

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

Memo.No.CGM/O&M/GM/EE/C/F.e- 317595/D.No.1706/23, dt.04/07/2023

Sub:- APSPDCL – TPT – “Rythu Nestam Portal” - Sanctioning of estimates for releasing of agricultural services – Time bound Instructions - communicated - Reg.

Ref:- Note order approved by the CMD/APSPDCL, dt:29.06.23

The agricultural applications are getting delayed at section office level in issuing demand notices , causing delay in payment by the applicant. Due to this , releasing of agricultural services are getting delayed and there by bad image to APSPDCL.

In view of the above a new portal introduced by name “Rythu Nestam Portal” for LT agricultural applications. In this portal, LT application shall be registered at Sachivalayam, Mee Seva , APSPDCL website etc by the applicant who wants agriculture service and receipt will be generated and issued with application Number to applicant.

A. Estimate preparation, sanctioning and issue of demand notice.

- a. Estimate shall be prepared , processed and released within 7days in case of services with no line involvement.
 - b. Estimate shall be prepared , processed within 15days in case of services with line involvement.
 - c. Service to be released within 30days after payment by the applicant.
- B. After registration by the applicant, random access number will be generated and application along with enclosures will be migrated to AE’s login, and the following time lines will be applicable for preparation of estimates, sanction and serving of demand notice to the applicant.
- a. Asst. Engineer has to prepare estimate within three working days after receipt of application in AEs login and one working day grace time will be given for submission to the Dy. Executive Engineer.

If AE has not prepared the estimate, the application will be automatically escalated to the login of Dy. Executive Engineer for preparation of estimate.

- b. The Dy. Executive Engineer has to prepare an estimate within two working days and one working day grace period for submission to the Executive Engineer.

If Dy.EE has not prepared the estimate within 3three working days time, the application will be automatically escalated to the login of Executive Engineer for

preparation of estimate.

- c. (i) The Executive Engineer has to sanction (or) return the estimate within two working days as per the guide lines issued and powers delegated for the estimates received from the Dy. Executive Engineer.
- ii. The Executive Engineer has to prepare, sanction (or) returned within three working days for the applications received from Dy. Executive Engineer who failed to prepare the estimate within the time frame as per the guide lines issued and powers delegated.
- d. (i) The Superintending Engineer has to sanction (or) return the estimate within two working days as per the guide lines issued and powers delegated for the estimates received from the Executive Engineer.
- ii. The Superintending Engineer has to prepare, sanction (or) returned within three working days for the applications received from Executive Engineer who failed to prepare the estimate within the time frame as per the guide lines issued and powers delegated.
- e. If The Superintend Engineering has not sanctioned the estimate within three working days time, the application will be automatically appeared in the Dash board of Hon'ble Chairman & Managing Director/APSPDCL/Tirupati.
- f. After sanction of estimate, the sanction copy along with demand notice shall be sent to the Asst. Engineer through SAP,Whats app, e-mail, SMS and e-Office. A demand notice shall be automatically intimated to the applicant through Whats app, e-mail & SMS to pay the amount within the 15days time.
- g. An application shall be automatically deleted if an applicant has not paid as per demand notice within 18days time and application will be permanently cancelled and to be deleted in CSC.
- C. An applicant paid amount as per demand notice , the status will be inform to SAP,up to sanctioned authority and automatically work order shall be generated and released.
- a. The material shall be automatically allotted after issue of work order from the District Stores. If materials are not available , allotment from other District stores in an orderly manner i.e., nearest stores to far away stores through diversion order will be automatically generated in SAP. If the material are not available,the Red flag will be appear.
- b. Material shall be drawn within four working days and one day grace period from the stores and hand over to the contractor through SAP T-Note within two working days from the date of drawl from district stores.
- c. The contractor has to complete the work within 10days time by allocating the concerned staff. Other wise 2% penalty on the total labour charges for each delay of 1day to be levied.
- d. The contractor has to give work completion notice to the concerned Asst. Engineer, the Asst. Engineer has to verify and confirm that work was completed. Asst. Engineer has to give work

completion certificate within three working days time otherwise escalated to the Dy. Executive Engineer. The Dy. Executive Engineer has to give work completion certificate within two working days time otherwise escalated to the Executive Engineer. The Executive Engineer has to give work completion certificate within two days time invariably.

D. The service shall be released by the Section officer within three working days time and number to be assigned in one working day. The service number shall be automatically migrated to AAO/ERO login. The AAO/ERO has to confirm in SAP duly verify all the details within two working days and migrated to CBS.

The above instructions should followed scrupulously without fail.

**Signed by Guravaiah
Kakarla
Date: 04-07-2023 15:52:36
Reason: Approved**

**CHIEF GENERAL MANAGER / O&M
APSPDCL :: TIRUPATI**

To
The Superintending Engineers/Operation/ Nellore, Tirupati, Kadapa, Anantapur & Kurnool.
Copy to all Executive Engineers / Operation / and instructed to intimate to all
DyEEs/Operation and AEE/AE operations to follow the above instructions without fail.
Copy to the General Manager/IT/Tirupati for taking necessary action at IT end.
Copy to the Chief General manager/Projects & IT/ Tirupati.
Copy to the Chief General Manager/P&MM /Tirupati
Copy to the Chief General Manger/Finance/Tirupati
Copy to the AE/Tech to the Director/Technical & HRD/ Tirupati
Copy to the AE/Tech to the Director/Projects &IT/Tirupati
Cody to the Dy.EE/Tech to the Chairman and Managing Director