Meeting Compliance Portal

Login:

- 1. Enter your username and password.
- 2. Select portal type
 - A. HO Meeting Compliance For Meetings conducted by CMD sir
 - B. Field Meeting Schedule/MoM For entering meeting schedule for RD/CE/SE
- 3. Please change your password after first login.

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Meeting Compliance Portal			
Weeting Compliance Portal Finployee Login Plase provide your details Password Password Pietid Meeting Compliance Field Meeting Schedule/MoM Sign In			

A. HO Meeting Compliance

Dashboard: Dashboard displays Calendar and Pending Compliance Statistics. Calendar displays Meeting Schedules.

- Meeting Dates will have a Blue Mark.
- Hovering Mouse over the Blue Mark will display Meeting Titles.
- Clicking on Blue Mark will redirect to Meetings List for the Date.

Pending Compliance Statistics displays Department-wise Pending ATR count.

• The bar graph shows Department-wise Pending ATR count for the meetings conducted by the logged in authority.

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Upload Meeting (Excel Format): Meeting Details can be uploaded into the system in predecided excel sheet format.

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Select a file to upload: Meeting details file (in pre-decided Excel Format) can be uploaded using this screen.

Meeting (Compliance Portal ×					
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	Choose File No fil	le chosen	Upload	0		
S.No.	Meeting Date Issue	Directives given by Hon. CMD	Designation	Department	Remark	Target Date
+	07/05/2016	Cost Data Meeting11		2	CMD-CMDO	Validate
+	06/04/2016	Infra MoM compliance review Meeting22		æ	DIR-FIN	Validate
+	02/02/2016	Sr. Officers Meeting33		<i>i</i>		Validate
+	04/11/2016	KRA review Meeting66		ž		Validate
+	06/04/2016	Infra MoM compliance review Meeting44		æ		Validate
+	01/09/2016	MoM of Projects Review Meeting55		ĥ		Validate

Uploaded data will be displayed on the screen, with collapsed meeting details. Clicking on the [+] icon in **Sr. No** column will display details of all the Directives given by the Meeting Conducting Authority. Corrections can be done before confirming the upload of the data.

Validate the data displayed on the screen by selecting the check box on the extreme right side of the Meeting Title.

Department and Designation short names should be keyed in the excel file, information regarding the short names is displayed under the small icon (i). Proper short names will ensure proper assignment of the directives.

Once ensured that the data is correct, the upload can be confirmed. e-Mails will be sent to all the Concerned HOD's, from whom the ATR is expected, after the meeting details are uploaded.

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S.No.	Meeting Date Issue	Directives given by Hon. CMD	Designation	Department	Remark	Target Date
	07/05/2016	Cost Data Meeting11			CMD-CMDO	Validate 🖌
1	Cost Data	It is observed that Service Tax is being paid on ? Contractor Supervision Charges / Contractor Profit?. Further Service Tax is also paid lump sum on percentage basis without verifying that whether the	DIR	FIN		dd/mm/yyy
2	Cost Data	The condition shall be included in tender document which makes the contractor mandatory to show the Service Tax component separately.	DIR	FIN		dd/mm/yyy
3	Cost Data	MSEDCL is giving 3 separate LoAs viz., Material, Services & Civil. The study of Composite LoA & its benefit shall be done. Further the method followed by Tata /	DIR	FIN		dd/mm/yyy

Data displayed on confirmation screen:

Department and Designation Abbreviations:

Names Chart page contains Department and Designation abbreviations, which are to be used in Excel file for uploading Meeting Points.

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ashboard Meeting Compl	liance Reports			
Department & Designation Na	ames Chart			
Department Abbreviation	Department Name	Designation Abbreviation	Designation Name	
CMD	CMD Office	CMD	Chairman & Managing	
LEGAL	Legal		Director	
TE	Technical Establishment	GM	General Manager	
/IG	Vigilance	CIRO	Chief Industrial Relations	
RO	Region Office		onicer	
APDRP	APDRP	CGM	Chief General Manager	
ZONE O&M	Zonal O&M	SE	Superintending Engineer	
CA	Corporate Accounts	DIR	Director	
CIVIL	Civil	CLA	Chief Legal Advisor	
HR	Human Resource	DD	Deputy Director	
	Information Technology	IT-CPRO	Joint Chief Public Relations	
Т	information reenhology	Ji cino		

Submit Action Taken Report:

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Search can be performed by Meeting Date, Department, Designation and Conducted By.

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Submit ATR					
Meeting Date:	dd/mm/yyyy	Conducted By:	Select	Y	
Designation:	Select - Select Chairman & Managing Director General Manager Chief Industrial Relations Officer Chief General Manager Superiotending Enginger	Department:	Select Legal Technical Establishment Vigilance Region Office	▼ ▲	
No Meetings found mat	Director Chief Legal Advisor Deputy Director Joint Chief Public Relations Officer Officer on Special Duty Executive Director Deputy General Manager		Zonal O&M Corporate Accounts Civil Human Resource Information Technology Commercial Finance		
2016 MSEDCL.	Chief Public Relations Officer Chief Engineer Zonal CE's Designation Not Found Assistant Director Regional Director		Industrial Relations Training Power Purchase Personnel Relations Load Management SLDC Distribution	•	

Meeting List will be displayed as per the search criteria.

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		Search Cancel	Hon. CMD on 15-Jan-20	16				
1.	Implementatio	on of ERP	Stop all parallel (man of ERP system for all p	ual) systems, email e ourposes including pr	tc from April-2016 onwa oject management.	rds & enforce exclusive us	age	
	CGM - IT						Submit ATR	
2.	ERP IT		Outage Management Scheme. Possibility of	system should be im implementation acr	plemented in 128 towns oss MSEDCL should be e	covered under R-APDRP xplored		
	CGM - IT		Proposal for pilot OMS	implementation in o	ne town will be submitte	d by 8th Feb 16	Edit ATR	

Click Submit ATR to submit Action Taken Report. Pop-Up is shown as below. Enter ATR Details and Upload any Files pertaining to the description. After Entering Details and Uploading Files, click on Submit to save the Action Taken Report.

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Meeting Compliance Bertal	Chief General Manager -
Dashboard Meeting	×
Submit ATR Implementation of ERP Stop all parallel (manual) systems, email etc from April-2016 onwards & enforce exclusive usage of ERP system for all purposes including project management. ATR Details Designation: Document Upload Choose Files No file chosen Upload Otio	n
1. Implementation	
CGM - IT Submit Close	Submit ATR
2. ERP IT	
CGM - IT Proposal for plot CMS implementation in one town will be submitted by nin-reb 16	EditATR

Click on a Meeting to view the Meeting Details.

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Meeting Compliance Port		
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🚢 Submit ATR	Outage Management system should be implemented in 128 towns covered under R-APDRP Scheme. Possibility of implementation across MSEDCL should be explored	
Marking Balan	ATR Details	
Meeting Date: U	Proposal for pilot OMS implementation in one town will be submitted by 8th Feb 16	
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1. Implementation		
CGM - IT	Submit Close s	
2. ERP IT		
CGM - IT	Proposal for pilot OM5 implementation in one town will be submitted by 8th Feb 16	

Edit ATR where ATR is already submitted.

View Action Taken Report:

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Meeting List will be displayed as per the search criteria.

Click on a Meeting to view the Meeting Details.

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View ATR		
Meeting Date: dd/	/mm/yyyy Conducted By: Select 🔻	
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Con	onsumer Representatives Meeting by Hon. CMD on 01-Feb-2016	
1. Cost Data	Prevailing cost data pertains to FY 2012-13, the same to be updated within one month by Dir-Proj in coordination with Dir-Fin	
DIR - FIN	Updated cost data prepared and ready for appraisal	
DIR - PROJ	Updated cost data prepared and ready for appraisal	
2. Consumer	All Zonal CE to interact with consumer representatives in their jurisdiction compulsorily on quarterly basis and report to be submitted accordingly. Such sessions should be conducted down the line up to sub-division level for which frequency to be decided.	
DIR - OPER	Directives has have been issued	
3. Consumer	Explore the possibilities of ToD tariff to be made applicable for industries (specifically powerlooms)	-

Acknowledge for Action Taken Report: ATR can be "Accepted" or "ReAssigned" by the Meeting Conducting Authority.



Meeting List will be displayed as per the search criteria.

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#	Meeting Subject	Meeting Date	Conducted By	Points	
1	Infra Department Introductory Meeting	29-Dec-2015	Hon. CMD	5	
2	Introductory Meeting	29-Dec-2015	Hon. CMD	16	
3	HR Department Introductory Meeting	31-Dec-2015	Hon. CMD	3	
4	HR Department Introductory Meeting	01-Jan-2016	Hon. CMD	10	
5	Finance Department Introductory Meeting	01-Jan-2016	Hon. CMD	11	
6	Introductor Meeting of IT : 01-Jan-16	01-Jan-2016	Hon. CMD	19	
7	Introductory Meeting	01-Jan-2016	Hon. CMD	8	

Click on a Meeting to view the Meeting Details. Option to Accept or Reassign ATR can be seen against each directive given. Remark is required for Reassigning an ATR.

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1. Infra-I - Prop ED - INFRA CE - INFRA	Search C ATR Acknowl	Integration Integration Integration Integration	Assign
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Pending ATR:

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	No Meetings found matching selected criteria		
	© 2016 MSEDCL.		

Meeting List will be displayed as per the search criteria.

Click on a Meeting to view the Meeting Details.

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#	Meeting Subject	Meeting Date	Conducted By	Points	
1	Infra Department Introductory Meeting	29-Dec-2015	CMD-CMDO	5	
2	Introductory Meeting	29-Dec-2015	CMD-CMDO	16	
3	HR Department Introductory Meeting	31-Dec-2015	CMD-CMDO	3	
4	HR Department Introductory Meeting	01-Jan-2016	CMD-CMDO	10	
5	Finance Department Introductory Meeting	01-Jan-2016	CMD-CMDO	11	
6	Introductor Meeting of IT : 01-Jan-16	01-Jan-2016	CMD-CMDO	19	
7	Introductory Meeting	01-Jan-2016	CMD-CMDO	8	

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	3. A	g pump	3	3.ÿÿ Presentation o	n transformer repair	pilot project work	out by M/s. BV	G to be shown on 22-06-2016.		
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Click on Send Reminder link to send a Reminder e-mail to the Concerned Authority.

Reports:

Meeting List will be displayed as per the search criteria.

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Click on a Meeting to view the Meeting Details.

Report can be downloaded in PDF or Excel formats.

		Multiple agencies to be deployed if required.	
	ED - INFRA	Complied	
3.	Infrastructure / Vidarbha-Marathwada Special Packa	Ag. Portion (Scope) covered in Infra-II to be geared up for achieving the target.	
	ED - INFRA	Matter is being followed with Infra Agencies regularly	
4.	Infrastructure / Vidarbha-Marathwada Special Packa	Basic presentation on DDUGJY to be apprised to Board	
	ED - INFRA	Complied	
5.	Infrastructure / Vidarbha-Marathwada Special Packa	Four Years prospective plan (District wise) for Infra development as per load growth to be prepared. Consulting Agency to be deputed if required.	
	ED - INFRA	Discussion with with M/s. Medhaj is under process	
6.	Finance	Balance sheet for the period April-2015 to December-2015	
	NODISIG - NODEPT	Pending	
7.	Finance	Cash flow statement for month on month and cumulative basis upto Dec- 2015 for FY 2015-16.	
	NODISIG - NODEPT	Pending	
	Download PDF	Download Excel	
			_

B. Field Meeting Schedule/MoM

Dashboard: Dashboard displays Calendar and Pending Compliance Statistics. Calendar displays Meeting Schedules.

- Meeting Dates will have a Blue Mark.
- Hovering Mouse over the Blue Mark will display Meeting Titles. •
- Clicking on Blue Mark will redirect to Meetings List for the Date. •

Pending Compliance Statistics displays frequency-wise Completed, Scheduled and Pending ATR count.

- The bar graph shows Department-wise count for the meetings scheduled by the • logged in authority.
 - > **Completed**: Past meetings whose MoM/Remark is submitted.

 - Scheduled: Upcoming scheduled meetings.
 ATR Pending: Past meetings whose MoM/Remark is not yet submitted.

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Upload Meeting Schedule: Meetings schedule can be uploaded using this menu.



• Select Frequency and search to enter predefined meetings.

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- Select Meeting Mode, Scheduled Date and Review to be taken uptoIf Meeting Mode is physical then enter meeting venue

- Select Meeting participants
 Then Save the meeting schedule

Selection Title Meeting Mode Scheduled Date Review To Be Taken Upto Participants I EHV co-ordination meeting -Select- dd-mm-yyyn -Select- Select Participants I EHV co-ordination meeting -Select- dd-mm-yyyn -Select- Select Participants I EHV co-ordination meeting -Select- dd-mm-yyyn -Select- Select Participants I Interaction with industrial association -Select- dd-mm-yyyn -Select- Select Participants I Interaction with industrial association -Select- dd-mm-yyyn -Select- Select- Select- I Interaction with industrial association -Select- dd-mm-yyyn -Select- Select- Select-	меетіпg	Compliance Portai						o Settings - Achier Eng	ineer -
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3 Interaction with industrial association Select- · · dd-mm-yyy ·-Select- · · Select Participants · · Select Participants · · · Select ·	2	Review of substation ove	erloading	Select	٠	dd-mm-yyy *Last Dt: null	Select	Select Participants	
Save Cancel *Meeting upto this date is already scheduled.	2 3	Interaction with industria	al association	Select	٠	dd-mm-yyy *Last Dt: null	Select *	Select Participants	
	Save C	ancel pto this date is already scheduled	i.						
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Add Custom Schedule: Up to two custom meeting schedules can be enter using this menu.

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Frequency: Search OR Add My Custom Schedule				
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- Enter Frequency, Activity Head and title for custom schedule.
- After saving, custom schedule will appear under respective frequency for scheduling meeting
- Please note that you can enter up to 2 custom schedule entries. You cannot edit/change Custom Entry schedule once saved.

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Submit ATR/MoM: Submit Meeting actual date and ATR/Minutes of Meeting

Meeting	Compli	ance Port	al									Chief Engineer -	
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							3						
22	2	3 24	25	26	27	28	2						
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• Use search option to view meeting schedule

Dashboard Field Meeting Schedule/MoM View Schedule View Activity Schedule View Schedule Activity From Date: dd-mm-yyyy	
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Search	
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• Meeting schedule list will be displayed as per search criteria

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Click **Edit** to submit Action Taken Report. Pop-Up is shown as below. Enter ATR Details and click on Submit to **Submit** the Action Taken Report.

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Activity List Title Demand; Collection Repartation (Circle Division / Subdivision)	Review of the shortfall in current demand is taken. All EEs are instructed to recover the balance demand by 22-11-2019. Also, all EEs are instructed to operate HO disconnection list and complete it within two days. Accien Acciention Submit Close				
2 Review of DOUGY. HVDS etc schemes	ZONE Office Participants 2019 Indian Cables and Electricals Pvt. Ltd.) BL DOUGY Part-II (M/s, Scheme Tender No.DO-135 under Kolhapur Carde (M/s, Prakash Steel Works) C, DDUGP Part, BScheme Tender No.DD-136 under Sangli Circle (M/s, Precaution Electricals / V with M/s, Fing Electricals - JALE, (Infra Flah) to take necessary follow up with the agency for completion of work				

View Schedule: To view schedule and download in excel Use search option to view meeting schedule list.

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List will be displayed as per search criteria.

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Click on **Download Excel** button to download report in excel.

		ZONE	Office		Participants	2019	2019. All agencies are asked to complete the given targets and instructed to complete the project up to the month of January 2020.			
16	Demand, Collection and Repatriation (Circle / Division / Subdivision)	CE - KOLHAPUR ZONE	TELEPHONIC	10-Dec- 2019	CIRCLE View Participants	10- Dec- 2019	Review of the shortfall in current demand is taken. All EEs are instructed to recover the balance demand. HO disconnection list should be attended on priority.			
17	Release of new connections, Feeding of NSCs, meter replacements, outages etc through mobile app, review of age wise paid pending (LT and HT) in subdivision	CE - KOLHAPUR ZONE	PHYSICAL Venue: Zone Office	10-Dec- 2019	CIRCLE View Participants	10- Dec- 2019	Circle wise review of RCI paid pending, new connections released, meter replacement etc has been taken. All EEs particularly Kolhapur R-I, Kolhapur R-II, Islampur, Sangil R and Vita are lagging to release new only service RCI connections and instructed to release all new only service RCI connections on priority. In Sangli Circle, RCI only service connections are pending for more than two months. SE Sangli is instructed to look in personally in the matter.			
18	Review of interruptions and outages (planned/forced) in the subdivision. Preventive maintenance planning and execution for substations, transformers (DTC), HT and LT lines, review of breakdown maintenance, SAIDI-SAIFI - Feeder, subdivision, division / circle.	CE - KOLHAPUR ZONE	TELEPHONIC	10-Dec- 2019	CIRCLE View Participants	null	null			
19	Field visits for quality checks in substations, DTCs, HT/LT lines executed under different schemes	CE - KOLHAPUR ZONE	PHYSICAL Venue: Sub Division	11-Dec- 2019	SUBDIVISION View Participants	null	null			
	ownload Excel									