

ಹುಬ್ಬಳ್ಳಿ ವಿದ್ಯುತ್ ಸರಬರಾಜು

ಕಂಪನಿ ನಿಯಮಿತ

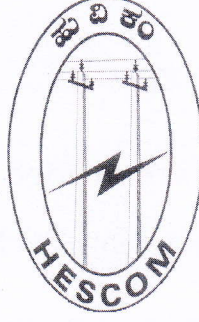
[ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಂಪೂರ್ಣ ಸಾಮ್ಯಕ್ಕೆ ಒಳಪಟ್ಟಿದೆ]

ನಿಗಮ ಕಛೇರಿ,

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HUBLI ELECTRICITY SUPPLY COMPANY LIMITED

[Wholly owned Govt. of Karnataka undertaking]

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Preamble:

1. HESCOM has implemented major IT initiatives like R-APDRP, MIS, Ganga Kalyana, Enumeration of IP sets, Customer care center, ERP, Online payments, etc. There are new software and applications planned in near future - mainly solar billing, DAS, HT consumer related application, taking over of billing applications in R-APDRP and Non R-APDRP area. To meet the existing and new upcoming business objectives of the organization, major IT and Smart Grid initiatives will be taken up by HESCOM in near future. So, it's become imperative to have an IT and Smart Grid organization structure and Cadre which is aligned to the Strategic and business goals of the organization.
2. Proposed for this structure is given below headed by Superintending Engineer who will report to the Director (Technical), HESCOM and will get valuable guidance. The functions of IT cadre are divided into the following three categories, which will be headed by one Executive Engineer.
 - a. Information and Communication Technology (ICT).
 - b. Smart Grid.
 - c. Operations and CISO.
3. Hence, the subject Agenda was placed before the 71st BoD held on 07.12.2015 vide Subject No. 71/25. The Board accorded approval for creation of new ICT and Smart Grid Organization in the Corporate Office, HESCOM, Hubballi.

Hence, the following order;

No: HESCOM/GM(A)/AO(A)/AAO(A)/71st BM/CR-12/14-15/CYS- 3377

Date: 5 FEB 2016

In accordance with the preamble cited above, I am directed to convey the approval of the Board, for the creation of new **ICT and Smart Grid Cell** at Corporate Office, Hubballi with the following constitutions.

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The ICT and Smart Grid Cell are divided into following three categories;

- (a) Information and Communication Technology (ICT).
- (b) Smart Grid.
- (c) Operations and CISO.


The following staff pattern for the ICT, Smart Grid and, Operations and CISO is as below;

| Designation | No. of positions | Internal | | Outsourced | Remarks |
|----------------------------|------------------|----------------------------------|---------------------|------------|---|
| | | Redeployed from existing IT Cell | Newly created posts | | |
| Superintending Engineer | 1 | 0 | 0 | 1 | |
| ICT | | | | | |
| Executive Engineer | 1 | 0 | 0 | 1 | |
| Asst. Executive Engineer | 2 | 1 | 0 | 1 | Redeployed from IT&MIS Section. |
| Assistant Engineer | 12 | 3 | 2 | 7 | 1 post is redeployed from IT&MIS Section and 2 posts are redeployed from R-APDRP Section. |
| Smart Grid | | | | | |
| Executive Engineer | 1 | 1 | 0 | 0 | Redeployed from IT&MIS Section. |
| Asst. Executive Engineer | 2 | 1 | 0 | 1 | Redeployed from IT&MIS Section. |
| Assistant Engineer | 4 | 0 | 2 | 2 | |
| Operations and CISO | | | | | |
| Executive Engineer | 1 | 0 | 0 | 1 | |
| Asst. Executive Engineer | 2 | 1 | 0 | 1 | Redeployed from R-APDRP Section. |
| Assistant Engineer | 4 | 0 | 2 | 2 | |

Earlier, IT Cell created vide order No. HESCOM/GM(A)/AO(A)/AAO(A)/64th BM/CR-12/14-15/CYS-3324, dated: 31.01.2015 stands abolished after complete operational functioning of ICT and Smart Grid Cell.

The ICT and Smart Grid Cell structure and, the duties and responsibilities are annexed herewith.

The above order shall come in to force with immediate effect.


General Manager
(Admin & HRD)

Copy Submitted to:

- 1) Additional Chief Secretary, Energy Department, GoK, Bengaluru.

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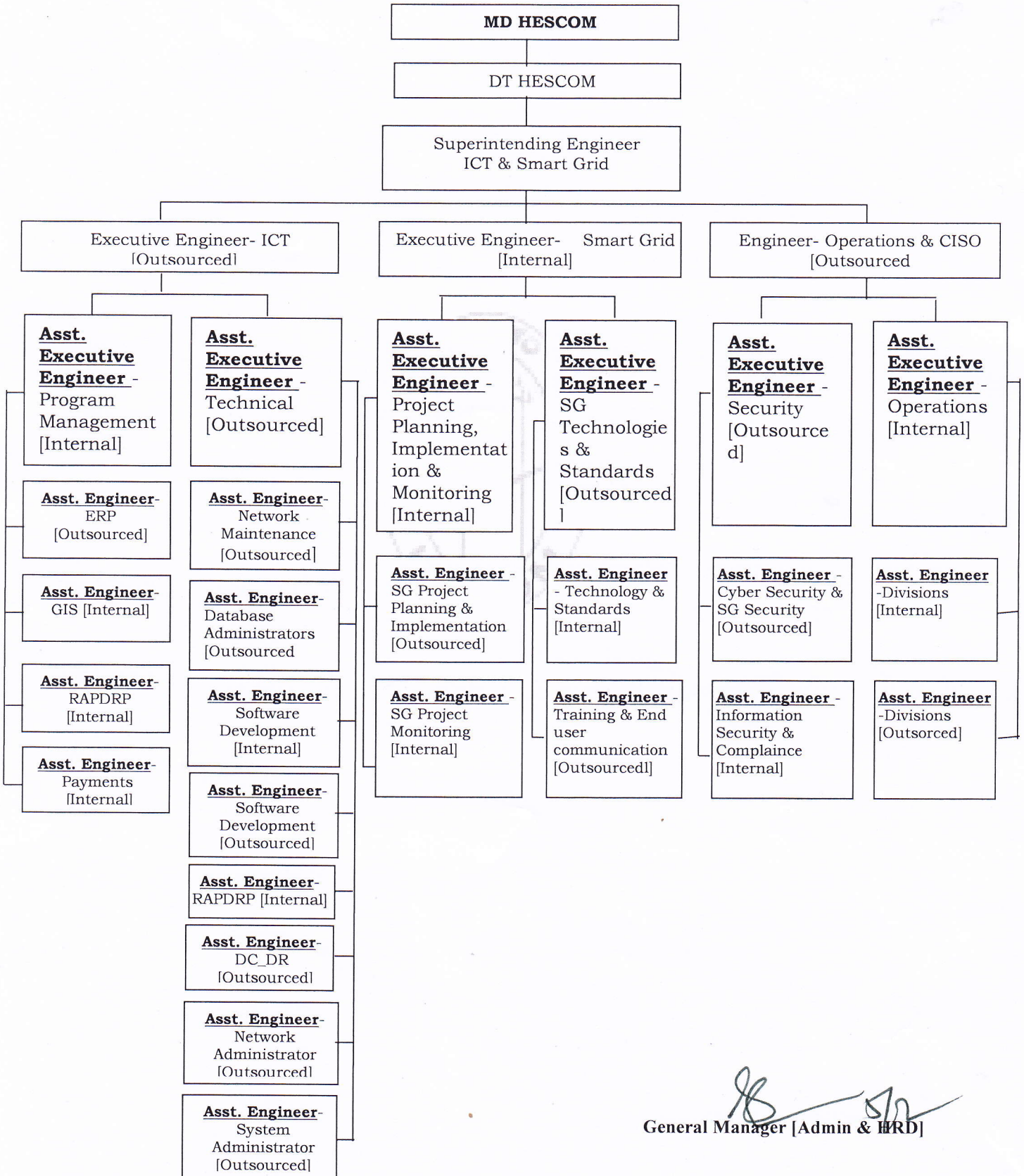
- 1) Director (Admin & HR), KPTCL, Kaveri Bhavan, Bengaluru.
- 2) Director (RA) & Company Secretary, KPTCL, Kaveri Bhavan, Bengaluru.
- 3) Director (Technical), Corporate Office, HESCOM, Hubballi.
- 4) Financial Adviser, Corporate Office, HESCOM, Hubballi.
- 5) General Manager (Technical), Corporate Office, HESCOM, Hubballi.
- 6) Chief Engineer (Ele), Hubballi/Belagavi Zone, HESCOM, Hubballi/Belagavi.
- 7) Superintending Engineer (El), PMC/T&P/IT, Corporate Office, HESCOM, Hubballi.
- 8) All Superintending Engineers (Ele), O&M Circle, HESCOM.
- 9) Controller of Accounts (I/A)/ (A&R), Corporate Office, HESCOM, Hubballi.

Copy to:

- 1) All Executive Engineers (Ele), HESCOM.
- 2) All Accounts Officer, HESCOM
- 3) Accounts Officer (Internal Management), Corporate Office, HESCOM, Hubballi.
- 4) Accounts Officer (I/A)/ (Internal Management), Corporate Office, HESCOM, Hubballi.
- 5) PS to MD/DT/FA, Corporate Office, HESCOM, Hubballi.

HUBLI ELECTRICITY SUPPLY COMPANY LIMITED

Structure of ICT and Smart Grid Cell:



[Signature]
General Manager [Admin & HRD]

ANNEXURE : ROLES AND RESPONSIBILITIES.

A. MANAGEMENT CADRE

Superintending Engineer – ICT & Smart Grid

| Role | Responsibility |
|---------------------|--|
| SE ICT & Smart Grid | <ol style="list-style-type: none">1 Strategic direction to digital transformation in smart grid implementation and IT implementation.2 Lead both IT and Grid functions and collaborate/supervise smooth functioning of both functions to ensure digital transformation3 Thought leadership in Smart grid and IT areas to implement innovative solutions4 Manage Budget/Vendor relationship etc. |

B. ICT TEAM ROLES RESPONSIBILITY AND SELECTION METHODOLOGY

1. Executive Engineer - ICT

| Role | Responsibility |
|--------|---|
| EE ICT | <ol style="list-style-type: none">1 Lead IT functions and develop IS strategy for organization by defining how IT can help in effective business delivery IT budgeting and planning and effective implementation2 Oversee IT implementation/Maintenance of ERP and other enterprise applications and guide in-house IT development3 Develop in-house IT team and effective deployment Develop infrastructure /Network security strategies and implement4 Monitor all IS activities in organization |

2. Assistant Executive Engineer – Program Management

| Role | Responsibility |
|--------------------------|--|
| AEE (Program Management) | <p>Design and Implement Enterprise applications solutions by identifying various organizational needs .Also design and implement Enterprise architecture</p> <p>Develop/enhance and maintain existing applications like RAPDRP and other host of web applications</p> <p>Provide advanced applications support for Company-wide, mission-critical computing affecting all departments, coordinate, integrate, test, implement, and manage applications and system interfaces</p> <p>Monitor budget application effectively Liase with vendors to innovate and for design /maintenance activities</p> <p>Build team of managers/engineers and foster career growth for them</p> |

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3. AEE – Technical

| Role | Responsibility |
|-----------------|---|
| AEE - Technical | <p>Responsible for aligning infrastructure of the company to the requirements of new IT initiatives such as ERP implementation/EA implementation etc. Design, deploy and maintains IT infrastructure</p> <p>Responsible for developing annual infrastructure plans Responsible for tracking infrastructure needs for applications / users Responsible for developing guidelines/ procedures for IT security/ data security/ LAN, WAN management etc. Responsible for setting up the infrastructure through vendors for the organization Responsible for managing /engineering infrastructure for data center Responsible for managing infrastructure deployment and maintenance</p> |

4. AE - ICT

| Personnel | Responsibilities |
|--------------------------|--|
| AE R-APDRP | <p>Manage implementation done by vendors according to Functional and SRS requirement. To Be involved in UAT. Manage project schedule, risk mapping and mitigation, milestone adherence and payments approval to vendor. Program management responsibility for entire lifecycle of implementation project Documentation of Requirements, FDS/SRS review, Project plan review, Risk documentation and mitigation plans etc. Interaction with vendor teams to deliver as per SRS. Payment approval for Vendors.</p> |
| AE- Network Maintenance | <p>Daily maintenance of Networks, addition of nodes, antivirus management. IP management, administration of network devices like switches, routers modems etc. Network tuning, performance management and utilization management</p> |
| AE- DC-DR | <p>Responsible for developing annual infrastructure plans. Responsible for tracking infrastructure needs for applications / users Responsible for developing guidelines/ procedures for IT security/ data security/ LAN, WAN management etc. Responsible for setting up the infrastructure through vendors for the organization Maintain KPI and SLA ,DC/DR drill etc.</p> |
| AE- Software Development | <p>Develop/Enhance and maintain existing applications and design new application. Build team of support engineers to maintain the online payment applications (web applications). Monitoring of projects and develop team regarding this.</p> |

| | |
|----------------------------|---|
| AE- Database Administrator | Database maintenance and support functions |
| AE- System Administrator | Installing, supporting, and maintaining servers or other computer systems, and planning for and responding to service outages and other problems |
| AE- Network Administration | Network maintenance and support |
| AE- Software Development | Should be well versed in all aspects of the database, as well as database query techniques. Reviewing current systems Presenting ideas for system improvements Working closely with analysts, designers and staff Producing detailed specifications and writing the program codes Testing the product in controlled, real situations before going live Preparation of training manuals for users Maintaining the systems once they are up and running Preparation of training manuals for users Maintaining the systems once they are up and running |

C. OPERATIONS AND CISO TEAM ROLES RESPONSIBILITY AND SELECTION METHODOLOGY

1. Executive Engineer – Operations and CISO

| Role | Responsibility |
|-------------------------|---|
| EE. Operations and CISO | Develop Strategic plans for information security, Policy planning, manage security policies and Information security auditing. Head planning function and oversee team to planning for both IT and Smart grid projects to be implemented in future. Lead a team to develop RFP/TOR and evaluate potential vendors. Plan and establish organization-wide Information security Management System (ISMS) in accordance with ISO/IEC 27001 Standard, directions and advice of NCIIPC and other relevant security standards. |

2. Assistant Executive Engineer – CISO

| Role | Responsibility |
|------------|--|
| AEE - CISO | Policy planning regarding information security, standards, procedures, processes etc. information security and risk management Manage and develop guidelines for security audit and conduct the same. Develop team of Security experts and train them Developing, maintaining, reviewing And improving strategic organization wide Information security and risk management Plan. |

3. Assistant Executive Engineer – Operations

| Role | Responsibility |
|-----------------|---|
| AEE- Operations | Identify IT related requirement within organization by liaising with other sections Prepare details plans for IT relate projects (Project, functional, Technical etc.) Market analysis and vendor interaction to understand offerings and technology Float RFP regarding IT projects. Vendor evaluation and Selection. |

4.AE— Operations and CISO

| Role | Responsibility |
|---------------|--|
| AE - Security | Develop IT and cyber security plans and implement the same. Ensure security Audit. Conduct audit of security with help of third parties and ensure proper communication of security policies. |

| Role | Responsibility |
|------------------|--|
| AE - SG Security | Develop Grid security policy plan and implement the same Security audit for grid communication and security infrastructure Develop and plan for smart grid projects security plans and issues. |



| Role | Responsibility |
|-----------------|--|
| AE - Operations | RFP preparation for Information Technology related projects. Prepare details plans for IT relate projects (Project ,functional ,Technical etc._) Market analysis and vendor interaction to understand offerings and technology IT support and project management, reporting analysis of various IT initiatives. |

| Role | Responsibility |
|-----------------|--|
| AE - Operations | RFP preparation for Information Technology related projects. Prepare details plans for IT relate projects (Project ,functional ,Technical etc._) Market analysis and vendor interaction to understand offerings and technology IT support and project management, reporting analysis of various IT initiatives. |

D. SMARTGRID TEAM ROLES RESPONSIBILITY AND SELECTION METHODOLOGY

1. Executive Engineer – Smart Grid

| Role | Responsibility |
|---------------|---|
| EE Smart Grid | <ol style="list-style-type: none"> 1. Lead smart Grid functions/Develop Smart Grid strategy and roadmap to effectively meet organizational and Business goals 2. Budget planning for Grid solutions and effective implementation and delivery 3. Mentor and develop in-house team for Smart grid solution implementation and maintenance 4. Liase with different vendors/industry experts and forums to innovate and deploy new and effective grid solutions 5. Smart grid infrastructure design/implementation and maintenance 6. Monitor all Smart grid activities in Company |

2. Assistant Exeective Engineer– Project planning, implementation and monitoring

| Role | Responsibility |
|---|---|
| AEE (Project planning, implementation and monitoring) | <ol style="list-style-type: none"> 1. To plan /Design/Conceptualize SG projects in the areas of SCADA /DMS, AMR, GIS, LV automation etc. 2. Implement SG projects with vendors /In-house and monitor effectively 3. Build SG team to plan and monitor effectively. 4. Set up PMO team, Project plan preparation, Risk evaluation, Costing and project implementation, review, and vendor management |

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3. Assistant General Manager – SG Technology and Standards

| Role | Responsibility |
|-----------------------------------|---|
| AEE (SG Technology and Standards) | Develop Smart Grid Standards for HESCOM based on IEC, IEEE standards and liaising with ISGF and other professional Groups. Technology selection for SG projects. Liase with industry vendors and create vision for Technology implementation Continuous development of standards and monitoring of projects with respect to standards |

4. AE – Smart Grid

| Role | Responsibility |
|---|--|
| AE SG Project Planning & implementation | Perform field survey & data gathering of project area. Prepare technical drawings, specifications of electrical systems, or topographical maps to ensure that installation and operations conform to standards and requirements for project implementation. Prepare specifications for purchases of materials or equipment. Prepares RFP. Scrutinizes the tender/vendor documents. |

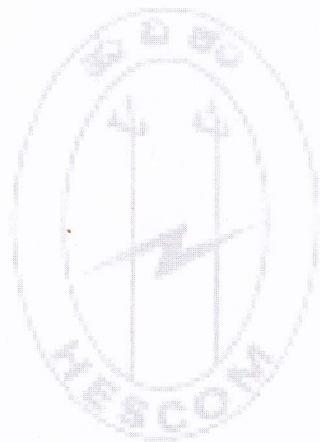
| Role | Responsibility |
|-------------------------------------|--|
| AE SG project monitoring (Internal) | Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project. Scheduling the resources as per pert chart to complete the project. To Execute the project according to the project plan. Monitor the progress of the project and to ensure the successful completion of the project. Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards. Manage all project funds according to established accounting policies and procedures. Ensure that the project deliverables are delivered on time, within budgetary allocation and at required level of quality. |

| Role | Responsibility |
|-----------------------------|---|
| AE Technology and Standards | To identify and prioritize new smart grid technologies, standards and solutions that support customers and shareholders. Focus areas include Operations, Energy Storage, Data Analytics and the Smart Home. Support the implementation of the five year smart grid business plan setting clearly defined goals and deliverables with a performance management and reporting system for Smart Grid initiatives. Monitor and report changes to government, regulator and industry legislation and/or regulation standards that impact Smart Grid development. Monitor, review and report Smart Grid new technologies and industry trends in both the electricity distribution system and end use (customer) applications. |



[P.T.O.]

| Role | Responsibility |
|--|---|
| AE Training and end user communication | <p>Consumer education: Responsible for conducting consumer awareness programs, coordinating public education speaks, co-facilitating presentations, responding to inquiries about the Public Education program.</p> <p>Training: Designing and expanding training and development programmers based on the needs of the organization and the individual on smart grid technology. The training programs should be carefully elaborated with vendor participation and utility specialists from each of the previous mentioned departments, to guarantee that all necessary staff will be trained and that periodic recycling trainings are done on smart grid technology.</p> <p>Coordinate and participate in Public Education activities including presentations, workshops. Update existing public education materials. Respond to inquiries and provide needed resources. Outlining program activities. Identifying training and development needs within an organization on smart grid technology. Designing and expanding training and development programme, devising individual learning plans. Producing training materials for in-house courses. Scheduling the training programs. Amending and revising programmers as necessary, in order to adapt to changes occurring in the work environment.</p> |




General Manager [Admin & HRD]