



**SOUTHERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED
CORPORATE OFFICE::TIRUPATI**

Memo.No.CMD/CGM/HRD/GMHR-I/DGM.ADM&P/PO.ADM/D.No.459/24,Dt.06.09.2024.

Sub: Estt - APSPDCL/TPT - Destruction and Disposal of Papers/Files/Records -
Certain Instructions issued - Reg.

Ref: Lr.No.ENE01-COOR/40/2024-OP Dt: 20.08.2024.

A copy of the letter dt; 20.08.2024 received from the Special Chief Secretary to Government/Energy Department/Velagapudi wherein instructions issued regarding Destruction and Disposal of Papers/ Files/ Records is herewith enclosed.

2. Hence, all the Chief General Manager's/General Manager's/Superintending Engineer/Operations and Executive Engineers/Operations are requested to follow the instructions of Government of A.P issued vide reference cited scrupulously and also bring them to the notice of all the concerned. Failure to follow the above instructions will be viewed as suspicious and dereliction of the duties and strict action will be taken accordingly.

Encl: Copy of the reference cited.

**K.SANTHOSHA RAO
CHAIRMAN AND MANAGING DIRECTOR**

To

All the Chief General Manager's/APSPDCL/Tirupati
All the General Manager's/APSPDCL/Tirupati
All the Superintending Engineer/Operations/APSPDCL
All the Executive Engineers/Operations/APSPDCL
All the Executive Engineer/Transformers/APSPDCL

Copy to:

The Stock file.

// FORWARDED BY ORDER //

PERSONNEL OFFICER

GOVERNMENT OF ANDHRA PRADESH
ENERGY (OP.A3) DEPARTMENT

Letter No.ENE01-COOR/40/2024-OP

Dt.20/08/2024

From

The Special Chief Secretary to Government,
Energy department,
A.P.Secretariat,
Velagapudi.

To

The Chairman & Managing Director,
APTRANSCO,
Vidyut Soudha,
Vijayawada.

The Managing Director,
APGENCO,
Vidyut Soudha,
Vijayawada.

The Chairman & Managing Directors,
APCPDCL/APEPDCL/APSPDCL,
Vijayawada/Visakhapatnam/Tirupati.

The Vice Chairman & Managing Director,
NREDCAP Ltd.,
Tadepalli,
Guntur Dist.

The Managing Director,
A.P.Solar Power Corporation Ltd.,
Tadepalli,
Guntur Dist.

Sir,

Sub:- Energy Department — Destruction and Disposal of
Papers/Files/Records - Certain instructions issued – Reg.

&&&

I am directed to inform that several fire incidents have come to notice of the Government that key Papers/Files/Records were destroyed at certain Government offices in various Districts of the State.

2. In this context, the following instructions shall be observed in all offices regarding destruction and disposal of Papers/Files/Records.

- i. Destruction and disposal of Papers/Files/Records should be done only with the approval of the competent authority, duly following the specific rules and procedures that are prescribed in District Office Manual for District Offices/HoDs, Secretariat Office Manual for Secretariat and APSEB Rules for Corporations/Companies under the administrative control of Energy dept.
- ii. The competent authorities shall inspect all such files before according permission.
- iii. It shall be ensured that before destruction, the records shall be scanned and stored in servers/hard disks etc., for easy retrieval of records.
- iv. Burning of files should be totally avoided.
- v. Wherever full procedure has been followed and destruction of papers has been approved by the competent authority, the papers should be shredded in the presence of competent authority.
- vi. The competent authorities shall ensure to adhere to the prescribed rules and regulations as mentioned in the District Office Manual, Secretariat Office Manual and provision of the Destruction of Records Act, 1917 and also the relevant provisions of RTI Act, 2005.

3. Hence, all the Officers in the address entry are requested to follow the above instructions scrupulously and also bring them to the notice of all the concerned. Failure to follow the above instructions will be viewed as suspicious and dereliction of the duties and strict action will be taken accordingly.

Yours faithfully,

for Special Chief Secretary to Government

Copy to:

The Director of Electrical Safety &
Chief Electrical Inspector to Government,
Guntur.