



पावर ट्रांसमिशन कारपोरेशन ऑफ उत्तराखण्ड लि०

(उत्तराखण्ड सरकार का उपक्रम)

मानव संसाधन एवं प्रशासनिक विभाग

विद्युत भवन, नजदीक-आई०एस०बी०टी० क्रासिंग, सहारनपुर रोड़, माजरा, देहरादून-248002
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No. 1530/HR&Admn/PTCUL/EO-04

Dated: 16 08-2023

Office Memorandum

Director (Projects), PTCUL, Dehradun is also holding the Charge of Chief Engineer (Distribution), Rudrapur Area of UPCL.

Consequently, he has requested to transfer the responsibilities of IT wing to MD PTCUL directly. The Competent Authority has considered his request and decided to transfer the control of IT wing from Director (Projects) to Managing Director, PTCUL directly with immediate effect.

IT wing being the back bone of the entire Management Functions, system needs to deliver as per the requirements and expectations of the stake-holders in order to strengthened the IT wing. Shri Rajiv Singh, Executive Engineer will look after and discharge the duties of Executive Engineer (IT) along with the duties and responsibility already allocated to him.

Shri Satender Singh Rawat, Executive Engineer (IT) is already in place. Consequently the following shall be the division of the work between two officers:-

EE(IT-I)	EE(IT-II)
Sh. Satendra Singh Rawat, Executive Engineer	Sh. Rajiv Singh, Executive Engineer
Nodal officer :- 1. CM Helpline (www.cmhelpline.uk.gov.in) 2. CM Monitoring Dashboard (UTKARSH) (cmdashboard.uk.gov.in) 3. E-Aanklan (www.eaanklan.uk.gov.in) 4. e-Samiksha Portal 5. PRAGATI Portal 6. Emails to &from ukcmhelpline@gmail.com & cmofficeukgrievance@gmail.com	Ensuring smooth running and proper maintenance of all IT systems including PTCUL website, hardware, software applications, Data centre and/or cloud, including hardware & software applications for Payroll/ FAS/MIS/ PIS/MMS and other related software & systems etc.
Scheduling & hosting video conference (VC) meetings.	Monitoring & report generation of biometric based attendance system. Updating ,customizing & development of software related to Payroll/ FAS/MIS/ PIS/MMS & related software & systems.
Supporting implementation & operation of e-Office	Implementation of NIC e-Office
Operation of FAS/PIS/MIS /MMS/OMS/PMS and other software, including generation of reports . Providing support to all wings of PTCUL for various software applications.	Procurement, operation & maintenance of IT items including hardware, software, lconnectivity & IT services, Data centre /cloud, for Payroll/ FAS/MIS/ PIS/MMS and other related software & systems etc.
Asset mapping of IT items including hardware , software & Intellectual property.	O&M of CCTV cameras etc.
Works related to survey and scrapping of IT items in HQ and in field.	
Timely submission of necessary proposals as may be required, (suitable and complete in all respects) for fresh tendering or contract renewal . Providing support to other officers of IT wing in procurement, operation & maintenance of all IT systems and in preparation of proposals.	Timely submission of necessary proposals as may be applicable, (suitable and complete in all respects) for fresh tendering / contract renewal.

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Submitting detailed monthly status report including detailed ('as-is') status of all present platforms and IT systems and of hardware & software assets; expected life of IT assets of PTCUL , details of all software development & deployment works etc.	Maintenance of PTCUL website.
Cyber Security related works.	Cyber Security related works.
Work related to ERP (Enterprise Resource Planning) including DPR for ERP, detailed estimation of total cost of ownership, tendering, roadmap and plan for transition from existing software to ERP etc.	Connectivity in PTCUL HQ.
Facilitating field & HQ units in obtaining connectivity. Facilitating field & HQ units in operation of various software, e-office, e-ACR , MMS , e-procurement, VC etc and in other IT related matters.	Connectivity for Payroll/ FAS/MIS/ PIS/MMS and other related software & systems etc.
Facilitating training of field & HQ units regarding various software, e-office, e-ACR , MMS , e-procurement, VC etc and in other IT related matters.	Works related to setup & maintenance of VC systems in HQ.
Any other work as per directions of SE(IT) or senior levels.	Any other work as directed by SE(IT) or senior levels.
Following Personnel will directly report to Sh. Satendra Singh Rawat, EE (IT-I) :- Ms. Prerena Sharma, AE Sh. Gajendra Singh Negi, AE Sh. Pravesh Chandra, JE (SCADA), Dehradun (Addl. Charge- IT, Dehradun.)	Following Personnel will directly report to Sh. Rajiv Singh, EE (IT-II):- Sh. Pankaj Likhwar, AE , Ms. Neema Soliyal, JE, Ms. Sheetal , JE,

The said division of work is tentative and shall be reviewed by the Managing Director and appropriate amendments shall be made based upon the performance of the team.

IT wing shall be under the direct administrative control of the Managing Director and shall report to him through DGM (IT)/SE (IT). DGM(IT) will review the progress of above mentioned IT works time to time and will send the report to MD,PTCUL on monthly basis.

The personnel who have given additional responsibilities of IT wing along with their present responsibilities will discharge their additional duties without any extra remuneration.

This is issued with the approval of Competent Authority.

This order will come into effect with immediate effect.

(Anupam Singh)
DGM (Estt.)

No 1530/HR&Admn/PTCUL/EO- 4/PTCUL

Cc:

1. PS to Managing Director,PTCUL, Dehradun for kind information of MD,PTCUL.
2. PS/DEO- Director (HR)/(Finance)/(Projects)/(Operations), PTCUL, Dehradun for kind information of Directors.
3. Company Secretary, PTCUL, Dehradun.
4. General Manager (Finance)/(HR), PTCUL, Dehradun.
5. All Chief Engineers, PTCUL.....
6. All Superintending Engineers, PTCUL.....
7. All Executive Engineers, PTCUL.....
8. Executive Engineers (IT),PTCUL, Dehradun for uploading on the website of PTCUL.
9. Cut File.

(Anupam Singh)
DGM (Estt.)