

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

Circular Memo No.E-190424-EPCOR-06004(44)185-2017-DC-1-COR(Genl)/
I.No.124393 /17, dt.23.9.2017

Sub: APEPDCL –HRD/DC- Certain employees involving in corrupt activities -
Tarnishing the image of Organisation - Instructions - Issued.

The Organization is expecting the following from the employees:

- i) To perform their duties with devotion, integrity and impartially.
- ii) To maintain discipline and act in a disciplined manner towards subordinates as well as their superiors.
- iii) To serve the consumers with accountability.

Even after several instructions issued from time to time in writing and in review meetings held with officers and staff, instances have come to the notice of the undersigned that, some of the employees are involving in corrupt activities and trapped involving moral Turpitude.

The cause of the reason is clearly exhibiting the purely lack of supervision by supervisory officers, resulting in some of the employees demanding and accepting bribe from the consumers and getting caught red handed and tarnishing the image of organization also throwing their families to untold miseries.

After careful examination of the issue, instructions are issued as follows:

- i) All the Officers are instructed strictly be follow the Guaranteed Standards of Performance (SOP) for implementation to provide better services to the consumers in time as per the orders communicated vide Schedule-II (A.P.Gazette No.197,DT:08-08-2013 of Regulation No.9 of 2013) Revised SOP norms and vide Memo.No.CGM/Comml & RA/EPDCL/VSP/ADE/RAC/F.Dkt/D.No.5544/13, dt.17.12.2013.
- ii) The Controlling Officers have to conduct periodical reviews with the subordinate staff and to be instructed for implementation of SOP without any deviations and get the report every month as report compliance. Any deviations are noticed action will be initiated against them for non-implementation SOP norms.
- iii) Revenue Collection from EROs is be monitored by SIRC/JAO with P.R. Book and remittance is to be made on the same day as per rules.
- iv) Reconciliation of Accounts with Bank is to be monitored by B&R wing promptly and any deviations are noticed has to be brought to the notice of higher officers immediately.
- v) If any employee involved in corrupt activities in O&M cadre, the concerned Section Officer is responsible for the supervisory lapses and the officer will be transferred immediately besides initiation of disciplinary action up to ADE cadre.

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- vi) If any employee involved in corrupt activities in ERO Office, the concerned JAO/AAO in-charge of the ERO is responsible for the supervisory lapses and the officer will be transferred immediately besides initiation of disciplinary action up to AO/Rev/SAO/DE cadre.
- vii) In the cadre of Section Officer, if the Section Officer is involved in corrupt activities, the concerned ADE is responsible for the supervisory lapses and the officer will be transferred immediately besides initiation of disciplinary action up to DE cadre.
- viii) In the cadre of Asst. Divisional Engineer, if the ADE is involved in corrupt activities, the concerned Divisional Engineer is responsible for the supervisory lapses and the officer will be transferred immediately besides initiation of disciplinary action up to SE cadre.

In the above cases, the Corporate Office will take immediate action for transfer and initiation of disciplinary action.

The above instructions are applicable for all the Units of employees of Operation, Construction, Transformers, M&P, DPE, Accounts and units as the case may be in Corporate Office.

The Executive Director/ /Chief General Managers/Superintending Engineers/General Managers/Sr. Accounts Officers are directed to follow the instructions scrupulously without any deviations and instruct the all the staff under their control to work for the organization without any illegal activities.

The said instructions were also kept in APEPDCL Website i.e. www.apeasternpower.com

H.Y.DORA
CHAIRMAN & MANAGING DIRECTOR

To
The Executive Director/APEPDCL
All Chief General Managers / APEPDCL
All Superintending Engineers / General Managers /APEPDCL
All Divisional Engineers / APEPDCL
All Asst. Divisional Engineers/APEPDCL
All Senior Accounts Officers / APEPDCL
All Asst. Accounts Officers/APEPDCL

Copy to:

The AE-Tech. / CMD's Peshi / APEPDCL / Visakhapatnam
The ADE-Tech. / Director (Opn.&Proj.)'s Peshi / APEPDCL / Visakhapatnam
The AAO / Director (Finance)'s Peshi / APEPDCL / Visakhapatnam
The Chairperson/CGRF/APEPDCL/Visakhapatnam
The Pay Officer / APEPDCL / Visakhapatnam
The AO / CPR / APEPDCL / Visakhapatnam
All AO / Peshi / Operation Circles / APEPDCL
The Cor Secretary / APEPDCL / Visakhapatnam
All Chief General Managers / APEPDCL
All Sr. Accounts Officers in P&G services

All Sr. Accounts Officers in P&G services

Date: 2017.09.22 18:07:26 IST

Reason: Approved

Signature valid

Digitally signed by
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DORA

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Reason: Approved