

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
VIDYUT SOUDHA: :HYDERABAD

ABSTRACT

Information Technology: - Constitution of Steering Committee to evaluate the IT plans suitability and performance and constitution of Sub-Committee to appraise issues to Steering Committee-Reg.

TOO (CE/EA,Opn,RE&IT) Rt.No. 114

Dated: 25.06.2012

Read the following:-

Ref:- 1.TOO(CE/EA,Opn,RE&IT) Ms.No.255 Dated 12.10.2011.

2. Note from CE/EA,Opn,RE&IT, dated 21.05.2011

ORDER:-

Certain Standard Operating Procedures (SOPs) to be followed by IT Administrators and all End Users for carrying out day to day works through ERP, EBC, SCADA and Internet Connected Network and its applications at various offices in APTRANSCO were issued vide ref(1st) cited.

2 For implementation of ISO 9001:2008, the following Standard Operating Procedures (SOPs) have been considered by M/s KPMG Consultant under “Systems & Network Management Process” of ISO Documents.

SOP 1. Information Technology Management
SOP 2. Network Administration and Security
SOP 7. Virus Protection
SOP10. System and Data Backup
SOP11. Workstation Security

3. The SOP1 pertaining to the “Information Technology Management” envisages the following:

- a) On annual basis, CMD/APTRANSCO shall conduct strategic planning meetings with IT Management before the IT Management planning process.
- b) CMD/APTRANSCO is responsible for seeing that strategic Objectives for APTRANSCO are defined and measurable, as they will form basis for IT Strategic Objectives.
- c) Within a month of APTRANSCO’s strategic Planning meeting, TOP management shall meet with IT Management to review the APTRANSCO’s strategic plan.

- d) IT Management shall develop Information Technology Plan IT Dept Objectives shall be specific and measurements shall be clearly defined.
- e) IT Management shall develop a budget to determine the feasibility of Projects included in the plan.
- f) IT Management shall review relevant information to determine APTRANSCO's performance and productivity needs over the next five years. Sources of relevant information include:
 - i) APTRANSCO's Strategic Plan and Strategic Objectives.
 - ii) The Current IT Plan and IT department Objectives.
 - iii) User Satisfactory Survey.
 - iv) IT Asset Inventory Data Base.
 - v) IT Network Map.
 - vi) IT Industry Standards, regulations and Practices changes.
- g) IT management shall determine the IT dept Objectives as input to the IT Plan.
- h) An IT Steering Committee, consisting of IT and Top Management shall be formed to evaluate the IT Plan's suitability and performance.
- i) Top management shall review the proposed IT Dept Objectives along with Budget Requests.

4. In view of the above, to determine the IT Department Objectives to support APTRANSCO Strategic Plans, developing the Information Technology Plan, preparing the budget to determine the feasibility of projects included in the plan, coordinating meetings to review the IT Plans to ensure its continuing suitability, adequacy and effectiveness, preparation of minutes of the IT Plan review to the Management and updation of Plan Implementation, a subcommittee headed by the Chief Engineer/EA,RE,Opn&IT(IT Management) is proposed for evaluation of IT Plan's suitability and performance with the following members:

- i) Divisional Engineer/IT-1
- ii) Divisional Engineer/IT- II
- iii) Divisional Engineer/Telecom/ERP

5. The IT Steering committee shall review the IT Plan according to the following criteria:

- i) Improvement in overall productivity and performance of APTRANSCO.
- ii) Achievement of greater efficiencies.
- iii) Realization of Positive Returns on Investments (ROI) in technology.

Further, the Steering Committee shall present final plan to the Board of Directors for approval prior to implementation.

6. In view of the above, for evaluation of IT Plan's suitability and performance, the Steering committee chaired by the CMD/APTRANSCO is constituted with the following members:

- i. Chairman & Managing Director /APTRANSCO.(As Chairman of the committee).
- ii. Joint Managing Director/ HRD,IPC, Comml & IT.
- iii. Director / Finance & Revenue.
- iv. Chief Engineer/EA,RE,Opn & IT.

BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED.

Sd/-
JOINT MANAGING DIRECTOR
(HRD,Comml, IPC & IT)

To

All Chief Engineers / / APTRANSCO/
The Chief Engineer/EA,RE,Opns&IT---with a request to place it in APTransco web site.
The Chief General Manager/HRD & Trg/APTRANSCO
All Financial Adviser & Chief Controller of Accounts/
Executive Director/Planning, RAC&Reforms/VS/Hyderabad
Executive Director/Mechanical/VS/Hyderabad

Copy to the:-

P.S to Chairman & Managing Director/APTRANSCO
P.S to Joint Managing Director (HRD,Comml,IPC & IT)
P.S to Joint Managing Director (Vigilance & Security)
P.S to Joint Managing Director (Distribution)
P.S to Director (Grid Operation)
P.S to Director (Projects):
D.E to Director (Transmission)
P.S to Director (Finance & Revenue)
TOO section

//FORWARDED BY ORDER//

ASST DIVISIONAL ENGINEER

