

SHEET-2

ACTIVITIES SHEET  
OF NERLDC, POSOCO

## ORGANISATION CHART OF NERLDC AS ON 01.01.2020

V. Suresh,  
EXECUTIVE DIRECTOR

(SO-I)  
OA and Outage  
coordinator/Legal Matters

1. Real Time Grid Management,
2. Daily PSP/NPMC/ operational report.
3. Shutdown Coordn.(Planned/ Emergency).
4. RT Scheduling and Issuance of Implemented Schedule,
5. STOA (Processing/Scheduling)
6. Preparation of STOA Monthly Reports,STOA Curtailment/Refund report,
7. OCC related activities,
8. Implementation of Software (Scheduling /Reporting /STOA /Outage),
9. CERC/CEA Regulatory affairs,
10. Updation of Restoration Procedure document,
11. Updation of Reactive Manual
12. Technical Session/ Seminars
13. FRC report
14. State profile preparation.

(SL)  
CISO/IT/ISMS,OH&S/E  
MS coordinator

1. All IT related issues I/C VOIP., VC, VoiceRecorder, surveillance, associated lease lines, etc.
2. SCADA/EMS Weekly/Quarterly reports, Telemetry Status Report
3. SCADA Database maintenance, integration of new elements.
4. WAM/PMU, URTDSM.
5. Auxiliary Power Supply system, UPS-Battery, DG Set functioning / weekly test running,
6. AC System of the building, Lift, Building lighting system, Office telephones etc.
7. ISO, CSR & RTI &, NETeST(UCC) Meetings etc.
8. Coordination for URTDSM
9. SCADA, Auxiliary power supply etc. of back up control Centre, Guwahati.
- 10 IT Application, Software Devlp. & Office Automation.

(Market Operation  
,Contracts & IT)  
MR for IMS/ISMS,RTI,KPI.

1. SEM data processing and loss declaration and interconnection meter error
2. Weekly Outage report Monthly ZCV and Dexiation Violation report, ABT report MMC report ,Congestion report and annual reports.
3. Dexiation/Reactive/OAAc counting and Settlement
4. Pool account disbursement
5. Fees & charges petition technical completion and CAPEX ,PLI
6. Quarterly Reconciliation of POOL Accounts
7. NERLDC fees and charges billing /STOA
8. TDS Reconciliation
9. STOA processing

(SO-II)  
(Reliability coordinator)

1. System Studies (TTC assessment, Tap Optimisation, Loss minimisation, etc.)
  2. Operating Procedure/ Power Maps / List of Important Grid Elements
  3. Operational Feedback to CEA and CTU
  4. Transmission Pricing related activities
  5. Reports (except Daily, Weekly & Annual)
  6. Disturbance/Event analysis.
  7. Reliability Co-ordn. functions.
  8. SPS/ Islanding Schemes in association with SO-1
  9. RE Integration
  10. Ready Reckoner
  11. Protection Issues
  12. Outage Co-ordination
  13. Event analysis based on PMU
  14. Processing of First time element charging & Start up power certification(TAC)
  15. Transmission availability
- Real Time Security Desk:**
1. TTC Assessment of region, states, control areas in real time
  2. Load Crash / Frequency Deviation /Voltage Deviation/System Reliability Reports
  3. Demand Forecasting
  4. Real Time Contingency Analysis in EMS
  5. Monitoring of system parameters from PMU and taking corrective action
  6. Comparison of Schedule v/s Actual Draw/Injection

(F&A)

1. All Finance & Accounts Works
2. Co-ordination for Audit
3. UI/Reactive/OA payment/settlement

(HR)

1. Employee Establishment function.
2. Admn. Functions.
3. HRIS Reports
4. House keeping
5. AMCs
6. Security.
7. Welfare & PR
8. RajBhasha
9. Protocol.
10. Grievance Handling
11. Training/HRD

Construction  
& Admin

1. Back-up NERLDC Project Construction Works

### Common Activities

1. Relevant MOU/KPI/Audit Related activities
2. Any other works assigned time to time