

**EASTERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED
CORPORATE OFFICE : : VISAKHAPATNAM**

Memo No.CMD/CGM (Tech)/ADE(T)/PO/D.No. 71 /10 dt. 06-03-2010

Sub: EPDCL – EP-IMRS – Instructions relating to making “Zeros” in respect of certain items in EP-IMRS - Issued

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1. The following items in EP-IMRS should be made ZERO invariably within 48 hours from the date of it becoming due / pending:
 - (i) New Services with Estimates and Additional Load with Estimates:
 - (a) Consumer intimation
 - (b) Updation of Release Requirements
 - (c) Meters Requisition from Section Officer to Call Center
 - (d) Meters Issues from Call Center
 - (e) Updation of Service release details by the Section Officer
 - (ii) New Services with-out Estimates and Additional Load services with-out estimates
 - (a) Updation of service release details at CSC
 - (b) Updation of billing information for the released service by the Section Officer
 - (iii) UDC Service > 4 months (to be dismantled)
 - (iv) Meter Change Requests registered by the Section Officer
 - (v) Updation of the data for the services rejected by AAO (NSC, Phase, Category and Meter Changes)
 - (vi) Meter not existing cases
2. All the Superintending Engineers/Divisional Engineers are directed to see that the above instructions shall be followed by all the officers concerned strictly by constant pursuance on daily basis and they are also requested to communicate the above instructions to all the concerned.
3. The above instructions are also available at EPDCL website: apeasternpower.com

**S/d. N.GULZAR
CHAIRMAN & MANAGING DIRECTOR**

To

All Superintending Engineers/Operation/APEPDCL

All Divisional Engineers/Operation/APEPDCL

Copy to :

The Director (Projects) // The Director (Operation)

The Chief General Manager (O&CS)/APEPDCL

The General Manager (CSC)/APEPDCL