



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

Memo.No.CMD/CGM/HRD/GM/HR-I/DGM(ADM)/PO(ADM)/D.No.347/24,Dt.19.07.2024

**Sub:** Estt. - APSPDCL/TPT - Regulations - Energy Assistants (JLM Grade-II) - Duties and Responsibilities - Attendance through Biometric System at Village/ Ward Secretariats - Certain Instructions issued - Reg.

**Ref:** S.O.O. (CGM-HRD) Ms.No. 755 dt: 02.06.2020.

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The attention of all the Superintending Engineers and Executive Engineers/Operation are invited to the reference cited, and further consolidated instructions with regard to the duties and responsibilities of Energy Assistants (JLM Gr-II) working in Village/Ward Secretariats are hereby issued as follows:

**ROLES & RESPONSIBILITIES:**

**I. DISCOM RELATED:**

1. He shall attend to outdoor work daily for a minimum period of 1 hour to perform the responsibilities entrusted Ensuring New power connections to the poor households as per the data collected by the Village Volunteers.
2. Identification of power supply problems, short circuits points and transformers failures to run the Water Supply Schemes effectively.
3. Identification Street lights without meters and without switching points and erections.
4. Controlling unauthorized power use by the households.
5. Reconciliation of monthly power bill and actual consumption and suggest ways to reduce power bill.
6. He shall conduct energy audit on quarterly basis.
7. Identification of loose and hanging wires to avoid the power breakdowns and unforeseen accidents.
8. Regular tree cutting for power supply and identification of damaged poles and inform the same to Electricity Department for rectification.
9. Awareness creating on Energy efficient practices.
10. The Energy Assistant shall monitor the O&M complaints regarding LED lights along with the concerned agency.
11. Maintenance of transformers in coordination with the Electricity Department.
12. Meter reading of L.T. services, recording and submission when entrusted to him.

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13. Disconnection and reconnection of service as and when ordered by the Assistant Engineer/ operation of the Section concerned.
14. Helping DIS COM staff in releasing the new services.
15. Helping the DISCOM staff in patrolling the L.T Lines, rectification of defects and maintenance.
16. Noticing and reporting of direct tapping, cases of pilferage of energy and other malpractices notice in his jurisdiction, to the lineman of the area concerned.
17. Assistance in transformer and other equipment concerned.
18. All other works entrusted by the superior officers from time to time apart from fuse off calls, breakdowns and consumer complaints should be obeyed by the Energy Assistants Gr-II.
19. Should maintain a dairy of work done every day to be reviewed by the Section Officer/ Controlling officer of Energy Department.
20. In emergencies, jurisdictions should not be observed and all staff have to rise as one man to tackle the emergency and work to restore total normalcy.
21. Energy Assistant Gr-II should uphold dignity and image of the DISCOM in the public and strive hard for the benefit. of the DISCOM and consumer satisfaction.
22. He responsible for implementation of subsidies to the eligible consumers.
23. Any other works entrusted to him by the superiors of DISCOM or by the Municipal authorities/Village Panchayath authorities.

## **II. LOCAL BODY RELATED:**

1. He is responsible for maintenance of street lights.
2. Switch ON/OFF street lights.
3. He/ She shall be store in-charge for O&M related to street lights and water supply schemes.
4. All grievances related to street lights shall be redressed by utilizing the services of electrical worker available in the Ward/ Village with the supporting of Local Body.
5. He is responsible for new Electric poles.
6. He is responsible for maintenance of installations of the Local Body in that area.
7. He is responsible for all maintenance of motors of power boards.
8. He is responsible for all other power related infrastructure works.
9. Each energy assistant should maintain of diary of work done each day for review by the Local Body commissioner/ Village Panchayath authority.
10. Any other duties entrusted by the Higher authorities from time to time.

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**BIOMETRIC ATTENDANCE:**

- 1) As per DO Letter dt.23.09.2022 of the Special Chief Secretary to Government, Energy Department has requested all the Collectors & District Magistrates to allow the Energy Assistants to attend the Village/ Ward Secretariat only from 3: 00 PM to 5: 00 PM every day and they will ensure biometric attendance every day during that period without fail. Any deviation in this matter due to attending to any breakdown/maintenance shall be recorded and approved monthly by the AEE/Operation concerned. This further shall be monitored across division and circle levels.
- 2) Therefore, all the Superintending Engineers/Operation circles, all the Executive Engineers/Operation Divisions and Transformers Divisions are hereby directed to communicate the above instructions to each and every Energy Assistants (JLM Gr.II) working in their respective Circles/ Divisions and obtain their dated acknowledgement and paste the same in their Service Register, with an intimation to the Hon'ble District Collectors of their jurisdiction and to this office without fail.
- 3) The above instructions shall be followed scrupulously by all the JLM Gr-II concerned and the nodal O&M staff concerned who are mapped to each Village/Ward Sachivalayam and make the objective of the state government to take services closer to the village and ward level successful.

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

**To**

All the Superintending Engineers/Operation/APSPDCL  
All the Executive Engineers/Operation/APSPDCL

**Copy to**

All the Chief General Manager's/Corporate Office/Tirupati  
All the General Manager's/Corporate Office/Tirupati  
The General Manager/IT&SAP/Corporate Office/Tirupati  
All the Senior Accounts Officers/Operation Circle/APSPDCL  
The Pay Officer/SPDCL/Tirupati  
All the Accounts Officers/Expenditure/APSPDCL  
All the Deputy General Managers/Corporate Office/Tirupati  
All the Personnel Officers/APSPDCL/Corporate Office/Tirupati  
PS to the CMD/APSPDCL/Tirupati  
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**PERSONNEL OFFICER**