

Right to Information Act - 2005 Information under Sections 4 (1) (b)

MANUAL



SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED

6-1-50, Corporate Office,
Mint Compound, Hyderabad - 500 004
www.tgsouthernpower.org

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TGSPDCL, Corporate Office,
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CONTENTS

UNDER 4(I)(b)

1. PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES
2. POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES
3. DECISION MAKING PROCESS, SUPERVISION AND ACCOUNTABILITY
4. NORMS SET TO DISCHARGE OF THE FUNCTIONS
5. RULES, REGULATIONS, MANUALS AND RECORDS, INSTRUCTIONS, CIRCULARS RELATED TO FUNCTIONING OF THE COMPANY
6. LIST OF DOCUMENTS HELD UNDER THE CONTROL OF THE COMPANY
7. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE ARE
8. INFORMATION ABOUT THE BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED FOR THE PURPOSE OF ADVICE AND MINUTES OF SUCH MEETINGS ARE ACCESSABLE TO THE PUBLIC.
9. A DIRECTORY OF THE OFFICERS AND EMPLOYEES
10. MONTHLY REMUNERATION & COMPENSATION OF OFFICERS/EMPLOYEES
11. BUDGETORY ALLOCATION & EXPENDITURE STATEMENT
12. SUBSIDY PROGRAMMES & BENEFICIARIES
13. PARTICULARS RECEIPIENTS & CONCESSIONS, PERMITS OR AUTHORISATION GRANTED
14. INFORMATION AVIALBALBE IN ELECTRONIC FORM
15. FACILITIES REGARDING INFORMATION AVAILABLE TO CITIZENS
16. DETAILS OF PUBLIC INFORMATION OFFICERS
17. ANY OTHER INFORMATION

ABOUT TGSPDCL:

With a vision to fulfill the expectations of the Government, Southern Power Distribution Company of Telangana Limited, which came into being on 2nd June 2014, with an objective of electricity to the people at an affordable price.

With its headquarters at Hyderabad, the TGSPDCL encompasses an area of 15 districts viz., Mahabubnagar, Narayanpet, Nalgonda, Yadadri Bhuvanagiri, Suryapet, Siddipet, Medchal, Wanaparthy, Nagarkurnool, Jogulamba Gadwal, Sangareddy, Medak, Hyderabad, Vikarabad and Rangareddy Catering to the power requirements of 11.1 million consumers.

TGSPDCL has a vast infrastructure facility in its operating area with 1733 Nos. of 33/11 KV substations , 3,297 Nos. of power transformers, 1,366 Nos. of 33 KV feeders 8,248 Nos. of 11 KV feeders and around 5,46,125 Nos. of distribution transformers of various capacities.

A number of new initiatives for improving the quality supply of power were introduced by TGSPDCL such as:

- ◆ Electronic Spot Billing
- ◆ Online Bill Payment
- ◆ EBS,MATS,CAT
- ◆ SAP ERP System
- ◆ Web-Enabled Customer Service Centers
- ◆ Tie up with e-Seva Centers for Bill Payment

Having electrified 6,489 villages, 5,600 general hamlets, 2,059 tribal hamlets, 12,105 Dalit wadas and 5,806 weaker sections colonies TGSPDCL is looking forward to meet many challenges with promise to deliver quality customer services through innovative programmes.

The philosophy of TGSPDCL is to enhance its performance and emerge stronger by the day to offer its customers the best and value for money.

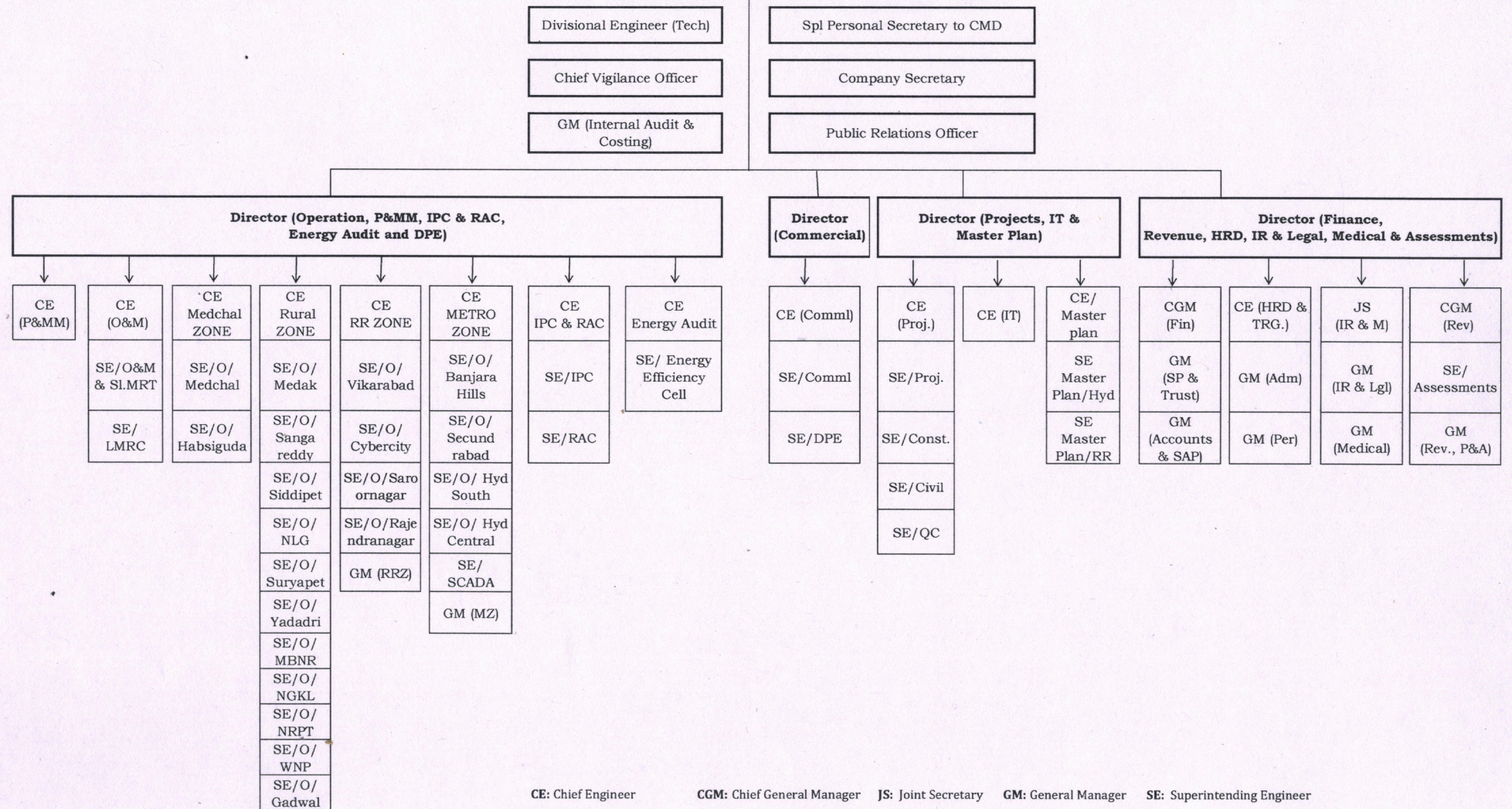
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For any additional information please visit our company website
www.tgsouthernpower.org

ORGANISATION CHART OF SPDCL of Telangana LTD

CHAIRMAN & MANAGING DIRECTOR / TGSPDCL



FUNCTIONS AND DUTIES OF FUNCTIONAL HEADS - EACH SECTION / OFFICE OF COMPANY

Board of Directors	Guides policy matters and approves plans for the development of the Company
Chairman & Managing Director	Executive head of TGSPDCL, Final approving authority of Technical, Commercial and Financial proposals for the entire Company
	Chief Vigilance Officer : Incharge of vigilance matters
	Company Secretary : Incharge of Company affairs
	Public Relations Officer : Incharge of PR affairs
Director (Projects, IT & Master Plan)	Oversees the activities of Projects, IT & Master Plan of the entire Company
Director/Operation, P&MM, IPC & RAC, Energy Audit and DPE	Oversees the activities of Operation, P&MM, IPC & RAC, Energy Audit & DPE of the entire Company
Director/ Commercial)	Oversees the activities of Commercial of the entire Company
Director/ Finance, Revenue, HRD, IR & Legal, Medical & Assessments	Oversees the activities of Finance, Revenue & HRD, IR, Legal, Medical & Assessment of the entire Company
CE / Projects	In-charge of activities related to planning of new Projects, Schemes and their execution.
CE / IT	In charge of All IT activities of the entire company
CE / Master Plan	In charge of activities related to planning and Implementation of Master plan, Protection and lines Divisions in Greater Hyderabad.
CE / O&M	In charge of Operation & Maintenance of all Operation Circles
CE / P&MM	In charge of activities related to Purchase & Material Management
CE / IPC & RAC	In charge of Investment Promotion Cell
CE / Energy Audit	In charge of Energy Audit matters
CE/ Commercial	In charge of various activities related to Commercial, Regulatory affairs and Customer Services.
CE/ HRD & TRG.	In charge of Human Resource Development - dealing various activities such as recruitment, promotions, transfers of personnel & Industrial Relations.
CGM / Finance	In charge of Finance related matters
CGM / Revenue	In charge of Revenue related matters
JS / IR & Legal	In charge of IR, Legal & Medical related matters
CE / Op. / Metro Zone	In charge of activities related to Hyderabad South, Banjara Hills & Secunderabad operation circles.
CE / Op. / RR Zone	In charge of activities related to Vikaraad, Saroornagar, Rajendra Nagar, Cybercity Operation Circles
CE / Medchal Zone	In charge of activities related to Medchal, Habsiguda, circles
CGM / Op / Rural Zone	In charge of activities related to Mahaboobnagar, Gadwal, Nagar Kurnool, Wanaparthy, Nalgonda, Suryapet, Yadadri Bhongir, Medak, Sanga Reddy, Siddipet Operation circles.
SE / Quality Control	In charge of Quality control wing - oversee various aspects relating to the construction works of Sub-stations.
SE / DPE	Coordinates the activities of Detection of Pilferage of energy and booking of cases in various operation circles.
SE / Assessments	In charge of activities related to assessment of theft & malpractice Cases
SE / Master Plan/RR	In charge of Planning and Implementation of Master plan, Protection and lines System Development works for RR Operation Circles
SE / Master Plan	Plan and Implement System Development works, including UG Cable Works in Twin Cities
SE / SCADA	Monitoring of uninterrupted Power Supply in various Substations in Operation Circles of Twin Cities and Rangareddy Districts, also registers/attends to power supply grievances.
SE (Op)-Mahaboobnagar	In charge of Mahaboobnagar Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Gadwal	In charge of Gadwal Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services

SE (Op) Nagar Kurnool	In charge of Nagar Kurnool Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Narayanpet	In charge of Narayanpet Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Wanaparthi	In charge of Wanaparthi Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Nalgonda	Instead of Nalgonda Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Suryapet	Instead of Suryapet Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Yadadri	Instead of Yadadri Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Medak	In charge of Medak Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Sangareddy	In charge of Sangareddy Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Siddipet	In charge of Siddipet Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Medchal	In charge of Medchal Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Habsiguda	In charge of Habsiguda Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Vikarabad	In charge of Vikarabad Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Saroornagar	In charge of Saroornagar Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Rajendra Nagar	In charge of Rajendra Nagar Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Cybercity	In charge of Cybercity Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Banjara Hills	In charge of Banjara Hills Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Secunderabad	In charge of Secunderabad Operation Circle coordinates activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) South Hyderabad	In charge of Hyderabad South Operation Circle- coordinates activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Central, Hyderabad	In charge of Hyderabad Central Operation Circle- coordinates activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
Other Independent wings in TGSPDCL	
Chairman, CGRF – 1	Consumer Grievances Redressal Forum – 1, Registers and solves the consumer grievances as per the provisions of Standards of performance in Mahaboobnagar, Gadwal, Nagar Kurnool, Narayanpet, Wanaparthi, Nalgonda, Suryapet, Yadadri, Medak, Sangareddy, Siddipet and Vikarabad operation Circles
Chairman, CGRF – 2	Consumer Grievances Redressal Forum – 2, Registers and solves the consumer grievances as per the provisions of standards of performance in Greater Hyderabad operation circles. Viz. Hyderabad (Central), Hyderabad (South), Banjara Hills, Secunderabad, Saroornagar, Cybercity, Rajendra Nagar, Medchal and Habsiguda circles

The work distribution of each Officer and Staff is available in respect to their appointment letters & in Duties of Responsibilities of Officers, booklet published on 01-11-2003.

The powers and duties of Officers and Employees, Norms set to discharge the functions are in accordance with the APED Manual approved by the erstwhile APSEB and as adopted by TGSPDCL.

3 DECISION MAKING PROCESS, SUPERVISION AND ACCOUNTABILITY

INITIATING THE FILE DEALING STAFF AND THE SECTION	CHANNELS OFFICERS HANDLING THE FILE AT EACH LEVEL	DECISION MAKING AUTHORITY
Initiated through individual office	Through Head of the Office	Board of Directors appointed by Govt. of Telangana.

**SUPERVISORY AUTHORITY &
OFFICER TO WHOM ACCOUNTABLE**

: Principal Secretary to Govt.,
Energy Department, TG Secretariat, Govt. of Tangana.

4 A. THE NORMS, IF DECIDED BY THE ORGANISATION

Technical and Commercial norms are being followed as approved by the erstwhile APSEB and adopted by TGSPDCL.

B. QUALITY NORMS, IF DECIDED BY THE ORGANISATION

The Company adopts the Quality norms fixed by TGERC from time to time.

**5 LIST OF ACTS, RULES, REGULATIONS, MANUALS, RECORDS, CIRCULARS
RELATED WITH THE FUNCTIONING OF OFFICE CONSTITUTING THE
ORGANISATION**

ACTS : AS PER ELECTRICITY ACT 2003 read by
ESSAR 1985 AND COMPANIES ACT 1956.

APPLICABLE LAWS

A. Industry Specific Laws

- ◆ The Electricity Act, 2003
- ◆ Open Access
- ◆ National Tariff Policy
- ◆ CERC Guidelines
- ◆ APDRP Guidelines
- ◆ The Indian Electricity Act, 1910
- ◆ The Indian Electricity Act, 1948
- ◆ The Indian Electricity Act, 1956
- ◆ The Electricity Regulatory Commission Act, 1998

B. Reform Laws

- ◆ State Reforms Act
- ◆ Transfer of Assets, Rules and other applicable laws

C. Environmental Laws

- ◆ The Indian Boiler Regulation Act, 1923
- ◆ The Boiler Rules, 1962
- ◆ The Pollution Control Board Consent Condition
- ◆ The Air (Prevention and Control of Pollution) Act, 1981
- ◆ The Environment (Protection) Act, 1986
- ◆ The Water (Prevention-Control of Pollution) Act, 1974
- ◆ The Storage of Hazardous Chemicals 1989
- ◆ Hazardous Wastes (Management and Handling) Rules, 1989
- ◆ The Environmental Statement, 1992
- ◆ The Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989

D. Consumer Laws

- ◆ Consumer Protection Act, 1986 and Rules there under

E. Corporate Laws

- ◆ The Corporate Act, 1956
- ◆ Securities and Exchange Board of India (SEBI) Act, 1992 and its Regulations and Listing Agreement.
- ◆ The Securities Contracts (Regulations) Act, 1956
- ◆ The Foreign Exchange Management Act, 1999
- ◆ Customs Act, 1962
- ◆ The Income Tax Act, 1961
- ◆ Central Excise Act, 1944
- ◆ Cost Audit (Report) Rules, 2001
- ◆ Cost Accounting Record Rules, 2001
- ◆ The Public Liability Insurance Act, 1991
- ◆ Payment of Bonus Act, 1962
- ◆ Payment of Gratuity Act, 1972
- ◆ Employees Provident Fund Act, 1952 (Trustees)
- ◆ Employees Provident Funds Miscellaneous Provisions Act, 1952

		◆ Employees State Insurance Act, 1948 ◆ Contract Labour (Regulation and Abolition) Act, 1970 ◆ Depositories Act, 1996 ◆ Industrial Employment (Standing Order) Act, 1946 ◆ Apprentices Act, 1961 with Apprenticeship Rules, 1962 ◆ The Shop and Establishment Act, 1948 and Rules ◆ Standard Weight and Measurement Act, 1985 ◆ Service Tax Act and Service Tax Rules, 1994 ◆ The Factories Act, 1948 ◆ The Factories Rules, 1963 ◆ Workmen's Compensation Act, 1923
RULES	:	Grid Code and General Terms & Conditions of APERC
REGULATIONS	:	As per TGERC
MANUALS	:	Construction standards by REC & IE Rules. Purchase Manual, Stores Manual, APED Manual Volume I & II.
RECORDS	:	T&D sanctions, DR sanctions, Accidents, Theft of material, Back billing cases, LS & K2 Agreements, O&M and Special O&M, Estimate sanction, Technical Sanction, Tender opening, Tender specification, Tender Schedule Issue, Tender publication, Division wise line losses, Accident cases, Accident sanction, Theft of Material, Installment for payment of arrears, CC Charges, ACD, assessments Amounts registers.
CIRCULARS	:	On matters relating to Operation and Maintenance, Commercial, Personnel, Financial and Administration are issued from time to time.

6 STATEMENT OF VARIOUS CATEGORIES OF DOCUMENTS HELD BY IT OR UNDER ITS CONTROL

NAME OF DOCUMENT	KINDS OF DOCUMENTS LIKE MICRO FILM, REGISTER, BOOKS, DISKETTE ETC	NATURE AND CONTENT OF DOCUMENT	DURATION OF RECORDS
Files / Papers related to the matters dealt by individual office	Files, Registers	Proposals, Approvals, Orders, Circulars, Correspondence etc	Refer Annexure – I Annexure – II Appendix – IX

7 STRUCTURE OF CONSULTATIVE COMMITTEES IN WHICH PUBLIC REPRESENTATIVES ARE MEMBERS INCLUDING

-NIL-

8 NAME OF THE BOARD, COUNCIL, COMMITTEES ETC. INCLUDING MEMEBERS AND THEIR QUALIFICATIONS

The Company is governed by its Board of Directors

DIRECTORS OF TGSPDCL

NAME OF THE DIRECTOR	DESIGNATION
Sri Jitesh V. Patil, IAS,	Chairman & Managing Director, TGSPDCL
Sri Vattikonda Sivaji	Director (Projects, IT & Master Plan)
Dr. N. Narasimhulu	Director (Operation, P&MM, IPC & RAC, Energy Audit & DPE)
Sri Chilukamari Chakrapani	Director (Commercial)
Sri P. Krishna Reddy	Director (Finance, Revenue, HRD, IR, Legal, Medical & Assessments)
Sri N. Venkatesan	as Nominee Director on the Board of Telangana Southern Power Distribution Company Limited (TGSPDCL)

9 DIRECTORY OF THE OFFICERS AND EMPLOYEES

For the Directory of officers and employees: placed in our company's web site www.tgsouthernpower.org/contact us.

10 MONTHLY REMUNERATION AND COMPENSATION

The monthly remuneration and compensation of the employees is available in the respective pay roll office.

11 ANNUAL BUDGET ALLOCATION AND EXPENDITURE STATEMENT

The annual budget allocation and expenditure is fixed as per TGERC tariff order. For the tariff order the website of the company may be logged on: www.tgsouthernpower.org/company information

12 PROGRAMMES AND BENEFICIARIES

The Company is basically involved in Distribution of Electricity through 33/11 KV Sub-stations. The Subsidy is regulated by TGERC and the State Government. The Beneficiaries are the consumers in TGSPDCL jurisdiction.

13 LIST OF THE RECIPIENTS AND NATURE OF CONCESSION

-NIL-

14 INFORMATION AVAILABLE IN OFFICE

The information pertaining to any particular matter is available in the concerned individual offices of TGSPDCL.

15 FACILITIES AVAILABLE (LIBRARY, PUBLIC COUNTER ETC) TO CITIZEN FOR INFORMATION

Our company website www.tgsouthernpower.org is available to the citizens for information on various activities like Board of Directors, Details of Contractors, Tender Notifications, Recruitments Notifications, General Terms & conditions, Tariff Orders and other information related to Consumers such as payment of bills, service connection history, power supply timings, online complaints, HT Consumers power drawl information etc. of the company.

Integrated Customer Service Centers & Customer Service Centres:

TGSPDCL has Operation Circle-wise Integrated Customer Service Centers and web enabled Customer Service Centers operational in the entire jurisdiction of TGSPDCL's Sub-divisions in the Operation Circles of Banjara Hills, Secunderabad, Hyderabad (South), Hyderabad (Central), Cybercity, Rajendra Nagar, Habsiguda, Saroornagar, Sanga Reddy, Medak, Siddipet, Mahaboobnagar, Narayanpet, NagarKurnool, Gadwal, Wanaparthy, Nalgonda, Suryapet, Yadadri, Medchal, and Vikarabad circles, attending their grievances as per the standards of performance and providing information to the consumers on various issues and resolving their grievances of billing, metering and providing new service connections and attending to various O&M complaints. Details of the Customer Service Centers are given below:

Sub-station wise power supply review meetings, Consumer day celebrations and Safety week celebrations are being organized for providing information to the consumers. Electricity Consumer Complaint Centers - '1912' receiving resolving various power supply complaints. Load relief schedules are being informed in twin cities through media from time to time. SMS services are introduced to inform about billing details.

BANJARA HILLS CIRCLE

Sl. No.	CSC Name	Address	Telephone No.
1	Ameerpet/ ICSC	1st Floor, 33/11KV ESI Sub-Station, Near ESIC Super Speciality Hospital, Beside Laxminarayana Park, B.K.Guda Road, Hyderabad - 500 018	040-23431464

SECUNDERABAD			
Sl. No.	CSC Name	Address	Telephone No.
1	Secunderabad/ Cantonment - ICSC	O/o. DE/Operation/Secunderabad, Opp: Gymkhana SS, Beside K.V School	040-23433345 8712470354
2	Bowenpally/ ICSC	O/o. DE/Operation/Bowenpally, 33/11KV Bowenpally Sub-Station, Opp: Kendriya Vidyalaya, Bowenpally, Secunderabad - 500 011	8712470350
3	Paradise/ ICSC	33/11KV Chilkalguda Sub-Station Premises, Opp: Jaidurga Tower Apartment, Musheerabad 'X' road, Secunderabad	040-23433586, 040-23433587 8712470344

HYDERABAD (SOUTH) CIRCLE			
Sl. No.	CSC Name	Address	Telephone No.
1	Charminar/ICSC	Ground Floor, O/o. DE/Operation/Charminar, 33/11KV Salarjung Sub-Station, Near Salarjung Museum, Charminar, Hyderabad-500 052	040-23433580, 23433581 8712470735
2	TroopBazar/ICSC	O/o.DE/Operation/Begum Bazar,33/11KV Goshamahar Sub-Station, Near Topkhana Masjid, Begum Bazar, Hyderabad.	040 23433559 8712470835
3	Asmangadh/CSC	33/11 KV Asmangadh SS, Gidyanaram road, straight of Ganga Theatre, Opp. Lane of viranjaneya temple, Hyderabad.	8712470619
4	Santhosh Nagar/CSC	33/11 KV, Santhosh Nagar SS, Crida Road, Eidi Bazar, Hyderabad.	8712470621
5	Chanchalguda/CSC	33/11 KV, Chanchal guda SS, Govt. printing press, left of cross road, Hyderabad.	8712470620

HYDERABAD (CENTRAL) CIRCLE			
Sl. No.	CSC Name	Address	Telephone No.
1	Saifabad/ICSC	10th Floor, Gagan Vihar, Opp.to Gandhi Bhavan M J Road, Abids, Hyderabad-01	8712469907
2	Azamabad/ICSC	1st Floor, 33/11KV Fever Hospital Sub-Station, Opp:Sriram Nagar Community Hall, Sriram Nagar, Nallakunta, Hyderabad - 500 044.	040-23433515, 23433522 8712469935
3	AC Guards/CSC	33/11KV AC Guards SS, 10-2-1,AC Guards; opp. PTI Building, Hyderabad - 500004	8712469980
4	Golconda/CSC	O/o. ADE/Operation/Golconda, 33/11KV Langerhouse SS, Langer House, Hyderabad.	040-23431150 8712469975
5	Mehdipatnam/CSC	O/o. ADE/Operation/Mehdipatnam, 33/11KV SD Hospital SS, Mehdipatnam, Hyderabad - 500028.	040-23431427 8712469971

CYBER CITY CIRCLE

Sl. No.	CSC Name	Address	Telephone No.
1	Gachibowli/ ICSC	1st Floor, E-seva building, Near Rythu Bazar, LIG 3rd Phase, Behind Manjeera mall, KPHB Colony, Hyderabad - 500072	040-23433544 8712469630
2	Ibrahimbagh/ ICSC	O/o. DE/Operation/Ibrahimbagh, near 33/11KV SS Narsingi, New Namuna Venture, Brundavan Colony,	040-29804370, 8712469556
	(covers only Ibrahimbagh SD)	Opp: Allu Studio, Gandipet Road, Narsingi, Hyderabad.	
3	Chevella/CSC	O/o. ADE/Operation/Chevella, 33/11KV Sub Station, Chevella.	08417 243240 8712469553

RAJENDRA NAGAR CIRCLE

Sl. No.	CSC Name	Address	Telephone No.
1	Amangal/CSC	O/o. ADE/Operation/Amangal, Power house compound, Amangal.	8712469907
2	Mamidipally/CSC	O/o. ADE/Operation/Mamidipally, Behind Market Road, Tukuguda (Village), Ranga Reddy District-510359	8712470201
3	Gaganpahad/CSC	O/o. ADE/Operation/Gaganpahad, Opp. To National Police Academy, Shivarampally-500052	8712470103
4	Rajendranagar/CSC	O/o. ADE/Operation/Rajendranagar, 33/11KV Rajendranagar Sub-Station premises, Near PillarNo.232, Main road, Upperpally	8712470138
5	Shamshabad/CSC	O/o. ADE/Operation/Shamshabad, 33/11KV Sub Station, Shamshabad.	8712470116
6	Shadnagar/CSC(covers Shadnagar & Kothur SDs)	O/o. ADE/Operation/Shadnagar, Parigi road, Shadnagar.	8712470170

MEDCHAL

Sl. No.	CSC Name	Address	Telephone No.
1	Kukatpally/ ICSC	1st Floor, O/o.DE/Operation/Kukatpally, E-seva building, Near Rythu Bazar, LIG 3rd Phase, Behind Manjeera mall, KPHB Colony, Hyderabad – 500072	8712472527
2	Medchal/CSC(covers Medchal & Shameerpet SDs)	O/o. ADE/Op/Medchal, Near 33/11KV Medchal Sub-Station, Industrial area, Medchal, Secunderabad.	8712472532
3	Quthubullapur/CSC	O/o. ADE/Operation/Quthubullapur, Opp:Quthubullapur Municipal Office.	8712472561

HABSIGUDA			
Sl. No.	CSC Name	Address	Telephone No.
1	Habsiguda/ICSC	33/11KV Sub-Station Uppal 'X' road, Uppal, Hyderabad - 500 039	040-23433297, 23433294 8712471574
2	Sainikpuri/ICSC	33/11KV Moulali Sub-Station, Opp: Eveready Batteries, Near ZTS Moulali, Hyderabad- 500 040	8712471474

SAROORNAGAR CIRCLE			
Sl. No.	CSC Name	Address	Telephone No.
1	Saroornagar/ ICSC	33/11KV Auto Nagar Sub- Station, Near Sushma Theatre, Opp: Narayana College, Auto Nagar, Hyderabad - 500070.	040-23433593, 23433589 8712472348
2	Champapet/ ICSC	DE/Op/Chamapapet, Sri Ram nagar colony, Chamapapet, Karmanghat, Near Ramalayam temple.	8712472409
3	Ibrahimpattam/CSC	O/o. ADE/Operation/Ibrahimpattam, 132KV SS, Near Bus Stand, Ibrahimpattam.	8712472475
4	Turkyamjal/CSC	O/o. ADE/Operation/Turkyamjal, Near 33/11KV Turkeyamjal Sub-Station, Turkeyamjal Road, Opp: Exit-12 Restaurant, Ragannaguda, Manneguda " 501510, Ranga Reddy District	8712472474

SANGAREDDY CIRCLE			
Sl. No.	CSC Name	Address	Telephone No.
1	Sangareddy/ ICSC	O/o. DE/Operation/Sangareddy, Sangareddy.	08455-276443 8712473145
2	Sadasivpet/CSC	Near 33/11kV Sadasivpet Sub-station, Vikarabad road.	8712473147
3	Isnapur/CSC	O/o. ADE/Operation/Isnapur, Near Isnapur Section (Village) Isnapur - 502307	8712473148
4	Jogipet/CSC	O/o. ADE/Operation/Jogipet, Near Jogipet Sub-Station, Annasagar, Jogipet.	8712473277
5	Narayankhed/CSC	O/o. ADE/Operation/Narayankhed.	8712473278
6	Patancheru/CSC (covers Patancheru & RC Puram SDs)	O/o. ADE/Operation/Patancheru, Phase-I, Nethajinagar, Bandlaguda road, Patancheru-502319.	8712473231
7	Bollaram/CSC	O/o. ADE/Operation/Bollaram, IDA, 33/11kV SS, Bollaram.	8712473233
8	Gummadidala/CSC	O/o. ADE/Operation/Gummadidala, Near 33/11KV Gummadidala Sub-Station, Gummadidala, Jinnaram Mdl, Medak Dist, Pin Code: 502313.	8712473235
9	Zaheerabad/CSC (covers Zaheerabad(Town) & (Rural) SDs)	O/o. ADE/Operation/Zaheerabad (Town & Rural), Near 33/11KV Zaheerabad Sub-Station, Alipur Village, Zaheerabad, Pin Code: 502 220.	8712473198 & 8712473199

MEDAK CIRCLE			
Sl. No.	CSC Name	Address	Telephone No.
1	Medak/CSC	O/o. ADE/Operation/Medak.	8712473461
2	Narsapur/CSC	O/o. ADE/Operation/Narsapur, Near 33/11KV Narsapur Sub-Station, Narsapur, Medak District.	8712473454
3	Papannapet/CSC	O/o. ADE/Operation/Papannapet, Near 33/11KV Narsingi Sub-Station, Narsingi Village, Pin Code: 502 303.	8712473455
4	Toopran/CSC	O/o. ADE/Operation/Toopran, Near 33/11KV Toopran Sub-Station, Pothurajpally Village, Toopran Mandal, Medak District, Pin Code: 502 336.	8712473358
5	Ramayanpet/CSC	O/o. ADE/Operation/Ramayanpet.	8712473364

SIDDIPET			
Sl. No.	CSC Name	Address	Telephone No.
1	Siddipet (Town)/CSC	O/o. ADE/Operation/Siddipet (Town), H.No. 9-2-38, Opposite Munsif Court, Mohinpura, Siddipet, Pin Code: 502 100.	08457-226679 8712471078
2	Siddipet (Rural)/CSC	O/o. ADE/Operation/Siddipet (Town), H.No. 9-2-38, Opposite Munsif Court, Mohinpura, Siddipet, Pin Code: 502 100..	08457-226679 & 8712471084
3	Dubbaka/CSC	O/o. ADE/Operation/Dubbaka, 33/11KV, IPDS SS, Rama Samudharam Katta near M. L. A Champ Office.	8712471084
4	Tukkapur/CSC	O/o. ADE/Operation/Tukkapur, Near 33/11KV Tukkapur Sub-Station, Tukkapur, Thoguta Mandal.	8712471243
5	Gajwel/CSC	O/o. ADE/Operation/Gajwel, Near MPDO Office, Market Road, Gajwel, Pin Code: 502 278.	8712471182
6	Mulugu/CSC	O/o. ADE/Operation/Mulugu, Near 33/11KV Mulugu Sub-Station, Mulugu Mandal, Siddipet District, Pin Code: 502279	8712471305
7	Bejjanki/CSC	O/o. ADE/Operation/Bejjanki, 33/11KV SS, Bejjanki	8712471358
8	Cheriyal/CSC	O/o. ADE/Operation/Cheriyal Town, Balaji Takies Road, Besides STO office, Cheriyal.	8712471335
9	Husnabad/CSC	O/o. ADE/Operation/Husnabad Karminarnagar Road, 33/11KV, Husnabad Town SS	8712471337

MAHABOONNAGAR CIRCLE			
Sl. No.	CSC Name	Address	Telephone No.
1	Mahaboobnagar/ ICSC (covers only MBNR(T) & (R) SDs)	O/o.AAO/ERO/Mahaboobnagar, Beside O/o.DE/Operation/Mahaboobnagar, Mettuguda, Mahaboobnagar, Pin Code: 509 001.	08542-270833 8712472159
2	Atmakur/ Devarakadra/ CSC	10-248, Opp: Raghavendra Theatre, Devarakadra Town, Mahaboobnagar District	8712472158
3	Jadcherla/CSC	O/o. ADE/Operation/Jadcherla, 33/11KV Sub-Station premises, Near Govt. Junior College, J adcherla, Pin Code: 509 301	8712472231
4	Rajapur/CSC	O/o ADE/Operation/Balanagar Near Telangana Grammena Bank Rajapur.	8712472228

NARAYANPET CIRCLE

1	Makthal/CSC	O/o ADE/Operation/Makthal, Near 33/11kV Makthal Sub-station	8712470302
2	Narayanpet/CSC	O/o DE/Operation/Naraynpet, Near Bus stand, Narayanpet- 509210	8712470304
3	Kosigi/CSC	O/o ADE/Operation/Kosigi, Behind Bus stand, Kosigi	8712470305

GADWAL CIRCLE

Sl. No.	CSC Name	Address	Telephone No.
1	Gadwal/CSC	O/o. ADE/Operation/Gadwal, Near 132KV Gadwal Sub-Station, Krishna River road, Gadwal, Pin Code: 509 125.	8712471689
2	Ieeza/CSC	O/o. ADE/Operation/Ieeza, Near 33/11kV Ieeza Old Sub-Station, Gadwal road, Ieeza	8712471691
3	Alampur/CSC	O/o. ADE/Operation/Alampur, Alampur 'X' Roads, Alampur, Manopad Mandal, Pin Code: 509153.	8712471687

NAGAR KURNOOL

Sl. No.	CSC Name	Address	Telephone No.
1	Kalwakurthy/CSC	O/o. ADE/Operation/Kalwakurthy, Near 132kV Sub-Station, Mahaboobnagar Road, Kalwakurthy.	8712470963
2	Achampet/CSC	O/o. ADE/Operation/Achampet.	8712471006
3	Kollapur/CSC	O/o. ADE/Operation/Kollapur, 33/11KV Kollapur Sub-Station, Kollapur - 509102.	8712470951
4	Nagarkurnool/ CSC	O/o. ADE/Operation/Nagarkurnool, Housing Board Colony, Nagarkurnool	8712470927

WANAPARTHY CIRCLE

Sl. No.	CSC Name	Address	Telephone No.
1	Wanaparthi/CSC	O/o. ADE/Operation/Wanaparthi, 33/11KV Wanaparthi Sub-Station, Gopalpet Road, Wanaparthi, Mahaboobnagar district, Pin Code: 509 103.	8712471732
2	Kothakota/CSC	H.No. 23-26, O/o ADE/Operation/Kothakota, Wanaparthi Road, Kothakota.	8712471733

NALGONDA CIRCLE

Sl. No.	CSC Name	Address	Telephone No.
1	Nalgonda/ICSC(covers only NLG (T) &(R) SDs)	1st floor above ERO Office, Beside O/o.Superintending Engineer/Operation/Nalgonda Circle, Opp: TSRTC Bus Stand, Nalgonda-508 001.	8712469187
2	Munugode/CSC	O/o. Asst.Divisional Engineer/Operation Sub.division/Munugode, Markandeya Temple Road, Gandhinagar, Munugode.	8712469170
3	Nakarekal/CSC	O/o. Asst.Divisional Engineer/Operation/Nakarekal, Moosi road, Opp: Mohan Reddy Hospital, Nakarekal (V&M), Nalgonda District, Pin Code: 508 211.	8712469173
4	Miryalaguda/CSC (covers Vemulapalli SD also)	O/o Divisional Engineer/Operation, Miryalaguda.	8712469396 & 8712469397
5	Halia/CSC	O/o Asst.Divisional Engineer/Operation/Haliya.	8712469398
6	Devarakonda/CSC	O/o Asst. Divisional Engineer/Operation/Devarakonda, 33/11KV Devarakonda Sub-Station, Devarakonda.	8712469454
7	Nampally/CSC	O/o Asst.Divisional Engineer/Operation/Nampally, 33/11KV Sub-Station Nampally, Marriguda road, Nampally, Nalgonda District, Pin Code: 508 373.	8712469461

SURYAPET CIRCLE

Sl. No.	CSC Name	Address	Telephone No.
1	Suryapet/CSC (covers Suryapet(T) &(R)/Penpahad SDs)	O/o Asst.Divisional Engineer/Operation/Suryapet, Near 33/11KV Jammigadda Sub-Station, Near Eenadu Office, Suryapet, Pin Code: 508 213.	8712472906 & 8712473076
2	Thungaturthy/CSC	O/o Asst.Divisional Engineer/Operation/Thungaturthy, 33/11KV Sub-Station Thungaturthy, Near Petrol Pump, Thungaturthy (V&M), Pin Code: 508 280.	8712472907
3	Huzurnagar/CSC	O/o Asst.Divisional Engineer/Operation/Huzurnagar.	8712472904
4	Kodada/CSC	O/o Asst.Divisional Engineer/Operation/Kodada, Near 33/11KV Kodad Sub-Station, Khammam 'X' road, Kodada, Pin Code: 508206.	8712472898
5	Munagala/CSC	O/o Asst.Divisional Engineer/Operation/Munagala, Raja Complex, Near BSNL tower, Munagala, Pin Code: 508 233	8712472900

YADADRI CIRCLE

Sl. No.	CSC Name	Address	Telephone No.
1	Bhongir/CSC	O/o Divisional Engineer/Operation/Bhongir, Near 33/11KV Bhongir Town Sub-Station, Kisan Nagar, Bhongir, Pin Code: 508 116.	8712471796
2	Alair/CSC	O/o Asst.Divisional Engineer/Operation/Alair, Kolanpak Road, Alair, Pin Code: 508 101.	08685-298023 8712471795
3	Bibinagar/CSC	O/o Asst.Divisional Engineer/Operation/Bibinagar, Near 132/33KV Bibinagar Sub-Station, Bibinagar.	8712471797
4	Mothkur/CSC	O/o Asst.Divisional Engineer/Operation/Mothkur	8712471798
5	Ramannapet/CSC	O/o. Asst.Divisional Engineer/Operation Sub.division/Ramannapet	8712472006
6	Choutuppal/CSC	O/o AE/Op/Choutuppal, Near 33/11kV Sub-station, Tangedpally road, Choutuppal, Pin code - 508 252	8712472005

16 NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE APPELLATE AUTHORITY & PUBLIC INFORMATION OFFICERS:

Designation Under RTI Act.	Name & Designation	Address and Phone Numbers
First Appellate Authority (for entire TGSPDCL jurisdiction)	Sri Chilukamari Chakrapani Director/Commercial, TGSPDCL	TGSPDCL, 3 rd Floor, 'B' Block, Corporate Office, # 6-1-50, Mint Compound, Hyderabad – 500004. 040-23431021.
State Public Information Officer	Smt. K. Padmaja, General Manager/Medical/TGSPDCL	TGSPDCL, Ground Floor, 'A' Block, Corporate Office, # 6-1-50, Mint Compound, Hyderabad – 500004. 040-2343 1297 Cell: 87124 68006
Asst. Public Information Officer	Sri B. Venkanna, PO (Medical-I)/TGSPDCL	TGSPDCL, Ground Floor, 'A' Block, Corporate Office, # 6-1-50, Mint Compound, Hyderabad – 500004. Cell: 87124 68406

CIRCLE LEVEL PUBLIC INFORMATION OFFICERS

Sl. No.	Name & Address of the office	Name & Designation of the Public Information Officer	Phone No. Mobile / Office
1	Mahaboobnagar Circle: O/o. The Superintending Engineer / Operation, Mahaboobnagar Circle, TGSPDCL, Mettuguda, Mahabubnagar-509001.	Sri N. Venugopal Reddy Divisional Engineer/Technical,	08542-272714 272798, Cell: 87124 72098
2	Gadwal Circle: O/o. The Superintending Engineer/Operation, Gadwal Circle, TGSPDCL, Opp: Collector Office, Gadwal – 509125.	Sri V. Thirupathi Rao, Divisional Engineer/Technical,	Cell : 87124 71686
3	Nagar Kurnool Circle: O/o. The Superintending Engineer/Operation, Nagar Kurnool Circle, TGSPDCL, 33/11KV, H.No,14-385/B, Housing Board Colony, Nagarkurnool, Telangana – 509209.	Sri B. Ravi Kumar, Divisional Engineer/Technical,	Cell : 87124 70902
4	Wanaparthy Circle: O/o. The Superintending Engineer/Operation, Wanaparthy Circle, TGSPDCL	Sri Venkata Sivaram Chinta, Divisional Engineer/Technical,	Cell : 87124 71715

5	Narayanpet Circle: O/o. The Superintending Engineer/Operation, Narayanpet Circle, TGSPDCL	Sri M. Venkata Ramana, Divisional Engineer/Technical,	Cell : 87124 70297
6	Nalgonda Circle: O/o. The Superintending Engineer/Operation, Nalgonda Circle, TGSPDCL, Adjacent to RTC Bus Station, Nalgonda-508001.	Sri S. Raju Naik, Divisional Engineer/Technical,	08682 – 223941 Fax: 223485 Cell : 87124 69131
7	Suryapet Circle: O/o. The Superintending Engineer/Operation, Suryapet Circle, TGSPDCL, 33/11 KV Sub-Station, Jammigadda, Suryapet – 508214.	Sri Ch. Vidya Sagar, Divisional Engineer/Technical,	Cell : 87124 72748
8	Yadadri Circle O/o. The Superintending Engineer/Operation, TGSPDCL, Yadadri Bhongir Circle, Near by Padmaja Hospital, Santosh Nagar Colony, Yadadri Bhongir - 508116.	Sri T. Srinivasa Sudheer Kumar Divisional Engineer/Technical,	Cell : 87124 71769
9	Medak Circle: O/o. The Superintending Engineer/Operation, Medak Circle, TGSPDCL, Near B. R. Ambedkar Stadium Grounds, Medak – 502110.	Sri Srinivas Vijay Pader, Divisional Engineer/Technical,	Cell : 87124 73334
10	Sangareddy Circle: O/o. The Superintending Engineer/Operation, Sanga Reddy Circle, TGSPDCL, Sangareddy – 502001.	Sri A. Srinivas, Divisional Engineer/Technical,	08465 - 276896 Cell : 87124 73078
11	Siddipet Circle: O/o. The Superintending Engineer/Operation, Siddipet Circle, TGSPDCL, Siddipet – 502103.	Sri G. Sreenath, Divisional Engineer/Technical,	Cell : 87124 71034
12	Medchal Circle: O/o. The Superintending Engineer/Operation, Medchal Circle, TGSPDCL Gunrock, 132/33 KV Gunrock Sub-Station, Trimulgherry, Secunderabad – 500015.	Sri P. Srinath Reddy, Divisional Engineer/Technical,	Cell : 87124 72521
13	Cybercity Circle: O/o. The Superintending Engineer/Operation, Cybercity Circle, TGSPDCL, Rethi Bowli, Nanal Nagar 'X' Road, Hyderabad - 500028.	Sri K. Ram Babu, Divisional Engineer/Technical,	Cell : 87124 69520

14	Rajendra Nagar Circle: O/o. The Superintending Engineer/Operation, Rajendra Nagar Circle TGSPDCL, Rethi Bowli, Nanal Nagar 'X' Road, Hyderabad - 500028.	Sri M. Shiva Shankar, Divisional Engineer/Technical,	Cell : 87124 70038
15	Vikarabad Circle: O/o. The Superintending Engineer/Operation, Vikarabad Circle, TGSPDCL, Beside Siddhartha College, Vikarabad - 501101.	Sri G. Surya, Divisional Engineer/Technical,	Cell : 87124 69716
16	Habsiguda Circle: O/o. The Superintending Engineer/Operation, Habsiguda Circle, TGSPDCL, 33/11 kv Sub-Station, Uppal 'X' Road, Uppal, Hyderabad - 500039.	Sri M. Surya Narayana, Divisional Engineer/Technical,	Cell : 87124 71394
17	Saroor Nagar Circle: O/o. The Superintending Engineer/Operation, Saroor Nagar Circle, TGSPDCL, Opp. Sushma Theatre, Vanastalipuram-500070.	Sri Raja Ram Reddy, Divisional Engineer/Technical,	Cell : 87124 72300
18	Banjara Hills Circle: O/o. The Superintending Engineer/Operation, Hyderabad Banjara Hills Circle, Director's Quarters, G.T.S. Colony, Erragadda, Hyderabad-500045.	Sri G. Srinivasa Reddy, Divisional Engineer/Technical,	Cell : 87124 68923
19	Secunderabad Circle: O/o. The Superintending Engineer/Operation, Secunderabad Circle, TGSPDCL, 132/33 KV Gunrock Sub-Station, Gunrock, Secunderabad – 500015.	Sri M. Venkata Chary, Divisional Engineer/Technical,	Cell : 87124 70321
20	Hyderabad South Circle: O/o. The Superintending Engineer/Operation, Hyderabad South Circle, Opp. Gandhi Bhavan, Chandra Vihar, Nampally, Hyderabad – 500001.	Sri S. Venu Kumar, Divisional Engineer/Technical,	040 – 2343 1163, 1161 1436 Cell : 87124 70576
21	Hyderabad Central Circle: O/o. The Superintending Engineer/Operation, Hyderabad Central Circle, Opp. Gandhi Bhavan, Chandra Vihar, Nampally, Hyderabad – 500001.	Sri S. Suchendernath, Divisional Engineer/Technical,	040 – 2343 1172, 1173 Cell : 87124 69841

A detailed list of PIOs & APIOs at Circle level and Divisional level of TGSPDCL can be seen at Section 5 (1) 5 (2).

17 ANY OTHER INFORMATION IN CITIZEN RELATED FACILITIES

For Redressal of Consumer grievances:

A 'Forum for Redressal of Consumer Grievances' has started functioning at the following address with Chairperson and two Members in the service areas as per Citizen's Charter keeping in view the provisions of Electricity Act-2003 and Consumer Protection Act – 1986 & 1987. For further information may please be logged Company website:

www.tssouthernpower.com

2. OFFENCES AND PENALTIES UNDER THE ELECTRICITY ACT, 2003*

Particulars of offence	Section	Punishment
Theft of electricity	135	Imprisonment upto 3 years or fine or both. Note.—(1) (i) If the theft does not exceed to KW:- fine on first conviction not to be less than 3 times of financial gain on such theft. (ii) For second or subsequent conviction the fine not to be less than 6 times of financial gain on such theft. (2)(i) If theft exceeds 10 KW fine on first conviction not to be less than 3 times of financial gain on such theft. (ii) For second or subsequent offence minimum imprisonment of 6 months and maximum of 5 years and fine upto 6 times of financial gain on such theft.
Theft of electric lines or materials	136	Imprisonment upto 3 years or fine or both. Note.—For second or subsequent offence minimum imprisonment of 6 months and maximum of 5 years and fine minimum Rs. 10,000.

Receiving stolen electric materials	137	Upto 3 year's imprisonment or fine or both.
Unauthorized interference with meters or works of licensee	138	Imprisonment upto 3 years or upto fine of Rs. 10,000 or both. Note.—For continuing offence a daily fine upto Rs. 500
Negligently wastage of electricity or injuring works	139	Fine upto Rs. 10,000
Maliciously wasting electricity or injuring works	140	Fine upto Rs. 10,000
Extinguishing public lamps	141	Fine upto Rs. 2,000
Non-compliance of direction by Appropriate Commission	142	Penalty upto Rs. 1,00,000 Note : For continuing failure, additional penalty upto Rs. 6,000 for every day.
Non-compliance of orders or directions	146	Imprisonment upto 3 months or fine upto Rs.1,00,000 or both. Note : For continuing offence, additional fine upto Rs. 5,000 for every day
Offences by companies	149	Person in charge or responsible for conduct of company is punishable
Abetment of offence	150	Punishment as provided in IPC

3. MINIMUM CLEARANCES TO BE FOLLOWED WHILE CONSTRUCTION OF BUILDINGS

As per Electricity Act the following minimum clearances have to be maintained by the residents while constructing the buildings underneath the overhead power line/close to the existing power lines to avoid accidents.

S.No.	Voltage	Vertical clearance to be maintained between the lowest conductor and top most portion of the building	Horizontal clearance between the nearest conductor and the building
1	LT and medium voltage	8 feet	4 feet
2	650 volts to 11000 volts	12 feet	4 feet
3	Above 11000 volts & upto 33000 volts	12 feet	6 feet

TGSPDCL requests the public and the builders to ensure that whenever material like pipes, MS Roads, zinc sheets etc., are carried, during construction of the building, the material so carried should not come into close contact with the power lines and should maintain clearances as indicated above. They are also requested to caution the labourer carrying out the construction work to be aware of the lines either adjoining or above the buildings to avoid accidents.

ANNEXURE – I**PARAS: 9 AND 38 OF A.P.S.E.B. SECRETARIAT MANUL**

9) In the case of final disposals and orders, the Assistant concerned, with the assistance of the routine clerk of the section, prepares the dockets after verifying that the papers have been properly dispatched and after putting the dispatched drafts in the relevant file. The pages in the current file and the note file are then numbered the back papers are noted on the docket at the relevant place and thereafter submitted to the Section Officer for 'pass orders'. The latter should satisfy him self that there is no further action to be taken before a 'pass order' is given. The pass orders are made by him in red ink on the face of the docket sheet. The closed case is then sent to the records of safe custody. The record keeper should not accept it if it does not carry a pass order.

38) Destruction of Records: (i) The periodical destruction of records shall be general regulated according to the following broad principles:

Destruction of recordsYear of Destruction

- | | |
|---|---|
| 1. Board proceeding s in routine Series, Letters, Memoranda, Endorsements, Telegrams and Tour programme. | At the end of five years from the year to which they relate. |
| 2. Lodged papers | At the end of 3 years from the year to which they relate |
| 3. Call books, Arrear Lists, Tapal Books Circulation registers, Attendance registers, Turn lists and similar registers. | At the end of 3 years from the close of the year to which they relate. |
| 4. Office orders | At the end of 40 years from the close of the year to which they relate. |

The following records should on no account be destroyed:

1. Proceedings of the "M.S" series.
2. Minutes of the Board meetings (Confidential records)

ii) The destruction of records and registers shall be carried out by the records clerks after obtaining the orders of the concerned Assistant Secretary. For this purpose the clerk will make out a list of records to be destroyed in the month of January and submit it to the concerned Assistant Secretary.

iii) Before the records are destroyed, action should be taken as follows:

- a) The docket sheets which are in good condition should be separated from the records and passed on to the Assistant in charge of stationery for being supplied for use again after scording out neatly, or pasting over, the original entries.
- b) Such of the sheets in the records as are written on one side only should similarly be removed and passed on to the Assistant in charge of stationery for supply as 'rough slips'.
- c) The dummy slips in these records bundles which are not fully written up should be removed and used again in the Record branch with necessary alterations in the entries made on them.

(iv) **MODE OF DESTRUCTION:** Each sheet of the records books and papers to be destroyed should be torn into small bits and then sent to the waste paper room.

(v) A register of records destroyed shall be maintained by the records clerk who will enter therein particulars of the records destroyed.

// TRUE EXTRACT//

Sd/-
PERSONNEL OFFICER

ANNEXURE – II**A.P.FINANCIAL CODE VOLUME – I****DESTRUCTION OF OFFICIAL RECORDS CONNECTED WITH ACCOUNTS**

326. A competent authority may destroy official records from time to time subject to the careful observance of the relevant rules contained in the departmental code or manual and of any other relevant orders of the Government. The following rules apply generally to the destruction of records (including correspondence) connected with accounts.

(a) The following should on no account to be destroyed:

- (i) Records connected with expenditure which is within the period of limitation fixed by law.
- (ii) Records connected with expenditure on projects, schemes or works which have not yet been completed, even though the expenditure is not within the period of limitation fixed by law.
- (iii) Records connected with claims to service and personal matters affecting Government servants who are still in service, and.
- (iv) Orders and sanctions of a permanent character, until revised.

(b) The following records should be preserved for not less than the period specified against each item.

Description Records	Period of preservation
(1)	(2)
Annual establishment return (Books of establishment)	...35 years
Pay bills and when maintained separately, acquaintance rolls for pay and allowances (other than traveling allowance) of Government servants for whom no establishment returns are submitted or no service books or service rolls are maintained.	...35 years
Pay bills and when maintained separately, acquaintance rolls for pay and allowances (other than traveling allowance) of Government servants for whom establishment returns are submitted and service books or rolls are maintained – See the last sentence of clause (c) below.	... 6 years
Pay bills and, when maintained separately, acquaintance rolls of Government servants in last grade service.	... 45 years
Registers of contingent expenditure	... 5 years
Sub-vouchers	... 3 years
Detailed budget estimates of an office	... 5 years
Traveling allowance bills and acquittance rolls relating to traveling allowance	... 3 years
Pension cases (including the service and leave accounts attached to them) in which invalid or compensation pensions have been sanctioned.	... 25 years
Other pension cases (including the service books and leave accounts attached to them).	... 5 years after the retirement of the Government servant concerned
Note1: Service books and other papers relating to a claim for a gratuity should be retained until the claimant attains 58 years of age or dies, whichever is earlier, and also until final orders have been passed on the claim. Note2: In regard to service books of Governments servants who have been dismissed or discharged or have resigned or died whilst in service – see rule 14 to 16 of the subsidiary rules under Fundamental Rule 74 (a)(iv) contained in Part III of Annexure II of the Fundamental Rules.	
Statements of monthly progressive expenditure and correspondence relating to any discrepancy in the figures.	... 2 years
Mortality returns of pensions	... 5 years

c) When the government have prescribed a minimum period after which records of a particular kind may be destroyed, the head of department or any other authority duly authorized to do so, may order in writing that such records in his own office and the officers subordinate to him shall be destroyed in the expiry of that period, counting from the last day to the latest financial year to which the records relates. Before the head of an office allows any pay bills or acquittance rolls to be destroyed, he should take care to satisfy himself that the procedure in regard to the maintenance and verification of service books prescribed in subsidiary rules 6 and 12 under Fundamental Rule 74(a) (iv) Part III of annexure II of the Fundamental Rules has been strictly followed in regard to those pay bill or acquittance rolls.

d) The head of a department is competent to sanction the destruction of such other records in his own office and the office subordinate to him as he considers to be useless, but he should forward a list of each records as properly appertain to the accounts audited by the Indian Audit Department of the Accountant General and await his concurrence in their destruction before ordering them to be destroyed.

e) Every head of an office should see that lists showing full details of all records destroyed time to time are properly prepared and retained permanently.

// TRUE EXTRACT//

Sd/-

PERSONNEL OFFICER

APPENDIX – XI**DESTRUCTION OF RECORDS:**

I. The periodical destruction of records shall be generally regulated according to the following board principles.

<u>Destruction of records</u>	<u>Period of preservation</u>
1. Board Proceedings in routine series, Letters, Memoranda, Endorsements, Telegrams and Tour programmes	Five years from the year to which they relate.
2. Ledger papers	Three years from the year to which They relate
3. Call book, Arrears lists, Tapal books, Circulation registers, Attendance registers, Turn list and similar registers	Three years from the close of the year to which they relate
4. Office orders	Forty years from the close of the year to which they relate

II. Further to the above, the particulars of other records and their period of preservation is furnished hereunder.

<u>S.No.</u>	<u>Particulars</u>	<u>Period of Preservation</u>
1	Accommodation(F)	Five years
2	Accidents(F)	Five years
3	Accounts(monthly)(A)	Three years
4	Actual expenses	Two years
5	Acknowledgments(F)	Two years
6	Administration Reports(F)	Permanent
7	Administrative Accounts(F)	Permanent
8	Adjustments-Office copies	Three years
9	Advances	
	Sanctions(F)	One year
	Miscellaneous	Three years
10	Advertisement charges Sanctioned to(F)	One year
11	Advice of TDAs etc. (F)	Three years
12	Agreements (Works)(F)	Three years after completion of work
13	Agreements (Consumers)(F)	One year after discharge
14	Allocation of charges (F)	Three years
15	Allotment - Application for modification of (F)	One year
16	Analysis(F)	Two years
17	Annual returns and certificates(F)	Three years
18	Anti - Materials operation(F)	Permanent
19	Appointments(F)	Three years
20	Application(F)	Three years
21	Apprentices(F)	Three years
22	Appropriation(F)	Three years
23	Arrears Lists(F)	One year
24	Arrears notices(Government)(F)	Three year
25	Arrears notices(Municipal)(F)	Three year
26	Attachment(F)	One year after the amount have been paid
27	Auction(F)	One year after audit
28	Audit (Government)(F)	Three years

29	Audit slips	Three years
30	Award statements(F)	Three years
31	Change of Addresses(F)	One year
32	Arrears of wages(F)	Three years
33	Balance Sheet Government(F)	Permanent
34	Badges(F)	
35	Bills power:-	
	H.T.	Five years
	L.T.	One year after audit
36	Purchases bills	Three years
37	Bills:-	
	Work bills	Ten years
	Transport(F)	Three years
	Municipal(F)	Three years
38	Binding stores issued book, etc.(F)	One year
39	Books	Three years
40	Boring	Permanent
41	Broad casting(F)	Permanent
42	Budget(F)	Three years
43	Budget, Part II schemes(F)	Three years
44	Buildings(F)	Permanent
45	Cash books(F)	Twenty years
46	Cash Balance Sheets(F)	Three years
47	Casual leave(F)	One year
48	Capital cost of buildings(F)	Permanent
49	Centage charge(F)	Three years
50	Charge over(T)	Permanent
51	Check measurements(F)	One year after audit
52	Cheques indents counterfoil(F)	One year
53	Cheque books(F)	Ten years
54	Cinematography - Rules(Correspondence Distribution)(T)	Three years
55	Circulars(T and F)	Permanent
56	Claims of contractors(F)	One year after final settlement
57	Commission(F)	Three years
58	Commercial Correspondence(F)	Permanent
59	Completion reports(T)	Permanent
60	Compensation(F)	Seven years after settlement
61	Complaints(F)	Two years
62	Conditions and rates (Correspondence)	Three years
63	Conditions and rates(Booklet)(F)	Permanent
64	Contracts(F)	Three years after final payment
65	Cost data lines (F)	Two years
66	Customs duty(F)	Three years after audit
67	Capital cost (F)	Permanent
68	Consumers docket(F)	Permanent
69	Daily Reports(T)	Five years
70	Designation(F)	One year
71	Demonstration(F)	Three year after completion of transaction
72	Data statement(F)	Permanent
73	Depreciation(Correspondence)(F)	Permanent
74	Deposits-Register(F)	Permanent
75	Disconnection(F)	Two years
76	Disreservation(vide forest)(T)	Permanent

77	Deposit contribution works Correspondence)(F)	Three years
78	Deposits-Register of security(F)	Five years after return
79	Deposits (Correspondence)(F)	Three years
80	Distribution(T)	Permanent
81	DO(F)	One year
82	Dry weather observations(T)	Permanent
83	Drawings(T)	Permanent
84	Electricity Board(T)	Permanent
85	Electricity Rules(T)	Permanent
86	Energizing power lines(T)	Permanent
87	Establishment	
	BPs(F)	Permanent
	Return(F)	Five years
	Correspondence	Five years
88	Estimates - Record section(T)	Permanent
89	Electrical inspection(T)	Three years
90	Extensions(F)	Permanent
91	Fencing(F)	Permanent
92	Financial Progress Report(F)	Five years
93	Firms bills(F)	Three years
94	Furniture(F)	Permanent
95	Fuse of calls(F)	One year after audit
96	Forms:-	
	Indents(F)	Three years
	Distribution(T)	One year
	Costs(F)	Permanent
97	Forest	Permanent
98	I.T.A.(F)	Three years
99	First Aid(T)	Three years
100	Gazette (Portions containing matter of general interest)(F)	Permanent
101	Board Distribution scheme(T)	Permanent
102	Graphs and Charts(F)	Five years
103	General correspondence and general orders on subjects(F)	Permanent
104	Handing over papers(F)	Three years
105	Hire purchase and hire(F)	One year after completion of transaction
106	Hospitals	Permanent
107	Holidays(F)	One year
108	Hydraulic particulars(T)	Permanent
109	Imprest Account(F)	Three years
110	Imprest Account Correspondence(F)	One year
111	Income Tax	One year
112	Indents(F)	Five years
113	Industrial area(F)	Permanent
114	Inspection works (special)(T)	Five years
115	Inspection works (Electrical)(T)	Five years
116	Insurance(General)(F)	Three years
117	Interruptions to supply(T)	Three years
118	Investigations(T)	Permanent
119	Inaugural Ceremony(F)	Three years
120	Inspection Bungalows(F)	Permanent
121	Interest: G.O.s on loans and capital outlay(F)	Permanent
122	Jungle Clearance(F)	Five years

123	Journal (Vide books)(F)	Permanent
124	Land acquisition(F)	Permanent
125	Leave and pensionary contribution(F)	Permanent
126	Leave applications(F)	Three years
127	Ledgers(F)	Permanent
128	License (Lorry) (To be retained till the lorry exists)(F)	One year
129	Line loss(T)	Five years
130	Local purchase orders(F)	Three years
131	Load Developments(F)	Permanent
132	Load Record Statements(F)	Permanent
133	Line Trouble(T)	Five years
134	List papers sent to camp(F)	One year
135	Load Surveys(T)	Permanent
136	Lorries(T)	Three years after the life of the lorry
137	Loans(F)	Permanent
138	Maps and Layouts(T)	Permanent
139	Machinery(T)	Permanent
140	Maintenance of buildings(T)	Five years
141	Materials supplied verification report of	Three years
142	Mathematical instruments(Correspondence)(T)	Permanent
143	Medical Aid(F)	Permanent
144	Measurement books(F)	Ten years
145	Measurement books(Correspondence relating to)(F)	Three years
146	Meters(Correspondence including testing)(T)	Five years
147	Meter and relay system(T)	Permanent
148	Meter cards (Correspondence)(F)	Three years
149	Meter readings(F)	One year after audit
150	Miscellaneous sanctions(F)	One year
151	Miscellaneous properties(F)	Permanent
152	Miscellaneous correspondence(F)	One year
153	Miscellaneous advances(F)	Three years
154	Nominal muster rolls(F)	Three years
155	Notice boards(F)	Three years
156	Newspaper(Cuttings)(F)	Permanent
157	Objection statements(F)	Three years
158	Occupation statements(F)	Three years
159	Office orders(F)	Permanent
160	Offenses(F)	Three years after final action of each case
161	Operation(T)	Permanent
162	Opening ceremony(F)	One year after function
163	Ownership(F)	Permanent
164	Pamphlets(F)	Permanent
165	Painting(T)	Five year
166	Pay bills audit(F)	Three year
167	Payment for miscellaneous charges(F)	One year
168	Pensionary charges scheme(F)	Five year
169	Personal Deposit Accounts(F)	Five year after handing over
170	Personal file(F)	Permanent
171	Petitions(Unimportant)(F)	One year
172	Photographs(T)	Five year
173	PLI Rules(F)	Permanent
174	Posters(T)	Five year

175	Powers(F)	Permanent
176	Power Cost(F)	Permanent
177	Power house(T)	Permanent
178	Power delivered to works(F)	Five year
179	Progress reports works(T)	Five year
180	Progress of expenditure(F)	Five year
181	Progress of bill collections(F)	One year after audit
182	Propaganda(F)	Permanent
183	Profession tax(F)	One year
184	Property tax(F)	Three year
185	Public services(F)	Permanent
186	Public Health Rules(F)	Five year
187	Purchases(F)	Permanent
188	Quarters(Occupation)(F)	Three year
189	Quotations(F)	One year
190	Qualifications (F)	Ten years
191	Receipt books (Correspondence)(F)	One year
192	Receipt books(F)	Ten years
193	Refunds	Three years after finalizing claim
194	Rents(F)	Three year
195	Recovery(F)	Until write off is sanctioned or the full due is recovered
196	Reserve fund(F)	Permanent
197	Remittances(F)	Three year
198	Revenues (Register)(F)	Permanent
199	Review(F)	Two years
200	Returns(Out going)(F)	Five year
201	Returns(incoming)(F)	Three year
202	Returns establishment(charges)(F)	Three year
203	Right of way(F)	Permanent
204	Rubber stamps(F)	Three year
205	Sale(General)(F)	Five year
206	Security Deposits Register(F)	Five year
207	Sanitary arrangements(T)	Three year
208	Service connections(T)	Permanent
209	Show room(T)	Permanent
210	Shut downs(T)	Five years
211	Specifications(T)	Permanent
212	Spares(T)	Ten years
213	Schedule of rates(T)	Three years
214	Statistics(F)	Permanent
215	Stationery accounts(F)	Three years
216	Stamp accounts(F)	One year
217	Statement of account(F)	One year
218	Stock(Reserve Limit)(F)	Three years
219	Suits(F)	Three years from date of decision
220	Surcharge(F)	One year after audit
221	Surplus list(T)	Five years
222	Surveys(T)	Permanent
223	Survey Reports(Sanctioned by Superintending Engineer and Executive Engineers)(F)	Three years
224	Supply of powers(T)	Permanent
225	Supply of powers(Temporary)	One year after close of accounts
226	Suspense returns(F)	Three years

227	Stores miscellaneous (Correspondence)(F)	Three years
228	Traveling allowance(F)	Three years
229	Tariff(F)	Permanent
230	Taxes(F)	Three years
231	Technical circulars(T)	Permanent
232	Telegraph Act (Modifications)(T)	Permanent
233	Telegraphic addresses(F)	One year
234	Telephones(F)	Permanent
235	Telephones bill(Correspondence)	Two years
236	Temporary connections(F)	One year after audit
237	Tenders(copies of)(F)	One year
238	Territorial charges(F)	Permanent
239	Testing(T)	Five years
240	Theft(F)	Three years after final action of each case
241	Tools and plant(Returns)(F)	Three years
242	Tools and plant purchase and sanction of(F)	Five years
243	Tour program(F)	One year
244	Tower planning(T)	Permanent
245	Transfer of charges(F)	Three years
246	Turn list	One year
247	Tree clearance(General)(F)	Three years
248	Trunk calls(F)	One year
249	Visitors to head works(F)	Three years
250	Warm clothing(F)	Six years after supply of clothing
251	Water supply(T)	Permanent
252	Window Delivery(F)	One year
253	Working instructions Central Office(F)	Permanent
254	Work order-Government(F)	Three years
255	Work orders-Municipal(F)	Three years
256	Work orders-Workshops(F)	Three years
257	Work Establishment-Rolls(F)	Three years
258	Women Compensation Returns(F)	Three years