

# Right to Information Act - 2005

## 4 (1) (b) MANUAL for Circle Office / APEPDCL



**EASTERN POWER DISTRIBUTION COMPANY OF  
ANDHRA PRADESH LIMITED**

**CIN:**

**U40109AP2000SGC034117**

**CIRCLE OFFICE**

**3<sup>rd</sup> FLOOR, VIDYUTH BHAVAN, NEAR GOSHALA,**

**R.R PETAELURU - 534002**

**[www.apeasternpower.com](http://www.apeasternpower.com)**

# **INTRODUCTION**

## INDEX

Item	Description	Page No
-	<b>Introduction</b>	01
Chapter : 1	Organization, functions and duties	02
Chapter : 2	Powers & Duties of Officers and employees	04
Chapter : 3	Procedure followed in Decision making process	16
Chapter : 4	Norms set for the discharge of functions	17
Chapter : 5	Rules, Regulations, Instructions, Manual & Records for Discharging functions	19
Chapter : 6	Categories of documents held by the Public authority under its control	20
Chapter : 7	Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof	21
Chapter : 8	Boards, councils, committees and other bodies constituted as part of public authority	22
Chapter : 9	Directory of officers and employees	23
Chapter : 10	Monthly remuneration received by the officers and employees, including the system of compensation as provided in regulations.	26
Chapter : 11	Budget allocated to each agency including plans etc.,	27
Chapter : 12	Manners of execution of subsidy programmes	30
Chapter : 13	Particulars of recipients of concessions, permits or authorization granted by the public authority.	31
Chapter : 14	Information available in electronic form.	32
Chapter : 15	Particulars of facilities available to the citizens for obtaining information.	33
Chapter : 16	Names, Designations & Other particulars of Appellate authorities, PIO's & APIO's	34

## **INTRODUCTION**

### **1.1 Background (RIGHT TO INFORMATION ACT & ITS OBJECTS):\_**

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

### **1.2 OBJECTIVE/PURPOSE OF THIS INFORMATION HAND BOOK.**

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.

### **1.3 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.,

### **1.4 ORGANIZATION OF INFORAMTION**

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

Chapter : 1 Organization, functions and duties

Chapter : 2 Powers & Duties of Officers and employees

Chapter : 3 Procedure followed in Decision making process

Chapter : 4 Norms set for the discharge of functions

Chapter : 5 Rules, Regulations, Instructions, Manual & Records for Discharging functions

Chapter : 6 Categories of documents held by the Public authority under its control

Chapter : 7 Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of

Chapter : 8 Boards, councils, committees and other bodies constituted as part of public authority

Chapter : 9 Directory of officers and employees

Chapter : 10 Monthly remuneration received by the officers and employees, including the system of compensation as provided in regulations.

Chapter : 11 Budget allocated to each agency including plans etc.,

Chapter : 12 Manners of execution of subsidy programmes

Chapter : 13 Particulars of recipients of concessions, permits or authorization granted by the public authority.

Chapter : 14 Information available in electronic form.

Chapter : 15 Particulars of facilities available to the citizens for obtaining information.

Chapter : 16 Names, Designations & Other particulars of Appellate authorities, PIO's & APIO's

### **1.5 NAME & ADDRESS OF KEY CONTACT POINTS.**

Sri. P. Solman Raju - Superintending Engineer, Operation, APEPDCL, Vidyuth Bhavan,  
Ramachandra Rao Pet, Eluru – 534002 Phone 9440812702

Sri. T. Sasidhar - FAC /Executive Engineer (Technical), APEPDCL, Vidyuth Bhavan,  
Ramachandra Rao Pet, Eluru – 534002 Phone 9440812703

**CHAPTER - 1**  
**ORGANISATION/ FUNCTIONS AND DUTIES**  
**[SECTION 4(1) (b) (i)]**  
**PARTICULARS OF THE ORGANISATION/ FUNCTIONS AND DUTIES**

**NAME OF THE ORGANIZATION**

**ANDHRA PRADESH EASTERN POWER DISTRIBUTION COMPANY LIMITED**

**ADDRESS :** Office of the Superintending Engineer,  
Operation Circle, A.P.E.P.D.C.L.,  
Vidyut Bhavan, Ramachandra Rao peta,  
Eluru

**FUNCTIONS:** 1) Sale of Power  
2) Collection of Revenue  
3) Service to the Consumers  
4) O&M of Power Supply to all the Electricity Consumers

**DUTIES :** 1) To maintain uninterrupted power supply to all Towns & MHQs.  
2) To comply with the over all standards of performance parameters  
Prescribed by the Honourable APERC.

# Superintending Engineer, Operation, Eluru



**CHAPTER – 2**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
**[SECTION 4(1) (b) (ii)]**  
**SUPERINTENDING ENGINEER ( OPERATION )**

**The areas to be covered are:**

- a) **Administration:** The offices of the Deputy Executive Engineers and the Section Officers will be inspected by the Superintending Engineer as and when convenient and the office of the Executive Engineers will be inspected not less than once a year. He will inspect whether the several registers and returns are properly maintained/ whether the progress reports/ interruption reports and load record statements are concurrently written up and whether the Executive Engineers and the Deputy Executive Engineers are exercising their checks efficiently and discharging their duties satisfactorily. He will further see that the stores are properly maintained and obsolete materials are not over stored/ that not more than the required spares and tools and plant are kept in
- b) **Technical & Commercial:** He will see that the distribution charts and plans and sketches of the transmission lines and sub-stations and other buildings are properly maintained; that the execution of operation/ maintenance and construction works are properly executed as per approved design and plans: that interruptions are properly remedied and that the sub-stations and equipments are well maintained. He will further see that the supply to HT consumers is well attended to; that their maximum demands/ metering arrangements are all well inspected periodically and that important technical matters are promptly attended to by the Deputy Executive Engineers and the Executive Engineers.
- c) **Financial:** From the commercial point of view/ the financial aspect of the under taking is most important. The Superintending Engineer should check/ wherever he consider necessary/ the following points during his inspections: That the HT power consumers services are periodically inspected by the Deputy Executive Engineers and the Executive Engineers to ensure correct recording of meters so that loss of revenue may not occur; that the maintenance staff and expenditure are kept at the minimum that the collections (wherever attached to sections) are properly watched that the initial record of accounts/ work orders are regularly maintained that the imprest accounts are correctly maintained and rendered to the Circle/Divisional Office; that no unauthorized works/ though in the interest of service/ are executed that the accounts returns are periodically and correctly rendered that measurement books and other initial records are properly maintained and work orders closed as expeditiously as possible. He should further check at least a few items of stores whenever convenient and ensure that the bin cards/ ledgers etc./ are concurrently posted and the quantitative balances agree.
- d) **Sale of energy and achievements of targets in release of services/ revenue billing and collection of revenues/ Review of stuck-up and burnt meters and ensuring prompt replacement with special emphasis on high value services. Review and ensuring prompt and effective disconnections including dismantling of services which are continuously under disconnection for more than 3 months as per B.P. Ms.No.151/ dt: 25.8.1993 and as per clause 26.10 of Terms and Conditions of supply.**

Identifying area where pilferage is prevalent and taking steps to eradicate the same by arranging continuous raids and prosecuting the offenders. Ensuring review of meter readings/ attending to exceptionals on top priority with special emphasis on high value services.

Drawing up a programme and implementing it for quick realization of arrears of revenue.

Ensuring hundred percent collections of current month demand raised and at least 2% of the arrears in each ERO per month.

- e) Operation and maintenance of 33 KV/ 11 KV/ L.T Lines/ Sub-stations/ and Distribution and Power Transformers. Ensuring scheduled patrolling of lines and special patrolling consequent to tripping/ pre-monsoon inspections/ timely tree clearances and rectification of faults for total avoidance of breakdowns. All equipment at all sub-stations to be kept in trim condition and properly maintained as per schedules. Station batteries along with all protective features are to be ensured for providing protection to lines and equipment. Auxiliaries such as Fans/ Pumps/ O.L.T.C Gears/ Compressors (where available) are to be in working condition always.
- f) System improvements/ Review of low voltage pockets/ and peak readings reached on lines and power transformers and making proposals/ for enhancements/ new sub-stations/ installation of capacitor banks and AVBs etc. Also proposals towards reduction in system losses are to be made keeping system configuration in view.
- g) Construction works such as minor and major extensions.

**Rural electrification and urban extensions.**

- h) Constant review of failure of equipments and follow up of repairs and also to take steps towards avoidance of failures.
- i) Conduct District-wise/ Division-wise/ sub-division wise/ section-wise/ 11 KV feeder-wise/ and Distribution Transformer-wise energy audit/ arrive at line losses/ and take remedial actions to plug the sources of losses and reduce them. The guidelines for calculation of line losses for 11 KV & LT system have been communicated vide Memo No. CMD/EPDCL/VSP/GM(EA)/E42/ D.No. 2665/03,dt: 13.9.03 enclosed vide Annexure 14
- j) Procurement of decentralized materials for works.
- k) Budgeting and budgetary control/ compilation of accounts in the circle/ pre-audit. Review of circle P & L Account/ Divisional Profit & Loss A/c to control cost and increase revenue for the company to meet the Target Set in.
- l) Implementing policies/ objectives and programmes set up by the DISCOM/ monitoring progress there on and reporting to DISCOM.
- m) See that accidents are avoided by reviewing all cases and ensuring that remedial actions are taken.
- n) Review of Internal Audit/Statutory Audit/CAG Audit findings in the operational and revenue areas and evolve necessary action to avoid/minimize the occurrence of such situation.
- o) Marketing / Market development for demand increase or new demand with proper strategy.
- p) Ensuring preparation of estimates for electrification of un electrified habitations and get it sanctioned by REC.
- q) Ensuring the release of new services within schedule time.
- r) Ensuring preparation of estimates for electrification of un electrified habitations and get it sanctioned by REC.
- s) Drawing up a programme for inspection of exceptional services generated by CAT.



- t) Conducting Circle wise/ Division wise/ Sub-Division wise/ Section wise P & L statements every month and take remedial action to plug the revenue losses.
- u) Ensuring that the performance standards as envisaged in the citizen charter are implemented.
- v) Ensuring disposal of unserviceable absolute and scrap material lying in the stores.
- w) Ensuring the release of new services within schedule time.
- x) Ensuring proper inter action with consumers & public by conducting meetings with consumers (both LT & HT)/ people representatives/ constituency meetings/ sub-station wise meetings. Obtain feedback for proper planning of works.
- y) Ensuring implementation of directives issued by APERC every year.
- z) To take all steps necessary to develop performance orientation among employees to ensure that welfare policies and training activities are carried out for employee motivation and satisfaction.

**The Superintending Engineer is responsible to keep sufficient no. of healthy DTRs in his head quarters for replacement of failed DTRs. He should arrange transport and erection of the DTRs at the cost of DISCOM only and should not allow the consumer to incur expenditure in this account. He should ensure that all failed DTRs are replaced after through inspection of connected LT lines and DTRs structures and rectify the defects before replacing sick units. All the failed DTRs are to be replaced in urban areas within 12 hours and rural areas within 24 hours.**

**The Superintending Engineer should interact and obtain feedback from the consumers on replacement of failed DTRs like whether the transformers are being replaced with in resolved time and the expenditure in replacing failed DTRs being incurred by any farmers/consumers.**

## **EXECUTIVE ENGINEER (OPERATION)**

**The areas to be covered are:**

**a) Technical & Commercial:** They will review the register of works/ check measure as many major works as possible concurrently as the works are proceeded with ; satisfy that the designs and specifications are correctly followed ; that deviations wherever necessary are brought to his notice for approval by competent authority. They should at least inspect once in six months all the H.T. services in their jurisdiction and report to the Superintending Engineer any important feature detected. The commercial activity of each sub-division is a main feature for the development of load and the Executive Engineers should ensure that this item is well realized by the Deputy Executive Engineers and sufficient progress in investigation made by them.

**b) Financial:** The Deputy Executive Engineers are primarily responsible for all financial matters/ expenditure and revenue. However the Deputy Executive Engineers should during their inspections check the initial records of all accounts/ works/ stores/ spares/ tools and plant/ imprest accounts/ measurement books/ collections/ petty cash books/ etc./ and take prompt action to communicate to the Superintending Engineer cases wherever negligence/ or oversight would result in loss of revenue or property/ unprofitable outlay/ etc. They should also check the register of meters/ history of services/ etc. The Divisional Engineers should be primarily responsible for the spending of appropriations and see that there are no excesses or lapses.

He should check measure all important works like utilization of conductors in his area and at least 24 works in a year and maintain a register for the purpose and produce it to Audit.

He should see that the initial accounts of works are properly maintained by the Deputy Executive Engineers / Section Officers and that the works accounts are not long kept open by the Field Officers to admit of slow creeping in of discrepancies in the accounts.

The Executive Engineer shall review Meter Reading Registers of the following category of services and shall take immediate action to safeguard the Revenues of the DISCOM.

- a) L.T. Services (which are not high value) Cat. I/ II and V: Half Yearly
- b) L.T. H.V. Services and all Industrial : Quarterly and check readings 40 per month.
- c) H.T. readings 1000 KVA & above : Monthly and check readings of all services in one year.

The Executive Engineer shall review the following exception lists generated by the PAA/In-house computer/CAT cell/ if the services are repeated more than 3 times in a year and shall take appropriate action to safeguard the DISCOM revenue.

- a) Consumption too high (over 120% of month) (H.V. Services)
- b) Consumption too low (below 80% month) (H.V. Services)
- c) Readings not furnished
- d) Door lock
- e) Disconnected services showing progressive readings (L.V. Services)
- f) Negative readings (L.V. Services)
- g) Comparison of consumption for similar units per HP
- h) Meter stuck up (L.V)
- i) Burnt (L.V)
- j) Services not exists (L.V)

The Executive Engineer should conduct sub-division wise/ section wise/ 11 KV feeder wise and distribution transformer wise/ energy audit/ arrive at line losses and take remedial actions to plug the sources of losses and reduce them. He should also furnish division losses to Superintending Engineer/Open concerned. The guidelines for calculation of line losses for 11 KV & LT system have been communicated vide Memo No. CMD/EPDCL/ VSP/GM(EA)/ F.42/D.No.2665/03 dt 13.9.03 enclosed vide Annexure 14

The Executive Engineer is the administrative head of the EROs. The Executive Engineer should conduct monthly coordination meetings with ERO Staff and field officers and these meetings should be purposeful and effective and should aim at improvement of performance and increase in revenue collections of the division. The Executive Engineer should also inspect one ERO/sub-ERO in a month to satisfy himself that the internal checks prescribed for various activities in billing/ assessment of revenue/ realization of revenue etc. are strictly implemented.

The Executive Engineer should also inspect all the sub-division offices once in a year/ 33/11 KV sub-stations once in six months/ H.T. services up to 1MVA as CMD once in six months and conduct intensive inspections by pooling up all the Deputy Executive Engineers and Section Officers of the Division for not less than four days in a month. He should also conduct detailed investigation of theft of material cases involving more than Rs.5000/- and up to Rs. 10000/-.

The Executive Engineer should prepare P & L statement for each section/ sub division and division every month.

The Executive Engineer should arrange review of MRBs every month by the Dy.EEs/AEEs to ensure that the consumption billed for stuck up services/meter changed services is correct and send the report in the prescribed format to AAO (ERO).

He should inspect all the call centers/customer service centers established in his jurisdiction once in fortnight and ensure that the consumer grievances are redressed within the prescribed time including release of new service connections from existing lines within 48 hours.

The Executive Engineer is responsible to keep sufficient no. of healthy DTRs in his head quarters for replacement of failed DTRs. He should arrange transport and erection of the DTRs at the cost of DISCOM only and should not allow the consumer to incur expenditure in this account. He should ensure that all failed DTRs are replaced after thorough inspection of connected LT lines and DTRs structures and rectify the defects before replacing sick units. All the failed DTRs are to be replaced in urban areas within 12 hours and rural areas within 24 hours.

The Executive Engineer should interact and obtain feedback from the consumers on replacement of failed DTRs like whether the transformers are being replaced within resolved time and the expenditure in replacing failed DTRs being incurred by any farmers/ consumers.

### **DEPUTY EXECUTIVE ENGINEER**

**The areas to be covered are:**

**Technical & Commercial:** They should inspect the various works and as many of the service connections as is possible and see that they are executed as per standard designs. They should check measure all works costing over Rs.2500 and all service connections costing over Rs. 1000/- during inspections and make a record of all such check-measurements. As many of the important power service connections as possible should be verified to see that the wiring connection etc./ are intact. All the registers pertaining to technical returns due to the Chief Engineer or Superintending Engineer should be reviewed and instructions given to the Subordinates wherever required for maintaining up-to-date records. The return of service connections connected is an important record to watch load developments and should be reviewed by the Deputy Executive Engineer during each inspection.

**Financial:** The following records maintained by the field are the initial records of accounts and of great financial importance. The Deputy Executive Engineers should see that these are properly maintained and should report all cases requiring attention and rectification to the Executive Engineers.

- a) **Cash :** The Deputy Executive Engineers should check the imprest and temporary advance accounts and satisfy that the expenditure was necessary and no amount has been spent unnecessarily or to the advantage of an individual
- b) **Stores :** Forms and stationery/ service stamps and stores including spares and tools and plant are as good as cash/ the records are containing the numerical accounts/ bin cards/ stores ledger accounts should be checked in respect of a few items at least during each inspection so that the main important items may be verified completely in the course of the year and discrepancies traced and rectified without undue delay. A report should be made to the A.O. wherever losses are detected for pursuing action by the Circle Office.
- c) **Accounts :** The Deputy Executive Engineers are responsible for appropriation/ expenditure and revenue should therefore check the initial records of works accounts maintained by the Section Office and should see that the estimates and appropriations are not exceeded or allowed to lapse ; that materials drawn for one work are not utilized

on another for which no appropriation is made/ that the execution of works are not delayed or protracted resulting in the postponement of revenue earning stage ; that the labour employed is no excessive/ etc.

They will completely inspect the offices of the Section Officer in their area once in a year and ensure that the office registers and accounts are well maintained. They will ensure that the work of the subordinates is correct and the technical and filed work up to date. They will go through the arrears list of the Section Offices as to

- (a) Correspondence with consumers ;
- (b) Correspondence on technical matters ;
- (c) Correspondence on accounts and pending references of superior officers ( and the Circle Office) and see that they are dealt with expeditiously and issue necessary instructions as to disposals.

It will be the duty of the Deputy Executive Engineer to regulate expenditure with economy and he should in no case exceed his budget allotments or the estimate amounts without the orders of the Superintending Engineer which should be obtained through his Executive Engineer.

If any excess is seen to be unavoidable during the progress of a work he should submit details to the Executive Engineer promptly who will make his recommendations to the Superintending Engineer for extra funds. Savings foreseen should also be dealt with in a similar manner. Copies of usual communications should be sent simultaneously to the Circle Office.

He should inform all fatal accidents departmental and non-departmental immediately after occurrence of accidents by means of telegram/telephone/fax to the concerned authorities. The same procedure to be followed in case of fatal accidents to animals also. He should submit preliminary reports on all accidents departmental fatal/non-fatal/ non- departmental fatal/non-fatal to the concerned authorities within 24 hours. He should also submit detailed report to C.E.I.G. Chief Engineer/Operation concerned Electrical Inspector/ Superintending Engineer and Executive Engineer within 72 hours (3 days) in all accidents cases. In departmental non-fatal cases/ non-departmental fatal/non-fatal cases/ he should submit within 15 days investigation reports to Chief Engineer/Operation with copies to Superintending Engineer and Executive Engineer.

The Deputy Executive Engineer will normally deal with all technical and commercial matters in regard to all consumers and sub transmission lines/ but should obtain the orders of Divisional Engineer in important matters.

He will check and see that the instructions from the Circle Office are complied with promptly. He should ensure prompt action being taken on consumers' arrears and disconnection notices issued by the Assistant Accounts Officer/E.R.O. Any abnormal conditions (including arrears) will be reported to the Deputy Executive Engineer who will report to the Superintending Engineer/ if necessary.

The Deputy Executive Engineer is the statutory authority to conduct statutory inspection of 33KV & 11KV lines under Indian Electricity Rule 63 and no line should be

charged without conducting inspection. The statutory inspection report should be conducted in the prescribed proforma vide Annexure-2.

The Deputy Executive Engineer is responsible for the general condition of the tools/ plant and stores in his area and for the proper maintenance and due submission of the respective accounts by his subordinates. He shall report on all excesses or surpluses and take action on all unserviceable items and for this purpose review the condition of tools/ plant and stores not less than once in a year.

The Deputy Executive Engineer shall review meter reading registers of the following category of services and shall take immediate action to safeguard DISCOM's revenue.

- a) L.T Services (which are not high value) : Quarterly (and 100 Cat I/ II and VII check readings per 1month.)
- b) L.T High Value services : Monthly and check (Cat. I/ II & VII) and all industrials readings 40 per month
- c) All HT services below 1000 KVA : Monthly readings

The Deputy Executive Engineer should review the following exceptional lists generated by the PAA/in-house computer/ CAT cell and arrange inspection/ if the service is repeated more than two times in a year/ and shall take appropriate action to inspect by himself to safeguard the DISCOM revenue.

- a. Consumption too high (over 120% of normal)
- b. Consumption too low (below 80% of normal)
- c. Reading not furnished
- d. Door lock
- e. Disconnected services showing progressive readings
- f. Negative readings
- g. Comparison of consumption for similar units per HP
- h. Meter stuck up
- i. Meter burnt
- j. Not existing
- k. Meter Changes
- l. Under disconnection for more than 3 months to be dismantled.

**The Deputy Executive Engineer should conduct Section wise/ 11 KV feeder wise and distribution transformer wise/ energy audit/ arrive at line losses and take remedial actions to plug the sources of losses and reduce them. He should also furnish sub-division losses to the Divisional Engineer/Operation concerned and to submit the action plan to reduce the losses to 15% on all rural feeders first phase and less than 7.5% in respect of urban feeders.**

- a) The Deputy Executive Engineer should inspect all 33/11 KV sub-stations in his jurisdiction once in a quarter.
- b) All high value services of 35 HP and above should be inspected once in a quarter and a quarterly return shall be sent regularly before 5<sup>th</sup> of the month succeeding

the quarter/ to Chief Engineer/Operation by the Superintending Engineer/ Operation.

- c) The Deputy Executive Engineer should inspect the Section Offices once in a year.
- d) The Deputy Executive Engineer should review 'A' form register i.e. Pending Service Connection Application Register once in a month.
- e) The Deputy Executive Engineer should ensure that sealing of AB switches of all HT services and terminal covers of all meters.
- f) He should attend all Court cases on behalf of Superintending Engineer/Operation/ DISCOM.
- h) He should conduct detailed investigation in respect of theft of material cases less than Rs.5000/-.
- i) He should conduct Sub-Station Advisory committee meeting on third Monday of every Month in each Mandal and he is responsible for Educate the Consumer and redressed the Grievances as per the citizen charter
- j) He should review the representations received in Spandana programme and disposed of within stipulated time.
- k) He should review the interruptions to Industrial consumers/dedicated feeders and take remedial measures to bring down the interruption to permissible limits.

The Deputy Executive Engineer is responsible to keep sufficient no./ of healthy DTRs in his head quarters for replacement of failed DTRs. He should arrange transport and erection of the DTRs at the cost of DISCOM only and should not allow the consumer to incur expenditure in this account. He should ensure that all failed DTRs are replaced after thorough inspection of connected LT lines and DTRs structures and rectify the defects before replacing sick units. All the failed DTRs are to be replaced in urban areas within 12 hours and rural areas within 24 hours.

The Deputy Executive Engineer is responsible to maintain ECC and CSCs established in this sub-division head quarters as per the guide lines issued by the Corporate office vide Memo No. CMD/APEPDCL /VSP/CGM(O&M)/D.No. 415 dated 14-03-03.

The Deputy Executive Engineer should interact and obtain feedback from the consumers on replacement of failed DTRs like whether the transformers are being replaced with in resolved time and the expenditure in replacing failed DTRs being incurred by any farmers/consumers being incurred by any farmers / consumers.

**ASSISTANT EXECUTIVE ENGINEER/ ASSISTANT ENGINEER**  
**(SECTION OFFICER)**

The Section Officer who may be an Assistant Executive Engineer or Assistant Engineer has to assist superior officer who is normally an Deputy Executive Engineer in carrying out DISCOM works. The section Officer will normally deal with all technical matters in regards to consumers/ Sub-Transmission lines and connected equipment.

The Section Officer is primarily responsible for :-

- a) Prompt disposal of pending service connection applications.
- b) Taking meter readings before 10th of the month and send the meter readings registers to ERO by 11th of the month after due review/ prompt replies to the exceptional lists communicated by P.A.A./In-house computer/CAT cell ensuring that the meter readings in full shape are made available to P.A.A./in-house computer by 20th at least.
- c) Taking check readings 1 % per month in case of L.T services (which are not high value) Cat. I/ II and III.
- d) Taking monthly readings for all L.T high value services and all industrial services in his jurisdiction.
- e) Prompt action in disconnecting the services included in the defaulter list and in returning the Disconnection list within the prescribed date.
- f) Prompt action in arranging to serve the Current Consumption charges bills to the consumers well before 1st of every month in respect of services covered in other than spot billing system.
- g) Ensuring that accidents are avoided by providing safety appliances to all O&M staff in his jurisdiction and in case of accidents/ he should report the matter immediately to the Assistant Divisional Engineer.
- h) Conduct 11 KV feeder wise and distribution transformer wise/ energy audit/ arrive at line losses and take remedial measures to reduce them.
- i) Prompt action in submitting the collections made through Demand Drafts towards Service Connection charges/ Consumption Deposits etc. to the Division Office/ERO.
- j) Maintaining initial accounts of the work orders received.
- k) Closing the work orders promptly.
- l) Maintaining the account for the consumables drawn from Deputy Executive Engineer.
- m) Maintenance of all general records in office.
- n) To carry out maintenance of equipment and lines.
- o) Ensuring that guarding between power line and P&T lines are in existence and the following ground clearances are to be maintained for the Over Head lines as per Rule 77 of Indian Electricity Rules 1956.

**Ground clearances:**

Location of the Line	Low & Medium Voltage	High Voltage
Across the Street	5.8 meters	6.1 meters
Along the Street	5.5 meters	5.8 meters.



Lines erected elsewhere other than the above two cases:

- I For low/ medium & high voltage ... 4.6 meters  
lines up to and including 11/000  
volts/ if bare
- II For low/ medium & high voltage ... 4.0 meters  
lines up to and including 11/000  
volts/ if insulated
- III For high voltage lines above 11/000 ... 5.2 meters volts.
- IV For extra high voltage lines Shall not be less than 5.2 meters plus 0.3 meter for every  
33/000 volts or part thereof by which the voltage of the line exceeds 33/000 V. Provided  
the minimum clearance along or across the street shall not be less than 6.1 meters.

p) Conduct pre-monsoon inspection for both H.T and L.T lines during the month of April & May and rectify the defects noticed at the time of pre-monsoon inspection before commencement of monsoon. The items to be inspected during inspection are indicated in Annexure '5'.

q) Contacting periodically the consumers in various locations to find out the continuity of supply/ voltage conditions and allied problems connected with supply.

r) Review of interruptions of all L.T and H.T lines/ blowing of transformer section/H.G fuses and take remedial measures to avoid re-occurrence particularly to Industrial consumers/Dedicated feeders.

**s) Ensuring that stay sets are provided with guy insulators.**

t) The Section Officer should promptly attend the Breakdowns of lines and equipment and the breakdown reports on lines. The maintenance register of distribution transformers/ power transformers/ and sub-station equipment must be reviewed as per the periodical schedule. The failure of equipment must be reported to Deputy Executive Engineer immediately so that the Deputy Executive Engineer may submit the reports within 24 hours to the higher authorities.

The Section Officer should review the following exceptional lists generated by PAA/ in house computer/CAT cell and should take prompt action to inspect the same to safeguard the DISCOM revenue.

**a) Readings:**

- i. Consumption too high (over 120% or normal)
- ii. Consumption too low (below 80% or normal)
- iii. Readings not furnished
- iv. Door lock
- v. Disconnection service showing progressive readings
- Vi. Negative readings
- vii. Comparison of consumption for similar units per H.P.

**b) Meter Defects:**

- i. Stuck up
  - ii. Burnt
  - iii. Services not existing
  - iv. Meter change
- 3. The section officer is personally responsible to ensure quality in operation/ maintenance and construction works in his jurisdiction. The new service connections shall be released as per the standards vide annexure 10A & 10B. He is statutory authority to conduct inspections of LT lines
- 4. The Section Officer should prepare the handing over report.

## CHAPTER – 3

### PROCEDURE FOLLOWED IN DECISION – MAKING PROCESS

#### [SECTION 4(1) (b) (iii)]

**Procedure followed in decision-making by the public authority.**

Activity	Description	Decision making process	Designation final decision making authority
Goal-setting & Planning	1) Releasing of services 2) Reduction of Transformers failures 3) Reduction of line losses 4) 100% Revenue Collections 5) Raising of Revenue Demand 6) Implementation of APERC Directives	Corporate Office -> Circle Office	Chairman and Managing Director
Budgeting	Allocation of budget up to Division level	Corporate Office -> Circle Office -> Division Office	
Formulation of programmes/ schemes and projects	Formulation of programmes/ schemes and projects	Division Office -> Circle Office -> Corporate Office	
Recruitment/hiring of personnel	Recruitment / hiring of O&M cadre and LDC cadre	Circle Office	
Release of funds	1) Wages and salaries 2) Operation & Maintenance expenses 3) Payment of work bills * Funds will be released from Corporate Office	Corporate Office	
Implementation/ delivery of service / Utilization of funds	Implementation/delivery of service/Utilization of funds	Circle Office -> Division Office	
Monitoring & evaluation	To monitor for efficient effective integrated and economical functioning of the organization	Circle Office -> Division Office -> Sub-division Office -> Section Office	
Gathering feedback from public	Conducting District level Constituency level & Village level meetings & through regular meetings as per the guidelines.	Circle Office -> Division Office -> Sub-division Office -> Section Office	
Under taking improvements	Works to be taken up under System Improvements/ Transmission & Distribution works & Operation and Maintenance works and other improvement works covered under various scheme	Corporate Office -> Circle Office -> Division Office	

**CHAPTER – 4**  
**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**  
**[SECTION 4(1) (b) (iv)]**

Sl. No.	Functions / Service	Norms / Standards of performance set	Time frame	Reference document prescribing the norms (Citizen's charter/ service charter etc.
01.	Normal fuse of calls	Cities and Towns	Within 4 working hours	<p style="text-align: center;"><b>As per APERC Regulation No. 7 of 2004 Licensees standards of performance issued by APERC Published in A.P.Gazette Tuesday/June/ 22<sup>nd</sup> 2004.</b></p>
		Rural areas	Within 12 working hours	
02.	Overhead line	Cities and Towns	Within 6 working hours	
			Within 24 working hours	
03.	Underground cable breakdowns	Cities and Towns	Within 12 working hours	
		Rural areas	Within 48 working hours	
04.	Distribution Transformer failures	Cities and Towns	Within 24 working hours	
		Rural areas	Within 48 working hours	
05.	Period of Scheduled outage	Maximum duration in single stretch	Not exceed 12 hours	
		Restoration of supply	By not later than 06:00 PM	
06.	Voltage fluctuations	No expansion / enhancement of network involved	Within 10 days	
		Up-gradation of Distribution System Required	Within 120 days	
		Erection of Sub-station	Within the time period as approved by the commission	
07.	Meter Complaints	Inspection and replacement of slow/ fast / creeping/ stuck up meters	Inspection within 7 days and Town and Cities and within 15 days in rural areas an replacement within 15 days there after	
		Replace Burnt meters if attributable to licensee	Within 7 days	
		Replace Burnt meters if attributable to Consumer	Within 7 days of receiving payment from consumer	

08.	Application of new connection / additional load connection feasible from existing network	Release of supply	Within 30 days of receipt of application (along with prescribed charges)	<p style="text-align: center;"><b>As per APERC Regulation No. 7 of 2004 Licensees standards of performance issued by APERC Published in A. P. Gazette Tuesday/ June/ 22<sup>nd</sup> 2004.</b></p>
09.	Network expansion / enhancement require to release supply	Release of supply – low tension	Within 30 days of receipt of prescribed charges	
		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 Sub-station required for release of supply	Within the time period as approved by the commission	
10.	Transfer of ownership and conversion services	Title transfer of ownership	Within 7 days along with necessary documents and prescribed fee. If any	
		Change of Category	Within 7 days along with necessary documents and prescribed fee. If any	
		Conversion from LT 1-ph and LT 3-ph and vice-versa	Within 30 days payment of charges by the consumer	
		Conversion from LT HT and vice-versa	Within 60 days payment of charges by the consumer	
11.	Resolutions of Complaints on consumers bill	If no additional information is required	Within 24 working hours of receipt of complaint	
		If additional information is required	Within 7 working days hours of receipt of complaint	
12.	Reconnection of supply following disconnection due to nonpayment of bills	Cities and Towns	Within 4 working hours on production of proof of payment by consumer	
		Rural areas	Within 12 working hours on production of proof of payment by consumer	

## CHAPTER – 5

### RULES/ REGULATIONS INSTRUCTIONS/ MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

[SECTION 4(1) (b) (V)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
1	The Indian Electricity Act 1910	An Act to amend the law relating to the supply and use of electrical energy	Rs. 100/-
2	The Indian Electricity Act 1956	An Act to regulate the production and sale of energy	Rs. 80/-
3	The Indian Supply Electricity Act 1948	An Act to provide for Rationalization for the production and supply of electricity and generally for taking measures conducive to electrical development	Rs.70/-
4	The Workmen's Compensation Act Rules their under	An Act to provide for the payment by certain classes of employers to their workmen of compensation for injury by accident	Rs.60/-
5	The Factories Act/ 1948	An Act to amend the Factories Act	Rs. 50/-
6	The Indian Electricity Act 2003	An Act to amend the law relating to the supply and use of electrical energy	Rs.100/-
7	The APED Manual	The rules and regulations to be follow in the electricity department	Rs.190/-

## CHAPTER – 6

### CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

#### [SECTION 4(1) (b) (Vi)]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
01.	LT agreements	Release of Agricultural and Industrial and Domestic Services	AAO/ ERO/Eluru, Tangellamudi, Jangareddygudem.
02.	HT agreements	Release of HT Services	AO / Finance/Circle Office / Eluru
03.	Contract Agreements	Work Contract and maintenance contract works	AE/Technical/CO/Eluru AE/Comml & Tech/Division Offices (Eluru & Jangareddygudem)
04.	Documents Assets	Registration of Property Documents	AEE/Civil/CO/Eluru/ Dy.EE/O/ Eluru & Jangareddygudem.

## **CHAPTER – 7**

### **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) (Vii)]**

<b>Sl.No.</b>	<b>Function / Service</b>	<b>Arrangement for consultation with or representation of public in relations with policy formulation</b>	<b>Arrangements for consultation with or representation of public in relations with policy implementation</b>
01.	Not applicable		

**The Policies are made by the Andhra Pradesh Electricity Regulatory Commission.**



## CHAPTER – 8

### BOARDS/ COUNCILS/ COMMITTEES AND OTHER BODIES CONSITUTED AS PART OF PUBLIC AUTHORITY

#### [SECTION 4(1) (b) (Viii)]

Name of Board/ council/ Committee etc./	Composition	Powers & Functions	Whether its meetings open to Public / Minutes of its meetings accessible for public
District Level Committee	<p><b><u>Chairman :</u></b> District Collector &amp; District Magistrate</p> <p><b><u>Convener :</u></b> Superintending Engineer / Operation</p> <p><b><u>Members :</u></b> MPs/ MLAs/ Chief Executive Officer/ Zillaparshed/ Additior/ Superintendent of Police/ All Divisional Engineers / (Operation in the district)/ District Panchayat Officer/ Executive Engineer / R&amp;B Department/ Commissioner/ Municipal Corporation / Municipalities in the District/ General Manager/ District Industries Center/ Joint Collector/ Agriculture Department/ Representative from Domestic Consumer Organization/ Representative from Agriculture Consumer Organization/ Representative from Industrial Consumer Organization.</p> <p><b><u>Periodicity :</u></b> Once in a quarter</p>	<p>a) To Co-ordinate and review the extension of electrification in each district.</p> <p>b) To Review the quality of power supply and consumer satisfaction.</p> <p>c) To Promote energy efficiency and its conservation.</p> <p>d) To Review the replacement of DTRs.</p> <p>e) To Review new Agricultural services.</p> <p>f) To Review schedule of Agl./ power supply.</p>	NO
Constituency wise advisory committee	<p><b><u>Chairman :</u></b> MLA</p> <p><b><u>Convener :</u></b> ADE</p> <p><b><u>Members :</u></b> MPPs of the Constituency M.P.D.Os/ MROs/ ZPTCs/ Two nominees of Government</p> <p><b><u>Periodicity :</u></b> Once in a quarter</p>	<p>a) Review of power supply.</p> <p>b) Review of replacement of Distribution Transformers</p> <p>c) Review of new Agl./ services</p> <p>d) Schedule of Agricultural Power supply.</p> <p>e) Implementation of DSM measures as per modified power policy</p>	NO
Village Level Committee	<p><b><u>Chairman :</u></b> Village Surpanch</p> <p><b><u>Convener :</u></b> Lineman</p> <p><b><u>Members :</u></b> One domestic consumer and one agriculture consumer from each Distribution Transformer</p> <p><b><u>Periodicity :</u></b> Once in a month</p>	<p>a)Review of power supply</p> <p>b)Review of replacement of DTRs in the village.</p> <p>c)Review of Agl./ services in the village.</p>	NO

**CHAPTER – 9**  
**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**[ Section 4 (1) (b) (iX) ]**

**PLACE OF WORKING & PHONE NUMBERS**

Sl. No.	Name of the Officer Sarva Sree	Designation	Mobile Number
1	P. Solman Raju	SE/Operation/Eluru	9440812702
2	T. Sasidhar	EE/T/CO/ELURU	9440812703
3	K. Srinivasa Rao	EE/MRT/Eluru	9440812708
4	T. Sasidhar	EE/Construction / Eluru	9440812710
5	K. M. Ambedkar	EE/Operation/Eluru	9440812704
6	Peer Ahmad Khan	EE/ Operation / JR.Gudem	9491049797
7	T. Venkateswara Rao	EE/QC/Eluru	7382585486
8	D.Adinarayana	EE/DPE/Eluru	9440812814
9	A. Rama Devi	Dy.EE/C&T./CO/ELR	9440816384
10	T. Nageswara Rao	Dy.EE/Civil/CO/Eluru	9440817681
11	S. Sujatha	Dy.EE/Dist.Stores/Vatluru	9440816380
12	N.Usha Rani	Dy.EE/SPM&LTM/Eluru	9440902922
13	S. Trivasu	Dy.EE/HT CTM-1/Eluru	9440902923
14	R. Nageswara Rao	Dy.EE/HT CTM-2/Eluru	9440902924
15	D.V.S.S.Muralidhar	Dy.EE/TRE & Prot/Eluru	9440902921
16	N.N.V.Raghu Babu	Dy.EE/QC/Eluru	7382585529
17	B.V.Rama Murthy	Dy.EE/QC-2/Eluru	9440015121
18	N. Sudhir Babu	Dy.EE/TEL/CO/ELR	9440814373
19	Ch. Maruti Venkata Ratnam	Dy.EE/Construction/Eluru	9440812728
20	V.Yuvaraju	Dy.EE/Construction/JRG	9440907279
21	T.Raj Kumar	Dy.EE/OSD/Eluru	9440812712
22	L.V.Srinivasa Rao	Dy.EE/OSD/Denduluru	9440812713
23	K.Gopala Krishna	Dy.EE/OSD/Pedavegi	9491049798
24	I.V.Malleswara Rao	Dy.EE/OSD/Bhimadole	9440812714
25	R.Bhimeswara Rao	Dy.EE/OSD/ Unguturu	9440812718
26	T.V.Murali Krishna	Dy.EE/C&O/ K. Kota	9440812715
27	U.Subba Rao	Dy.EE/OSD / JR.Gudem	9440812722
28	B.V.Rambabu Naik	Dy.EE/OSD/Chintalapudi	9440812613
29	Y.Madhu	Dy.EE/OSD / Koyyalagudem	9491049800
30	K. Ramesh	Dy.EE/OSD/Jeelugumilli	8333817995
31	Ch.P.R.V.Prasad	AE/QC/Eluru	8500914930
32	E. Rangamma	AE/Tech/Circle Office/Eluru	9490610064
33	A. Sanjay Kumar	AEE/Comml/Circle Office/Eluru	9490610135
34	G.Murali	AEE/Indoor/DS/ Vatluru	9491030719

35	P.Murali Krishna	AEE/Outdoor/DS/ Vatluru	9490610150
36	VACANT	AE/Civil/CO/Eluru	9440817682
37	K.Durga Bhavani	AE/T/MRT/Eluru	9490610146
38	S.Suresh Kumar	AEE/SPM/Eluru	9490610152
39	A.Srinivasa Rao	AE/TRE/Eluru	9440902928
40	M.Rani	AE/LTM/Eluru	9490610148
41	M.Narendra Babu	AEE/CTM/Eluru	9490611438
42	K.Siva Sankaram	AE/HTM/Eluru	9490610149
43	L.Nageswara Rao	AE/Protection /Eluru	9440902929
44	N. Srinivasa Rao	AEE/Construction / Eluru	9440812799
45	K.Radha Lakshmi	AE/Tech./ Const / Eluru	9490610156
46	R.Bhimeswara Rao	AE/Comm& Tech/DO/Eluru	9490610139
47	D.Prasanna Valli	AEE/Operation/R.R.Peta	9440812732
48	K.Venkateswara Rao	AEE/Operation/Kotadibba	9440812731
49	MD.Doula Sadique	AE/Operation/Santhinagar	9440812734
50	B.Narasaiah	AEE/ Operation /Chataparru	9440812735
51	Muragani Ramaswamy	AEE/Operation/Madepalli	9440812637
52	Vijaya Lakshmi	AE/Operation /Powerpeta	9440812733
53	T.Srinivas	AE/Operation /Tangellamudi	9440812736
54	K.Siva Sankaram	AEE/Operation /Pedapadu	9440812740
55	V.Sivaji	AE/Operation /Bhimadole	9440812742
56	Srinivas	AE/Operation /Denduluru	9440812739
57	Acharyulu	AE/Operation /Pedavegi	9440812737
58	Narendra	AEE/Operation /Vijayarai	9440812738
59	G.Someswara Rao	AE/Operation /Dwaraka Tirumala	9440812743
60	VACANT	AE/Operation /M.N.Palli	9440817659
61	Jarabhala Ayyanna	AE/Operation /Lingapalem	9440812741
62	K.Sriniavasa Rao	AE/Operation /Rangapuram	7382299939
63	B.S.R.N.Swamy	AAE/Operation / Unguturu	9440812755
64	Prasada Raju	AAE/Operation / Nidamaru	9440812754
65	T.Venu	AAE/Operation / Gollagudem	7382299891
66	Gavarraju	AE/Tech &Comm/DO/JRGudem	9491030713
67	Vacant	AE/Operation /J.R.Gudem	9440812774
68	D.Srinivasa Rao	AEE/Operation /T.Narasapuram	9440812748
69	Sravan Kumar	AE/Operation /Borrampalem	8332068014
70	B.Venkaiah	AE/Operation / Chintalapudi	9440812747
71	K.Nagaseshudu	AE/Operation /Jeelugumilli	9440812778
72	Vacant	AE/Operation / K.Kota	9440812746
73	M.Joesph	AE/Operation /Taduvai	9440817660
74	vacant	AE/Operation / Lakkavaram	9440812779

75	P.Sambaiah	AE/Operation / Bayyannagudem	9440817662
76	Vacant	AEE/Operation / Buttaigudem	9440812776
77	S.V.Rama Rao	AEE/Operation /Koyyalagudem	9440812775
78	S.Harshavardhana Rao	AE/Operation /Tadikalapudi	7382299875
79	M.M.Papa Rao	AE/Operation / Kukkunuru	8332960305
80	VACANT	AE/Operation /Polavaram	9440812773
81	N.Srinivasa Varma	AE/Operation /Velairpadu	8332960304
82	Vacant	AE/Operation /Raghavapuram	9440812798
83	Ch.Naga Raju	AE/Tech./DPE/Eluru	9490610840
84	A.Chandra Mouli	AE/DPE-I/Eluru	9490610841
85	K.B.S.R.Murthy	AE/DPE.II/Eluru	9490610842
86	Vacant	AE/Const/JRG	8333930830

## CHAPTER – 10

### MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES/ INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

#### [SECTION 4(1) (b) (X)]

Sl. No.	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
<b>Workmen</b>			
1	Attender, Watchman, SCG etc.,	39,456.00	29,100 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
2	J.L.M & Equivalent	41,232.00	30,800.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
3	Record Assistant	43,354.00	32,500.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
4	A.L.M & Equivalent	48,158.00	36,350.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
5	Jr.Asst., Typist, Line Man & Equivalent	50,653.00	38,350.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
6	Line Inspector & Equivalent	53,710.00	40,800.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
7	Sr. Asst., U.D Steno, S.L.I, F.M Gr.II	56,767.00	43,250.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
8	F.M Gr.I	60,355.00	46,125.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
<b>Other than workmen</b>			
1	Junior Engineer	52,182.00	39,575.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
2	Junior Accounts Officer	91,699.00	71,245.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
3	Asst. Engineer	1,07,297.00	83,745.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
4	Asst. Executive Engineer/ Asst. Accounts Officer/ Personal Officer	1,10,416.00	86,245.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
5	Deputy Executive Engineer/ Accounts Officer	1,32,690.00	1,04,095.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
6	Executive Engineer/ Senior Accounts Officer	1,47,611.00	1,17,495.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance
7	Superintending Engineer	1,59,767.00	1,28,670.00 Basic +DA+HRA (As per applicable & Limited to 17000)+1250.00 Medical allowance

### MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES/ INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

#### [SECTION 4(1) (b) (X)]

Note: For the Employees, who are working in Eluru Municipal area H.R.A is As per applicable.

## CHAPTER – 11

### 11.1 Budget Allocated to Each Agency including plans etc./ (Section 4 (1) (b) xi)

2024-25

Sl. No.	Name of the Scheme	ELR	JRG	MRT	Circle Office	ELR Circle Total
<b>1</b>	<b>RELEASE OF SERVICES</b>					
a	All Services other than AGL	19.94	7.89			27.83
b	AGL Services	34.16	49.61			83.77
<b>2</b>	<b>APTIDCO</b>	11.63	4.23			<b>15.86</b>
<b>3</b>	<b>T&amp;D WORKS</b>	<b>5.23</b>	<b>6.86</b>	<b>0.17</b>	<b>6.20</b>	<b>18.46</b>
a	New 33/11KV Sub-stations				4.00	4.00
b	Additional/Augmentation of PTRs	0.01	0.00			0.01
c	Additional/Augmentation of DTRs	2.98	3.76	0.17		6.91
d	New feeders/Inter Linking lines	0.00	0.00		2.00	2.00
e	Replacement/Augmentation of Conductor/AB cable/UG cable	0.30	0.30	0.00	0.00	0.60
f	Replacement of damaged Poles/ Providing intermediate Poles	0.20	0.20			0.40
g	Replacement of DTR Structure related activities	0.50	0.50			1.00
h	Providing /Replacement of VCBs & RMUs	0.30	1.01			1.31
i	Replacement of damaged CTs, PTs and MCs	0.10	0.08			0.18
j	Providing / Replacement of Batteries/Battery Chargers	0.22	0.49			0.71
k	Stolen DTRs/lines/equipment	0.61	0.50		0.20	1.31
l	Providing of Capacitor Banks					0.00
m	Rectification of Cyclone damages works					0.00
n	Replacement of existing meters/1st Time Burnt with advanced meters	0.01	0.01			0.02
<b>4</b>	<b>T&amp;D (R&amp;M) Other Works</b>	<b>0.45</b>	<b>0.45</b>		<b>0.00</b>	<b>0.90</b>
a	Labour charges for Network maintenance	0.40	0.40			0.80
b	Labour charges for devolution of materials / scrap	0.05	0.05			0.10
<b>5</b>	<b>MRT</b>			<b>6.41</b>		<b>6.41</b>
a	Recoupment of meters (M&P Division)			3.11		3.11
b	Recoupment of DTRs,MCs and Instrument Trfs (TRE Division)			2.00		2.00
c	Devolution of SR meters (M&P Division)			0.30		0.30
d	Devolution of DTRs, MCs & Other equipment			1.00		1.00
<b>6</b>	<b>Stores</b>					<b>3.00</b>
a	Labour charges for loading / unloading / transporting/stacking of materials/ Fabrication /Painting				3.00	3.00
<b>7</b>	<b>Tools &amp; Plant</b>					<b>0.35</b>
a	Tools & Plants / Testing kits			0.10	0.25	0.35
<b>8</b>	<b>IT WORKS/SCHEME</b>				1.08	<b>1.08</b>
						0.00
<b>9</b>	<b>CIVIL WORKS: (New Buildings &amp; Works other than R&amp;M to the existing buildings)</b>		0.02		2.50	2.52

<b>*</b>	<b>Budget for old schemes to be provided as and when required</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>
	<b>STATE / CENTRAL SCHEMES (CAPEX)</b>					
<b>1</b>	<b>Revamped Distribution Sector Scheme (RDSS)</b>	<b>112.27</b>	<b>141.19</b>			<b>253.46</b>
a	Loss Reduction (FS & FB)	109.59	139.20			248.79
b	UG Cable					0.00
c	IT/OT					0.00
d	AMISP (CAPEX)	1.86	0.84			2.70
e	AMISP (OPEX)	0.82	0.38			1.20
f	PVTG		0.47			0.47
g	Non-PVTG		0.28			0.28
<b>2</b>	<b>DBT Scheme</b>	<b>11.91</b>	<b>21.62</b>			<b>33.53</b>
a	DBT - Agl. Allied Materials		1.42			1.42
b	DBT - Agri. Smart Meters (CAPEX)	5.19	8.81			14.00
c	DBT - Agri. Smart Meters (OPEX)	6.71	11.39			18.10
<b>3</b>	<b>JHC</b>	<b>0.50</b>	<b>0.50</b>			<b>1.00</b>
	<b>TOTAL Budget including Spill over</b>	<b>196.08</b>	<b>232.37</b>	<b>6.67</b>	<b>13.03</b>	<b>448.15</b>

## 11.2 BUDGET ALLOCATED IN EACH AGENCY INCLUDING PLANS ETC./

### [SECTION 4(1) (b) xi]

Agency	Programme / Scheme	Name/ Designation and Address of Office / Employee	Telephone & Fax Office Tel : Residence Tel : Fax :	Email
Private Contractors under the supervision of construction wing of Operation Circle, Eluru	A) H.V.D.S B) R.G.G.V.Y C) 33 KV Interlinking Lines D) New 33/11 KV Sub Stations (T&D SS) E) Segregation Agricultural Feeders F) RDSS works	Sri. T. Sasidhar Executive Engineer (Construction) O/o Superintending Engineer, Operation, APEPDCL, Vidyut Bhavan, R.R Peta, Eluru – 534002	9440812710	ee_con_elr@apeasternpower.com
EEs/ Operation Divisions	A) Release of New Services B) R. APDRP C) S.I. Schemes D) T&D Works	Sri. K. M. Ambedkar Executive Engineer (Operation) O/o Superintending Engineer, Operation, APEPDCL, Vidyut Bhavan, R.R Peta, Eluru – 534002	9440812704	ee_opn_elr@apeasternpower.com
		Sri. P. A. Khan O/o Executive Engineer (Operation) Operation Division: APEPDCL beside 132/33 KV JRG SS Vegavaram Panchayat Jangareddygudem to aswaraopeta Road Jangareddygudem – 534447	9491049797	ee_opn_jrg@apeasternpower.com



## CHAPTER – 12

### MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

[SECTION 4(1) (b) (xii)]

Name of the Programme / Activity	Nature / scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Not Applicable			

\* No subsidy is provided by this public authority

Name of Programme / Activity	Application Procedure	Sanction Procedure	Disbursement procedure
Not Applicable			

\* No subsidy is provided by this public authority

**CHAPTER – 13**

**PARTICULAR OF RECIPIENTS OF CONCESSIONS/ PERMITS OR AUTHORISATION GRANTED BY  
THE PUBLIC AUTHORITY**

**[SECTION 4(1) (b) (xiii)]**

<b>Name of Programme / Scheme :</b>				
<b>Sl.No.</b>	<b>Name and address of recipient institutions</b>	<b>Nature / quantum of benefit of granted</b>	<b>Date of grant</b>	<b>Name and designation of grant authority</b>
<b>Not Applicable</b>				

<b>Sl.No.</b>	<b>Name and address of recipient institutions</b>	<b>Nature / quantum of benefit of granted</b>	<b>Date of grant</b>	<b>Name and designation of grant authority</b>
<b>Not Applicable</b>				

**INDIVIDUAL BENEFICIARIES**

<b>Name of Programme / Scheme :</b>				
<b>Sl.No.</b>	<b>Name and address of recipient Beneficiaries</b>	<b>Nature / quantum of benefit of granted</b>	<b>Date of grant</b>	<b>Name and designation of grant authority</b>
<b>Not Applicable</b>				

<b>Sl.No.</b>	<b>Name and address of recipient institutions</b>	<b>Nature / quantum of benefit of granted</b>	<b>Date of grant</b>	<b>Name and designation of grant authority</b>
<b>Not Applicable</b>				

**CHAPTER – 14**  
**INFORMATION AVAILABLE IN ELECTRONIC FROM**  
**[SECTION 4(1) (b) (xiv)]**

<b>Electronic Format</b>	<b>Description (site address / location where available etc./</b>	<b>Contents or title</b>	<b>Designation and address of the Custodian of information (held by whom ?)</b>
<b>CD &amp; Website :</b> www.apeasternpower.com	Office of Superintending Engineer/ Operation Circle/ Eluru	General Terms and Conditions of Supply of Distribution and Retail Supply Licensees	Executive Engineer (Tech) CO/ Eluru Office of Superintending Engineer/ Operation Circle/ Eluru
<b>CD &amp; Website :</b> www.apeasternpower.com	Office of Superintending Engineer/ Operation Circle/ Eluru	Retail tariffs public notice 2024-25	Executive Engineer (Tech) CO/ Eluru Office of Superintending Engineer/ Operation Circle/ Eluru
<b>CD &amp; Website :</b> www.apeasternpower.com	Office of Superintending Engineer/ Operation Circle/ Eluru	Cost Data 22-23	Executive Engineer (Tech) CO/ Eluru Office of Superintending Engineer/ Operation Circle/ Eluru
<b>CD</b>	Office of Superintending Engineer/ Operation Circle/ Eluru	Standard Schedule Rates	Executive Engineer (Tech) CO/ Eluru Office of Superintending Engineer/ Operation Circle/ Eluru

**CHAPTER – 15**

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**

**[SECTION 4(1) (b) (xv)]**

<b>Facility</b>	<b>Description (Location of facility / Name etc./)</b>	<b>Details of information made available</b>
Notice Board	Section Offices/ Division Offices and Circle Office	Regarding release of service/ payment particulars/ contact numbers and regarding customer care center and citizen charter .
Pamphlets brochures and advertisements	Distributed an advertised to the consumers at Section Offices/ Call Centers and Sub-division Offices and Division Offices	Regarding Customer care centers/ Call Centers an all other services done in APEPDCL
Website	Available in Internet <a href="http://www.apeasternpower.com">www.apeasternpower.com</a>	All the information regarding the company is available
Consumer grievance cell	Circle Office / Eluru Division Office/ Eluru and Jangareddygudem	Redressal of the various grievances faced by the consumers

**CHAPTER – 16****NAMES/ DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS****[SECTION 4(1) (b) xvi)]****[FOR EPDCL]****APPELLATE AUTHORITY**

<b>Sl. No.</b>	<b>Name Designation &amp; Address of Appellate Officer</b>	<b>Jurisdiction of Appellate Officer (offices / administrative units of the authority)</b>	<b>Office Tel : Residence Tel: Fax</b>	<b>E mail</b>
01.	Sri T.V.Surya Prakash DIRECTOR Operation Corporate Office, 5 <sup>TH</sup> FLOOR, APEPDCL, Visakhapatnam-13	Office of CMD/ APEPDCL/VSP	0891-2582507 (O) 0891-2582511 (F) 9490618687 (M)	<a href="mailto:diro@apeasternpower.com">diro@apeasternpower.com</a>

**PUBLIC INFORMATION OFFICER**

<b>Sl. No.</b>	<b>Name of office / administrative unit</b>	<b>Name and Designation of PIO</b>	<b>Office Tel : Residence Tel: Fax</b>	<b>E mail</b>
01.	Office of CMD/ APEPDCL/VSP.	Smt. D.Suman Kalyani, CGM (HRD) Corporate Office, 4 <sup>TH</sup> FLOOR, APEPDCL, Visakhapatnam-13	0891-2582400 (O) 0891-2582402 (F) 9440812369 (M)	<a href="mailto:cgm_hrd@apeasternpower.com">cgm_hrd@apeasternpower.com</a>

**ASSISTANT PUBLIC INFORMATION OFFICER**

<b>Sl. No.</b>	<b>Name of office / administration unit</b>	<b>Name and Designation of APIO</b>	<b>Office Tel : Residence Tel: Fax</b>	<b>E mail</b>
01.	Office of CMD/ APEPDCL/VSP.	SRI. U.K.V.R.K.Raju GM (HRD) Corporate Office, 4 <sup>TH</sup> FLOOR, APEPDCL, Visakhapatnam-13	0891-2582110 (O) 0891-2582402 (F) 9440812384 (M)	<a href="mailto:gm_hrd@apeasternpower.com">gm_hrd@apeasternpower.com</a>

**NAMES/ DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS****[SECTION 4(1) (b) xvi)]****APPELLATE AUTHORITY****[FOR OPERATION CIRCLE:: ELURU]**

<b>Sl. No .</b>	<b>Name Designation &amp; Address of Appellate Officer</b>	<b>Jurisdiction of Appellate Officer (offices / administrative units of the authority)</b>	<b>Office Tel : Residence Tel: Fax</b>	<b>E mail</b>
01.	Sri. P. Solman Raju Superintending Engineer Operation, APEPDCL, Vidyut Bhavan, R.R Peta, Eluru - 534002	O/o Superintending Engineer, Operation Circle, Eluru	9440812702 08812 231287 08812 233208 (Fax)	seelr@ apeasternpower .com

**PUBLIC INFORMATION OFFICER**

<b>Sl.No.</b>	<b>Name of office / administrative unit</b>	<b>Name and Designation of PIO</b>	<b>Office Tel : Residence Tel: Fax</b>	<b>E mail</b>
01.	O/o Superintending Engineer, Operation Circle, Eluru	Sri. T. Sasidhar FAC/Executive. Engineer (Tech) Circle Office: Eluru	94401812703 08812 231287	seelr@ apeasternpower .com

**ASSISTANT PUBLIC INFORMATION OFFICER**

<b>Sl.No.</b>	<b>Name of office / administration unit</b>	<b>Name and Designation of APIO</b>	<b>Office Tel : Residence Tel: Fax</b>	<b>E mail</b>
01.	O/o Superintending Engineer, Operation Circle, Eluru	Sri. A. Sanjay Kumar Assistant Executive Engineer (Commercial) Circle Office: Eluru	9490610135	seelr@ apeasternpower.co m