

**TRANSMISSION CORPORATION OF ANDHRAPRADESH LIMITED**

(A Government of Andhra Pradesh Undertaking & An ISO 27001-2022 Certified Company)

VIDYUT SOUDHA:: VIJAYAWADA

Sub: AP Transco – IT Wing / GICU Division – Revised Policy on Information Security Management System (ISMS) Team Roles & Responsibilities – Orders – Issued.

T.O.O. (CE / Telecom & IT) Ms. No. 3866, Dt. 11.12.2025

Ref:

- 1) T.O.O. (CE / Telecom & IT) Ms. No.3447 Dt : 19-11-2024.
- 2) T.O.O. (JMD/HR&Admin)Ms.No.2725 Date:02.03.2023
- 3) T.O.O. (JMD/HR&Admin)Ms.No.2726, Date:02.03.2023
- 4) T.O.O. (JMD/HR&Admin)Ms.No.2732, Date:13.03.2023
- 5) T.O.O. (JMD/HR&Admin) Ms.No.2733 Date: 13.03.2023
- 6) T.O.O. (JMD/HR&Admin)Ms.No.2784, Date:18.04.2023

ORDER:

1. As a part of implementation of Information Security Management System (ISMS) to obtain ISO 27001-2022 Certification to APTRANSCO, Cyber security policies were issued in the ref cited 1st above for ISMS Team Roles & Responsibilities policy, ISMS Scope of work policy, Asset Management Process policy, Backup and Restoration Process policy, Change Management Process policy and Employee Separation Process policy including the specific controls of ISO/IEC 27019.
2. During external audit review on implementation activities of ISMS (Information security Management system) in APTRANSCO, external auditor recommended to incorporate RACI matrix (Responsible, Accountable, Consulted, and Informed) in the existing Information Security Management System Team Roles & Responsibilities Policy.
3. Accordingly, as per the external auditor findings, the revised ISMS Team Roles & Responsibilities policy duly incorporating RACI Matrix, as per the updating of JDs (Job Description), KRAs (Key Result Area), KPIs (Key Performance Indicator) were issued in the ref 2nd to 6th cited above for all Zones (O&M and OMC 400 KV wing), Transmission wing, Planning and Power Systems Wing, Projects Wing and Civil Wing.
4. After careful consideration, APTRANSCO issued the Revised ISMS Team Roles &

Responsibilities Policy, through e-office file No: 2647827, and there is no change in the other policies which were issued in the ref 1st cited above.

5. ISMS Team Roles & Responsibilities policies can be viewed at www.aptransco.gov.in web site under Internal apps>>Information>>IT Security alerts.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF AP LIMITED)

G SURYA SAI PRAVEENCHAND, I.A.S
Joint Managing Director / HR & Admin

To

The Chief Engineer/ Telecom & IT/ Vidyut Soudha/ Vijayawada

Copy communicated to:

P.S.to the Chairman and Managing Director / APTRANSCO

P.S.to the Joint Managing Director / HR & Admin / APTRANSCO

P.S. to the Director / Grid & Transmission Management / APTRANSCO

P.S. to the Director / Technical / APTRANSCO

Copy to

Chief General Manager/ HRD/ Vidyut Soudha/ Vijayawada

Chief Engineer/ Transmission / Vidyut Soudha/ Vijayawada

Chief Engineer/ Projects / Vidyut Soudha/ Vijayawada

Chief Engineer/Planning and Power Systems / Vidyut Soudha/ Vijayawada

Chief Engineer/ Civil / Vidyut Soudha/ Vijayawada

Chief Engineer/ Zone / Vijayawada, Visakhapatnam & Kadapa

All Superintending Engineers / O&M /

Superintending Engineers / OMC/ 400 KV/ Vijayawada, Visakhapatnam & Kadapa

Superintending Engineers / Projects / Vijayawada, Visakhapatnam & Kadapa

Superintending Engineers / Civil / Vijayawada, Visakhapatnam & Kadapa

***** For implementing in their respective Jurisdiction.**



TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

INFORMATION SECURITY MANAGEMENT SYSTEM

Team

ROLES & RESPONSIBILITIES

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ISMS Team Roles & Responsibilities

1. Introduction

- The APTransco came into existence on 1st February 1999 in the erstwhile state of Andhra Pradesh with Hyderabad as its headquarters. From 1999 to 2005 the company remained as single buyer of power from various power generators and seller to Electricity Distribution companies. Subsequently, the power purchase function was taken over by the Distribution companies.
- After bifurcation of the erstwhile state of Andhra Pradesh, the APTransco in the residual state of Andhra Pradesh started operations from June 2014 onwards. At present the headquarters of APTransco is located in Vijayawada.
- Transmission Corporation of Andhra Pradesh Limited (APTRANSCO) is one of the pivotal organizations of Andhra Pradesh, engaged in the business of power transmission in the entire State of Andhra Pradesh. Apart from operation & Maintenance of 400/220/132/33KV Sub-Stations, it has undertaken the execution of construction of ongoing & new transmission infrastructure scheduled under capacity addition programme. It is also taking up renovation & modernization works of the old sub stations.
- APTRANSCO operates under a license issued by Andhra Pradesh Electricity Regulatory Commission.

a) Confidentiality Statement:

This ISMS team Roles & Responsibility policy document is strictly private, confidential and it is only for use by the internal purpose. This document shall not be used, disclosed, copied, published, distributed or reproduced in whole or in part without the prior written consent of APTRANSCO.

APTRANSCO reserves the right to change/ modify ISMS team Roles & Responsibility policy document at any time.

b) Document Control

Document Name	ISMS team Roles & Responsibility Policy - 2025
Document Reference Number	APTRANSCO / ISMS/ R & R/ 01
Classification	Internal
Version Number	1.0 – Revision 1.0
Date	11-12 - 2025
Reviewed by	CE /Telecom & IT / VS / APTRANSCO / Vijayawada
Approved By	APTRANSCO

c) Version History

Date	Version	Description	Created by
	1.0	Initial Version Release	GICU Team / VS/ Vijayawada
	1.0	Revision 1.0 Released	GICU Team / VS/ Vijayawada

2. Purpose

The information security management system (ISMS) provides a structure of records for managing the organisation data. The purpose of it is to regulate an organization’s policies, procedures, processes, and workflow documentation. The policies for managing organization’s data breaches concerning various data and resources will minimize damage when an information security threat occurs.

3. ISMS Team - AP TRANSCO

i) APTRANSCO Management

- Approving the information security policy and the information security objectives are established and are compatible with the strategic direction of the AP TRANSCO.
- Review the resources needed for the information security management system are available.
- Review that the information security management system achieves its intended outcome’s by integrating ISMS requirements into the project;
- Directing the supporting / concern persons to contribute to the effectiveness of the information security management system by communicating its importance and conforming to the requirements

ii) Chief Information Security Officer (CISO)

Roles:

- Maintains and updates an ISMS vulnerability to keep track or report to the AP Transco Management through proper channel of hierarchy for decisions.
- Vulnerabilities for which there are no action taken are reported for risk approval to AP Transco Management through proper channel of hierarchy.
- Document Controller for all ISMS related documentation initiated for AP TRANSCO.
- Ensures policy objectives are met and responsible for supervision of records generated as per the security operational requirements,
- Key point of contact for day-to-day security implementation.
- Arranges for regular security audits.

- Provides inputs to regular internal independent audits.
- Chair the information security team meetings.
- To create additional policy, procedure and metrics with respect to ISMS operation
Information Security budget preparation and submission to concerned for approval

iii) Information Security Team Members (GICU,Infra,IT Applications,SAP-ERP)

Responsibilities:

- Understand and owns information security/compliance responsibility as distinctive from operational responsibilities.
- Risk Owner: Each Team member is owner of risks that are allocated to them and are responsible for implementation of action plan.
- Encourages other team members to report security weaknesses or incidents relevant to project delivery.
- First point of contact within the function for incident / weakness reporting. If a user has reported an incident / weakness he/she can classify whether such weakness/vulnerabilities should be escalated or not.

Authority

Report to CISO about any new risk / vulnerability.

iv) APTRANSCO Employees and User Groups

Responsibilities:

- Complies with end-user policy/procedure, namely Information Security policy (ISP), Cyber Security IT Usage Policy & Data Privacy Policy, Asset Management (Classification and labelling), CCMP which provides description of each user behavior with respect to information and information asset usage.
- Report security weakness /incidents to Security team (GICU) / CISO.
- End users do not exploit known security weaknesses.

v) Internal Security Audit Team - GICU

The Internal security audit team conduct regular audit of information security management system to assess the performance and effectiveness of implementation.

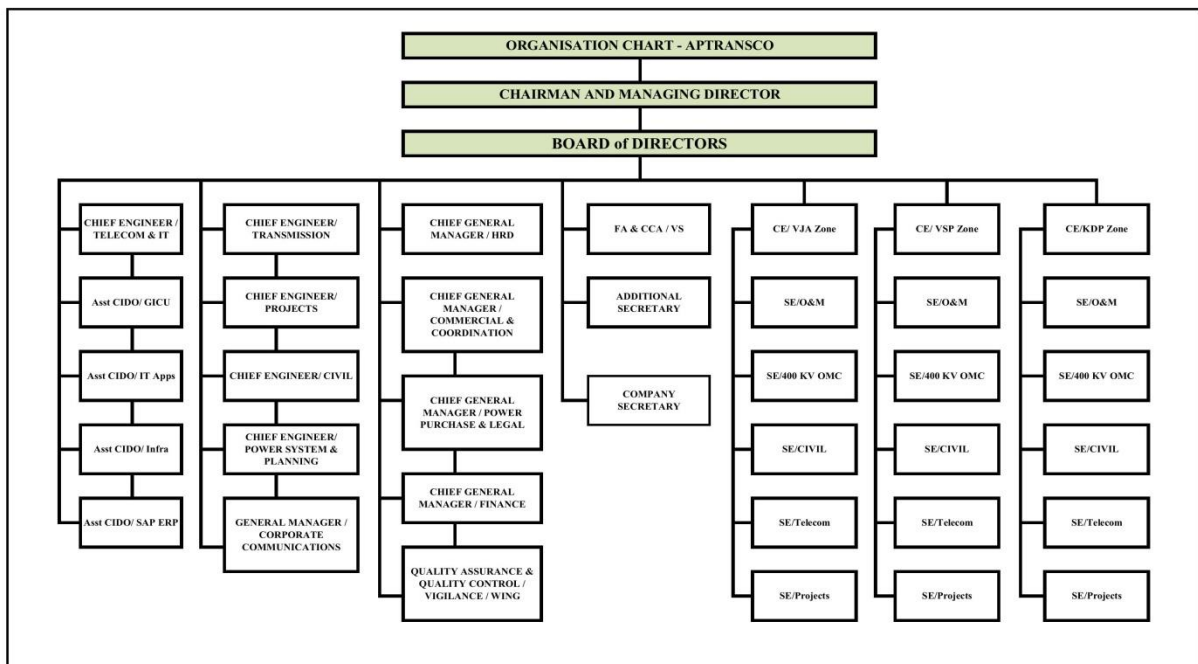
vi) Audit team responsibilities – GICU

- Functions upon the directives of the APTRANSCO Management and carries out regular review of ISMS, based on the defined scope.
- Reports of internal audit findings and recommendations of preventive and corrective action will be reported to the CISO / APTRANSCO Management.
- Additional procedure available on internal audit to support the role.

Authority

To raise non-conformity in any aspect of ISMS operation.

ORGANISATION CHART – AP TRANSCO



4.0 RACI MATRIX

A RACI matrix, also known as a responsibility assignment matrix, it is a management tool used to clarify roles and responsibilities within organization.

It defines the Responsible, Accountable, Consulted, and Informed for each task or deliverable for their assigned work.

Role distinction:

There is a distinction between a Roles and Responsibilities of individually identified people (Employees) , A role is a descriptor of an associated set of tasks, these tasks may be performed by Individual or Group of people, and one person / Group of people can perform many roles in the organization.

R = Responsible

The Responsible (R) refers to the individuals who are delegated a responsibility and must complete a task or make a decision within agreed-upon parameters and deadlines and also multiple people can be "Responsible" for a task

A = Accountable

The Accountable (A) signifies the individual who is ultimately answerable for the correct and thorough completion of a task or deliverable. This person has the authority and ensures that all necessary steps are taken to complete the task successfully. There should be a one Accountable person for each task or deliverable.

C = Consulted

The Consulted (C) refers to individuals or groups who need to be consulted or provide input before a decision or action is taken, often possessing valuable insights or expertise related to the task. This role involves two-way communication, ensuring their opinions are sought out and to be considered during the process.

Those whose opinions are sought, typically subject-matter experts, and with whom there is two-way

I = Informed

The "Informed" (I) designates individuals or stakeholders who need to be kept up-to-date on the progress of a task or work but do not need to be formally consulted or contribute directly to the work.

They receive one-way communication, typically updates on milestones or completion, without requiring their input or active participation in decision-making

Key advantages of RACI Matrix :

1. **Clear Definition of Role and Accountability:** It explicitly outlines that who is Responsible (R), Accountable (A), Consulted (C), and Informed (I) for each work or decision, eliminating confusion and ensuring the individuals are held accountable for their contributions.
2. **Enhanced Efficiency and Productivity:** The Clear responsibilities allow Individuals / Group members to focus on their assigned work, to minimizing duplicated efforts to increase the productivity.
3. **Improved Communication:** It defines who needs to be consulted and informed, it facilitates for better communication channels to reducing miscommunication.
4. **Reduced Conflicts and Overlaps:** The RACI matrix helps to prevent territorial disputes and ensures that tasks are not duplicated or overlooked.
5. **Improved Project Coordination:** It helps to coordinate the work of different groups and individuals and reduces the risk of delays and missed deadlines.
6. **Streamlined Decision-Making:** It helps ensure that the right people are involved in decision-making processes, leading to better outcomes and faster approvals.
7. **Effective Resource Allocation:** The Matrix provides a clear understanding of roles and responsibilities of Individual / Groups to helps the efficient allocation and management of resources.
8. **Facilitates Onboarding:** It Broadly defines the process of familiarizing a (new) employee with the organizations policies and their roles and responsibilities in the organization for smooth transitions during work allocation.

RACI MATRIX - Zone & O&M Circle - APTRANSCO																	
SlNo	DESCRIPTION (KRA / KPI)	CE/Zone	EE /Technical	DEE / Technical	AEE / Technical	SE/ O&M	EE/Transmission	DEE & AEE / Technical	EE/O&M/ Division	DEE/Maintenance	AEE/Maintenance	EE/MRT&Transformers	DEE/ MRT & Transformers	AEE/ MRT & Transformers	EE Hotlines/ Division	DEE / Hotlines	AEE/ Hotlines
	Chief Engineer / Zonal Office																
	KRA / KPI																
1	Cost of operations and maintenance (Budget Vs. Actual) in the zone	I	A	C	R												
2	Improvements in O&M cost in the zone	I	A	C	R												
3	Implementation of organization initiatives like SAP and Automation	I	A	C	R												
4	Training of employees in the Zone	I	A	C	R												
5	Initiatives for institutionlizing the knowledge and its implementation	I	A	C	R												
6	Timely submission of reports to Higher Authorities	I	A	C	R												
7	Compliance to Power Trippings recommendations by Power Systems	I	A	C	R												
	Superintendent Engineer - O&M Circle																
	KRA / KPI																
1	Budgeted Cost Vs. Actual					I	C&A	R									
2	Timely response to the field requirements					I	C&A	R									
3	Implementation of SAP / IT Tools					I	C&A	R									
4	Cost reduction in the circle					I	C&A	R									
	Executive Engineer - O&M Division																
	KRA / KPI																
1	Transmission Parameters							I	C&A	R							
2	Timely submission of all the reports							I	C&A	R							
3	Improvement projects initiated and implemented							I	C&A	R							
4	Implementation of SAP / IT Tools							I	C&A	R							
	Safety							I	C&A	R							
	Executive Engineer - MRT & Transformers / Division																
	KRA / KPI																
1	Timely completion of MRT maintenance activities										I	C&A	R				
2	Timely completion of projects										I	C&A	R				
3	Implementation of SAP / IT Tools										I	C&A	R				
4	Improvement projects										I	C&A	R				
5	Safety										I	C&A	R				
	Executive Engineer - Hotlines / Division																
	KRA / KPI																
1	Zero fatal accidents														I	C&A	R
2	No. of Hotline Works Attended														I	C&A	R
3	Timely submission of reports														I	C&A	R
4	Safety														I	C&A	R
5	New methods/ techniques for enhancement of system efficiency														I	C&A	R
6	Revenue generation														I	C&A	R

* NOTE :

R : Responsible
A : Accountable
C : Consulted
I : Informed

KRA : Key Result Areas
KPI : Key Performance Indicator

RACI MATRIX - OMC 400 KV Circle - APTRANSCO													
SINo	DESCRIPTION (KRA / KPI)	SE/OMC 400 KV	DEE/Technical (400 KV)	AEE/Technical (400 KV)	EE/O&M/ 400 KV / Division	DEE/O&M/ 400 KV	AEE/O&M/ 400 KV	EE / Const /400 KV	DEE / Const /400 KV	AEE / Const /400 KV	EE/MRT 400 KV	DEE/MRT 400 KV	AEE/MRT 400 KV
	Superintendent Engineer - OMC / 400kV												
	KRA / KPI												
1	O&M - Budgeted Cost Vs. Actual Cost	I	C&A	R									
2	Timely completion of projects	I	C&A	R									
3	Cost reduction planned and achieved	I	C&A	R									
4	Implementation of SAP & IT packages	I	C&A	R									
5	Institutionalisation of innovative practices	I	C&A	R									
6	Training and Development	I	C&A	R									
	Executive Engineer - O&M / 400kV Division												
	KRA / KPI												
1	O&M - Budgeted Cost Vs. Actual Cost				I	C&A	R						
2	No. of Monthly reports and other formats/information submitted in time with reference to targetted cutoff dates.				I	C&A	R						
3	System availability				I	C&A	R						
4	Cost Reduction / Improvement projects				I	C&A	R						
5	Implementation of SAP / IT Tools				I	C&A	R						
6	Safety				I	C&A	R						
	Executive Engineer - Construction / 400kV Division												
	KRA												
1	Quality of plans submitted							I	C&A	R			
2	Projects Completed (Budgeted Vs. Actual)							I	C&A	R			
3	Timely submission of reports							I	C&A	R			
4	Implementation of SAP / IT Tools							I	C&A	R			
5	Effective handling of external authorities							I	C&A	R			
6	Institutionalisation of project knowledge							I	C&A	R			
	Executive Engineer - 400kV / MRT Division												
	KRA												
1	Compliance to periodic check schedules										I	C&A	R
2	Timely completion of tasks										I	C&A	R

SlNo	DESCRIPTION (KRA / KPI)	SE/ OMC 400 KV	DEE /Technical (400 KV)	AEE/Technical (400 KV)	EE/ O&M/ 400 KV / Division	DEE/O&M/ 400 KV	AEE/O&M/ 400 KV	EE / Const /400 KV	DEE / Const /400 KV	AEE / Const /400 KV	EE/MRT 400 KV	DEE/ MRT 400 KV	AEE/ MRT 400 KV
3	Quality of tasks completed										I	C&A	R
4	Implementation of SAP / IT Tools										I	C&A	R
5	Safety										I	C&A	R

* NOTE :

R : Responsible

KRA : Key Result Areas

A : Accountable

KPI : Key Performance Indicator

C : Consulted

I : Informed

RACI MATRIX - CE Transmission - APTRANSCO													
SINo	DESCRIPTION KRA / KPI	CE/Transmission	DEE / Technical	Superintendent Engineer - Transmission	Executive Engineer - Transmission	DEE- Transmission	Executive Engineer - Transmission Coordination & Reports	DEE- Transmission Coordination & Reports	Superintendent Engineer - Procurement & Enquiries	Executive Engineer - Procurement	DEE - Procurement	Executive Engineer - Telecom procurement	DEE - Telecom procurement
Chief Engineer /Transmission - Head Office													
KRA / KPI													
1	Improvements in O&M through updating Specification and Optimum utilization of stores	I		C	A	R	A	R	C	A	R	A	R
2	Ensuring timely submission of Reports including DPR's pertaining to PSDF	I	R	C	A	R	A	R	C	A	R	A	R
3	Planning & ensuring timely procurement with quality compliance	I		C	A	R	A	R	C	A	R	A	R
4	Implementation of organization initiatives like SAP and Automation	I		C	A	R	A	R	C	A	R	A	R
5	Ensuring timely actions on Audit Remarks	I	R	C	A	R	A	R	C	A	R	A	R
6	Disaster Managent	I		C	A	R	A	R	C	A	R	A	R
7	Cost reduction	I		C	A	R	A	R	C	A	R	A	R
8	Non-moving Inventory	I		C	A	R	A	R	C	A	R	A	R
Superintendent Engineer - Transmission													
KRA / KPI													
1	Comprehensive RMI and O&M Budget	I		C	A	R	A	R					
2	Disaster Managent	I		C	A	R	A	R					
3	Cost reduction	I		C	A	R	A	R					
4	Ensuring timely submission of Reports including DPR's pertaining to PSDF	I		C	A	R	A	R					
5	Implementation of organization initiatives like SAP and Automation	I		C	A	R	A	R					
6	Non-moving Inventory	I		C	A	R	A	R					
Executive Engineer - Transmission													
KRA / KPI													
1	Disaster Managent	I		C	A	R							
2	Delays attributable to non-allotment of material	I		C	A	R							
3	Ensuring timely submission of Reports	I		C	A	R							
4	Implementation of organization initiatives like SAP and Automation	I		C	A	R							
5	Non-moving Inventory	I		C	A	R							
Executive Engineer - Transmission Coordination & Reports													
KRA / KPI													
1	Comprehensive RMI and O&M Budget	I		C			A	R					
2	Ensuring timely submission of Reports	I		C			A	R					
3	Implementation of organization initiatives like SAP and Automation	I		C			A	R					
4	Timely Response to the Field requirements	I		C			A	R					
Superintendent Engineer - Procurement & Enquiries													
KRA / KPI													
1	Timely Procurement	I							C	A	R	A	R
2	Quality Complaints	I							C	A	R	A	R
3	System improvement through updating Specifications and obtaining approval from Technical Committee	I							C	A	R	A	R
4	Implementation of organization initiatives like SAP and Automation	I							C	A	R	A	R
5	Addressing audit observations	I							C	A	R	A	R
6	Effective dealing of Enquiries	I							C	A	R	A	R
Executive Engineer - Procurement													
KRA / KPI													
1	Timely Procurement	I							C	A	R		
2	Quality Complaints	I							C	A	R		
3	System improvement through updating Specifications and obtaining approval from Technical Committee	I							C	A	R		
4	Implementation of organization initiatives like SAP and Automation	I							C	A	R		
5	Addressing audit observations	I							C	A	R		

SINo	DESCRIPTION KRA / KPI)	CE/Transmission	DEE / Technical	Superintendent Engineer - Transmission	Executive Engineer - Transmission	DEE- Transmission	Executive Engineer - Transmission Coordination & Reports	DEE- Transmission Coordination & Reports	Superintendent Engineer - Procurement & Enquiries	Executive Engineer - Procurement	DEE - Procurement	Executive Engineer - Telecom procurement	DEE - Telecom procurement
	Executive Engineer - Telecom procurement												
	KRA / KPI												
1	Timely Procurement	I							C			A	R
2	Quality Complaints	I							C			A	R
3	System improvement through updating Specifications and obtaining approval from Technical Committee	I							C			A	R
4	Implementation of organization initiatives like SAP and Automation	I							C			A	R
5	Addressing audit observations	I							C			A	R

* NOTE :

R : Responsible
A : Accountable
C : Consulted
I : Informed

KRA : Key Result Areas
KPI : Key Performance Indicator

RACI MATRIX - CE / Planning & Power System Wing - APTRANSCO

SINo	DESCRIPTION (KRA / KPI)	CE / Planning & Power System	DEE / Technical	SE / Power System	EE / System Protection & PSCC	DEE / System Protection & PSCC	EE / System Studies-1	DEE / System Studies-1	EE / System Studies-2	DEE / System Studies-2
Chief Engineer /Planning & Power System										
KRA										
1	Planning of proposals received for conducting system studies and system protection requirements.	I		C	A	R	A	R	A	R
2	Planning of design of GIs maps & Dash Boards as per requirement	I		C					A	R
3	Effective Analysis and quality of recommendations for mitigation of critical trippings.	I		C	A	R	A	R	A	R
4	Quality of proposals completed.	I		C	A	R	A	R	A	R
5	Timely submission of the reports and proposals	I	R	C	A	R	A	R	A	R
6	Institutionalization of knowledge through training & case studies	I		C	A	R	A	R	A	R
7	Implementation of organization initiatives like SAP, IT and Automation	I		C	A	R	A	R	A	R
Superintending Engineer - Power Systems										
KRA		I		C	A	R	A	R	A	R
1	Effective Review and Verification of proposals received for conducting system studies and system protection	I		C	A	R	A	R	A	R
2	Effective Review and Verification of design of GIS maps & Dash Boards as per requirement	I		C	A	R	A	R	A	R
3	Effective Analysis and quality of recommendations for mitigation of critical trippings.	I		C	A	R	A	R	A	R
4	Quality of proposals completed.	I		C	A	R	A	R	A	R
5	Timely submission of the reports and proposals	I		C	A	R	A	R	A	R
6	Institutionalization of knowledge through training & case studies	I		C	A	R	A	R	A	R
7	Effective implementation of IT and other tools	I		C	A	R	A	R	A	R
Executive Engineer - System Protection & PSCC										
KRA										
1	Quality of Relay settings recommended	I		C	A	R				
2	Timely completion of Relay Settings	I		C	A	R				
3	Timely submission of Reports	I		C	A	R				
4	Effectiveness of analysis and quality of recommendations for mitigation of critical tripping incidents in RMOT	I		C	A	R				
5	Institutionalization of knowledge through training & case studies	I		C	A	R				
6	Effective implementation of IT and other tools	I		C	A	R				
Executive Engineer - System Studies-1										
KRA										
1	Quality of Proposals completed	I		C			A	R		
2	Timely completion of Proposals within the time schedule	I		C			A	R		
3	Institutionalization of knowledge through training & case studies	I		C			A	R		
4	Effective implementation of IT and other tools	I		C			A	R		
Executive Engineer - System Studies-2										
KRA										
1	Quality of Proposals completed	I		C					A	R
2	Timely completion of Proposals within the time schedule	I		C					A	R
3	Institutionalization of knowledge through training & case studies	I		C					A	R
4	Effective implementation of IT and other tools	I		C					A	R
6	Quality of Updation of GIS Maps	I		C					A	R

SlNo	DESCRIPTION (KRA / KPI)	CE / Planning & Power System	DEE / Technical	SE / Power System	EE / System Protection & PSCC	DEE / System Protection & PSCC	EE / System Studies-1	DEE / System Studies-1	EE / System Studies-2	DEE / System Studies-2
7	Quality of UC Projects, GIS Maps	I		C					A	R
8	Quality of Design of Dash Boards	I		C					A	R
9	User feedback on GIS Maps , UC Projects & Dash Boards	I		C					A	R
10	Effective implementation of IT and other tools	I		C					A	R
11	Institutionlization of knowledge through training & case studies	I		C					A	R

* NOTE :

R : Responsible
A : Accountable
C : Consulted
I : Informed

KRA : Key Result Areas
KPI : Key Performance Indicator

RACI MATRIX - CE / Projects Wing - APTRANSCO																			
SINo	DESCRIPTION (KRA / KPI)	CE / Projects	DEE / Technical	Superintendent Engineer / Projects 400kV & Superintendent Engineer / Projects 220kV & 132kV	AEE / Technical	Executive Engineer / Projects 400kV & Executive Engineer / Projects 220kV & 132kV	DEE / Projects 400kV & DEE / Projects 220kV & 132kV	Executive Engineer - Electrical Designs	DEE - Electrical Designs	Executive Engineer - Civil (Projects)	DEE - Civil (Projects)	Executive Engineer - MRT	DEE - MRT	Executive Engineer - Civil Designs	DEE - Civil Designs	Superintendent Engineer - Projects (Field)	DEE / Technical Executive Engineer - Construction (220kV & 132kV)	DEE - Construction (220kV & 132kV)	AEE - Construction (220kV & 132kV)
Chief Engineer / Projects																			
KRA / KPI																			
1	Comprehensiveness of Plans	I		C		A	R												
2	Project Efficiency - Timely completion	I	R	C	R	A	R												
3	Project Efficiency - Completion within Budget	I		C		A	R												
4	Timely submission of project information & correspondence with External agencies	I	R	C	R	A	R												
5	Institutionalisation of Project Knowledge	I		C		A	R												
6	Implementation of organization initiatives (SAP / IT Tools)	I		C		A	R												
7	Safety	I		C		A	R												
Superintendent Engineer / Projects 400kV & Superintendent Engineer / Projects 220kV & 132kV																			
KRA																			
1	Comprehensiveness of Plans			I		C	A & R												
2	Project Efficiency - Timely completion			I		C	A & R												
3	Project Efficiency - Completion within Budget			I	R	C	A & R												
4	Timely submission of project information & correspondence with External agencies			I	R	C	A & R												
5	Institutionalisation of Project Knowledge			I		C	A & R												
6	Implementation of organization initiatives (SAP / IT Tools)			I		C	A & R												
7	Safety			I		C	A & R												
Executive Engineer / Projects 400kV & Executive Engineer / Projects 220kV & 132kV																			
KRA / KPI																			
1	Comprehensiveness of Plans			I		C	A & R												
2	Project Efficiency			I		C	A & R												
3	Timely submission of project information & correspondence with External agencies			I		C	A & R												
4	Institutionalisation of Project Knowledge			I		C	A & R												
5	Implementation of organization initiatives (SAP / IT Tools)			I		C	A & R												
6	Safety			I		C	A & R												
Executive Engineer - Electrical Designs																			
KRA / KPI																			
1	Timely completion of works			I			C	A & R											
2	Quality of Tasks carried- out			I			C	A & R											
3	Timely response to field requirements			I			C	A & R											
4	New Technologies adopted after study			I			C	A & R											
5	Implementation of organization initiatives (SAP / IT Tools)			I			C	A & R											
6	Documentation of Designs Knowledge			I			C	A & R											
Executive Engineer - Civil (Projects)																			
KRA / KPI																			
1	Comprehensiveness of Proposals (Estimates, Deviations and Price Variations)			I					C	A & R									
2	Timely Scrutiny of Proposals			I					C	A & R									
3	Utilisation of SAP / IT Tools			I					C	A & R									
4	Institutionalisation of Project Knowledge			I					C	A & R									
Executive Engineer - MRT																			
KRA / KPI																			
1	Completion of scrutiny within time schedules			I								C	A & R						
2	Clarifications to Procurement wing .			I								C	A & R						
3	Revising technical specifications			I								C	A & R						
4	New technologies adopted after study			I								C	A & R						
5	Standardization of Drawings			I								C	A & R						
6	Effective implementation of IT and other tools			I								C	A & R						
Executive Engineer - Civil Designs																			
KRA / KPI																			
1	Comprehensiveness of Plans (Design perspective)			I										C	A & R				
2	Timely completion of Reviews			I										C	A & R				
3	Response to the Field Teams			I										C	A & R				

SINo	DESCRIPTION (KRA / KPI)	CE / Projects	DEE / Technical	Superintendent Engineer / Projects 400kV & Superintendent Engineer / Projects 220kV & 132kV	AEE / Technical	Executive Engineer / Projects 400kV & Executive Engineer / Projects 220kV & 132kV	DEE / Projects 400kV & DEE / Projects 220kV & 132kV	Executive Engineer - Electrical Designs	DEE - Electrical Designs	Executive Engineer - Civil (Projects)	DEE - Civil (Projects)	Executive Engineer - MRT	DEE - MRT	Executive Engineer - Civil Designs	DEE - Civil Designs	Superintendent Engineer - Projects (Field)	DEE / Technical	Executive Engineer - Construction (220kV & 132kV)	DEE - Construction (220kV & 132kV)	AEE - Construction (220kV & 132kV)
4	Utilisation of SAP / IT Tools			I										C	A & R					
5	Institutionalisation of Project Knowledge			I										C	A & R					
	Superintendent Engineer - Projects (Field)																			
	KRA / KPI																			
1	Quality of Plans Submitted															I	R	C	A	R
2	Project Efficiency - Completion within time															I		C	A	R
3	Project Efficiency - Completion within Budget															I		C	A	R
4	Timely response to the Field															I	R	C	A	R
5	Implementation of SAP / IT Tools															I		C	A	R
6	Effective handling of external authorities															I		C	A	R
7	Institutionalisation of Project Knowledge															I		C	A	R
	Executive Engineer - Construction (220kV & 132kV)																			
	KRA / KPI																			
1	Quality of Plans Submitted																	I	C&A	R
2	Timely Execution of Projects																	I	C&A	R
3	Timely response to the Field																	I	C&A	R
4	Implementation of SAP / IT Tools																	I	C&A	R
5	Effective handling of external authorities																	I	C&A	R
6	Institutionalisation of Project Knowledge																	I	C&A	R

* NOTE :

R : Responsible
A : Accountable
C : Consulted
I : Informed

KRA : Key Result Areas
KPI : Key Performance Indicator

RACI MATRIX - CE Civil Wing - APTRANSCO																	
SINo	DESCRIPTION (KRA / KPI)	CE/Civil	DEE/ Technical	EE/civil O&M/Vidyut Soudha	DEE/O&M Civil	AEE/O&M Civil	DEE/Building Maintenance/ Electrical	AEE/Building Maintenance/ Electrical	SE/ Civil	DEE/Technical	AEE/Technical	EE/400 KV Civil/ Construction & Maintenance Division	DEE/ 400 KV Civil/ C&M	AEE/ 400 KV Civil/ C&M	EE/ Civil Construction & Maintenance Division	DEE/ Civil/ C&M	AEE/ Civil /C&M
	Chief Engineer /Civil- Head Office																
	KRA																
1	Completion of works within the budget	I	C														
2	Timely completion of tasks for upkeep of HO	I	C														
3	Documentation and maintenance of drawings	I	C														
4	Timely submission of reports	I	R														
5	Effective deployment of IT Tools and SAP	I	C														
	Executive Engineer - Civil (O&M)-Vidyut Soudha																
	KRA																
1	Completion of Projects assigned	I		C&A	R	R	C&A	R									
2	Quality of Works carried-out	I		C&A	R	R	C&A	R									
3	Documentation and maintenance of drawings	I		C&A	R	R	C&A	R									
4	Timely submission of reports	I		C&A	R	R	C&A	R									
5	Effective deployment of IT Tools and SAP	I		C&A	R	R	C&A	R									
	Superintendent Engineer - CIVIL																
	KRA / KPI																
1	Comprehensiveness of Plans submitted								I	C&A	R						
2	Timely completion of estimates								I	C&A	R						
3	Timely execution of projects								I	C&A	R						
4	Completion of projects within budgeted cost								I	C&A	R						
5	Utilisation of SAP / IT Tools								I	C&A	R						
6	Institutionalisation of Project knowledge								I	C&A	R						
	Executive Engineer - CIVIL / 400kV Construction & Maintenance																
	KRA / KPI											I	C&A	R			
1	Comprehensiveness of Plans submitted											I	C&A	R			
2	Timely completion of estimates											I	C&A	R			
3	Timely execution of projects											I	C&A	R			
4	Completion of projects within budgeted cost											I	C&A	R			
5	Utilisation of SAP / IT Tools											I	C&A	R			
6	Institutionalisation of Project knowledge											I	C&A	R			
	Executive Engineer - Civil / Construction & Maintenance																
	KRA / KPI																
1	Comprehensiveness of Plans submitted														I	C&A	R
2	Timely completion of estimates														I	C&A	R
3	Timely execution of projects														I	C&A	R
4	Completion of projects within budgeted cost														I	C&A	R
5	Utilisation of SAP / IT Tools														I	C&A	R
6	Institutionalisation of Project knowledge														I	C&A	R

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