



**(vi). A statement of Categories of Documents /
Files held under its control.**



O/o CHIEF ENGINEER/VISAKHAPATNAM ZONE/APTRANSCO

Sl. No.	Description of Documents / File
1.	Files related to further continuance of posts, retirements, of VIZAG ZONE, Visakhapatnam
2.	Files related to Appointments by Transfer
3.	Accounts staff, O&M staff, court cases related correspondence and files of VIZAG ZONE/Visakhapatnam
4.	Files related to sanction of SGP/SPP scales and personal files of employees of VIZAG ZONE, Visakhapatnam
5.	Files related to Transfers, postings of Accounts & O&M Staff and Engineering staff of VIZAG ZONE, Visakhapatnam
6.	Files related to all service matters deputations additional charge allowances
7.	Medical reimbursements leave sanctions additional charges, causal leaves, tour diary related correspondence.
8.	NOC, SSC certificates, pay anomalies, Pension Data, GPF/EPF.
9.	Annual appraisal reports of Engineering, Accounts and O & M service.
10.	Files related regularization of services, retirements, voluntary retirements.
11.	Files related pay anomalies, commencement and Declaration of completion of probation, seniority list of VIZAG ZONE, Visakhapatnam
12.	Files related preparation of panels, promotions, sanction of SGP/SPP of staff of VIZAG ZONE, Visakhapatnam
13.	Files related to Training of employees, Change Returns, MIS, grading of employees etc.

TECHNICAL SECTION	
Sl.No.	Description of Documents / File
1	Files related to O&M manning
2	Files related to vehicles
3	Files related to monthly returns
4	Files related to bay extensions
5	Files related to Augmentation of Power Transformer
6	Files related to Laying of cables
6	Files related to Quality Control
7	Files related to Monthly bills
8	Files related to Assets

O&M SECTION	
Sl.No.	Description of Documents / File
1	Files related to O&M Estimates
2	Files related to Procurement of Materials
3	Files related to Quality Assurance
4	Files related to Survey Proposals
5	Files related to ERP



Company Secretary, APTRANSCO

Statutory Books maintained by the Company:

1. Register of Fixed Deposits (Section 58A of the Act);
2. Register of Charges (Section 143 of the Act);
3. Register of Members (Section 150 of the Act);
4. Register of Debenture Holders (Section 152 of the Act);
5. Index of Debenture Holders, where their number is more than fifty, unless the Register of Debenture Holders itself affords an index (Section 152 of the Act);
6. Minutes Book, containing minutes of proceedings of General Meetings (Section 193 of the Act);
7. Minutes Book, containing minutes of proceedings of Board Meetings (Section 193 of the Act);
8. Books of Account (Section 209 of the Act);
9. Cost Account Records (Section 209 (1)(d) of the Act);
10. Register of Directors, Managing Directors, Manager and Secretary (Section 303 of the Act);
11. Register of Investments in shares and debentures of other Companies (Section 370 of the Act); and

Copies of Documents and Deeds kept by the Company:

- 1) Copies of Memorandum and Articles of Association to be supplied to Members (Section 39 of the Act);
- 2) Copies of Debenture Trust Deed (Section 118 of the Act);
- 3) Copies of instruments creating charges (Section 136 of the Act);
- 4) Copies of all Annual Returns filed with the Registrar of Companies under Section 159 and 160 of the Act (Section 163 of the Act); and



O/o. CHIEF ENGINEER/CONSTRUCTION / APTRANSCO

Sl.No	Description of Documents/File
1	CE/Peshi Telephone, Typist, House Keeping -Bill files, Establishment file, General file, Inward & Outward register, Board files register, Files movement Register, RFD file, B.G. Register, Material Inspection register
2	SE/PM Specification No. Register
3	DE-I Tender files pertaining to each contract. Correspondence files pertaining to each contract. Monthly progress files. Budget/cash grants files, Establishment files, Charging of lines files
4	DE-II Tender files pertaining to each contract. Correspondence files pertaining to each contract. Monthly progress files. Budget/cash grants files, Establishment files, Charging of lines files
5	DE-III Tender files pertaining to each contract. Correspondence files pertaining to each contract. Monthly progress files. Establishment files, Charging of lines files, PO Register, BG Register, Outward Register
6	DE-DESIGNS 132 KV, 220KV & 400 KV Lines & SS Structural drgs, Shop drgs, BOMs, GTPs, Line & SS design data, Earth mat design data
7	SE/P&MM& Enquiries Inward/Outward Registers, Case wise enquiry files
8	DE-I/P&MM Bidding files pertaining to each equipment and corresponding PO files, PO register and other correspondence files
9	DE-II/P&MM Procurement and contract execution files pertaining to Power Transformers, Lightning arresters, Station Transformers, Transformer Oil, Substation Automation, Control & Relay panels, Disposal of scrap, Hot line tools and related correspondence files.
10	DE-III/P&MM Tendering and contract execution files pertaining to all line materials of 132kv, 220 kv and 400kv SS, certain SS materials and telecom equipment files, BG Register and other correspondence files.



O/o.CHIEF ENGINEER/ ZONE/VIJAYAWADA

Technical Section

Sl.No.	Description of important Documents/Files
1	Files Related to Monthly returns
2	Files Related to Augmentation of PTR's
3	Files Related to Quality control
4	Files Related to Procurement of Materials pertaining to SLDC building
5	Files Related to ERP
6	Files Related to TLC works correspondence
7	Files Related to KPI
8	Files Related to RTI act
9	Files Related to Audit correspondence
10	Files Related to Land acquisition .

O&M Section

11	Files Related to Monthly returns
12	Files Related to Estimate Sanctions and Approvals
13	Files Related to Quality Assurance
14	Files Related to ERP correspondance
15	Files Related to O&M works correspondence
16	Files Related to KPI
17	Files Related to RTI act
18	Files Related to Audit correspondence
19	Files Related Substation and line losses
20	Files Related to theft cases
21	Files Related to court cases
22	Files Related to O&M charges
23	Files Related to SR proposals
24	Files Related to Manning of Lines and Substations

Purchase Section

25	Files Related to Stores
26	Files Related to Indents from field
27	Files Related to E-Procurement
28	Files Related to ERP
29	Files Related to O&M Material Purchase orders
30	Files Related to 33KV Bays
31	Files Related to KPI
32	Files Related to RTI act
33	Files Related to Vehicle correspondence (Department & Hired Vehicles)
34	Files Related to Driver correspondence
35	Files Related to Manning correspondence (Both Substations & Lines & office)

Sl. No.	Description of Important Documents / Files
1	<p>Technical Section: 1) Estimate Submitted & Sanctions correspondence, 2) Tenders calling & Work wise Agreements Entered 3) Technical Correspondence 4) Returns correspondence submitted to circle office 5) Sick Equipment SR Proposals & Approvals 6) Transformer Oil Correspondence 7) Equipment Correspondence 8) Related to Manning of Sub-Stations & Lines, Bills corr. 9) Related to Hired and Departmental Vehicles to officers 10) Transmission and Feeder wise losses. 11) Capacitor bank & Equipment correspondence. 12) MRT Vigilance Wing/Quality Assurance and Quality control correspondence. 13) Preparation of indents and allotment of Sub-station material 14) Related to Preparation of Indents for allotment of RMI material 15) Sub-Station wise general Correspondence 16) Lines wise General correspondence 17) Related to Patrolling of Lines 18) Administration Correspondence 19) Accidents, Thefts Power Transformers Corr. 20) Related to Taxes corr. 20) Assets Correspondence 21) ERP Correspondence</p>
2	<p>P&G wing: 1) Maintenance of incumbency register (O&M). 2) Maintenance of Bio data register (O&M). 3) Maintenance of AAR register (Both Provincial & O&M). 4) Maintenance of Tour advances sanction register. 5) Maintenance of LTC & Home town permission register. 6) Maintenance of Court cases (Service matters) register. 7) Maintenance of disciplinary cases register. 8) Preparation of seniority lists for O&M. 9) Preparation of MIS on vacancy position. 10) Deputation of personnel to training programmes as per CE's orders 11) Leave sanctions (Upto certain cadres as delegated by board to Superintending Engineer). 12) Collection and furnishing of data as and when higher offices instruct. 13) Preparation of DPC notes up to the cadre of LI and issue of promotions up to LI. 14) Transfer and posting orders. 15) Review over employee data. 16) Key performance indicators (Grading). 17) Miscellaneous administrative correspondence. 18) Staff continuation proposals & post diversions and redeployments. 19) Dealing of retirement matters. 20) Proposals of alternative arrangements in case of Promotions ,Transfers and Retirements 21) Additional Charge Proposals 22) Higher Study Permissions 23) Collection of Property returns from all the employees 24) Other administrative correspondence to be taken up in case of strikes, and meetings with employees unions 25) Motor cycle advance proposals & Marriage advances etc.</p>

	<p>26) Pay fixations (SGP, SPP etc) in O&M cadres 27) Maintenance of service registers.(in O&M cadres) 28) Forwarding of Annual Appraisal returns. 29) HRMS package entries</p>
3	<p>Accounts wing: 1) Posting and maintenance of financial ledgers.2) Preparation of cash trial balance.3) Preparation of adjustment trial balance.4) Financial status in case of KPI.5) Plan progress reports.6) Cash grants.7) Preparation of work order returns.8) Preparation of VAT returns.9) Maintenance of general ledgers.10) TDA and TCA.11) Maintenance of O&M ledger.12) Property tax.13) LOC & LOA registers maintenance.14) Bill register.15) Application of LOC.16) Quarters returns.17) Cash book maintenance.18) Bank reconciliation (Receipt and drawing A/c).19) Permanent of imprests sanction and verification of opening and closing.20) Temporary advances and verification of opening and closing.21) Details of Inter unit accounts.22) Remittance of DDs.23) Issue of cheques and payments.24) Maintenance of petty cash book.25) Issue of M Books and movement register maintenance.26) Work Orders issues and closing P.R.S.1) Preparation of salary bills and passing of salary bills of non gazetted staff.2) Preparation of supplementary bills and passing of supplementary of non gazetted staff.3) Passing of gazetted salary and supplementary bills.4) Verification and passing of TA bills.5) Remittance of staff deductions to concerned financial institutions .6) Day to day correspondence with individuals and higher offices regarding payments.7) Forwarding of Advance, Part final or final withdrawal of GPF(in case of retirements)..8) FBF & GIS sanctions to retired persons.9) Payment of pensions to the retired employees.10) Passing of Miscellaneous bills.11) Collection of change returns.12) Sanction and maintenance of Festival advance and Educational advance and its registers and filesA.P.S.1) Passing of telephone bills.2) Passing of cell phone bills.3) Maintenance of stationery.4) Passing of LPOs and Boards POs.5) Passing of work bills.6) Releasing of EMDs, SDs and RAs.7) Passing of Hire vehicle bills.8) Passing of agreement bills (Manning).9) TDS – IT of contractors (Form-16, From-24 & Form-27).10) Sales tax, sewerage & Income Tax recoveries and remittances.11) Maintenance of all payment dockets relating to agreements and LPOs (From the financial year 1997-1998 onwards).12) Maintenance of M-Books.13) Maintenance of LLBs.14) Passing of hire driver bills.15) Sales tax & vat tax particulars (Form 501 & Form XX).16) Tax audit returns.17) Work contract tax & Service taxes etc.18) Maintenance of registers regarding passing of bills, release of EMD, SD & RAs, Stationary, Remittance registers of IT, ST & Senerage and M-Books movement register.</p>
4	Inward & Outward of office correspondence by Staff



O/o EXECUTIVE DIRECTOR/HRD & PLANNING

- Power Development Statistics since 1987-88
- Furnishing of quarterly performance of utility to PFC.
- White paper on performance of power sector every month to be furnished to APTRANSCO Board and Govt. of A.P. since the year 2000.
- Single page report on implementation of developmental activities to be furnished every month to GAD (GOAP) since August 2003.
- Replies to various LAQ's for Monsoon, Winter and Budget session of APLA & LSQs / RSQs.
- Note on power sector to APLA for session since the year 2003.
- High level Committee Report, Reforms Act, First Transfer scheme.
- Second Transfer Scheme, Electricity Act-2003. Third Transfer scheme.
- Files w.r.t. furnishing data to other departments/ government and Non Government agencies, various review meetings etc.

O/o Chief Engineer/Transmission.

- 1) Allotment of PTR's files.
- 2) Allocations of Budget files.
- 3) Rate contract Approval files.
- 4) Augmentation of PTR's Capacity files.
- 5) Manning files.
- 6) Quality Assurance & Quality Control files.
- 7) Allotment of materials.
- 8) Approvals to field for the works beyond delegated power.
- 9) Court Cases Related files.
- 10) Approvals for lines works.
- 11) Vehicles related files.



O/o CHIEF ENGINEER/SLDC

S.No.	Description of Documents / File
1	Files related to demand forecast
2	Files related to open access approval
3	Files related to Merit Order dispatch
4	Files related to SCADA EMS
5	Files related to Hire vehicles / Contract works / AMC's
6	Files related to APERC correspondence
7	Files related to LAQs and parliament questions
8	Files related to ARR filling pertaining to grid operation
9	Files related to Bilateral Sale / purchase of power transactions
10	Monthly Transco to Discoms boundary meters readings received from TL&SS wings
11	Monthly Transco to Discoms Monthly Manual Energy Certification
12	Co-ordinating APGenco to Discoms Monthly Manual Energy Certification
13	Multiplication Factors verification and updating of various boundary meters.
14	APTransco Energy Audit data and Discoms input data preparation for the EA meeting
15	Global Energy Accounting information.
16	Monthly Transmission Losses Calculation.
17	OA Users MRI data Compatibility
18	Intra State Open Access Users Energy and Demand Settlements and it's Certification.
19	Monthly Discom-to-Discom Energy Exchange and Cost adjustments Settlements preparation for review and certification by APBSC and APPCC
20	Weekly UI Charges calculation for Generators, who are availing Inter State OA
21	Automatic Meter Readings Project file
22	Wrong Reading/Faulty Meters/Non receipt of MRI data file
23	Staff Establishment file
24	Contract Employees bills file