



ABSTRACT

Estt. – APGENCO –Project SHAKTI (ERP)-Headquarters – Vidyut Soudha –Formation of MDM committees at corporate office and plant level – Orders – Issued.

G.O.O.No. 318/CGM(ADM)/2012

Dt- 01.10.2012

Read the following:

Ref:- U.O.ED(IS) / GM(ERP) / F.MDM / D.NO. 407 / 12, Dt: 24.09.2012.

ORDER :

The ERP Project "SHAKTHI" was commenced on **24th August 2012** and the project preparation and core team training were started on **27.08.2012**. The "**Master Data Management**" (MDM) is one of the essential and time consuming activities to be carried out by SAP as a part of Implementation of SAP - ERP solution. In ERP system, the master data is to be shared by multiple departments across the processes. As such, the quality of the master data available in the organization plays a vital role for successful implementation of the ERP system. This can be achieved by pooling all the data related to Materials, Machines, Vendors, and Employees etc., and are to be standardized, unified so that same data is available and accessed through ERP system by all the Plants and corporate office for making the transactions.

2. After careful consideration, orders are hereby issued for formation of committees for Master data management (MDM) at corporate office and plant level as mentioned Annexure-A and Annexure-B respectively.
3. The Station heads are requested to form and assign the MDM coordination work to the plant level committee. In case there are no incumbents of the posts stated in annexure-B, the station heads may nominate the suitable/concerned incumbents at their station/plant. The rules and responsibilities of MDM Head, MDM team at corporate office and at plant level committees are stated in Annexure-C.
4. The Station Heads are also requested to communicate the plant level MDM committee member names along with their mobile numbers and email IDs to this office and ED/IS office for coordination in this regard.

5. The concerned station heads and functional heads are requested to necessary action accordingly.

Encl: Annexure – A ,B & C

K. VIJAYANAND
MANAGING DIRECTOR

To

The Executive Director (IS)/VS/HYD


All the functional heads & Station Heads

Copy to the:

DS to MD/APGENCO //Dy.CCA to JMD/APGENCO//ADE(T) to Director (Thermal) //
ADE/(T) to Director (Hydel)//PS to Director (Projects)// SE (Tech) to Director (Technical)
// PS to Director (HR)//ADE/(T) to Director(Coal & Logistics) //PA to CGM(ADM)// Chief
Engineer/Commercial/VS/APGENCO//Pay Officer//AO/CPR//APGENCO.

C.NO.CGM(ADM)/DE(MPP)/ADE(MPP)/ 697/2012

// FORWARDED :: BY ORDER //


Divisional Engineer (MPP)

Annexure-A to O G.O.O.No. 318 /CGM(Adm)/2012, Dt- 01.10.2012**A. Corporate Level Committee on MDM**

Sl.No.	Name	Designation	Role
1	Sri P.Ratnakar	Chief Engineer/HPC	Chairman
HR & Admin Master Data			
2	Smt V. Usha	Deputy Secretary/Adm O/o CGM(ADM)	Member - HR
3	Sri K.Chandra Sekhara Rao	DE/MPP, O/o CGM(ADM)	Member - HR
4	Smt G. Madhavi	ADE/IT, O/o ED(IS)	Member - HR
Quality checking related Data			
5	Sri J. Raghavendra Rao	SE/E&M-II/ConstnSDSTPS/VS	Member - QM
6	Sri M. Umamaheswara chary	ADE/IT, O/o ED(IS)	Member - QM
Vendors, Customers, Services & Materials related data			
7	Sri V.Devaprasad	SE/ E&M-III/Constn SDSTPS/Nelaturu.	Member - MM
8	Smt M.Umadevi	EME/Vendor Registration, O/o CE/Gen-II	Member - MM
9	Sri Ch. Rambabu	DE/ERP-II, O/o ED(IS)	Member- MM & Convener
Plant Machines & their specifications Data, Maintenance Activity coding			
10	Sri L.Narsimhulu	SE/Generation-I	Member - PM
11	Sri. S. Venkata Varma	EME-3, O/o CE/Projects	Member - PM
12	Sri P.Rajayya Pillai	EME VII, O/o CE/Gen-I	Member - PM
13	Sri G.Krishna Mohan	EME V O/o CE/TPC-I	Member - PM
14	Sri.K.RamaKrishna Reddy	EE/Civil, O/o CE/Civil/Thermal	Member - PM
Fixed Assets data and Finance data pertaining to vendors, customers, services, Materials, Chapters related to Statutory Costing, Taxes & Duties etc.			
15	Sri V.Srinivasa Rao	SAO/B&R, O/o FACCA(RES)	Member - FiCo
16	Sri K. Bhaskar Rao	SAO/Stores, O/o FACCA(ACCT)	Member - FiCo
17	Sri M.Mohan Rao	AO/Budget, O/o FACCA(ACCT)	Member - FiCo
Coordination from ERP project office			
1	Sri. A.Ramesh	GM/ERP	Member - PMO Support
2	Sri P.Ashok Kumar Reddy	PM/ERP	Member - PMO Support

A. Plant Level Committee on MDM

Thermal Plants

- a. Superintending Engineer/Adm. - Chairman
- b. Divisional Engineer/Stores - Member - Convener
- c. Divisional Engineer/E&P - Member
- d. Divisional Engineer /IT - Member
- e. Divisional Engineer/Purchase - Member
- f. Divisional Engineer (Maint.) - Member
(To be nominated by Station Head)
- g. Senior Accounts Officer - Member

Hydel Plants

- a. Station Head (SE/DE) - Chairman
- b. Divisional Engineer /
Incharge of Stores - Member - Convener
- c. Divisional Engineer /Maint. - Member
(To be nominated by Station Head)
- d. Divisional Engineer /
Automation & Controls - Member
- e. ADE/Tech - Member
- f. ADE/AE/(Computers) - Member
- g. Accounts Officer - Member

Annexure-C

Roles and Responsibilities

A. MDM Head

- Shall be the Single Point of Contact (SPOC) for all MDM activities for the SAP team, MDM core team, PMO (Project Management Office) and Steering committee (SC) on ERP-Project-"SHAKTHI".
- Shall resolve issues that remain unresolved by the core team.
- Shall be able to cut across hierarchy and layers and able to move things in an amicable manner.
- Shall have excellent rapport with all the plant and MDM coordinators as well as the PMO and Steering committee members.
- Shall coordinate and ensure that time lines are met.

B. MDM Team at Corporate Office:

1. The team would take decisions on the ground rules to be followed and ensure that the data is required and made available are relevant and complete and in alignment with the process requirements, in the specified format.
2. Decide on the characteristic templates for the equipment and materials.
3. It is expected that the person(s) would be able to involve and get the work done from their team at the plant and also be aware of requirements and processes applicable. The team should be able to cut across the functions and get the information, as the data will have link to all the functions.
4. Decide on the inventory levels to be maintained for the items in respective plants and if the items are available across plants, arrive at policy decisions, on the same.
5. Provide the details of the employees/ masters and the other required details of the personnel employed in the respective plant.

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6. Resolve day to day issues that may arise at the plant with respect to the data requirements. They would coordinate and ensure that the required data is made available by every plant in a timely fashion.
7. Ensure that the site team is motivated and encouraged to challenge the boundaries for providing the data.
8. Team shall be the single point of contact for the MDM head with respect to the data required from the specific plant.
9. Wherever there are open issues which remain unresolved, bring to the notice of the SC for resolution or escalation to the top management for decision making.

C. Plant Level Committee:

Plant level team shall comprise of officials drawn from different functions. The team will comprise of


1. Plant level procurement and warehouse personnel.
2. Plant level maintenance planners and indenters.
3. Plant level finance and costing personnel including excise personnel. (Excise personnel are needed for mapping chapter id's and for determining the Cenvat and other taxes.
4. Plant level Safety and admin coordinator.

D. Primarily above team shall have the following responsibilities

- To coordinate and ensure all Administrative and Technical requirements are fulfilled.
- To Identify and Provide the required equipment and other data that is required by the Data team in the required format in the required Functional Hierarchy
- To Identify and Provide the details of the BoM / Material that is associated with the Equipment and the required maintenance task lists, frequency of maintenance, job wise crew details, Safety and other requirements associated with tasks, that are already in place/being followed and the related Vendor data for the same.
- To provide the required details of storage details like warehouse, storage locations, bins , bin no's etc.
- To coordinate with departments and provide the required transaction data, that is required from the migration perspective. This would include the costs(acquisition and current), stock qty, open PR and PO qty with value, Vendor Account payables and ageing if any, maintenance history sheets etc, in the required format.
- Provide the excise chapter ID and the determining the values etc.

K. VIJAYANAND
MANAGING DIRECTOR

// FORWARDED :: BY ORDER //


Divisional Engineer (MPP)