these ERP functions:
   • Human Resource Management including Self Service for Employees
   • Finance and Accounts
   • Materials (Purchase and Stores)
d) Any upgradation of existing ERP applications or installation of any add on modules in addition to above functionalities is not envisaged as per these guidelines.
e) The maximum no. of ERP licenses suggested to be covered in the DPR are as below, however utility to provide detail justification for no of users covered in the DPR along with prioritization:

- ERP Application users-
  i) Corporate office level- 100 to 300 depending upon size of state/utilities
  ii) Circle office level- 20
  iii) Division office & store level- 10
  iv) Subdivision office level- 3

- Self Service users- envisaged under IPDS for executive category of officials (up to AE level) (In case utility desires to cover all employees under Self-service, they can arrange additional licenses at their own cost)

- Payroll users - envisaged for all employees in the organization

f) As large no. of IT infrastructure has been sanctioned for IT enablement under RAPDRP, no separate IT infrastructure in field (PC, Printer, Router and switches, UPS etc.) to be covered in the DPR for ERP implementation. Any additional requirement on this account in other towns, if any to be arranged by utility on their own. In such cases utility is suggested to opt for MLLN (managed leased line network) to reduce cost on account of networking equipment.

g) However, IT infrastructure in field (PC, Printer, Router and switches, UPS etc.) may be covered in the DPR for implementation of ERP in stores at Circle/division/town level, if not covered earlier under RAPDRP.

h) The roll out of ERP implementation needs to be done in order of priority covering RAPDRP towns in first phase.

i) Only ERP product with above functionalities and its project implementation are required to be covered apart from any additional servers required for hosting these functions.

j) No revenue expenditure (such as product support post implementation, onsite implementation support, annual maintenance contract, Facility Management Services etc) shall be considered under scope of DPR and need to be borne by utility.

k) Implementation of ERP is not envisaged for Power departments, as their business process involves approvals from various Govt. departments and their finance is with state treasury. In order to reap benefits of ERP, it needs to be implemented across entire state Govt., which is beyond purview of IPDS.

l) In case of NE States, a common ERP solution may be hosted at common Data center created under RAPDRP and customized for various Utilities of NE states, with separate licenses for users in different utilities.
4.0 Miscellaneous common points.

a) Utilities who have given declaration at the time of submission of main DPR for IPDS that they will not implement ERP and IT applications in smaller towns, have not been considered for coverage under these guidelines.

b) Single consolidated DPR for IT Applications in smaller towns as well as ERP component shall be prepared by respective Utility with town wise cost and quantity break up.

c) IT Applications in smaller towns as well as ERP functionalities are required to be integrated with centralized Data center, DR center & Customer care center established or being established under Part-A (IT) of RAPDRP.

d) Adequate size of Bandwidth are required for running of IT Applications in smaller towns as well as ERP functionalities, which need to be procured by Utilities at their own cost.

e) Utility has to create an IT Cell comprising of team of IT experts having relevant qualifications, experience and background in the field of system integration and IT implementation. This team shall be involved from concept to commissioning of the system and shall also be the Nodal Department/Group from the Utility for all issues related to implementation of the project. In addition, the team should be capable of delivering following responsibilities:
   - Ensure availability of complete data, which shall require to be migrated to the existing IT System, to ITIA in soft and hard copies.
   - Cross-verify and authenticate the data migrated by ITIA.

f) Utility has to ensure timely availability of any other infrastructure or facilities that are essential for implementation of project but are not in the scope of IT Implementing Agency’s (ITIA) viz. system metering etc.

g) Works in progress should not be included in the new schemes under R-APDRP.

h) The cost estimates should not include any departmental overhead expenses. All such expenditures should be borne by the utility.

i) Utility shall ensure AMR for all 11 KV Feeders.

j) Utility shall provide all possible support to MoP/Nodal Agency (PFC) and their representatives for successful implementation of the projects.

k) The funding shall be governed as per existing IPDS guidelines and conditionality.
<table>
<thead>
<tr>
<th>Letter addressed to:</th>
<th>Copy to:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANDHRA PRADESH</strong></td>
<td></td>
</tr>
</tbody>
</table>
| Shri K Venkata Narayana  
  Chairman & Managing Director,  
  Northern Power Dist Co.of Telangana Ltd.  
  House No. 2-5-31/2  
  Vidyut Bhawan, Nakkalagutta,  
  Hanamkonda  
  Warangal – 506 001 | Shri Arvind Kumar, IAS  
  Principal Secretary (Energy)  
  Govt. of Telangana,  
  D Block, Secretariat,  
  Hyderabad |
| Shri H.Y. Dora  
  Chairman & Managing Director  
  AP Southern Power Dist. Co. Ltd.  
  Srinivasa Kalyana Mandampam Backside,  
  Tiruchanoor Road, Kesavaya Gunta,  
  Thirupathi – 517 501 | Shri Ajay Jain,  
  Secretary (Energy)  
  Energy Department  
  Govt. of Andhra Pradesh,  
  FDC Complex, Opposite Mahaveer Hospital,  
  A C Guards,  
  Hyderabad 500 082 |
| Shri Mutyla Raju, IAS  
  Chairman & Managing Director  
  AP East Power Dist. Co. Ltd.  
  P&T Colony, Near Gurudwara Junction,  
  Seethamadhi  
  Vishakapatnam – 530013 | Shri Ajay Jain,  
  Secretary (Energy)  
  Energy Department  
  Govt. of Andhra Pradesh,  
  FDC Complex, Opposite Mahaveer Hospital,  
  A C Guards,  
  Hyderabad 500 082 |
| Shri Raghuna Reddy  
  Chairman & Managing Director  
  Southern Power Dist. Co. of Telangana Ltd.  
  G-1-50 Mint Compound,  
  Hyderabad-500063. | Shri Arvind Kumar, IAS  
  Principal Secretary (Energy)  
  Govt. of Telangana,  
  D Block, Secretariat,  
  Hyderabad |
| Shri R. Lakshamanan, IAS  
  Managing Director,  
  North Bihar Power Distribution Company Ltd.  
  Vidyut Bhawan, Bailey Road  
  Patna-800 021 | Sh. Pratyaya Amrit, IAS  
  Secretary (Energy)  
  Deptt. Of Energy, Govt. of Bihar  
  8 Daroga Prasad Rai Path  
  Patna |
| Sandeep Kumar R. Pudakalkatti, IAS  
  Managing Director,  
  South Bihar Power Distribution Company Ltd.  
  Vidyut Bhawan, Bailey Road  
  Patna-800 021 | Sh. Pratyaya Amrit, IAS  
  Secretary (Energy)  
  Deptt. Of Energy, Govt. of Bihar  
  8 Daroga Prasad Rai Path  
  Patna |
| Shri Ankit Anand, IAS  
  Managing Director  
  Chhattisgarh State Power Distribution Co. Ltd.  
  Danganiya, P.O. Sunder Nagar,  
  Raipur-492013 | Shri Aman Singh  
  Principal Secretary (Energy)  
  Govt. of Chhattisgarh, Deptt. Of Energy,  
  Mahanandi Bhawan, Naya  
  Mantralaya, Raipur |
<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sh. R.K. Purwar, IAS</td>
<td>Managing Director, Jharkhand Bijli Vitran Nigam Ltd., HEC Engineering Building, P.O. DHURWA, Ranchi</td>
<td>Jharkhand</td>
</tr>
<tr>
<td>Shri S.K.G, Rahathe, IAS</td>
<td>Secretary (Energy), Govt. of Jharkhand, Nepal House, Doranda, Ranchi</td>
<td>Jharkhand</td>
</tr>
<tr>
<td>Sh. P.K. Pandey, IAS</td>
<td>Managing Director, Bangalore Elecy. Supply Co. Ltd. Corporate Office, K.R. Circle Dr. Ambedkar Veedi</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Sh. P. Ravikumar, IAS</td>
<td>Addl. Chief Secretary (Energy), Deptt. Of Energy, Govt. of Karnataka, Vikas Soudha, Room No.236-237, Bangalore</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Sh. Chikkananjappa</td>
<td>Managing Director, Mangalore Electricity Supply Corpn., Corporate Office, Paradigm Plaza, 5th floor, AB Shetty Circle, Mangalore-575 001</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Sh. P. Ravikumar, IAS</td>
<td>Addl. Chief Secretary (Energy), Deptt. Of Energy, Govt. of Karnataka, Vikas Soudha, Room No.236-237, Bangalore</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Ms. Khusboo G. Chodhary,</td>
<td>Managing Director, Hubli Electricity Supply Co. Ltd. ESCOM, Corporate Office, P.B. Road, Navnagar, Hubli</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Sh. P. Ravikumar, IAS</td>
<td>Addl. Chief Secretary (Energy), Deptt. Of Energy, Govt. of Karnataka, Vikas Soudha, Room No.236-237, Bangalore</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Sh. M. Mahadev</td>
<td>Managing Director, Gulbarga Electricity Supply Co. Ltd., Corporate Office, Main Road Gulbarga-585 102. (Karnataka)</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Sh. P. Ravikumar, IAS</td>
<td>Addl. Chief Secretary (Energy), Deptt. Of Energy, Govt. of Karnataka, Vikas Soudha, Room No.236-237, Bangalore</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Shri D. Kiran</td>
<td>Managing Director, Chamudeshwari Electric Supply Corpn. Ltd. No. 927, LI Avenue Commercial Complex New Kantharaja Road, Saraswanthipuram Mysore-570 009.</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Sh. P. Ravikumar, IAS</td>
<td>Addl. Chief Secretary (Energy), Deptt. Of Energy, Govt. of Karnataka, Vikas Soudha, Room No.236-237, Bangalore</td>
<td>Karnataka</td>
</tr>
<tr>
<td>Shri Mukesh Gupta, IAS</td>
<td>Managing Director, M.P. Purvi Kshetra Vidyut Vitran Co. Ltd., Shakti Bhawan, Vidyut Nagar, Jabalpur – 482 008.</td>
<td>Madhya Pradesh</td>
</tr>
<tr>
<td>Sh. I.C.P. Keshari, IAS</td>
<td>Principal Secretary (Energy), Govt. of Madhya Pradesh, Mantralaya, 310-C, 3rd Floor, Vallabhbhawan, Bhopal</td>
<td>Madhya Pradesh</td>
</tr>
<tr>
<td>Name</td>
<td>Designation</td>
<td>Address</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Shri Aakash Tripathi, IAS</td>
<td>Managing Director</td>
<td>M.P. Paschim Kshetra Vitran Co. Ltd., Polo Grounds, Indore – 452 003.</td>
</tr>
<tr>
<td>Sh. I.C.P. Keshari, IAS</td>
<td>Principal Secretary (Energy)</td>
<td>Govt. of Madhya Pradesh, Mantralaya, 310-C, 3rd Floor, Vallabh Bhawan, Bhopal</td>
</tr>
<tr>
<td>Sh. I.C.P. Keshari, IAS</td>
<td>Principal Secretary (Energy)</td>
<td>Govt. of Madhya Pradesh, Mantralaya, 310-C, 3rd Floor, Vallabh Bhawan, Bhopal</td>
</tr>
<tr>
<td>Shri SB Atmaram, IAS</td>
<td>Chairman &amp; Managing Director</td>
<td>Jaipur Vidyut Vitran Nigam Ltd., Vidyut Bhawan, Janpath, Jyoti Nagar, Jyoti Marg, Jaipur - 302 005.</td>
</tr>
<tr>
<td>Shri Sanjay Malhotra</td>
<td>Principal Secretary (Energy)</td>
<td>Govt. of Rajasthan, Room No. 8340, SSO Building Secretariat, Janpath, Jaipur</td>
</tr>
<tr>
<td>Ms. Aarti Dogra,</td>
<td>Managing Director</td>
<td>Jodhpur Vidyut Vitran Nigam Ltd., New Power House, Industrial Area Jodhpur – 342 003.</td>
</tr>
<tr>
<td>Shri Sanjay Malhotra</td>
<td>Principal Secretary (Energy)</td>
<td>Govt. of Rajasthan, Room No. 8340, SSO Building Secretariat, Janpath, Jaipur</td>
</tr>
<tr>
<td>Shri Hemant Gera</td>
<td>Managing Director</td>
<td>Ajmer Vidyut Vitran Nigam Ltd., Vidyut Bhawan, Pancheel, Makarwali Road, Ajmer</td>
</tr>
<tr>
<td>Shri Sanjay Malhotra</td>
<td>Principal Secretary (Energy)</td>
<td>Govt. of Rajasthan, Room No. 8340, SSO Building Secretariat, Janpath, Jaipur</td>
</tr>
<tr>
<td>Dr. M. Sai Kumar, IAS</td>
<td>Chairman &amp; Managing Director</td>
<td>Tamil Nadu Generation &amp; Distribution Corporation (TANGEDCO) N.P.K.R, Maaligai 800 Electricity Avenue, Anna Salai, Chennai – 600 002.</td>
</tr>
<tr>
<td>Sh. Rajesh Lakhoni, IAS</td>
<td>Secretary (Power)</td>
<td>Govt. of Tamil Nadu, Secretariat Fort St. George, Chennai</td>
</tr>
<tr>
<td>Sh. S.K. Ray,</td>
<td>Chairman cum Managing Director</td>
<td>Tripura State Elecy Corporation Ltd. Vidyut Bhawan, North Banamalipur, Agartala-799001. Tripura</td>
</tr>
<tr>
<td>Shri S.K. Rakesh, IAS</td>
<td>Principal Secretary (Power)</td>
<td>Deptt. Of Power, Govt. of Tripura, Civil Secretariat, Agartala</td>
</tr>
<tr>
<td>Shri VV Pant,</td>
<td>Managing Director</td>
<td>Paschimanchal Vidyut Vitran Nigam Ltd. Victoria Park Meerut – 250 001.</td>
</tr>
<tr>
<td>Sh. Sanjay Agarwal, IAS</td>
<td>Principal Secretary (Energy)</td>
<td>Govt. of Uttar Pradesh, Bapu Bhawan, Room No. 104, UP Secretariat, Lucknow</td>
</tr>
<tr>
<td>Name</td>
<td>Designation</td>
<td>Address 1</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Sh. Shamim Ahmad,</td>
<td>Managing Director</td>
<td>Madhynchal Vidyut Vitrak. Ltd. 4A, Gokhle Marg</td>
</tr>
<tr>
<td>Sh. A.K. Singh,</td>
<td>Managing Director</td>
<td>Purvanchal Vidyut Vitrak Ltd. Hydel Colony, Bhikhari Pur, Post DLW, Varanasi 221004</td>
</tr>
<tr>
<td>Sh. P.N. Singh, IAS</td>
<td>Managing Director</td>
<td>Dakshinanchal Vidyut Vitrak Ltd. 220 K.V. Vidyut Sub Station Mathura Agra By Pass Road, Sikandra, AGRA-282007</td>
</tr>
<tr>
<td>Smt. Selva Kumari J, IAS</td>
<td>Managing Director, KESCO</td>
<td>Kesa House, 14/71 Civil Lines, Kanpur</td>
</tr>
<tr>
<td>Shri P. Buzarbaruah</td>
<td>Managing Director</td>
<td>Assam Power Distribution Co. Ltd. Bijuli Bhawan IV Floor, Paltan Bazar Guwahati - 781001</td>
</tr>
<tr>
<td>Sh. Sanjay Agarwal, IAS</td>
<td>Principal Secretary (Energy)</td>
<td>Government of Uttar Pradesh, Bapu Bhawan, Room No. 104, UP Secretariat, Lucknow</td>
</tr>
<tr>
<td>Sh. Sanjay Agarwal, IAS</td>
<td>Principal Secretary (Energy)</td>
<td>Government of Uttar Pradesh, Bapu Bhawan, Room No. 104, UP Secretariat, Lucknow</td>
</tr>
<tr>
<td>Sh. Sanjay Agarwal, IAS</td>
<td>Principal Secretary (Energy)</td>
<td>Government of Uttar Pradesh, Bapu Bhawan, Room No. 104, UP Secretariat, Lucknow</td>
</tr>
</tbody>
</table>