

**EASTERN POWER DISTRIBUTION COMPANY OF ANDHRA PRADESH LIMITED
CORPORATE OFFICE :: :: VISAKHAPATNAM**

Circular Memo.No. CMD/APEPDCL/VSP/CGM/Tech/ADE(T)/ D.No. 162 /10, Dt: 31 /05/2010.

Sub: EPDCL, VSP – P&MM – Prevention of misuse of material and streamlining of procedures – Guidelines issued – Regarding.

Ref: 1. Memo.No. CGM/ O&CS/EPDCL/VSP/GM/O-I/F.ISO/D.No.1401/08,Dt.25.08.08.
2. Memo No. CMD / APEPDCL / Dir(O) / VSP / F.Dkt/D.No. 236/09, dated 14-07-2009
3. Memo No. CMD/APEPDCL/VSP/CGM/O&CS/F.Dkt/D.No.1584/09, dated 21-07-2009
4. Memo No.CMD/EPDCL/CGM/QC.DC&IT/GM(QC)/D.No.520/09, dated 14.12.2009
5. Memo No.CMD/EPDCL/VSP/CGM/T/D.No.479/09, dated 29.12.2009.
6. Memo. No. CGM/C,R&P/EPDCL/ADE/C/F.GC-46/D.No. 228/10, Dt. 10.02.10.
7. Circular Memo No.JMD/V&S)/Peshi/D.No.91/10, Dt.16-04-2010
8. Memo.No.CGM/Projects/GM.P/DE.P2/ADE.P4/F.651.1/D.No.778/10, dt:17-05-2010
9. Memo.No.CGM (Expr)/GM(Acct)/AAO(CAS)/EPDCL/D.No.116/10,dt:18-05-2010.
10. Memo.No.CGM/(Expr.)/ GM(R)/SAO (Rev)/AAO(R) /D.No.230/10, dt:20-05-2010.
11. Memo.No.CGM/O&CS/EPDCL/VSP/GM/O-I/D.No.1177/10 Dt.20.05.2010.
12. Memo.No.CGM/P&MM/ EPDCL /VSP/GM(M)/ DE(P2)/ D.No.1724,dt:20-05-2010
13. Memo.No. DIR/Proj/APEPDCL/VSP/ADE(T)/D.No. 59/ 10, Dt:21.5.2010

In the references cited above, guide lines were issued for preventing misuse of material and streamlining of procedures. In this connection in order to ensure the compliance of the instructions the following further instructions are issued / reiterated to stream line the procedures and proper implementation.

Section office:

1. Initial accounts and Work completion applications in EPIMRS are to be followed without any deviations, above two applications capture drawl and movement of all material against those operated work orders from which the Work order wise drawls, Material available at the sections, material utilized for works and Balance material to be devoluted by section officers, reports are being generated.
2. Handing over of the material to the contractors for execution of works shall be made through T. Note only. Also, material transactions to any of the offices shall be through T. Note only. The account of material drawn, material issued to contractors/other offices through T. Note and material devoluted to stores shall always be tallied with the ground balance. The T. Notes shall be preserved till the specified retention period.
3. All the Divisional Engineers should follow the Work order issuance process in SAP without any deviation. All work orders issued in SAP against work order application(EPIMRS) received at the division should be entered without any errors.

4. Material should be issued from stores against capital nature work orders with reservation (material card) only.
5. Theft of material Register shall invariably be maintained and updated. For any theft of material/equipment (Distribution Transformers, conductor etc) necessary report shall be registered with the concerned Station House Officer and the details of the same shall be entered in the register along with the crime number. For any theft of material case not reported to the SHO, the loss will be kept under the personal account of the concerned.

SPMs:

6. Distribution Transformers should be issued from SPM, only for replacement of failed Distribution Transformers and No DTR should be issued to new works, so as to prevent utilization of rolling stock Distribution Transformers to capital works.

Sub-division office:

7. Receipt and issue of rolling stock Distribution Transformers should be maintained at the subdivision level duly noting down the date of receipt, issue, make, serial number, capacity and the location of the DTR structure, so as to track the movement of the Distribution Transformers.
8. Distribution Transformers kept under rolling stock under the control of the Asst. Divisional Engineer / Operation should not be utilized for the new works, so as to avoid misuse of transformers.

District Stores:

9. Suppliers are to be instructed to mark EPDCL logo on all the possible materials procured at Corporate Office / Circle level and necessary clause should be incorporated in all future Purchase Orders also.
10. SAP Team is instructed to do necessary program to Capture the serial numbers and make of all major material issued to Section officers. And necessary reports/registers should be generated in SAP.
11. Material should not be issued from District stores to the transferred officers once transferred orders given unless there is a specific instruction from the Superintending Engineer/operation Concerned.

12. All transfer orders should be marked to the Asst. Divisional Engineers/District Stores to enable them to comply the above instructions in the Sl.No.11.
13. Existing work orders to be short closed as soon as transfer orders are received. The successor has to take up the balance works duly obtaining balance work order. Further they are instructed to send a copy of handing over / taking over notes to Asst. Divisional Engineer, District Stores and SAP Wing to know the balance material to be issued against the balance work orders.
14. While taking over the section on assuming charge; the utilization particulars and ground balance of the material of the operated work orders being accepted shall be carefully checked and the successor will be allowed to draw the material on this work order only after taking over the work order and section in full shape. Concerned DE/O shall address District Stores confirming the same to enable drawl of material by the successor. After receipt of confirmation only, ADE/DS shall allow the successor to draw material.
15. Every officer on assuming charge at a Section / Sub-division shall submit their specimen signatures duly attested by the Divisional Engineer/ Operation concerned to the District Stores; And the ADE/Stores shall verify the signatures of the officers with the specimen signatures available while issuing material.
16. While deputing staff i.e., LI to the stores, authorization to that effect shall be sent along. On receipt of the authorization only, the ADE/DS shall issue material to the staff member.
17. Actual date of issue or devolution in the requisition/Devolution hard copies and the same is to be entered as posting date at district stores so as to have the track of the materials issued.

Releasing of Agricultural service:

18. For release of agricultural services, estimate should be prepared by the section officer only after inspection of the location of bore well / open well of the prospective consumer. For any deviation to the material quantities in the sanctioned estimate to that of the erected quantities, the Section Officer will be made responsible.
19. All sanctioning authorities should inspect the locations at random before according sanction of the estimates, so as to ensure the correctness and genuineness of the proposals.
20. The DE/O shall ensure that Work order is issued only after verifying the necessary payments made by the consumers as per the sanctioned estimate and after duly conforming with the cash section in the division office regarding payments, so as to prevent loss of revenue to the department.
21. Removal, diversion and replacement of Distribution Transformers and line materials in HVDS works should be done by the construction wing only, so as to prevent misuse of Distribution Transformers and line materials.

22. Services should be released immediately after completion of works duly assigning the service number to safe guard the revenues and to avoid any legal disputes.
23. The Divisional Engineers / Operation & Asst. Divisional Engineers / Operation shall check measure the works duly noting the major material used and whether the work has been executed as per the departmental standards or not.
24. While preparing the estimate, the service should not be proposed on idle Distribution Transformers, if any, without obtaining prior approval from the Corporate Office.

Turnkey Works:

25. (a) The approval for execution of works on turnkey by the prospective consumers will be given from Corporate Office only irrespective of the voltage level and estimate sanctioning authority.
(b) The approval for turnkey will be processed on request of the consumer.
 - (i) For all sanctioned estimates at 33 KV voltage level and
 - (ii) For all other sanctioned estimates of 11 KV voltage level and below having value of Rs.10.00 lakhs and above towards service line cost. The works relating to sanctioned estimates of value below Rs. 10.00 lakhs will be executed departmentally.
(c) The estimate is to be sanctioned by the competent authority. The prospective consumers have to give their representations for turnkey approval to the concerned Superintending Engineer / Operation and the Superintending Engineer / Operation will submit the proposal for turnkey along with copy of sanctioned estimate.
26. The works should be executed by a registered electrical contractor as per standards of APEPDCL / APTRANSCO under supervision of the concerned ADE / Operation, so as to ensure conformity to the departmental guidelines.
27. The execution of work under turnkey should be permitted subjected to the following conditions only.
 - (a) The material used in the works should confirm to APEPDCL specifications.
 - (b) Major material like supports, conductor, structural steel, equipment etc., should be purchased from the approved vendors registered with the APEPDCL. Original warranty card to be handed over to Asst. Divisional Engineer / Operation.
 - (c) The major material like conductor, supports and equipment should be got inspected and certified by concerned Divisional Engineer / M&P at the manufacturers works.

28. Work order should be issued for every turnkey work duly verifying the collection of necessary charges and work order is to be issued for nil value. When the bills received from the consumer material will be verified by the DE/M&P and the attested bills will be send to concerned DE/Operation. Based on bill of material required journal entry will be passed by the JAO of concerned Division and the same will be capitalized duly obtaining the work completion certificate from concerned section officer.
29. Procurement of Distribution Transformers by the prospective consumers (except HT and LT Cat-III-B) shall be dispensed with, with immediate effect and the required Distribution Transformer will be supplied by APEPDCL only. The actual cost of the Distribution Transformer shall be collected for the prospective consumers and the same is applicable for turnkey works also.

D.C.Works

30. For D.C works, estimates shall be prepared based on the actual material required for shifting and actual material to be dismantled.
31. The work shall be executed strictly as per the sanctioned provisions, without any deviation.
32. For any deviation during the time of execution, revised estimate shall be prepared and got sanctioned by the competent authority, to avoid loss of revenue and misuse of material.
33. The work shall be taken up only after collecting necessary charges and after obtaining work order for the same.
34. All the dismantled material as per the less credit portion of the estimate shall be devoluted to the stores. A separate register shall be maintained to account for the dismantled material devoluted/ utilized.

HVDS Works:

35. Structure-wise Distribution Transformers capacity, serial number and make should be entered in a register by the construction wing, so as to know the actual location of the Distribution Transformers and avoid diversion of Distribution Transformers to unauthorized locations.
36. DTR should not be erected under HVDS scheme for unauthorized agricultural services for which the necessary charges have not been paid.
37. Details of the scrap devoluted to the stores should be maintained by the ADE/ Construction

Releasing of second service to the bill stopped locations:

38. The Section Officer should maintain the register of Bill Stopped services/Dismantled services- with dismantlement particulars duly noting the name of the consumer Surname, Father name, Door No, Street, Pole No, Distribution No.
39. Before Releasing of New Service in a Distribution the Section officer Should ensure that similar name, Surname, father name in the Distribution is not existed in the records/ Data base
40. The O & M staff should also have a copy of Bill Stopped services with the above particulars
41. No Service should be released in the bill stopped premises.
42. A list of Bill Stopped services may also be given to the concerned revenue assistant of the Distribution/Panchyat President which will help in identifying the defaulters and realization of arrears.
43. The Collection drive on bill stopped services should also be made on the day of the village festival as there is a possibility of attending to the festival by defaulters.

The Superintending Engineers / Operation requested to take necessary action on the above instructions immediately and report compliance.

**Sd/- Ahmad Nadeem, IAS.,
Chairman & Managing Director
APEPDCL :: Visakhapatnam.**

To

All Assistant Engineers/ Addl Assistant Engineers/ Operation
All Assistant Divisional Engineers/ Operation
All Assistant Divisional Engineers/ District Stores
All Divisional Engineers/ Technical
All Divisional Engineers/ Operation
All Divisional Engineers/ M&P
All Divisional Engineers/ Transformers
All Superintending Engineers/ Operation
Copy to all Chief General Managers/ APEPDCL
Copy to all General Managers / APEPDCL
Copy to all Directors /APEPDCL
Copy submitted to Joint Managing Director / V&S / Viduth Soudha / Hyderabad
– for favour of information.

//T.C.F.B.O.//

Chief General Manager (Technical)