

RESPONSIBILITIES AND FUNCTIONS HO DEPARTMENTS

Responsibilities and authorities of higher management personnel of Mahagenco at Corporate Office Mumbai, are defined and documented and are as follows:

Chairman and Managing Director (CMD)

- Provides strategic directions for the implementation of company's corporate policies
- Defines and communicates the quality policy and objectives of the organization.
- Periodically reviews the performance of the company with top management
- Defines duties and responsibilities of management staff.
- Provides adequate resources including Human Resources and suitable work environment for various activities at Mahagenco Corporate Office Mumbai and all establishments at plant and project sites.
- Overall responsible for activities related to continual improvement.
- Overall responsible for implementation and maintenance of the Quality Assurance Management System
- External communication with regulatory authorities and various Government bodies.

Director (Operations)

- Sets & monitors the objectives and targets of O&M department.
- Reviews the performance of the plants and implements continual improvement plans.
- Monitors corrective actions relating to processes and procedures of O&M department.
- Co-ordinates with statutory and regulatory bodies to comply with related provisions.
- Guides and directs the staff of O&M department towards optimum utilization of resources.
- Plans for up-gradation of technology within the areas of his control.

Director (Projects)

- Recommends and initiates power capacity addition plans and other technical/ financial collaboration matters of Mahagenco for project implementation
- Makes proposals, including Project budget estimates for new projects for GoI, GoM and MERC approvals.
- Obtains clearance / consent from MoEF, Aviation Ministry, ASI, State Pollution Control Boards for new projects
- Approves /obtains approval of proposals for award of major contracts, purchases of major equipment, machinery, materials and consultancies.
- Coordinates activities of planning, Engineering, Procurement, Construction and Commissioning of projects.
- Assures coal linkages and finalizes fuel supply and transportation agreements.
- Co-ordinates with Finance Department to ensure availability of finance and monitors actual expenditure against budget.
- Periodically reviews and monitors progress of projects under execution
- Ensures timely finalisation of major contracts such as BTG/ BoP/consultancy/Third party inspection
- Reviews Project Quality Assurance, surveillance and safety matters and decides corrective and preventive actions as required.

Director (Finance)

- Plans the financial requirements of the organization and submits reports of financial position of the organization to concerned authorities.
- Arranges financial tie-ups with financial institutions for new schemes, and R&M Schemes.
- Arranges timely release of payments due to suppliers, contractors, consultants, employees etc.
- Submits all statutory and regulatory reports to concerned authorities regarding legal and statutory requirements.
- Arranges to maintain the accounts of the company and handles all taxation matters.
- Monitors the smooth flow of finance
- Ensures realisation of revenue for the supply of power

Executive Director (O&M)

- Responsible to achieve the objectives and targets set for departments in the Corporate Office and Field Offices under him.
- Monitors activities and co-ordination between all plants with regard to O&M activities.
- Implements corrective actions relating to Operations and quality management system.
- Co-ordinates with Statutory and Regulatory bodies to comply with the related provisions
- Guides and directs the staff towards optimum utilization of resources.
- Follows up on up- gradation of technology within the areas of his control.
- Implements the guidelines / instructions provided as per Mahagenco rules and regulations and by higher authorities.
- Holds regular meetings with the related departments to ensure proper understanding of the requirements.
- Ensures optimum cost of Power Generation.
- Analyzes and monitors corrective action plan for any major system failure.

Executive Director (Project)

- Prepares for design, planning, engineering and finalizing of contracts
- Coordinates and controls activities of engineering group.
- Looks after project cost optimization.
- Monitors Quality inspections and improvements.
- Maintains liaison with statutory and regulatory agencies.
- Reviews timely availability of approved drawings and engineering documents.
- Obtains approvals related to contract closing activities.
- Resolves various issues related to project handing over to O&M.

Executive Director (Corporate Planning & Communication)

- Formulates planning and execution of new projects based on renewable energy sources.
 - Works for development and commercial exploitation of new technologies.
 - Prepares for design, planning, engineering and finalizing of contracts
 - Makes estimation, budgets and budget monitoring.
 - Arranges technical audit covering design, planning, execution and commissioning of projects
 - Prepares proposals for consultancy services and quality assurance/surveillance contracts

- Verifies availability of project related resources and actions to avoid delays and cost overruns.
- Identifies areas of cost saving at planning stage.
- Handles various project related legal issues.
- Performs all Project related activities for projects using non-conventional energy sources.
- Corporate level communication with various government agencies.
- Prepares replies relating to assembly/parliamentary questions.
- Preparation of Corporate level presentations.
- An involvement in corporate level policies and business plans.

Executive Director (HR)

- Implements all rules and regulations framed by Mahagenco for administrative purposes.
- Fulfills the requirement of field and Corporate offices for recruiting, promoting and training the staff and changing the administrative controls of staff for better control and output.
- Implements & circulates new revisions related to rules regulations policies etc. within the organization.
- Submits all statutory and regulatory reports to concerned authorities regarding legal and statutory requirements.
- Submits the performance appraisal and competency analysis to the Management review committee.
- Arranges to prepare and circulate yearly training calendar for the employees of Mahagenco.
- Provides for training according to identified training needs of all employees.
- Controls the activities of training centres.
- Maintains training and career records of all employees.
- Maintains cordial industrial relations.
- Formulates policies on improvement of quality of life.
- Implements policy on Corporate Social Responsibility.
- Ensures implementation of whistle blower policy.
- Ensures policy on enhancing safety and security of installations
- Develops welfare policies and measures for the employees, their families and other groups in the vicinity of Plants

Chief Engineer (Works)

- Ensures the safe operations of plant within the stipulated norms.
- Ensures compliance with MERC requirements.
- Ensures the operating staff is suitably trained and qualified for their respective position.
- Ensures the operating procedures are prepared, reviewed and approved and they are followed by all the operating staff. He also ensures that Procedures are revised appropriately, whenever required.
- Analyses the unusual occurrences/ outages and takes corrective actions to prevent recurrences.
- Ensures the safety of operating staff by observing compliance with safety procedures.
- Plans the unit outages, periodic maintenance of equipment and performance analysis.
- Carries out up-gradation/ modifications in plant for efficiency improvement.
- Approvals & Monitoring of Capex and R&M activities for timely completion of Schemes.

- Coordination with Government agencies regarding policies, reports, assembly etc.

Chief Engineer (CEHSU)

- Responsible for all works related to Corporate Environment Health & Safety Unit.
- Interfacing with Ministry of Environment and Forests for obtaining Environmental Clearance for proposed Power Projects and with other Departments like Maharashtra Pollution Control Board, Central Pollution Control Board, Central Electricity Authority for Environmental related issues.
- Tendering of Fly ash disposal.
- Initiation of proposals for taking administrative approval for works related to the section.
- Appointment of consultant for securing Environmental Clearance.
- Co-ordinates with site authorities i.e. CEs, Dy. CEs. for environment related matters
- Co-ordinates and reviews with consultants and site authorities for various works regarding environmental issues.

Chief Engineer (Stores)

- Maintains co-ordination between Stores, Purchase, Inspection wing and all other departments of Mahagenco and its field offices to meet their requirements.
- Ensures timely and adequate indenting, purchasing, material delivery, quality control processes and availability of material in stores.
- Ensures the material delivery and proper scrutiny & payment of the stores Bills.
- Communicates with the Top Management of Mahagenco for materials related matters
- E-Auctioning & Customs Clearance of Imported Item
- Return of Surplus, Obsolete, and Rejects.

Chief Engineer (FMC)

- Decides various coal policies through interaction with various ministries (Power, Coal, CERC, MERC, Railways etc).
- Decides requirement of raw coal, washed coal, imported coal and gas for Mahagenco.
- Plans for fuel procurement including survey of coal/gas availability.
- Finalises coal supply agreements at notified price and bidding for procurement of coal from e-auction quota.
- Monitors supply of coal and receipt at TPS in association with SE (Coal office Nagpur).
- Makes contracts for transportation of coal.
- Establishes long term linkages and allocation of coal blocks for future projects.
- Monitors quality of coal in association with independent inspection agency, TPS and Nagpur NABL laboratory.
- Arranges sourcing of gas for existing power stations.
- Coordinates for gas based projects and studies feasibility of gas supply for new projects.
- Purchases raw coal through auction.
- Collects annual requirement for oil from TPS and forwards the same to store for procurement.

Chief Engineer (Civil III)

- Looks after civil maintenance work of all hydro and thermal power stations.

- Handles arbitration cases pertaining to civil contractors.
- Handles procurement orders for vehicles, telephones and maintenance of computers
- Implements contracts for outsourcing manpower such as peons, typists, computer operators etc.
- Deals with Government authorities regarding various taxes etc.
- Deals with cases regarding Corporate Social Responsibility.
- Provides replies for assembly questions as required.

Chief General Manager (IT)

- Formulates and implement IT policy at Mahagenco
- Looks after the MIS needs and software requirement of Mahagenco
- Supports the user departments in implementing the IT initiatives.
- Implements the future IT roadmap such as RP implementation.
- Manages the IT infrastructure of Generation Control Room at Corporate Office.
- Maintains the website of Mahagenco.
- Maintains the LAN and WAN of Mahagenco Corporate Office.
- Develops and implements small departmental IT applications as per local needs
- Any other IT activities that need to be undertaken as per requirement.

Chief Engineer (P&P)

- Defines scope of project and selects optimum combination of package considering technology, time schedule, cost and competition.
- Interfaces with Government agencies for Project approval
- Arranges power evacuation tie-ups with transmission companies.
- Prepares FR and DPR including data collection and analysis for optimum design.
- Obtains timely Aviation clearances and takes water clearance documents from Civil I and fuel tie-ups documents from FMC.
- Decides on consultants and TPI agencies
- Finalizes Engineering Drawings and contracts
- Ensures timely approvals of documents, drawings, QAPs and sub-vendors as required.
- Arranges coordination meetings to resolve engineering, drawing and contract agreement issues.
- Monitors inspection of in-process material and finished material / equipments

Chief Engineer (Project Monitoring Group)

- Reports actual progress of projects to higher authorities / company board.
- Communicates directives of higher authorities / board to various offices for timely project completion
- Coordinates with project teams for timely completion of activities and milestone wise progress.
- Maintains PERT charts for various processes for monitoring of deviation from project schedule
- Keeps track of various Purchase orders and their execution and work progress.
- Monitors package wise budget to complete projects within the approved cost and initiates action for their revision.
- Critical path monitoring of intermediate target dates and suggestions to site offices for achieving milestones.

- Performs detailed analysis of expenditure and material consumption

Chief Engineer (Civil) GEN.I

- Responsible for all civil works related to planning and design of all new Power Projects.
- Co-ordinates with Gen (P&P) wing as well as site construction authorities i.e. CEs.
- Co-ordination and review with consultants for various civil works of EPC Contracts.
- Handles receipt and processing of requirement of cement, reinforcement steel & structural steel from various sites and forwarding same to Central Purchasing Authority (C.P.A.) / Stores for purchasing as per specifications.
- Arranges E-tendering for civil contracts of new projects.

Chief General Manager (HRD)

- Implements all rules and regulations framed by Mahagenco for administrative purposes.
- Fulfills the requirement of HR/Accounts/Security/IT/EE staff planning, promotion, transfer and managing the administrative controls
- Deals with matters related to Industrial relations and RTI
- Deals with transfers, separation, compensation related activities
- Ensures compliance to all statutory and regulatory requirements with respect to HR.
- Attends court cases pertaining to recruitment, service conditions, disciplinary action etc

Chief Engineer (Tech)

- Overall in-charge of the manpower planning/promotion/deployment pertaining to employees of Generation, Civil and Chemist cadre for O&M and Projects.
- Proposes creation of posts as per requirements arising from time to time
- Deals with court cases pertaining to Generation /Civil/ Chemist cadre
- Maintenance of Performance Management System (PMS) of all state level seniority employees

Chief General Manager (Security)

- Formulates, implements and monitors security systems in the organization directed towards fulfilling the comprehensive security needs of the organization.
- Allocates the duties of security staff for Corporate office and plants.
- Ensures proper functioning and maintenance of all security related equipment.

Chief Engineer (TRD)

- Advises management in formulating training policy.
- Designs, organizes and conducts induction level training for newly recruited employees of all the cadres
- Designs, organizes and conducts refresher courses for employees of all the cadres. d. Provides organisational support to training centres.
- Carries out regular training needs analysis for all the employees.
- Monitors effectiveness of training with concerned departments.

CGM (Finance)

- Submits financial position of organization to concerned authorities.

- Arranges financial tie-ups with financial institutions for new schemes and R&M Schemes
- Arranges timely sanction and disbursement of funds and timely submission of utilization reports.
- Arranges to Release the payments of suppliers, employees, and contractors
- Monitors the smooth flow of funds.

CGM (Internal Audit)

- Checks various budget allocations to ensure the same are according to sanctions.
- Checks expense statements to ensure that the same are within sanction limits.
- Checks and certifies purchase orders to ensure that the same are matching with requirements and quotations.
- Advises management regarding any deviations observed during internal auditing and corrective actions taken if any.

CGM (Accounts)

- Arranges to maintain Boards Accounts in accordance with statutory requirements.
- Arranges to submit all statutory and regulatory reports to concerned authorities
- Scrutinizes proposals involving expenditure before approval by the competent Authority to ensure that rules, norms and directions regarding financial propriety transparency and prudence have been followed.

Chief Engineer (RCD)

- Raising all types of electricity bills on MSEDCL
- Raising separate bills for fuel adjustment charges (FAC)
- Filing various petitions required by MERC
- Submitting quarterly information as per MERC requirement
- Obtaining approval of MERC for capital expenditure schemes of more than Rs. 10 crores
- Preparation and finalization of Power Purchase Agreements with distribution licencees.

Dy Chief Engineer (Corporate Planning)

Responsible for all project related activities for power plants using renewal energy sources.

- Defines scope of project and selects optimum combination of package considering technology, time schedule, cost and competition.
- Interfaces with Government agencies for Project approval
- Arranges power evacuation tie-ups with transmission companies.
- Prepares FR and DPR including data collection and analysis for optimum design.
- Obtains timely MoEF and Aviation clearances and water and fuel tie-ups..
- Decides on consultants and TPI agencies
- Finalizes Engineering Drawings and contracts
- Ensures timely approvals of documents, drawings, QAPs and sub-vendors as required.
- Arranges coordination meetings to resolve engineering, drawing and contract agreement issues.
- Monitors inspection of in-process material and finished material / equipments

These roles and responsibilities are communicated to all concerned throughout the organisation for smooth administration of functions within the organisation.