

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

Memo No. CMD/EPDCL/VSP/CGM/O&CS/GM/O-II/D.No.1548 /10 Dt. 07.07.10.

Sub: APEPDCL – VSP – Departmental and Non-departmental fatal/ Non-fatal accidents – Prompt submission of reports on accidents and proper analysis of accidents – Instructions issued – Regarding;

Ref: 1. Memo No. CGM/O&CS/EPDCL/VSP/DE/O&M/III/D.No.2805/06  
Dt.31.10.06.  
2. Memo. No. CGM/O&CS/EPDCL/VSP/GM/O/ADE/III D.No.276/08,  
Dt. 25.04.08

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1. The attention of all Assistant Divisional Engineers/Operation, Divisional Engineers/Operation and Superintending Engineers/Operation is drawn to the ref. cited on the subject matter.
2. It is observed that there is a substantial increase in both departmental and non-departmental accidents, which can only be attributed to lack of proper supervision by field officers. Every accident must be critically reviewed and suitable remedial action must be taken to prevent occurrence of such accidents in future. For the lapses found, if any, suitable action shall be taken against the concerned.
3. Further, it is noticed that most of the accidents are not being reported properly and in time to this office. Instructions are existing on the time limits for submission of various reports on accidents and the same are reiterated here under:
  - a. Assistant Divisional Engineer:
    - i. The ADE should inform all fatal accidents departmental and non-departmental **on the same day of** occurrence of accidents by means of **telegram/telephone/fax** to the concerned authorities.
    - ii. The ADE should submit **preliminary reports** (Annexure XIII of IE Rules 1956) on all accidents Departmental/Non-departmental, Fatal/Non-fatal to the concerned authorities within 24 Hours in complete shape.
    - iii. The ADE should also submit **detailed reports** to the concerned authorities including C.E.I.G within **72 Hours (3 days)** in all accident cases mentioned in (ii) above with Photos clearly depicting scene of accident and cause of accident.
    - iv. In departmental non-fatal cases and non-departmental fatal/non-fatal cases, the ADE should submit **investigation reports within 15 days.**
    - v. The ADE should enter the details of all electrical accidents on the same day of occurrence in **EPIMRS under Registers-MIS.**
  - b. Divisional Engineer:
    - i. The Divisional Engineer should conduct investigation in all departmental fatal accidents within five days and send **investigation report within 15 days** from the date of accident.

- ii. The DE shall personally visit the accident locations and report with the following for the Ex-gratia proposals of Non-Departmental fatal electrical accident cases.
    1. Specific Recommendations with justification
    2. Photos clearly depicting scene of accident and cause of accident.
  - c. Superintending Engineer:
    - i. In all accident cases, the Superintending Engineer has to critically analyze the detailed investigation reports submitted by the Divisional Engineer or Assistant Divisional Engineer and furnish his specific remarks discussing remedial measures to be taken both administratively and technically in order to prevent recurrence of such accidents along with Ex-gratia proposals, if any **within 30 days from the date of accidents.**
    - ii. The reports and documents to be submitted along with ex-gratia proposals for the non-departmental fatal electrical accidents are
      1. Preliminary Report of ADE
      2. Detailed Report of ADE
      3. Investigation Report of ADE
      4. Specific Recommendations of DE clearly mentioning the cause of accident
      5. Photos clearly depicting the scene of accident and cause of accident
      6. Specific Remarks of SE
      7. Action taken for rectification of the defects caused the accident.
      8. Remedial measures taken for non recurrence of such accidents
      9. Other documents viz.
        - a. First Information Report
        - b. Post Mortem Report
        - c. Death Certificate
        - d. Legal Heir Certificate
        - e. Panchanama Report
        - f. Sketch showing the location of the accident
4. All Assistant Divisional Engineers/Operation, Divisional Engineers/Operation and Superintending Engineers/Operation **are further instructed to strictly comply with the aforementioned instructions and for any deviation to the instructions and time lines stringent disciplinary action would be initiated against the concerned.**

AHMAD NADEEM  
Chairman & Managing Director  
APEPDCL/Visakhapatnam

To  
All Assistant Divisional Engineers/Operation  
All Divisional Engineers/Operation  
All Superintending Engineers/Operation

Copy to all Chief General Managers/APEPDCL/Visakhapatnam  
Copy to all Directors/APEPDCL/Visakhapatnam