



**(v.) RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND
RECORDS FOR DISCHARGING FUNCTIONS**



O/o CHIEF ENGINEER/TL&SS/VISAKHAPATNAM ZONE/APTRANSCO

Sl. No.	Section Functions Rules, Regulations,	Instructions,	Manuals.
1.	Assistant Secretary section	Transfer and Postings Sanction of all kinds of leaves. Sanction of additional charge allowances. All kinds of increments pension	Annexure-V of APSEB regulation part-III. B.P.Ms. No.363. Dt.06.12.1990. Service regulations of APSEB. B.P.Ms. No.409. Dt.09.05.1998 and B.P.Ms. No.805. Dt.09.08.1998. APSEB pension rules

COMPANY SECRETARY, APTRANSCO

Functions

Adherence to the provisions of the Companies Act, 2013 and other related Acts, Rules, etc.

Rules, Regulations, Instructions, Manuals and Records

The Companies Act, 2013; Memorandum & Articles of Association of APTRANSCO; and other related Acts, Rules, etc.



**O/o. EXECUTIVE DIRECTOR (GENERAL)(CORPORATE COMMUNICATIONS) /
APTRANSCO.**

Sl. No.	Section	Functions	Rules, Regulations, Instructions, Manuals.
1.	Advertisement Section	Publication of Tender Notices, Advertisements and Sanction of their expenditure.	1)B.P (P&Gper) MS No 97 Dt12.03.1996. 2) B.P (P&GPer) MS No 13 Dt 11.04.1997. 3)Office Order No. Addl.Secy/DIR Reg)/ PO-1(2)/409//98-3, Dt 18-02-1999 4) T.O.O.(Addl.Secy- Per)Ms.No.427, dt.6-2-2012.
2.	Printing Section	Printing of Broachers, Books, Posters and Pamphlets and other materials.	1)B.P (P&G Per) MS No 491 Dt. 25.03.1995. 2)B.P (P&G per) MS No 72, Dt.03.07.1996. 3)Office Order No. Addl.Secy/DIR Reg)/ PO-1(2)/409//98-3, Dt 18-02-1999 4)T.O.O(Addl.Secy- Per)Ms.No.146, dt.22-10-2007



O/o. CHIEF ENGINEER/CONSTRUCTION / APTRANSCO

Sl.No.	RULE/REGULATION/LEGISTATION
1	Electricity Act, 2003 and rules under the enactment
2	AP Electricity Reforms Act, 1998
3	Energy Conservation Act, 2001
4	A.P. Electricity Duty Act, 1939
5	Indian Electricity Rules, 1956
6	A.P. Electrical Licensing Regulations 1987
7	APSEB Revised Conduct and Regulations
8	APSEB Employees Discipline & Appeal Regulation
9	State Vigilance Manual
10	APSEB Operation guide lines.
11	Terms & Conditions of supply
12	APERC orders and guide lines
13	APSEB Service regulations
14	APSEB Leave regulation

O/o CHIEF ENGINEER/VIJAYWADA ZONE

Sl. No.	Description	Gist of Contents	
	Rules and Regulations		
	Instructions		
	Manuals		
1	Telegraphic Act, 1885		
2	Electricity Act, 1910, 1948		
3	Electricity Act, 2003 and rules under the encashment		
4	AP Electricity Reforms Act, 1998 and AP Electricity		

	Reforms Rules 1999		
5	Energy Conservation Act, 2001		
6	AP Electricity Duty Act, 1939		
7	Indian Electricity Rules, 1956		
8	AP Electricity Licensing Regulations 1987		
9	APSEB Revised Conduct and Regulations		
10	APSEB Employees Discipline & Appeal Regulation		
11	State Vigilance Manuals		
12	APSEB Operation guide lines		
13	Terms & Conditions of supply		
14	APED Manuals Part I & II		
15	APERC orders and guide lines		
16	APSEB Service regulations I, II, III		
17	APSEB Leave regulations		
Sl. No.	Section	Functions	Rules, Regulations, Instructins, Manuals
1	Technical	Sanction of all kinds of estimates	Delegation of Powers, APTranso SSR, Common SSR and Building SoR of Govt. of A.P
		Placing tenders for works and material procurement	Delegation powers, Purchase Manual of APTransco
		Entering of Agreements	Toos and circulars of APTransco and Technical reference manuals and working instructions.
		LPOs	Toos and circulars of APTransco and Technical reference manuals

		Maintenance of Sub-Stations	Records available in the respective sub-station
		Maintenance of EHT Lines	Records available for the respective EHT Line
		MRT	Records available with MRT wing
		TRE	Records available with TRE wing
		TLC	APTransco manuals available with TLC wing
2	P&G Section	Appointments and Promotions, Transfer and Postings, Regulation of service and issue of Retirement Notices etc.,	As per OSS Non-Statutory Rules
3		Sanction of Leaves and Release of Annual Grade Increments, Sanction of SGP/SPP	APTRANSCO Leave Regulations and Service Regulations
4		Tour diary approval within the jurisdiction	
5		Sanctions Short term Loans & Advances	As per the orders issued by APTRANSCO from time to time

S.No.	Rules, Regulation /Legislation
1	Electricity Act, 2003 and rules under the encashment
2	AP Electricity Reforms Act, 1998
3	Energy Conservation Act, 2001
4	AP Electricity Duty Act, 1939
5	Indian Electricity Rules, 1956
6	AP Electricity Licensing Regulations 1987
7	APSEB Revised Conduct and Service Regulations
8	APSEB Employees Discipline & Appeal Regulation
9	State Vigilance Manuals
10	APSEB Operation guide lines
11	Terms & Conditions of supply
12	APERC orders and guide lines
13	APSEB Service regulations
14	APSEB Leave regulations

S.No.	Section	Functions	Rules, Regulations, Instructions, Manuals
1	Technical	Sanction of all kinds of estimates	Delegation of Powers, APTranso SSR, Common SSR and Building SoR of Govt. of A.P
		Placing tenders for works and material procurement	Delegation of Powers, Purchase Manual of APTransco
		Entering of Agreements	TOOs and Circulars of APTransco and Technical Reference Manuals and Working instructions.
		LPOs	TOOs and Circulars of APTransco and Technical Reference Manuals
		Maintenance of Sub-Stations	Records available in the respective sub-station
		Maintenance of EHT Lines	Records available for the respective EHT Line
		MRT	Records available with MRT wing
		TRE	Records available with TRE wing
		TLC	APTransco Mannuals available with TLC wing
	P&G Section	Appointments and Promotions, Transfer and Postings, Regularisation of service and issue of Retirement Notices etc.,	As per OSS Non-Statutory Rules
		Sanction of Leaves and Release of Annual Grade Increments, Sanction of SGP/SPP	APTRANSCO Leave Regulations and Service Regulations
		Tour diary approval within the jurisdiction	
		Sanctions Short term Loans & Advances	As per the orders issued by APTRANSCO from time to time

Sl. No.	Rules, Regulation /Legislation		
1	Electricity Act, 2003 and rules under the encashment		
2	AP Electricity Reforms Act, 1998		
3	Energy Consevation Act, 2001		
4	AP Electricity Duty Act, 1939		



5	Indian Electricity Rules, 1956		
6	AP Electricity Licensing Regulations 1987		
7	APSEB Revised Conduct and Regulations		
8	APSEB Employees Discipline & Appeal Regulation		
9	State Vigilance Manuals		
10	APSEB Operation guide lines		
11	Terms & Conditions of supply		
12	APERC orders and guide lines		
13	APSEB Service regulations		
14	APSEB Leave regulations		

S.No.	Section	Functions	Rules, Regulations, Instructins, Manuals
1	Technical	Sanction of all kinds of estimates	Delegation of Powers, APTranco SSR, Common SSR and Building SoR of Govt. of A.P
		Placing tenders for works and material procurement	Delegation powers, Purchase Manual of APTranco
		Entering of Agreements	Toos and circulars of APTranco and Technical reference manuals and working instructions.
		LPOs	Toos and circulars of APTranco and Technical reference manuals
		Maintenance of Sub-Stations	Records available in the respective sub-station



		MRT	Records available with MRT wing
		Construction of Lines & Substations	APTransco manuals available with construction wing.
2	Accounts Section	Appointments and Promotions, Transfer and Postings, Regularisation of service and issue of Retirement Notices etc.,	As per OSS Non-Statutory Rules
		Sanction of Leaves and Release of Annual Grade Increments, Sanction of SGP/SPP	APTRANSCO Leave Regulations and Service Regulations
		Tour diary approval within the jurisdiction	
		Sanctions Short term Loans & Advances	As per the orders issued by APTRANSCO from time to time

Sl. No.	Rules, Regulation /Legislation			
1	Electricity Act, 2003 and rules under the encashment			
2	AP Electricity Reforms Act, 1998			
3	Energy Conservevation Act, 2001			
4	AP Electricity Duty Act, 1939			
5	Indian Electricy Rules, 1956			
6	AP Electricity Licensing Regulations 1987			
7	APSEB Revised Conduct and Regulations			
8	APSEB Employees Discipline & Appeal Regulation			

9	State Vigilance Manuals			
10	APSEB Operation guide lines			
11	Terms & Conditions of supply			
12	APERC orders and guide lines			
13	APSEB Service regulations			
14	APSEB Leave regulations			
Sl. No.	Section		Functions,	Instructions, Rules, Regulations
1	TECHNICAL	SE/OMC CIRCLE/ONGOLE	Sanction of all kinds of estimates	Delegation of Powers, APTranso SSR, Common SSR and Building SOR of Govt. of A.P- Revised deligation of powers T.O.O
			Placing tenders for works and material procurement	Delegation powers, Purchase Manual of APTransco. APED manuals Vol- I & II
			Entering of Agreements	Toos and circulars of APTransco and Technical reference manuals and working instructions. APED manuals Vol- I & II
			LPOs	Toos and circulars of APTransco and Technical reference manuals. APED manuals Vol- I & II
			Maintenance of Sub-Stations	Records available in the respective sub-station. As per APTRANSCO maintenance shedules.
			Maintenance of EHT Lines	Records available for the respective EHT Line. As per APTRANCSO lines shedules, petrolling diaries of all lines etc.,



2	TECHNICAL	DE/MRT & TRANSFORMERS/ONGOLE	Relays Testing, CTs, PTs & CVTs Testing, Energy Meters Testing, Tan Delta Testing, Breakers Testing, SCADA Works, Trouble shooting of switch gear & protection Equipment, Transformers Erection works, oil filtration works and all other TRE related works, Sanctioning of Estimates.	APED Manuals Vol.I & II Technical Reference Book, and as per the Delegation of Powers
3	TECHNICAL	EE/CONSTRUCTION/ONGOLE	Sanction of all kinds of estimates Scrutiny of deviation statements, estimates etc TLC	APTransco manuals available with TLC wing APTransco manuals available with TLC wing
4	TECHNICAL	DE/O&M/ONGOLE	Sanction of all kinds of estimates Placing tenders for works and material procurement Entering of Agreements LPOs Maintenance of Sub-Stations	Delegation of Powers, APTransco SSR, Common SSR and Building SoR of Govt. of A.P Delegation powers, Purchase Manual of APTransco Toos and circulars of APTransco and Technical reference manuals and working instructions. Toos and circulars of APTransco and Technical reference manuals Records available in the respective sub-station



			Maintenance of EHT Lines	Records available for the respective EHT Line
5	P&G Section	PERSONNEL OFFICER	Appointments and Promotions, Transfer and Postings, Regulisation of service and issue of Retirement Notices etc.,	As per OSS Non-Statutory Rules
			Sanction of Leaves and Release of Annual Grade Increments, Sanction of SGP/SPP	APTRANSCO Leave Regulations and Service Regulations
			Tour diary approval within the jurisdiction	
			Sanctions Short term Loans & Advances	As per the orders issued by APTRANSCO from time to time

Sl. No.	Rules, Regulation /Legislation		
1	Electricity Act, 2003 and rules under the encashment		
2	AP Electricity Reforms Act, 1998		
3	Energy Conserveation Act, 2001		
4	AP Electricity Duty Act, 1939		
5	Indian Electricity Rules, 1956		
6	AP Electricity Licensing Regulations 1987		
7	APSEB Revised Conduct and Regulations		
8	APSEB Employees Discipline & Appeal Regulation		

9	State Vigilance Manuals		
10	APSEB Operation guide lines		
11	Terms & Conditions of supply		
12	APERC orders and guide lines		
13	APSEB Service regulations		
14	APSEB Leave regulations		
Sl.No.	Section	Functions	Rules, Regulations, Instructins, Manuals
1	Technical	Sanction of all kinds of estimates	Delegation of Powers, APTranSCO SSR, Common SSR and Building SoR of Govt. of A.P
		Placing tenders for works and material procurement	Delegation powers, Purchase Manual of APTranSCO
		Entering of Agreements	Toos and circulars of APTranSCO and Technical reference manuals and working instructions.
		LPOs	Toos and circulars of APTranSCO and Technical reference manuals
		Maintenance of Sub-Stations	Records available in the respective sub-station
		Maintenance of EHT Lines	Records available for the respective EHT Line
		MRT	Records available with MRT wing
		TRE	Records available with TRE wing
		TLC	APTranSCO manuals available with TLC wing
	P&G Section	Appointments and Promotions, Transfer and Postings, Regulisation of service and issue of Retirement Notices etc.,	As per OSS Non-Statutory Rules



		Sanction of Leaves and Release of Annual Grade Increments, Sanction of SGP/SPP	APTRANSCO Leave Regulations and Service Regulations
		Tour diary approval within the jurisdiction	
		Sanctions Short term Loans & Advances	As per the orders issued by APTRANSCO from time to time

O/o CHIEF ENGINEER/KADAPA ZONE

The following manuals are available

- 1.The Electricity Act 2003
- 2.Technical Manuals vol1 and 2
- 3.APED Manual Vol-1 and 2

O/o CHIEF ENGINEER/SLDC

SECTION	FUNCTIONS	NORM
DE-EBC (SE/SLDC)	Monthly Transmission Losses Calculation.	As per APERC approved methodology
DE1-EBC (SE/SLDC)	Intra State Open Access Users Energy and Demand Settlements and it's Certification.	As per APERC Regulations 2 of 2005 , 2 of 2006
DE-EBC (SE/SLDC)	Monthly Discom-to-Discom Energy Exchange and Cost adjustments Settlements preparation for review and certification by APBSC and APPCC	As per G.O.Ms.No.20 Energy (Power-III) Department, Dt. 08-05-2014, As per G.O.Ms.No.21 Energy (Power-III) Department, Dt. 12-05-2014



DE-EBC (SE/SLDC)	UI Charges calculation for Generators, who are availing Inter State OA	As per CERC Regulations.
DE-EBC (SE/SLDC)	APTransco-to-Discoms Energy Audit reports with MRI data.	As per the instructions of JMD(V&S) vide Memo.No.JMD(V&S)/Peshi2/F.No.12/D.No.223/09, Dt.23-10-2009
DE-EBC (SE/SLDC)	Low Power Factors report pertains to PTR's and EHT Consumers at EHT Sub-stations.	As per the CMD/APTransco instructions issued vide note approval Dt.20-12-2010.
DE-EBC (SE/SLDC)	Joint Meter Readings Vs MRI energy comparison Certification report for short term power purchases	As per the APPCC guidelines issued vide Circular Memo No.APPCC/ Dir(F&R) &Member(APPCC)/ D.No.225, Dt.31-10-2009.
DE-EBC (SE/SLDC)	All APTransco-to-Discoms and Generation-to-Discoms interface metering points multiplication factors verification and updation.	As per T.O.O.(CE/Comml/APTransco) Rt.No.504, Dt.04-03-2010.



O/o Additional Secretary
Loans section

S.No.	Name of Section	Functions	Rule, Regulation Manuals
1	PO (Loans & Advances)	Sanction of House Building Advance	As per T.O.O.(Addl. Secy.- Per) Ms.No.81, dt.31.05.2010
2		Sanction of Motor Car Advance	As per T.O.O.(Addl. Secy.- Per) Ms.No.82, dt.31.05.2010
3		Sanction of Motor Cycle, Moped, Bi-Cycle, Marriage Advance & Computer Loan etc.	
4		Sanction of GPF withdrawal and Temporary Advance to the employees of APTRANSCO	As per T.O.O.(Addl. Secy.- Per) Ms.No.19, dt.30.04.2007