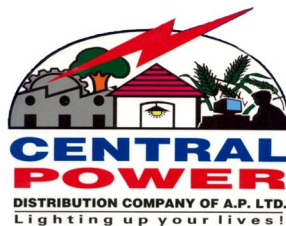


Manual of Right to Information Act - 2005
Information under Sections 4 (1) (b)



CENTRAL POWER DISTRIBUTION COMPANY
OF ANDHRA PRADESH LIMITED

6-1-50, Mint Compound
Hyderabad - 500 004
www.apcentralpower.com

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UNDER 4(I)(b)

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ORAGANIZATIONAL SET UP

The Central Power Distribution Company of A.P. Limited (APCPDCL) was established on 01.04.2000 as a part of the Reform and Restructuring process in the Power Sector of Andhra Pradesh. APCPDCL is one of the largest of four Distribution Companies in AP and is a wholly owned by the Govt. of Andhra Pradesh. APCPDCL was granted independent license (License No: 13/2000) by A.P. Electricity Regulatory Commission (APERC) to undertake distribution and retail supply business in the following seven districts of the State.

- | | |
|------------------------------|----------------------------------|
| 1) Ananthapur (ATP) District | 2) Hyderabad (GR.HYD) District |
| 3) Kurnool (KNL) District | 4) Mahaboobnagar (MBNR) District |
| 5) Medak (MDK) District | 6) Nalgonda (NLG) District |
| 7) Rangareddy (RR) District | |

General Information about the company:

Sl. No.	Item		Total
1	No. of Employees		13919
1	No. of Operation Circles		11
2	No. of Operation Divisions		44
3	No. of Sub –Divisions		145
4	No. of Sections		517
5	No. of Mandals		324
6	No. of Villages		6565
7	No. of Hamlets		7196
8	No. of 33/11KV Sub-stations		1327
9	No. of Feeders	33 KV	704
		11 KV	5183
10	No. of DTRS	S.P.H	81455
		3-ph	142862
		Total	224317
11	No. of PTRS		2052
12	Length of 33 KV line (KM)	OH Line(KM)	12756
		UG Cable(KM)	215
13	Length of 11 KV line (KM)	OH Line(KM)	81590
		UG Cable(KM)	299
14	Length of LT line (KM)		193336
15	Capacitor Banks 2 MVAR		728
16	No. of Consumers		7293527

For any additional information please visit our company website

www.apcentralpower.com

FUNCTIONS AND DUTIES OF FUNCTIONAL HEADS - EACH SECTION / OFFICE OF COMPANY

BOARD OF DIRECTORS	Guides the policy matters and approve plans for the development of the Company
CMD, APCPDCL	Executive head of APCPDCL, Final approving authority of the proposals of Technical, Commercial and Financial proposals
DIRECTOR/P&MM	Oversee of Purchase & Materials Management activities
DIRECTOR/Comml. CS, DPE & Assessments	Oversee of Commercial matters, Customer Services, DPE & Assessments wing
DIRECTOR/FINANCE	Oversee of Financial and Revenue Operations activities
DIRECTOR/Co-ordination, APPCC, IPC & RAC	Oversee the Investment Promotion Cell, Regulatory Affairs, APPCC and Co-ordination.
DIRECTOR/OPERATION (RURAL)	Oversee of various activities of rural operation circles Viz. Anantapur, Kurnool, Medak, Mahaboobnagar, Nalgonda.
DIRECTOR/PROJECTS & IT	Oversee of various Project schemes and Information Technology
DIRECTOR/HRD & IR Operation Gr. Hyd. & MP	Oversee of HRD & IR activities and Operations in Metropolitan Zone Master Plan & Lines Zone, Master Plan Ranga Reddy Circles.
CHAIRMAN, CGRF	In charge of Consumer Grievance Redressal Forum
CGM (Comml.)	In charge of works related to Commercial, Regulatory affairs and Customer Services.
CGM (HRD)	In charge of Human Resource Development department, dealing with various activities such as recruitment, promotions, transfers and personnel & Industrial Relations.
CGM/O & M	In charge of Operation & Maintenance of all Operation Circles
CGM (Projects)	In charge of activities related to planning of new Projects, Schemes.
CGM (P&MM)	In charge of activities related to Purchase & Material Management
CGM (Finance)	In charge of Finance & Revenue related matters
CGM/Metro Zone	In charge of activities related to Hyderabad North, South and Central circles.
CGM/RR Zone	In charge of activities related to Medak, RR South, RR North and RR East Operation Circles
CGM/Kurnool Zone	In charge of activities related to Kurnool, Anantapur and Mahaboobnagar Operation Circles
CGM/Master Plan & Lines	In charge of activities related to planning and Implementation of Master plan, Protection and lines divisions for RR Operation Circles.
GM (IR)	Coordinates Industrial Relations & Legal Matters
SE/O&M	Coordinates all activities related to Operation & Maintenance of various operation circles.

SE/DPE	Coordinates the activities of Detection of Pilferage of energy and booking of cases in various operation circles.
SE/Assessments	In charge of activities related to assessment of theft & malpractice cases
SE/IPC	In charge of activities related Investment Promotions Cell
SE-Master Plan/RR	In charge of Planning and Implementation of Master plan, Protection and lines System Development works for RR Operation Circles
SE-Master Plan/Gr.Hyd.	Plan and Implement System Development works, including UG Cable in Twin Cities
SE-SCADA	Monitoring of uninterrupted Power Supply in various substations in Operation Circles of Twin Cities and Rangareddy districts, also attends to power supply grievances
SE (Op)-Anantapur	In charge of Anantapur Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Kurnool	In charge of Kurnool Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Medak	In charge of Medak Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Mahaboobnagar	In charge of Mahaboobnagar Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Nalgonda	Instead of Nalgonda Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)- Rangareddy North Circle	In charge of Rangareddy North, Greater Hyderabad - activities related to Greater Hyderabad Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)- Rangareddy South Circle	In charge of Rangareddy South, Greater Hyderabad - activities related Greater Hyderabad to Operation & Maintenance and implementation of various schemes & Customer related services
SE (Op)- Rangareddy East Circle	In charge of Rangareddy East, Greater Hyderabad - activities related Greater Hyderabad to Operation & Maintenance and implementation of various schemes & Customer related Services.
SE (Op)-Central, Hyderabad	In charge of Hyderabad Central Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-North, Hyderabad	In charge of Hyderabad North Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-South, Hyderabad	In charge of Hyderabad South Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services

SE-Quality Control Monitoring of quality aspects in various field works

SP & Chief Vigilance Officer In charge of Vigilance matters

The work distribution of each Officer and Staff is available in respect to their appointment letter & in Duties of Responsibilities of Officers, booklet published on 01-11-2003.

The powers and duties of Officers and Employees, Norms set to discharge the functions are according to the APED Manual approved by the erstwhile APSEB and as adopted by APCPDCL.

3 DECISION MAKING PROCESS, SUPERVISION AND ACCOUNTABILITY

INITIATING THE FILE DEALING STAFF AND THE SECTION	CHANNELS OFFICERS HANDLING THE FILE AT EACH LEVEL	DECISION MAKING AUTHORITY
Initiated through individual office	Through Head of the Office	Board of Directors appointed by Govt. of A.P.

SUPERVISORY AUTHORITY & OFFICER TO WHOM ACCOUNTABLE : Principal Secretary to Govt., Energy Department, AP Secretariat, Govt. of A.P.

4 A. THE NORMS, IF DECIDED BY THE ORGANISATION

Technical and Commercial norms are being followed as approved by the erstwhile APSEB and adopted by APCPDCL.

B. QUALITY NORMS, IF DECIDED BY THE ORGANISATION

The Company adopts the Quality norms fixed by APERC from time to time.

5 LIST OF ACTS, RULES, REGULATIONS, MANUALS, RECORDS, CIRCULARS RELATED WITH THE FUNCTIONING OF OFFICE CONSTITUTING THE ORGANISATION

ACTS : AS PER ELECTRICITY ACT 2003 read by ESSAR 1985 AND COMPANIES ACT 1956.

APPLICABLE LAWS

A. Industry Specific Laws

- ◆ The Electricity Act, 2003
- ◆ Open Access
- ◆ National Tariff Policy
- ◆ CERC Guidelines
- ◆ APDRP Guidelines
- ◆ The Indian Electricity Act, 1910
- ◆ The Indian Electricity Act, 1948
- ◆ The Indian Electricity Act, 1956
- ◆ The Electricity Regulatory Commission Act, 1998

B. Reform Laws

- ◆ State Reforms Act
- ◆ Transfer of Assets, Rules and other applicable laws

C. Environmental Laws

- ◆ The Indian Boiler Regulation Act, 1923
- ◆ The Boiler Rules, 1962
- ◆ The Pollution Control Board Consent Condition
- ◆ The Air (Prevention and Control of Pollution) Act, 1981
- ◆ The Environment (Protection) Act, 1986
- ◆ The Water (Prevention-Control of Pollution) Act, 1974

- ◆ The Storage of Hazardous Chemicals 1989
- ◆ Hazardous Wastes (Management and Handling) Rules, 1989
- ◆ The Environmental Statement, 1992
- ◆ The Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989

D. Consumer Laws

- ◆ Consumer Protection Act, 1986 and Rules there under
- ◆ RTI Act, 2005

E. Corporate Laws

- ◆ The Corporate Act, 1956
- ◆ Securities and Exchange Board of India (SEBI) Act, 1992 and its Regulations and Listing Agreement.
- ◆ The Securities Contracts (Regulations) Act, 1956
- ◆ The Foreign Exchange Management Act, 1999
- ◆ Customs Act, 1962
- ◆ The Income Tax Act, 1961
- ◆ Central Excise Act, 1944
- ◆ Cost Audit (Report) Rules, 2001
- ◆ Cost Accounting Record Rules, 2001
- ◆ The Public Liability Insurance Act, 1991
- ◆ Payment of Bonus Act, 1962
- ◆ Payment of Gratuity Act, 1972
- ◆ Employees Provident Fund Act, 1952 (Trustees)
- ◆ Employees Provident Funds Miscellaneous Provisions Act, 1952
- ◆ Employees State Insurance Act, 1948
- ◆ Contract Labour (Regulation and Abolition) Act, 1970
- ◆ Depositories Act, 1996
- ◆ Industrial Employment (Standing Order) Act, 1946
- ◆ Apprentices Act, 1961 with Apprenticeship Rules, 1962
- ◆ The Shop and Establishment Act, 1948 and Rules
- ◆ Standard Weight and Measurement Act, 1985
- ◆ Service Tax Act and Service Tax Rules, 1994
- ◆ The Factories Act, 1948
- ◆ The Factories Rules, 1963
- ◆ Workmen's Compensation Act, 1923

RULES	:	Grid Code and General Terms & Conditions of APERC
REGULATIONS	:	As per APERC
MANUALS	:	Construction standards by REC & IE Rules. Purchase Manual, Stores Manual, APED Manual Volume I & II.
RECORDS	:	T&D sanctions, DR sanctions, Accidents, Theft of material, Back billing cases, LS & K2 Agreements, O&M and Special O&M, Estimate sanction, Technical Sanction, Tender opening, Tender specification, Tender Schedule Issue, Tender publication, Division wise line losses, Accident cases, Accident sanction, Theft of Material, Installment for payment of arrears, CC Charges, ACD, assessments Amounts registers.
CIRCULARS	:	On matters relating to Operation and Maintenance, Commercial, Personnel, Financial and Administration are issued from time to time.

6 STATEMENT OF VARIOUS CATEGORIES OF DOCUMENTS HELD BY IT OR UNDER ITS CONTROL

NAME OF DOCUMENT	KINDS OF DOCUMENTS LIKE MICRO FILM, REGISTER, BOOKS, DISKETTE ETC	NATURE AND CONTENT OF DOCUMENT	DURATION OF RECORDS
Files / Papers related to the matters dealt by individual office	Files, Registers	Proposals, Approvals, Orders, Circulars, Correspondence etc	Refer Annexure - I & II (Pages 18 to 27)

7 STRUCTURE OF CONSULTATIVE COMMITTEES IN WHICH PUBLIC REPRESENTATIVES ARE MEMBERS INCLUDING

-NIL-

8 NAME OF THE BOARD, COUNCIL, COMMITTEES ETC. INCLUDING MEMEBERS AND THEIR QUALIFICATIONS

The Company is governed by its Board of Directors

MEMBERS OF THE BOARD OF DIRECTORS

NAME OF THE DIRECTOR	DESIGNATION
Sri G. Anantha Ramu, IAS	Chairman & Managing Director, APCPDCL
Sri	Director/P & MM
Sri G. Raghuma Reddy	Director (I/c)/Commercial, CS, DPE & Assessments
Sri P. Raja Gopal Reddy	Director/Finance
Sri B. Ravindra Reddy	Director/Co-ordination, APPCC, IPC & RAC
Sri B. Veera Reddy	Director/Operations (Rural)
Sri G. Raghuma Reddy	Director/Projects & IT
Sri K. Venkata Narayana	Director/HRD & IR, Operation in Metro Zone, Master Plan & Lines Zone MP RR Circles
Sri K. Ranganatham	Director (Non-Whole time) (Addl. Joint Managing Director / APTRANSCO)
Sri Ch. Chenna Reddy,	Director (Non-Whole time) (Director/ Transmission / APTRANSCO)

AUDIT COMMITTEE

NAME OF THE DIRECTOR	DESIGNATION	OTHER DIRECTORSHIP/s
Sri K. Ranganatham	Director (Non-Whole time) Audit Committee Chairman	Addl. JMD/APTRANSCO
Sri Ch. Chenna Reddy	Director (Non-Whole time) Audit Committee Member	Director/ Transmission, APTRANSCO
Sri	Director/P & MM/APCPDCL Audit Committee Member	NIL

9 DIRECTORY OF THE OFFICERS AND EMPLOYEES

For the Directory of officers and employees: For any information on the individual employee can be provided at request on payment of necessary fee.

10 MONTHLY REMUNERATION AND COMPENSATION

The monthly remuneration and compensation of the employees is available in the respective pay roll office, which can be provided on request and on payment of necessary fee.

11 ANNUAL BUDGET ALLOCATION AND EXPENDITURE STATEMENT

The annual budget allocation and expenditure is fixed as per APERC tariff order. For the tariff order the website of the company may be logged on:

www.apcentralpower.com

12 PROGRAMMES AND BENEFICIARIES

The Company is basically involved in Distribution of Electricity through 33/11 KV Sub-stations. The Subsidy is regulated by APERC and State Government. The Beneficiaries are the consumers in CPDCL jurisdiction.

13 LIST OF THE RECIPIENTS AND NATURE OF CONCESSION

-NIL-

14 INFORMATION AVAILABLE IN OFFICE

The information pertaining to any particular matter is available in the concerned individual offices of APCPDCL.

15 FACILITIES AVAILABLE (LIBRARY, PUBLIC COUNTER ETC) TO CITIZEN FOR INFORMATION

Our company website **www.apcentralpower.com** is available to the citizens for information on various activities like Board of Directors, Details of Contractors, Tender Notifications, Recruitments Notifications, General Terms & conditions, Tariff Orders and other information related to Consumers such as payment of bills, service connection history, power supply timings, online complaints, HT Consumers power drawl information etc. of the company.

Integrated Customer Service Centers :

APCPDCL has thirteen (13) Division-wise Integrated Customer Service Centers and ninety three (93) web enabled Customer Service Centers operational in the entire jurisdiction of APCPDCL's Sub-divisions in the Operation Circles of Anantapur, Kurnool, Mahaboobnagar, Nalgonda, Medak, Ranga Reddy and in twin cities, attending their grievances as per the standards of performance.

INTEGRATED CUSTOMER SERVICE CENTRES :-			
Sl. No.	ICSC Name	Address	Telephone No.
1	Kukatpally	1st Floor O/o.DE/Operation/Kukatpally, Above E-seva, Near Rythu Bazar, III Phase, KPHB, Hyderabad.	040-23433544, 23433545
2	Azamabad	2nd Floor EGK Complex Door No. 1-8-569 to 573, Azambabad, RTX "X" Roads, Hyderabad.	040-23433515, 23433512.
3	TroopBazar	2nd Floor, Reliable Business Centre, end of Troopbazar, on the road from GPO, Abids to Bank Street and Koti, Land Mark: Opp Sidhartha Hotel, Hyderabad.	040-23433573, 23433559
4	Charminar	1st Floor (Starting from Cellar) Royal Plaza, 23-1-99/1 Alijah Kotla, Alijah Kotla Road (East of Charminar), Hyderabad.	040-23433580, 23433581

5	Secunderabad	210, The Archana Arcade, 2nd floor opposite office of the Regional Director of Audit St. John's Road, Beside Ramakrishna Hotel & Secunderabad Rail Reservation complex. Secunderabad.	040-23433586, 23433587
6	Ameerpet	Huda Complex at Ameerpet by name Martrivihar Complex, Block No. 307 of 3rd Floor. This complex is located opposite the Minerva Coffee House, and adjacent to Aditya Enclave, Hyderabad.	040-23431464, 23431463
7	Saroornagar	1st Floor Commercial Complex (On Kothapet- Nagole Raod) Opp. O/o Sub- Division Officer (Phones), Saroornagar, Telephone Exchange Campus, Kothapet X Roads, Hyderabad- 500060. .	040-23433593, 23433589
8	Habsiguda	Mirra Kamashetty Mall, house no 4-108/1, 4-109/1-7 Survey Nos 11 & 12 Ramananthapur to Uppal main road, Ranga Reddy Dist.	040-23433297, 23433294
9	Ananthapur	Balaji Towers, Ist floor, Surya Nagar, Anantapur	08554-223222 9490944865
10	Mahaboobnagar	H. No. 2-1-13/C, Arshad complex, Venkateshwara Theater lane, Mahaboobnagar	08542-250833, 08542-250834
11	Nalgonda	Near Clock Tower, Above Central Bank, Nalgonda	08682-227755, 9985121242
12	Kurnool	Mouryria Inn Complex, Bhagya Nagar, Kurnool.	08518-226750
13	Sangareddy	O/o. ADE/Operation/Sangareddy, Sangareddy.	08455-276425

Customer Service Centers.

Ninety three (93) Sub-division wise Customer Service Centers functioning in CPDCL jurisdiction providing information to the consumers on various issues and resolving their grievances of billing, metering and providing new service connections and attending to various O&M complaints. Details of the Customer Service Centers are given below:

Sub-station wise Rythu Sadassulu and power supply review meetings, Consumer day celebrations and Safety week celebrations are being organized for providing information to the consumers.

Electricity Consumer Complaint Centers - '155333' receiving resolving various power supply complaints.

Load relief schedules are being informed in twin cities through media from time to time. SMS services are introduced to inform about billing details.

CUSTOMER SERVICE CENTRES IN HYDERABAD NORTH CIRCLE :-			
Sl. No.	CSC Name	Address	Telephone No.
1	Bowenpally	O/o. ADE/Operation/Bowenpally, Beside Post Office and Police Station, Bowenpally, Hyderabad.	040-23433487
2	Lal Bazar	O/o. ADE/Operation/Lal Bazar, 33/11KV SS Lothukunta, Beside Military Pump house, Narthaki theatre road, Hyderabad.	040-23433543
3	Balanagar	O/o. ADE/Op/IDPL, Opp: IDPL Building, Balanagar, Secunderabad.	040-23433089

CUSTOMER SERVICE CENTRES IN HYDERABAD SOUTH CIRCLE :-

Sl. No.	CSC Name	Address	Telephone No.
1	Asmangadh	33/11 KV Asmangadh SS, Gidyanaram road, straight of Ganga Theatre, Opp. Lane of viranjaneya temple, Hyderabad.	040-23433582
2	Santosh Nagar	33/11 KV Santhosh Nagar SS, Road leads to Yadagiri Theatre, Hyderabad	040-23433488
3	Chanchalguda	33/11 KV Chanchal guda SS, Govt. printing press, left of cross road, Hyderabad.	040-23433474

CUSTOMER SERVICE CENTRES IN HYDERABAD CENTRAL CIRCLE :-

Sl. No.	CSC Name	Address	Telephone No.
1	Saifabad	Mint Compound, Hyderabad – 500063.	040-23431293
2	AC Guards	33/11KV AC Guards SS, 10-2-1,AC Guards; opp. PTI Building, Hyderabad – 500004	040-23431311
3	Golconda	O/o. ADE/Operation/Golconda, 33/11KV Langerhouse SS, Langerhouse, Hyderabad.	040-23431150
4	Mehdipatnam	O/o. ADE/Operation/Mehdipatnam, 33/11KV SD Hospital SS, Mehdipatnam, Hyderabad – 500028	040-23431427

CUSTOMER SERVICE CENTRES IN RANGAREDDY SOUTH CIRCLE :-

Sl. No.	CSC Name	Address	Telephone No.
1	Ibrahimbagh	O/o. ADE/Operation/Ibrahimbagh, 33/11KV SS, Ramdevguda, Ibrahimbagh-500008	040-23431338
2	Gaganpahad	O/o. ADE/Operation/Gaganpahad, Opp. To National Police Academy, Shivarampally-500052	040-23433042
3	Shamshabad	O/o. ADE/Operation/Shamshabad, 33/11KV Sub Station, Shamshabad	08413-223266
4	Chevella	O/o. ADE/Operation/Chevella, 33/11KV Sub Station, Chevella	08417-244244
5	Vikarabad	O/o. ADE/Operation/Vikarabad, Vikarabad SS Premises, Ananthagiri Road, Vikarabad-501101	08416-253405
6	Thandur	O/o. ADE/Operation/Thandur, Opp. Police Station, Thandur-501141	08411-273191
7	Parigi	O/o. ADE/Operation/Parigi, 33/11KV SS,Parigi	08412-223664

CUSTOMER SERVICE CENTRES IN RANGAREDDY EAST CIRCLE :-

Sl. No.	CSC Name	Address	Telephone No.
1	Ibrahimpattam	O/o. ADE/Operation/Ibrahimpattam, 132KV SS, Near Bus Stand, Ibrahimpattam	08414-222031
2	Sainikpuri	O/o. ADE(O), APCPDCL, 33/11KV SS, Sainikpuri, Secunderabad.	040-23433480

CUSTOMER SERVICE CENTRES IN RANGAREDDY NORTH CIRCLE :-

Sl. No.	CSC Name	Address	Telephone No.
1	Medchal	O/o. ADE(O), APCPDCL, 33/11KV SS, Medchal.	08418-222331
2	Quthubullapur	O/o. ADE/Operation/Quthubullapur, Opp:Quthubullapur Municipal Office.	040-23433474

CUSTOMER SERVICE CENTRES IN ANANTHAPUR CIRCLE :-

Sl. No.	CSC Name	Address	Telephone No.
1	Dharmavaram	O/o. ADE/Operation/Dharmavaram, Near Market, Dharmavaram.	08559-221655
2	Gooty	O/o. ADE/Operation/Gooty, RS Road, Gooty.	08552-250600
3	Guntakal	O/o. ADE/Operation/Guntakal, Aluru Road, Guntakal.	08552-22229
4	Tadipatri	O/o. ADE/Operation/Tadipatri, Ananthapur road, Tadipatri	08558-223300
5	CCO Tadipatri	O/o. ADE/Operation/Tadipatri, Ananthapur road, Tadipatri	08558-222523
6	Hindupur	O/o the Asst. Divisional Engineer, Operation Sub Division, Hindupur(Town) Power House Compound, S.V.Road, Hindupur	08556-220616
7	Hindupur Rurals	O/o the Asst. Divisional Engineer, Operation Sub Division, Hindupur(Rurals) Power House Compound, S.V.Road, Hindupur	08556-222800
8	Madakasira	O/o the Asst. Divisional Engineer, Operation Sub Division , Madakasira, Opposite Govt. Hospital, Amarapuram Road, Madakasira.	08493-288412
9	Penukonda	O/o the Asst. Divisional Engineer, Operation Sub Division, Penukonda, Hindupur Road, Penukonda	08555-220245
10	Kadiri	O/o the Asst. Divisional Engineer, Operation Sub Division , Kadiri, Power house Compound, Kadiri.	08494-224923
11	Rurals West Kadiri	O/o the Asst. Divisional Engineer, Operation Sub Division , Rural West, Power house Compound, Kadiri.	08494-221888
12	Rurals East Kadiri	O/o the Asst. Divisional Engineer, Operation Sub Division , Rural East, Kadiri Power house Compound, Kadiri.	08494-223110
13	Puttaparthi	O/o the Asst. Divisional Engineer, Operation Sub Division , Puttaparthi, Power house Compound, Puttaparthi.	08555-288883
14	Kalyandurg	O/o the Operation Sub Division Kalyandurg 33/11 KV SS Kalyandurg Compound, Kalyandurg.	08497-220121
15	Uravakonda	Opposite Vasavi Temple, Gandhi Bazar, Uravakonda	08496-257877
16	Rayadurg	O/o the Asst. Divisional Engineer, Operation Sub Division , Rayadurg, Kanekal Road, Rayadurg.	08495-251511

CUSTOMER SERVICE CENTRES IN MAHABOONNAGAR CIRCLE :-			
Sl. No.	CSC Name	Address	Telephone No.
1	Atmakur	H. No. 12-103, Atmakur	08504-222790
2	Makthal	O/o ADE/Operation/Makthal, Near Grampanchayat, Makthal.	08503-283459
3	Kodangal	O/o. ADE/Operation/Kodangal, Kodangal	08505-284281
4	Wanaparthy	O/o. ADE/Operation/Wanaparthy, Wanaparthy.	08545-230700
5	Kothakota	H. No. 23-26, O/o ADE/Operation/Kothakota, Wanaparthy Road, Kothakota.	08545-226070
6	Gadwal	O/o. ADE/Operation/Gadwal, Gadwal.	9985638023
7	Alampur	O/o. ADE/Operation/Alampur, Alampur 'X' Roads, Alampur.	08502-203400
8	Jadcherla	O/o. ADE/Operation/Jadcherla, Near Gunj, Jadcherla.	08542-233490
9	Shadnagar	O/o. ADE/Operation/Shadnagar, Parigi road, Shadnagar.	08548-250536
10	Kalwakurthy	O/o. ADE/Operation/Kalwakurthy, Mahaboobnagar Road, Kalwakurthy.	08549-272425
11	Amangal	O/o. ADE/Operation/Amangal, Power house compound, Amangal.	08543-270799
12	Nagarkurnool	O/o. DE/Operation/Nagarkurnool, Nagarkurnool	08540-224122
13	Achampet	O/o. ADE/Operation/Achampet, Achampet.	08541-272331
14	Kollapur	O/o. ADE/Operation/Kollapur, Near Bus Stand, Kollapur.	08501-274700

CUSTOMER SERVICE CENTRES IN NALGONDA CIRCLE :-			
Sl. No.	CSC Name	Address	Telephone No.
1	Nakarekal	O/o. Asst.Divisional Engineer/Operation Sub.division/Nakarekal	08682-253178, 9440166888
2	Munugode	O/o. Asst.Divisional Engineer/Operation Sub.division/Munugode, Markandeya Temple Road, Gandhinagar, Munugode.	08681-247588, 9966244416
3	Ramannapet	O/o. Asst.Divisional Engineer/Operation Sub.division/Ramannapet	08694-251811, 9440793503
4	Miryalaguda	O/o Divisional Engineer/Operation, Miryalaguda.	08689-240192, 9440245834
5	Halia	O/o Asst.Divisional Engineer/Operation/Haliya	08680-278396
6	Huzurnagar	O/o Asst.Divisional Engineer/Operation/Huzurnagar	08683-241210, 9849957853
7	Kodad	O/o Asst.Divisional Engineer/Operation/Kodad	08683-250450, 9603047442
8	Devarakonda	Kalwakurthy road, Opp. Munsif court, Devarakonda.	08691-248342
9	Nampally	O/o Asst.Divisional Engineer/Operation/Nampally, Near Govt Junior College, Marringuda road, Nampally.	08692-245123, 9985121242
10	Bhongir	O/o Asst.Divisional Engineer/Operation/Bhongir	08685-243441, 9849015543
11	Alair	O/o Asst.Divisional Engineer/Operation/Alair	08685-281000
12	Mothkur	O/o Asst.Divisional Engineer/Operation/Mothkur	08694-287450
13	Suryapet	O/o Asst.Divisional Engineer/Operation/Suryapet	08684-253562
14	Thungaturthy	O/o Asst.Divisional Engineer/Operation/Thungathurthy	08693-236268, 9848333207

CUSTOMER SERVICE CENTRES IN KURNOOL CIRCLE :-			
Sl. No.	CSC Name	Address	Telephone No.
1	Gudur	O/o. ADE/Operation/Gudur	08525-223885
2	Nandikotkur	O/o. ADE/Operation/Nandikotkur	08513-280474
3	Atmakur	O/o. ADE/Operation/Atmakur	08517-283204
4	Dhone	O/o. ADE/Operation/Dhone	08516-221777
5	Bethamcherla	H.No.4-401, Main Road, Beside APCPDCL, Bethamcherla(M)	08516-273123
6	Banaganapalli	O/o. ADE/Operation/Banaganapalli	08515-227236
7	Nandyal Rural	O/o. DE/Operation/Nandyal	08514-248651
8	OCC Nandyal	O/o. DE/Operation/Nandyal	08514-240285
9	Allagadda	Near SBI, Main Road, Allagadda.	08519-220393
10	Koilakuntla	O/o. ADE/Operation/Koilakuntla	08510-225036
11	Adoni	O/o. ADE/Operation/Adoni	08512-254773
12	Alur	O/o. ADE/Operation/Alur	08523-228709
13	Pathikonda	Near Saibaba Temple Gate-II, Gooty Road, Pathikonda.	08520-226536
14	Yemmiganur	O/o. ADE/Operation/Yemmiganur	08512-255035
15	Mantralayam	Raghavendra Swami Temple, Near Brundavanam Guest house, Mantralayam.	08520-279438

CUSTOMER SERVICE CENTRES IN MEDAK CIRCLE :-			
Sl. No.	CSC Name	Address	Telephone No.
1	Jogipet	O/o. ADE/Operation/Jogipet	08450-271110
2	Papannapet	O/o. ADE/Operation/Papannapet	08450-230523
3	Narayankhed	O/o. ADE/Operation/Narayankhed	9912486356
4	Medak	O/o. ADE/Operation/Medak	08445-221577
5	Narsapur	O/o. ADE/Operation/Narsapur	9849311475
6	Toopran	O/o. ADE/Operation/Toopran	08454-235273
7	Ramayanpet	O/o. ADE/Operation/Ramayanpet	08454-233377
8	Gajwel	O/o. ADE/Operation/Gajwel	08454-232122
9	Sadasivpet	Near Gandhi Chowk, Sadasivpet.	08455-252460
10	Patancheru	O/o. ADE/Operation/Patancheru, Phase-I, Nethajinagar, Bandlaguda road, Patancheru-502319.	08455-243711
11	Zaheerabad	Opp: Bus Stand, Zaheerabad.	08451-282023
12	Siddipet	O/o. ADE/Operation/Siddipet Town, Siddipet	08457-226679
13	Tukkapur	O/o. ADE/Operation/Tukkapur	08457-242259

16 NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

APPELLATE AUTHORITY

Sl.No	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Office/Administrative units of authority)	Office Tel., Resi. Tel. Fax	E-mail
1	Sri G. Raghuma Reddy, Director (I/c)/ Comml.,CS, DPE & Assessments	Anantapur, Kurnool, Mahaboobnagar, Medak, Nalgonda, Rangareddy and Hyderabad Districts.	Corporate Office, APCPDCL, 6-1-50, Mint Compound, Hyderabad – 500 063. Tel: 23431021 (O)23431095 (R) Cell: 9440812836	dircomml@centralpower.com

STATE PUBLIC INFORMATION OFFICER (S).

Sl. No.	Name of the Office/Administrative Unit	Name & Designation of SPIO	Office Tel., Resi. Tel. Fax	E-mail
1	Corporate office, APCPDCL, 6-1-50, Mint Compound, Hyderabad – 500 063	Sri V.V.Swamy, SPIO	23431014 (O), 23021795 (R), 94408 13852 (M), Fax: 23 431090	spio@apcentralpower.com

STATE ASSISTANT PUBLIC INFORMATION OFFICER (S).

S.No	Name of Office/Administrative Unit	Name & Designation of APIO	Office Tel., Resi. Tel. Fax	E-mail
1	O/o. THE SUPERINTENDING ENGINEER/OP. ANANTAPUR CIRCLE ENGINEERING COLLEGE ROAD ANANTAPUR	Sri Prabhakar DE/T	08554 – 272941 272942 Extn: 203 Cell: 9440813194	de-tech-apt@apcentralpower.com
2	O/o. THE SUPERINTENDING ENGINEER/OP. KURNOOL CIRCLE, 132KV SS COMPOUND, BELLARY ROAD, KURNOOL.	Sri M. Nagappa DE/T	08518 – 257069 257420 Cell: 9440813317	de-tech-kl@apcentralpower.com
3	O/o. THE SUPERINTENDING ENGINEER/OP. MAHABOONNAGAR CIRCLE, MAHABOONNAGAR	Smt. N.Leelavathi DE/T	08542 – 272714 272798, Cell: 94408 13415	de-tech-mbnr@apcentralpower.com
4	O/o. THE SUPERINTENDING ENGINEER/OP. MEDAK CIRCLE AT SANGAREDDY, MEDAK.	Sri. S. Swamy Reddy DE/T	08465 - 276896 Cell: 9440813621	de-tech-medak@apcentralpower.com
5	O/o. THE SUPERINTENDING ENGINEER/OP. NALGONDA CIRCLE ADJACENT TO RTC BUS STATION NALGONDA.	Sri V.Srinivas Reddy DE/T	08682 – 223941 Fax: 223485 Cell: 9440813513	de-tech-nalgonda@apcentralpower.com
6	O/o. THE SUPERINTENDING ENGINEER/OP. HYDERABAD SOUTH CIRCLE, MINT COMPOUND, HYDERABAD – 500 062	Sri G. Damodar Rao DE/T	040 – 2343 1163 040-23431161 040-23431436 Cell: 9440812914	de-tech-south@apcentralpower.com
7	O/o. THE SUPERINTENDING ENGINEER/OP. HYDERABAD NORTH CIRCLE, MINT COMPOUND HYDERABAD – 500 062	Sri N.S.R. Murthy DE/T	040 – 2343 1062 Cell: 9440812827	de-tech-north@apcentralpower.com
8	O/o. THE SUPERINTENDING ENGINEER/OP. HYDERABAD CENTRAL CIRCLE, MINT COMPOUND, HYDERABAD – 500 062	Sri Jacob Sundaram DE/T	040 – 2343 1172 040-23431173 Cell: 9440812977	de-tech-central@apcentralpower.com
9	O/o THE SUPERINTENDING ENGINEER/OP. EAST CIRCLE (RR SOUTH), RETHIBOWLI, NANAL NAGAR X ROAD, HYDERABAD 28	Sri. M. Samba Siva Rao DE/T	040 – 2343 1073 040-2343 1076 Cell: 9440813047	de-tech-rrsouth@apcentralpower.com

S.No	Name of Office/Administrative Unit	Name & Designation of APIO	Office Tel., Resi. Tel. Fax	E-mail
10	O/o. THE SUPERINTENDING ENGINEER/OP. WEST CIRCLE (RR NORTH), GUNROCK, NEAR 132KV SUB-STATION, SECUNDERABAD – 500 015	Sri M. Ravi Kumar DE/T	040 – 2343 3500 Cell: 9440813130	de-tech-rrnorth@apcentralpower.com
11	O/o. THE SUPERINTENDING ENGINEER/OP. EAST CIRCLE RANGA REDDY	Sri I Srinath DE/T	040-23433310 Cell : 9491067478	detech-rreast@apcentralpower.com

A detailed list of PIOs & APIOs at Circle level, Divisional level, Sub-division level, Section office level of APCPDL, is given from page no.28 in this manual.

17 ANY OTHER INFORMATION IN CITIZEN RELATED FACILITIES

For Redressal of Consumer grievances :

A 'Forum for Redressal of Consumer Grievances' has started functioning at the following address with Chairperson and two Members in the service areas as per Citizen's Charter keeping in view the provisions of Electricity Act-2003 and Consumer Protection Act – 1986 &1987.

Telephone Nos.

Office Phone Nos. 040-23431431, 040-23431432 (Tele-fax)

Chairperson 9440813914 (Technical)

Member 9440813915 (Revenue)

Member 9440816096 (Legal)

Member 9989220519 (Consumer Affairs)

For the above information the company website may be logged on:

www.apcentralpower.com

2. OFFENCES AND PENALTIES UNDER THE ELECTRICITY ACT, 2003*

Particulars of offence	Section	Punishment
Theft of electricity	135	Imprisonment upto 3 years or fine or both. Note.—(1) (i) If the theft does not exceed to KW:- fine on first conviction not to be less than 3 times of financial gain on such theft. (ii) For second or subsequent conviction the fine not to be less than 6 times of financial gain on such theft. (2)(i) If theft exceeds 10 KW fine on first conviction not to be less than 3 times of financial gain on such theft. (ii) For second or subsequent offence minimum imprisonment of 6 months and maximum of 5 years and fine upto 6 times of financial gain on such theft.
Theft of electric lines or materials	136	Imprisonment upto 3 years or fine or both. Note.—For second or subsequent offence minimum imprisonment of 6 months and maximum of 5 years and fine minimum Rs. 10,000.

Receiving stolen electric materials	137	Upto 3 year's imprisonment or fine or both.
Unauthorized interference with meters or works of licensee	138	Imprisonment upto 3 years or upto fine of Rs. 10,000 or both. Note.—For continuing offence a daily fine upto Rs. 500
Negligently wastage of electricity or injuring works	139	Fine upto Rs. 10,000
Maliciously wasting electricity or injuring works	140	Fine upto Rs. 10,000
Extinguishing public lamps	141	Fine upto Rs. 2,000

Non-compliance of direction by Appropriate Commission	142	Penalty upto Rs. 1,00,000 Note.—For continuing failure, additional penalty upto Rs. 6,000 for every day.
Non-compliance of orders or directions	146	Imprisonment upto 3 months or fine upto Rs. 1,00,000 or both. Note.—For continuing offence, additional fine upto Rs. 5,000 for every day
Offences by companies	149	Person in charge or responsible for conduct of company is punishable
Abetment of offence	150	Punishment as provided in IPC

3. **MINIMUM CLEARANCES TO BE FOLLOWED WHILE CONSTRUCTION OF BUILDINGS**

As per Electricity Act the following minimum clearances have to be maintained by the residents while constructing the buildings underneath the overhead power line/close to the existing power lines to avoid accidents.

S.No.	Voltage	Vertical clearance to be maintained between the lowest conductor and top most portion of the building	Horizontal clearance between the nearest conductor and the building
1	LT and medium voltage	8 feet	4 feet
2	650 volts to 11000 volts	12 feet	4 feet
3	Above 11000 volts & upto 33000 volts	12 feet	6 feet

CPDCL requests the public and the builders to ensure that whenever material like pipes, MS Roads, zinc sheets etc., are carried, during construction of the building, the material so carried should not come into close contact with the power lines and should maintain clearances as indicated above. They are also requested to caution the labourer carrying out the construction work to be aware of the lines either adjoining or above the buildings to avoid accidents.

ANNEXURE – I**PARAS: 9 AND 38 OF A.P.S.E.B. SECRETARIAT MANUL**

9) In the case of final disposals and orders, the Assistant concerned, with the assistance of the routine clerk of the section, prepares the dockets after verifying that the papers have been properly dispatched and after putting the dispatched drafts in the relevant file. The pages in the current file and the note file are then numbered the back papers are noted on the docket at the relevant place and thereafter submitted to the Section Officer for 'pass orders'. The latter should satisfy him self that there is no further action to be taken before a 'pass order' is given. The pass orders are made by him in red ink on the face of the docket sheet. The closed case is then sent to the records of safe custody. The record keeper should not accept it if it does not carry a pass order.

38) Destruction of Records: (i) The periodical destruction of records shall be general regulated according to the following broad principles:

<u>Destruction of records</u>	<u>Year of Destruction</u>
1. Board proceeding s in routine Series, Letters, Memoranda, Endorsements, Telegrams and Tour programme.	At the end of five years from the year to which they relate.
2. Lodged papers	At the end of 3 years from the year to which they relate
3. Call books, Arrear Lists, Tapal Books Circulation registers, Attendance registers, Turn lists and similar registers.	At the end of 3 years from the close of the year to which they relate.
4. Office orders	At the end of 40 years from the close of the year to which they relate.

The following records should on no account be destroyed:

1. Proceedings of the "M.S" series.
2. Minutes of the Board meetings (Confidential records)

ii) The destruction of records and registers shall be carried out by the records clerks after obtaining the orders of the concerned Assistant Secretary. For this purpose the clerk will make out a list of records to be destroyed in the month of January and submit it to the concerned Assistant Secretary.

iii) Before the records are destroyed, action should be taken as follows:

- a) The docket sheets which are in good condition should be separated from the records and passed on to the Assistant in charge of stationery for being supplied for use again after scording out neatly, or pasting over, the original entries.
- b) Such of the sheets in the records as are written on one side only should similarly be removed and passed on to the Assistant in charge of stationery for supply as 'rough slips'.
- c) The dummy slips in these records bundles which are not fully written up should be removed and used again in the Record branch with necessary alterations in the entries made on them.

(iv) MODE OF DESTRUCTION: Each sheet of the records books and papers to be destroyed should be torn into small bits and then sent to the waste paper room.

(v) A register of records destroyed shall be maintained by the records clerk who will enter therein particulars of the records destroyed.

// TRUE EXTRACT//

Sd/-
PERSONNEL OFFICER

ANNEXURE – II**A.P.FINANCIAL CODE VOLUME – I****DESTRUCTION OF OFFICIAL RECORDS CONNECTED WITH ACCOUNTS**

326. A competent authority may destroy official records from time to time subject to the careful observance of the relevant rules contained in the departmental code or manual and of any other relevant orders of the Government. The following rules apply generally to the destruction of records (including correspondence) connected with accounts.

- (a) The following should on no account to be destroyed:
- (i) Records connected with expenditure which is within the period of limitation fixed by law.
 - (ii) Records connected with expenditure on projects, schemes or works which have not yet been completed, even though the expenditure is not within the period of limitation fixed by law.
 - (iii) Records connected with claims to service and personal matters affecting. Government servants who are still in service, and.
 - (iv) Orders and sanctions of a permanent character, until revised.
- (b) The following records should be preserved for not less than the period specified against each item.

Description Records	Period of preservation
(1)	(2)
Annual establishment return (Books of establishment)	...35 years
Pay bills and when maintained separately, acquaintance rolls for pay and allowances (other than traveling allowance) of Government servants for whom no establishment returns are submitted or no service books or service rolls are maintained.	...35 years
Pay bills and when maintained separately, acquaintance rolls for pay and allowances (other than traveling allowance) of Government servants for whom establishment returns are submitted and service books or rolls are maintained – See the last sentence of clause (c) below.	... 6 years
Pay bills and, when maintained separately, acquaintance rolls of Government servants in last grade service.	... 45 years
Registers of contingent expenditure	... 5 years
Sub-vouchers	... 3 years
Detailed budget estimates of an office	... 5 years
Traveling allowance bills and acquittance rolls relating to traveling allowance	... 3 years
Pension cases (including the service and leave accounts attached to them) in which invalid or compensation pensions have been sanctioned.	... 25 years
Other pension cases (including the service books and leave accounts attached to them).	... 5 years after the retirement of the Government servant concerned
Note1: Service books and other papers relating to a claim for a gratuity should be retained until the claimant attains 58 years of age or dies, whichever is earlier, and also until final orders have been passed on the claim. Note2: In regard to service books of Governments servants who have been dismissed or discharged or have resigned or died whilst in service – see rule 14 to 16 of the subsidiary rules under Fundamental Rule 74 (a)(iv) contained in Part III of Annexure II of the Fundamental Rules.	
Statements of monthly progressive expenditure and correspondence relating to any discrepancy in the figures.	... 2 years
Mortality returns of pensions	... 5 years

c) When the government have prescribed a minimum period after which records of a particular kind may be destroyed, the head of department or any other authority duly authorized to do so, may order in writing that such records in his own office and the officers subordinate to him shall be destroyed in the expiry of that period, counting from the last day to the latest financial year to which the records relates. Before the head of an office allows any pay bills or acquittance rolls to be destroyed, he should take care to satisfy himself that the procedure in regard to the maintenance and verification of service books prescribed in subsidiary rules 6 and 12 under Fundamental Rule 74(a) (iv) Part III of annexure II of the Fundamental Rules has been strictly followed in regard to those pay bill or acquittance rolls.

d) The head of a department is competent to sanction the destruction of such other records in his own office and the office subordinate to him as he considers to be useless, but he should forward a list of each records as properly appertain to the accounts audited by the Indian Audit Department of the Accountant General and await his concurrence in their destruction before ordering them to be destroyed.

e) Every head of an office should see that lists showing full details of all records destroyed time to time are properly prepared and retained permanently.

// TRUE EXTRACT//

Sd/-
PERSONNEL OFFICER

APPENDIX – XI**DESTRUCTION OF RECORDS:**

I. The periodical destruction of records shall be generally regulated according to the following board principles.

<u>Destruction of records</u>	<u>Period of preservation</u>
1. Board Proceedings in routine series, Letters, Memoranda, Endorsements, Telegrams and Tour programmes	Five years from the year to which they relate.
2. Ledger papers	Three years from the year to which They relate
3. Call book, Arrears lists, Tapal books, Circulation registers, Attendance registers, Turn list and similar registers	Three years from the close of the year to which they relate
4. Office orders	Forty years from the close of the year to which they relate

II. Further to the above, the particulars of other records and their period of preservation is furnished hereunder.

<u>S.No.</u>	<u>Particulars</u>	<u>Period of Preservation</u>
1	Accommodation(F)	Five years
2	Accidents(F)	Five years
3	Accounts(monthly)(A)	Three years
4	Actual expenses	Two years
5	Acknowledgments(F)	Two years
6	Administration Reports(F)	Permanent
7	Administrative Accounts(F)	Permanent
8	Adjustments-Office copies	Three years
9	Advances	
	Sanctions(F)	One year
	Miscellaneous	Three years
10	Advertisement charges Sanctioned to(F)	One year
11	Advice of TDAs etc. (F)	Three years
12	Agreements (Works)(F)	Three years after completion of work
13	Agreements (Consumers)(F)	One year after discharge
14	Allocation of charges (F)	Three years
15	Allotment - Application for modification of (F)	One year
16	Analysis(F)	Two years
17	Annual returns and certificates(F)	Three years
18	Anti - Materials operation(F)	Permanent
19	Appointments(F)	Three years
20	Application(F)	Three years
21	Apprentices(F)	Three years
22	Appropriation(F)	Three years
23	Arrears Lists(F)	One year
24	Arrears notices(Government)(F)	Three year
25	Arrears notices(Municipal)(F)	Three year
26	Attachment(F)	One year after the amount have been paid
27	Auction(F)	One year after audit

28	Audit (Government)(F)	Three years
29	Audit slips	Three years
30	Award statements(F)	Three years
31	Change of Addresses(F)	One year
32	Arrears of wages(F)	Three years
33	Balance Sheet Government(F)	Permanent
34	Badges(F)	
35	Bills power:-	
	H.T.	Five years
	L.T.	One year after audit
36	Purchases bills	Three years
37	Bills:-	
	Work bills	Ten years
	Transport(F)	Three years
	Municipal(F)	Three years
38	Binding stores issued book, etc.(F)	One year
39	Books	Three years
40	Boring	Permanent
41	Broad casting(F)	Permanent
42	Budget(F)	Three years
43	Budget, Part II schemes(F)	Three years
44	Buildings(F)	Permanent
45	Cash books(F)	Twenty years
46	Cash Balance Sheets(F)	Three years
47	Casual leave(F)	One year
48	Capital cost of buildings(F)	Permanent
49	Centage charge(F)	Three years
50	Charge over(T)	Permanent
51	Check measurements(F)	One year after audit
52	Cheques indents counterfoil(F)	One year
53	Cheque books(F)	Ten years
54	Cinematography - Rules(Correspondence Distribution)(T)	Three years
55	Circulars(T and F)	Permanent
56	Claims of contractors(F)	One year after final settlement
57	Commission(F)	Three years
58	Commercial Correspondence(F)	Permanent
59	Completion reports(T)	Permanent
60	Compensation(F)	Seven years after settlement
61	Complaints(F)	Two years
62	Conditions and rates (Correspondence)	Three years
63	Conditions and rates(Booklet)(F)	Permanent
64	Contracts(F)	Three years after final payment
65	Cost data lines (F)	Two years
66	Customs duty(F)	Three years after audit
67	Capital cost (F)	Permanent
68	Consumers docket(F)	Permanent
69	Daily Reports(T)	Five years
70	Designation(F)	One year
71	Demonstration(F)	Three year after completion of transaction
72	Data statement(F)	Permanent
73	Depreciation(Correspondence)(F)	Permanent
74	Deposits-Register(F)	Permanent
75	Disconnection(F)	Two years
76	Disreservation(vide forest)(T)	Permanent
77	Deposit contribution works Correspondence)(F)	Three years
78	Deposits-Register of security(F)	Five years after return

79	Deposits (Correspondence)(F)	Three years
80	Distribution(T)	Permanent
81	DO(F)	One year
82	Dry weather observations(T)	Permanent
83	Drawings(T)	Permanent
84	Electricity Board(T)	Permanent
85	Electricity Rules(T)	Permanent
86	Energizing power lines(T)	Permanent
87	Establishment	
	BPs(F)	Permanent
	Return(F)	Five years
	Correspondence	Five years
88	Estimates - Record section(T)	Permanent
89	Electrical inspection(T)	Three years
90	Extensions(F)	Permanent
91	Fencing(F)	Permanent
92	Financial Progress Report(F)	Five years
93	Firms bills(F)	Three years
94	Furniture(F)	Permanent
95	Fuse of calls(F)	One year after audit
96	Forms:-	
	Indents(F)	Three years
	Distribution(T)	One year
	Costs(F)	Permanent
97	Forest	Permanent
98	I.T.A.(F)	Three years
99	First Aid(T)	Three years
100	Gazette (Portions containing matter of general interest)(F)	Permanent
101	Board Distribution scheme(T)	Permanent
102	Graphs and Charts(F)	Five years
103	General correspondence and general orders on subjects(F)	Permanent
104	Handing over papers(F)	Three years
105	Hire purchase and hire(F)	One year after completion of transaction
106	Hospitals	Permanent
107	Holidays(F)	One year
108	Hydraulic particulars(T)	Permanent
109	Imprest Account(F)	Three years
110	Imprest Account Correspondence(F)	One year
111	Income Tax	One year
112	Indents(F)	Five years
113	Industrial area(F)	Permanent
114	Inspection works (special)(T)	Five years
115	Inspection works (Electrical)(T)	Five years
116	Insurance(General)(F)	Three years
117	Interruptions to supply(T)	Three years
118	Investigations(T)	Permanent
119	Inaugural Ceremony(F)	Three years
120	Inspection Bungalows(F)	Permanent
121	Interest: G.O.s on loans and capital outlay(F)	Permanent
122	Jungle Clearance(F)	Five years
123	Journal (Vide books)(F)	Permanent
124	Land acquisition(F)	Permanent
125	Leave and pensionary contribution(F)	Permanent
126	Leave applications(F)	Three years
127	Ledgers(F)	Permanent

128	License (Lorry) (To be retained till the lorry exists)(F)	One year
129	Line loss(T)	Five years
130	Local purchase orders(F)	Three years
131	Load Developments(F)	Permanent
132	Load Record Statements(F)	Permanent
133	Line Trouble(T)	Five years
134	List papers sent to camp(F)	One year
135	Load Surveys(T)	Permanent
136	Lorries(T)	Three years after the life of the lorry
137	Loans(F)	Permanent
138	Maps and Layouts(T)	Permanent
139	Machinery(T)	Permanent
140	Maintenance of buildings(T)	Five years
141	Materials supplied verification report of	Three years
142	Mathematical instruments(Correspondence)(T)	Permanent
143	Medical Aid(F)	Permanent
144	Measurement books(F)	Ten years
145	Measurement books(Correspondence relating to)(F)	Three years
146	Meters(Correspondence including testing)(T)	Five years
147	Meter and relay system(T)	Permanent
148	Meter cards (Correspondence)(F)	Three years
149	Meter readings(F)	One year after audit
150	Miscellaneous sanctions(F)	One year
151	Miscellaneous properties(F)	Permanent
152	Miscellaneous correspondence(F)	One year
153	Miscellaneous advances(F)	Three years
154	Nominal muster rolls(F)	Three years
155	Notice boards(F)	Three years
156	Newspaper(Cuttings)(F)	Permanent
157	Objection statements(F)	Three years
158	Occupation statements(F)	Three years
159	Office orders(F)	Permanent
160	Offenses(F)	Three years after final action of each case
161	Operation(T)	Permanent
162	Opening ceremony(F)	One year after function
163	Ownership(F)	Permanent
164	Pamphlets(F)	Permanent
165	Painting(T)	Five year
166	Pay bills audit(F)	Three year
167	Payment for miscellaneous charges(F)	One year
168	Pensionary charges scheme(F)	Five year
169	Personal Deposit Accounts(F)	Five year after handing over
170	Personal file(F)	Permanent
171	Petitions(Unimportant)(F)	One year
172	Photographs(T)	Five year
173	PLI Rules(F)	Permanent
174	Posters(T)	Five year
175	Powers(F)	Permanent
176	Power Cost(F)	Permanent
177	Power house(T)	Permanent
178	Power delivered to works(F)	Five year
179	Progress reports works(T)	Five year
180	Progress of expenditure(F)	Five year
181	Progress of bill collections(F)	One year after audit
182	Propaganda(F)	Permanent

183	Profession tax(F)	One year
184	Property tax(F)	Three year
185	Public services(F)	Permanent
186	Public Health Rules(F)	Five year
187	Purchases(F)	Permanent
188	Quarters(Occupation)(F)	Three year
189	Quotations(F)	One year
190	Qualifications (F)	Ten years
191	Receipt books (Correspondence)(F)	One year
192	Receipt books(F)	Ten years
193	Refunds	Three years after finalizing claim
194	Rents(F)	Three year
195	Recovery(F)	Until write off is sanctioned or the full due is recovered
196	Reserve fund(F)	Permanent
197	Remittances(F)	Three year
198	Revenues (Register)(F)	Permanent
199	Review(F)	Two years
200	Returns(Out going)(F)	Five year
201	Returns(incoming)(F)	Three year
202	Returns establishment(charges)(F)	Three year
203	Right of way(F)	Permanent
204	Rubber stamps(F)	Three year
205	Sale(General)(F)	Five year
206	Security Deposits Register(F)	Five year
207	Sanitary arrangements(T)	Three year
208	Service connections(T)	Permanent
209	Show room(T)	Permanent
210	Shut downs(T)	Five years
211	Specifications(T)	Permanent
212	Spares(T)	Ten years
213	Schedule of rates(T)	Three years
214	Statistics(F)	Permanent
215	Stationery accounts(F)	Three years
216	Stamp accounts(F)	One year
217	Statement of account(F)	One year
218	Stock(Reserve Limit)(F)	Three years
219	Suits(F)	Three years from date of decision
220	Surcharge(F)	One year after audit
221	Surplus list(T)	Five years
222	Surveys(T)	Permanent
223	Survey Reports(Sanctioned by Superintending Engineer and Executive Engineers)(F)	Three years
224	Supply of powers(T)	Permanent
225	Supply of powers(Temporary)	One year after close of accounts
226	Suspense returns(F)	Three years
227	Stores miscellaneous (Correspondence)(F)	Three years
228	Traveling allowance(F)	Three years
229	Tariff(F)	Permanent
230	Taxes(F)	Three years
231	Technical circulars(T)	Permanent
232	Telegraph Act (Modifications)(T)	Permanent
233	Telegraphic addresses(F)	One year
234	Telephones(F)	Permanent
235	Telephones bill(Correspondence)	Two years
236	Temporary connections(F)	One year after audit
237	Tenders(copies of)(F)	One year

238	Territorial charges(F)	Permanent
239	Testing(T)	Five years
240	Theft(F)	Three years after final action of each case
241	Tools and plant>Returns)(F)	Three years
242	Tools and plant purchase and sanction of(F)	Five years
243	Tour program(F)	One year
244	Tower planning(T)	Permanent
245	Transfer of charges(F)	Three years
246	Turn list	One year
247	Tree clearance(General)(F)	Three years
248	Trunk calls(F)	One year
249	Visitors to head works(F)	Three years
250	Warm clothing(F)	Six years after supply of clothing
251	Water supply(T)	Permanent
252	Window Delivery(F)	One year
253	Working instructions Central Office(F)	Permanent
254	Work order-Government(F)	Three years
255	Work orders-Municipal(F)	Three years
256	Work orders-Workshops(F)	Three years
257	Work Establishment-Rolls(F)	Three years
258	Women Compensation Returns(F)	Three years