

**SOUTHERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED  
TIRUPATI**

**O/o The Chief General Manager/O&M,**  
Corporate Office,  
APSPDCL, Tirupati

**Memo No.CGM/O&M/GM/IT/F.No./D.No. 307 /23,Dt: 20.11.2023.**

Sub: - APSPDCL – IT Wing– Rolling stock meters (1Ph &3Ph) for sick meters replacement and new Meters(1Ph&3Ph) for new service connections at town Sections- Updating in AEs Login-Closing balance as on 30-11-2023 – Data to be furnished- **Implementation of Meter life cycle in 5 Circle Headquarters** -Regarding.

Ref: Note approval of Hon'ble Chairman & Managing Director, Dt. 26.05.2023  
(E office - Computer File No. 317049)

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A Meter Life Cycle application has been developed by IT wing for tracking of LT & HT Meters at various stages for proper accountability and minimize the misuse of meters in field and LT lab. As per the note orders, the application is Live already in Kurnool Circle since 01-06-2023 and now it is proposed to make Live in **4 Operation Circle head Quarters also.**

This tracking system will show different stages of Meter flow in the IT application. The Process is as follows

1. Meters parameters like Make, Serial No., MRT Seal bit No.'s, Capacity, Type, Phase, Voltage Ratio, Class Type, PO No., Manufacturing Month & Year are being captured at stores in SAP whenever new meters are received from the suppliers and Meter Master data is created since 01-04-2023.
2. The AE/Operation has to upload the new meter particulars which are drawn before 01-04-2023 from the stores and available for release of new services are to be updated in meter master data for which a facility provided to upload the meters in AEs Login.
3. The AE/Operation has to upload all rolling stock meter particulars which are available on hand for meter changes are to be updated in meter master data for which a facility provided to upload the meter particulars in AEs Login.
4. A facility developed in AE login to issue the meters to concern lineman for New services and meter changes.

5. In CSC login, for new service release, meter number will be fetched and validated with Meter Master. New meters already in meter master are physically handed over to Lineman and while installing meter, a authentication OTP request will be sent to consumer mobile number and the same is intimated to LM by the consumer for authentication and releasing of service. Against registration number, meter is geo-tagged and the particulars are automatically updated in response sheet of CSC login and service will be released.
6. In AE/Opn login, meters are issued to LM for meter changes. Lineman while fixing the meters OTP is requested for authentication. SMS sent to consumer "Your meter changed Date: with New meter IR and old meter FR, share the OTP for confirmation if correct". Lineman will enter the meter change details in Meter change entry form and the same will sent for approval to AE/Opn login. The AE/Opn approves the meter changes by verification of the physically removed meters and once approved, it will be triggered to the AAO login for approval.
7. In Billing application for meter changes, meter number will be fetched and validated with Meter Master.
8. Once AAO approves the meter changes, the removed meters shall be handed over to MRT Lab by AE/Opn within 30 days from date of change of meter in the meter changes entry form with the provision of E-T Note number, Date and Meter change slip number. If the removed meters are not handed over within 30 days, those services will not be allowed for billing.
9. The list of received meters in LT Lab AE's login are physically validated and if found ok, they are updated in meter testing entry form. If meter is found healthy, the tested readings given by AE/Lab will get displayed in AAO login. If the readings are greater than the final reading, the AAO/ERO has to raise the "Debit RJ" for balance units to the concerned service number.
10. If meter found defective and is within WGP, it will be send to the supplier. Repaired / Replaced meters received from supplier are updated in the meter master with upload facility provided to the AE/LT Lab.
11. BGP meters which are not repairable are to be Survey Reported with the approval of concerned authority with upload facility provided and the same will be flagged as "SR" in the Meter Master and meter number will not be assigned further. On preparation of SR estimates by AE LT meters, the details of meters to be survey reported can be fetched from the master data as attachment.
12. In AE/Lab login, meters issuing to AE/Opn upload facility provided.

Hence in this connection, the Executive Engineer/operation/Tirupati, Nellore, Kadapa & Anantapur and Executive Engineer/M&P-1&2/ Tirupati, Nellore, Kadapa & Anantapur are requested to arrange to upload **ON HAND** meter particulars available in

(O) sections and LT Lab as on 30.11.2023. It is to inform that all meter transactions shall be allowed only through online process with effect from 01-Dec-2023 in above divisions.

Signed by Guravaiah

Kakarla

Date: 20-11-2023 16:46:36

Reason: Approved

**Chief General Manager**

**O & M**

**APSPDCL:: Tirupati**

**To**

The Executive Engineer/Operation Town/ Tirupati, Nellore, Kadapa & Ananthapuramu  
The Executive Engineer/M&P1 and M&P2/ Tirupati, Nellore, Kadapa & Ananthapuramu  
The Superintending Engineers/Operation/Tirupati, Nellore, Kadapa & Ananthapuramu

**Copy Submitted to**

The Director/Technical & HRD/Corporate Office/APSPDCL/Tirupati  
The Director/Projects & IT/Corporate Office/APSPDCL/Tirupati

**Copy to**

The Chief General Manager/R&IA/APSPDCL/Tirupati.  
The General Manager/IT & SAP/APSPDCL/Tirupati.  
The Peshi to CMD/APSPDCL/Tirupati.