

Right to Information Act - 2005

4 (1) (b) MANUAL for Corporate Office / APEPDCL



EASTERN POWER DISTRIBUTION COMPANY
OF ANDHRA PRADESH LIMITED
CIN: U40109AP2000SGC034117
CORPORATE OFFICE
P&T Colony, Seethammadhara, Visakhapatnam -530 013
www.apeasternpower.com

CHAPTER - 1
INTRODUCTION

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INTRODUCTION

Background (RIGHT TO INFORMATION ACT & ITS OBJECTS)

Set act the practical regime of right to information for the citizens to secure access to the information under the control of Public authorities, in order to promote transparency & accountability in the working of every public utility.

OBJECTIVE / PURPOSE OF THIS INFORMATION HANDBOOK

This information hand book is aimed to make suo - motto disclosure in respect of the particulars of the organization, functions, duties etc., and standardized information for easy access & understanding by the public as per the provisions of section 4(1) (b) of the Right to Information Act.

WHO ARE THE INTENDED USERS OF THE HAND BOOK

Citizens, civil society organizations, public representatives, officers & employees of public authorities including PIO's, APIO's and Appellate Officers, Central & State information commission etc

ORGANIZATION OF INFORMATION

The information in the hand book is organized in the following Chapters

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| Chapter : 1 | - | Introduction |
| Chapter : 2 | - | Organization, functions and duties |
| Chapter : 3 | - | Powers & Duties of Officers and employees |
| Chapter : 4 | - | Procedure followed in Decision making process |
| Chapter : 5 | - | Norms set for the discharge of functions |
| Chapter : 6 | - | Rules, Regulations, Instructions, Manual & Records for Discharging functions |
| Chapter : 7 | - | Categories of documents held by the Public authority under its control. |
| Chapter : 8 | - | Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof. |
| Chapter : 9 | - | Boards, councils, committees and other bodies constituted as part of public authority |
| Chapter : 10 | - | Directory of officers and employees |
| Chapter : 11 | - | Monthly remuneration received by the officers and employees, including the system of compensation as provided in regulations. |
| Chapter : 12 | - | Budget allocated to each agency including plans etc. |
| Chapter : 13 | - | Manners of execution of subsidy programs |
| Chapter : 14 | - | Particulars of recipients of concessions, permits or authorization granted by the public authority. |
| Chapter : 15 | - | Information available in electronic form. |
| Chapter : 16 | - | Particulars of facilities available to the citizens for obtaining information. |
| Chapter : 17 | - | Names, Designations & Other particulars of 1 st Appellate authorities, Public Information Officers & Asst. PIO's. |
| Chapter : 18 | - | other useful information |

NAME & ADDRESS OF KEY CONTACTS.

- | | |
|------------------------------|--|
| Sri T. V. Surya Prakash | - First Appellate Authority & Director (Operations), Corporate Office, APEPDCL, Seethammadhara, P&T Colony, Visakhapatnam. [Office Telephone: 0891- 2582519, Mobile: 9440812555] |
| Smt D. Suman Kalyani | - Public Information Officer & Chief General Manager /HRD Corporate Office, APEPDCL, Seethammadhara, P&T Colony, Visakhapatnam. [Office Telephone: 0891- 2582400, Mobile: 9440812369] |
| Sri U.K.V. Rama Krishna Raju | - Assistant Public Information Officer & General Manager, HRD, 4th Floor, Corporate Office, APEPDCL, Seethammadhara, P&T Colony, Visakhapatnam. [Office Telephone: 0891-2582401, Mobile: 9440812370] |

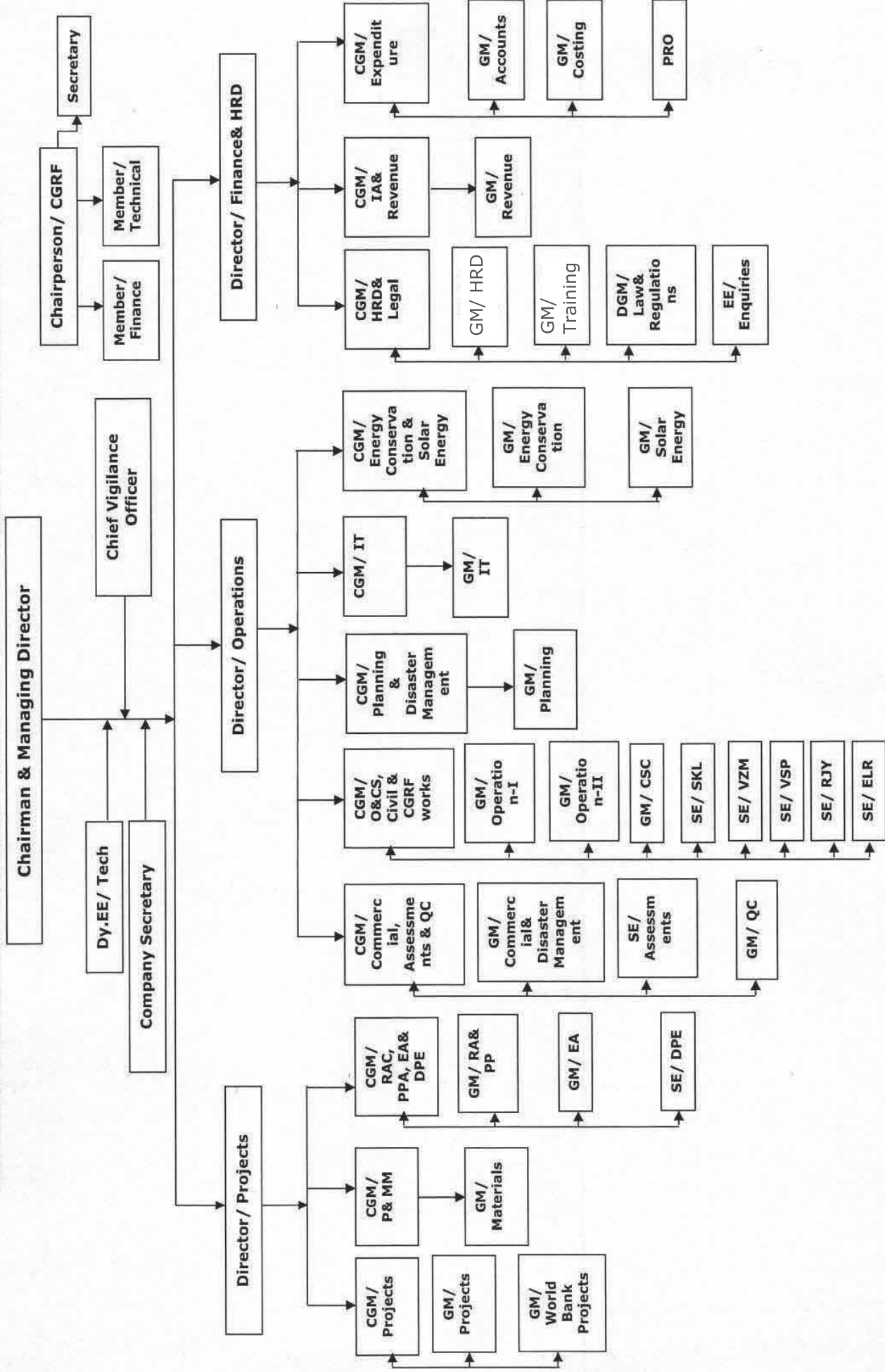
CHAPTER - 2

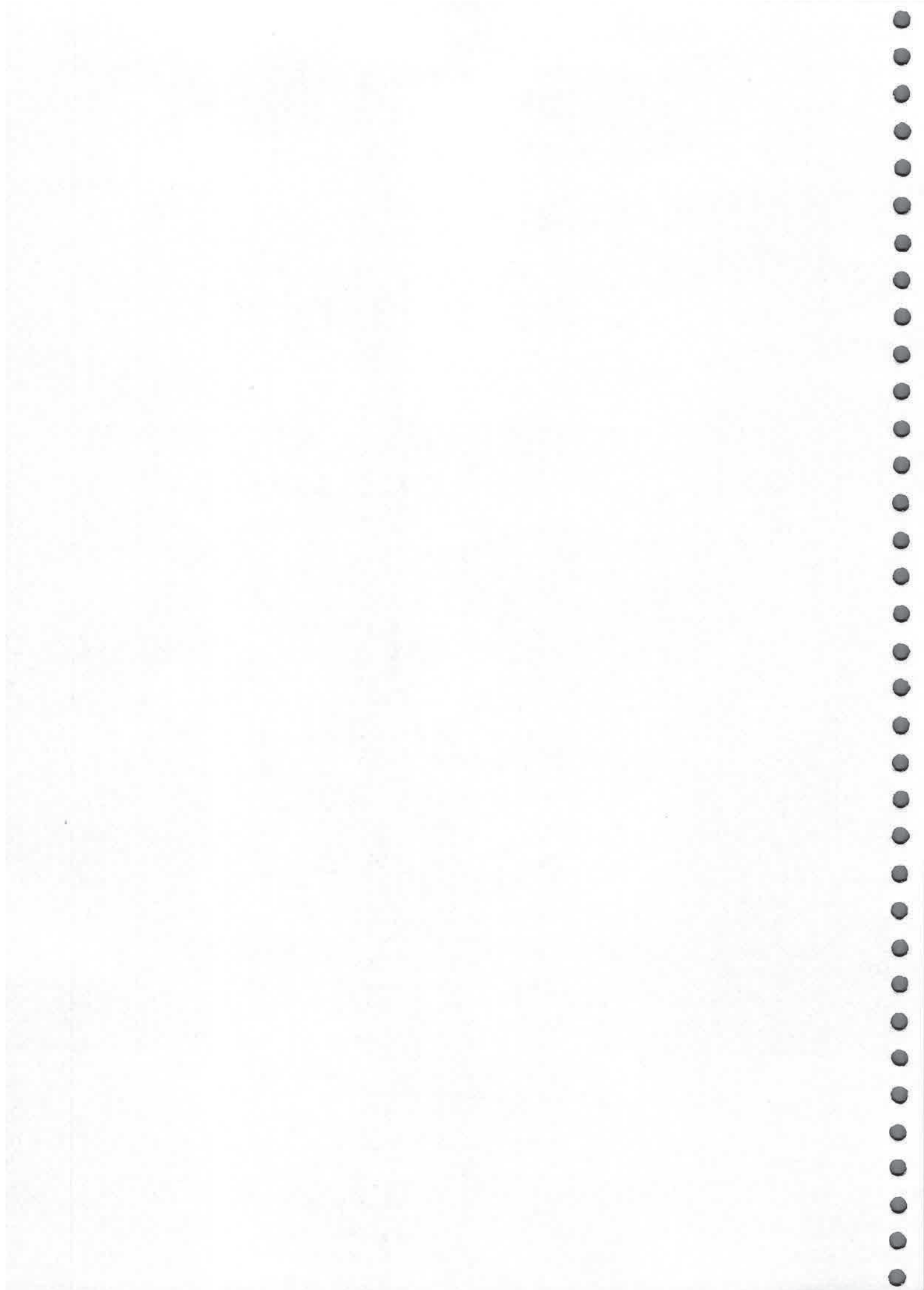
Organization, Functions and Duties

**EASTERN POWER DISTRIBUTION
COMPANY OF A.P. LIMITED**

ORGANISATION CHART

EASTERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED ORGANISATION CHART





CHAPTER - 2

Organization, Functions and Duties [Section 4(1) (b) (i)]

Particulars of the organization, functions and duties:

S. No.	Name of the Organization	Address	Functions	Duties
1	EASTERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED	O/o. Chairman and Managing Director, Corporate Office, APEPDCL, P&T Colony, Seethammadhara, Visakhapatnam - 530013	<p>1] To ensure reliable, efficient and sufficient power supply to Domestic, Commercial, Agriculture, Industrial and Other Category Consumers in all five Districts viz, Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari districts.</p> <p>2] To ensure a balanced all-round development of power infrastructure in all 5 districts.</p> <p>3] To ensure operational efficiency through managerial, functional autonomy and technological up gradation.</p> <p>4] To focus on customer care and customer service in all spheres of activity, by maintaining good quality and cost- effectiveness in power distribution.</p>	<p>1] Obtain license from Andhra Pradesh Electricity Regulatory Commission (APEREC) for supply of electricity to the Consumers located in Srikakulam, Vizianagaram, Visakhapatnam, East Godavari and West Godavari districts.</p> <p>2] Compliance of APERC directives activities as specified in Electricity Act, 2003.</p> <p>3] To provide reliable power supply to its consumers and allied activities as specified in Electricity Act, 2003.</p>

CHAPTER - 3

Powers and Duties of Officers and Employees

CHAPTER - 3

Powers and Duties of Officers and Employees

Section 4(1) (b) (ii)

3.1 The details of the powers and duties of officers and employees of the authority by designation as follows:

Name of the Wing : SECRETARIAL				
S. No.	Name of the Officer	Designation of the Officer(s)	Duties allotted	Powers
1	K.S.V.S.SASTRY	COMPANY SECRETARY	TO PERFORM FUNCTIONS OF COMPANY SECRETARY AS PER THE PROVISIONS OF THE COMPANIES ACT, 2013	Nil

Sl. No	Designation of the Officer	Duties allotted	Powers
Name of the Wing : Operation & Consumer Services, Civil & CGRF Works			
1	CGM/Operation & Consumer Services	The Chief General Manager is functional Head and looks after Operation, Consumer service, DPE & Assessment Wing works of the DISCOM	The CGM/O&CS will exercise his powers as per the delegation of powers for processing of proposals in respect of service connections, improvement, Deposit contribution O&M, T&P and ex- gratia in respect of non- departmental electrical fatal accidents etc will be communicated to field from CGM/O&CS on behalf of APEPDCL. The CGM/O&CS is appellate authority in respect of cases booked for all Unauthorized use of electricity (MP) cases pertains to all LT Categories (except LT-III & Cottage) and all HT categories
2	GM/CSC	1. GM (CSC) is the overall in-charge of all Customer Services and has to review functions and to give suggestions for rectification if any, abnormalities noticed. 2. Entire activity of Load Monitoring is being carried out through the LMC at Corporate Office round the clock duly coordinating with the similar LMCs formed at Circle Offices and as per the directions of SLDC. 3. GM CSC is a safety officer and process files relating to Compensation proposals of	PIO in respect of all Customer Service Centers of APEPDCL

		<p>Fatal/Non- Fatal Accidents and Court Cases related to Accidents to CGM/OCS</p> <p>4.RTI Correspondence</p> <p>5. Single point of contact for rationalization of Spandana System by CMO and Spandana complaints received through Govt. of AP WEB SITE</p> <p>6. Adverse news paper clippings.</p>	
3	GM/Operation -I	<p>Overall monitoring & processing of subjects being dealt by EE/O&M-II, EE/O&M-III, Dy.EE/O&M-III, AEE/O&M-I, AEE/O&M-II , Monitoring of New service/Additional Load Estimates ,processing Tenders of PTR ,DTRs, • Processing of T & P, Rolling Stock, PTR Repairs Estimates, Departmental SPM Sheds Correspondence , O&M of 33/11KV Sub-Stations, Spot Billing Correspondence, SOP Norms, PTCC Correspondence, APPCC Meeting Correspondence. Approval with regard to taking up works with pending payments.</p>	<p>No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner.</p>
4	GM/Operation -II	<p>Overall monitoring & processing of subjects being dealt by EE/O&M-I, Dy.EE/O&M-II AEE/O&M3. Processing Tenders and Agreements of New Substations, Load Flow Studies, Smart Meters, Tenders and Agreements of New Substations, ISO monitoring, Monitoring of Contractor Registration, Spandana Complains , CGRF, CMO complaints handling . Correspondence on Court Cases, DPE & Assessments wing, Correspondence on Fiber Net and Cable TVs, Finalisation of SSR, APERC Correspondence.</p>	<p>No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner.</p>
5	EE/O&M1	<p>EE/O&M-I will look after the processing of EPCCB/SAP-Revoke of Estimates ,New service/Additional Load Estimates ,DC Estimates ,24 Hrs estimates ,Turnkey approvals sanctioned by SEs/O, Extension of 24Hrs supply approvals, Approval with regard to taking up works with pending payments. The concerned ADEs and AEs of O&CS wing will scrutinize estimates and prepare note for circulation and put up to EE/O&M-I.</p>	<p>No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner, and to call for action taken reports in respect of Adverse news paper clippings.</p>

6	EE/O&M2	EE/O&M-II will look after the processing of Tenders and Agreements of New Substations, Load Flow Studies, Smart Meters, CGRF Correspondence, Court Cases, The concerned ADEs and AEs of O&CS wing will scrutinize estimates and prepare note for circulation and putup to EE/O&M-II.	No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner.
7	EE/O&M3	EE/O&M-III will look after the processing of PTR Tenders , DTR Tenders, Fixing up of agency for repairs to Sick PTRs, T & P, Rolling Stock, PTR Repairs Estimates UDAY Schemes, Theft of Materials Correspondence, SR Proposals of equipment ,O&M of 33/11KV Sub- Stations, Spot Billing Correspondence, Manpower Estimates (LMC, Peak load, Watch & Ward, Energy Audit, Drivers etc.), Correspondence of Engaging Drivers to Electric Vehicles, Vehicle correspondence.CMD Review meeting /Transformers Meeting Booklets, SOP Norms, PTCC Correspondence, APPCC Meeting Correspondence. The concerned ADEs and AEs of O&CS wing will scrutinize estimates and prepare note for circulation and put up to EE/O&M-III.	No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner.
8	EE/LMC	EE/LMC looks after the following: 1.The entire activity of Load Monitoring is being carried out through the LMC at Corporate Office round the clock duly coordinating with the similar LMCs formed at Circle Offices and as per the directions of SLDC. 2.Entire Correspondence related to LMC etc.. put by by DEE/O&M-1 3. Processing of compensation proposals of fatal/non-fatal accidents put up by DEE/O&M1 , processing of generator estimates put up by DEE/O&M-1, Adverse news paper clippings, SPANDANA complaints received through Govt. of AP Website, Correspondence put by by DEE/O&M- 1, Replies under RTI act and related Correspondence put up by DEE/O&M-1.	No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with monitoring of power supply situation in the APEPDCL as per the directions of SLDC.

9	DEE/O&M-1	The ADE/O&M-I looks after the following: Arranging Shift Duties for LMC, monthly quota, uninterrupted power supply (VIPs), reliability indices, Load Forecast, schedules & emergency load relief, industrial L.R's (JMD/VIGLANCE) etc.. DISCOM requisition & SLDC schedules, cyclone damages, SLDC correspondence, R&C and correspondence put up by AEE/LMC, Processing of compensation proposals of fatal / non-fatal accidents put up by AEE / LMC, processing of generator estimates put up by AEE/O&M1, Adverse news paper clippings, SPANDANA complaints received through Govt of AP Website, Replies under RTI act and related Correspondence put up by AE/LMC.	No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with monitoring of power supply situation in the APEPDCL as per the directions of SLDC.
10	DEE/O&M-2	The ADE/O&M-II looks after the following: Floating of Tenders in respect of Electrical works, Finalization of appeal cases of TE/ MP & Back billing cases, Court case correspondence, Franchising of 11 KV feeders in Tribal areas and also latest franchising correspondence. SPANDANA, Public complaints. LAQ, LCQs, Lok Sabha & Rajya Sabha questions and Energy Department correspondence, CM Assurances. Installation of Solar Power plant at ATC building.	No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with finalization of tenders, disposal of consumers complaints etc., in a time bound manner.
11	DEE/O&M-3	The ADE/O&M-III looks after the following: Fixing up of PTR & DTR repair agencies, PTR allotments, PTR estimates, All M&P related estimates, Calibration estimates, ISO, Theft of materials, Rolling stock estimates, Call Center Correspondence, Tenders related to PTRs, DTRs, CTPT sets repairs, GPS correspondence, O&M estimates, T&P estimates, Preparation of Teleconference Booklets, attending review meetings along with CGM/O&CS, SOP norms correspondence, citizen chapter correspondence, Agl Services correspondence, Robust methodology, Technical MIS (submitted to APTRANSCO every month), CFRMT tenders and SC&ST sub-	No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with Processing of estimates, finalization of tenders in respect of DTRs & PTRs, etc., in a time bound manner.

12	AEE/LMC	Processing of compensation proposals of Fatal/Non- Fatal Accidents and Court Cases related to Accidents and other related issues, Processing of Generator estimates provided for VIPs visits, MIS of accidents, RTI Act Correspondence, APERC Correspondence, Safety measures, SPANDANA complaints received through Govt. of AP WEB SITE, Adverse news paper clippings.	No Powers have been delegated since he/she is working in corporate office. His/Her main responsibility rests with Processing of accident proposals, estimates, and disposal of currents etc., in a time bound manner, and to call for action taken reports in respect of Adverse news paper clippings.
13	AEE/O&M1	AEE/O&M-I will look after the processing of EPCCB/SAP-Revoke of Estimates ,New service/Additional Load Estimates ,DC Estimates ,24 Hrs estimates, Turnkey approvals sanctioned by SEs/O, Extension of 24Hrs supply approvals, Approval with regard to taking up works with pending payments	No Powers have been delegated since he/she is working in corporate office. His/Her main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner.
14	AEE/O&M2	AEE/O&M-II will look after the correspondence O&M of 33/11KV Sub-Stations, Spot Billing, Manpower Estimates (LMC, Peak load, Watch & Ward, Energy Audit, Drivers etc.), Correspondence of Engaging Drivers to Electric Vehicles, Vehicle correspondence., CMD Review meeting /Transformers Meeting Booklets, Planning Information, Periodical inspection reports of 33/11KV Sub-stations - Compliance on Observations , Rythu Chaitanya Yatra & Rythu Sadassulu, CM Assurances ,SOP Norms, PTCC Correspondence, APPCC Meeting Correspondence	No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner
15	AEE/O& M3	AEE/O&M-II will look after the correspondence Processing of Estimates related to Network Improvements-Augmentation of PTR capacities, Additional PTRs at 33/11KV Sub-Stations, Providing of 33KV feeder VCBs and GC VCBs, Interlinking lines, Bifurcation of feeder 33KV & 11KV, Erection of Capacitor Banks, Erection of New SS proposal correspondence, Work Contract Registration for New/Renewal/Change of voltage grade/ Change of area of operation, Processing of Tour diaries of all SEs/Operations, SE/DPE, SE/Assessments and DE/Enquiries, DE/DPE for approval by CGM/O&CS, Correspondence on Establishment & Training, Black Listing of contractors correspondence, HRD Issues (Disciplinary cases routed from Director/HRD	No Powers have been delegated since he/she is working in corporate office. His/her main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner

		,CGM / HRD), Time & Attendance system, Monthly Change return, ISO Correspondence, Curbing of Corruption	
16	SE/Civil	Submitting the proposals received from all Circles to the Chief General Manager / OCS, Civil & IT. Monitoring of all Civil Works under the control of Chief General Manager / OCS, Civil & IT.	Delegated with powers to sanction Civil Works estimates upto 5 Lakhs.
17	EE/Civil-I	Inspection and monitoring of Civil works under execution in the five Circles of of APEPDCL. Initiation of proposals for new buildings. Member (Environmental & Social) for the World Bank and aided works.	NO POWERS
18	EE/Civil-II	Monitoring all correspondence received from the Circles related to Civil estimates, procurement of PSCC poles, maintenance of all Buildings in Corporate Office and alied correspondence.	NO POWERS
19	Dy.EE/Civil	Scrutiny and processing of files received from the Circles pertaining to Civil works, PSCC poles and other works for technical sanctions of Civil estimates. Monitoring of Maintenance of the Buildings in Corporate Office premises including Civil, Electrical works. Related correspondence of Lands and alied works. Calling of E-tenders related to Civil works and PSCC poles.	NO POWERS
20	AEE/Civil-I	Scrutiny and Initiation of all files received from the Circles related to Civil and other Works. Monitoring of Maintenance of all the Buildings in the premises of Corporate Office and Camp Office cum Official residence of CMD/APEPDCL including Civil, Electrical works. Ø Preparation of estimates for the maintenance and Civil works in the premises of Corporate Office and Camp Office cum Official residence of CMD/APEPDCL.	NO POWERS
21	AEE/Civil-II	Scrutiny and Initiation of all files pertaining to PSCC poles such as procurement of poles, calling of tenders, preparation of poles progress, Dispatch Instrucitons etc Monitoring daily the House Keeping and Security arrangements of Corporate Office and Camp Office cum Official residence of CMD/APEPDCL.	NO POWERS

Name of the Wing : HRD & Legal

Sl.No.	Designation of the Officer	Duties allotted	Powers
1	CGM (HRD)	Functional Head. Looks after all HR matters	
2	GM/ HRD	Make through overall scrutiny of the files received from the DGMs of Establishment, Industrial Relations, Medical section, ManPowerPlanning, Pensions&Services,RTI and submit the same to the CGM/HRD	
3	GM/ Training	Looks after training matters	
Sl. No.	Designation of the Officer	Duties allotted	Powers

HRD Wing/ Establishment Section

1	Dy. General Manager / Establishment	<ul style="list-style-type: none"> ➤ Transfers & Postings [Non- Technical] ➤ Maintenance of Incumbency, Personal Files & MIS (Non Technical) ➤ Deputations [Non-Technical] ➤ Pay anomaly/Clarifications on Pay Fixations etc. [Non-Technical] ➤ Court Cases in respect of above subjects ➤ Other Correspondence with ISO, ISMS, Union / Associations / CMO / Assignment of Project works. ➤ RTI, LAQ & LCQ Correspondence ➤ Adoption of APTRANSCO/ Govt. Orders related to above subjects ➤ SAP Updation & specialized works related to SAP ➤ Appointments under Automatic Advancement Scheme ➤ Departmental Exams & Related issues. ➤ Directors - Establishment ➤ AARs ➤ Deputation of Officers to Field for DPCs ➤ Court Cases in respect of above subjects ➤ Adoption of APTRANSCO / Govt. Orders related to above subjects ➤ RTI, LAQ & LCQ Correspondence. ➤ Leaves & Change Return [Technical & Non-Technical] ➤ LTC & Home Town Allowance ➤ Adoption of APTRANSCO / Govt. Orders related above subjects ➤ RTI, LAQ & LCQ Correspondence 	No powers have been delegated
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		<ul style="list-style-type: none"> ➤ Transfers & Postings [Technical] ➤ Maintenance of Incumbency, Personal Files & MIS [Technical] ➤ Deputations [Technical] ➤ Pay anomaly/Clarifications on Pay Fixations etc. [Technical] ➤ Court Cases in respect of above subjects ➤ Other Correspondence with ISO, ISMS, Union / Associations / CMO / Assignment of Project works. ➤ RTI, LAQ & LCQ Correspondence ➤ Any other works assigned by the Management. ➤ Preparation of Panels [Engineering Services from AE & above]; [Accounts Services from JAO & above] and [P&G Services in all cadres]. ➤ Seniority & Rectification [Technical & Non-Technical]. ➤ Appointment by transfer in respect of provincial cadre at Corporate Office and related matters. ➤ Commencement & Completion of Probation [Technical & Non-Technical]. ➤ Character & Antecedents [Technical & Non-Technical] ➤ Conversion of AAEs as AEs & Fixing of ratio 40:10:5:45 in the cadre of AE/AAEs. ➤ Resignation & VRs [Tech & Non- Tech] ➤ Advance increments of Higher Qualification ➤ FAC Sanctions & Ratifications ➤ Release of original Certificates [Technical & Non-Technical] ➤ NOC for obtaining India Passport ➤ Issue of Service Certificates ➤ PHC Allowance ➤ Court Cases in respect of above subjects. ➤ Adoption of APTRANSCO / Govt. Orders related above subjects. ➤ RTI, LAQ & LCQ Correspondence. ➤ SAP Updation and other specialized works related to SAP. ➤ Conversion of AAEs as AEs & Fixing of ratio 40:10:5:45 in the cadre of AE/AAEs. ➤ Any other works assigned by the Management. 	
2	Personnel Officer / Establishment-I	<ul style="list-style-type: none"> ➤ Transfers & Postings [Non- Technical] ➤ Maintenance of Incumbency, Personal Files & MIS (Non Technical) ➤ Deputations [Non-Technical] ➤ Pay anomaly/Clarifications on Pay Fixations etc. [Non-Technical] ➤ Court Cases in respect of above subjects ➤ Other Correspondence with ISO, ISMS, Union / Associations / CMO / Assignment of Project works. ➤ RTI, LAQ & LCQ Correspondence ➤ Adoption of APTRANSCO/ Govt. Orders related to 	

		<p>above subjects</p> <ul style="list-style-type: none"> ➤ SAP Updation & specialized works related to SAP ➤ Appointments under Automatic Advancement Scheme ➤ Departmental Exams & Related issues. ➤ Directors – Establishment ➤ AARs ➤ Deputation of Officers to Field for DPCs ➤ Court Cases in respect of above subjects ➤ Adoption of APTRANSCO / Govt. Orders related to above subjects ➤ RTI, LAQ & LCQ Correspondence. ➤ Leaves & Change Return [Technical & Non-Technical] ➤ LTC & Home Town Allowance ➤ Adoption of APTRANSCO / Govt. Orders related above subjects ➤ RTI, LAQ & LCQ Correspondence ➤ Transfers & Postings [Technical] ➤ Maintenance of Incumbency, Personal Files & MIS [Technical] ➤ Deputations [Technical] ➤ Pay anomaly/Clarifications on Pay Fixations etc. [Technical] ➤ Court Cases in respect of above subjects ➤ Other Correspondence with ISO, ISMS, Union / Associations / CMO / Assignment of Project works. ➤ RTI, LAQ & LCQ Correspondence ➤ Any other works assigned by the Management. 	
3	Personnel Officer / Establishment-II	<ul style="list-style-type: none"> ➤ Preparation of Panels [Engineering Services from AE & above]; [Accounts Services from JAO & above] and [P&G Services in all cadres]. ➤ Seniority & Rectification [Technical & Non-Technical]. ➤ Appointment by transfer in respect of provincial cadre at Corporate Office and related matters. ➤ Commencement & Completion of Probation [Technical & Non-Technical]. ➤ Character & Antecedents[Technical & Non-Technical] ➤ Conversion of AAEs as AEs & Fixing of ratio 40:10:5:45 in the cadre of AE/AAEs. ➤ Resignation & VRs [Tech & Non- Tech] ➤ Advance increments of Higher Qualification ➤ FAC Sanctions & Ratifications ➤ Release of original Certificates [Technical & Non-Technical] ➤ NOC for obtaining India Passport ➤ Issue of Service Certificates ➤ PHC Allowance ➤ E-dashboard & MyEP 	No powers have been delegated

		<ul style="list-style-type: none"> ➤ Court Cases in respect of above subjects. ➤ Adoption of APTRANSCO / Govt. Orders related above subjects. ➤ RTI, LAQ & LCQ Correspondence. ➤ SAP Updation and other specialized works related to SAP. ➤ Any other works assigned by the Management. 	
4	JPO-1/Estt-I	<ul style="list-style-type: none"> ➤ Transfers & Postings [Non- Technical] ➤ Maintenance of Incumbency, Personal Files & MIS (Non Technical) ➤ Deputations [Non-Technical] ➤ Pay anomaly/Clarifications on Pay Fixations etc. [Non-Technical] ➤ Court Cases in respect of above subjects ➤ Other Correspondence with ISO, ISMS, Union / Associations/CMO / Assignment of Project works. ➤ RTI, LAQ & LCQ Correspondence ➤ Adoption of APTRANSCO/ Govt. Orders related to above subjects ➤ SAP Updation & specialized works related to SAP ➤ Any other works assigned by the Management. 	No powers have been delegated
5	JPO-2/Estt-I	<ul style="list-style-type: none"> ➤ Appointments under Automatic Advancement Scheme ➤ Departmental Exams & Related issues. ➤ Directors - Establishment ➤ AARs ➤ Deputation of Officers to Field for DPCs ➤ Court Cases in respect of above subjects ➤ Adoption of APTRANSCO / Govt. Orders related to above subjects ➤ RTI, LAQ & LCQ Correspondence. ➤ SAP Updation ➤ Any other works assigned by the Management. 	No powers have been delegated
6	Asst-I/Estt-I	<ul style="list-style-type: none"> ➤ Leaves & Change Return [Technical & Non-Technical] ➤ LTC & Home Town Allowance ➤ Adoption of APTRANSCO / Govt. Orders related above subjects ➤ RTI, LAQ & LCQ Correspondence ➤ SAP Updation and specialised works related to SAP ➤ Any other works assigned by the Management. 	No powers have been delegated

7	Asst-II/Estt-I	<ul style="list-style-type: none"> ➤ Transfers & Postings [Technical] ➤ Maintenance of Incumbency, Personal Files & MIS [Technical] ➤ Deputations [Technical] ➤ Pay anomaly/Clarifications on Pay Fixations etc. [Technical] ➤ Court Cases in respect of above subjects ➤ Other Correspondence with ISO, ISMS, Union / Associations / CMO/ Assignment of Project works. ➤ RTI, LAQ & LCQ Correspondence ➤ SAP Updation & specialized works related to SAP ➤ Any other works assigned by the Management. 	No powers have been delegated
8	JPO-3/Estt-II	<ul style="list-style-type: none"> ➤ Preparation of Panels [Engineering Services from AE & above]; [Accounts Services from JAO & above] and [P&G Services in all cadres]. ➤ Appointment by transfer in respect of provincial cadre at Corporate Office and related matters ➤ Court Cases in respect of above subjects. ➤ Adoption of APTRANSCO / Govt. Orders related above subjects. ➤ RTI, LAQ & LCQ Correspondence. ➤ SAP Updation and other specialized works related to SAP. ➤ Any other works assigned by the Management. 	No powers have been delegated
9	JPO-4/Estt-II	<ul style="list-style-type: none"> ➤ Seniority & Rectification [Technical & Non-Technical]. ➤ FAC Sanctions & Ratifications. ➤ Conversion of AAEs as AEs & Fixing of ratio 40:10:5:45 in the cadre of AE/AAEs. ➤ Resignation & VRs [Tech & Non- Tech]. ➤ Advance increments of Higher Qualification. ➤ Court Cases in respect of above subjects. ➤ Adoption of APTRANSCO / Govt. Orders related above subjects. ➤ RTI, LAQ & LCQ Correspondence. ➤ SAP Updation. ➤ Any other works assigned by the Management. 	No powers have been delegated
10	ACCO-3/Estt-II	<ul style="list-style-type: none"> ➤ Commencement & Completion of Probation [Technical & Non-Technical]. ➤ Character & Antecedents [Technical & Non-Technical] ➤ Release of original Certificates [Technical & Non-Technical] ➤ NOC for obtaining India Passport ➤ Issue of Service Certificates ➤ PHC Allowance ➤ E-dashboard & MyEP ➤ RTI, LAQ & LCQ Correspondence. ➤ SAP Updation and other specialized works related to SAP ➤ Any other works assigned by the Management. 	No powers have been delegated

Sl. No.	Designation of the Officer	Duties Allotted	Powers
1)	Dy.General Manager/MPS	<ul style="list-style-type: none"> i) Post Continuance Proposals, ii) Formation / Creation / Bifurcation of Circles, Divisions, Sub-Divisions, Sections, EROs etc., iii) Creation of new posts, iv) Upgradation/ Downgradation / Suppression/Diversion/ Conversion of existing posts, v) Re-Organization / Shifting of Head Quarters, vi) Appointment by transfer to the post of AEE/AE (El. / Civil / Telecom & IT), vii) Submission of ER-I & II returns ie., the Statutory reports to Employment Exchange, viii) Recruitment of Directors in the Board of APEPDCL, ix) Recruitment of Chairperson / Independent Member of CGRF, x) Recruitment of Company Secretary, xi) Direct Recruitment / Limited Recruitment (backlog) to the posts of Asst. Executive Engineer, Junior Engineer, Junior Accounts Officer, Assistant-cum-Computer Operator, Junior Assistant, Junior Lineman, JLM Drivers and Watchman etc. xii) Recruitment of Outsourcing Professionals on contract basis viz., DGM/Legal Affairs, DGM/Corporate Communications and Manager (CSC) etc., xiii) Engagement of Consultants on need based xiv) Issue permissions for Engagement of works on Works Contract Basis (Outsourcing works) and its further continuation, xv) Preparation, consolidation and reconciliation of MIS, xvi) Court Cases pertaining to MPP Section, xvii) Adoption of GOs / TOOs / Circular Memos relating to MPP Section, xviii) LAQs / LCQs / RTI issues relating to MPP Section, xix) Demands / proposals raised by Unions / Associations relating to MPP Section. xx) Miscellaneous issues relating to MPP Section. 	No powers have been delegated
		<p><u>I. Pension & Loans:</u></p> <ul style="list-style-type: none"> i. Sanction of Pension in respect of all gazetted officers in respect of AAO and above cadre, AAE and above cadre, PO & above and staff of Corporate Office in EPDCL. ii. Scrutiny of GPF Final withdrawal applications in respect of all Gazetted officers in respect of AAO and above cadre, AAE and above cadre and staff of Corporate Office in EPDCL. iii. Sanction of Advances i.e. Festival Advance, Special 	

		<p>Festival Advances, Education Advances and Education fee reimbursement to the employees of Corporate Office.</p> <p>iv. Sanction of Loan & Advances i.e. Motor Car, Motor Cycle, Marriage, Computer to the employees of Corporate Office and House Building, House Site, Repairs/Extensions/ Modifications Adv. to the employees of EPDCL.</p> <p>II. Services :</p> <p>v. Providing of Cell phones & Land Line phones and issue of SIM cards and related works like activation, Disconnection, replacement of phones to Corporate office & as well as circles.</p> <p>vi. Preparation of cell phone bills of Corporate office employee's monthly statement with HR forwarded to AO/CPR Section for arranging payments.</p> <p>vii. Approval of Tour Dairies in respect of gazetted officers i.e. above DE rank.</p> <p>viii. Sanction of GPF Part final withdrawal /Temporary Advances in respect of AAO and above cadre, AAE and above cadre and employees of Corporate Office in the EPDCL.</p> <p>ix. Dispatch activity is also under the control of services section.</p>	
2)	Personnel Officer/MPP	<p>i) Post Continuance Proposals,</p> <p>ii) Formation / Creation / Bifurcation of Circles, Divisions, Sub-Divisions, Sections, EROs etc.,</p> <p>iii) Creation of new posts,</p> <p>iv) Upgradation/ Downgradation / Suppression/ Diversion/ Conversion of existing posts,</p> <p>v) Re-Organization / Shifting of Head Quarters,</p> <p>vi) Appointment by transfer to the post of AE/AEE (El. / Civil / Telecom & IT),</p> <p>vii) Submission of ER-I & II returns ie., the Statutory reports to Employment Exchange,</p> <p>viii) Recruitment of Directors in the Board of APEPDCL,</p> <p>ix) Recruitment of Chairperson / Independent Member of CGRF,</p> <p>x) Recruitment of Company Secretary,</p> <p>xi) Direct Recruitment / Limited Recruitment (backlog) to the posts of Asst. Executive Engineer, Junior Engineer, Junior Accounts Officer, Assistant-cum-Computer Operator, Junior Assistant, Junior Lineman, JLM Drivers and Watchman etc.</p> <p>xii) Recruitment of Outsourcing Professionals on contract basis viz., DGM/Legal Affairs, DGM/Corporate Communications and Manager (CSC) etc.,</p> <p>xiii) Engagement of Consultants on need based</p> <p>xiv) Issue permissions for Engagement of works on</p>	No powers have been delegated

		<p>Works Contract Basis (Outsourcing works) and its further continuation,</p> <p>xv) Preparation, consolidation and reconciliation of MIS,</p> <p>xvi) Court Cases pertaining to MPP Section,</p> <p>xvii) Adoption of GOs / TOOs / Circular Memos relating to MPP Section,</p> <p>xviii) LAQs / LCQs / RTI issues relating to MPP Section,</p> <p>xix) Demands / proposals raised by Unions / Associations relating to MPP Section.</p> <p>xx) Miscellaneous issues relating to MPP Section.</p>	
3)	Junior Personnel Officer -I- MPP	<p>i) Direct Recruitment (Regular) of the following posts:</p> <ul style="list-style-type: none"> • Junior Accounts Officer • Junior Assistant • Assistant / ACCO • Junior Lineman <p>ii) Limited Recruitment (backlog) of SC/ST/PH etc. relating to the above posts.</p> <p>iii) Recruitment of Officials (Professionals) on contract basis viz.</p> <ul style="list-style-type: none"> • DGM (LA) • DGM (CC) • Manager (CSC) <p>iv) Further continuation of the above officials appointed on contract basis.</p> <p>v) Leaves, remuneration / wages & other issues relating to the officials appointed on Contract basis.</p> <p>vi) Preparation, Consolidation and Reconciliation of MIS, Review of MIS</p> <p>vii) Issue permissions for Engagement of works on Works Contract Basis (Outsourcing)</p> <p>viii) Updation of Works Contract Basis statements</p> <p>ix) Further continuation of works engaged on WCB</p> <p>x) Court Cases pertaining to the subjects dealt with</p> <p>xi) Demands / Proposals raised by Unions/Associations relating to the subjects dealt with</p> <p>xii) LAQs / LCQs / RTI issues relating to the subjects dealt with</p> <p>xiii) SAP Updations relating to the subjects dealt with</p> <p>xiv) Adoption of GOs/TOOs/Circular Memos relating to the subjects dealt with</p> <p>xv) Any other issues relating to the above subjects and any other works entrusted by the PO/DGM as per work exigencies.</p>	No powers have been delegated

4)	Junior Personnel Officer -II- MPP	<p>i) Direct Recruitment (Regular) for the following posts:</p> <ul style="list-style-type: none"> • Assistant Engineer (now re-designated as AEE) • Sub-Engineer (now re-designated as Junior Engineer) • Driver / JLM Driver • Watchman • Company Secretary <p>ii) Limited Recruitments (backlog) of SC/ST/PH etc. relating to the above posts</p> <p>iii) Recruitment of Directors in the Board of APEPDCL:</p> <ul style="list-style-type: none"> • Director/Operations • Director/Projects • Director/Finance • Director/HRD & IR <p>iv) Recruitment of the following posts relating to CGRF:</p> <ul style="list-style-type: none"> • Chairperson • Independent Member <p>v) Appointment by transfer to the following posts:</p> <ul style="list-style-type: none"> ❖ AAE (now re-designated as AE) (EL./Civil/Telecom & IT) ❖ AE (now re-designated as AEE) (EL./Civil/Telecom & IT) ❖ Sub-Engineers (now re-designated as JE) <p>vi) Further continuation of temporary posts relating to Corporate Office, 5 Operation Circles, DPE, Assessments and V&APTS</p> <p>vii) Submission of ER-I return (quarterly) & ER-II return (Biennial) i.e., the Statutory reports to Employment Exchange</p> <p>viii) Formation/Creation /Bifurcation of Circles, Divisions, Sub-Divisions, Sections, EROs etc.</p> <p>ix) Creation/Up-gradation / Down-gradation / Suppression/ Diversion/Conversion of posts</p> <p>x) Re-Organization / Shifting of Head Quarters</p> <p>xi) Court Cases pertaining to the above subject matters</p> <p>xii) Demands / proposals raised by Unions / Associations relating to subjects dealt with</p> <p>xiii) LAQs / LCQs / RTI issues relating to the subjects dealt with</p> <p>xiv) SAP updations relating to the subjects dealt with</p> <p>xv) Adoption of GOs / TOOs / Circular Memos relating to the subjects dealt with</p> <p>xvi) Any other issues relating to the above subjects and any other works entrusted by the PO/DGM as per work exigencies.</p>	No powers have been delegated
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5)	Assistant / MPP	i) Directed to assist the JPO 1/MPP in the works allotted to her and he shall route the files through JPO-I/MPP. ii) Any other works entrusted by the PO/DGM as per work exigencies.	No powers have been delegated
6)	Personnel Officer/ (P&S)	<u>I. Pension & Loans:</u> i. Sanction of Pension in respect of all gazetted officers in respect of AAO and above cadre, AAE and above cadre, PO and above and staff of Corporate Office in APEPDCL. ii. Scrutiny of GPF Final withdrawal applications in respect of all gazetted officers in respect of AAO and above cadre, AAE and above cadre and staff of Corporate Office in EPDCL. iii. Sanction of Advances i.e. Festival Advance, Special Festival Advances, Education Advances and Education fee reimbursement to the employees of Corporate Office. iv. Sanction of Loan & Advances i.e. Motor Car, Motor Cycle, Marriage, Computer to the employees of Corporate Office and House Building, House Site, Repairs/ Extensions/ Modifications Adv. to the employees of EPDCL. <u>II. Services :</u> v. Providing of Cell phones & Land Line phones and issue of SIM cards and related works like activation, Disconnection, replacement of phones to Corporate office & as well as circles. vi. Preparation of cell phone bills of Corporate office employees monthly statement with HR forwarded to AO/CPR Section for arranging payments. vii. Approval of Tour Dairies in respect of gazetted officers i.e. above DE rank. viii. Issue of sanction of GPF Part final withdrawal /Temporary Advances in respect of AAO and above cadre, AAE and above cadre and employees of Corporate Office in the EPDCL. ix. Sanction of Estimates for official works. x. Sanction of Hotel bills pertains to CMD & other IAS officers. xi. Sanction of Travel bills pertains to CMD & other IAS officers.	No powers have been delegated
7)	Assistant (Pensions & Services)	<u>I. Pension & Loans :</u> i) All the pension cases of the following cadres: <ul style="list-style-type: none"> ▪ AE and above, i.e. up to the cadre of CGMs ▪ AAO & above, up to cadre of CGM ▪ PO and above. ▪ All the Corporate Office staff. ii) Sanction of following loans and Advance to the employees of APEPDCL: <ul style="list-style-type: none"> • House Building Advance • House Repairs Advance 	

		<ul style="list-style-type: none"> • House Site Advance • Motor Car Advance • Special Marriage Advance • Special Education Advance <p>iii) Sanction of following loans and Advance to the employees of Corporate Office:</p> <ul style="list-style-type: none"> ▪ Motor Cycle Advance ▪ Moped Advance ▪ Computer Advance ▪ Marriage Advance ▪ Festival Advance ▪ Education Advance ▪ Special Festival Advance ▪ Education Fee reimbursement <p>iv) Any other issues relating to the above subjects and any other works entrusted by the PO/DGM as per work exigencies</p> <p>II. Services :</p> <ul style="list-style-type: none"> ➤ Temporary Advance to Corporate Office & Circles ➤ Permanent Imprests to Corporate Office & Circles ➤ Estimates to Circles ➤ Hotel & Travel bills of CMD & Corporate Office ➤ Miscellaneous Bills ➤ Corporate office Franking Postage sanction whenever necessity ➤ Arranging payments to retired employees for felicitation function ➤ Miscellaneous sanctions like Printer maintenance of HRD wing, Sports sanctions and other allied works ➤ VIP / VVIP's accommodation and protocol ➤ vehicles bills ➤ CM visit expenditure ➤ Share amounts of APTRANSCO ➤ Republic Day / Independence ➤ Commendation certificates/awards. ➤ Preparation of agreements & monthly bills of hired vehicles. ➤ Air travel i.e. Flight approvals ➤ Employees Taxi hiring expenses on tours. ➤ Issue of sanction of GPF Part final withdrawal /Temporary Advances in respect of AAO and above cadre, AAE and above cadre and employees of Corporate Office in the APEPDCL and related matters. ➤ Inter circle / Discoms sports events expenditure. ➤ AMC of Fax & Franking Machines in Corporate Office. 	
Deputy General Manager/ RTI			
Sl.N o.	Designation of the Officer	Duties Allotted	Powers
1	JPO/ RTI	<p>1. Processing of files on RTI Applications/ Appeals under RTI Act 2005.</p> <p>2. Maintenance of RTI Registers I&II and timely updation of 4(1)(b)& 5(1)(2) information in website.</p>	No powers have been delegat ed

		3. Submission of RTI Quarterly/ Annual Reports to Govt./ EnergyDepartment. 4. Miscellaneous.	
HRD/ Disciplinary Cases section			
2	Personnel Officer/DC-I (Eluru)	i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases	
3	Jr. Personnel Officer-DC-I (Eluru)	i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases	
4	Assistant/D C-I (Eluru)	i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases	
5	Personnel Officer / DC - II (Visakhapatnam & Corporate Office) and Property Returns	i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Employees property Returns vi) Other related works pertains to Disciplinary Cases.	
6	Jr. Personnel Officer-DC-II (Visakhapatnam & Corporate Office)	i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases	
7	Assistant/DC-II (Visakhapatnam & Corporate Office)	i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases	
8	Assistant/Property Returns	Employees Property Returns in respect of AEE & above and AAO & above of 5 Operation Circles (Srikakulam, Vizianagaram, Visakhapatnam, Rajamahendravaram & Eluru) and all employees of Corporate Office.	
9	Personnel Officer/DC-III (Rajamahendravaram)	i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases	

10	Jr. Personnel Officer (1)/ DC-III (Rajamahendravaram)	<ul style="list-style-type: none"> i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases 	
11	Jr. Personnel Officer(2) / DC-III (Rajamahendravaram)	<ul style="list-style-type: none"> i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases 	
12	Personnel Officer / DC - IV (Srikakulam & Vizianagaram) and General Subjects in DC section	<ul style="list-style-type: none"> i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases Maintenance of General Files i.e. amendment of Regulations and adoption of orders issued by APTRANSCO/ Government relating to Disciplinary Proceedings the disciplinary cases pending /contemplated against the employees are verified vi) Other related works pertains to Disciplinary Cases 	
13	Jr. Personnel Officer-DC-IV (Vizianagaram)	<ul style="list-style-type: none"> i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases 	-
14	Assistant-cum-Computer Operator-DC-IV(Srikakulam)	<ul style="list-style-type: none"> i) Departmental actions ii) ACB referred Cases iii) Vigilance referred cases iv) Court Cases relating to Disciplinary Cases v) Other related works pertains to Disciplinary Cases 	
15	Jr. Personnel Officer -DC- General Section	<ul style="list-style-type: none"> i) No objection certificates to all the employees of APEPDCL(Consolidation of No objection certificates). ii) Submission of monthly Suspension cases data to Circle Inspector/Vig & APTS/VSP on 1st / 2nd of every month. iii) Consolidation of Vigilance cases iv) Correspondence relating to ACB cases v) Correspondence with all Unions / Associations. vi) Issue of Circulars / EOOs / General Instructions to field. vi) Existing rules, Regulations, proceedings and orders etc- Adoption in Discom vii) Audit paras-reply (Relevant Case files, records). xi) Maintenance of General Files i.e. amendment of Regulations and adoption of orders issued by APTRANSCO/ Government relating to Disciplinary Proceedings. x) RTI (General) xi) Formation of committees etc., 	-

		xii) Consolidation of Bio-metric attendance monthly xiii) Other related works pertains to Disciplinary Cases.	
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HRD/ Enquiries Division

Sl.n o.	Designation of the Officer	Duties Allotted	Powers
1	Executive Engineer	Conducting departmental enquiries against the employees up to the cadre of ADE's in all 5 Circles for the cases appointed by the concerned disciplinary authority i.e., Hon'ble Chairman & Managing Director, Directors (HRD), Chief General Manager/ HRD and Superintending Engineers /Operation Circles.	No powers have been delegated. Submission of enquiry report to the disciplinary authority after conducting Departmental enquiry.
2	Personnel Officer	Recording the statements of the witnesses during the oral enquiries. To assist the Divisional Engineer/ Enquiries in conducting enquiries and preparation of draft enquiry reports to be submitted to the Disciplinary authorities.	

HRD/ Industrial Relations section

Sl.N o.	Designation of the Officer	Duties Allotted	Powers
1	Dy. General Manager/IR	Industrial Relations (IR), Medical	No Powers have been delegated.
2	Personnel Officer/ IR	Industrial Relations (IR) and RTI related works	No Powers have been delegated.
3	JPO/IR-I	i) Providing of Compassionate Appointments to the dependents of deceased employees of O&M, Provincial, Accounts & Engineering cadre pertaining to all Operation Circles.	
		ii) Providing of Compassionate Appointments to the dependents of employees retired on Medical invalidation in respect of all Operation Circles.	
		iii) Court cases of all Circles and BP 36 court cases filed by O&M staff on service matters such as promotions.	
		iv) Court Cases filed by Shift Operators who are working on contract basis.	
		v) 2006 CJLM Recruitment Cases	
		vi) Revision of Pay Scales and Revision of Allowances.	
		vii) Processing of files on clarifications on revision of Pay scales	

		viii) JCL issues on the representations submitted by contract labour before Joint Commissioner of Labour.	
		ix) Dealing of files on the Core Activity	
		x) Files on providing ESI for outsourced workers	
		xi) PAAs Staff related issues on their demand for providing regular employment.	
		xii) Labour Welfare Fund scheme	
		xiii) Employee Welfare Fund scheme	
		xiv) Contract labour demands w.r.t. Payment of wages act	
		xv) Furnishing information under RTI Act on the subject pertaining to IR section	
		xvi) Files on paid holidays in respect of O&M staff / Contract employees working in 33/11 KV Sub-stations.	
		xvii) Files on implementation of provisions of EPF Act.	
		xviii) Miscellaneous	
4	JPO/IR-2	i) Processing of files on Representations of Unions/ Associations representations to forward to concerned DGMs/ CGMs.	
		ii) Union/ Associations privileges - Full time permissions & Spl. CL sanctions	
		iii) Arranging of PNC meetings & Joint Meetings with Unions/ Associations.	
		iv) Communicating PNC Meeting Minutes and maintaining PNC Register.	
		v) Processing of files on Unions/ Associations on Recognition of Unions/ Associations	
		vi) Processing files on the Strike Notices of various Unions/ Associations.	
		vii) Processing files on all Unions/ Associations office bearers lists	
		viii) Dealing of Court cases filed by Unions / Associations for Recognition status	
		ix) Dealing of Court cases filed by Unions/ Associations for Full time permissions	
		x) Clarifications on TTA and other allowances	
		xi) Clarifications on Pay anomaly in respect of O&M staff	
		xii) Issuing of Circulars for National leaders Birthday Celebrations as per the Government orders	
		xiii) Miscellaneous	
5	Assistant /IR-3	i) Circulation of files for sanction of Alternative Scheme amount to the dependents of deceased employees in lieu of compassionate appointments.	

		ii) Files for Sanction of Workmen Compensation to legal heirs of deceased employees /employees who met with Departmental electrical fatal/ Non-Fatal accidents while on duty, in respect of all Circles.	
		iii) Unauthorized absent cases of O&M staff for issuing permission for admitting into duty on receipt of the proposals from SEs/Operation circles.	
		iv) Adoption of T.O.O.s on IR related matters issued by APTRANSCO/G.O.s issued by Govt. of A.P.	
		v) Payment of Exgratia to contract workers for Departmental Fatal accidents while on duty	
		vi) Files on representations of O&M staff for counting of NMR service	
		vii) Sanction of SGP/SAPP-I(A)/SAPP-I(B) to O&M staff working at Corporate Office & EPTI.	
		viii) Files on Representations of O&M staff on their request for Appointment by transfer to forward to concern SEs/Operation.	
		ix) Updation of Court cases Register/statement by verifying stock file copies.	
		Assistant /IR-3 is also directed to attend IR-I works also as and when entrusted besides the above works allocated to him. Further he is directed to circulate the files through JPO-IRI.	
6	ACCO/IR4	i) Transfers of O&M Staff.	
		ii) NOC for VISA to visit foreign country in respect of O&M staff.	
		iii) Leave sanctions (SEL/EL) to O&M staff working at Corporate Office & EPTI.	
		iv) Sanction of Special Disability Leave to the employees who met with accidents while on duty	
		v) Contract labour paid holidays	
		vi) Processing files on Change of holidays as and when G.O. issued for change of holiday.	
		vii) Group Personal Accident Policy (GPA) for APEPDCL Employees.	
		ACCO/IR-4 is directed to circulate the files through JPO/IR-2	
7	JPO/RTI	i. Processing of files on RTI Applications/Appeals under RTI Act 2005.	
		ii. Maintenance of RTI Registers I&II and timely updation of 4(1) (b) & 5(1) (2) information in website.	
		iii. Submission of RTI Quarterly / Annual Reports to Govt. / Energy Department.	
		iv. Miscellaneous.	
8	Personnel Officer/ Medical	Providing Medical Credit cards, settlements of Medical Bills	
9	JPO/ Medical-1	VACANT	

10	JPO/ Medical-2	i) Issue of Medical Credit Cards in respect of Class-II & Above cadre cadres of Operation Circles/ Visakhapatnam, Rajamahendravaram & Eluru.	
		ii) Settlement of Medical Credit Bills of the private hospitals in respect of Class-II & Above cadre of Operation Circles/Visakhapatnam, Rajamahendravaram & Eluru.	
		iii) Settlement of Medical Reimbursement Bills in respect of Class-II & Above cadre of Operation Circles/ Visakhapatnam, Rajamahendravaram & Eluru.	
		iv) Empanelment of Private Hospitals, who have requested for empanelment with APEPDCL.	
		v) Recognition of Private Hospitals on par with AP Transco.	
		vi) Cancellation of Empanelment of Private Hospitals.	
		vii) Issue of Permissions for settlement of unrecognized hospital medical bills, in respect of all the employees /pensioners and their dependents & Family Pensioners of APEPDCL (5 Nos. operation Circles & Corporate Office) irrespective of cadres.	
		viii) Issue of Prior Permissions to all Employees/Pensioners and their dependents & Family Pensioners of APEPDCL (5 Nos. Operation Circles & Corporate Office), who have requested for taking treatment at unrecognized hospitals & outside the State.	
		ix) Clarifications sought for by Operation Circles of APEPDCL, all Unions & Associations.	
		x) Court cases relating medical section.	
		xi) Conducting of computer proficiency test quarterly to Junior Assistants of all 5 Nos. operation circles of APEPDCL.	
		xii) Board of Apprenticeship Training to Diploma & B-Tech Students.	
		xiii) Internship Training to Diploma (DEEE) 5" & 6 Semester students.	
		xiv) Any other issues relating to the above subjects and any other works entrusted by the PO/DGM as per work exigencies.	
11	Assistant/ Medical	i) Issue of Medical Credit Cards in respect of Class-II & Above cadre of Operation Circles/ Srikakulam, Vizianagaram and all the employees of Corporate Office/ VSP (irrespective of cadre).	

		ii) Settlement of Medical Credit Bills of the private hospitals in respect of Class-II & Above cadre of Operation Circles/Srikakulam, Vizianagaram and all the employees of Corporate Office (irrespective of cadre)	
		iii) Settlement of Medical Reimbursement Bills in respect of Class-II & Above cadre of Operation Circles/Srikakulam, Vizianagaram and all the employees of Corporate Office/VSP (irrespective of cadre).	
		iv) Adoption of AP Transco Orders.	
		v) Conducting of Medical Camps.	
		vi) Submission of monthly medical expenditure & SFMS to AP Transco.	
		vii) Updation of medical credit/ reimbursement bills status.	
		viii) SAP Entries updation of all medical credit/reimbursement bills.	
		ix) RTI Issues relating to Medical Section.	
		x) Project work permission/ completion certificates to MBA/BBA Students.	
		xi) EPTI Vehicle Sanctions.	
		xii) Assist the JPO in the works.	
		xiii) Any other works entrusted by the PO/DGM as per work exigencies.	
		Assistant/ Medical is also directed to attend JPO-2/Medical works also as and when entrusted besides the above works allocated to him. Further he is directed to circulate the files through JPO/Medical-2.	

HRD/ Legal cell

Sl.No	Designation of the Officer	Duties Allotted	Powers
1.	DGM/ Law& Regulations	Law& Regulations	No powers Have been delegated
2.	Law Officer / Legal	Managing all Legal issues for the Company providing professional legal advice, recommending and coordinating on appropriate courses of action on such matters. Actively review all matters related to legal compliances and pending claims, with a view to safeguard Company interest. Hence, for all legal aspects, Law Officer is the coordinator in the Company, as well as to advice the field offices also. Pursuing the legal cases both for Corporate Office and field and with SLA also. In addition to the above, Law Officer has to attend:-	No powers Have been delegated

		<p>i) Vetting of Para - wise remarks in consultation with concerned offices in APEPDCL.</p> <p>ii) Pursue with the SLA of APEPDCL and other Advocates, to whom the cases are entrusted, from time to time and to attend No powers have been delegated High Court whenever necessary.</p> <p>iii) Monitor the works of Liaison Officer of APEPDCL, who is working at Hyderabad to co-ordinate with SLA and the Department in court matters.</p> <p>iv) Vetting the documents and affidavits, agreements</p> <p>v) Enquiring and discussing with the PO's of circles regarding status of court cases</p> <p>vi) Attending remarks in files and sending to higher officials for approval and decisions.</p> <p>vii) Rendering opinions as and when sought by the APEPDCL Officials.</p> <p>viii) RTI correspondence.</p>	
3.	PO /Legal & Regulations	<p>1. Scrutiny of Legal Sanctions i.e., Compensation amounts as per the orders of Hon'ble High Court, sanction of Statutory Deposited amounts as received from the State Consumer Forum, District Consumer Forum, National consumer forum. Sanction of Court fees, Legal fees communication from Advocates who are dealing with the Court cases on behalf of APEPDCL, EPF sanctions and Payment of share amount of legal fees to concerned advocates of APTRANSCO.</p> <p>2. Collection, preparation and consolidation of the information of all sections of HRD wing and put up reports which are to be submitted / communicated to other offices/ wings with regard to APPCC.</p>	No powers have been delegated
3.	JPO (Legal& Regulations	<p>i. Download the daily CAUSE LIST status of APEPDCL from High Court Website on internet.</p> <p>ii. Preparation of Legal Sanctions i.e., Compensation amounts as per the orders of Hon'ble High Court, sanction of Statutory Deposited amounts as received from the State Consumer Forum, District Consumer Forum, National consumer forum. Sanction of Court fees, Legal fees communication from Advocates who are dealing with the Court cases on behalf of APEPDCL, EPF sanctions and Payment of share amount of legal fees to concerned advocates of APTRANSCO.</p> <p>iii. Dispatching files after as per the orders given by Competent Authority.</p>	No powers have been delegated
4.	Assistant /Legal	<p>i. Download the daily CAUSE LIST status of APEPDCL from High Court Website on internet.</p> <p>ii. Preparation of Legal Sanctions i.e., Compensation amounts as per the orders of Hon'ble High Court, sanction of Statutory Deposited amounts as received from the State Consumer Forum, District Consumer Forum, National consumer forum. Sanction of Court fees, Legal fees communication from Advocates who are dealing with the Court cases on behalf of</p>	

		<p>APEPDCL, EPF sanctions and Payment of share amount of legal fees to concerned advocates of APTRANSCO.</p> <p>iii. Dispatching files after as per the orders given by Competent Authority.</p> <p>iv. Miscellaneous</p>	
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Name of the Wing : Expenditure wing			
Sl.No.	Designation of the Officer	Duties allotted	Powers
1	CGM / Expenditure	The Chief General Manager is functional Head and looks after Revenue and Accounts wings works of the DISCOM.	The Chief General Manager/ Expr., being functional head will exercise his powers over the entire DISCOM area in respect of Revenue & Expenditure wings activities.
Expenditure wing / Accounts Section			
1	GM(Accounts)	Overall In charge of Accounts Section, BRS Section, GPF & Pension Section, Loans and, Income Tax.	
2	Senior Accounts Officer (Accounts & Pay Accounts)	<ol style="list-style-type: none"> Supervision of Accounts, GPF & Pension Section. To supervise the works of Material Supplier Bills & Contract Work Bills of Pay & Accounts. P.Os pertaining to material Supplier Bills and Agreements pertaining to Contract Works entered by Corporate Office. 	
3	Accounts Officer(Accounts)	<ol style="list-style-type: none"> Monitoring of daily funds receipt of all field units and transfer to No-Lien accounts. Preparation of company's Bank Reconciliation Statement every month. Monitoring and clearance of pending Bank and Company excess of all field units. Issues relating to EPF. Processing of demand notices furnished by the REC, PFC for interest and principal repayment against the Short Term and Long Term Loans taken from REC and PFC. Processing of Short term and Long Term Loan Agreements etc. Preparation of MIS in respect of Short Term & Long Term Loans. Supervision of Accounts Section. Liaison with the Statutory Auditors and 	

		<p>C&AG Auditors in respect of Statutory Audit and Supplementary Audit conducted by C&AG team.</p> <p>10) Preparation and furnishing of information for CRISIL Rating.</p>	
4	Assistant Accounts Officer (Accounts)	<p>1) Review of Trial Balance of all field units and communication of remarks to the field units for their rectification.</p> <p>2) Review of Monthly Work Orders return of all units and communication of review remarks to close the pending work orders.</p> <p>3) Review of Plan Progress Report and communication of remarks if any to field units.</p> <p>4) Preparation of O&M Budget based on the actual figures of the previous year and submission of the same to the Management for approval and communication of quarterly budget to the field units.</p> <p>5) Allocation of cash grants in respect of Long Term Loans and Advances to employees.</p> <p>6) Preparation of PFC quarterly/ annual performance report.</p> <p>7) Preparation of Annual Accounts as per companies Act.</p> <p>8) Placing of Annual Accounts before the Audit Committee and Board and for approval in the AGM.</p> <p>9) Preparation of Information relating to APPCC, Public Enterprises department of AP Secretariat & Other meetings.</p> <p>10) Preparation of Other MIS reports relating to Company's financial position.</p> <p>11) Power Purchase related issues.</p> <p>12) Preparation of UDAY information.</p>	
5	Junior Accounts Officer (Accounts)	<p>1) Issue and closing of work orders work orders.</p> <p>2) Consolidation of Monthly Work Orders return and communication of review remarks to close the pending work orders.</p> <p>3) Consolidation of Plan progress Report.</p>	
6	Junior Accounts Officer (BRS)	<p>1) Monitoring of daily funds receipt from field units and transfer to No-Lien accounts.</p> <p>2) Pursuance of pending Bank and Company excess for their clearance.</p> <p>3) Other correspondence relating to BRS.</p>	

7	Accounts Officer.GPF & Pensions	<ol style="list-style-type: none"> 1) Processing of part final withdrawals/ Advances pertains to Gazetted officers of all circles received through HRD wing for furnishing of eligibility to HRD wing for sanction. 2) Sanctioning of Final withdrawals proposals of Provincial Staff of all Operation Circles. 3) Reconciliation of GPF Schedules with SAP TBs from all units Provincial and O&M and Issue of GPF Slips to all employees . 4) Processing of Pension Proposals of all Gazetted employees for verification of Non-Gazetted service and calculation of Pension, Gratuity, and Commutation and to furnish the same to HRD wing for sanction. 5) Issue of Pension, Commutation and Gratuity Payment Orders to all gazetted employees. 6) Consolidation of Pension Indent and Communication to APGENCO Master Trust for getting funds towards all employees retired before 01.02.1999 i.e.100% and 74% of indent amount towards employees retired after 01.02.1999. 7) Reconciling with SAP TB and furnishing of utilization particulars to APGENCO Master Trust for the funds received towards pension payments. 8) Maintenance of accounts of P&G Trust and PF Trusts and maintenance of Investment Registers of both the Trusts. 9) Processing of note files to P&G Trust Chairman through all Trustees for making investment as per Trust Act and Income Tax Rules 1962. 10) Preparation of Annual Accounts of Pension & Gratuity Trust and Provident Fund Trust and getting audited by the auditors and placing before the AGM of the Trustees. 	
8	Accounts Officer(Costing)	<ol style="list-style-type: none"> 1. Cost Records Maintenance and cost audit 2. GST filling of monthly return and its correspondence. 3. GST Audit 4. Power purchase correspondence a) Collection of UI charges and its correspondence and installments b). Cross Subsidy surcharge c). Maintenance Charges collection 5) Income Tax assessment and Tax audit its correspondence. 	
9	Junior Accounts Officer/Costing.	<ol style="list-style-type: none"> 1) Collected Returns from All Circles and Scrutiny of the returns and consolidated all the returns and send to Tax Consultancy for on line filling, 2) Pursuance of the Commercial Tax Office about 	

		<p>Show Cause Notices and Collect information to Concern Officers and Replies Handed over to CTO Office.</p> <ol style="list-style-type: none"> 3) Co-ordination with Tax Consultancy and took the opinions pertains to GST matters. 4) Assistance to AO/Costing for scrutiny of Returns and Commercial Tax Matters. 5) To follow up the GST related Matters in all Circles. 6) Attended regularly to commercial Tax Office pertains to GST matters like Notices etc. 7) Preparation of Tax consultancy Remuneration bills, and Process the Legal Sanctions & payments to Tax Consultancy & Process to GST online payments for every month before the last date, and to avoid the penalty for late payment. 	
10	Senior Assistant, GPF, Corporate Office, Visakhapatnam	GPF Loans , Pensions	
11	Accounts Officer (CPR)	Overall in charge of Central Payroll section	
12	Assistant Accounts Officer(CPR)	Processing of all bills of third party inspections, hire vehicle bills, TA bills, correspondence with circles, verification of BRS, other accounting works in CPR section	
13	Junior Accounts Officer(CPR)	<ol style="list-style-type: none"> 1) Passing of discharging entries in Cash Book. 2) Attending to audits conducted by Internal Auditors, AG Auditors & Statuary auditors and furnishing of replies to those Para's. 3) Verification and passing of T.A. bills. 4) Scrutiny of all bills put-up by Junior Assistant, Senior Assistant and related correspondence etc. 	
14	Junior Accounts Officer (PAY ROLL)	<ol style="list-style-type: none"> 1) Preparation of Pay Bills, Suppl.bills and other allied works. 2) Preparation of GPF loan/ Advances bills. 3) Maintenance of Non - Gazetted service Registers, Sanction of Annual increments, Pay fixations and allied works etc. 	
15	Junior Accounts Officer(CASH)	<ol style="list-style-type: none"> 1) Maintenance of Cash Book in SAP. 2) Maintenance of checks and DDs register. 3) Preparation of LOCs both employees and work bills and all types of remittances, Discharge of all payments etc. 	
16	Senior Assistant -1 (CPR)	<ol style="list-style-type: none"> 1) Preparation of BRS. 2) EPF and other allied works. 3) Filing of TDS returns 24Q, 26 Q. 4) Filing of TDS on GST Returns 5) On line payment of GST. 6) Communication of all types headquarter collections through TDAs, TCAs etc. 	

17	Senior Assistant (HC)	<ol style="list-style-type: none"> 1) Maintenance of Stationary Registers, Stationery issues, receipts. 2) Passing of medical bills, legal bills. 3) Passing of vehicle bills and all miscellaneous bills. 4) Passing of Temporary advance and Permanent Imperst etc. 	
18	Senior Assistant (CPR-ESTT-VACANT)	VACANT	
19	Junior Assistant - CPR(VACANT)	<ol style="list-style-type: none"> 1) Third party bills Passing. 2) Hired Vehicles bills. 3) Man power bills. 4) All types of agreement bills. 5) Releasing of EMD, SD refunds etc. 	
20	Asst. Accounts Officer	Supervising the activities of JAO-1 & JAO-2 and arrange payments to LOC bills and LOA Bills	
21	Junior Accounts Officer-1	<ol style="list-style-type: none"> 1) Scrutiny of LOCs received from all the drawing Officers of EPDCL. 2) Processing of Note to Director (Fin.) for release of funds (LOCs) to drawing officers. 3) Processing of Bank advices for release of LOC payments to drawing officers against approved notes. 4) Maintaining 5 no.s Cash Books pertaining to drawing accounts. 5) Review of LOCs Utilization by the concerned drawing officers on monthly basis. 6) Processing of Notes to CMD for permission to open temporary advances requisition by drawing officers. 7) Review of Bank Reconciliation Reports of all the drawing units on monthly basis. 8) Preparation of daily funds flow statement 	
22	Junior Accounts Officer -2	<ol style="list-style-type: none"> 1) Scrutiny of LOAs received (passed bills from P&A section in respect of Supplier Bills and Works Bills. 2) Processing of Note to Director (Fin.) for release of LOA payments Supplier Bills & Work Bills. 3) Processing of Bank advices for release of LOA payments against approved notes to vendors and contractors. 4) Preparation and maintaining of payment vouchers against all payments. 5) Preparation and mailing of payment details to the vendors/contractors. 6) Maintaining 10 no.s Cash Books pertaning to various schemes. 7) Preparation of Utilization Certificates and other financial compliances in respect of various schemes. 	

		8) Updating of scheme funding and expenditure in PFMS portal.	
23	Asst. Accounts Officer (Estt)	Overall Supervision of Maintenance of Gazzeted SR's of entire Discom	
24	Senior Assistant Establishment	Overall Maintenance of Gazzeted SR's (Relating to Release of Increments ,Pay Fixations ,Issue of Leave eligibilities etc of entire Discom	
25	Junior Assistant Establishment	Overall Maintenance of Gazzeted SR's (Relating to Release of Increments, Pay Fixations and Issue of Leave eligibilities etc of entire Discom.	
26	Assistant Accounts Officer - I	To supervise the works of Contract Work Bills, Agreements entered by Corporate Office of the controlling staff i.e., JAO/S.A. & J.As of 5 Circles.	
27	Junior Accounts Officer- I	Process of EESL bills and supervise the works of Senior Asst.I (WB) and Senior Asst.2 (WB) and preparation of GST Return and process of HRs to remit the GST by CPR wing.	
28	Senior Assistant -1 (WB)	Processing of Work bills, Agreements entered by Corporate Office of 5 Circles.	
29	Senior Assistant -II (WB)	Processing of Solar Bills, Agreements entered by Corporate Office of 5 Circles.	
30	Assistant Accounts Officer - II	To supervise the works of Material Supplier Bills, Purchase orders issued by Corporate Office of the controlling staff i.e., JAO/S.A. & J.As. Of 5 Circles.	
31	Junior Accounts Officer- II	Process of supplier bills i.e., all types of Meters seal bits, breakers, and fabricated material bills etc., of 5 Circles, Preparation of GST Return, Process of H.Rs to remit the GST by CPR wing and Penalty on GST Return, Preparation of GST Invoice on penalty and also supervise the works of Senior Assistant -3	
32	Senior Assistant -I (SB)	Process of Material supplier bills i.e., various types of Poles bills. And related price variation, penalty bills of 5 Circles.	
33	Senior Assistant - II (SB)	Process of Material supplier bills i.e., various capacities of Power Transformers, Distribution Transformers, conductor bills and related price variation, penalty bills of 5 Circles.	
34	Senior Assistant - III (SB)	Process of all types of insulator bills, MS Material bills, Stay wire bills, CTs & PTs, HG Fuse set bills of 5 Circles	
35	Junior Assistant -1 (SB)	Assist to the Senior Assistant -I, while scrutiny of the material supply invoices, pass orders, filing, segregation of the bills and other related works in processing of bills.	
36	Junior Assistant -2 (SB)	Assist to the Senior Assistant-2, while scrutiny of material supply invoices and pass orders, filing, segregation of the bills and other related works in processing of bills.	

37	Junior Assistant -3 (SB)	Assist to the JAO while scrutiny of the material supply invoices, pass orders, filing, segregation of the bills and other related works in processing of bills.	
Expenditure wing/ ESTABLISHMENT Section			
Sl.No.	Designation of the Officer	Duties Allotted	Powers
1	Pay Officer	The Pay Officer will work under the overall supervision of the Chief General Manager /Expenditure. He will supervise the Establishment sections with the help of 1No. JAO. 1) Proper Management of Gazetted Service Registers of the organization.	Sanction of Increments to the Gazetted officers of the Discom
2	Assistant Accounts Officer (Establishment)	The Assistant Accounts Officer (Estt) will work under the overall supervision and control of the Pay Officer. He will oversee the Establishment section with the help of 1 No. JAO.	The Assistant Accounts Officer (Establishment) will have overall supervision of the Gazetted Service registers of the Organization.
3	Junior Accounts Officer (Estt)	The Junior Accounts Officer (Estt) will work under the overall supervision and control of the Pay Officer.	The Junior Accounts Officer (Establishment) will have to maintain the Gazetted Service registers in the Organization.

Name of the Wing: Corporate Communications			
S.No.	Designation of the Officer	Duties allotted	Powers
1	Public Relations Officer	<ul style="list-style-type: none"> ➤ Developing and Implementing strategies in response to stake holders concerns ➤ Ensure efficient and timely communication of the company in the media and public forums ➤ Release of press related matters ➤ Issue of Advertisements and scrutiny & processing of Advertisements Bills ➤ Collection & filling of News Clippings related to APEPDCL from various news papers ➤ Organizing press meet & press coverage ➤ Managing Press/ media relations and 	

		developing media plans and budgets. ➤ Organizing of important National events like Republic Day, Independence day and National Leaders ➤ Practiced and propagate Company's values through electronic media and print media	
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S. No	Designation of the Officer (s)	Duties allotted	Powers
Name of the Wing : Internal Audit			
1	Chief General Manager/Internal Audit & Revenue	Functional Head, looks after all Audit related matters and Revenue matters	Dropping of Internal Audit Paras after obtaining compliance on Internal Audit comments. To submit replies to AG Audit Paras to RSAO (AG Audit) for dropping of paras.
2	Accounts Officer / Internal Audit-1.	<u>Rajamahendravaram, Eluru & Corporate Office Issues :</u> > Co-ordination with Internal Auditors, > AG Audit replies pursuance, > Scrutiny of SGP/SPP cases received from HRD wing, > Precheck and Post check of Pay Anomalies, > Inspection of District Stores, > Post Check of Revised Pay Scales Pay Fixations, > Price Variation Claims, > Co-ordination of Audit Committee, > Process of Hospital Empanelment proposals.	Scrutiny of replies received and recommendations thereon for dropping. Precheck and Post check of Pay Anomalies, Post Check of Revised Pay Scales Pay Fixations,
3	Accounts Officer / Internal Audit-2.	<u>Srikakulam, Vizianagaram & Visakhapatnam Issues:</u> > Co-ordination with Internal Auditors, > Scrutiny of Refund of SD propiosals, > Scrutiny of Estimates, > Tenders & Tender Analysis, > Inspection of District Stores, > Process of Hospital Empanelment proposals, > MIS of Audit Wing, > Scrutiny of Medical Claim Bills, > Scrutiny of Advertisement Bills.	Scrutiny of replies received and recommendations thereon for dropping.

4	Junior Accounts Officer/Internal Audit.	<ul style="list-style-type: none"> > Co-ordination with Internal Auditors, > AG Audit replies pursuance, > Co-ordination with AG Auditors, > Assistance to AO/IA-1 for scrutiny of SGP/SPP cases received from HRD wing > Processing Precheck and Post check of Pay Anomalies > Processing Post Check of Revised Pay Scales Pay Fixations, > Issues related to Appointment of Internal Auitors. 	
IA & REVENUE wing/ Revenue Section			
5	GM/Revenue	Overall monitoring of Revenue matters and processing of subjects being dealt by AAO/Rev.I, AAO/Rev.II and AAO/Rev.III.	No powers have been delegated.
6	AO/EPCCB	AO/EPCCB will look after the following: <ul style="list-style-type: none"> i. EPCCB software related issues. ii. Developing of New reports in reports module as per the requirement of Management as well as field officers. iii. Co- Ordinating with all AAO/EROs and AO (Rev) on Updation of Different new fields/requirements in data base. iv. Attending of Support complaints. v. Verification of billing software. vi. Monitoring of Spot billing. vii. Closure of ledgers by 2nd of every month. viii. Preparation and issue of spot billing data to field by 3rd of every month. ix. All other important issues relating to billing and reporting. 	No powers have been delegated.
7	AAO/Rev.I	AAO/Rev. I will look after the following: <ul style="list-style-type: none"> i. Daily spot billing & ir port billing. ii. Aadhar seeding and mobile numbers. iii. Field memos and correspondence. iv. Review of AAO dash board. v. Spandana, CCC and consumer complaints of It. vi. Installments LT & HT. vii. Court cases It. viii. Paas issues. ix. RTI replies and related correspondence. x. Refund of SD (LT). xi. Reviews on all revenue issues. 	No powers have been delegated.

		xii. Audit paras. xiii. Tariff related issues to regulatory affairs wing	
8	AAO / Rev.II	AAO/Rev.II will look after the following: i. Daily collection report ii. Monthly returns to APTRANSCO. iii. Regular revenue related information to the Management, AP TRANSCO AND GOAP. iv. Regular information to planning wing. v. Regular information to energy audit wing. vi. Regular information to regulatory affairs Wing. vii. Regular revenue related information to all Other wings as per the requirement viii. All government subsidy schemes and related Correspondence. ix. 50% power looms and 25% it & tourism Industries rebate. x. FPR SALES; ED RETURN; KWH & KVAH SALES and Open Access sales. xi. Additional information to annual accounts Information. xii. Cat wise sales demand collection xiii. SC & ST monthly subsidy data to SW & TW Departments. xiv. UDC, BS & ACD, MISS COLLECTIONS TO AO/CPR. xv. Meeting information booklets of CMD & Others. xvi. Digital payments weekly and monthly data to Mop. xvii. Replies on starred questions (LAQ & LCQ) xviii. Additional information to ARR filing. xix. Other any statistical information related to revenue Wing.	No powers have been delegated.
9	AAO / Rev.III	AAO/Rev.III will look after the following: i. Total third party and online collections reconciliations and issue of TCAS TO AO/CPR ii. Correspondence with third party and Online Collections centers. iii. Times court case. iv. Review of bank guarantees relating to	No powers have been delegated.

		<p>Collection agencies.</p> <p>v. Entering and extending agreements with Collection agencies.</p> <p>vi. Passing of remuneration bills pertaining to Bill desk (EBPP).</p> <p>vii. Updating of APNACSC valet and Reconciliation.</p> <p>viii. Correspondence on motivation of digital Payments.</p>	
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Name of the Wing: Purchase and Material Management			
Sl.No.	Designation of the Officer	Duties Allotted	Powers
1	CGM/ P&MM	Functional Head. Looks after Purchase & Material Management	No powers
2	GM/Materials	He is the incharge of overall scrutiny of the files received from the EE/Purchases and submit the same to the CGM/P&MM, monitor the overall functioning of the wing.	-do-
3	EE/Purchase-1	He has to scrutinize the proposals prepared by the DEEs/AEEs and submit the same to the GM/Materials	-do-
4	Dy. EE/ Purchase-2	<p>He/She has to prepare and process the following subject files with assistance of AEE/Purchase-2 and submit to the EE/Purchase-1</p> <p>1) All types of Insulators</p> <p>2) All type of Hardware for insulators</p> <p>3) MS Materials</p> <p>4) GI stay wires</p> <p>5) GI wires</p> <p>6) Vendor registrations and renewal</p> <p>7) Vehicle Correspondence</p> <p>Further he has to prepare and process the following subject files with assistance of AEE/Purchase-2 and submit to the EE/Purchase-2</p> <p>1) 33 KV & 11 KV CTs, PTs</p> <p>2) 11 KV MCs</p> <p>3) Capacitor Banks</p>	-do-
5	AEE / Purchase-2	<p>He/She has to assist the Dy.EE/Purchase-2 for the above works and submit to the Dy.EE/Purchase-2</p> <p>Indents obtained from field / Projects / O&CS / SAP consumption</p> <p>Obtaining approval for calling tenders with approved quantities</p> <p>Preparation of bid document</p> <p>Calling of tenders and incorporating of tender document in e- procurement</p> <p>Issue of corrigendum regarding extension of time, changes in tender document if any etc.</p> <p>Opening of Technical and Price bids</p> <p>Evaluation of tender bids. Preparation of Note for finalization of tenders</p> <p>Issue of Purchase Order</p>	-do-

		<p>Processing of Deviation of quantities and Extension of time Proposals</p> <p>Technical evaluation notes,</p> <p>Preparation and processing of LPC & SPC Notes for according approval for placing Purchase Orders,</p> <p>Placing of Purchase Orders on successful bidders,</p> <p>Returning of Bid Securities to the unsuccessful bidders</p> <p>Bank Guarantee approvals towards 10% Performance Security of each Purchase Order,</p> <p>Issue of Sample approvals after placing of Purchase Orders,</p> <p>Issue of Drawing approvals after placing of Purchase Orders, Arranging for deputation of Inspecting officers after approval samples / drawings,</p> <p>Issue of Dispatch Instructions after receipt of satisfactorily inspection report,</p> <p>Price variations, allotments, Diversions, Defective material correspondence,</p> <p>Notices, Memos, Returning of Bank Guarantees, Corresponding letters,</p> <p>Presentations, Reviews, Monthly & Weekly returns, Meeting information's,</p> <p>UO Notes, Indents, Reminders, Amendments, Delivery extension,</p> <p>Court Cases, Representation of the firms,</p> <p>Correspondence with other wings</p> <p>note approval preparations of all materials</p> <p>eProcurement, SAP, eOffice, & E-mails</p>	
6	Dy.EE /Purchase-3	<p>He/She has to prepare and process the following subject files with assistance of AEE/Purchase-3 and submit to the EE/Purchase-1</p> <ol style="list-style-type: none"> 1) Various Capacities of Power Transformers 2) Various Capacities of Distribution Transformers 3) HG Fuse sets (LT,11KV & 33KV) 4) All types of AB Switches 5) LA's (5KA,10KA & 30KA) 6) AB Switch spares 7) All types of Distribution boxes 8) GI & CI Earth pipes 9) RMUs 	-do-
7	AEE/Purchase-3	<p>He/She has to assist the Dy.EE/Purchase-3 for the above works and submit to the Dy.EE/Purchase-3</p> <p>Indents obtained from field / Projects / O&CS / SAP consumption</p> <p>Obtaining approval for calling tenders with approved quantities</p> <p>Preparation of bid document</p> <p>Calling of tenders and incorporating of tender document in e- procurement</p> <p>Issue of corrigendum regarding extension of time, changes in tender document if any etc.</p>	-do-

		<p>Opening of Technical and Price bids</p> <p>Evaluation of tender bids. Preparation of Note for finalization of tenders</p> <p>Issue of Purchase Order</p> <p>Processing of Deviation of quantities and Extension of time Proposals</p> <p>Technical evaluation notes,</p> <p>Preparation and processing of LPC & SPC Notes for according approval for placing Purchase Orders,</p> <p>Placing of Purchase Orders on successful bidders,</p> <p>Returning of Bid Securities to the unsuccessful bidders</p> <p>Bank Guarantee approvals towards 10%</p> <p>Performance Security of each Purchase Order,</p> <p>Issue of Sample approvals after placing of Purchase Orders,</p> <p>Issue of Drawing approvals after placing of Purchase Orders,</p> <p>Arranging for deputation of Inspecting officers after approval samples / drawings,</p> <p>Issue of Dispatch Instructions after receipt of satisfactorily inspection report,</p> <p>Price variations, allotments, Diversions, Defective material correspondence,</p> <p>Notices, Memos, Returning of Bank Guarantees, Corresponding letters,</p> <p>Presentations, Reviews, Monthly & Weekly returns, Meeting information's,</p> <p>UO Notes, Indents, Reminders, Amendments, Delivery extension,</p> <p>Court Cases, Representation of the firms, Correspondence with other wings</p> <p>note approval preparations of all materials</p> <p>eProcurement, SAP, eOffice, & E-mails</p>	
8	EE / Purchase-2	He has to scrutinize the proposals prepared by the DEEs/AEEs and submit the same to the GM/Materials	-do-
9	Dy.EE / Purchase-1	<p>He/She has to prepare and process the following subject files with assistance of AEE/Purchase-1 and submit to the EE/Purchase-2</p> <ol style="list-style-type: none"> 1) All types of Meters (SØ, 3Ø, LT & HT TVR meters) 2) All types of seals 3) Batteries & Battery chargers 4) Testing Equipment 5) Metering Instruments 6) All fabricated materials 7) Agricultural load monitoring units 	-do-

10	AEE / Purchase-1	<p>He/She has to assist the Dy.EE/Purchase-2 for the above works and submit to the Dy.EE/Purchase-2 Indents obtained from field / Projects / O&CS / SAP consumption</p> <p>Obtaining approval for calling tenders with approved quantities</p> <p>Preparation of bid document</p> <p>Calling of tenders and incorporating of tender document in e-procurement</p> <p>Issue of corrigendum regarding extension of time, changes in tender document if any etc.</p> <p>Opening of Technical and Price bids</p> <p>Evaluation of tender bids. Preparation of Note for finalization of tenders</p> <p>Issue of Purchase Order</p> <p>Processing of Deviation of quantities and Extension of time Proposals</p> <p>Technical evaluation notes,</p> <p>Preparation and processing of LPC & SPC Notes for according approval for placing Purchase Orders,</p> <p>Placing of Purchase Orders on successful bidders,</p> <p>Returning of Bid Securities to the unsuccessful bidders</p> <p>Bank Guarantee approvals towards 10% Performance Security of each Purchase Order,</p> <p>Issue of Sample approvals after placing of Purchase Orders,</p> <p>Issue of Drawing approvals after placing of Purchase Orders,</p> <p>Arranging for deputation of Inspecting officers after approval samples / drawings,</p> <p>Issue of Dispatch Instructions after receipt of satisfactorily inspection report,</p> <p>Price variations, allotments, Diversions, Defective material correspondence,</p> <p>Notices, Memos, Returning of Bank Guarantees, Corresponding letters,</p> <p>Presentations, Reviews, Monthly & Weekly returns, Meeting information's,</p> <p>UO Notes, Indents, Reminders, Amendments, Delivery extension,</p> <p>Court Cases, Representation of the firms, Correspondence with other wings</p> <p>note approval preparations of all materials e - Procurment, SAP, eOffice, & E-mails</p>	-do-
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11	Dy.EE/Purchase-4	<p>He/She has to prepare and process the following subject files with assistance of AEE/Purchase-4 and submit to the EE/Purchase-2</p> <ol style="list-style-type: none"> 1) All types of Conductors 2) All types of Cables 3) All types of computer hardware 4) Transformer Oil 5) Disposal of Scrap, 6) Office and computer Stationery 7) Winding Wire 8) All types of Breakers, Relays & VCB Spares 9) Hand held collection machines 10) UPS 11) 3rd Party Agreements 12) Miscellaneous items 	-do-
12	AEE/Purchase-4	<p>He/She has to assist the Dy.EE/Purchase-2 for the above works and submit to the Dy.EE/Purchase-2</p> <p>Indents obtained from field / Projects / O&CS / SAP consumption</p> <p>Obtaining approval for calling tenders with approved quantities</p> <p>Preparation of bid document</p> <p>Calling of tenders and incorporating of tender document in e-procurement</p> <p>Issue of corrigendum regarding extension of time, changes in tender document if any etc.</p> <p>Opening of Technical and Price bids</p> <p>Evaluation of tender bids. Preparation of Note for finalization of tenders</p> <p>Issue of Purchase Order</p> <p>Processing of Deviation of quantities and Extension of time Proposals</p> <p>Technical evaluation notes,</p> <p>Preparation and processing of LPC & SPC Notes for according approval for placing Purchase Orders,</p> <p>Placing of Purchase Orders on successful bidders,</p> <p>Returning of Bid Securities to the unsuccessful bidders</p> <p>Bank Guarantee approvals towards 10% Performance Security of each Purchase Order,</p> <p>Issue of Sample approvals after placing of Purchase Orders,</p> <p>Issue of Drawing approvals after placing of Purchase Orders,</p> <p>Arranging for deputation of Inspecting officers after approval samples / drawings,</p> <p>Issue of Dispatch Instructions after receipt of satisfactorily inspection report,</p> <p>Price variations, allotments, Diversions, Defective material correspondence,</p> <p>Notices, Memos, Returning of Bank Guarantees, Corresponding letters,</p> <p>Presentations, Reviews, Monthly & Weekly returns, Meeting information's,</p>	-do-

		UO Notes, Indents, Reminders, Amendments, Delivery extension, Court Cases, Representation of the firms, Correspondence with other wings note approval preparations of all materials eProcurement, SAP, eOffice, & E-mails	
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Name of the Wing : Projects			
1	CGM/ Projects	Functional Head. Looks after all the aspects pertaining to Projects wing.	No powers
2	GM/Projects	He is the incharge of overall scrutiny of the files received from the EE/Projects and submit the same to the CGM/Projects, monitor the overall functioning of the wing.	-do-
3	EE/Projects-1	He has to scrutinize the proposals prepared by the DEEs/ AEEs and submit the same to the GM/Projects.	-do-
4	Dy.EE/Projects-1	Formulation of schemes Obtaining board approval for implementation of the project and selection of funding agency According Administrative and Technical sanctions Entering into agreement with the funding agency Submission of schemes for a more than Rs.5 crores to APERC for approval Preparation of Cost estimate for calling of tenders Preparation of bid document Calling of tenders and incorporating of tender document in e- procurement Issue of corrigendum regarding extension of time, changes in tender document if any etc. Opening of Technical and Price bids Evaluation of tender bids. Preparation of Note for finalization of tenders Issue of LOA Preparation of Agreement Processing of Deviation of quantities and Extension of time Proposals Approval of drawings/sketches Issue of notices to poor performing contractors Correspondence relating to REC, GoAP and AP TRANSCO etc. Preparation of information required for review meetings and Record minutes of meetings. Submission of progress on works to funding agency/APTRANSCO/Govt. Submission of claims	-do-

		<p>Inspection offers for arranging inspection of material and issuing of Dispatch instructions</p> <p>Submission of indents for materials to P&MM</p> <p>Audit replies, Court cases correspondence</p> <p>Entering the agreements and deviations in SAP module</p> <p>Preparation of scheme closure proposals</p>	
5	AEE/Projects-2	<p>Assisting to Dy.EE/Projects-1 in the above works</p> <p>Correspondence on release of unsuccessful vendor bids/ security</p> <p>Preparation of Approval for acceptance of Bank Guarantees</p> <p>Transmitting of DDs to accounts wing</p> <p>Preparation of review meeting booklets</p> <p>Preparation of Weekly/Fortnightly/Monthly progress reports</p> <p>Preparation of claims</p> <p>Correspondence with other wings</p>	-do-
6	EE/Projects-2	<p>He has to scrutinize the proposals prepared by the DEEs/ AEEs and submit the same to the GM/Projects.</p>	-do-
7	Dy.EE/Projects-3	<p>Formulation of schemes</p> <p>Obtaining board approval for implementation of the project and selection of funding agency</p> <p>According Administrative and Technical sanctions</p> <p>Entering into agreement with the funding agency</p> <p>Submission of schemes for a more than Rs.5 crores to APERC for approval</p> <p>Preparation of bid document</p> <p>Calling of tenders and incorporating of tender document in e- procurement and EPDCL website</p> <p>Issue of corrigendum regarding extension of time, changes in tender document if any etc.</p> <p>Opening of Technical and Price bids</p> <p>Evaluation of tender bids</p> <p>Issue of LOA</p> <p>Preparation of Agreement</p> <p>Processing of Deviation of quantities and Extension of time Proposals</p> <p>Assisting to EE/Projects-1 on preparation of Annual Works Programme</p> <p>Correspondence on allocation of addl. budget to various heads as per field requirement</p> <p>Approval of drawings/sketches</p> <p>Issue of notices to poor performing contractors</p> <p>Correspondence relating to REC, GoAP and AP TRANSCO etc.</p>	-do-

		<p>Preparation of information required for review meetings and Record minutes of meetings.</p> <p>Submission of progress on works to funding agency/ APTRANSCO/ Govt.</p> <p>Submission of claims</p> <p>Inspection offers for arranging inspection of material and issuing of Dispatch instructions</p> <p>Submission of indents for materials to P&MM</p> <p>Audit replies, Court cases correspondence</p> <p>Entering the agreements and deviations in SAP module</p> <p>Issue of notices to poor performing contractors</p> <p>Correspondence with REC, GoAP</p> <p>Progress reports to REC duly collecting from field.</p> <p>Submission of claims</p> <p>TPQC (Third Party Quality Control) activities.</p> <p>Correspondence with EEs/ Construction and Accounts on TPQC inspections by TPQC agencies.</p>	
8	AEE/Projects-3	<p>Assisting to Dy.EE/Projects-3 in the above works</p> <p>Release of unsuccessful vendor bids/ security</p> <p>Approval for acceptance of Bank Guarantees</p> <p>Transmitting of DDs to accounts wing</p> <p>Preparation of review meeting booklets</p> <p>Preparation of Weekly/Fortnightly/Monthly progress reports</p> <p>Preparation of claims</p> <p>Correspondence with other wings</p> <p>Maintain the imprest of CGM's Peshi.</p>	-do-
9	Dy.EE/Projects-4	<p>Formulation of schemes</p> <p>Obtaining board approval for implementation of the project and selection of funding agency</p> <p>According Administrative and Technical sanctions</p> <p>Entering into agreement with the funding agency</p> <p>Submission of schemes for a more than Rs.5 crores to APERC for approval</p> <p>Preparation of Cost estimate for calling of tenders</p> <p>Preparation of bid document</p> <p>Calling of tenders and incorporating of tender document in e- procurement</p> <p>Issue of corrigendum regarding extension of time, changes in tender document if any etc.</p> <p>Opening of Technical and Price bids</p> <p>Evaluation of tender bids. Preparation of Note for finalization of tenders</p> <p>Issue of LOA</p> <p>Preparation of Agreement</p> <p>Processing of Deviation of quantities and Extension of time</p> <p>Proposals</p>	-do-

		<p>Approval of drawings/sketches</p> <p>Issue of notices to poor performing contractors</p> <p>Correspondence relating to PFC, Go. AP and AP TRANSCO etc.</p> <p>Preparation of information required for review meetings and Record minutes of meetings.</p> <p>Submission of progress on works to funding agency / APTRANSCO/Govt.</p> <p>Preparation of claims</p> <p>Inspection offers for arranging inspection of material and issuing of Dispatch instructions</p> <p>Submission of indents for materials to P&MM</p> <p>Audit replies, Court cases correspondence</p> <p>Entering the agreements and deviations in SAP module</p> <p>Preparation of scheme closure proposals</p>	
10	AEE/Projects-4	<p>Assisting to Dy.EE/Projects-4 in the above works</p> <p>Correspondence on release of unsuccessful vendor bids/ security</p> <p>Preparation of Approval for acceptance of Bank Guarantees</p> <p>Transmitting of DDs to accounts wing</p> <p>Preparation of review meeting booklets</p> <p>Preparation of Weekly/Fortnightly/Monthly progress reports</p> <p>Preparation of claims</p> <p>Correspondence with other wings</p>	-do-
11	EE/SCADA	<p>1) Scrutiny of the paper correspondence , DPR verification and technical specifications</p> <p>2) Attending to the PFC review meetings whenever required.</p> <p>3) Overall monitoring of SCADA-DMS System.</p>	-do-
12	Dy EE/SCADA	<p>1) Attending to field complaints / issues related to RTU, FRTU with associated equipment etc , including integration configuration of IEDs and communication to the SCADA .</p> <p>2) Attending to the complaints of all the SCADA Centre equipment and daily activities like report generation, operation monitoring, backups.</p> <p>3) Veification of paper correspondence with other wings and to contractors on works / payment issues.</p> <p>4) Verification of Up keeping of complete records and files of the SCADA correspondence.</p> <p>5) Preparing the DPR for SCADA Expansion and</p>	-do-

		<p>technical specification.</p> <p>6) Preparation of data for Review meetings for higher authorities / PFC.</p> <p>7) Attending SCADA Centre complaints/ issues and smooth functioning of the SCADA-DMS System for controlling the substations and RMUs from the SCADA Centre .</p> <p>8) Collection of data on network changes and updating of 11KV Network with RMUs in the SCADA-DMS system on regular periodicity of monthly basis either manually from field / through GIS integration from IT wing.</p> <p>9) Integration of new substation and new RMUS to the SCADA System as and when commissioned.</p>	
13	AAE	<p>1) Assistance to Dy EE in attending to field complaints / issues related to RTU, FRTU with associated equipment etc , including integration configuration of IEDs and communication to the SCADA</p> <p>2) Custodian of SCADA-DMS Data centre Hardware and Assistance to Dy EE in Attending to the complaints of all the SCADA Centre equipment.</p> <p>3) Paper correspondence with other wings and to contractors on works / payment issues.</p> <p>4) Up keeping of complete records and files of the SCADA correspondence.</p> <p>5) Assistance to Dy EE in preparing the DPR for SCADA Expansion and technical specification.</p> <p>6) Assistance to Dy EE in attending SCADA Centre complaints/ issues and smooth functioning of the SCADA-DMS System for controlling the substations and RMUs from the SCADA Centre .</p> <p>7) Assistance to Dy EE in collection of data on network changes and updating of 11KV Network with RMUs in the SCADA-DMS system on regular periodicity of monthly basis either manually / through GIS integration from IT wing.</p> <p>8) Assistance to integration of new substation and new RMUS to the SCADA System as and when commissioned.</p>	-do-
Name of the Wing : Commercial & Assessments & Quality Control			

1	Chief General Manager /Commercial & Assessments & Quality Control	Functional Head and Looks after Commercial & Disaster Management	<p>To communicate the sanctions / approvals to all the concerned on the proposals received from the field officers after processing/circulating to the Directors & CMD/ APEPDCL and to make correspondence with the concerned on following subjects.</p> <p>** Issue of Feasibility Certificate for HT Requisitions of CMD above 1500 KVA (above 11KV Potential).</p>
2	General Manager /Commercial & Disaster Management	Scrutiny and submitting the proposals initiated from EE/DEE/ AE(Commercial) to the Chief General Manager	<p>** Administrative approvals & Technical sanction for HT loads with Estimate cost above Rs.25.0 Lakhs.</p>
3	Executive Engineer /Commercial & Disaster Management	Processing/Scrutiny and submitting the proposals initiated from DEE/ AE(Commercial & Disaster Management) on the above subjects to the General Manager/Commercial & Disaster Management	<p>** Issue of Release Orders for HT services of CMD above 5000 KVA (above 33KV Potential).</p> <p>**Issue of Permissions for Execution of Works on Turnkey Basis by Prospective Consumers in respect of all schemes upto 33KV Potential whose estimate cost exceeding 10.0 Lakhs.</p>
4	Deputy Executive Engineer /Commercial & Disaster Management	Processing/Scrutiny and submitting the proposals initiated from AE(Commercial & Disaster Management) on the above subjects to the Executive Engineer /Commercial & Disaster Management	<p>** Issue of permissions from the beginning in respect of Temporary supply for all 33 KV services and for a period beyond 6 months in respect of 11 KV services.</p>
5	Assistant Engineer / Commercial	Processing and submitting the proposals received at Corporate Office on the above subjects to the Assistant Divisional Engineer/Commercial. Up keep and Maintenance of the Records of Commercial wing.	

6.	GM/QC	He has to make through overall scrutiny of the files received from the DE/SKLM & VZM, DE/QC/VSP, DE/QC/RJY & DE/QC/ELR and submit the same to the CGM/Planning & QC	No Powers have been delegated since he is working in Corporate Office.
7.	DE/QC/SKLM & VZM	He has to inspect and arrive the losses occurred to the Department and assess the excess amount & excess material drawn. The inspection reports and other office correspondence like TPQC Reports, Agreements, etc., processed by the ADE, AE's quality control and submit the same to the GM/QC. Headquarter is Corporate Office Visakhapatnam.	No Powers have been delegated since he is working in Corporate Office.
8.	DE/QC/VSP	He has to inspect and arrive the losses occurred to the Department and assess the excess amount & excess material drawn. The inspection reports and other office correspondence like TPQC Reports, Agreements, etc., processed by the ADE, AE's quality control and submit the same to the GM/QC. Headquarter is Corporate Office Visakhapatnam..	No Powers have been delegated since he is working in Corporate Office.
9.	DE/QC/RJY	He has to inspect and arrive the losses occurred to the Department and assess the excess amount & excess material drawn. The inspection reports and other office correspondence like TPQC Reports, Agreements, etc., processed by the ADE, AE's quality control and submit the same to the GM/QC. Headquarter is Circle Office, Rajahmundry.	No Powers have been delegated since he is working in Corporate Office.
10.	DE/QC/ELR	He has to inspect and arrive the losses occurred to the Department and assess the excess amount & excess material drawn. The inspection reports and other office correspondence like TPQC Reports, Agreements, etc., processed by the ADE, AE's quality control and submit the same to the GM/QC. Headquarter is Circle Office, Eluru.	No Powers have been delegated since he is working in Corporate Office.
11.	ADE/QA/VSP, ADE/QC/RJY, ADE/QC/ELR AE/QC1/SKLM & VZM AE/QC2/VSP AE/QC3/RJY AE/QC4/ELR AE/QC/VSP	<p>It is the responsibility of the ADEs & AE's in Quality Control wing.</p> <ol style="list-style-type: none"> 1) To plan for inspections of LOC/LOA work bills as per the directions of Higher authorities in all the five districts of APEPDCL 2) Processing & preparation of inspection reports, note submissions to Higher Authorities 3) Processing of TPQC reports 4) Processing of TPQC Agreements and other Vehicle Agreements 5) Processing of U.O. Notes to CGM/Expenditure 6) Processing of Memo's and other correspondence to field 7) General office correspondence 8) All ADEs & AEs are attending these works in all the five districts of APEPDCL as per the instructions of higher authorities. 	No Powers have been delegated since he is working in Corporate Office

12	SE / ASSESSMENTS	Finalizing authority of all Unauthorized use of electricity (MP) cases pertaining to LT Industrial Category-III and H.T. services. Appellate authority on all cases finalized by the Executive Engineer/ Assessments	No Powers have been delegated since he/she is working in corporate office. His / her main responsibility rests with scrutinizing and processing of all the proposals received from the filed and disposal of the same
13	DEE/ ASSESSMENTS CIRCLE	Daily monitoring MATS for receipt of PAO notices, Consumer dated Acknowledgements. After receipt of PAO and Dated Acknowledgments, case files will be prepared by collecting consumption particulars from MATS and put-up to SE/ Assessments for approval. Pursuance with Sub-Division offices for receipt of pending PAOs and Consumer Dated Acknowledgements for finalizing the cases. Receipt of Consumer Appeals and conducting personal hearings along with SE/ Assessments and issue final order to the consumers of all circles in APEPDCL and attending all other works entrusted by SE/ Assessments/VSP.	No Powers have been delegated since she is working in corporate office. His main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner
14	EE/ ASSESSMENTS DIVISION	Finalizing authority of all Unauthorized use of electricity (MP) cases pertaining to LT Categories Domestic, Commercial, Agricultural, Street Lights, PWS Services and General purpose services.	No Powers have been delegated since she is working in corporate office. His main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner
15	DEE/ ASSESSMENTS DIVISION	Daily monitoring MATS for receipt of PAO notices, Consumer dated Acknowledgements. Pursuance with Sub-Division offices for receipt of pending PAOs and Consumer Dated Acknowledgements for finalizing the cases. Verification of Assessments calculation files put-up by the AEE/ Assessments and submits to EE/ Assessments for approval. Receipt of Consumer Appeals and conducting personal hearings along with EE/ Assessments.	No Powers have been delegated since she is working in corporate office. His main responsibility rests with Processing of estimates, and disposal of currents etc., in a time bound manner, and to call for action taken reports in respect of Adverse news paper clippings.

16	AEE/ASSESSMENT S DIVISION	Daily monitoring MATS for receipt of PAO notices, Consumer dated Acknowledgements. Assigning docket numbers for case files in MATS. Preparation of Assessment Calculation duly verifying Inspection Notes and by collecting Consumption particulars and submit to DEE/Assessments for approval. Issue of Final Assessment orders in MATS after obtaining approval from EE/Assessments.	No Powers have been delegated since she is working in corporate office. His main responsibility rests with Processing of Malpractice (Unauthorized use) cases of all the 5 Circles in EPDCL
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Name of the Wing : Power Purchase & Regulatory Affairs & Energy Audit & DPE wing

1	CGM/ PPA & RA, EA & DPE	<p>a) He submits the notes processed by the RA & PPA wings to the top management for approval and issues necessary instructions and sanctions to the field.</p> <p>b) He attends Public Hearing and Review meetings conducted by APERC.</p> <p>d) Being the Nodal officer of Operation Circle, Srikakulam, he frequently reviews collections & monitoring of other development activities.</p>	The Jurisdiction of Chief General Manager / RA & PPA extends over the entire DISCOM area in respect of RA & PPA activities. Being functional head, he exercises control over all the three wings activities and ensure monitoring and follow up arrangement in respect of these three wings.
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POWER PURCHASE & EBC WING

1	GM/Power Purchase	GM/PP has to scrutinise the proposals received from the DEE and submit the same to the CGM/PP, RA&QC. Overall Supervision of PP wing	Vacant
2	EE/Power Purchase	EE/PP has to scrutinise the proposals received from the DEE and submit the same to the GM/PP. Overall Supervision of PP wing	No powers have been delegated since EE is working in Corporate Office. The main responsibility rests with processing and putting up files to GM/CGM for obtaining approvals.

3	DEE,AAO& AEE/ Power Purchase	<ol style="list-style-type: none"> 1. Correspondence on Power Purchase Agreements (PPAs) of NCE Power Projects, Power Wheeling and Purchase Agreements (PWPAs), Independent Power Projects (IPPs) and Central Generating Stations (CGS). 2. Correspondence with APPCC on the matters relating to common interests of DISCOMs in respect of PPAs & PWPAs with all Generating Companies existing and upcoming at State Level & Central Level. 3. Entering into Long term, Medium term and Short term Power purchase/ Open Access Agreements based on the directions of APPCC/ APTRANSCO. 4. Correspondence on Transmission Service Agreements. 5. Correspondence on Open Access, Cross Subsidy Surcharge pertaining to Generators. 6. Correspondence on Renewable Power Purchase Obligation (RPPO). 7. Correspondence on monthly Imbalance Pool Settlement System between AP DISCOMs. 8. Correspondence on APERC/CERC/CEA regulations with regard to Power Generation, Power Purchase and Trading. 9. Correspondence on Appeals / Counter Appeals filed by the DISCOM in association with other DISCOMs and APPCC at APERC, Appellate Tribunal, High Court & Supreme Court relating to Power Purchase matters. 10. Other general correspondence. 	<p>No powers have been delegated since these are working in Corporate Office. The main responsibility rests with processing and putting up files to EE/PP for obtaining approvals.</p>
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4	DEE/Energy Billing Cell & AEE/Energy Billing Cell	<ol style="list-style-type: none"> 1. Issue of No Objection Certificates (NOC's) to consumers for availing Open Access Power from Energy Exchanges. 2. Issue of MRI compatibility certificate for ABT meters to be installed at Open Access Services. 3. Issue of Technical feasibilities for Short Term and Long Term Open Access users and entering into Agreements (Excluding Solar). 4. Obtaining daily schedules and cross check with APO schedules from LMC AP Transco. 5. Obtaining Intrastate and Third Party Raw dumps from AP Transco and raw MRI dumps of Open Access services from all the circles and analyzing the data. 6. Checking the corrections of all dumps with the help of provisional bills and meter cards and finalizing the dump and analyze further. 7. Converting all raw dumps to readable format using meter software's for preparing KVA Parameter into 96x30 blocks for OA services settlements every month. 8. Energy and Demand settlements of the Open Access consumers (IEX and interstate) for the power availed from Energy Exchanges every month. 9. In addition to above works all related correspondences with Open access (IEX, third party and intra state and interstate) are being attended at EBC. 10. CGRF correspondences related to Open access. 	No powers have been delegated since these are working in Corporate Office. The main responsibility rests with processing and putting up files to EE/PP for obtaining approvals.
REGULATORY AFFAIRS WING			
1	GM/ RAC	<ol style="list-style-type: none"> a) Scrutinizes and submits to CGM/ RA &PPA on proposals prepared by EE/ RA b) Represents corporate office for attending all meetings held by APERC and consultants, c) Issuing instructions to the filed officers and requesting APERC & Government for clarifications if required on the Orders of the Commission and other pertinent issues. d) Coordination with field for bringing information for preparation of ARR and other periodical returns to APERC 	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to Chief General Manager/RA &PPA for obtaining Boards approval.

2	EE/RAC	<p>a) Review and monitoring the proposals initiated from ADE/ RAC on the RAC subjects</p> <p>b) Pursuance with APERC, APPCC and other DISCOMs on RAC subjects.</p> <p>c) Preparation of views of EPDCL on the Draft regulations issued by the APERC & CERC and implementation of provisions of Regulations.</p> <p>d) Attending of Public Hearings conducted by Hon'ble APERC regarding tariff related issues and pursuance of court cases related to tariff & FSA.</p>	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to General Manager/RAC for obtaining Boards approval.
3	DEE/ RAC	<p>a) Review and monitoring the proposals initiated from AE/ RAC on the RAC subjects</p> <p>b) Assisting the Hon'ble APERC for conducting public hearing on determination of Retail supply Tariffs for the Financial Year in EPDCL Area.</p> <p>c) Collection & Consolidation of Compliance reports on Tariff Order Directives from Various wings for submission to APERC.</p> <p>f)Preparation of ARR, Review petitions with APERC and replies to public objections on ARR & Tariff filings.</p>	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to Executive Engineer/RA for obtaining Boards approval.
4	AEE/ RAC	<p>a) Up keep and Maintenance of the Records of RA wing.</p> <p>b) Processing and submitting the proposals on currents received at Corporate Office on the RAC subjects to the Assistant Divisional Engineer/RAC.</p> <p>c)Pursuance for data required for periodical returns and review meetings and consolidation.</p> <p>d) Preparation of ARR, Review petitions with APERC and replies to public objections on ARR & Tariff filings.</p> <p>e)Court cases etc.,</p>	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to DEE/RAC for obtaining Boards approval.
5	Senior Assistant / RAC	Assistance in Preparation of ARR, Accounts related issues for MYT, ARR filing, True-up ,Court Cases etc.,and assistance in all all other day to day RAC activities.	

6	General Manager / Energy Audit	<ul style="list-style-type: none"> • Over all monitoring and supervision of all EA wing related activities. • Attending to Monthly EBC meeting & JMD/V&S/AP Transco Meetings at Vidyut Soudha • Energy Audit related issues. • Monitoring of UDAY, PAT and other CEA formats information • Communication of all 11KV Feeders, HT services & urban DTRs through MDAS & OMS Module. • Correspondence on AMC of all 11KV Feeders & HT service modems • Online EA Module under Feeder wise Energy audit activities. • Conducting meetings with high loss sections as per the instructions of higher authorities • Conducting meetings with high loss sections as per the higher authorities • Attending PAT Technical committee meetings at Delhi. 	No powers have been delegated since GM is working in Corporate Office under the control of the Chief General Manager.
7	Executive Engineer/ Energy Audit	<ul style="list-style-type: none"> • Over all monitoring and supervision of all EA wing related activities. • Attending JMD/V&S/AP Transco Meetings at Vidyut Soudha /Vijayawada • Energy Audit related issues. • Monitoring of UDAY, PAT and other CEA formats information • Communication of all 11KV Feeders, HT services & urban DTRs through MDAS & OMS Module. • Correspondence on AMC of all 11KV Feeders & HT service modems • Monitoring Online EA Module under Feeder wise Energy audit activities. • Conducting meetings with high 	No powers have been delegated since EE is working in Corporate Office.

		<p>loss sections as per the instructions of higher authorities</p> <ul style="list-style-type: none"> • Pursuance with EEs/M&P And EEs/Technical of Circle offices for submission of various information in time to EA wing • Coordinating with IT, Telecom, TCS and 3G Celllabs for proper downloading of HT meter data for enabling HT Billing by Revenue wing • Attending meetings at other states or at Delhi in case GM/EA is engaged in other meetings. • Preparation of information booklets and power points for all meetings with AEE/EA. 	
8	Deputy Executive Engineer/ Energy Audit	<p>Pursue for preparation of ENERGY BILLING CENTRE (EBC) data & assist AEE to Prepare Energy audit circle wise of DISCOM. Preparation and analysis of Energy audit reports of CMD/APEPDCL and JMD/V&S booklets relevant activities.</p>	No powers have been delegated since DEE is working in Corporate Office.
9	Asst. Executive Engineer/ Energy Audit	<ul style="list-style-type: none"> • Energy Audit, PFC and Energy Secretary Formats. • Preparatio of ENERGY BILLING CENTRE (EBC) data & Attending to EBC meeting every month conducted at Vidyut Soudha. • Submission of monthly & Quarterly EA information to planning wing. • Attending to JMD/V&S Energy Audit monthly review meetings conducted at Vidyut Soudha. • Correspondence with field on minutes of the JMD/V&S , CMD/ Director meetings to improve the performance in Towns-MHQs- and high loss pocket areas etc. • Preparation of data bank from field reports, monitoring, 	No powers have been delegated since AEE is working in Corporate Office.

		<p>reviewing and reporting,</p> <ul style="list-style-type: none"> • Other works entrusted by the higher Authorities. <p>In addition to the above, AEE/EA-2 was nominated as Energy Manager on behalf of APEPDCL. He is exclusively looking after all BEE related formats, yearly returns and correspondence under PAT Cycle-2</p>	
10	Deputy Executive Engineer /IAMR	<ul style="list-style-type: none"> • Monitoring of Communication of all 11KV Feeders, HT services and Urban DTRs through MDAS & OMS modules. • Correspondence on AMC to all 11KV Feeders & HT services modems of all circles. • Reviews with all EEs/M&P on maintenance of Breakers, Periodical testing of CT metering services & HT metering services. All field Issues related to HT services modems installation & online HT Billing duly coordinating with IT & Telecom wings. • Preparation and submission of all Town Feeder wise Energy audit reports and uploading into IPDS web portal (D1, D4, D6 formats) & NPP portal (JSON Format) • Submission of RPM meeting and other information to Planning wing. • Monitoring of Online Energy Audit module for 11KV Feeder wise Energy Audit of all circles. • Pursuing with field for proper mapping of services with feeders • Other works entrusted by the higher Authorities. 	No powers have been delegated since DEE is working in Corporate Office.
11	Asst. Executive Engineer / Energy Audit-1	The post is being utilized in U.G. cable division	No powers have been delegated since AEE is working in Corporate Office.

12	SE/DPE Circle/ Visakhapatnam	Inspection of services and detection of theft of energy, Malpractice, Back billing, Additional load cases etc. Conducting Intensive Inspections of High value services, HT services, and also line loss feeders. Conducting enquiries on dept. and non-dept personal and submitting reports to higher officers and HRD.	No Powers have been delegated since he is working in corporate office. Inspection of services and detection of theft of energy, Malpractice, Back billing, Additional load cases etc. Conducting Intensive Inspections as per the instructions of higher authorities.
13	AE/Technical/DPE Circle/ Visakhapatnam	To assist SE/DPE in preparation and submission of DPRs, WPRs, AGL. Returns, and MPRs to higher authorities. To prepare relevant information for meetings time to time.	No Powers have been delegated since he is working in corporate office and perform the duties as per the instructions of SE/DPE
14	EE/DPE/HT/ Visakhapatnam	To inspect the HT & EHT services having CMD upto 1MVA and more and also gives clearance to the Operation wing for replacement of defective CTPT sets, HT TVR Meters when they go out of order.	No Powers have been delegated since he is working in corporate office and perform the duties as per the instructions of SE/DPE
15	DEE/DPE/ HT/Visakhapatnam	To assist EE/DPE/HT/Visakhapatnam in inspection and testing of HT & EHT services having CMD upto 1MVA and more and preparation of relevant documents like inspection reports, meter dump analysis etc.	No Powers have been delegated since he is working in corporate office and perform the duties as per the instructions of SE/DPE
16	DEE/HT/ DPE/ Sub Division/ Visakhapatnam	To inspect the HT & EHT services upto 1MVA. And also inspects LT Cat. III 'A' & III 'B' services. And also gives clearance to the Operation wing for replacement of defective CTPT sets, HT TVR Meters when they go out of order.	No Powers have been delegated since he is working in corporate office and perform the duties as per the instructions of SE/DPE
17	Addl. Asst. Engineer/HT/ DPE/ Sub Division/ Visakhapatnam	To assist DEE/HT/DPE/Sub Division/Visakhapatnam in inspection and testing of LT Cat-III A & IIIB and HT services and preparation of relevant documents like inspection reports, meter dump analysis etc.	No Powers have been delegated since he is working in corporate office and perform the duties as per the instructions of SE/DPE
18	Senior Assistant/ DPE Circle/ Visakhapatnam	To Assist the day to day functional activities and maintenance of 4nos. SRs. Of DPE Circle, TA bills of all divisions in the circle, regular correspondence, MIS etc.,	No Powers have been delegated and perform the duties as per the instructions of SE/DPE
19	Office Subordinate / DPE Circle/Visakhapatnam	To Assist all the employers in DPE Circle at Corporate office etc.	No Powers have been delegated and perform the duties as per the instructions of SE/DPE

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Name of the Wing: Planning & Quality Control

Sl. No.	Designation of the Officer	Duties Allotted	Powers
1.	CGM/Planning & QC	He submits the notes processed by the Planning & QC wings to the top management for approval and submitting to the higher authorities such as APTransco, GoAP & GoI as when required. Necessary instructions and sanctions will be issued to the field based on approvals.	The Jurisdiction of Chief General Manager / Plg. & QC extended over the entire DISCOM area in respect of Planning & QC activities. Being functional head, he exercises control over all the two wings activities and ensure monitoring and follow up arrangement in Respect of two wings.
2.	GM/Plg	It is responsibility of GM/Plg to see that the data to be received from other functional heads and submitting to the CGM/Plg&QC for onward submission to higher authorities.	No Powers have been delegated since he is working in Corporate Office
3.	DE/Plg	It is responsibility of DE/Plg to see that the data to be received from other functional heads and submitted to GM/Plg for onward submission to higher authorities. To see that the MIS to be submitted to higher Authorities.	No Powers have been delegated since he is working in Corporate Office
4.	ADE/Plg AE/Plg	It is responsibility of ADE/Plg & AE/Plg to collect the data required for MIS,UDAY updation and preparing reports to submitted to higher authorities.	No Powers have been delegated since he is working in Corporate Office

Name of the Wing : Energy Conservation & Solar Energy

1	Chief General Manager/ Energy Conservation, & Solar	<ul style="list-style-type: none"> ❖ Functional Head. ❖ Looks after all the aspects pertaining to Energy Conservation ❖ Looks after all the aspects pertaining to Energy Audit 	All powers delegated to Chief General Manager
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		<ul style="list-style-type: none"> ❖ Looks after all the aspects pertaining to Solar Energy 	
2	General Manager/ Energy Conservation & Solar Energy	<p><u>Energy Conservation:</u></p> <ul style="list-style-type: none"> ❖ Overall scrutiny of the files received from the EE/EC and submits the same to the CGM/EC, Solar &EA. ❖ Attending meetings conducted on Energy Conservation initiatives. ❖ Follow up of work progress of schemes such as AGDSM, DELP & DEFP and payments to various work executing agencies with the Executive Engineers operation. ❖ Carrying out Field inspection on the Energy efficiency initiatives. ❖ Looks after the works of Installation and commissioning of charging stations/ points for Electric vehicles. ❖ Follow up of Energy Conservation Week programs. ❖ Follow up on DSM Measures <p><u>Solar Energy:</u></p> <ul style="list-style-type: none"> ❖ Issuing LOAs to empanelled NREDCAP Suppliers for implementation of Off -Grid Pumpset program (NTR Jalasiri and Normal) ❖ Entering into Tri-Partite Agreements and with the empanelled agencies ❖ to the agencies entered TPAs as and when the beneficiary lists are received from Concern SEs/EEs ❖ Issuing amendments and clarifications if any in the Purchase Orders ❖ Identification of FIs for funding towards off grid Solar Agl pumpsets. ❖ Scrutiny of the LTOAs, STOAAs, PPAs, MOUs prepared by EE, DyEE and AEE ❖ Follow up on getting the feasibility reports of Entry and Exit points of the Solar Power Plants. ❖ Scrutiny of bid documents prepared while floating tenders in different programs like DFID, BLDC etc. ❖ Pursuance with the Andhra Bank Officials on remittance of EMI from the SRT Consumers. ❖ Preparation of Net Metering Guidelines on behalf of APDISCOMs. 	No powers have been delegated since GM is working in Corporate Office under the control of the Chief General Manager

		<ul style="list-style-type: none"> ❖ Attending meetings conducted on Solar Energy initiatives. ❖ Attending to APERC Public Hearings ❖ Overall scrutiny of the & files received from the EE/Solar Energy and submits the same to the CGM/EC, Solar& EA. ❖ Follow up of work progress of Agricultural Pumpsets schemes such as Off-grid, BLDC, Solar Rooftop and payments to various work executing agencies with the Executive Engineers operation. ❖ Carrying out Field inspection of the Solar Power Plants, Off-Grid and BLDC Pump sets. 	
3	Executive Engineer/ Energy Conservation	<ul style="list-style-type: none"> ❖ Scrutinizes the proposals received from the DyEE/EC and submits the same to the GM/EC. ❖ Attending meetings conducted on energy conservation initiatives. ❖ Follow up of work progress and payments to various work executing agencies and also with the Executive Engineers/Operation. ❖ Follow up of works such as Electric vehicle charging stations, Capacity building programme of Discoms by BEE & Smart meters ❖ Carrying out Field inspection on the Energy efficiency initiatives. ❖ Follow up of works such as Capacity building programme of Discoms by BEE ❖ Follow up of Energy Conservation Week programs. ❖ Follow up on DSM Measures 	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with procurement of all required indented material in a time bound programme.
4	Deputy Executive Engineer/ Energy Conservation	<ul style="list-style-type: none"> ❖ It is the responsibility of the DyEE to Process/Scrutiny and submits the proposals to the Executive Engineer/ Energy Conservation. ❖ Pursuance/updation of data required for periodical returns and review meetings and consolidation and furnishing to planning wing & APSEEDCO etc. ❖ All Energy conservation Correspondence dispatch to the Circles and other Departments. ❖ Follow up of work status and reports related to various Energy Efficiency Schemes of Energy Conservation such as AGDSM, DELP, and DEFP etc. ❖ Follow up of work status and reports related 	No powers have been delegated since DEE is working in Corporate Office.

		<p>to AGDSM work on Rajanagaram feeder.</p> <ul style="list-style-type: none"> ❖ Follow up of works such as Electric vehicle charging stations, ❖ Correspondence on MIS on energy savings, DSM Measures, Charging stations etc ❖ Follow up of works such as Capacity building programme of Discoms by BEE ❖ Updating and maintaining the records of EC wing. ❖ Correspondence on Energy Conservation Week programs. ❖ Correspondence on DSM Measures 	
5	Asst. Executive Engineer/ Energy Conservation	<ul style="list-style-type: none"> ❖ All Energy conservation Correspondence dispatch to the Circles and other Departments. ❖ Correspondence on MIS on energy savings, DSM Measures, Charging stations etc ❖ Follow up of works such as Electric vehicle charging stations, Capacity building programme of Discoms by BEE. ❖ Correspondence on Energy Conservation Week programs. ❖ Correspondence on DSM Measures ❖ Updating and maintaining the records of EC wing. 	No powers have been delegated since AEE is working in Corporate Office.
6	Executive Engineer/ Solar Energy	<ul style="list-style-type: none"> ❖ Scrutinizing LOAs prepared by the DyEE to empanelled NREDCAP Suppliers for implementation of Off - Grid Pumpset program (NTR Jalasiri and Normal) ❖ Allocating the beneficiaries list received from Concern SEs/ EEs to various agencies basing on the availability of the quota to the agency. ❖ Scrutiny of Purchase Orders placed on the agencies entered into TPAs ❖ Scrutinizing the amendments and clarifications if any in the issued Purchase Orders ❖ Scrutinizing the performance bank guarantees ❖ Scrutiny of the application registered for Solar Power Plants ❖ Scrutiny of the LTOAs, STOAs, PPAs, MOUs prepared by DyEE and AEE 	No powers have been delegated since EE is working in Corporate Office.

		<ul style="list-style-type: none"> ❖ Follow up on getting the feasibility reports of Entry and Exit points of the Solar Power Plants for facilitating Open Access as and when required. ❖ Scrutiny of bid documents prepared while floating tenders in different programs like DFID, BLDC etc. ❖ Preparation of Net Metering Guidelines on behalf of APDISCOMs. ❖ Attending meetings conducted on Solar Energy initiatives. ❖ Attending to APERC Public Hearings ❖ Overall scrutiny of the files received from the DyEE/Solar Energy and submits the same to the GM/Solar ❖ Follow up of work progress of Agricultural Pumpsets schemes such as Off-grid, BLDC, Solar Rooftop and payments to various work executing agencies with the Executive Engineers operation. ❖ Carrying out Field inspection of the Solar Power Plants, Off-Grid and BLDC Pump sets. 	
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7	Deputy Executive Engineer / Solar Energy	<p>It is the responsibility of the ADE: SCADA-DMS (R-APDRP) project preparation of DPRs, coordination/ implementation with SIA</p> <ul style="list-style-type: none"> ❖ It is the responsibility of the DyEE for preparing the LOAs to empanelled NREDCAP Suppliers for implementation of Off –Grid Pumpset program (NTR Jalasiri and Normal) ❖ Verifying the Tri-Partite Agreements and test reports submitted by the agencies are as per the MNRE specification ❖ Scrutiny of Purchase Orders to the agencies entered TPAs ❖ Preparing the amendments and clarifications if any in the issued Purchase Orders ❖ Maintaining the Bank Guarantees of Power Plants & Performance Guarantees of tenders floated. ❖ Registration of application for Solar Power Plants ❖ Preparing the technical feasibility note after the receipt of the feasibilities from the field. ❖ Preparing of the LTOAs, STOs, PPAs, MOUs ❖ Scrutiny of the Loan documents and claims with REC(FI) ❖ Scrutinizing the EIRs prepared by the AEE/Solar and JE/Solar ❖ Preparing the bid documents while floating tenders in different programs like DFID, BLDC etc. ❖ Preparation of Net Metering Guidelines on behalf of APDISCOMs. ❖ Getting the work progress of Agricultural Pumpsets schemes such as Off-grid, BLDC. ❖ Scrutiny of the monthly formats prepared by the AEE/Solar 	No powers have been delegated since DEE is working in Corporate Office.
8	Asst. Executive Engineer/ Solar Energy	<ul style="list-style-type: none"> ❖ It is the responsibility of the AEE for preparing the LOAs to empanelled NREDCAP Suppliers for implementation of Off –Grid Pumpset program (NTR Jalasiri and Normal) ❖ Maintaining the Tri-Partite Agreements submitted by the agencies ❖ Entering of Purchase Orders to the solar Agl agencies who have entered TPAs in SAP module 	No powers have been delegated since AEE is working in Corporate Office.

		<ul style="list-style-type: none"> ❖ Preparing the amendments and clarifications if any in the issued Purchase Orders ❖ Maintaining the Bank Guarantees of Off-Grid Pumpsets ❖ Processing of Loan documents and claims with REC(FI) ❖ Preparing the LTOAs, STOAs, PPAs, MOUs ❖ Scrutiny of the EIRs prepared by JE/Solar ❖ Preparing the bid documents while floating tenders in different ❖ Scrutinizing the monthly formats prepared by the JE/Solar. 	
9	Junior Engineer/ Solar	<ul style="list-style-type: none"> ❖ Preparing the monthly formats in respect of Solar Agl pumpsets progress, Solar power plants and Solar rooftop duly contacting the Division/ Circle office. ❖ Pursuance of the complaints received from the field and correspondence with the agencies for redressal of the complaints ❖ Bank Guarantee correspondence like getting the bank confirmations, extensions etc. ❖ Returning of the Bank Guarantees to the successfully completed agencies ❖ Preparation of claim formats for REC ❖ Preparing of EIRs duly collecting the meter dumps and JMRs ❖ Preparing the notices to the default agencies 	No powers have been delegated since JE is working in Corporate Office.

Name of the Wing : IT Wing, Corporate office/EPDCL/Visakhapatnam			
S.No.	Designation of the Officer	Duties allotted	Power
1	General Manager - IT	Functional Head. Looks after the IT needs of APEPDC Ltd, Development & Functioning of IT wing	No powers have been delegated since he is working in Corporate Office
2	Executive Engineer - IT	Co-ordinates the activities of all the Officers & Staff of IT wing	No powers have been delegated since he is working in Corporate Office
3	Deputy Executive Engineer- IT1 and AEE-IT3 & AEE-IT4	Responsible for 1) MBC 2) Banking Transactions integration 3) AP Online, Meeseva, Rajiv EPDCL and other collection channels integration 4) SBM Software 5)Online spot billing / collections both LV and HV 6)Online Payments 7)Apna CSC 8)SRT/ CAT 9)Meter Data Management 10)MATS 11) HT & EBC 12)EPCCB Correspondence 13) MDAS 14)IPDS-	No powers have been delegated since he is working in Corporate Office

		8 Towns correspondence 15)IPDS-RT-DAS 16)Smart Meters billing 17)AP Power Portal, CM and PM dash boards and any Govt. related integration 18)Non R-APDRP MDAS 19)Aadhaar card integration	
4	Deputy Executive Engineer- IT2 and AEE-IT5	1) SAP - Project Systems (PS) Module, 2) SAP integration with EPCCB & other applications 3) SAP PS ABAP Developments 4) SAP - HT Module 5) SAP - Material Management (MM) Module 6) EPCCB - Operations Module	No powers have been delegated since he is working in Corporate Office
5	Deputy Executive Engineer- IT3 and AEE-IT6 & AEE-IT7	1) Mee seva Integration 2) DIPP Integration 3) Online Applications (NSC,ALPC &CSC) 4) Consumer mobile applications 5) Department mobile applications 6) ABAP Developments 7) SAP - BW 8) SAP - Plant Maintenance (PM) Module 9) SAP Integration with EPCCB & other applications 10) SAP PM Mobile App 11) SAP PM ABAP Developments 12) Spandana 13) Website & Intranet modules 14) Centralized Call Centre Software Development & Maintenance	No powers have been delegated since he is working in Corporate Office
6	Deputy Executive Engineer- IT4 and AEE-IT1	1) All Servers maintenance (SAP and Non-SAP servers) 2) AMC monitoring (SAP and Non-SAP servers) 3) Backups on Production 4) ISMS 5) GIS Integration of 8 towns 6) GIS - SCADA Integration 7) GIS Integration of 29 towns 7) Monitoring of servers related to DC at Hyderabad and DR at Tirupathi 9) Mail Server 10) SAP correspondence, preparation and processing of the bills 11) Active directory 12) Maintaining audit paras, RTI Act & Other general correspondence files related to IT wing 13) PMI Application	No powers have been delegated since he is working in Corporate Office
7	Deputy Executive Engineer- IT5 and AEE-IT2	1) eOffice implementation 2) Correspondence and processing of bills related to DC at Hyderabad and DR at Tirupathi 3) FMS & Equipment insurance 4) Procurements 5) AMC of all equipment 6) AMC monitoring of all equipment except servers at all locations 7) Procurement/ Renewal of Licenses 7) Online Case Management 9) CGRF 10) Asset Management 11) Disaster Management	No powers have been delegated since he is working in Corporate Office

Name of the Wing : Telecom Wing, Corporate office/EPDCL/Visakhapatnam

1	Executive Engineer-Telecom	<p>1) Assisting to GM-IT in day to day activities on Telecom and Networking (WAN & LAN) related works in APEPDCL.</p> <p>2) Overall responsibility of Design, Implementation, Monitoring & Maintenance of Network and Communication related equipments as well as associated infrastructure in APEPDCL.</p> <p>3) Coordinating with different existing Service Providers for running of existing MPLS WAN Links and Internet Leased Lines in a smooth manner.</p> <p>4) Coordinating with Telecom Staff in processing of all financial Bills (monthly and quarterly) in respect of Telecom wing i.e. WAN Link bills, ILL Bills, VC AMC Bills, Monthly SIM Card Bills, monthly TC Bills and other Telecom related projects Bills.</p>	No powers have been delegated since he is working in Corporate Office
2	Deputy Executive Engineer-Telecom & Assistant Engineer Telecom	<p>1. Assisting to EE/TC&IT in day to day activities of Telecom and Networking (WAN & LAN) at Corporate Office, along with the Network Administration.</p> <p>2.Operation & Maintenance of Telecom &IT wing Network associated equipments located in the Network rooms at Corporate Office, ATC Building and New IT Building.</p> <p>3.Maintenance of Back-up files in the form of soft copies of the Network Equipments like Routers, Switches, Firewall and Servers like Telephone Billing, VPN, CC Proxy etc..</p> <p>4. Conducting of the Tele-Conferences & Video Conferences</p> <p>5. Processing of all the Financial Bills like Airtel, BSNL, EPABX , Internet Leased Line bills and all GPRS BSNL & AIRTEL SIM Cards Bills</p> <p>6.Maintenance of different Servers related to Telecom wing viz CC Proxy Server, Telephone Billing Server, VPN Server and Access Control server located at Corporate Office.</p> <p>7. Maintenance of EPABX (Intercom Telephone System) at Corporate Office, ATC Building and New IT Building with coordination with BSNL and Coral Telecom Ltd</p>	No powers have been delegated since he is working in Corporate Office

Name of the Wing :CGRF

1	Chair Person/ CGRF	Functional Head and Chairperson of the CGRF conduct the awareness programmes, hearing of complaints and pass orders on complaints of the consumers.	
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2	Member (Finance) / CGRF	To participate the awareness programmes, hearing of complaints along with Chairperson and also express their opinions in passing the orders on complaints filed by the consumers.	All the Members have to exercise their rights according to the regulations given by APERC.
3	Member (Technical/ CGRF		
4	Member (Independent)/ CGRF		
5	Secretary /CGRF	Ensure that the complaint is registered and acknowledgement sent to the complainant within next working day and the notices sent to the respondents together with photo copies of the complaint within 5days from the date of receipt of the complaint. He has to coordinate with the field officers in obtaining the written submissions incase of delay in filing the written submissions by more than 10 days. He has to ensure that all the statutory reports sent to the APERC, FOR etc. within stipulated period.	- -

Name of the wing: World Bank Projects			
Sl. No.	Designation of the Officer	Duties allotted	Powers
1	Chief General Manager/World Bank Projects	The Chief General Manager is functional head and looks after implementation of World Bank and AIIB financed projects in APEPDCL	The CGM/World Bank Projects will exercise his powers as per the delegation of power for processing proposals in respect of calling of tenders, award of works, execution of works, claiming of bills and obtaining reimbursement from Government and other functions in relating to implementation of the Projects.
2	General Manager/ APDR P	The General Manager is the Project Manager and looks after implementation of the World Bank and AIIB financed projects in APEPDCL	No powers have been delegated since GM is working in Corporate Office under the control of the Chief General Manager.
3	Executive Engineer/ APDR P	The Executive Engineer is responsible for implementation of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since EE is working in Corporate Office.
4	Executive Engineer/PFA	The Executive Engineer is responsible for implementation of Power For All 24X7 Project in APEPDCL financed by World Bank and AIIB.	No powers have been delegated since EE is working in Corporate Office.

5	Deputy Executive Engineer-1 / APDRP	The Deputy Executive Engineer-1 is responsible for implementation of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since DEE is working in Corporate Office.
6	Deputy Executive Engineer-2 / APDRP	The Deputy Executive Engineer-2 is responsible for implementation of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since DEE is working in Corporate Office.
7	Deputy Executive Engineer-3 / APDRP	The Deputy Executive Engineer-3 is responsible for implementation of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since DEE is working in Corporate Office.
8	Deputy Executive Engineer-Civil / APDRP	The Deputy Executive Engineer/Civil is responsible for civil related works during implementation of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since DEE is working in Corporate Office.
9	Deputy Executive Engineer/ PFA	The Deputy Executive Engineer is responsible for implementation of Power For All 24X7 Project in APEPDCL financed by World Bank and AIIB.	No powers have been delegated since DEE is working in Corporate Office.
10	Asst. Executive Engineer-1 / APDRP	The Asst. Executive Engineer-1 is responsible for implementation of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since AEE is working in Corporate Office.
11	Asst. Executive Engineer-2 / APDRP	The Asst. Executive Engineer-1 is responsible for implementation of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since AEE is working in Corporate Office.
12	Asst. Executive Engineer-MIS / APDRP	The Asst. Executive Engineer-MIS is responsible for collection of data and preparation of MIS of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since AEE is working in Corporate Office.
13	Asst. Executive Engineer-4 / APDRP	The Asst. Executive Engineer-4 is responsible for implementation of UG Cable works in Visakhapatnam city under A.P. Disaster Recovery Project financed by World Bank and Govt. of A.P.	No powers have been delegated since AEE is working in Corporate Office.
14	Asst. Executive Engineer/ PFA	The Asst. Executive Engineer is responsible for implementation of Power For All 24X7 Project in APEPDCL financed by World Bank and AIIB.	No powers have been delegated since AEE is working in Corporate Office.

15	Accounts Officer/ APDRP	Processing of work bills relating to APDRP and PFA and submission of bills to PAO/ Visakhapatnam for arranging payment. Looking after finance related subjects.	No powers have been delegated since AO is working in Corporate Office.
16	Asst. Accounts Officer/ APDRP	Processing of work bills relating to APDRP and PFA and submission of bills to AO/ APDRP for arranging payment. Looking after finance related subjects.	No powers have been delegated since AAO is working in Corporate Office.
17	Junior Accounts Officer/ APDRP	Processing of work bills relating to APDRP and submission of bills to AAO/ APDRP for arranging payment. Looking after finance related subjects.	No powers have been delegated since JAO is working in Corporate Office.
18	Environmental Specialist / APDRP & Social Expert/ APDRP	Looking after Environmental and Social related issues of UG Cable works under APDRP	No powers have been delegated since they are working in Corporate Office.

CHAPTER - 4

Procedure followed in Decision-making process

**SUPERVISORY AUTHORITY &
OFFICER TO WHOM ACCOUNTABLE**

: The Secretary to Govt., Energy
Department, AP Secretariat, Govt. of A.P.,
Hyderabad.

CHAPTER - 4

Procedure followed in Decision-making process [SECTION 4(1) (b) (iii)]

4.1 The procedure followed in decision-making by the public authority

Name of the officer	Activity	Description	Decision making process	Designation of final decision making authority
Name of the Wing: Operation & Consumer Services				
CGM/O&CS	Functional Head	The proposals received will be put up to the management for taking a decision	Circulating the file duly mentioning the relevant rule position	EPDCL Management
GM/Operation- I	Processing of various proposals	It is the responsibility of the GM to make through overall scrutiny of the files put up by the DE and forwarding to the CGM/O&CS	Recommending with all relevant information	EPDCL Management
GM/Operation-II & GM/CSC				
DE/O&M	Processing of various proposals	It is the responsibility of the DE to scrutinise the files put up by the AE/ADE	Putting up all the relevant information for taking decision on the same	EPDCL
ADE/O&M-I (LMC)	Processing of various files and disposal of various currents	It is the responsibility of the AE & ADE to prepare the note files duly following the departmental procedures	Submission of all the relevant information for taking decision on the same	EPDCL Management
ADE/O&M-II				
ADE/O&M-III				
AE/O&M-I				
AE/O&M-II				
SE/DPE	Conducting raids to detect theft of energy and Un- authorised usage of power	It is the responsibility of SE/DPE to arrange Inspection of services and detection of theft of energy, Malpractice, Back billing, Additional load cases etc.to save the revenue of company	Conducting of enquiry for any deviations in the field level and other tasks as per the instructions of higher authorities and reporting of same to the higher authorities.	EPDCL Management
ADE/Tech / DPE	To extend technical	It is the responsibility of	Submission of all	

AE/Tech/DPE	assistance in preparation of various files and returns etc..	the AE & ADE to prepare various file and returns duly following the departmental procedures	the relevant information for taking decision on the same	EPDCL Management
SE/ Assessments	Finalization of all Unauthorised use of electricity (MP) cases pertaining to Cat-III, IV and H.T. services	SE/ Assessments is the Finalizing authority of all Unauthorised use of electricity (MP) cases pertaining to Cat-III, IV and H.T. services and appellate authority on all cases finalized by the Divisional Engineer/ Assessments and conducting of personal hearing wherever necessary and final orders will be issued for unauthorised use of electricity cases as per Sec126 of IE Act.	Based on the consumer history and consumption pattern of service and documentary evidence of the case final order will be issued.	SE/ Assessments/ VSP
ADE/ Assessments	Preparation of case files	It is the responsibility of ADE/ Assessments to prepare case files on receipt of copies of Inspection notes / Inspection Reports from the inspecting officers and provisional assessment notices from Asst. Divisional Engineers/Operation	Receipt of copies of IN/IR from the inspecting officers from the field and obtain information from the EROs and the file will be put-up to finalising authority	SE/ Assessments/ VSP
SE/Civil	Processing of estimates tenders and inspection of works	It is the responsibility of the SE/Civil to make through overall scrutiny of the files put up by the EE and forwarding to the CGM/O&CS	Recommending with all relevant information	EPDCL Management
EE/Civil	Processing of estimates tenders and inspection of works	It is the responsibility of EE/Civil to scrutinize the estimate and put-up note for approval duly following delegation of powers	Putting up all the relevant information for taking decision on the same	EPDCL Management

AEE/Civil	Processing of estimates tenders and correspondence	It is the responsibility of AEE& AE/Civil to scrutinize the estimate and put-up note for approval duly following delegation of powers	Submission of all the relevant information for taking decision on the same	EPDCL Management
AE/Civil-1	Processing of estimates and tenders		Putting up all the relevant information for taking decision on the same	EPDCL Management
AE/Civil-2	Processing of civil correspondence			
HRD Wing/ MPS Section				
Description	Activity	Decision making process		Designation of final decision making authority
Recruitment/ hiring of personnel	Recruitment of Directors	The case files will be processed by the section and scrutinized by the DGM/MPS, GM/HRD, CGM/HRD, Director (HR) and CMD		Govt. of AP
	i) Direct Recruitment / Limited Recruitment (backlog) for the posts of Junior Accounts Officer, Assistant Engineer, Assistant-Cum-Computer Operator etc. on regular basis. ii) Hiring of outsourcing employees (i.e. professionals) to the posts of Chief General Manager / HRD, General Manager (Costing/ Consumer Service Centre/Energy Audit/IT), Dy. General Manager (Legal/ Corporate Communications) and Manager/CSC etc. iii) Issue of permission for hiring of contract labour on works contract basis at Corporate Office & Circle Offices	The case files will be processed by the section and scrutinized by the DGM/MPS, GM/HRD, CGM/HRD and Director (HRD & IR)		Chairman & Managing Director
Sanction of Pensions	Sanction of Pensions in respect AAO, AAE,ADE & DE cadres and staff of Corporate Office in EPDCL.	The case files will be processed by the section and scrutinized by the DGM/MPS		GM(HRD)

	Sanction of Pensions in respect SE & GM cadres in EPDCL.	The case files will be processed by the section and scrutinized by the DGM/MPS and GM (HRD)	CGM(HRD)
	Sanction of Pensions in respect CE in Corporate Office	The case files will be processed by the section and scrutinized by the DGM/MPS, GM (HRD), CGM (HRD), Director (HRD&IR)	CMD
Loans & Advance	Sanction of Long Term Loans for Corporate Office Employees viz. Motor Cycle, Computer, Moped, Marriage Adv. to the employees of Corporate Office	The case files will be processed by the section and scrutinized by the DGM/MPS, GM (HRD), CGM (HRD), Director (HRD&IR)	CMD
	Motor Car, House Building adv, House Repairs & House Site Adv. to the employees of EPDCL	The case files will be processed by the section and scrutinized by the DGM/MPS, GM (HRD), CGM (HRD), Director (HRD&IR)	CMD
GPF Part final withdrawal/ Loans	n respect of AAO and above cadre, AAE and above cadre and employees of Corporate Office in the EPDCL.	The case files will be processed by the section and scrutinized by the DGM/MPS, GM (HRD), CGM (HRD)	Director(HRD & IR)
Sanctions of Services Section	Travel, Hotel, Estimates, Temp Advance, Share amounts to other Discoms, Xerox bills and other miscellaneous bills etc.,	The case files will be processed by the section and scrutinized by the DGM/MPS, GM (HRD), CGM (HRD), Director (HRD&IR)	CMD
	Imprest, Printer Cartridges, Books & Periodicals and ID cards bills etc.,	The case files will be processed by the section and scrutinized by the DGM/MPS, GM (HRD), CGM (HRD), Director (HRD&IR)	Director (Finance)
HRD Wing/ Industrial Relations Section			
Compassionate Appointments	Providing of employment to the dependents of the deceased and employees retired on medical invalidation	Soon on receipt of the proposals from the concerned circle the case files will be processed by the section and scrutinized by the PO/IR,DGM/IR, GM/HRD, CGM/HRD, Director (HRD & IR) and CMD	CMD

O&M Staff Transfers	Transfers of O&M Staff like SWG,JLM, ALM, LM, LI, FM from division to division and from Circle to circle	During general transfers based on the representations of the O&M staff and letters of the concerned SE's the file will be processed up to CMD for approval	CMD
Alternative Scheme	Providing of alternative scheme in lieu of the employment under compassionate grounds to the illiterate dependents of the deceased employees	Soon on receipt of the proposals from the concerned circle the case files will be processed by the section and scrutinized by the PO/IR,DGM/IR, GM/HRD, CGM/HRD, Director (HRD & IR) and CMD	CMD
Un-authorized absence	According permission to the O&M staff who was absconded from their regular duties unauthorized	The case files will be processed by the section and scrutinized by the PO/IR,DGM/IR, GM (HRD), CGM (HRD), DIR/HR	CGM/HRD upto 4 months and above 4 months Full Board of APEPDCL
Workmen compensation	According permission to the concerned SE's for sanction of the workmen compensation to the employees who met with departmental fatal and non fatal accidents	Soon on receipt of the proposals from the concerned circle the case files will be processed by the section and scrutinized by the PO/IR,DGM/IR, GM/HRD, CGM/HRD, Director (HRD & IR) and CMD	CMD
Conducting of PNC meetings with Unions/ Associations	Unions/ Associations represent this Office with their Grievances for settlement	On receipt of the representation, the grievances will be consolidated and a mutual convenient date will be communicated for meeting	DIR/HR
Training and allied Works	EPTI, CTI and Other than CTI	On receipt of the letter from the CTI, CIRE and other institutes candidates will be deputed after approval from CMD	CMD
Medical Credit cards.(Including departmental accidents)	Credit cards will be issued to the class I & II employees of all circles including corporate Office employees	On receipt of The proposals from the concerned authorities, case file will be circulated by the section through PO/Med, DGM/IR, GM/HRD,CGM/HRD and DIR/HR	CGM/HRD upto Rs.50,000/- DIR/HR above Rs.50,000/-

Scrutiny of Medical Credit Bills(Including departmental accidents)	Bill will be received from hospital and scrutinized	On receipt of the bills from the hospitals, the same will be scrutinized and scrutiny slip and note will be circulate by the section through PO/Med, DGM/IR, GM/HRD,SAO/B&R, CGM/EXPR, CGM/HRD and DIR/HR and amount will be sanctioned to the Hospital	CGM/HRD upto Rs.50,000/- DIR/HR above Rs.50,000/-
Scrutiny of Medical Reimbursement Bills(Including departmental accidents)	Bill will be received from Circle Level and concerned authorities in Corporate Office and the same is scrutinized	On receipt of the bills from the Circle Level and concerned authorities, the same will be scrutinized and scrutiny slip and note will be circulate by the section through PO/Med, DGM/IR, GM/HRD,SAO/B&R, CGM/EXPR, CGM/HRD and DIR/HR and amount will be sanctioned to the Hospital	CGM/HRD upto Rs.50,000/- DIR/HR above Rs.50,000/-
Processing of Unrecognized hospital bills	Bill will be received from Circle Level and concerned authorities in Corporate Office and the same will be processed	On receipt of the proposal and bills from the Circle Level and concerned authorities, the same will be examined and note will be circulate by the section through PO/Med, DGM/IR, GM/HRD,CGM/O&CS,C GM/HRD, DIR/HR and CMD for approval	CMD
Empanelment of Hospitals	To provide medical benefits to APEPDCL employees/Pensioners/Family pensioners and dependents, the requested hospital will be empanelled	On receipt of the proposals from hospitals, the same will be examined and based on subcommittee report (DGM/IR & DE/T/concerned circle) and note will be circulated by the section through PO/Med, DGM/IR, GM/HRD,CGM/O&CS, C GM/HRD, DIR/HR and DIR/FIN for approval	DIR/FIN

Modified Medical Scheme	Modified medical scheme to APEPDCL employees/pensioners and their dependents /family pensioners	To provide medical facility for minor is Rs.2.00 lakhs & major ailments upto 6 lakhs (each spell 2 lakhs for 3 times)	
Self Funded Medical Scheme	Each employee/pensioner to contribute Rs.100/- every month towards SFMS	After exhaust of the total amount at his/her credit from minor ailment(Rs.2 lakhs) and major ailment spells, Rs.3 lakhs will be provided additionally per year.	
HRD Wing/ Legal cell			
Legal Sanctions	Legal fees & expenses, Court fees, Compensation amounts, Statutory Deposited amounts comes from State Consumer Forum, District Consumer Forum, National Consumer Forum, EPF sanctions and payment of share amount of legal fees to concerned advocates of APTRANSCO, Legal fee communication from Advocates dealing with the Court cases of APEPDCL, Legal fees.	The case files will be processed by the section and scrutinized by the Law Officer, GM/HRD, CGM/HRD, CGM/O & CS, CGM(EXP), Director (Operation), Director (Finance) and CMD	Delegation power of legal sanctions: i) C.M.D: Full powers. ii) Director (Finance) : Rs.7,500/- to Rs.10,000/- iii) S.E's / Operations: up to Rs.7,500/- as per E.O.O(HRD) Ms. No.249, dt.11.12.07 adopted by APEPDCL.
HRD/ RTI Section			
RTI Act, 2005	<ol style="list-style-type: none"> 1. Supply of information in normal course (under section 7(1) of RTI Act, 2005.) 2. Supply of information if the application is received through APIO. 3. Supply of information if it concerns the life or liberty of a person (under section 7(1) of RTI Act, 2005.) 4. Transfer of application to other public authority (under section 6(3) of the RTI Act) 5. Third party information (Under section 11(3) of RTI Act) 6. Supply of information by organizations specified in the Second Schedule: (a) If information relates to allegations of violation of human rights (after approval of the Central Information Commission) (b) In case information relates to allegations of corruption. 7. Disposal of an appeal (under section 19(3) of RTI Act,2005) if subject matter pertains to this office 	The case files will be processed by the section and scrutinized by the PO/RTI & Legal, Law Officer /HRD, GM-II/HRD, CGM/HRD (and Director / Operation for Appeals)	FAA & Director / Operation, PIO & CGM / HRD and APIO & GM-II/HRD

HRD Wing/ Disciplinary Cases section

Departmental Action	On receipt of Petitions / Complaints / reports from various financial heads, Vigilance Enquiry Reports, the departmental action is initiated against the persons responsible.	The case files will be processed by the authority / section and scrutinized by the Authority will DGM/DC and Decision taken by the disciplinary cases for initiation of disciplinary action. Disciplinary authority vary from cadre to cadre as per E.O.O.(P&G- Per) Ms. 192, dt.27-08-2005.
ACB Cases	Based on report of the ACB authorities and instructions of the Govt., Departmental Action will be taken against the Accused Officers.	The case files will be processed by the authority / section and scrutinized by the Authority will DGM/DC and Decision taken by the disciplinary cases for initiation of disciplinary action. Disciplinary authority vary from cadre to cadre as per E.O.O.(P&G- Per) Ms. 192, dt.27-08-2005.
Employees Property Returns	As per Regulation-5 of APSEB Conduct Regulations as adopted by APEPDCL, every employee shall on his first appointment and annually thereafter submit a return in respects of the movable and immovable properties acquired or disposed of by him/her to the Competent Authority. The return relating to preceding year should be filed before 15th January of every year.	The case files will be processed by the authority / section and scrutinized by the DGM/DC.

HRD Wing/ Enquiries Division

Departmental Enquiry against erring employees	Procedures of Enquiry wing.	As per appointment orders issued by the concerned disciplinary authority the Enquiry officer will be conducted the departmental	After submission of Enquiry Report by the Enquiry Officer the
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		enquiry as per charge sheet issued with the witness / witnesses and report will be submitted to the concerned disciplinary Authority.	disciplinary authority will be taken the decision.
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Name of the Wing: Expenditure Wing (Revenue Section)

Name of the Officer	Activity	Description	Decision making process	Designation of final decision making authority
CGM/ Expr.	Functional Head	The proposals received will be put up to the management for taking a decision.	Circulating the file duly Mentioning the relevant rule position.	EPDCL Management
GM/Rev.	Processing of various revenue related files	It is the responsibility of the GMs to make through overall scrutiny of the files put up by the SAOs/ AAOs and forwarding to the CGM/Expr.	Processing the proposals with relevant information for taking decision by top management.	EPDCL Management
AO/EPCCB	Processing of various files and disposal of various currents	It is the responsibility of AOs & AAOs to prepare the note files duly following the departmental procedures	Submission of all the relevant information for taking a decision on the same	EPDCL Management
AAO/Rev.I				
AAO/Rev.II				
AAO/Rev.III				

Name of the Wing: Purchase and Material Management

1	CGM/P&MM	Functional Head	The proposal received will be put up to the management for taking a decision	Circulating the file by recommending duly mentioning the relevant rule position	APEPDCL Management
2	GM/Materials	Processing of tenders and placing Purchase Orders of various materials	The GM makes through overall scrutiny of the files put up by the EE and forwards the files to the CGM/ P&MM	Recommending with all relevant information	APEPDCL Management

3	EE/Purchase	Processing of tenders and placing Purchase Orders of various materials	Scrutinises the files put up by the AEE/DEE	Put up all the relevant information for taking decision on the same	APEPDCL Management
4	DEE/Purchases & AEE/Purchases	Processing of tenders and placing Purchase Orders of various materials	Prepares the note files duly following the rule position	Submission of all the relevant information for taking decision on the same	APEPDCL Management

Name of the Wing: PROJECTS

1	CGM/Projects	Functional Head	The proposal received will be put up to the management for taking a decision	Circulating the file by recommending duly mentioning the relevant rule position	APEPDCL Management
2	GM/Projects	Processing of various schemes, estimate sanctions and tenders	The GM makes through overall scrutiny of the files put up by the EE and forwards the files to the CGM/Projects	Recommending with all relevant information	APEPDCL Management
3	EE/Projects, SCADA	Processing of various schemes, estimate sanctions and tenders	Scrutinizes the files put up by the AEE/DEE	Put up all the relevant information for taking decision on the same	APEPDCL Management
4	EE/Projects, SCADA	Processing of various schemes, estimate sanctions and tenders	Scrutinizes the files put up by the AEE/DEE	Put up all the relevant information for taking decision on the same	APEPDCL Management

Name of the Wing : Power Purchase & Regulatory Affairs

CGM/PPA & RA	Functional Head	The proposals received will be put up to the management for taking a decision.	Circulating the file duly mentioning the relevant rule position.	EPDCL Management
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Name of the Wing : POWER PURCHASE& EBC WING

GM/Power Purchase	Processing of Power Purchase files	It is the responsibility of the GM to make through overall scrutiny of the files put up by the EE and forwarding to the CGM/PPA,RA&QC	Recommending with all relevant information	EPDCL Management
EE/Power Purchase	Processing of Power Purchase files	It is the responsibility of the EE to scrutinize the files put up by the AEE/AAO/DEE	Putting up all the relevant information for taking decision on the same	EPDCL Management
DEE/ Power Purchase	Processing of Power Purchase files	It is the responsibility of the AEE, AAO & DEE to prepare the note files duly following the Electricity Act 2003, Electricity rules 2005,CERC Regulations and APERC regulations, guidelines from APPCC, TOOs of APTransco, MNRE guidelines & National Tariff Policy.	Submission of all the relevant information for taking decision on the same	EPDCL Management
AAO/Power Purchase	Processing of Power Purchase files			
AEE/Power Purchase	Processing of Power Purchase files			
DEE/Energy Billing Cell	Processing of Energy Billing Cell files	It is the responsibility of the AEE & DEE to prepare the note files duly following the Electricity Act 2003, Electricity rules 2005,CERC Regulations and APERC regulations, guidelines from APPCC, TOOs of APTransco, MNRE guidelines & National Tariff Policy.	Submission of all the relevant information for taking decision on the same	EPDCL Management
AEE/Energy Billing Cell	Processing of Energy Billing Cell files			

REGULATORY AFFAIRS WING

General Manager/RAC	Processing of Regulatory Affairs files	Processing and submitting-the proposals received at Corporate Office to the higher authorities - Collection and consolidation of data on progress & pendency from circles and different wings of Corporate Office on RAC activities Sales Data Base, Directives compliance and ARR filing	Circulating the file for taking a decision by the management duly appraising/mentioning/ensuring the relevant rule position	EPDCL Management
Executive Engineer/RAC				
Deputy Executive Engineer/ RAC				
Asst. Executive Engineer/ RAC				
Senior Assistant/RAC				

Name of the Wing : Commercial & Disaster Management

Name of the Officer	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
Chief General Manager /Commercial & Disaster Management	Functional Head	The proposals received on the following subjects ** Issue of Feasibility Certificate for HT Requisitions of CMD above 1500 KVA (above 11KV Potential).	EPDCL Management	Chairman & Managing Director/EPDCL
General Manager /Commercial & Disaster Management	Processing/Scrutinizing and submitting --the proposals received at Corporate Office to the higher authorities	**Administrative approvals & Technical sanction for HT loads with Estimate cost above Rs.25.0 Lakhs.		
Executive Engineer /Commercial & Disaster Management	--Collection and consolidation of data on progress & pendency from circles on	** Issue of Release Orders for HT services of CMD above 5000 KVA (above 33KV Potential).		
Deputy Executive Engineer /Commercial & Disaster Management		**Issue of Permissions for Execution of Works on Turnkey Basis by Prospective Consumers in respect of all schemes upto		

	commercial & Disaster Management activities such as HT Services, PWS/RWS, Agricultural Services etc.	33KV Potential whose estimate cost exceeding 10.0 Lakhs.		
Assistant Engineer/ Tech/ Commercial		** Issue of permissions from the beginning in respect of Temporary supply for all 33 KV services and for a period beyond 6 months in respect of 11 KV services		

Name of the Wing :ENERGY AUDIT, Energy Conservation, Solar Energy				
Chief General Manager/ Energy Conservation, Energy Audit & Solar Energy	Functional Head	The proposals received from the lower level will be reviewed and put up to the management for taking a decision	Circulating the file duly mentioning the relevant rule position.	CMD/ APEPDCL
General Manager / Energy Conservation & Solar Energy	Processing of files relating to Energy Conservation Wing and Solar Energy Wing	It is the responsibility of the GM to make thorough overall scrutiny of the files put up by the EEs and submitting the same to CGM.	Recommending with relevant information	CMD/ APEPDCL
Executive Engineer/ Energy Conservation	Processing of files relating to Energy Conservation Wing.	It is the responsibility of the EE to scrutinize the files put up by the DyEE and submitting the same to GM	Recommending with relevant information	CMD/ APEPDCL
Executive Engineer/ Solar Energy	Processing of files relating to Solar Wing.	It is the responsibility of the EE to scrutinize the files put up by the DyEE and submitting the same to GM	Recommending with relevant information	CMD/ APEPDCL
Deputy Executive Engineer / Energy Conservation	Processing of various files and disposal of various currents	It is the responsibility of the Dy. EE & AEE to prepare the note files duly following the departmental procedures, and contract agreement terms and conditions	Submission of all files to the higher authorities for taking a decision	CMD/ APEPDCL
Asst. Executive Engineer/ Energy Conservation				
Deputy Executive Engineer / Solar Energy	Processing of various files and disposal of various currents	It is the responsibility of the Dy.EE & AEE to prepare the note files duly following the departmental procedures,	Submission of all files to the higher authorities for taking a decision	CMD/ APEPDC L
Asst. Executive Engineer/ Solar Energy				
Junior Engineer/Solar	Processing files related Solar	It is the responsibility to prepare the note files duly	Submission of all files to the higher	CMD/ APEPDC

Energy	Pumpset Complaints, Correspondence with suppliers, MIS, EIRs	following the departmental procedures.	authorities for taking a decision	L
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Name of the Wing: IT Wing, Corporate Officer/ EPDCL/ Visakhapatnam

1	GM-IT	Functional Head	The instructions of the Management will be followed and implemented. Proposal received from the field will be put up to the management for taking a decision	Circulating the file appraising the relevant rule position	EPDCL Management
2	DGM-IT	Addressing the concerned for Processing of various sanctions and tenders as per the need	It is the responsibility of the DGM to make through overall scrutiny of the files put up by the ADEs and submitting to the GM-IT & CGM/PROJECT S	Appraising with all relevant information	EPDCL Management
3	ADE's & AE's	Continuous Development of the IT modules as per the need of DISCOM users as and when arises and taking up of new development of applications.	It is the responsibility of the AE & ADE to prepare the note files seeking permission/approval relating to IT duly following the rule position	Submission of all the relevant information for taking decision on the same	EPDCL Management

Name of the Wing: Telecom wing, Corporate Office/EPDCL/Visakhapatnam

1	DE-Telecom & IT	Addressing the concerned for Processing of various sanctions and tenders as per the need	It is the responsibility of the DE to make through overall scrutiny of the files put up by the ADE and submitting to the GM-IT & CGM/PROJECTS & IT	Appraising with all relevant information	EPDCL Management
		Continuous monitoring &	It is the responsibility of	Submission of	

2	ADE & AE / Telecom & IT	maintenance of entire Wide Area Network in APEPDCL and also maintenance of LAN & Telecom Network.	the AE & ADE to prepare the note files seeking permission/approval relating to Telecom & IT duly following the rule position	all the relevant information for taking decision on the same	EPDCL Management
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Name of the Wing: CGRF					
1	Chair Person/CGRF	Functional Head and Chairperson of the FORUM	NA	<p>> On receipt of the written complaint from the complainant, the complain has to be registered by giving CG No, sending acknowledgment to the complainant within 3 working days. The notices for written submissions have to be issued to the respondent's thorough post and mail through APEPDCL, CGRF mail ID. The Forum Orders also shall be communicated to the complainant as well as respondents through post and mail ID's</p> <p>> The Members of the FORUM and Chairperson together after discussions and expressing their opinions on the subject matter of the complaint pass orders on merits based on the material available.</p> <p>The FORUM shall ensure that each and every order is within 60 days from the date of receipt of the complaint.</p>	FORUM
2	Member (Finance)/CGRF	A member of the FORUM			
3	Member (Technical)/CGRF	A member of the FORUM			
4	Member (Independent) / CGRF	A member of the FORUM			

5	Secretary/ CGRF	Ensure that the complaint is registered and acknowledgement sent to the complainant within next working day and the notices sent to the respondents together with photo copies of the complaint within 5 days from the date of receipt of the complaint. He has to coordinate with the field officers in obtaining the written submissions in case of delay in filing the written submissions by more than 10 days. He has to ensure that all the statutory reports sent to the APERC, FOR etc. within stipulated period.	NA		FORUM
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Name of the wing: World Bank Projects

Designation of the Officer	Activity	Description	Decision making process	Designation of final decision-making authority
Chief General Manager/ World Bank Projects	Functional Head	The proposals received from the lower level will be reviewed and put up to the management for taking a decision	Circulating the file duly mentioning the relevant rule position.	EPDCL Management / Project Director of Revenue (DM) Department
General Manager/ APDRP	Processing of various proposals received from APDRP and PFA Projects	It is the responsibility of the GM to make thorough overall scrutiny of the files put up by the EE and submitting the same to CGM	Recommending with relevant information	EPDCL Management / Project Director of Revenue (DM) Department
Executive Engineer/ APDRP	Processing of various proposals received from APDRP Project	It is the responsibility of the EE to scrutinise the files put up by the DEE and submitting the same to GM	Recommending with relevant information	EPDCL Management / Project Director of Revenue (DM) Department

Executive Engineer/ PFA	Processing of various proposals received from PFA Project	It is the responsibility of the EE to scrutinise the files put up by the DEE and submitting the same to GM	Recommending with relevant information	EPDCL Management
Deputy Executive Engineers-1, 2, 3 & Civil / APDRP	Processing of various files and disposal of various currents	It is the responsibility of the DEE & AEE to prepare the note files duly following the departmental procedures, World Bank procedures and contract agreement terms and conditions.	Submission of all files to the higher authorities for taking a decision	EPDCL Management / Project Director of Revenue (DM) Department
Deputy Executive Engineer/ PFA				
Asst. Executive Engineer-1, 2, 4 & MIS / APDRP				
Asst. Executive Engineer/ PFA				
Accounts Officer/ APDRP	Processing of various work bills and financial related issues.	It is the responsibility of the JAO, AAO & AO to process the work bills and arrange payments as per terms and conditions of Contract agreement.	Submission of all files to the higher authorities for taking a decision	EPDCL Management / Project Director of Revenue (DM) Department
Asst. Accounts Officer/ APDRP				
Junior Accounts Officer/ APDRP				
Environmental Specialist / APDRP & Social Expert/ APDRP	Inspection of UG Cable works for Environmental and Social Compliances	It is the responsibility of the Environmental Specialist and Social Expert to ensure various Environmental and Social Compliances as per Contract Agreement are being implemented by various Contractors of UG Cable works	Submission of reports regarding Environmental Management Plan and Social issues to the management.	EPDCL Management / Project Director of Revenue (DM) Department

CHAPTER - 5

Norms set for the Discharge of Functions

CHAPTER - 5

Norms set for the Discharge of Functions [Section 4(1)(b)(iv)]

5.1 The details of the norms/standards set by the public authority for the discharge of its functions/ delivery of services

S. No.	Name of the Officer	Function/ service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
Name of the Wing: Operation & Consumer Services					
1		Normal Fuse-Off calls	Cities and Towns	Within 4 working hours	As per APERC Regulation No.7 of 2004 Licensees standards of performance issued by APERC published in A.P.Gazette on 22nd June 2004
			Rural Areas	Within 12 working hours	
2		Overhead Line/breakdowns	Cities and Towns	Within 6 working hours	
			Rural Areas	Within 24 working hours	
3		Underground cable breakdowns	Cities and Towns	Within 12 working hours	
			Rural Areas	Within 48 working hours	
4		Distribution Transformer failure	Cities and towns	Within 24 working hours	
			Rural areas	Within 48 working hours	
5		Period of scheduled outage	Maximum duration in a single stretch	Not to exceed 12 hours	
			Restoration of supply	By not later than 6:00 PM	
6		Voltage fluctuations	No expansion/enhancement of network involved	Within 10 days	
			Up-gradation of distribution system required	Within 120 days	
			Erection of substation involved	Within the time period as approved by the commission	

7		Meter complaints	Inspection and replacement of slow, fast/creeping, stuck-up meters	Inspection within 7 days in towns and cities and within 15 days in rural areas and	
				replacement within 15 days thereafter	
			Replace burnt meters if cause attribute to Licensee	Within 7 days	
			Replace burnt meters if cause attribute to consumer	Within 7 days of receiving payment from consumer	
8		Application of new connection/additional load Connection feasible from existing network	Release of supply	Within 30 days of receipt of application (alongwith prescribed charges)	As per APE RC Regulation No.7 of 2004
			Release of supply - Low Tension	Within 30 days of receipt of prescribed charges	Licensees standards of performance issued by APERC published in A.P.Gazette on 22Nd June 2004
			Release of supply - High Tension - 11 KV	Within 60 days of receipt of prescribed charges	
			Release of supply - High Tension - 33 KV	Within 90 days of receipt of prescribed charges	
			Release of supply - Extra High Tension	Within 180 days of receipt of prescribed charges	
			Erection of substation required for release of supply	Within the time period approved by the commission	
			Title transfer of ownership	Within 7 days alongwith necessary documents and prescribed fee, if any	
				Within 7 days	

10		Transfer of ownership and conversion of services	Change of category	alongwith necessary documents and prescribed fee, if any
			Conversion from LT 1Ph to LT 3Ph and vice - versa	Within 30 Days of payment of charges by the consumer
			Conversion from LT to HT and vice - versa	Within 60 Days of payment of charges by the
11		Resolution of complaints on consumer's bill	If no additional information is required	Within 24 working hours of receipt
			If additional information is required	Within 7 working days of receipt of
12		Reconnection of supply following disconnection due to non-payment of bills	Cities and towns	Within 4 working hours of production of proof of payment by consumer
			Rural Areas	Within 12 working hours of production of proof of payment by consumer

HRD WING/ IR SECTION

	CGM/ HRD	Sanction of workmen compensation proposals received from field offices	-	6	
2	CGM/ HRD	Providing of employment to the dependent of deceased employees	-	6	
3	CGM/ HRD	Alternative schemes instead of compassionate appointments	-	6	
4	CGM/ HRD	Permission to admit into duty in case of un-authorized absence of O&M staff	-	7	

5	CGM/HRD	Sanction of Special disability leave to O&M staff	-	7	
6	CGM/HRD	Sanction Medical Reimbursement bill	-	20	
7	CGM/HRD	Issue of Medical Creditcard	-	same day	

Name of the Wing: Expenditure Wing (Revenue Section)

Sl. No.	Name of the Officer	Function/ Service	Norms/ standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter) etc.
1	CGM/ Expr.	Functional Head. Looks after issues of Revenue & Accounts.	As per Regulations notified by Hon'ble APERC from time to time. APEPDCL Standards i.e., the Norms & Standards set by APEPDCL EOO's.	Depending on the nature of the case.	i) As per Electricity Act, 2003
2	GM/Rev.	Processing/ Scrutinizing and submitting the proposals received at Corporate Office to the higher authorities.			ii) APEPDCL EOOs
3	AO/EPCCB				iii) Regulations and amendments issued by Hon'ble APERC from time to time.
4	AAO/Rev.I				iv) General Terms & Conditions of Supply notified by Hon'ble APERC dt.06-01-2006 and the amendments made from time to time
5	AAO/Rev.II				v) Tariff Orders issued by Hon'ble APERC from time to time
6	AAO/Rev.III				vi) Prevailing Delegation of Powers
					vii) Revenue Manual and applicable Circulars of erst while APSEB

Name of the Wing :Purchase and Material Management

1	Identification and preparation of Tenders	As per APEPDCL Standards i.e., IS, IEC, CEA, BEE, BIS	Depending on the urgency of the Indents/Consumption, scrutiny, evaluation and supply within a reasonable time period	1. Delegation of Powers 2. Purchase Manual 3. Other Discoms rates 4. IS, IEC, CEA, BEE, BIS	Identification and preparation of Tenders
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2	Processing of tenders	Draft Purchase Manual	A minimum of 15 working days in e-procurement platform.	1. Delegation of Powers 2. Purchase Manual 3. Other Discoms rates 4. IS, IEC, CEA, BEE, BIS	Processing of tenders
3	Execution of Orders	As per Terms & conditions of the Tender specification and Purchase Order	As per Delivery schedule	As per Terms & conditions of the Tender specification and Purchase Order	Execution of Orders

Name of the Wing: Projects

1	CGM/ Projects	Identification and preparation of Projects	As per APEPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the urgency of the scheme, scrutiny, evaluation and formulation of the scheme within a reasonable time period	1. Delegation of Powers 2. REC Construction standards 3. Prevailing Cost Data 4. SSR of circles
2		Processing of tenders	Draft Purchase Manual	A minimum of 15 days in e-procurement platform.	1. Draft Purchase Manual 2. REC construction standards and Guidelines
3		Execution of works	As per Milestones	As per Agreement period	Agreement entered with the contractor.

Name of the Wing :Power Purchase

1	CGM/PPA&RA	Functional head. Looks after issues of Power Purchase Agreements	As per Electricity Act 2003, Electricity Rules 2005, APERC Regulations, CERC Regulations, APTransco TOO's, MNRE guidelines, National Tariff Policy	Depending on the nature of the case	As per Electricity Act 2003, Electricity Rules 2005, APERC Regulations, CERC Regulations, APTransco TOO's
2	GM/Power Purchase	Preparation of power purchase Agreements	As per Electricity Act 2003, Electricity Rules 2005, APERC Regulations, CERC Regulations, APTransco TOO's, MNRE guidelines, National Tariff Policy	Depending on the nature of the case	As per Electricity Act 2003, Electricity Rules 2005, APERC Regulations, CERC Regulations, APTransco TOO's
3	EE/Power	Preparation of	As per	Depending on the	As per Electricity

	Purchase	power purchase Agreements	Electricity Act 2003, Electricity Rules 2005 ,APERC Regulations,CERC Regulations ,APTransco TOO's, MNRE guidelines , National Tariff Policy	nature of the case	Act 2003, Electricity Rules 2005 ,APERC Regulations,CERC Regulations ,APTransco TOO's
4	DEE,AAO&AE E/ Power Purchase	Preparation of power purchase Agreements	As per Electricity Act 2003, Electricity Rules 2005 ,APERC Regulations,CERC Regulations ,APTransco TOO's, MNRE guidelines , National Tariff Policy	Depending on the nature of the case	As per Electricity Act 2003, Electricity Rules 2005 ,APERC Regulations,CERC Regulations ,APTransco TOO's
5	DEE/Energy Billing Cell	Preparation of Open Access (Long term & Short Term) Agreements	As per Electricity Act 2003, Electricity Rules 2005 ,APERC Regulations,CERC Regulations ,APTransco TOO's, MNRE guidelines, National Tariff Policy	Depending on the nature of the case	As per Electricity Act 2003, Electricity Rules 2005 ,APERC Regulations,CERC Regulations ,APTransco TOO's
6	AEE/Energy Billing Cell	Preparation of Open Access (Long term & Short Term) Agreements	As per Electricity Act 2003, Electricity Rules 2005 ,APERC Regulations,CERC Regulations ,APTransco TOO's, MNRE guidelines , National Tariff Policy	Depending on the nature of the case	As per Electricity Act 2003, Electricity Rules 2005 ,APERC Regulations,CERC Regulations ,APTransco TOO's

Name of the Wing: RAC

1	Chief General Manager/ RA &PPA		As per Regulations and directions issued by Hon'ble APERC from time to time.	As per Regulations and directions issued by Hon'ble APERC from time to time.	i) Regulations issued by Hon'ble APERC and amendments thereof. ii) Latest Tariff Order issued by Hon'ble APERC. (iii) Multiyear tariff, Business plan,
2	General Manager/R AC				
3	Executive Engineer/				

	RAC				Resource plan & Load forecast issues as finalised by Hon'ble APERC.
4	Deputy Executive Engineer/ RAC				
6	Asst. Engineer/ RAC				
7	Senior Assistant/ RAC				

Name of the Wing :Commercial & Disaster Management					
1	Chief General Manager / Commercial, & Disaster Management	Functional Head	As per Regulations notified by the Hon'ble APERC from time to time, APEPDCL Standards i.e., the Norms & Standards set by A.P. Transco and the Erstwhile APSEB.	Depending on the Voltage & Load wise and the processing level as per Delegation of Powers.	i) Regulation 4 of 2013 & 7 of 2004 notified by the Hon'ble APERC and the amendments issued from time to time.
2	General Manager / Commercial & Disaster Management				ii) General Terms & conditions of Supply notified by the Hon'ble APERC dated 06.01.2006 and the amendments made from time to time.
3	Executive Engineer / Commercial & Disaster Management				iii) Latest Tariff Order issued by the Hon'ble APERC.
4	Deputy Executive Engineer /Commercial & Disaster Management	Processing/Scrutinizing and submitting the Proposals received at Corporate Office to the higher authorities.			iv) Cost Data for Materials & Works notified by Discoms and the amendments made from time to time.
5	Assistant Engineer/ Tech/Commercial				v) Prevailing Delegation of Powers. vi) Technical Manuals & Applicable Circulars of Erstwhile APSEB

Name of the Wing : ENERGY AUDIT, Energy Conservation, Solar Energy					
1	Chief General Manager/ Energy Conservation, Energy Audit & Solar Energy	Execution of Energy Conservation measures, Solar Energy works and Monitoring/ reviewing of Energy Auditing.	As per terms and conditions of the EPDCL department	As stipulated in the terms and conditions of the EPDCL department	EPDCL Terms and Conditions

Name of the Wing: CGRF					
1	FORUM	Issue of Acknowledgement on receipt of petition/ registration	-	within next working day	Regulation No. 3/2016 vide clause no. 9.2
2	FORUM	Issue of notices to the respondents	-	within 5 days	Lr.no.s-325/05-01 Dt.7.7.2005 by the Secretary / APERC
3	FORUM	Issue of order on receipt of replies from the respondents	-	Within 60 days from the date of registration of the complaint.	Regulation No. 3/2016 vide clause no. 13.3

CHAPTER - 6

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

CHAPTER - 6

Rules, Regulations, Instructions, Manual and Records for Discharging Functions Section 4(1)(b) (v) &(vi)

S. No	Description	Gist of contents	Price of the publication if priced
Name of the Wing :Operation & Consumer Services			
	For all officers, the following rules and Manuals are to be followed 1] General Terms and Conditions of Supply (GTCS) 2] Regulations issued by the Hon'ble APERC 3] Duties and responsibilities of officers of APEPDCL 4] APED Manuals 5] Delegation of powers of officers of APEPDCL 6] ERO Manuals 7] Technical Reference Book 8] IEEMA Circulars 9] Indian Electricity Rules 1956 10] Indian Electricity Act'2003 11] Indian Electricity Grid Code (IEGC) 12] Safety Manual 13] ISO manuals	Procedure to be followed for processing of various estimates, issue of circulars to field, implementation of R&C measures and various activities in O&CS wing.	
HRD/ Establishment wing			
1	i) Transfers and postings within the purview of APEPDCL FROM AE and above cadre.	Regulation 17 of APSEB Service Regulations and transfer policy guidelines issued from time to time by APTRANSCO as adopted by APEPDCL	
	ii) Deputation of incumbents from Sub. Engineer and above cadres	Terms and conditions of deputation.	
	iii) Preparation of Seniority list from AAE/ AE and above cadres	E.O.O(P&G-Per) Ms.No.198, Dt.02.01.2003	
	vi) Preparation of panels and issue of promotions from AAE/ AE to CGM cadre	1.E.O.O(HRD) Ms.No.183, Dt.11.12.2002, 2.E.O.O.(HRD) Ms.No.86, Dt.29.8.2002 3.T.O.O(Addl.Secy.-Per) Ms.No.285, Dt.10.11.2011 4.E.O.O(HRD) Ms.No.270, Dt.05.12.2011 5.G.O Ms.No.5, Dt..14.02.2013 Social Welfare (SW.ROR.1) Department 6. E.O.O (P&G-Per) Ms.No.249, Dt.21.03.2003 7. G.O Ms.No.2, Dt..09.01.2004 Social Welfare (SW.ROR.1) Department 8. E.O.O (CGM-	

		HRD)Ms.No.243,Dt.06.02.2004 9. G.O.Ms.No.42,Dt.19.10.2011,Deptt.For Women, Children, Disabled & Senior Citizens(DW)	
	v) Rectification of Pay anomalies (Certification of Seniority) ADE and above	E.O.O(P&G- Per)Ms.No.198,Dt.02.01.2003	
	vi) Release of original certificates from AE and above cadre.	As per conditions stipulated in the bond executed at the time of appointment.	
	vii) Acceptance of Resignation from AE and above Cadre	APSEB Service Regulation	
	viii) Acceptance of Voluntary retirements AE and above cadre	A.P. Revised Pension rules 1980	
	ix) Ratifications on orders issued from field AE and above	E.O.O(P&G Per) Ms.No.168, Dt.27.11.2002	
	x) Addl. Charge appointments AE and above cadre	E.O.O(P&G- Per)Ms.No.168,Dt.27.11.2002	
	xi) Leave Sanctions(All kind of leaves) AE and above cadre	E.O.O.(HRD)Ms.No.350,Dt.02.12.2010	
	xii) Terminal leave sanctions AE and above Cadre	E.O.O (P&G- Per) Ms.No.186,Dt.17.12.2002	
	xiii) L.T.C, Home Town sanctions ADE and above cadres	E.O.O(P&G-Per) Ms.No.168,Dt.27.11.2002	
	xiv) NOC to obtain passport AE and above cadre	E.O.O(CGM(HRD)Ms.No.248,Dt.20.03. 2003	
	xix) SGP/SPP Appointments Upto DE cadre	E.O.O(HRD)Ms.No.228,Dt.24.09.2011 E.O.O. (HRD) Ms.No.131, Dt.27.05.2009 E.O.O (HRD) Ms.No.213, Dt.05.9.2011 E.O.O (HRD) Ms.No.254, Dt.15.11.2011	
	xx) Transfer guidelines	As per the guidelines of APTRANSCO/APEPDCL	
HRD/ IR SECTION			
1	APSEB Service Regulations	Rules and Regulations regarding service matters	
2	Compassionate Appointments	B.P.Ms.No.119,Dt.10.2.1982 B.P.Ms.No.247,Dt.17.03.1989 Memo.No.EDP/DM.II/G1/1565/9 1- 1,Dt.17.05.91. Memo.No.DP/DS(P)/DM(R)/711 - C1,Dt.28.12.97. E.O.O.(HRD- IR)Ms.No.296,Dt.16.12.2008	

3	Alternative Scheme	Memo.No.DM(IR)/PO.II/1/887/91-5,Dt.09.10.92 Memo.No.GM(IR)/DS(IR)AS(IR)/PO(IR)/A1/497/2000,Dt.05.06.2003 E.O.O.(CGM-HR)Ms.No.146,Dt.22.09.2003	
4	O&M Transfers	As per the transfer guidelines issued from time to time	
5	Unauthorized Absence	Memo.No.DS(PS)/DM.6/1174/T.2/90-1,Dt.10.12.90 Memo.No.CGM(HRD)/GM(HRD)/DGM(IR)/PO(IR)/U/D.No.R-15976/07,Dt.22.08.2007 E.O.O.(CGM-HRD)Ms.No.227,Dt.14.10.08	
6	Delegation of Powers	E.O.O.(HRD)Ms.No.350,Dt.02.12.2010	
7	Workmen Compensation	1. T.O.GM (IR-Per) Ms.No.98, Dated 20.07.2000. 2. Memo No.HRD/IR/F.No.04/10 (Gen)/D.No.45/09,Dt.19.01.10.	
8	Adoption of Medical Facility	1)T.O.O(Addl.Secy-Per)Ms.No.301,Dated 31.03.2009 .2)E.O.O(HRD)Ms.No.82,Dated 02.04.2009	
9	Empanelment of hospitals	E.O.O.(HRD)Ms.No.54,Dated 15.03.2011	
10	Committee for empanelment of Hospitals	E.O.O.(HRD)Ms.No.40,Dt.20.02.2010	
11	Collection of fee for empanelment of hospitals	E.O.O.(HRD)Rt.No.317,Dt.19.11.2010 and Note orders	
12	Re-delegation of powers to SE's for providing medical facility for Class III, IV and retired employees (all classes)	E.O.O.(HRD)Ms.No.05,Dt.05.01.2011 E.O.O(HRD)Ms.No.137,Dt.23.06.2012	
13	Modified medical scheme	1) T.O.O(ED-Mechl)Ms.No.16,Dated 08.04.2011. 2) E.O.O(HRD)Ms.No.109,Dated 28.04.2011	
14	Re-delegation of powers to SE's for providing medical facility for Class III, IV and retired employees (all classes) on modified medical scheme	E.O.O.(HRD)Ms.No.149,Dt.14.06.2009	
15	Additional scheme to the modified medical scheme	1) Memo.No.ED/Mechl/AS(M&P)/PO(Med)/MR/M4/275/2011,Dt.08.09.2011 2)Memo.No.HRD/IR/MED/M2/F.No.90/09/D.No.434/2011,Dt.12.10.2011	
16	Self Funded Medical Scheme	E.O.O(HRD)Ms.No.143,Dated 03.07.2012	

HRD/ Disciplinary cases			
1	APSEB Employees Revised Conduct Regulations as adopted by APEPDCL	Conduct Regulations	-
2	APSEB Employees Disciplinary and Appeal Regulations as adopted by APEPDCL	Discipline and Appeal Regulations including Penalties	-
3	Competent Authorities which may impose Penalties and Concurrence Committee	E.O.O.(P&G-Per) Ms.No. 192, dt. 27.08.2005 E.O.O.(P&G-Per) Ms.No. 258, dt. 08.11.2005	-
Expenditure wing/ Internal Audit Wing			
1	Internal Audit Manual and checklists for Electricity Distribution Utilities	The Rules and Regulations to be followed in the Eastern Power Distribution Company Limited	
Expenditure wing/ (B&R)			
1	The APED Manual	The rules and regulations to be followed in the electrical department	Rs.190-00
Expenditure wing/ AO (CPR)			
1	The APED Manual	The rules and regulations to be followed in the electrical department	Rs.190-00
Expenditure wing/ Revenue Wing			
S.No.	Description	Gist of contents	Price of the publication if priced
i)	Electricity Act, 2003	Procedures to be followed for Spot Billing, Collections, Installments, Tariffs, Billing complaints, EROs supervision, SD refund and all revenue related matters.	
ii)	APEPDCL EOOs		
iii)	Regulations and amendments issued by Hon'ble APERC from time to time.		
iv)	General Terms & Conditions of Supply notified by Hon'ble APERC dt.06-01-2006 and the amendments made from time to time		
v)	Tariff Orders issued by Hon'ble APERC from time to time		
vi)	Prevailing Delegation of Powers		
vii)	Revenue Manual and applicable Circulars of erstwhile APSEB		
Expenditure wing/ ESTABLISHMENT			
1	The Service Regulations	The rules and regulations to be followed in the electrical department	

Name of the Wing : Purchase and Material Management (P&MM)			
1	1.The following References & Manuals are to be followed i) Delegation of powers ii) IS, IEC, BIS, BEE iii) Other Discoms Rates v) Purchase Manual	Procedure to be followed for supply of material	
Name of the Wing : Projects			
1	1.The following References & Manuals are to be followed i) Delegation of powers ii) REC construction standards & Guidelines iii) Prevailing cost Data iv) SSR of circle v) Purchase Manual	Procedure to be followed for Execution of the projects	-
Name of the Wing : Power purchase			
1	For all the Officers: The following Rules & Manuals are to be followed i) Electricity Act 2003 & Electricity rules 2005 ii) APERC Regulations iii) CERC Regulations iv) APTransco TOO's v) Technical Specification issued by APTRANSCO vi) MNRE Guidelines vii) National Tariff Policy viii) Power Purchase Agreements ix) Court Orders related to PPAs	Procedure to be followed for preparation of power purchase agreements	
Name of the Wing : Energy Billing Cell			
1	For all the Officers: The following Rules & Manuals are to be followed i) Electricity Act 2003 & Electricity rules 2005 ii) APERC Regulations iii) CERC Regulations iv) APTransco TOO's v) Technical Specification issued by APTRANSCO vi) MNRE Guidelines vii) National Tariff Policy viii) Open Access (Long Term & Short Term) Agreements ix) Court Orders related to HT Open Access Consumers.	Procedure to be followed for preparation of Open Access agreements	
Name of the Wing : RAC			
	For all the Officers: The following Rules & Manuals are to be followed i) Regulations issued by Hon'ble APERC and amendments thereof. ii) Latest Tariff Order issued by Hon'ble APERC. iii) Multiyear tariff, Business plan, Resource plan & Load forecast issues as finalised by Hon'ble APERC.	i) Regulations issued by Hon'ble APERC and amendments thereof. ii) Latest Tariff Order issued by Hon'ble APERC. iii) Multiyear tariff, Business plan, Resource plan & Load forecast issues as finalised by Hon'ble APERC.	Available in the websites of APEPDCL, APERC for free

Name of the Wing : Commercial & Disaster Management			
1	For all the Officers: The following Rules & Manuals are to be followed	Procedure to be followed in processing the proposals received from the field in respect of HT/LT applications registered by the prospective consumers.	Available on the websites at free of cost
	i) Regulations notified by the Hon'ble APERC and the amendments issued from time to time.		
	ii) General Terms & Conditions of Supply notified by the Hon'ble APERC dated 06.01.2006 and the amendments made from time to time.		
	iii) Latest Tariff Order issued by the Hon'ble APERC Cost Data for Materials & Works notified by Discoms and the amendments made from time to time.		
	iv) Cost Data for Materials & Works notified by Discoms and the amendments made from time to time.		
	v) Prevailing Delegation of Powers.		
	vi) Technical Manuals & Applicable Circulars of Erstwhile APSEB.		

Name of the Wing : RAC			
	For all the Officers: The following Rules & Manuals are to be followed i) Regulations issued by Hon'ble APERC and amendments thereof. ii) General Terms & Conditions of Supply notified by Hon'ble APERC iii) Latest Tariff Order issued by Hon'ble APERC. Prevailing delegation of powers	i) Regulations issued by Hon'ble APERC and amendments thereof. ii) General Terms & Conditions of Supply notified by Hon'ble APERC iii) Latest Tariff Order issued by Hon'ble APERC. iv) Prevailing delegation of powers	Available in the websites

Name of the Wing : ENERGY AUDIT, ENERGY CONSERVATION, SOLAR ENERGY			
1	1. APSEB MANUAL 1 2. E.O.O (CGM(HRD)) Ms. No. 183 ORDER: Dt: 01.11 .2003	Procedure to be followed in E.O.O (CGM(HRD)) Ms. No. 183 ORDER: Date: 01 .11 .2003	Available in website: www.apeasternpower.com

Name of the Wing : CGRF			
	1.Lr.no.s-325/05-01 Dt.7.7.2005 by the Secretary/ APERC (2) GTCS (3) APERC guidelines and 2. Regulations communicated by the Hon'ble APERC from time to time, 3. Tariff orders approved by Hon'ble APERC, 4. General Terms and Conditions of Supply approved by APERC, 5. Licensee Circular Memos and framed rules. 6. Indian Electricity Act, 2003, 7. Regulation No. 03/2016 of Hon'ble APERC	APERC ORDERS	--
Sl. No.	Description	Gist of Contents	Price of the Publication, if priced
Name of the wing: World Bank Projects			
1	1. World Bank Guidelines for Procurement of Goods, Works and Non-consulting Services 2. World Bank Guidelines for selection and Employment of Consultants	Procedure to be followed for tendering regarding procurement of Goods, Works, Non-Consulting Services and Employment of Consultants	Available in World Bank website "www. World bank.org"

CHAPTER - 7

**Categories of Documents held by the Public
Authority under its control**

CHAPTER - 7

Categories of Documents held by the Public Authority under its control

[SECTION 4(1) (b) v (i)]

Sl. No	Category of document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
Name of the Wing : Operation & Consumer Services			
	Various files in O&CS wing	Individual files are being maintained for each and every item	DE/ ADE/ AE

Name of the Wing : HRD wing			
1	Agreements	Bond papers of Assistant Engineers submitted at the time of initial appointment Bond papers of JAOs/LDCs/Jr. Assistants submitted at the time of initial appointment	DGM/ ESTT
2	Certificates	Original Certificates Assistant Engineers during Bond period Original Certificates of JAOs/LDCs/Jr. Assistants during the Bond period	DGM/ ESTT
3	Contract Agreements	Hiring of Outsourcing Employees on Agreement	DGM/ MPS
4	Contract Agreements	Hiring of contract labour on works contract basis	DGM/ MPS
5	Certificates	Original Certificates of outsourced employees of Corporate office	DGM/ MPS
6	Pension Dockets	Contains original NGRS & pension files.	DGM/ MPS

Name of Wing: Expenditure Wing/ B & R Section			
1	Purchase Orders	Supply of Materials	Chief General Manager (P&MM)/ APEPDCL
2	Contract Agreements	Work Contract and Maintenance Contract Works	Chief General Manager (Projects)/ APEPDCL/ Visakhapatnam
3	Bank Guarantees	Bank Guarantees of the Suppliers	Chief General Manager (Expr.)/ APEPDCL
4	Bank Guarantees	Bank Guarantees of the Work Contractors	Chief General Manager (Projects)/ APEPDCL/ Visakhapatnam
Name of Wing : Expenditure Wing/ CPR Section			

1	Purchase Orders	Supply of Materials	Chief General Manager (P&MM)/ APEPDCL
2	Contract Agreements	Work Contract, Maintenance Contract Works, Manpower Contracts, etc	Chief General Manager (O &CS)/ APEPDCL/ Visakhapatnam & Chief General Manager (HRD)/ APEPDCL/ Visakhapatnam & Chief General Manager (QC & IT)/ APEPDCL / Visakhapatnam
3	Bank Guarantees	Bank Guarantees of the Man Power Suppliers	Chief General Manager (O&CS)/ APEPDCL
Name of Wing :Purchase and Material Management (P&MM)			
1	Bid Documents	Individual files are being maintained for each and every item	DEE/ AEE
2	Purchase Orders		
Name of the Wing : Projects			
1	Bid Documents	Individual files are being maintained for each and every item	DEE/ AEE
2	Agreements		
Name of the Wing : Power purchase wing			
1	Power Purchase files	Individual files are being maintined for each and every item	DEE/ AAO/ AEE
2	Energy Billing Cell files	Individual files are being maintined for each and every item	DEE/ AEE
Name of the Wing : RAC			
3	ARR filings ,Court cases & other RAC files	Individual files are being maintined for each and every item	Junior Assistant/ RAC
4	License, Tariff Orders & other RAC files	Individual files are being maintined for each and every item	AAE/ RAC DEE/ RAC
Name of the Wing :Commercial			
	Commercial files	Files are being maintained as per case requirement	AE/ ADE
Name of the Wing : ENERGY AUDIT, ENERGY CONSERVATION, ENERGY AUDIT			
EC	Various files in Energy Conservation wing	Individual files are being maintained by the concerned for each and every subject	EE/DyEE/AEE

EA	Various files in Energy Audit wing	Individual files are being maintained by the concerned for each and every subject	EE/DyEE/AEE
SE	Various files in Solar Energy wing	Individual files are being maintained by the concerned for each and every subject	EE/DyEE/AEE
Name of the Wing :IT wing/Corporate office/Visakhapatnam			
1	Bid documents	Individual files are being maintained by ADE's/ AE's for each item	ADE/ AE
2	Agreements(Both FMS & Warranty extension of IT Hardware		
Name of the Wing :Telecom wing/Corporate office/Visakhapatnam			
1	Bid documents	Individual files are being maintained by ADE/ AE for each item	ADE/ AE
2	Agreements (Leased Lines, Internet leased Lines, AMC for EPABX)		
Sl. No.	Category of document	Title of the Document	Designation and address of the custodian (held by / under the control of whom
Name of the wing: CGRF			
1	CGRF Orders	Orders passed by the CGRF on the complaint of the consumers	
Name of the wing: World Bank Projects			
1	Various files in World Bank Projects wing	Individual files are being maintained by the concerned for each and every subject	EE/DEE/AEE/JA O

CHAPTER - 8

**Arrangement for consultation with, or Representation by,
the Members of the Public in relation to the Formulation of Policy or Implementation thereof**

CHAPTER - 8

Arrangement for consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof.

Section 4 (1) (b) viii

8.1 Arrangements by the public authority to seek consultation/participation of public or its representatives from formulation and implementation of policies

S. No.	Function/ Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
1	Operation & Consumer Services	Note: The policies are formulated and communicated by the Andhra Pradesh Electricity Regulatory Commission (APERC) from time to time.	
2	RAC	1) The objections/ suggestions are invited from public on ARR filings and replies are furnished to public as per the directions of Hon'ble APERC. 2) Arrangements are being made for conducting of Public Hearing by Hon'ble APERC every year before issue of Tariff Orders.	Tariff related petitions in various courts and representations are being attended.

CHAPTER - 9

**Boards, Councils, Committees and other Bodies
constituted as part of Public Authority**

Chapter-9				
Boards, Councils, Committees and other Bodies constituted as part of Public Authority				
Section 4 (1) (b) (viii)				
9.1 Information on Boards, Councils, Committees and other bodies related to the public authority in the following format:				
Name of Board, Committee, etc	Composition	Designation	Powers & Functions	Whether its meetings open to Public / Minutes of its Meetings accessible for public
Board of the Company	Sri Prudhvitej Immadi, IAS	Chairman and Managing Director	Overall management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision making body within the Company. As per the provisions of the Companies Act, 2013 certain matters require the approval of the shareholders of the Company in General Meeting. The Board of Directors is accountable to the shareholders of the Company, which is the ultimate authority of a Company. The Chairman and Managing Director, Functional Directors and other officers exercise their decision-making powers as per the delegation of powers.	Meetings of the Boards, Committees and other bodies are not open to the Public or the minutes of such meetings are not made accessible for public as the nature of business of APEPDCL is that of a strategic establishment.
	Sri Shamsher Singh Rawat, IAS	Government Representative		
	Sri B.A.V.P.Kumara Reddy	Government Representative		
	Sri D.Chandram, IRAS	Director (Finance & HRD)		
	Smt Tsunduru. Vanaja	Director (Projects)		
	Sri T. V. Surya Prakash	Director (Operations)		
Audit Committee of the Company	Sri Shamsher Singh Rawat, IAS	Government Representative	Evaluation of Internal Financial Controls, Examination of the Financial Statements and the auditors' report thereon, the recommendation for appointment, remuneration and terms of appointment of auditors of the company to the extent applicable and etc. as per the provisions of the Companies Act, 2013.	
	Sri B.A.V.P.Kumara Reddy	Government Representative		
	Smt Tsunduru. Vanaja	Director (Projects)		
Corporate Social Responsibility Committee	Sri Prudhvitej Immadi, IAS	Chairman and Managing Director	In terms of Section 135 of the Companies Act, 2013 every Company having net worth of Rupees Five Hundred Crores or Turnover of Rupees One Hundred Crores or more or a net profit of Rupees of Five Crores or more during any financial year shall constitute a Corporate Social Responsibility committee of the Board and functions of the committee is as per the provisions of the Companies Act, 2013.	
	Sri B.A.V.P.Kumara Reddy	Government Representative		
	Sri D.Chandram, IRAS	Director (Finance & HRD)		
	Sri T. V. Surya Prakash	Director (Operations)		
9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes, contact point, hours of access, fee structure/ cost of access and officer to be contacted.				
THE MEETINGS OF THE BOARD OF DIRECTORS AND COMMITTEES THERE ARE NOT ACCESSIBLE FOR PUBLIC. SIMILARLY, THE AGENDA PAPERS AND MINUTES BOOK OF THE BOARD OF DIRECTORS AND COMMITTEES ARE NOT OPEN FOR PUBLIC INSPECTION.				

9.1 Information on boards, councils, committees and other bodies related to the public authority in the following format:

Name of Board, Council, Committee, etc	Composition	Powers & Functions	Whether its meetings open to Public / Minutes of its Meetings accessible for public
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Name of the Wing: Internal Audit

Audit Committee			Meetings of Boards, Committees and Other bodies are not open to the Public or the minutes of such meetings are not made accessible for public as the nature of the business of APEPDCL is that of a strategic establishment.
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9.2 If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes; contact point, hours of access, fee structure/cost of access and officer to be contacted.

Name of Wing: HRD/ Disciplinary cases wing

Concurrence committee	Disciplinary authority depend upon the cadre of the employee and concurrence committee members as per E.O.O.(P&G-Per) Ms.No.258, DT.08-11-2005.	For assessing the reasonability of the punishments proposed and give concurrence for imposing major penalties.	- No -
Committee on complaints to deter or prevent the commission of acts of sexual harassment	One senior women officer as Chairperson. One senior male officer as a member and 3 members women officers from various cadres in gazette rank, vide E.O.O.(HRD) RT.No.112, dt.08-05-12.	To prevent the possibility of any undue pressure or influence from senior levels such Complaints Committee should involve a third party, either Non-Governmental organization or other body who is familiar with the issue of sexual harassment.	- No -

If minutes of meetings are accessible to the public, describe the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of access and officer to be contacted.

The meetings of the Board of Directors and Audit Committee are not accessible for public. Similarly, the agenda papers and minutes books of the Board of Directors and Audit Committee are not open for inspection of public.

Name of Board, Committee, etc	Composition	Designation	Powers & Functions	Whether its meetings open to Public / Minutes of its Meetings accessible for public
Name of the wing: World Bank Projects				
Technical Evaluation Committee of APDRP	Chairman - 1 Technical Members - 3 Legal Member-1 Convener - 1	1. Director/Operation & Projects 2. CGM/World Bank Projects 3. CGM/O&CS 4. CE/GVMC 5. DGM/Legal 6. GM/APDRP	To review technical bid evaluation and furnish recommendations to Financial Evaluation Committee	The meetings are not open to public and the minutes of such meetings are not accessible to public
Financial Evaluation Committee of APDRP	Chairman - 1 Technical Members - 3 Convener - 1	1. Director/Finance 2. CGM/World Bank Projects 3. CGM/Planning 4. CGM/Expenditure 5. GM/APDRP	To review financial evaluations and recommendations of Technical Evaluation Committee and recommend for award of work	The meetings are not open to public and the minutes of such meetings are not accessible to public
Technical Evaluation Committee of PFA 24X7	Chairman - 1 Technical Members - 1 Convener - 1	1. Director/Projects 2. CGM/World Bank Projects 3. GM/APDRP	To review technical bid evaluation and furnish recommendations to Financial Evaluation Committee	The meetings are not open to public and the minutes of such meetings are not accessible to public
Financial Evaluation Committee of PFA 24X7	Chairman - 1 Technical Members - 2 Convener - 1	1. Director/Finance 2. CGM/World Bank Projects 3. CGM/Expenditure 4. GM/APDRP	To review financial evaluations and recommendations of Technical Evaluation Committee and recommend for award of work	The meetings are not open to public and the minutes of such meetings are not accessible to public

CHAPTER - 10
Directory of Officers and Employees

CHAPTER - 10

Directory of Officers and Employees [Section 4(1)(b)(ix)]

Sl. No.	Name of office / Administrative unit	Name, Designation & Address of Officer / Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
Name of the Wing: Operation & Consumer Services				
1	O/o.Chief General Manager /Operation & Consumer services	Smt. V.Vijaya Lalitha, CGM/O&CS APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582200 Fax No: 0891-2582393 Mobile No: 9440812567	cgm_ocs@apeasternpower.com
2	O/o.Chief General Manager /Operation & Consumer services	General Manager/Operation-I APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582390 Fax No: 0891-2582393 Mobile No: 9440812371	gm_op@apeasternpower.com
3	O/o.Chief General Manager /Operation & Consumer services	General Manager/Operation- II &GM/CSC APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582201 Fax No: 0891-2582393 Mobile No: 9440815344	gm_OM2@apeasternpower.com & gmcsc@apeasternpower.com
4	O/o.Chief General Manager /Operation & Consumer services	DE/O&M APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582205 Fax No: 0891-2582393 Mobile No: 9440816377	de_om@apeasternpower.com
5	O/o.Chief General Manager /Operation & Consumer services	DE/LMC APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582207 Fax No: 0891-2582392 Mobile No: 9490610130	lmc_epdcl@apeasternpower.com

6	O/o.Chief General Manager /Operation & Consumer services	ADE/O&M-I APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582375 Fax No: 0891- 2582392 Mobile No: 9440816375	adelmc@apeasternpower .com
7	O/o.Chief General Manager /Operation & Consumer services	ADE/O&M-III APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582212 Fax No: 0891- 2582393 Mobile No: 9440816378	adeom3@apeasternpower.com
8	O/o.Chief General Manager /Operation & Consumer services	ADE/O&M-II APEPDCL Corporate Office,P&T Colony,Seethammad hara,Visakhapatnam 530016	Office Telephone No: 0891- 2582211Fax No: 0891- 2582393Mobile No: 9440816376	adeOM2@apeasternpower.com
9	O/o.Chief General Manager /Operation & Consumer services	AE/O&M-I APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582211 Fax No: 0891- 2582393 Mobile No: 9440816374	aeOM1@apeasternpower.com
10	O/o.Chief General Manager /Operation & Consumer services	AE/O&M-II APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582212 Fax No: 0891- 2582393 Mobile No: 9440816372	aeOM2@apeasternpower.com

Name of Wing : Customer Services

STAGE-I & II CUSTOMER SERVICE CENTERS :

1	Srikakulam	Sri.S.SOWJANYA Manager/CSC O/o Divisional Engineer APEPDCL Opp Raja Commercial Complex G.T Road Srikakulam	08942-229233 Cell : 9440814191	mgrcscskl@apeasternpower.com
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2	Amudhalavalasa	Asst Divisional Engineer APEPDCL Main road, Opp Court, Amadalavalasa	08942-286314	adeoamd@apeasternpower.com
3	Rajam	Asst Divisional Engineer APEPDCL Madhava bazaar, near RTC Complex Rajam.	08941-251759	adeorajam@apeasternpower.com
4	Seethampeta	Asst Divisional Engineer APEPDCL SEETAMPETA	08941-238576	adeostmp@apeasternpower.com
5	Pathapatnam	Office of Asst.Divisional Engg Operations APEPDCL,Near Nilamanidurgam a temple,main Pathapatnam Post ,Srikakulam Dist	08946-256363	adeoppt@apeasternpower.com
6	Tekkali	Asst Divisional Engineer APEPDCL Opp Police station, beside ERO Office,Tekkali	08945-244234	adeotkl@apeasternpower.com
7	Palasa	Asst Divisional Engineer APEPDCL C/O ERO OFFICE,NEAR GOVT DEGREE COLLEGE KASIBUGGA,	08945-241351	adeoplsa@apeasternpower.com
8	Sompeta	Asst Divisional Engineer APEPDCL APSRTC Complex back side Sompeta.	08947-234504	adeosmpt@apeasternpower.com
9	Narasannapeta	Asst Divisional Engineer APEPDCL Polaki road, Narasannapeta	08942-276333	adeonpt@apeasternpower.com

VIZIANAGARAM CIRCLE CUSTOMER SERVICE CENTERS

SNo.	City/Town	Address	Phone	Incharge
1	Vizianagaram	Smt.N. Manjusha, ManagerCustomer service center, APEPDCL, opp.swamy gas agency, Indoor substation, Near clock tower Domalamadum, Vizianagaram	08922-236273 Cell : 9440814190	mgrcscvzm@apeasternpower.com
2	GajapathiNagaram	CSC,NH-43, Beside Nakshitra Hotel, 33/11KV, SUBSTATION GajapathiNagaram, Vizianagaram Dist	08965-285424	adeogpnagaram@apeasternpower.com
3	S.Kota	S.KOTA SUBDIVISION, NEAR CAMBRIDGE SCHOOL, PUNYAGIRI ROAD, S.KOTA MANDALAM, VIZAYANAGARAM (DIST.)	08966-265277	adeoskota@apeasternpower.com
4	Bobbili	Customer service center,Asst Divisional Engg, near R.S.R.K. Ranga Rao College, Poolbaugh road, Bobbili	08944-252177,	adeobbl@apeasternpower.com
5	Parvathipuram	ASST DIVISIONAL ENGINEER, Electrical sub division,Goods shed Road ,Near Belgam Railway Station, Parvathipuram	08963-229120	adeopvtm@apeasternpower.com
6	Kurupam	Customer Service center, Main Road, V.C.C.Gudown, Girijan Corporation, Kurupam.	08963-225025	adeitdapvtm@apeasternpower.com

7	Saluru	Customer Service center, Nr LIC Building ,Rama Colony, Saluru	08964-245243	adeosaluru@apeasternpower.com
VISAKHAPATNAM CIRCLE CUSTOMER SERVICE CENTERS				
1	Visakhapatnam	Smt. Pradeepa Vajja, Manager Customer Service Center, APEPDCL, 'A' Block, IInd Floor, Udyog Bhavan Complex, Siripuram, Visakhapatnam,.	0891-2577701 Cell : 9440812822	manager_cscvsp@apeasternpower.com
2	Gajuwaka	Smt.K.Leelajyothi Manager Customer Service Center, APEPDCL, Near 33/11 KV Substation,MINDI,GAJUWAKA MANDALAM,PIN:530012	0891-2519909 Cell : 9440812823	mgrcscgwk@apeasternpower.com
3	Anakapalli	CUSTOMER SERVICE CENTER, NIDANAMDODDI ,GAVARAPALEM, ANAKAPALLI-531002.	08924-230192	adeoakp@apeasternpower.com
4	Atchutapuram	Customer service center Atchutapuram village,Atchutapuram Mandal pin:531011	089242536300	adeoatc@apeasternpower.com
5	Narsipatnam	Asst. Divisional Engineer, Pedaboddepalli , Narsipatnam (Mandal), Visakhapatnam (Dist.)	08932-226030	adeonrptm@apeasternpower.com
6	Yellamanchili	Asst Divisional Engineer, Operation , APEPDCL, Courtpetta, yellamanchilli, Visakhapatnam-531055	08931-231053	adeoylm@apeasternpower.com

7	K.Kotapadu	Customer Service Center, APEPDCL, 33/11kv SUBSTATION K.Kotapadu Village,K.Kotapad u pin:531022	08934-241032	adeocdvm@apeasternpo WER.Com
8	Chodavaram	ASSISTENT DIVISIONAL ENG..OPERATION , APEPDCL, KOTTURU JUNCTION, CDM	08934-245869	adeocdvm@apeasternpo wer.com
9	Bheemili	ASST DIVISIONAL ENGINEER COPORATION, SUBDIVISION APEPDCL, BHIMILI	08933-2228122	adeobml@apeasternpow er.com
10	Madhurawada	CUSTOMER SERVICE CENTER, C/O ASSISTANT DIVISIONAL ENGINEER OPERATION, NEAR CARSHED, MADHURAWAD A, VISA KHAPATNA M(DIST)	0891-2739457	adeomdv@apeasternpow er.com
11	Paderu	Asst Divisional engineer constructions & operation, APEPDCL, paderu.	08935-250267	adeopdr@apeasternpowe r.com
12	Araku	Asst Divisional Engineer, Construction & Opearition, A.P.E.P.D.L/ ARAKU	95893-6249640	adeoaraku@apeasternpo wer.com

13	Gopalapatnam	CUSTOMER SERVICE CENTER,APEPDCL, POWER OFFICE,NEAR SVLNS COLLEGE,R.R.VENK ATAPURAM POST,GOPALAPAT N AM,PINCODE:530029	0891-2520483	adeogptm@apeasternpower.com
14	Pendhurthy	CUSTOMER SERVICE CENTER,APEPDCL, ELECTRICAL OFFICE,BESIDE POLICE STATION STREET,PENDHUTH Y	0891-2543224	adeopen@apeasternpower.com
RAJAHMUNDY CIRCLE CUSTOMER SERVICE CENTERS				
1	Rajahmundry	Smt. R.Sujatha Manage Customer Service Center, APEPDCL, Premises of the S.Eoffice, Near KumariTalkies, Ullithota Street, GodavariBund, Rajahmundry.	0883-2474113 Cell : 9440814192	managercsc_rjy@apeasternpower.com
2	Korukonda	office of ASST Divisional Engg Operation, APEPDCL, Korukonda.	0883-2496546	adeokorukonda@apeasternpower.com
3	Kothapeta	ASST DIVISIONAL ENGINEER OFFICE, KAMMAREDDY PALEM, KOTTAPETA MANDAL/VILLAGE . PIN:533233	08855-243237	adeokpeta@apeasternpower.com
4	Mummidivaram	ASST.DIVISIONAL ENGG, OPERATION APEPDCL, MUMMADIVARAM	08856-271882	ademmv@apeasternpower.com

5	Razole	ASST DIVISIONAL ENGINEERelectrical, SUBDIVISION APEPDCL, DORAGARITHOTA, RAZOLE. PIN:53342	08862-221283	adeorazole@apeasternpo wer.com
6	Amalapuram	Customer Service Center, APEPDCL, 33/11KV SUB STATION, EDARAPALLI, AMALAPURAM	08856-238141	adeoamlp@apeasternpo wer.com
7	Kakinada	Smt. G. Sowmya (Manager) Customer Service Center, APEPDCL, Power House Compound, Near Kulai Cheruvu, Rama Rao Peta, Kakinada-533001	0884-2354100Cell: 9440814207	cscmgrkdd@apeasternpo wer.com
8	Prathipadu	office of Asst. Divisional Engineer, Behind Totaveedhi, Fire Station Prathipadu, East Godavari District	8868246002	adeoprpd@apeasterpowe r.com
9	Samalakota	Assistant Divisional Engineer, Near Town Hall, F.C.I Road, Samalkota	0884-2329655	adeoslo@apeasternpowe r.com
10	Pitapuram	Agraharam ,beside CMC Hospetal, Esternpower Distribution, pitapuram.	08869-250425	adeoptp@apeasternpowe r.com
11	Peddapuram	C/O Assistant Divisional Engineer, Operation, APEPDCL, 33/11kv Sub-Station, Jaggampeta Road, Peddapuram-533437	08852-244212	adeoslo@apeasternpowe r.com
12	Tuni	C/O Assistant Divisional Engineer, Operation, APEPDCL, Beside Srirama Theater, Main Raod, Tuni	08854-254271	adeotuni@apeasternpow er.com

13	Jaggampeta	C/O Assistant Divisional Engineer, Operation, APEPDCL, 33/11kv Sub-Station, Main Road, Jaggampeta-533437	9885341137	adeojgpt@apeasternpower.com
14	R.C.Varam	C/O Assistant Divisional Engineer, Operation, APEPDCL, Near P.M.R.C., Ramapachowdavaram-533288	08864-249566	adeorcvaram@apeasternpower.com
15	Rama chandrapuram	C/O Asst Divisional engineer, Operation, A . P.E.P.D.C.L., Pitta Vari Street, Ramachandraparam.	08857-245177	adeorcpuram@apeasternpower.com
16	Anaparthi	C/O Assistant Divisional Engineer, Operation, APEPDCL, Near S.B.I., Canal Road, Anaparthi - 533342	08857-227902	adeoanaparthi@apeasternpower.com
17	Mandapeta	Customer Service Center, APEPDCL, E-Seva Upstair, Editha Road, Mandapeta-533308	08855-235085	adeomdp@apeasternpower.com

ELURU CIRCLE CUSTOMER SERVICE CENTERS

1	Eluru	Sri V. Jagadeeswara Rao, Manager Customer Service Center, APEPDCL Devendra Complex, Opp. Badeti Park, G.N.T.Road, Power Pet, ELURU.	08812-227147, 9440814193	mgrcsc_elr@apeasternpower.com
2	Bhimavaram	Customer Service Center, APEPDCL Opp: Nataraj Theatre, Metro Show Mart First Floor, Juvvalapalem Road, Bhimavaram	08816-232311, 08816-231253	adeobvrm@apeasternpower.com

3	Narasapuram	Customer Service Centre,APEPDCL, A.S. Raju Municipal Complex, Main Road, Narsapuram	08814- 274646, 274262	adeonrspuram@apeasternpower.com
4	Bhimadole	Customer Service Center, O/o. The Asst Divisional Engineer, Operation,APEPDC L Polasani Palli(V),Dwaraka Tirumala Road, Bhimadolu	9490614853	adeobmdl@apeasternpower.com
5	Penugonda	Customer Service Center, O/o. The Asst Divisional Engineer, Operation,APEPDC L Deva Road Penugonda Westgodavari Dist	08819-249139	adeopenugonda@apeasternpower.com
6	K.Kota	Customer Service Center, O/o. The Asst Divisional Engineer, Operation,APEPDCL Beside 132/33 KV Sub Station KOTHURU Kamavarapu Kota	08823-256223	adeokkota@apeasternpower.com
7	Palakollu	Customer Service Center, Near Municipal U.P. School, Weavers Colony, PALAKOLLU,	08814-227181, 221636	adeopkl@apeasternpower.com
8	Akiveedu	Customer Service Center, O/o. The Asst Divisional Engineer, Operation, APEPDCL, I BHIVARAM ROAD, AKIVEEDU, PIN- 534231	08816-252078	adeoakveedu@apeasternpower.com

9	Tanuku	Customer Service Center,APEPDCL, Municipal Shopping Complex,Opp: Venkateswara Theatre,Old Bus Stand, TANUKU.	08819-241000	adeotanuku@apeasternpower.com
10	Gopalapuram	Customer Service Center, O/o. The Asst Divisional Engineer, Operation, APEPDCL, Near Sarvani School, Gopalapuram(PO)(M) , W.G. Dt. PIN-534316	08813-257600	adeogplpuram@apeasternpower.com
11	Tadepalligudem	Customer Service Center, O/o. The Divisional Engineer, Operation, APEPDCL, Tanuku Road, Near Food Fats, Tadepalli Gudem - 534102	08818-225300	adeotpgudem@apeasternpower.com
12	Koyyalagudem	Customer Service Center, O/o. The Asst Divisional Engineer, Operation, APEPDCL, 33/11KV Sub Station Gavaravaram, Koyyalagudem.	08821-236240	adeokyg@apeasternpower.com
13	Jangareddy Gudem	Customer Service Center, O/o. Asst Divisional Engineer, Operation, APEPDCL, NR132/11KV SUBSTATION, Aswaraopeta Road, Jangareddygudem.	08821-225272	adeojrgudem@apeasternpower.com

14	Ganapavaram	Customer Service Center, Beside O/o. The Asst Divisional Engineer, APEPDCL, Bhuvanapalli Sub-Station, Adivikolanu Road, Ganapavaram.	08818-256948	adeognpvaram@apeasternpower.com
15	Kovvuru	Customer Service Center, O/O The Assistant Divisional Engineer, Opetation,APEPDCL, , Gowthami Nagar, Kovvuru	08813-232589	adeokovvuru@apeasternpower.com
16	Nidadavolu	Customer Service Center, Beside O/o. The Assistant Divisional Engineer, APEPDCL, Chagallu Road, Nidadavolu, West Godavari Dt.	08813-222630	adeondd@apeasternpower.com

Corporate office : HRD WING

1	Corporate Office, APEPDCL, Seethammadhara, P&T colony, Visakhapatnam.	HRD/ Establishment Division	DGM / Establishment	0891-2582404	
2	-do-	HRD/ Establishment Division	PO / Establishment / TECH	0891-2582416	
3	-do-	HRD/ Establishment Division	JPO / TECH	0891-2582416	
4	-do-	HRD/ Establishment Division	Sr. Assistant/TECH H	0891-2582416	
5	-do-	HRD/ Establishment Division	PO/NON-TECH	0891-2582415	
5	-do-	HRD/ Establishment Division	JPO/NON-TECH(1)	0891-2582415	
5	-do-	HRD/ Establishment Division	JPO/NON-TECH(2)	0891-2582415	
6	-do-	HRD/ IR Division	DGM / IR	0891-2582405	
7	-do-	HRD/ IR Division	PO / IR	0891-2582417	

8	-do-	HRD/ Medical Section	PO/Med	0891-2582418	
9	-do-	HRD/ Medical Section	JPO/M1	0891-2582418	
10	-do-	HRD/ Medical Section	JPO/M2	0891-2582418	
11	-do-	HRD/ IR Division	Jr. Assistant /IR	0891-2582417	
12	-do-	HRD/ IR Division	Asst/IR	0891-2582417	
13	-do-	HRD/ MPS Division	DGM / MPS	0891-2582403	
14	-do-	HRD/ MPP Section	PO / MPP	0891-2582419	
15	-do-	HRD/ MPP Section	JPO / MPP	0891-2582445	
16	-do-	HRD/ MPS Section	PO(P&S)/ JPO / Jr. Assistant	0891-2582420	
17	Corporate Office, APEPDCL, Seethammadhara P&T colony, Visakhapatnam.	HRD/ Disciplinary Cases section	DGM/DC	9440817645; 08912582407	
18	-do-	HRD/ DC section	PO/DC-I	9490612645 08912582411	
19	-do-	HRD/ DC section	PO/DC-II	8332068608 08912582412	
20	-do-	HRD/ DC section	PO/DC-III	08912582414	
21	-do-	HRD/ DC section	PO/DC-IV	9490612641 08912582408	
22	-do-	HRD/ DC section	JPO-DC-I	08912582411	
23	-do-	HRD/ DC section	JPO-DC-II	8333817664 08912582412	
24	-do-	HRD/ DC section	JPO-1-DC-III	8333817663 08912582413	
25	-do-	HRD/ DC section	JPO-2- DC-III	8912582413	
26	-do-	HRD/ DC section	JPO-DC-IV	8333813874 08912582414	
27	-do-	HRD/ DC section	JPO-DC-General	8333817668 08912582413	
28	-do-	HRD/ DC section	ACCO-DC-IV	8333813875 08912582414	
29	-do-	HRD/ DC section	Asst-DC-I	08912582411	
30	-do-	HRD/ DC section	Asst-DC-II	8912582412	
31	-do-	HRD/ DC section	Asst/DC-PR	08912582411	
32	-do-	HRD/ Enquiries Division	PO/ Enquiries	0891 2582125	
33	-do-	HRD/Legal wing	Law Officer	08912582406	lawofficer@ap easternpower.com
34	-do-	HRD /RTI & Legal	PO/ RTI & Legal	08912582418	

Corporate office: EXPENDITURE WING

1	Corporate Office, APEPDCL	General Manager (Accounts), Corporate Office, Visakhapatnam	Off: Phone: 0891-2582454 Cell No. 9440814186	gmacnt@apeaster npower.com
2	Corporate Office, APEPDCL	Senior Accounts Officer(Pay & Accounts & Accounts) Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582458 Cell No.9440814188 Off: Phone: 0891-2582277 Cell No. 9440814188	sao_ca@apeastern power.com
3	Corporate Office, APEPDCL	Accounts Officer (BRS) Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891-2582463 Cell No.8332973613	ao_brs@apeastern power.com
4	Corporate Office, APEPDCL	Accounts Officer (GPF & Pensions) Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582471 Cell No.9440814381	aao_gpf@apeaster npower.com
5	Corporate Office, APEPDCL	Accounts Officer (Costing) Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891-2582459 Cell No.9440814376	
6	Corporate Office, APEPDCL	Asst. Accounts Officer (CAS) Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891-2582469 Cell No.9553338815	
7	Corporate Office, APEPDCL	Jr. Accounts Officer (Accounts) Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891-2582469 Cell No.8121114433	
8	Corporate Office, APEPDCL	Jr. Accounts Officer (Accounts) Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891-2582463 Cell No.8500236816	
9	Corporate Office, APEPDCL	Jr. Accounts Officer (Costing) Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891-2582459 Cell No 9849941179	
10	Corporate Office, APEPDCL	(GPF & Pensions, Loans) Sr. Assistant Corporate Office, APEPDCL Visakhapatnam	Off: Phone: 0891-2582459 Cell No 9849274280	
11	Corporate Office, APEPDCL	Accounts Officer(CPR),Corporate office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582462 Cell No 9491049825	ao_cpr@apeastern power.com
12	Corporate Office, APEPDCL	Assistant Accounts Officer (CPR),Corporate office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582488 Cell No 8332970818	
13	Corporate	R Srihari Raju, Junior Accounts Officer(CPR),	Off: Phone: 0891-2582482	

	Office, APEPDCL	Corporate Office, APEPDCL, Visakhapatnam		
14	Corporate Office, APEPDCL	Junior Accounts Officer (Payroll), Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582481	
15	Corporate Office, APEPDCL	Junior Accounts Officer(Cash),,Corporate Office, APEPDCL, Visakhapatnam	-	
16	Corporate Office, APEPDCL	Senior Assistant, Corporate office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582483	
17	Corporate Office, APEPDCL	Senior Assistant, Corporate office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582491	
18	Corporate Office, APEPDCL	SA(CPR-ESTT-VACANT)	-	
19	Corporate Office, APEPDCL	Junior Accounts Officer (CPR),Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582489	
20	Corporate Office, APEPDCL	Assistant Accounts Officer (B&R), Corporate office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582470 Cell No 8333817940	aao_brs@apeaster npower.com
21	Corporate Office, APEPDCL	Junior Accounts Officer (LOC), Corporate office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582476	-
22	Corporate Office, APEPDCL	Junior Accounts Officer, Corporate office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582476	-
23	Corporate Office, APEPDCL	Asst. Accounts Officer (Estt),Corporate office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582490, Cell No.8333817958	-
24	Corporate Office, APEPDCL	Senior Assistant Establishment, Corporate Office, APEPDCL, Visakhapatnam	-	-
25	Corporate Office, APEPDCL	Junior Assistant Establishment, Corporate office, APEPDCL, Visakhapatnam	-	-
26	Corporate Office, APEPDCL	Assistant Accounts Officer- I Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891- 2582203 Cell No. 8333817959	-

27	Corporate Office, APEPDCL	J.A.O.- 1, Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891-2582203	
28	Corporate Office, APEPDCL	Senior Assistant, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582203	
29	Corporate Office, APEPDCL	Senior Assistant, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582203	
30	Corporate Office, APEPDCL	Assistant Accounts Officer-II Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582271 Cell No. 8332970819	
31	Corporate Office, APEPDCL	J.A.O. - 2, Corporate Office APEPDCL, Visakhapatnam	Off: Phone: 0891-2582271	
32	Corporate Office, APEPDCL	Senior Assistant, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582271	
33	Corporate Office, APEPDCL	Senior Assistant, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582271	
34	Corporate Office, APEPDCL	Senior Assistant, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582271	
35	Corporate Office, APEPDCL	Junior Assistant, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582271	
36	Corporate Office, APEPDCL	Junior Assistant, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582271	
37	Corporate Office, APEPDCL	Junior Assistant, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582271	

Name of the Wing: Corporate Communications

1	Corporate Office, APEPDCL	Public Relations Officer, Corporate Office, APEPDCL, Visakhapatnam	Off: Phone: 0891-2582110 Cell No.9440812384	dgm_cc@apeasterpower.com
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Name of the Wing: Internal Audit

1	Corporate Office, APEPDCL	Chief General Manager Internal Audit Corporate Office APEPDCL Visakhapatnam	Off: Phone: 0891- 2582452 Cell No. 9440812381,	cgm_aud@apeasternpower. com
2	Corporate Office, APEPDCL	Accounts Officer/IA-1 Corporate Office APEPDCL Visakhapatnam	Off: Phone: 0891- 2582461 Cell No. 7382933303	-
3	Corporate Office, APEPDCL	Accounts Officer/IA-2 Corporate Office APEPDCL Visakhapatnam	Off: Phone: 0891- 2582461 Cell No. 8332066493	-
4	Corporate Office, APEPDCL	Junior Accounts Officer Corporate Office APEPDCL Visakhapatnam	Cell No.9440841173	-

Corporate Office / Civil Wing

1	O/o.Chief General Manager /Operation & Consumer services	SE/Civil APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582234 Fax No: 0891- 2582393 Mobile No: 8333822328	<a href="mailto:secivilcorp@apeaster
npo wer.com">secivilcorp@apeaster npo wer.com
2	O/o.Chief General Manager /Operation & Consumer services	EE/Civil APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582202 Fax No: 0891- 2582393 Mobile No: 9440817676	<a href="mailto:ee_civil_corp@apeaster
n power.com">ee_civil_corp@apeaster n power.com
3	O/o.Chief General Manager /Operation & Consumer services	APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582106 Fax No: 0891- 2582393 Mobile No: 9440817680	<a href="mailto:aee_civil_corp@apeaste
r npower.com">aee_civil_corp@apeaste r npower.com
4	O/o.Chief General Manager /Operation & Consumer services	AE/Civil-1 APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582106 Fax No: 0891- 2582393 Mobile No: 9440817677	<a href="mailto:ae_civil1_corp@apeast
er npower.com">ae_civil1_corp@apeast er npower.com

5	O/o.Chief General Manager /Operation & Consumer services	AE/Civil-2 APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Office Telephone No: 0891-2582106 Fax No: 0891- 2582393 Mobile No: 9440817670	ae_civil2_corp@apeast er npower.com
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Corporate office / DPE Wing

1	DPE Circle Corporate office Visakhapatnam	Superintending Engineer, DPE Circle, Visakhapatnam.	94408128 09 0891- 2582120 0891- 2740431	se_dpe- epdcl@apeasternpower. c om
2	DPE Circle Corporate office Visakhapatnam	Asst. Divisional Engineer/ Techl. DPE Circle; Visakhapatnam	9440814198	se_dpe- epdcl@apeasternpower. c om
3	DPE Circle Corporate office Visakhapatnam	Asst. Engineer/ Techl., DPE Circle, Visakhapatnam	9490610005	se_dpe- epdcl@apeasternpower. com
4	DPE Circle Corporate office Visakhapatnam	Asst Divisional Engineer/ HT/ DPE, Visakhapatnam.	9440812821	adedpehtvsp@apeaster n power.com
5	DPE Circle Corporate office Visakhapatnam	Asst. Engineer/HT/DPE, Visakhapatnam.	9490610042	adedpehtvsp@apeaster n power.com

Corporate Office/ Assessments Wing

1	Assessments Circle Corporate office Visakhapatnam	Superintending Engineer Assessments: APEPDCL Visakhapatnam	9440812378 0891-2582126 0891-2732378	se_assess@apeasternpo w er.com
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2	Assessments Circle Corporate office Visakhapatnam	Asst. Divisional Engineer Assessments; Visakhapatnam	9440907280 0891-2582127	se_assess@apeasternpo w er.com
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Corporate Office / Purchase & Material Management wing

1	P&MM, Corporate Office, Seethamadhara, Visakhapatnam	CGM/P&MM	0891-2582301	cgm_pmm@apeasternpower.com
2	Do	GM/Materials	0891-2582302	gm_mm@apeasternpower.com
3	Do	EE/Purchase-1	0891-2582303	ee1_pmm@apeasternpower.com
4	Do	EE/Purchase-2	0891-2582304	ee2_pmm@apeasternpower.com
5	Do	DEE/Purchase-1	0891 2582318	dee1_pmm@apeasternpower.com
6	Do	DEE/Purchase-2	0891 2582313	dee2_pmm@apeasternpower.com
7	Do	DEE/Purchase-3	0891 2582310	dee3_pmm@apeasternpower.com
8	Do	DEE/Purchase-4	0891 2582311	dee4_pmm@apeasternpower.com

Name of the Wing: Projects

1	Projects wing, Corporate Office, Seethamadhara, Visakhapatnam	CGM/Projects	Phone: 0891- 2582325 Fax: 0891- 2582348	cgm_proj@apeasternpower.com
2	-Do-	GM/Projects	0891-2582326	gm_proj@apeasternpower.com
3	-Do-	EE/Projects-1	0891-2582330	de_proj1@apeasternpower.com
4	-Do-	EE/Projects- 2	0891-2582331	de_proj2@apeasternpower.com
5	-Do-	DEE/Projects 1	0891 2582336	adeprj1@apeasternpower.com
6	-Do-	DEE/Projects 3	0891 2582340	adeprj3@apeasternpower.com
7	-Do-	DEE/Projects 4	0891 2582339	adeprj4@apeasternpower.com
8	-Do-	EE/SCADA	7382585510	ee_scada@apeasternpower.com
9	-Do-	DEE/SCADA	9490610863	dee_scada@apeasternpower.com

Name of the Wing: RAC

1	CGM/ RA &PPA	CGM/ PPA,RAC & QC Corporate Office, APEPDCL, P&T Colony, Seethammadhara, Visakhapatnam - 13	Office Tel: 0891 2582 225 Cell No.: 9440812678 Fax: 0891 2582 425	cgm_rac@apeasternpower.com
2	GM/ RAC	GM/ RA Corporate Office, APEPDCL, P&T Colony, Seethammadhara, Visakhapatnam - 13	Office Tel: 0891 2582 226 Cell No.: 9440812374 Fax: 0891 2582 390	gm_rac@apeasternpower.com

3	EE/ RAC	EE/RA, Corporate Office, APEPDCL, P&T Colony, Seethammadhara, Visakhapatnam - 13	Office Tel: 0891 2582 241 Cell No.: 9440814244 Fax: 0891 2582 351	de_rac@apeasternpower.com
4	DEE/ RAC	DEE/ RAC Corporate Office, APEPDCL, P&T Colony, Seethammadhara, Visakhapatnam - 13	Office Tel: 0891 2582 235 Cell No.: 9490610131 Fax: 0891 2582 355	
6	AEE/ RAC	AEE/ RAC Corporate Office, APEPDCL, P&T Colony, Seethammadhara, Visakhapatnam - 13	Office Tel: 0891 2582 235 Cell No.: 9490610133 Fax: 0891 2582 355	
7	Senior Assistant/ RAC	Junior asst was posted vide memo no CGM HRD I.no 266038 dt 03.03.2020, yet to join. Junior Assistant / RAC Corporate Office, APEPDCL, P&T Colony, Seethammadhara, Visakhapatnam - 13	Office Tel: 0891 2582 235 Cell No.: 9440816370 Fax: 0891 2582 355	

Name of the Wing: Power Purchase

1	CGM/P&MM	Comml &RAC, Corporate Office, Seethamadhar am, Visakhapatnam	Phone: 0891- 2582225 Fax: 0891-2582230 Cell: 9440812678	cgm_rac@apeasternpower.co m
2	GM/Power Purchase	Do	Phone: 0891- 2582386 Cell: 9490606714	gm_pp@apeasternpower.com
3	DE/Power purchase	Do	Phone: 0891- 2582386 Cell: 9490608331	depurchases1@apeasternpower.c om
5	ADE/Power purchase- I	Do	0891 2582389	adepp1@apeasternpower.com
6	ADE/Power purchase- II	Do	0891 2582389	adepp2@apeasternpower.com
7	AE/Pow er purchase	Do	0891 2582389	aepp1@apeasternpower.com

Name of the Wing :Commercial & Disaster Management

1	O/o The Chief General Manager, Commercial & Disaster Management, Corporate Office ,P & T Colony, Seethammadhara, Visakhapatnam - 530013	Chief General Manager /Commercial & Disaster Management	Phone:0981-2582225 Fax:0891-2582230 Cell: 9490608331	cgm_comml@apeastrenpower.com
2		General Manager /Commercial & Disaster Management	Phone:0981-2582227 Cell:7382585443	gmcoml@apeasternpower.com
3		Executive Engineer /Commercial & Disaster Management	Phone:0981-2582231 Cell:9440814247	decoml@apeasternpower.com
4		Deputy Executive Engineer /Commercial & Disaster Management	Phone:0981-2582236 Cell:9490610129	adecmlcorp@apeasternpower.com
5		Assistant Engineer/ Tech/Commercial	Phone:0981-2582236 Cell:9440816365	

Name of the Wing: ENERGY CONSERVATION, ENERGY AUDIT & SOLAR ENERGY

1	O/o Chief General Manager/EC, EA & Solar	Chief General Manager /Energy Conservation, Energy Audit & Solar Energy, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891-2852295 Mobile:9441155166	cgm_ec@apeasterpower.com
2	O/o Chief General Manager/ EC,EA &Solar	General Manager/ Energy Conservation & Solar Energy ,APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891-2582350 Mobile:7382585350	gm_ec@apeasterpower.com solar@apeasternpower.com
3	O/o Chief General Manager EC, EA & Solar	Executive Engineer/ Energy Conservation, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891-2852254 Mobile:7382585446	de_ec@apeasterpower.com
4	O/o Chief General Manager EC, EA& Solar	Deputy Executive Engineer/ Energy Conservation, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891-2852256 Mobile:7382585525	ade_ec@apeasterpower.com
5	O/o Chief	Assistant Executive	Tel: 0891-2852256	-

	General Manager/ EC,EA &Solar	Engineer- Energy Conservation/ APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam530013.	Mobile:8332046166	
6	O/o Chief General Manager/ EC,EA &Solar	Executive Engineer/ Solar Energy, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891-2852241 Mobile:9440907281	
7	O/o Chief General Manager/ EC,EA &Solar	Deputy Executive Engineer/ Energy Conservation, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891-2852237 Mobile:7382585507	
8	O/o Chief General Manager/ EC,EA&Solar	Assistant Executive Engineer- Energy Conservation/ APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam530013.	Tel: 0891-2852237 Mobile:8332068014	
9	O/o Chief General Manager/ EC,EA &Solar	Assistant Executive Engineer- Energy Conservation/ APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam530013.	Tel: 0891-2852235 Mobile:8332068017	
10	O/o Chief General Manager/ Energy Conservation	General Manager/ Energy Audit, APEPDCL, Corporate Office, P&T Colony Seethammadhara, Visakhapatnam 530013	Tel: 0891-2852251 Mobile:9440812372	gm_ea@apeasterpower.c om
11	O/o Chief General Manager/ Energy Conservation	Executive Engineer/ Energy Audit, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891-2852252 Mobile:9440816379	ee_ea@apeasterpower.co m
12	O/o Chief General Manager/ Energy Conservation	Deputy Executive Engineer/ Energy Audit, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891-2852262 Mobile:9440816381	dee_ea@apeasterpower.c om
13	O/o Chief General Manager/ Energy	Asst. Executive Engineer/ Energy Audit-II, APEPDCL, Corporate Office, P&T	Tel: 0891-2852262 Mobile:9440816383	aeel_ea@apeasterpower. com

	Conservation	Colony, Seethammadhara, Visakhapatnam 530013		
14	O/o Chief General Manager/ Energy Conservation	Deputy Executive Engineer-/ Energy Audit, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530013	Tel: 0891- 2582262 Mobile:9440816357	deeamr@apeasterpo wer.com

Name of the Wing: IT Wing/Corporate office/Visakhapatnam

1	Projects, Corporate Office, Seethamadhara, Visakhapatnam	CGM/Project s &IT	Phone: 0891- 2582325 Fax: 0891- 2582348	cgm_proj@apeasternpow er.com
2	Do	GM/IT	0891-2582250	gmit@apeasternpower.com
3	Do	DGM/IT	0891-2582251	dgm_it@apeasternpower.com
4	Do	ADE-IT/ISMS	0891-2582277	adeisms@apeasternpower.c om
5	Do	ADE-IT/EPIMRS	0891 2582261	ade_epimrs@apeasternpower. com
6	Do	ADE-IT/EPIMRS Support	0891 2582274	<a href="mailto:helpdesk_epimrs@apeasternp
ower.com">helpdesk_epimrs@apeasternp ower.com
7	Do	ADE-IT/AMC	0891 2582252	ade_it@apeasternpower.com
8	Do	ADE-IT/RAS	0891 2582271	adecat@apeasternpower.com

Name of the Wing: Telecom Wing/Corporate office/Visakhapatnam

1	Projects, Corporate Office, Seethamadhara, Visakhapatnam	DE-Telecom & IT	0891 - 2582398	<a href="mailto:de_telecom_it@apeasternpower.c
om">de_telecom_it@apeasternpower.c om
2	do	ADE-Telecom & IT	0891 - 2582397	<a href="mailto:ade_telecom_it_corporate@ap
easternpower.com">ade_telecom_it_corporate@ap easternpower.com
3	do	AAE-Telecom & IT	0891 - 2582396	-

Name of the Wing: CGRF

1	CGRF, APEPDCL, ATC Building, Corporate Office, Seethamadhara, Visakhapatnam	D.Dharma Rao, Chair Person / CGRF & 1st A.A.	Off: Phone: 0891- 2564704 Cell No. 8500106150, Res. phone: 0891- 2766150-	chrper@apeasternpower.com
2		Member (Finance/ CGRF & PIO	Off: Phone: 0891- 2582152 Cell No. 9440814252	membrev@apeasternpower.com
3		Member (Technical)/ CGRF & APIO	Off: Phone: 0891- 2582153 Cell. No. 9440816382	-

4		Member (Independent) / CGRF	Cell No.8500015688	-
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Name of the wing: World Bank Projects

Sl. No	Name of Office / Administrative Unit	Name, Designation & Address of the Officer /Employee	Telephone & Fax of Office and Telephone Residence	E-mail
1	O/o Chief General Manager/ World Bank Projects	Chief General Manager/ World Bank Projects, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853873 Mobile:9440812678	cgmwbp@ apeasternpower.com
2	O/o Chief General Manager/ World Bank Projects	Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam -530013	Tel: 0891-2853866 Mobile:9490606714	gmwbp@ apeasternpower.com

3	O/o Chief General Manager/ World Bank Projects	Executive Engineer/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853867 Mobile:8333818099	de_ugcablevsp@apeasternpower.com
4	O/o Chief General Manager/ World Bank Projects	Executive Engineer/ PFA APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853883 Mobile:7382585487	-
5	O/o Chief General Manager/ World Bank Projects	Deputy Executive Engineer-1/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853870 Mobile:7382799501	ade2_ugcablevsp@apeasternpower.com
6	O/o Chief General Manager/ World Bank Projects	Deputy Executive Engineer-2/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853869 Mobile:7382799538	ade3_ugcablevsp@apeasternpower.com
7	O/o Chief General Manager/ World Bank Projects	Deputy Executive Engineer-3 / APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853868 Mobile:8333818088	ade_ugcablevsp@apeasternpower.com
8	O/o Chief General	Deputy Executive	Tel: 0891-2853881 Mobile:7382585324	-

	Manager/ World Bank Projects	Engineer- Civil / APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013		
9	O/o Chief General Manager/ World Bank Projects	Deputy Executive Engineer/ PFA APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853871 Mobile:9440907289	-
10	O/o Chief General Manager/ World Bank Projects	Asst. Executive Engineer- 1/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853872 Mobile:8333818077	ae_ugcablevsp@apeasternpower.com
11	O/o Chief General Manager/ World Bank Projects	Asst. Executive Engineer- 2/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853877 Mobile:7382799648	ae4_ugcable@apeasternpower.com
12	O/o Chief General Manager/ World Bank Projects	Asst. Executive Engineer-MIS / APDRP APEPDCL, Corporate Office, P&T Colony,	Tel: 0891-2853878 Mobile:7382799632	ae3_ugcable@apeasternpower.com

		Seethammadhara, Visakhapatnam - 530013		
13	O/o Chief General Manager/ World Bank Projects	Asst. Executive Engineer- 4/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853879 Mobile:7382799619	ae2_ugcable@ apeasternpower. com
14	O/o Chief General Manager/ World Bank Projects	Asst. Executive Engineer/ PFA APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853871 Mobile:8333930830	-
15	O/o Chief General Manager/ World Bank Projects	Accounts Officer/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853874 Mobile:7382799563	ao_ugcable@ apeasternpower.com
16	O/o Chief General Manager/ World Bank Projects	Asst. Accounts Officer/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853875 Mobile:7382799611	aao_ugcable@ apeasternpower.com
17	O/o Chief General Manager/ World Bank Projects	Junior Accounts Officer/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853876 Mobile:7382799658	jao_ugcable@ apeasternpower.com

18	O/o Chief General Manager/ World Bank Projects	Environmental Specialist / APDRP, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853880 Mobile:8332068121	-
19	O/o Chief General Manager/ World Bank Projects	APDRP & Social Expert/ APDRP APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853880 Mobile:8332068115	-
20	O/o Chief General Manager/ World Bank Projects	Senior Assistant/PFA, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530013	Tel: 0891-2853874	-

CHAPTER - 11

**Monthly Remuneration received by Officers and Employees, including the System of
Compensation as provided in Regulations**

CHAPTER - 11

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations [Section 4(1)(b)(x)]

11.1 Information on remuneration and compensation structure for officers and employees in the following format:

S. No.	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
CORPORATE OFFICE:			
1	CMD	2,24,988.00	83300+DA 17%, No HRA +Other Allowances
2	DIR (OPERATION)	2,84,353.00	Basic-111180+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
3	DIR(PROJECTS)	5,09,152.00	Basic-326235+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
4	CGM	10,96,288.00	Basic-276835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
5	CGM	3,66,640.00	316355+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
6	CGM	3,75,284.50	321295+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
7	CGM	3,64,989.00	311415+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
8	CGM	3,60,448.00	301535+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
9	CGM	3,80,407.50	326235+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
10	CGM	3,57,768.00	301535+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
11	CGM	3,36,334.00	286715+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
12	GM	3,21,564.00	262015+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
13	GM	3,68,757.00	316355+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
14	GM	3,30,611.00	281775+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
15	GM	3,30,961.00	281775+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
16	GM	3,01,035.00	251338.23+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
17	GM	5,15,241.50	281775+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
18	GM	2,50,698.00	207675+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
19	GM	2,55,919.00	212615+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
20	GM	3,47,460.00	296595+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
21	GM	3,52,215.00	296595+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

22	SE	3,68,602.00	316355+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
23	SE	3,75,145.50	321295+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
24	GM	3,36,159.00	286715+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
25	GM	3,50,995.50	296595+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
26	SE	3,49,569.50	296595+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
27	GM	3,21,172.00	276835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
28	GM	3,41,817.00	291655+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
29	GM	3,46,915.00	296595+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
30	GM	3,58,091.00	306475+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
31	GM	3,68,372.00	316355+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
32	GM	3,41,537.00	291655+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
33	GM	2,88,377.00	242255+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
34	CHAIR PER	82,500.00	67500+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
35	EE(CIVIL)	3,19,490.50	271895+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
36	DET	1,78,022.00	140055+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
37	EE	3,19,491.50	271895+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
38	EE	3,16,443.50	266955+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
39	EE	3,48,881.00	281775+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
40	EE	3,18,998.00	266955+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
41	EE	2,64,045.00	212615+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
42	EE	3,16,843.00	266955+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
43	EE	3,13,943.00	266955+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
44	EE	3,42,374.50	291655+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
45	EE	3,06,642.00	257075+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
46	EE	3,12,525.00	262015+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
47	EE	4,19,186.00	276835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

48	EE	3,05,857.00	257075+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
49	EE	1,62,843.50	135233.54+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
50	EE	3,39,789.00	286715+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
51	EE	3,27,566.00	276835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
52	EE	3,17,706.00	271895+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
53	EE	2,97,462.00	257075+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
54	EE	3,18,553.50	266955+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
55	EE	3,05,837.00	257075+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
56	EE	70,506.00	59164.69+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
57	EE	3,18,273.00	266955+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
58	EE	3,22,536.00	271895+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
59	PO	1,32,185.00	96300+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
60	PO	2,12,919.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
61	PO	2,17,957.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
62	PO	1,02,469.00	73825+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
63	PO	2,16,957.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
64	PO	1,48,096.00	114900+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
65	PO	2,11,579.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
66	PO	1,76,609.00	140055+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
67	PO	1,01,049.00	73825+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
68	PO	1,57,057.00	73825+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
69	PO	2,45,058.00	202735+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
70	DGM	2,46,529.00	202735+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
71	DGM	2,42,692.00	197795+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
72	DGM	2,31,466.00	187915+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
73	DGM	2,27,878.00	182975+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

74	CS	1,22,076.00	89630+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
75	DEE	2,74,798.00	227435+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
76	DEE	2,55,964.00	212615+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
77	DEE	2,51,936.00	207675+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
78	DEE	2,32,245.00	187915+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
79	DEE	2,69,853.00	217555+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
80	AO	7,77,844.00	182975+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
81	AEE	2,01,915.00	163215+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
82	AEE	1,98,005.00	158275+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
83	AEE	1,86,208.00	144610+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
84	AEE	1,85,658.00	144610+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
85	AEE	1,75,740.00	135500+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
86	HC	87,441.00	40270+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
87	AE	5,15,049.00	114900+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
88	JA	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
89	JA	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
90	EO	75,000.00	75000+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
91	LAISON OFFICER	50,000.00	50000+No Allowances
92	DEE	0.00	Medical Leave from 01.11.2019 to Til date
93	AEE	1,68,725.00	131380+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
94	DEE	2,14,091.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
95	AAO	96,003.00	78171.93+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
96	JAO	1,39,525.00	111180+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
97	AO	2,19,429.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
98	AEE	1,40,124.00	107460+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
99	AE	1,40,071.00	107460+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

100	AE	2,36,063.50	192855+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
101	DEE	2,11,066.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
102	DEE	2,91,735.00	247195+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
103	DEE	2,16,706.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
104	DEE	95,320.00	78171.93+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
105	EE	3,25,598.50	276835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
106	Environmental Specialist	54,000.00	50000+Other Allowances
107	Social Specialist	54,000.00	50000+Other Allowances
108	SA	51,645.00	35835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
109	SA	96,063.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
110	SA	78,419.00	56340+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
111	SA	80,764.00	58160+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
112	JAO	1,52,036.00	119020+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
113	ASSISTANT	47,185.00	31655+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
114	AO	2,21,269.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
115	AO	2,19,859.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
116	AO	2,18,749.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
117	AO	2,41,191.00	197795+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
118	AO	2,24,629.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
119	SE	3,41,737.00	291655+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
120	PC	94,565.00	43680+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
121	PC1	55,054.00	24440+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
122	SUB INS	91,208.00	41380+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
123	SA	91,480.00	66475+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
124	DEE	2,08,252.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
125	JAO	1,82,717.00	149165+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
126			217555+Da 8.866%,HRA 20% Limited to

	DEE	2,57,140.00	15000+Other Allowances
127	OS	36,539.00	24785+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
128	AE	2,32,893.00	192855+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
129	AE	2,60,325.50	217555+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
130	AAO	1,47,482.00	119020+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
131	ADE	2,12,841.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
132	DEE	2,45,208.50	202735+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
133	SA	51,645.00	35835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
134	AEE	2,58,235.00	153720+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
135	EE	2,44,472.00	197795+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
136	SA	1,12,836.00	86130+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
137	JE	68,139.00	48530+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
138	JA	66,753.00	47810+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
139	SA	78,419.00	56340+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
140	TYPIST	83,404.00	62145+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
141	AE	1,21,557.00	92965+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
142	OS	36,539.00	24785+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
143	RA	1,42,748.00	114405+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
144	OS	52,281.00	38145+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
145	JAO	2,05,688.00	168155+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
146	AEE	1,95,445.00	158275+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
147	AAO	1,68,654.00	135500+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
148	AE	1,24,146.00	92965+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
149	JE	1,14,546.00	86295+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
150	JAO	1,19,826.00	89630+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
151	AEE	1,99,415.00	158275+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

152	AAO	25,714.00	19861.29+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
153	EE	3,01,821.00	271895+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
154	AE	2,55,507.00	123140+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
155	AEE	1,96,305.00	158275+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
156	AEE	1,36,075.00	103740+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
157	AE	1,64,414.00	123140+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
158	ASSISTANT	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
159	ASSISTANT	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
160	ASSISTANT	46,418.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
161	JA	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
162	ASSISTANT	55,928.00	39410+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
163	ASSISTANT	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
164	JA	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
165	ASSISTANT	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
166	ASSISTANT	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
167	ASSISTANT	48,528.00	33745+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
168	ASSISTANT	47,181.00	32700+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
169	ASSISTANT	51,221.00	35835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
170	SA	51,645.00	35835+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
171	JAO	1,19,826.00	89630+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
172	JAO	1,49,566.00	114900+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
173	JAO	1,47,691.00	114900+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
174	JAO	1,43,286.00	111180+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
175	JAO	96,596.00	70925+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
176	JAO	1,61,632.00	127260+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
177	JAO	2,12,309.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

178	JAO	1,80,670.00	144610+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
179	JAO	1,64,862.00	127260+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
180	JPO	59,612.00	41940+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
181	JPO	57,741.00	41940+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
182	JPO	95,704.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
183	JPO	95,758.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
184	JPO	59,612.00	41940+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
185	JPO	95,620.00	68640+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
186	JPO	97,545.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
187	JPO	98,030.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
188	JPO	97,350.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
189	JPO	57,982.00	40675+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
190	JPO	97,060.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
191	JPO	97,540.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
192	JPO	97,060.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
193	JPO	97,060.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
194	JPO	95,564.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
195	JPO	97,920.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
196	JPO	97,060.00	70805+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
197	PRO	85,656.00	60155+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
198	AAO	2,12,919.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
199	AAO	2,12,841.00	168155+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
200	AAO	1,59,425.00	123140+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
201	AAO	2,07,551.00	168155+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
202	AAO	2,08,423.00	168155+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
203	AAO	1,66,165.00	131380+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
204	AAO	2,11,764.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

205	AAO	2,11,579.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
206	AAO	2,12,673.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
207	AO	2,40,353.00	192855+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
208	AAO	1,62,285.00	123140+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
209	AO	2,41,181.00	197795+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
210	AO	2,25,327.00	182975+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
211	SAO	4,04,046.50	242255+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
212	SAO	2,41,872.00	197795+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
213	SAO	2,84,295.00	237315+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
214	SAO	2,96,303.50	242255+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
215	LO	85,656.00	60155+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
216	AEE	1,30,148.00	96300+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
217	AEE	1,91,636.00	153720+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
218	AEE	1,95,445.00	158275+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
219	AEE	1,83,128.00	144610+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
220	AEE	1,36,075.00	103740+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
221	AEE	1,96,785.00	158275+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
222	AEE	1,66,165.00	131380+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
223	AEE	1,27,975.00	96300+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
224	AEE	1,70,452.00	135500+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
225	AEE	1,61,680.00	127260+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
226	AE	2,49,223.50	207675+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
227	AEE	1,90,486.00	153720+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
228	AEE	1,70,650.00	135500+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
229	AEE	87,006.00	60155+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
230	AEE	1,93,621.00	153720+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
231	AEE	1,44,174.00	111180+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

232	AEE	1,51,840.00	119009.02+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
233	AEE	2,09,093.00	168155+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
234	AEE	1,36,075.00	103740+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
235	AEE	1,43,176.00	111180+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
236	AE	1,58,347.00	123140+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
237	AEE	2,02,233.00	163215+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
238	MANAGER CSC	33,027.00	33027+No Allowances
239	MANAGER CSC	32,869.00	32869+No Allowances
240	MANAGER CSC	30,262.00	30262+No Allowances
241	MANAGER CSC	36,621.00	36621+No Allowances
242	MANAGER CSC	34,410.00	34410+No Allowances
243	MANAGER CSC	36,207.00	36207+No Allowances
244	DEE	2,19,179.00	178035+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
245	DEE	1,82,505.00	144610+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
246	DEE	1,23,698.00	84245+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
247	DEE	2,61,964.00	212615+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
248	DEE	3,25,089.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
249	DEE	2,12,941.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
250	DEE	2,12,941.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
251	DEE	2,48,378.00	202735+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
252	DEE	4,78,407.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
253	DEE	2,72,748.00	227435+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
254	DEE	2,03,535.00	163215+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
255	DEE	2,13,801.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
256	DEE	2,12,941.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
257	DEE	2,93,760.00	247195+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
258	DEE	2,94,185.00	247195+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

259	DEE	2,41,456.00	197795+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
260	DEE	2,35,993.00	192855+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
261	DEE	2,72,973.00	227435+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
262	DEE	2,70,390.00	222495+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
263	DEE	2,14,442.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
264	DEE	2,55,964.00	212615+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
265	DEE	2,66,720.50	222495+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
266	DEE	2,72,673.00	227435+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
267	AEE	2,12,941.00	173095+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
268	WM	33,143.00	24356.13+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
269	WM	82,294.00	59980+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
270	WM	91,474.00	66475+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
271	SWG	35,634.00	25440+Da 8.866%,HRA 20% Limited to 15000+Other Allowances
272	SWG	38,166.00	27405+Da 8.866%,HRA 20% Limited to 15000+Other Allowances

CHAPTER - 12

Budget Allocated to Each Agency including Plans etc.

CHAPTER - 12

Budget Allocated to Each Agency including Plans etc.[Section4(1)(b)(xi)]

Details of the plans, programmes and schemes undertaken by the public authority for each agency

Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
-	-	-	-	-
Name of the Wing : CGRF				
N.A.				

Information on the budget allocated for different activities under different programmes/schemes/ projects etc.

Agency : APEPDCL

Programme / Scheme / Project / Activity purpose for which budget is allocated	Amount released last year 2012-13	Amount spent last year	Budget allocated current year 2013- 14	Budget released current year
Release of Services (Normal Plan)	97.740	97.740	105.000	105.000
RAPDRP Part-A: IT Works	15.170	15.170	10.000	10.000
RAPDRP Part-B	2.300	2.300	10.000	10.000
SI-Conductors	0.850	0.850	1.000	1.000
SI - Lines	2.460	2.460	2.000	2.000
SI - VCBs	2.110	2.110	2.000	2.000
SI - Meters	7.530	7.530	2.000	2.000
SI - Power Transformers	5.740	5.740	10.000	10.000
SI - Distribution Transformers	15.350	15.350	15.000	15.000
HVDS (Ph-3) for RJY Circle	16.020	16.020	2.000	2.000
HVDS (Ph-4) for ELR Circle	0.040	0.040	0.050	0.050
HVDS (Ph-3) New for SKL, VZM & VSP	0.000	0.000	13.450	13.450
RGGVY including DDG Projects	17.450	17.450	15.000	15.000
New 33/11 KV SS (T&D SS)	68.160	68.160	25.000	25.000
33 KV Interlinking Lines	5.270	5.270	2.000	2.000
Segregation of Agl. Feeders	2.130	2.130	0.050	0.050
24 Hrs. supply to SS Head Qtrs.	0.590	0.590	1.500	1.500

Non-RAPDRP Works	0.900	0.900	0.050	0.050
SPA:PE (Agricultural Services)	91.070	91.070	80.000	80.000
T&D Civil Works	6.850	6.850	1.000	1.000
T&D Other Works	58.400	58.400	50.000	50.000
T&D IT Works	0.330	0.330	0.500	0.500
	416.460	416.460	347.600	347.600

Name of the Wing : RAC

N.A.

Agency	Plan / Programme / Scheme / Project / Activity / Purpose for which the budget is allocated	Proposed Expenditure	Expected outcome	Report on disbursements made or where such details are available (website, reports, notice board etc.)
Name of the wing: World Bank Projects				
APEPDCL PIU for APDRP	APDRP Component-1 : Underground Cable works in Visakhapatnam city	Rs.720.00 Crs.	1,62,888 Nos. services connected to UG Cable network which is resilient to natural disasters	Rs.186.33 Crs. Disbursed so far.
APEPDCL	Power For All 24X7 Project: Erection of new 33/11 KV Sub-stations, 33 KV Interlinking lines, HVDS works in West Godavari Dist., SCADA in Visakhapatnam etc.	Rs.1000.00 Crs	Strengthening of existing network, expansion of network and improved voltage profile.	Rs.134.88 Crs. Disbursed so far

Details of the plans, programmes and schemes undertaken by the public authority for each agency.

Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency

Agency	Plan / Programme / Scheme / Project / Activity / Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
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Name of the Wing: Projects

	Providing of additional infrastructure for Extension of 9Hrs. 3Phase power		1) 9hrs 3 Phase supply to Agricultural consumers during day time in single spell. 2) Improving the quality and reliability of supply. 3) Reduction in line losses.	
--	--	--	--	--

supply to agriculture services during day time with loan assistance from M/s.REC Ltd., in Rajamahendravaram & Eluru circles	130.1	4) Improvement in voltage profile. 5) 47,321Nos Agricultural consumers are benefitted. 6) Accidents caused during night time to farmers like snake bites etc., are avoided.	Works are under progress
Erection of 6Nos new 33/11 KV GIS Sub-Stations and gradation of existing 10Nos. 33/11KV Indoor Substation to GIS Substation under PDS scheme with 60% GoI Grant support in Visakhapatnam, Rajamahendravaram & Eluru circles	57.31	1) GIS SSs requires less space to construct in concentrated load centres in Urban areas. 2) GIS Breaker operations are more reliable. 3) Improving the quality and reliability of supply. Reduction in line losses since SS constructed in concentrated load areas.	Works are under progress

Information on the budget allocated for different activities under different programmes / schemes / projects etc.

Agency	Programme / Scheme / Project / Activity Purpose for which budget is allocated	Amount released: last year in Rs.Crs	Amount spent last year in Rs.Crs	Budget allocated current year	Budget released current year
Name of the Wing: Projects					
	Providing of additional infrastructure for Extension of 9Hrs. 3Phase power supply to agriculture services during day time with loan assistance from M/s. REC Ltd.,	73.41	52.45	77.74	8.55
	Erection of 6Nos new 33/11 KV GIS Sub-Stations and Up-gradation of existing 10Nos. 33/11KV Indoor Substation to GIS Substation under IPDS scheme with 60% GoI Grant support	0	1.44	57.31	0

CHAPTER - 13

Manner of Execution of Subsidy Programmes

CHAPTER - 13

Manner of Execution of Subsidy Programmes

[Section 4(1)(b)xii]

The activities/programmes /schemes being implemented by the public authority for which subsidy is provided.

Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/ Activity	Nature/Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
-	-	-	-
Name of the Wing : CGRF:		N.A.	
Name of the Wing : RAC:		N.A.	

13.3. Describe the manner of execution of the subsidy programmes.

Name of programme/ Activity	Application Procedure	Sanction Procedure	Disbursement Procedure
-	-	-	-
Name of the Wing : CGRF:		N.A.	
Name of the Wing : RAC:		N.A.	

CHAPTER - 14

**Particulars of Recipients of Concessions, Permits or
Authorization Granted by the Public Authority**

CHAPTER -14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority [Section 4(1)(b)xiii]

14.1 Provide the names and addresses of recipients of benefits under each programme/ scheme separately in the following format

Institutional Beneficiaries

Name of programme/scheme:				
Sl. No	Name&addressof recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
-	-	-	-	-
Name of the Wing : CGRF:			N.A.	
Name of the Wing : RAC:			N.A.	

Name of programme/scheme:				
Sl. No	Name& address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
-	-	-	-	-
Name of the Wing : CGRF:			N.A.	
Name of the Wing : RAC :			N.A.	

Individual Beneficiaries				
Sl. No	Name&Addressof recipient beneficiaries	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
-	-	-	-	-
Name of the Wing : CGRF:			N.A.	
Name of the Wing : RAC :			N.A.	

Name of programme/scheme:				
Sl. No	Name& address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
-	-	-	-	-
Name of the Wing : CGRF:			N.A.	
Name of the Wing : RAC :			N.A.	

CHAPTER - 15

Information Available in Electronic Form

CHAPTER - 15

Information Available in Electronic Form [Section 4(1)(b)x(iv)]

The details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Website, Internet etc.)

Electronic format	Description(site address / location where available etc.,)	Contents or title	Designation and address of the custodian of information (held by whom?)
In website	www.apeasternpower.com	ARR filings of APEPDCL	GM/IT
Name of the Wing : RAC :			
In website	www.apeasternpower.com	ARR filings of APEPDCL	GM/IT
Name of the Wing: CGRF:		-NA-	

Particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

Name of the Wing: RAC :

Name of the Wing: CGRF:	-NA-
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As per the directions of Hon'ble APERC, the ARR filing copies are made available to public at the rates prescribed by Hon'ble APERC. The same are made available in the website of APEPDCL www.apeasternpower.com

Electronic Format	Description (Site address / location where available etc.	Contents or title	Designation and address of the custodian of information (Held by whom?)
Name of the wing: World Bank Projects			
Website	www.apeasternpower.com - Projects - Underground Cable works	1. APDRP Project Appraisal Document 2. Draft ESIA Reports of 4 packages	General Manager/IT, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530 013
Website	www.apeasternpower.com Projects - Power For All Projects (24X7)	1. Environmental & Social Management Framework 2. Tribal People Planning Framework 3. Gender Action Plan 4. Resettlement Policy Framework	General Manager/IT, APEPDCL, Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530 013

Particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to be public: N.A.

CHAPTER - 16

Particulars of Facilities available to Citizens for Obtaining Information

CHAPTER -16

Particulars of Facilities available to Citizens for Obtaining Information

[Section 4(1)(b)xv]

16.1 The particulars of information dissemination mechanisms in place/ facilities available to the public for accessing of information.

Facility	Description (Location of Facility / Name etc.)	Details of Information made available
Notice Board	--	Notice board showing the details of APIO, PIO & Appellate Authority with phone Nos. and Fax No. Mail address etc. displayed.
News Paper reports	-	Paper clippings available
Public Announcements	-	1) Publication of "News item" regarding conducting of CGRF meetings is being published in News Papers by concerned officers as and when proposed. 2) Distribution of CGRF Pamphlets printed in Telugu language during CGRF meetings. 3) Publicity through TV scrolling by the local cable networks about CGRF meeting by concerned officers and when proposed.
Information Counter	--	--
Publications	--	Pamphlats are being distributed in CGRF Meetings
Office Library	--	--
Websites / Mail ID:	--	CGRF mail ID: "chrper@apeasternpower.com"
Other Facilities (name)	--	--

CHAPTER - 17

Names, Designations and other Particulars of Public Information Officers

CHAPTER - 17

Names, Designations and other Particulars of Public Information Officers [Section 4(1)(b)(xvi)]

17.1 Contact information about the Public Information officers and Assistant Public Information Officers designated for various offices/ administrative units and Appellate Authority/ Officer(s) for the public authority in the following format.

Note:

APEPDCL Management has re-designated certain officers as APIOs, PIOs & Appellate Authorities in respect of Corporate Office, Circle offices, Division officers, Sub-Division offices, Section offices, E.R.O. offices, DPE Circle, DPE Divisions, Assessments Circle, Assessments Divisions, CGRF, V&APTS Wing(CVO office), Customer Service Centers vide E.O.O. (CCW) Ms. No.207, Dated 26.9.2008.

[The details of APIOs, PIOs, Appellate Authorities in respect of Circle Office are available in the information under Section 4(1)(b) & 5(1)(2) of the concerned Operation Circles in the website www.apeasternpower.com]

Public Information Officers at APEPDCL Corporate Office Level

S. No	Name of the Office / administrative Unit	Name & Designation of PIO	Office Tel. Residence Tel. Fax:	E-mail
1	APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	CGM(HRD)	Off: 0891-2582400 Mobile No: 9440812369	cgm_hrd@apeasternpower.com
2	-do-	GM(CSC) (in respect of all Customer Service Centers of APEPDCL)	Off: 0891-2853799 Mobile No: 9440814206	gmcsc@apeasternpower.com
3	-do-	SE (DPE) (Public Information Officer in respect of RTI applications on DPE subject at corporate office level)	Off: 0891-2582120 Mobile No: 9440812809	se_dpe@apeasternpower.com
4	-do-	SE (Assessments) (Public Information Officer in respect of RTI applications on Assessments subject at corporate office level)	Off: 0891-2582126 Mobile No: 9440812378	se_assess@apeasternpower.com
5	CGRF, APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Member (Finance) in respect of RTI applications regarding consumer grievances redressal forum	Off: 0891-2582152 Mobile No: 9440814252	membrev@apeasternpower.com

Assistant Public Information Officer(s) at APEPDCL Corporate Office Level

S. No	Name of the Office / administrative Unit	Name & Designation of APIO	Office Tel. Residence Tel. Fax:	E-mail
1	APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	GM-II(HRD)	Off: 0891-2582410 Mobile No: 9440814251	gm_hrd2@apesternpower.com
2	-do-	AE(T)/ DPE Circle (in respect of RTI applications on DPE subject at corporate office level)	Off: 0891-2582121 Mobile No: 949061005	se_dpe@apeasternpower.com
3	-do-	DEE/ Assessments Circle (in respect of RTI applications on Assessments subject at corporate office level)	Off: 0891-2582127	se_assess@apeasternpower.com
4	CGRF, APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Member (Technical) in respect of RTI applications regarding consumer grievances redressal forum	Off: 0891-2582153 Mobile No: 9440816382	membleg@apeasternpower.com

1st Appellate Authority at APEPDCL Corporate Office Level

S. No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices / administrative units of the authority)	Office Tel. Residence Tel. Fax:	E-mail
1	APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam 530016	Director (Operation) [Appellate Authority on PIO& CGM(HRD)]	Off: 0891-2582519 Mobile No: 9440812555	diro@apeasternpower.com
2	-do-	CGM(O&CS) (Appellate Authority in respect of all Customer Service Centres, DPE wing, Assessment)	Off: 0891-2582200 Mobile No: 9440812567	cgm_ocs@apeasternpower.com

3	-do-	SE (DPE) (Appellate Authority on all PIOs at DPE Divisions i.e. Divisional Engineers (DPE) at Circle level)	Off: 0891-2582120 Mobile No: 9440812809	se_dpe@apeasternpower.com
4	-do-	SE (Assessments) (Appellate Authority on all PIOs at Assessments Divisions i.e. Divisional Engineers (DPE) at Circle level)	Off: 0891-2582126 Mobile No: 9440812378	se_assess@apeasternpower.com
5	CGRF, APEPDCL Corporate Office, P&T Colony, Seethammadhara, Visakhapatnam - 530016	Sri D.Dharma Rao, Chairperson/ CGRF [Appellate Authority on PIO&Member (Accounts)/CGRF]	Off: 0891- 2564704 Off:0891- 2766150	chrper@apeasternpower.com
6	Chief Vigilance Officer, APEPDCL, Opp: Green park Hotel, Visakhapatnam	CVO/ APEPDCL [Appellate Authority on all Vigilance PIOs& Circle Inspectors of Polices/ Vig& APTS of concerned Operation Circles]	Off: 0891-2705477 Mobile No: 9440812383	cvo@apeasternpower.com

Note: Towards RTI application fee, the DD/ IPO shall be drawn in favour of "Pay Officer/ Corporate Office/ APEPDCL/ Visakhapatnam" **in respect of submission of RTI applications** at **APEPDCL Corporate Office level**. Otherwise Court fee stamp for Rs.10/- shall also be affixed on the application.

In respect of BPL category, the applicant has to submit the copy of White ration card along with RTI Application towards exemption of application fee under RTI Act 2005.

CHAPTER - 18
Other Useful Information

[Section 4(1)(b)xvii]

Please give below any other information or details of publications which are of relevance or of use to the Citizens.

1	Pamphlets containing information regarding nature of complaints redressed by CGRF and also information regarding SOP norms.
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You may mention here information of your department which is excluded under section 8(1) of the Act and / or under Rules of the State Government as Guidance to the public seeking information from your department.

Place

:

Date:

Name and
Designation of the
Officer Department

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.