



# पावर फाइनेंस कॉर्पोरेशन लिमिटेड POWER FINANCE CORPORATION LTD.

(भारत सरकार का उपक्रम)

(A Govt. of India Undertaking)

(आई.एस.ओ. 9001:2008 प्रमाणित)

(ISO 9001:2008 Certified)

No:02:10:IPDS:2015:MOP: 734714

Date: 17th Dec., 2015

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 6<sup>th</sup> meeting of IPDS Monitoring Committee, held on 10<sup>th</sup> Dec. 2015 and were also discussed during the RPM on 11<sup>th</sup> 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 finalized and circulated for project formulation.

Thanking you,

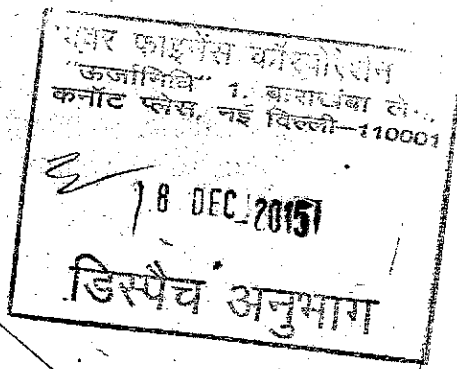
Your's Sincerely,

  
(Radhika Jha, IAS) 1/12  
ED (IPDS)

o/c

Encl. Copy of Guidelines as above

CC: For kind information please



As per list

## 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 Feeders 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 router, 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 (B/W) 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.

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Letter ref No 34714

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