

**CHAPTER II**  
**ORGANISATION, FUNCTIONS AND DUTIES [SECTION 4 (1) (b)(i)]**  
**[Section 4 (1) (b) (i)]**  
**2.1 Particulars of the Organization, Functions and Duties**

Sl.No.	Name of the organisation	Address	Functions	Duties
1	<b>SOUTHERN POWER DISTRIBUTION COMPANY OF ANDHRA PRADESH LIMITED</b>	19-13-65/A, KESVAYANA GUNTA  TIRUPATI - 517501	Distribution of Power to Domestic, commercial, agricultural, industrial and other categories in the districts of Krishna, Guntur, Prakasam, Nellore, Chittoor and Kadapa	1. Obtain license from Andhra Pradesh Electricity Regulatory Commission for supply of electricity to the consumers located in Krishna, Guntur, Prakasam, Nellore, Chittoor and Kadapa Districts  2. Compliance of APERC Directives  3. To provide reliable power supply to <>its consumers and allied activities as specified in Electricity Act, 2003

**CHAPTER II**  
**Powers and Duties of Officers and Employees (Section 4 (1) (b) (ii))**  
**3.1 Details of the Powers and duties of officers and employees of the Authority by designation**

**Purchase and Material Management**

Sl.No.	Designation	Duties allotted	Powers
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1	CGM/P&MM	Functional Head. Looks after Purchase & Material Management	<p>Since working in Corporate Office, no powers have been delegated. All the approved works, purchase of materials will be communicated to the concerned from CGM on behalf of APSPDCL</p> <p>Purchase committee meetings are being conducted Zone wise once in a month and approvals will be accorded during the meetings itself. The concerned Chief Engineer/Zone, Superintending Engineer/Operation and Senior Accounts Officer will be the members of the Purchase committee</p>
2	GM/Purchase	<p>Looks after processing of purchase of materials keeping in view of all the necessary items like</p> <p>i) Present market rate</p> <p>ii) previous purchase rate</p> <p>iii) Comparison of other Discom rate and submitting the same to CGM/O&amp;P&amp;MM after thoroughly verifying calculation part</p>	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme
3	DE/Purchase	He has to look after the rates keeping in view of present market, previous P.O. rate & comparing with other Discom rates, taking care of arithmetic's of P.O (Calculation parts) and submitting the same to CGM/O&P&MM	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme
4	ADE/Purchase 1	It is the responsibility of the ADE to acquire the indents from the field. Calling for quotations by means of limited, short and open tender systems keeping in view of the quantity and urgency of the materials. He should take care of the stock position available at various stores before sending enquires. He has to plan in such a way that the material is to be procured on time.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme

5	ADE/Purchase 2	It is the responsibility of the ADE to acquire the indents from the field. Calling for quotations by means of limited, short and open tender systems keeping in view of the quantity and urgency of the materials. He should take care of the stock position available at various stores before sending enquires. He has to plan in such a way that the material is to be procured on time.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme
6	ADE/Purchase 3	It is the responsibility of the ADE to acquire the indents from the field. Calling for quotations by means of limited, short and open tender systems keeping in view of the quantity and urgency of the materials. He should take care of the stock position available at various stores before sending enquires. He has to plan in such a way that the material is to be procured on time.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme
7	ADE/Purchase 4	It is the responsibility of the ADE to acquire the indents from the field. Calling for quotations by means of limited, short and open tender systems keeping in view of the quantity and urgency of the materials. He should take care of the stock position available at various stores before sending enquires. He has to plan in such a way that the material is to be procured on time.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme

8	AE/Purchase 1	It is the responsibility of the AE to acquire the indents from the field. Calling for quotations by means of limited, short and open tender systems keeping in view of the quantity and urgency of the materials. He should take care of the stock position available at various stores before sending enquires. He has to plan in such a way that the material is to be procured on time.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme
9	AE/Purchase 2	It is the responsibility of the AE to acquire the indents from the field. Calling for quotations by means of limited, short and open tender systems keeping in view of the quantity and urgency of the materials. He should take care of the stock position available at various stores before sending enquires. He has to plan in such a way that the material is to be procured on time.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme
10	AE/Purchase 3	It is the responsibility of the AE to acquire the indents from the field. Calling for quotations by means of limited, short and open tender systems keeping in view of the quantity and urgency of the materials. He should take care of the stock position available at various stores before sending enquires. He has to plan in such a way that the material is to be procured on time.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme

11	AE/Purchase 4	It is the responsibility of the AE to acquire the indents from the field. Calling for quotations by means of limited, short and open tender systems keeping in view of the quantity and urgency of the materials. He should take care of the stock position available at various stores before sending enquires. He has to plan in such a way that the material is to be procured on time.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing of all required indented material to be procured in a time bound programme
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### Operation and & Maintenance

1	CGM/Operation	Functional Head. Looks after Operation, Maintenance works of Discom and Planning and Energy Audit	<p>Since working in Corporate Office, no powers have been delegated. Planning, processing and obtaining approval from Discom Board are the salient features of the work. All the approved works, Energy Audit works etc., will be communicated to the concerned from CGM on behalf of APSPDCL</p> <p>Purchase committee meetings are being conducted Zone wise once in a month and approvals will be accorded during the meetings itself. The concerned Chief Engineer/Zone, Superintending Engineer/Operation and Senior Accounts Officer will be the members of the Purchase committee</p>
2	DE/O&M	Looks after Operation works of all Circles viz., i) Processing of O&M estimates ii) Analysis and putting up of progress reports received iii) Study & analysis of Power Transformers, Distribution Transformers available and its failures (TIMS) iv) Load forecasting, study and furnishing of load forecasting data to A.P.Transco load dispatch centre v) Processing towards procurement of PSCC Poles vi) Other Miscellaneous works such as estimate conclusion of estimates etc.	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to Chief General Manager/O&P&MM for obtaining Boards approval

3	ADE/O&M 1	I) Processing of O&M estimates ii) Distribution Transformers failure analysis iii) Study of progress reports received etc and other miscellaneous works	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to Chief General Manager/O&P&MM for obtaining Boards approval
4	ADE/O&M 2	I) Analysis of Power Transformer failures ii) Processing of rectification of Power Transformers iii) O&M works iv) Miscellaneous O&M works	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to Chief General Manager/O&P&MM for obtaining Boards approval
5	ADE/LMC	I) Study of load forecasting, furnishing of daily schedules, forecast data to A.P.Transco & Load Dispatch Centre ii) Study & analysis of power draws and interruptions & break downs iii) Miscellaneous O&M works	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to Chief General Manager/O&P&MM for obtaining Boards approval
6	ADE/Civil	I) Looks after processing of purchase of various sizes of PSCC Poles ii) Study and processing for conveyance i.e., vehicles to all officers of APSPDCL iii) Processing of civil budget approval iv) Processing of land acquisition for Sub-stations etc. v) processing of rent proposal of various building taken on rent vi) Registration of contracts vii) Other miscellaneous O&M works	No powers have been delegated since he is working in Corporate Office. His main responsibility rests with processing and putting up files to Chief General Manager/O&P&MM for obtaining Boards approval

### Secretarial Department

1	Company Secretary	1. Compliance with the provisions of the Companies Act, 1956 and rules made hereunder which are applicable to APSPDCL 2. Issue of Company Orders 3. Public Information Officer of corporate Office, APSPDCL under Right to Information Act, 2005	
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**Public Relations Officer**

1	Public Relations Officer	<ol style="list-style-type: none"> <li>1. Issue of press releases</li> <li>2. Issue of Advertisements and Scrutiny &amp; processing of Advertisement bills</li> <li>3. Protocol activities</li> <li>4. Preparation of news letters</li> <li>5. Issue of certificates &amp; compliments to retiring officers</li> <li>6. Scrutiny and processing of BSNL Cell Phone bills</li> </ol>	
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**HRD**

1	Personnel Officer -I	<ol style="list-style-type: none"> <li>1. Panel</li> <li>2. Promotions</li> <li>3. Training</li> <li>4. Regulations</li> <li>5. Recruitments</li> <li>6. Deputations</li> <li>7. AARs</li> <li>8. Clarification on Regulations</li> <li>9. RESCO Correspondence</li> <li>10. Deprtl. Examinations</li> <li>11. Appointment of BLCs\</li> <li>12. Appointment by transfers</li> </ol>	
2	Personnel Officer -II	<ol style="list-style-type: none"> <li>1. Transfer &amp; Postings</li> </ol>	

	2. Preparation of Seniority Lists
	3. Additional charge Allowances
	4. MIS Return
	5. Incumbance
	6. Post Sanctions
	7. Leave Sanctions
	8. LTC & Home Town Sanctions
	9. Tour Dairies
	10. Printing , Stationery, Xerox
	11. Diversion of posts, Up gradation of Posts
	12. Regularization of services
	13. Commencement and completion of probation
	14. Formation of new section/ERO etc
	15. Shifting of Head Quarters
	16. Regularisation/Continuation of yearly contract employees
	17. Issue of retirement notices



		18. Exemption from Passing of Language tests	
		19.General miscellaneous correspondence	
		20. Maintenance of CL Registers of SE and above cadres	
		21. Maintenance of Original certificates	
3	Personnel Officer -III & VII	1.Legal cell	
		2.W.P.s,O.S.s, Ops related matters(Sanction of SLA Bills), BLCs	
		3.Court Deposits	
		4.Clarifications on same cases	
		5.Contract Labour of 50% filling up vacancies	
		6.Renewals of contract basis appointments	
		7.Vacancies as per B.P.36,Dt:18-5-1997 relating court cases	
		8. Recruitment	
		9. JLMs	
		10. Apprentice	
		11.LDCs related court cases	
		12. Manning of Sub-Station & Relating court cases	

		13. Sanction of GIS, FBF to the employees	
		14. Payment of Min.Wages	
4	Personnel Officer -IV	1. Revision of Seniority	
		2.Alteration of Date of Birth	
		3.Condonation of Break in Service	
		4. Union Matters	
		5.Filling up of Backlog Vacancies reserved for SC/ST and P.H	
		6.Issue of Satisfactory Service Certificate	
		7. Issue of "No Objection Certificate" for Obtaining Indian Pass Port	
		8.Permission for High Studies	
		9. Sanction of Higher Education advance increments	
		10. Payment of Workmen compensation (Departmental fatal and Non-Fatal accidents)	
		11.Payment of SGP/SPP scales	
		12. Rectification of Pay Anomalies	
		13. Nomination of DPC members	

		14. Scrutiny and passing of A.P.Sahakara Vigyana Samithi Bills	
		15. Sanction of liveries to O&M staff	
5	Personnel Officer-V	1. Medical reimbursement Bills	
		2. Credit Cards	
		3. Hospital Credit Bills	
		4. Postfacto Permission	
		5. GPF Sanctions	
		6. Compassionate Appointments	
		7. Loans and Advances	
		8. Voluntary Retirements	
6	Personnel Officer -VI	1. Disciplinary cases of all cadres	
		2. Court cases	
		3. Appeals	
		4. Suspensions	
		5. Un-authorized absence	
		6. Property return for all cadres	
		7. Pensions	
		8. Monthly change returns	
		9. C.L.Maintenance (only P&G services in Corp. Office)	
		10. N.M.R. Services	
		11. E.W.F	

**INTERNAL AUDIT**

1	General Manager / Internal Audit/ Corporate Office/ Tirupati	Attending Internal Audit inspection Reports of 3 circles (Tirupati, Kadapa and Nellore)	Dropping of Internal Audit Paras of Tirupati, Kadapa and Nellore Circles
		a) Review and its correspondence	
		b) Dropping of paras and its correspondence	
		Review of internal audit work entrusted to Chartered Accountants and correspondence	
		<b>AGDs correspondence of 6 circles</b>	
		i. Calling pending Paras from 6 circles	
		ii. Scrutinizing the pending Paras and sending to A.G (SRAO/EBRA/V.S/Hyderabad)	
		iii. Monthly return of pending paras to A.P. Transco, consolidation	
		Correspondence of C&AG in respect of Paras included in C&AG	
Preparation of book lets for Audit Committee Meetings			
Post check pay anomalies proposals received from 3 circles			
Pre check and refund proposals of ACD of 3 circles			
2	Senior Accounts Officer / Internal Audit, Vijayawada (responsible for 3 circles viz, Vijayawada, Guntur and Ongole	Attending correspondence of Internal Audit, dropping of Paras pertaining to 3 circles viz., Vijayawada, Guntur and Ongole	
		Attending correspondence of Chartered Accountants /IA (Vijayawada, Guntur and Ongole)	

		Pay anomaly post check of 3 circles attended by Senior Accounts Officer, Internal Audit.	
		Pre check and refund proposals of ACD of 3 circles attended.	
		Correspondence of EPF settlement of employees and pursuance with RPF commissioner	
3	Asst Accounts Officer / Internal Audit, Vijayawada	Assisting SAO/Internal Audit, Vijayawada to do the above functions	

### GM/COSTING

1	General Manager Costing	Implementation of SAP, Accounts, Taxation and Costing	General day to day activities for smooth functioning of subjects entrusted and in case of decisions requiring management support and policy decisions.
2	AO/ Stores and Taxation	Taxation includes sales Tax, entry tax and income tax.	
		Stores Accounting	
		Work orders status review	Submitting to the higher authority for approval
3	AO/ Balance Sheet	Monthly trail Balance review	
		Costing- maintaining Cost accounting records u/s 209(1) D of the companies act 1956	Submitting to the higher authority for approval
4	In addition to this	Directly monitoring SAP implementation in all the circles with the help of the core team.	

## RAC

1	GM/RAC	Represents corporate office for attending all meetings held by APERC and consultants. Coordination with field for bringing information for preparation of ARR.
2	DE/RAC	Supervision for consolidating the information for ARR and obtaining information from field officers.
3	ADE/RAC	Preparation of ARR-Technical data, Long Term Tariff Principles (LTTP), Correspondence to APERC etc., for every year
4	AAO/RAC	ARR, LTTP, Correspondence to APERC on Accounts
5	AE/RAC	Preparation of ARR-Technical data, Long Term Tariff Principles (LTTP), Regulatory Information System (RIMS)
6	JAO/RAC	ARR, LTTP and RIMS

## Chapter II

### Procedure followed in Decision Making Process

#### (Section 4(1) (b) (iii))

#### 4.1 Procedure followed in Decision Making by the Public Authority

## PURCHASE

Sl.No.	Name of the Officer	Activity	Description	Decision making process	Designation of Final Decision Making Authority
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1	CGM/P&MM	Functional Head	He has to take care of all the aspects pertaining to Purchase.	Depending on the material available in the note submitted by the officers working under him, he has to recommend with necessary significant points so as to enable the Discom Board to decide on the issues related	A.P.DISCOM BOARD
2	GM/Purchase	Procurement of indented material	Strictly following the procedural aspects, Purchase orders shall be placed	Recommending with all relevant information	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
3	DE/Purchase	Processing of indented material	Strictly following all the procedures for procuring the material	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
4	ADE/Purchase	Processing of indented material	Strictly following all the procedures for procuring the material Tender Specification is also prepared to meet the technical standards of the materials	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
5	AE/Purchase	Processing of indented material	Strictly following all the procedures for procuring the material Tender Specification is also prepared to meet the technical standards of the materials	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority

**O&M**

1	CGM/Opn	Functional Head	He has to take care of all the aspects pertaining to Operation, Maintenance and Energy Audit works.	Depending on the material available in the note submitted by the officers working under him, he has to recommend with necessary significant points so as to enable the Discom Board to decide on the issues related	A.P.DISCOM BOARD
3	DE/O&M	Strictly following the procedural aspects all O&M estimates are to be processed	Strictly following the procedural aspects all O&M estimates are to be processed	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
4	ADE/O&M 1	Strictly following the procedural aspects all O&M estimates are to be processed	Strictly following the procedural aspects all O&M estimates are to be processed	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
5	ADE/O&M 2	Strictly following the procedural aspects all O&M estimates are to be processed	Strictly following the procedural aspects all O&M estimates are to be processed	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
6	ADE/LMC	Study & analysis of Load Forecasting	Study & analysis of Load Forecasting	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
7	ADE/Civil	Procurement of indented PSCC Poles with time bound programme	Procurement of indented PSCC Poles with time bound programme	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority



**Secretarial Department**

1	<b>Company Secretary</b>	Compliance with the Companies Act, 1956 and rules made thereunder	Preparation of agenda papers for conducting of Board Meetings, filing of Forms with ROC, Hyd, Convening of General Meetings, and other matters connected therewith	Note submitted to all the Directors	Chairman & Managing Director
		Issue of Company Orders	Once the draft order is approved by the Chairman & Managing Director, then Order Number will be issued	Draft order submitted by the respective department to the concerned Directors	Chairman & Managing Director
		Appellate authority to Right To Information Act	1. Receiving Appeals from the Public and forward the same to the respective department for reply.	Note submitted to the Chairman & Managing Director	Chairman & Managing Director
	<b>Personnel officer</b>	Right To Information Act	1. Receiving of requests from the Public and forward the same to the respective department for reply.	Note submitted to the Chairman & Managing Director	Chairman & Managing Director

<b>Public</b>					
<b>PRO</b>	<b>Public Relations Officer</b>	Press Releases	Issuing of Press Releases according to the instructions of Chairman & Managing Director and Directors of APSPDCL	Note submitted to all Directors	Chairman & Managing Director
		Advertisements	1. Receiving of Advertisement material from various departments of APSPDCLD and Circles. After scrutiny advertisement will be released to the agency.2. After publishing of Advertisement, the bill sent for approval.	Note submitted to all Directors	Chairman & Managing Director
		Protocol Activities	According the directions of Chairman & Managing Director the arrangements will be done to the guests.		Chairman & Managing Director

		Preparation of News Letters	Preparation of News about developments and achievements of APSPDCL and printing the material in the form of News letters.	Draft submitted to All the Directors	Chairman & Managing Director
		Issuing of Certificates and Compliments	Arrangements for Issuing of commendation Certificates to the retiring employees of APSPDCL and issuing of Wrist Watches to the employees as a compliment		

**HRD**

1	Personnel Officer - I	Recruitment	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	Chairman and Managing Director
		Training		
		Deputations		
		Service Regulations		
		Departmental Exams		
2	Personnel Officer - II	Transfers and Postings	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	Chairman and Managing Director
		Leave Sanctions		Up to ADE/AAO - CGM/HRD Above ADE/AO- CMD
		Post Sanctions		Chairman and Managing Director
		Additional Charge Allowance		Up to ADE/AAO - CGM/HRD Above ADE/AO- CMD
		LTC , Home Town Sanc		Chairman and Managing Director
		Stationary & Printing		Chairman and Managing Director
		Formation of New Secti		Chairman and Managing Director
		Legal Cases		The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn
Sanction of SLA Fees				
B.P.Ms.No.36, dt:18-5-97				
Recruitment of JLM				

		Apprenticeship		
		Manning of Sub-Stations , Sanction of GIS, FBF of Employees, Engagement of Contract Labour on works contract basis		
4	Personnel Officer - IV	Revision of Seniority	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	Chairman and Managing Director
		Union Matters		Chairman and Managing Director
		Rectification of Pay Anamoly		Chairman and Managing Director
		Filling upof Backlog vacancies		Chairman and Managing Director
		Issue of SSC, No Objection Certificate		Chief General Manager/HRD
		Permission for Higher Studies		Chief General Manager/HRD
		Workmen compensation		Chairman and Managing Director
		Sanction of SGP, SPP Scales		Chairman and Managing Director
		Nomination of DPC		Chairman and Managing Director
		Passing of APSVS Bills		Chief General Manager/HRD
		Liveries to O&M		Chairman and Managing Director
		5		Personnel Officer-V
GPF	Chairman and Managing Director			
Compassionate Appointment	Chairman and Managing Director			
Loans and Advances	Chairman and Managing Director			

		Voluntary retirement		Chairman and Managing Director
6	Personnel Officer-VI	Disciplinary cases	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	CGM/CMD
		Suspensions		CGM/CMD
		Un-authorized absence		Chairman and Managing Director
		Pensions		Upto DE level CGM/HRD SE and Above CMD
		CL Maintenance		Chairman and Managing Director

**INTERNAL AUDIT**

NIL

**GM/COSTING**

All activities specified above are put up for approval in case of policy changes and management decision is adhered to.

**RAC**

1	AE / ADE	ARR, LTTP & others	DE/RAC & GM/RAC	Chairman & Managing Director
			Director / Commercial & Projects	

**Chapter II**

**Procedure followed in Decision Making Process (Section 4(1) (b) (iii))**

**4.1 Procedure followed in Decision Making by the Public Authority**

**PURCHASE**

Sl.No.	Name of the Officer	Activity	Description	Decision making process	Designation of Final Decesion Making Authority
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1	CGM/P&MM	Functional Head	He has to take care of all the aspects pertaining to Purchase.	Depending on the material available in the note submitted by the officers working under him, he has to recommend with necessary significant points so as to enable the Discom Board to decide on the issues related	A.P.DISCOM BOARD
2	GM/Purchase	Procurement of indented material	Strictly following the procedural aspects, Purchase orders shall be placed	Recommending with all relevant information	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
3	DE/Purchase	Processing of indented material	Strictly following all the procedures for procuring the material	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
4	ADE/Purchase	Processing of indented material	Strictly following all the procedures for procuring the material Tender Specification is also prepared to meet the technical standards of the materials	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
5	AE/Purchase	Processing of indented material	Strictly following all the procedures for procuring the material Tender Specification is also prepared to meet the technical standards of the materials	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority

**O&M**

1	CGM/Opn	Functional Head	He has to take care of all the aspects pertaining to Operation, Maintenance and Energy Audit works.	Depending on the material available in the note submitted by the officers working under him, he has to recommend with necessary significant points so as to enable the Discom Board to decide on the issues related	A.P.DISCOM BOARD
3	DE/O&M	Strictly following the procedural aspects all O&M estimates are to be processed	Strictly following the procedural aspects all O&M estimates are to be processed	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
4	ADE/O&M 1	Strictly following the procedural aspects all O&M estimates are to be processed	Strictly following the procedural aspects all O&M estimates are to be processed	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
5	ADE/O&M 2	Strictly following the procedural aspects all O&M estimates are to be processed	Strictly following the procedural aspects all O&M estimates are to be processed	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
6	ADE/LMC	Study & analysis of Load Forecasting	Study & analysis of Load Forecasting	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority
7	ADE/Civil	Procurement of indented PSCC Poles with time bound programme	Procurement of indented PSCC Poles with time bound programme	Putting up all the relevant information for taking decision on the same	With the recommendation of the CGM/O&P&MM, final decision will be taken by the Discom Board, the policy decision making authority

Secretarial Department

1	<b>Company Secretary</b>	Compliance with the Companies Act, 1956 and rules made thereunder	Preparation of agenda papers for conducting of Board Meetings, filing of Forms with ROC, Hyd, Convening of General Meetings, and other matters connected therewith	Note submitted to all the Directors	Chairman & Managing Director
		Issue of Company Orders	Once the draft order is approved by the Chairman & Managing Director, then Order Number will be issued	Draft order submitted by the respective department to the concerned Directors	Chairman & Managing Director
		Right To Information Act	1. Receiving of requests from the Public and forward the same to the respective department for reply.	Note submitted to the Chairman & Managing Director	Chairman & Managing Director

<b>Public</b>					
<b>PRO</b>	<b>Public Relations Officer</b>	Press Releases	Issuing of Press Releases according to the instructions of Chairman & Managing Director and Directors of APSPDCL	Note submitted to all Directors	Chairman & Managing Director
		Advertisements	1. Receiving of Advertisement material from various departments of APSPDCLD and Circles. After scrutiny advertisement will be released to the agency.2. After publishing of Advertisement, the bill sent for approval.	Note submitted to all Directors	Chairman & Managing Director
		Protocol Activities	According the directions of Chairman & Managing Director the arrangements will be done to the guests.		Chairman & Managing Director
		Preparation of News Letters	Preparation of News about developments and achievements of APSPDCL and printing the meterial in the form of News letters.	Draft submitted to All the Directors	Chairman & Managing Director

		Issuing of Certificates and Compliments	Arrangements for Issuing of commendation Certificates to the retiring employees of APSPDCL and issuing of Wrist Watches to the employees as a compliment	
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**HRD**

1	Personnel Officer - I	Recruitment	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	Chairman and Managing Director
		Training		
		Deputations		
		Service Regulations		
		Departmental Exams		
2	Personnel Officer - II	Transfers and Postings	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	Chairman and Managing Director
		Leave Sanctions		DUpto ADE/AAO - CGM/HRD Above ADE/AO- CMD
		Post Sanctions		Chairman and Managing Director
		Additional Charge Allowance		Upto ADE/AAO - CGM/HRD Above ADE/AO- CMD
		LTC , Home Town Sanc		Chairman and Managing Director
		Stationary & Printing		Chairman and Managing Director
		Formation of New Secti		Chairman and Managing Director
3	Personnel Officer - III	Legal Cases	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	Chairman and Managing Director
		Sanction of SLA Fees		
		B.P.Ms.No.36, dt:18-5-97		
		Recruitment of JLM		
		Apprenticeship		



		Manning of Sub-Stations , Sanction of GIS, FBF of Employees, Engagement of Contract Labour on works contract basis		
4	Personnel Officer - IV	Revision of Seniority	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	Chairman and Managing Director
		Union Matters		Chairman and Managing Director
		Rectification of Pay Anamoly		Chairman and Managing Director
		Filling upof Backlog vacancies		Chairman and Managing Director
		Issue of SSC, No Objection Certificate		Chief General Manager/HRD
		Permission for Higher Studies		Chief General Manager/HRD
		Workmen compensation		Chairman and Managing Director
		Sanction of SGP, SPP Scales		Chairman and Managing Director
		Nomination of DPC		Chairman and Managing Director
		Passing of APSVS Bills		Chief General Manager/HRD
		Liveries to O&M		Chairman and Managing Director
5	Personnel Officer-V	Medical Bills & Credit Card	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	Chairman and Managing Director
		GPF		Chairman and Managing Director
		Compassionate Appointment		Chairman and Managing Director
		Loans and Advances		Chairman and Managing Director
		Voluntary retirement		Chairman and Managing Director

6	Personnel Officer-VI	Disciplinary cases	The cases will be processed by the section and scrutinized by AS, DS, CGM/HRD, Dir/Opn	CGM/CMD
		Suspensions		CGM/CMD
		Un-authorized absence		Chairman and Managing Director
		Pensions		Upto DE level CGM/HRD SE and Above CMD
		CL Maintenance		Chairman and Managing Director

**INTERNAL AUDIT**

**NIL**

**GM/COSTING**

All activities specified above are put up for approval in case of policy changes and management decision is adhered to.

**RAC**

1	AE / ADE	ARR, LTTP & others	DE/RAC & GM/RAC	Chairman & Managing Director
			Director / Commercial & Projects	

**Chapter II**

**Norms set for the Discharge of Functions**

**(Section 4(1) (b) (iv))**

**5.1 Details of the norms/standards set by the Public Authority for the discharge of its functions/delivery of Services**

**PURCHASE**

Sl.No.	Name of the Officer	Functions/Service	Norms/Standards of Performance Set	Time Frame	Reference Document prescribing the norms (Citizen's Charter, Service Charter etc.)
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1	CGM/P&MM	Functional Head. Looks after Purchase Material Management.	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) Purchase Manual ii) The Electricity Act 2003 iii) IS Standards iv) IEEMA Circulars v) Technical Specification
2	GM/Purchase	Procurement of indented material	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) Purchase Manual ii) The Electricity Act 2003 iii) IS Standards iv) IEEMA Circulars v) Technical Specification
3	DE/Purchase	Processing of indented material	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) Purchase Manual ii) The Electricity Act 2003 iii) IS Standards iv) IEEMA Circulars v) Technical Specification
4	ADE/Purchase	Processing of indented material	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) Purchase Manual ii) The Electricity Act 2003 iii) IS Standards iv) IEEMA Circulars v) Technical Specification
5	AE/Purchase	Processing of indented material	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) Purchase Manual ii) The Electricity Act 2003 iii) IS Standards iv) IEEMA Circulars v) Technical Specification

**O&M**

1	CGM/Opn	Functional Head. Looks after Operation, Maintenance works of Discom which include Planning and Energy Audit	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) Purchase Manual ii) The Electricity Act 2003 iii) IS Standards iv) IEEMA Circulars v) Technical Specification
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3	DE/O&M	Processing and putting up strictly observing the Electricity Act 2003, APED manuals, IS Standards and other relevant standards set by APSPDCL and erstwhile APSEB	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the nature of the work the files are to be processed accordingly	i) The Electricity Act 2003 ii) APED Manuals iii) IS Standards
4	ADE/O&M 1	Processing and putting up strictly observing the Electricity Act 2003, APED manuals, IS Standards and other relevant standards set by APSPDCL and erstwhile APSEB	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) The Electricity Act 2003 ii) APED Manuals iii) IS Standards
5	ADE/O&M 2	Processing and putting up strictly observing the Electricity Act 2003, APED manuals, IS Standards and other relevant standards set by APSPDCL and erstwhile APSEB	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) The Electricity Act 2003 ii) APED Manuals iii) IS Standards
6	ADE/LMC	Processing and putting up strictly observing the Electricity Act 2003, APED manuals, IS Standards and other relevant standards set by APSPDCL and erstwhile APSEB	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) The Electricity Act 2003 ii) APED Manuals iii) IS Standards
7	ADE/CIVIL	Processing and putting up strictly observing the Electricity Act 2003, APED manuals, IS Standards and other relevant standards set by APSPDCL and erstwhile APSEB	As per APSPDCL Standards i.e., the norms & standards set by A.P.Transco and the erstwhile APSEB.	Depending on the requirement of indented material and its nature of time schedule, procurement arranged in a time bound programme	i) The Electricity Act 2003 ii) APED Manuals iii) IS Standards

**Secretarial Department**

1	Company Secretary	Compliance with the Companies Act, 1956 and Rules made thereunder	Provisions of the Companies Act, 1956 and Rules made thereunder	As mentioned in Companies Act, 1956	
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**Chapter II**  
**Rules, Regulations, Instructions, Manual and Records for Discharging Functions**  
**(Section 4(1) (b) (v))**

**6.1 List and Gist of Rules, Regulations, Instructions, Manuals and Records held by Public Authority  
or under its control or used by its employees for discharging functions**

**PURCHASE**

Sl.No.	Description	Gist of Contents	Price of the Publication if priced
1	For all the Officers: The following Rules & Manuals are to be followed i) Purchase Manual ii) The Electricity Act 2003 iii) IS Standards iv) IEEMA Circulars v) Technical Specification		

**O&M**

1	For all the Officers: The following Rules & Manuals are to be followed  i) The Electricity Act 2003 ii) APED manuals iii) IS Standards iv) Technical Specification		
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**Secretarial Department**

1	Companies Act, 1956 and Rules made hereunder		
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**HRD**

1	A.P.S.E.B.Service Regulations	Rules and Regulations regarding service matters	Rs.80/-
2	A.P.S.E.B.Leave Regulations	Rules regarding different kinds of leaves	-
3	A.P.S.E.B.Discipline and Appeal Regulations	Rules and Regulations regarding Disciplinary Cases	-
4	A.P.S.E.B. G.P.F Regulations	Rules and Regulations regarding G.P.F	-
5	A.P.S.E.B.Medical Regulations	Rules and Regulations regarding Medical	-
6	A.P.E.D.Manual - I	Dutes and Responsibilities of Officers	-
7	A.P.E.D.Manual - II	Dutes and Responsibilities of Officers	-
8	Delegation of Powers	Powers delegated of various functions with financial limitations	-

**INTERNAL AUDIT**

	Service Regulations, Pension Rules, Medical Rules, Disciplinary Regulations, Leave Rules, TA Rules		
	APED Manual		
	Purchase Manual		

**RAC**

1	Tariff Order		Rs.250 /-
2	Tariff Order in brief		Rs.10 /-

**Chapter II**

**Categories of Documents held by the Public Authority under its control  
(Section 4(1) (b) (vi))**

**7.1 Information about the official documents held by the Public Authority or under its control**

**PURCHASE**

Sl.No.	Category of Document	Title of the Documents	Designation and Address of the Custodian (held by/under the control of whom)
1	Purchase Files	Individual files are being maintained for each and every item	Assistant Divisional Engineer/Assistant Engineer

**O&M**

1	O&M Files	Individual files are being maintained for each and every item	Assistant Divisional Engineer/Assistant Engineer
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**Secretarial Department**

1	Incorporation Certificate		Company Secretary
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2	Certificate of Commencement of Business		Company Secretary
3	Statutory Forms filed with ROC		Company Secretary
<b>INTERNAL AUDIT</b>			
	Distribution License	License	GM/RAC
	Company Orders		CS

**Chapter II**  
**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))**

**8.1 Arrangements by the Public Authority to seek consultation/participation of public or its representatives for formulation and implementation of policies**

**Contacting Officer:**

**Chief General Managar HRD**  
APSPDCL, Corporate Office  
Tirupati  
Chittoor Dist  
A.P.



**Chapter II**  
**Boards, Councils, Committees and other Bodies constituted as part of Public Authority**  
**(Section 4(1) (b) (Viii))**

**9.1 Information on Boards, Councils, Committees and other Bodies related to the Public Authority**

**PURCHASE**

<b>Sl.No.</b>	<b>Name of Board, Council, Committee etc.</b>	<b>Composition</b>	<b>Powers &amp; Functions</b>	<b>Whether its Meetings open to Public/Minutes of its Meetings accessible for Public</b>
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**O&M**

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**Secretarial Department**

1	Board of Directors	<ol style="list-style-type: none"> <li>1. Chairman &amp; Managing Director</li> <li>2. Director (Operation)</li> <li>3. Director (HRD &amp; IR)</li> <li>4. Director (Finance )</li> <li>5. Director (Projects)</li> </ol> <p>APTRANSCO - Non Whole Time Director - Nominee of Govt of A.P</p> <ol style="list-style-type: none"> <li>6. Officer on Spl. Duty/Energy Dept. Part time Official Director /Nominee of Govt of A.P.</li> <li>7. Spl. Sec. to Govt./ Finance Dept. Part time Official Director /Nominee of Govt of A.P..</li> </ol>	<ol style="list-style-type: none"> <li>1. All the powers of management of the affairs of the Company are vested in the Board of Directors</li> <li>2. Powers delegated as per T.O.O. Ms.No.86 dt.23-6-2000</li> </ol>	NO
2	Audit Committee	<ol style="list-style-type: none"> <li>1. Joint Managing Director (V&amp;S), APTRANSCO - Non Whole Time Director - Nominee of Govt of A.P.</li> <li>2. Director (Finance &amp; Revenue), APTRANSCO - Non Whole Time Director - Nominee of Govt of A.P.</li> <li>3. Director (Opn)</li> </ol>	<ol style="list-style-type: none"> <li>1. Review of Internal Audit</li> <li>2. Review of Financial Results</li> <li>3. Periodical discussions with Statutory auditors about Internal Control Systems and the scope of audit including observations of the auditors</li> <li>4. Authority to investigate into any matter as specified in Section 292A of the Companies Act or as may be referred by the Board</li> <li>5. Ensure compliance of internal control systems</li> </ol>	NO

HRD

2	Concurrence Committee for major penalties Class-I Officers( AS)	CGM/Projects, CGM/P&MM and CGM/Expr	For assessing the reasonability of the punishments proposed and give concurrence for imposing major penalties	-No-
	Concurrence Committee for major penalties Class-I Officers (ADE/AEE, AO/AAO)	CGM/Projects, CGM/P&MM and CGM/Expr	For assessing the reasonability of the punishments proposed and give concurrence for imposing major penalties	
	Concurrence Committee for major penalties Class-I Officers (PO)	Director/HRD & IR., Director/Opn., & Director/Finance	For assessing the reasonability of the punishments proposed and give concurrence for imposing major penalties	
	Concurrence Committee for major penalties Class-III Officers (JPO, Asst./Typist/ AAE/Draughtsman, Tracers etc.)	Director/HRD & IR., Director/Opn., & Director/Finance	For assessing the reasonability of the punishments proposed and give concurrence for imposing major penalties	
2	Concurrence Committee for major penalties Accounts Services(JAO/Steno/ Typist etc.)	CGM/HRD , CGM/Expr & DS/Estt.	For assessing the reasonability of the punishments proposed and give concurrence for imposing major penalties	

	Concurrence Committee for major penalties O&M Staff	PO(Convenor), DE/Techn. SAO	For assessing the reasonability of the punishments proposed and give concurrence for imposing major penalties	
3	<u>D.P.C for the post</u>			
	<b>Engineering Services</b>			
	Executive Director	CMD & Whole time Directors (Tech) with CGM/HRD as Convener		
	SE/(Elect)	CMD & Whole time Directors (Tech) with CGM/HRD as Member Convener		
	DE(Elect)	CMD & Whole time Directors (Tech) with CGM/HRD as Member Convener		
	ADE(Elect) AEE(Civil)	CMD & Whole time Directors (Tech) with CGM/HRD as Member Convener		
4	<b>P&amp; G Services</b>			
	Deputy Secretary	CMD & Whole time Directors (Tech) with CGM/HRD as Member Convener		
	Assistant Secretary	CMD & Whole time Directors (Tech) with CGM/HRD as Member Convener		

Personnel Officer	Whole time Directors (Tecl) with CGM/HRD & Deputy Secretary as Member Convener		
Junior Personnel Officer	CGM/HRD Senior CGM, Deputy Secretary as Member Convener		
<b><u>Accounts Services</u></b>			
CGM(Expr)	CMD & Whole time Directors (Tecl) with CGM/HRD as Member Convener		
GM(EXPR) GM(coating) & SAOs	CMD & Whole time Directors (Tecl) with CGM/HRD as Member Convener		
Aos/AAOs	All Whole time Director, E.D (Finance) with CGM/HRD as Member convener		

**INTERNAL AUDIT**

	DPC at Division Level	DE/ADE/	Promotions of O&M Staff	NO
	DPC at Circle Level	SE/AS/SAO/DE(T)	Promotions of LDC to UDC, UDC to JAO in Accounts Service, LI to SLI and SLI to Foreman in O&M Service	NO
	DPC at Corporate Office Level	CMD/Directors/	Promotions of Engineering and Accounts Service	NO
	Purchase Committee			
	Audit Committee			
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**Chapter II**  
**Directory of Officers and Employees**  
**(Section 4(1) (b) (ix))**

**10.1 Information on Officers and Employees working in different units or offices at different levels and their contact addresses (including in charge of grievances redressal, vigilance, audit etc.,)**

**PURCHASE**

Sl.No.	Name of Office/Administrative Unit	Telephone & Fax Office Tel: Residence Tel: Fax:	e-Mail
1	Purchase	Phone: 0877 - 2284117(O) Cell: 94408 12111	<a href="mailto:ce_pmm@southernpowerap.co.in">ce_pmm@southernpowerap.co.in</a>
2	Purchase	Phone: 0877 - 2284109 Extn. 208(O) Cell: 94408 11851	<a href="mailto:gm_pmm@southernpowerap.co.in">gm_pmm@southernpowerap.co.in</a>
3	Purchase	Phone: 0877 - 2284109 Extn. 212(O) Cell: 94408 14265	<a href="mailto:de_pmm@southernpowerap.co.in">de_pmm@southernpowerap.co.in</a>
4	Purchase ( All types of Meters, VCBs, CTs, PTs, CT PTs, LAs)	Phone: 0877 - 2284109 Extn. 210	
5	Purchase (Cement, Steel, Copper and Aluminium Scrap, Obsolete Meters, Vendor Registration, Bid Security exemptions and Permanent Bank Guarantees)	Phone: 0877 - 2284109 Extn. 222(O)	
6	Purchase (Power & Distribution Transformers, Winding Wire, Spot billing machines, Transformer oil, Batteries & Battery charger	Phone: 0877 - 2284109 Extn. 221	

7	Purchase (Conductor, Cables, AB Switches, H.G. Fuse sets, Monthly returns, Insulators & Hardware fittings)	Phone: 0877 - 2284109 Extn. 218(O)	
8	Purchase ( All types of Meters, VCBs, CTs, PTs, CT PTs, LAs)	Phone: 0877 - 2284109 Extn. 210	
9	Purchase (Cement, Steel, Copper and Aluminium Scrap, Obsolete Meters, Vendor Registration, Bid Security exemptions and Permanent Bank Guarantees)	Phone: 0877 - 2284109 Extn. 222(O) Fax: 0877 - 2284111	
10	Purchase (Power & Distribution Transformers, Winding Wire, Spot billing machines, Transformer oil, Batteries & Battery chargers)	Phone: 0877 - 2284109 Extn. 221	
11	Purchase (Conductor, Cables, AB Switches, H.G. Fuse sets, Monthly returns, Insulators & Hardware fittings)	Phone: 0877 - 2284109 Extn. 218(O)	

#### O&M

1	Purchase	Phone: 0877 - 2284117(O) Cell: 94408 12111	<a href="mailto:ce_pmm@southernpowerap.co.in">ce_pmm@southernpowerap.co.in</a>
2	O&M	Phone: 0877 - 2284109 Extn. 320(O) Cell: 94408 12244	<a href="mailto:de_omm@southernpowerap.co.in">de_omm@southernpowerap.co.in</a>
3	O&M	Phone: 0877 - 2284109 Extn. 308(O)	

4	O&M	Phone: 0877 - 2284109 Extn. 309(O)	
5	O&M	Phone: 0877 - 2284109 Extn. 302(O) Cell No: 94408 12080	
6	O&M	Phone: 0877 - 2284109 Extn. 220(O)	

#### Secretarial Department

1	Secretarial	Phone: 0877 - 2284109 Extn. 103(O) Mobile: 94408 12312	<a href="mailto:cs@southernpowerap.co.in">cs@southernpowerap.co.in</a>
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#### HRD

1	Corporate Office/HRD Wing	Ph:0877-2284112, (Off)	
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#### GM/COSTING

1	General Manager Costing	Office of General Manager Costing	<a href="mailto:gm_cost@southernpowerap.co.in">gm_cost@southernpowerap.co.in</a>
2	AO/ Stores and Taxation	19-13-65/A, KESVAYANA GUNTA, TIRUPATI	
3	AO/ Balance Sheet		

#### RAC

1	GM / RAC	Fax : 0877 - 2284111	<a href="mailto:spdclrac@hotmail.com">spdclrac@hotmail.com</a>
2	DE/RAC		<a href="mailto:de_rac@southernpowerap.co.in">de_rac@southernpowerap.co.in</a>
3	ADE/RAC		<a href="mailto:ade_rac@southernpowerap.co.in">ade_rac@southernpowerap.co.in</a>



4	AAO/RAC		<a href="mailto:ae_recde_rac@southernpowerap.co.in">ae_recde_rac@southernpowerap.co.in</a>
5	AE/RAC		-
6	JAO/RAC		-

### Chapter II

**(Section 4(1) (b) (X) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation**

### Chapter II

**Budget allocated to each Agency including Plans etc**

**(Section 4(1) (b) (xi))**

**12.1 Information about the details of the plans, programmes and schemes undertaken by the Public Authority for each Agency**

The Information furnished by Chief General Manager / Operation/ P& MM /Projects/HRD/Finance  
APSPDCL, Tirupati on request.

**Chapter II**  
**Manner of Execution of Subsidy Programmes**  
**(Section 4(1) (b) (xii))**

**13.1 The Activities/Programmes/Schemes being implemented by the Public Authority for which Subsidy is provided**

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

The Information furnished by Chief General Manager / Operation/ P& MM /Projects/HRD/Finance  
APSPDCL, Tirupati on request.

**Chapter II**  
**Particulars of Recipients of Concessions, Permits or Authorization granted by the Public Authority**  
**(Section 4(1) (b) (xiii))**

**14.1 The names and addresses of recipients of benefits under each programme/scheme separately**

The Information furnished by Chief General Manager / Operation/ P& MM /Projects/HRD/Finance  
APSPDCL, Tirupati on request.

**INTERNAL AUDIT**

Chapter II
Information available in Electronic Form
[ Section 4 (1) (b) x (iv) ]
15,1 The details of information related to the various schemes of the department which are available in electronic formats (Floppy, CD, VCD, Web Site, Intenet etc.)

Electronic Format	Description(Site address / location where available etc)	Contents or Title	Designation and address of the custodian of Information (held by whom)
Web Site	<a href="http://www.apspdcl.in">www.apspdcl.in</a>	APSPDCL	

## INTERNAL AUDIT

Chapter II		
Particulars of facilities available to Citizens for obtaining Information		
[ Section 4 (1) (b) xv ]		
16.1 Particulars of Information dissemination mechanisms in place/facilities available to the public for accessing of information		
Facility	Description (Location of Facility / Name etc.)	Details of information made available
Notice Board	O/o Chairman & Managing Director, APSPDCL, 19-13-65/A, KESVAYANA GUNTA, Tirupati - 517501	
News Paper Reports		
Public Announcements		
Information Counter		
Publications		
Office Library		

Web Sites	<a href="http://www.apspdcl.in">www.apspdcl.in</a>			
Other facilities (name)				
Chapter II Section 4 (1) b (XVI)				
Names, Designations and other Particulars of Public Information Officers				
Contact Information about the Public Information Officers and Asst. Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the Public Authority				
Public Information Officer (s)				
Sl. No.	Name of the Office / Administrative Unit	Name & Designation	Office Tel: Residence Tel:Fax:	e-Mail
1	APSPDCL, D.No.191-13-65/A Kesvayana Gunta Tirupati - 517 501	Personal Officer Public Information Officer (P.I.O)	Phone: 0877 - 2284109 Extn. 103 (O) Fax: 0877 - 2284111  Mobile: 8332958654	<a href="mailto:po@southernpowerap.co.in">po@southernpowerap.co.in</a>
2	APSPDCL, D.No.191-13-65/A Kesvayana Gunta Tirupati - 517 501	Company Secretary Appellate Authority	Phone: 0877 - 2284115 Extn. 300 (O) Fax: 0877 - 2284111  Mobile: 9440812312	<a href="mailto:c.s@southernpowerap.co.in">c.s@southernpowerap.co.in</a>
3	APSPDCL, D.No.191-13-65/A Kesvayana Gunta Tirupati - 517 501	Public Relations Officer Asst. Public Information Officer	Phone: 0877 - 2284109 Extn. 123 (O) Fax: 0877 - 2284111  Mobile: 94408 12321	<a href="mailto:pro@southernpowerap.co.in">pro@southernpowerap.co.in</a>