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ANDHRA PRADESH STATE ELECTRICITY BOARD  
ABSTRACT

Regulations – Andhra Pradesh State Electricity Board (Revised) Conduct Regulations  
Issued

B.P.Ms.No.697 (MANAGEMENT SERVICE)

Dated : 10-07-1978

Read the following:-

1. B.P.Ms.No.534, dt: 16-08-1967

\* \* \*

**PROCEEDINGS:**

In supersession of the existing Andhra Pradesh State Electricity Board Conduct Regulations approved in the B.P. cited and published at pages 1-21 of the Andhra Pradesh Gazette Supplement to Part-II, dated 28-3-1968 and in exercise of the Powers conferred under Section 79(c) of the Electricity (Supply) Act, 1948, the Andhra Pradesh/State Electricity Board hereby makes the Andhra Pradesh State Electricity Board (Revised) Conduct Regulations annexed to this B.P.

2. These regulations shall come into force with effect from the date of publication in the Andhra Pradesh Gazette.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE ELECTRICITY  
BOARD)

E.A.S. SARMA  
Secretary.

To  
All the Chief Engineers,  
All the Superintending Engineers,  
The Financial Advisor & Chief Controller of Accounts.

Copy to Pay Officer  
Copy to Internal Audit Officer  
Copy to Account General/Andhra Pradesh  
Copy to Chief Accountant/CPR Section  
Copy to Manager (Personnel services)  
Copy to Manager (General services)  
Copy to Director of Printing and Stationery & Stores, Purchase (Printing wing)  
at GCP (Gazette section), Hyderabad – 500 036 for Publication in AP Gazette.  
Copy to Standing Legal Advisor  
Copy to PA to Secretary  
Copy to PA to Member Accounts/Technical Member – I/Technical Member-II/ Chairman.  
Copy to All Officers under Manager (General services) and Manager (Personnel Services).  
Copy to All sections  
Copy to Deputy Secretary (Board Meetings)  
Copy to Central Records Section  
Copy to Stock file  
Spare copies.

**THE ANDHRA PRADESH STATE ELECTRICITY BOARD  
EMPLOYEES CONDUCT REGULATIONS**

**1. Short title and extent of application**

These Regulations shall be called the 'Andhra Pradesh State Electricity Board Employees' conduct Regulations and shall apply to all the employees of the Board, including the employees serving it on deputation, except employees belonging to;

1. I.A.S.
2. Persons engaged under special contracts.

**2. Commencement**

These regulations shall come into force from the date of issue of Notification in Andhra Pradesh Gazette.

**3. General**

All employees are expected;

1. To perform their duties with devotion, integrity and impartiality.
2. To maintain discipline and act in a disciplined manner towards subordinates as well as their superiors.
3. To extend full cooperation to their superiors in carrying out the various official functions of the Board entrusted to them and to enlist cooperation in the same manner from their subordinates.

**4. Misconduct**

The following acts or deeds shall be treated as 'Misconduct' on the part of the employees:-

- i. (a) to join or continue to be a member of any Association or Union, the objects of which are prejudicial to the interests of the Country, Board or to the public.  
(b) to join or continue to be a member of any Association or Union belonging to contract workers, private agencies workers any other Union or Association not connected with/to the employees of the Board.
- ii. To make representation direct to Ministers of State or Central Government or any Member of any Legislature or to the members of the Board except through proper channel.
- iii. To accept or permit any member of his family to receive from any person any gift or favour or service which will keep him under official obligation or embarrassment.
- iv. To receive any public address or accept any felicitation or entertainment in his honour.
- v. To enjoy the hospitality or receive any gift from any person or company having business dealings with the Board.
- vi. To ask for or accept or in any way participate in the raising of any subscriptions or pecuniary assistance in pursuance of any object whatsoever without the prior permission of his superior officer.
- vii. To engage himself or through others in the business of money tending or lend or borrow money, which will place him under any kind of obligation to any person or cause official embarrassment to him except in the following cases;  
(a) any transaction with a registered cooperative society or institution.  
(b) While acting as an executor, administrator or trustee without profit or advantage to himself.
- viii. To contract debts habitually (in case an employee is involved in any legal proceedings for insolvency, he shall report the fact to the Board forthwith with full facts of the case).
- ix. Except with the previous sanction of the competent authority, to engage himself directly or indirectly in any trade or business or undertake any employment for

remuneration. Honorary work of social or charitable nature, work of literary, artistic or scientific character can be taken up provided it does not interfere with his official duties.

- x. To publish any book which is not purely of literary, artistic or scientific character except with the previous approval of the competent authority.
- xi. To communicate directly any official document or information to any employee or any other person to whom he is not authorized to communicate such documents or information.
- xii. To own, either entirely or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.
- xiii. To utter, write or do otherwise, discuss or criticize in public or at a meeting or association or body any policy pursued or action taken by the Board or a State or Central Government.
- xiv. Except with the previous sanction of the competent authority, to give evidence in connection with any enquiry conducted by any person, committee or authority except in the following cases;
  - a. In an enquiry conducted by an authority appointed by the Board or State or Central Government.
  - b. In any judicial enquiry; or
  - c. Departmental enquiry
- xv. To take part or associate with any political party or organization including canvassing.
- xvi. To participate or in any manner assist any measure or activity calculated to directly or indirectly affect the interests of the Board or State.
- xvii. To have recourse to any court or to press for the vindication of his official acts which have been the subject matter of adverse criticism or an attack of defamatory character in public and which do not involve his private character or an act done in his private capacity.
- xviii. To deal or exert pressure in his official capacity with any matter or any issue which directly or indirectly concern himself or any of his relatives, dependents or friends.

## LIST OF RELATIVES

1.	Father	14.	Daughter's husband
2.	Mother (including step mother)	15.	Daughter's son
3.	Son (including step son)	16.	Daughter's son's wife
4.	Son's wife	17.	Daughter's daughter
5.	Daughter (including step daughter)	18.	Daughter's daughter's husband
6.	Father's Father	19.	Brother (including step brother)
7.	Father's Mother	20.	Brother's wife
8.	Mother's Mother	21.	Sister (including step sister)
9.	Mother's Father	22.	Sister's husband
10.	Son's son	23.	Son's wife's father
11.	Son's son's wife	24.	Son's wife's mother
12.	Son's daughter	25.	Daughter's husband's father
13.	Son's daughter's husband	26.	Daughter's husband's mother

} and their  
siblings

- xix. To bring or to attempt to bring any political or other outside influence or through a Member of the Board to bear upon any superior authority to further his interests in respect of the matter pertaining to his service in the Board.
- xx. To deliver or broadcast a speech or talk on any subject without the prior sanction of the Board except on those of literary, artistic or scientific character.
- xxi. "No employee who has a spouse living and whose marriage is subsisting shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to the employee, provided the Board may in its discretion permit such marriage if such marriage is permissible under the personal law of the employee".
- xxii. To take intoxication drinks or drugs or be under the influence of such drinks or drugs while on duty, or appear in a public place in a state of intoxication.  
or  
Use such drinks or drugs to excess.
- xxiii. To participate in any strike or other concerned action or incitement thereto intended to hold up the work or put pressure on the management.
- xxiv. To indulge in any activities of the following:
- (a) Absence from duty or work without permission
  - (b) Deliberate neglect of duty with the object of compelling any superior authority or the Board to take or withdraw any official action or decision.
  - (c) To go on fast or a hunger strike with a view to force a superior authority or the Board to take or withdraw any official action or decision.
  - (d) To participate in a concerted or organized refusal to receive emoluments.
- xxv. To participate in any demonstration which is against the sovereignty and integrity of the Nation or against public order.
- xxvi. To commit theft, fraud or act dishonestly in regard to the Board's business or property.
- xxvii. Habitual late attendance or absenteeism without leave or sufficient reason.
- xxviii. To fight, riot or to behave disorderly or indecently in the premises of the establishment.
- xxix. To chit chat or loiter in the premises during working hours.
- xxx. To neglect work
- xxxi. To smoke within the premises of the establishment in places where it is prohibited.
- xxxii. To cause willful damage to work in progress or to any property of the Board

1. Added vide T. O. O. (GM(IR)-Per) Ms. No. 129, dt. 23-8-2003.

- any newspapers, handbills, pamphlets etc. or loud speakers without prior permission of the management
- xxxiv. Holding meetings without prior permission of the concerned authority.
  - xxxv. Gambling within the premises or conducting or participating in or promoting an unauthorized raffle, lottery, benefit performance
  - xxxvi. Sleeping while on duty in the office or work spot
  - xxxvii. Spreading rumours about the Board or its employees.
  - xxxviii. Conviction in any Court of law for any Criminal offence involving moral turpitude.

xxxix. Giving false information pertaining to himself.

i. Giving, or taking or abetting the giving or taking of dowry

OR

ii. Demanding directly or indirectly from the parents or the guardian of a bride or bridegroom, as the case may be, any dowry.

xli. Breach of rules and regulations of the Board.

xlii. Failure to exercise efficient control and supervision on the subordinate staff resulting in general inefficiency.

xliii. Failure to exercise the powers delegated.

xliv. Any other act or omission which may be considered for any reason an unbecoming act or omission on the part of an employee.

<sup>1</sup>xlv. Leaving the country for any reason whatsoever without obtaining specific permission or staying in other country for more days than the days permitted by the Board, in the "No objection certificate" and being employed in other country, without permission of the Board.

<sup>2</sup>xlvi. To engage himself or through his family members directly or indirectly in the business of sale of electrical goods, related items and works to avoid undue favouritism in official dealings in such matters".

<sup>3</sup>xlvii.(1) A Public servant is expected to keep his character above board and maintain a high standard of integrity. It is therefore the primary responsibility of the immediate superior officers. Heads of Office and Heads of Department to take all possible steps aimed at preventive vigilance to check corruption and to provide honest and efficient administration. The supervisory officers in the departments concerned should discharge this primary responsibility and take all possible steps to ensure the integrity and devotion to duty of all employees under their control and authority. The Heads of Departments should be alert and vigilant, take cognizance of the lapses noticed, enquire into allegations leveled against the staff and officers working under them or their administrative control promptly on their own and avoid referring to the Anti-Corruption Bureau in a routine manner.

(2) A specific rule of conduct has been laid down as sub-rule (5) of rule 3 of A.P.C.S. (Conduct) Rules, 1964 that every Government servant holding supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority.

<sup>4</sup>xlviii All the Controlling/ Supervisory Officer should ensure timely submission of Annual Property Returns, and immediately on receipt scrutinize them thoroughly and satisfy themselves about the genuineness of the transactions and sources of acquisition and obtain necessary clarifications, and deprecated the practice of simply filing the returns. APTRANSCO decided that competent authority should acknowledge the receipt of statements of transactions of sale or purchase of property in the prescribed proforma (enclosed)

<sup>1</sup>. Added vide B.P.(P&G-Per)Ms.No.95, dt.25-5-92.

<sup>2</sup>. Added vide T.O.O. (GM(IR)-Per)Ms.No.172, dt.13-10-2000.

<sup>3</sup>. T.O.O.(Addl.Secy-Per)Ms.No.32, dt.26-4-2010.

<sup>4</sup>. T.O.O.(Addl.Secy-Per)Ms.No.32, dt.26-4-2010.

5. <sup>1</sup>Possession of properties.

(1) No TRANSCO employee shall, except after previous intimation to APTRANSCO, acquire or dispose of, or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise either by himself or through others.

Note: When an employee or a member of his family accepts "advance of rent" from a prospective tenant for the construction or completion of a building to be rented, it constitutes a transaction in immovable property and falls within the scope of the above sub-rule.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of APTRANSCO.

"Provided that any such a transaction conducted otherwise than through a regular or reputed dealer viz.,

- (i) Banking institutions, including Co-operative Banks;
- (ii) Financial Corporations set up by the State Governments which provide loans for house construction;
- (iii) Apex Co-operative Housing Finance Institutions such as Delhi Co-operative Housing Finance Society; and
- (iv) Public Companies formed and registered in India with the main object of carrying on the business of providing long term finance for construction of purchase of houses in India for residential purposes like Housing Development Finance Corporation Limited, LIC, CANFIN and Nationalised Banks,

Shall be with the previous sanction of the APTRANSCO."

Provided further that no TRANSCO employee shall acquire or permit any member of his family to acquire any immovable property in any area in which land developmental schemes are under execution by or contemplation of, the Department in which the employee is employed.

"Provided further that the TRANSCO employee shall submit the particulars giving prior intimation or seeking prior sanction, in the following format:-

- 1) Name and Designation
- 2) Scale of Pay and Present Pay
- 3) Purpose of application - sanction for transaction/ prior intimation or transaction
- 4) Whether property is being acquired or disposed of
- 5) Probable date of acquisition/ disposal of property
- 6) Mode of acquisition/disposal
- 7) (a) Full details about location Viz., Municipal No., Street/

<sup>1</sup> T.O.O.(Addl.Secy-Per)Ms.No.32, dt.26-4-2010.

Village, Mandal, District and State in which situated.

(b) Description of the property in the case of cultivable land, dry or irrigated land.

(c) Whether free hold or leasehold

(d) Whether the applicant's interest in the property is in full or part (incase of partial interest, the extent of such interest must be indicated)

(e) in case the transaction is not exclusively in the name of the TRANSCO employee particulars of ownership and share of each member.

8) Sale/ purchase price of the property (Market value in the case of gifts)

(8) (A) The APTRANSCO or any authority empowered by them in this behalf may, require a TRANSCO employee to render a full and true account of the cash found in his/her possession at any time and such account shall include particulars of the means by which and the sources from which such cash was acquired.

(8) (B) The APTRANSCO or any authority empowered by them in this behalf may, by general or special order require a TRANSCO employee on duty not to keep cash in his possession beyond a specified sum and to declare the case in his/her possession in the manner prescribed.

9) In cases of acquisition, source or sources from which financed/proposed to be financed:-

(a) Personal savings

(b) Other sources giving details

10) in the case of disposal of property, was requisite sanction/intimation obtained given for its acquisition. A copy of the sanction/ acknowledgement should be attached.

11) (a) Name and address of the party with whom transaction is proposed to be made.

(b) Is the party related to the applicant? If so, state the relationship.

(c) Did the applicant have any dealings with the party in his/her official capacity at any time, or is the applicant likely to have any dealings with him/her in the near future?

(d) How was the transaction arranged? (whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given)

12) Any other relevant fact which the applicant may like to mention.

## Declaration

I,..... hereby declare that the particulars given above are true.  
I request that I may be given permission to acquire/ dispose of property as described above from/ to the party whose name is mentioned in item 11 above.

OR

I, ..... hereby intimate the proposed acquisition/ disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature:

Date:

Designation:

### Note:

- 1) In the above form, different portions maybe used according to requirement.
- 2) Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

Provided also that the TRANSCO employee shall submit the request to APTRANSCO seeking prior permission duly obtaining acknowledgement of having made such a request and if no permission is received within one month, he/ she may go ahead with the transaction.

- 2) A TRANSCO employee who enters into any transaction concerning any movable property exceeding rupees One lakh in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to APTRANSCO.

Provided that any such transaction conducted otherwise than through a regular reputed dealer shall be with the previous sanction of APTRANSCO.

- 3) Nothing in sub-rule (2) shall apply to any purchases made by a TRANSCO employee for the performance of weddings, religious or special functions.
- 4) No TRANSCO employee shall engage in any transaction which is of a speculative character relating to the purchase, sale or exchange of any immovable or movable property.
- 5) The provisions of sub-rules (1) and (2) shall not apply to:-
  - i) the acquisition or possession of any property as trustee, executor or administrator;
  - ii) any TRANSCO land which is sold or granted on lease to any TRANSCO employee, in accordance with the rules in force.

... of APTRANSCO, no employee shall purchase directly or indirectly in a sale by auction or otherwise conducted by or under the orders of the Department in which he/she is employed, any immovable or movable property owned or confiscated by Government.

- 7) Every TRANSCO Employee, other than member APTRANSCO General Service, shall on first appointment to APTRANSCO Service submit to APTRANSCO a statement of all immovable property/ properties irrespective of its value and movable property/properties whose value exceeds Rs.1,00,000/- owned, acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, in the forms prescribed in Annexure-I and II separately. He/she shall also submit to APTRANSCO before 15 January of each year, through the proper channel, a declaration in the form given in the Annexure-I and II of all immovable/ movable property/ properties owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family. The declaration shall contain such further information as APTRANSCO may, by a general or special order require. If in any year, a TRANSCO employee has not acquired or disposed of any immovable or movable property or any interest therein, he/she shall submit declaration to that effect.

(2) For the Annexures, the following Annexures shall be substituted, namely:-

### ANNEXURE-I

Statement of immovable property possessed, acquired and disposed of by

Sri \_\_\_\_\_ or any other person on his/ her behalf or any member of his/her family during year ending \_\_\_\_\_

(Sub-rule (7) of Regulation 5 of APSEB Conduct Regulations as adopted by APTRANSCO.

Nature of property	Situation of property (Survey Municipal No. with extent.	Held in whose name	Date and mode of acquisition / disposal	Price paid/ obtained	source of payment	Whether information given or sanction obtained (with ref.no. & date)	Annual income from property
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. House							
2. Flat							
3. Shop							
4. House Plot							
5. Agril. Land (dry or wet)							
6. Any other immovable property							

**Note:-** Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

Statement of movable property possessed, acquired and disposed of by Sri \_\_\_\_\_ or any another person on his/her behalf or by any member of his/her family during year ending \_\_\_\_\_ (Sub-rule (7) of Regulation 5 of APSEB Conduct Regulations as adopted by APTRANSCO.

Nature of property	Held in whose name	Date and mode of acquisition/disposal	Name and address of person from whom acquired/to whom disposed of	Whether transaction done within the limits of Jurisdiction	Price paid/obtained	source of payment
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<u>Vehicles:</u> Motor Car Motor Cycle/ Scooter any other vehicle <u>Electrical Goods:</u> Air Conditioner V.C.R./Television Refrigerator Any other goods <u>Jewellery:</u> Ornaments Vessels etc., <u>Investment &amp; Cash:</u> Bank deposits/ Debentures/ Shares / Bank Balances etc., <u>Furniture</u> Live stock Any other goods						

**Note:** Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

- 8) The APTRANSCO, or any authority empowered by them in this behalf may, at any time, by general or special order, require a TRANSCO employee to submit, within a specified period, a full and complete statement of all immovable property and movable property, of the specified value, held or acquired by him/her or any member of his/her family. Such statement shall, if so required by APTRANSCO or by the authority so empowered, include particulars of the means by which or the sources from which, such property was acquired.

9) If a TRANSCO employee receives an order of transfer to a district in which he/she possesses, or has an interest in any immovable property, he/she shall forthwith report the fact to his immediate superior officer.

## 6. Intimation regarding Kith & Kin.

An employee drawing Rs.750/- or above shall inform his immediate superior:

- i. Of any reason why he should not be posted in a particular place owing to the existence of close relatives in that particular place.
- ii. Where an employee closely related to him is posted to work under him.
- iii. When his son or daughter accept employment in a concern with which the officer has official dealings.

## 7(1) No TRANSCO employee shall:-

(i) accept, or permit any member of his/her family to accept from any person any gift, the receipt of which, or any service the performance of which will place such employee under any kind of official obligation or embarrassment in relation to any person if, however, the offer of a gift cannot be refused without giving undue offence to the donor, it may be accepted and the matter reported to the APTRANSCO for decision as not its disposal; or

(ii) receive any address or accept any felicitation or entertainment held in his honour;

Provided that nothing in this sub-rule shall apply to:-

a. gifts of flowers or fruits of trifling value.

b. gifts of a value, reasonable in all circumstances of the case, from relations, and gifts of a value of less than two hundred rupees from personal friends presented to a Government employee or to any member of his/her family on ceremonial occasions such weddings;

c. the performance of an occasional service of a trifling character;

d. the sitting for a group photo with officers and the members of the staff of his/her office

(iii) stay in any Guest House owned by a private person and enjoy his hospitality.

(2) If any question arises whether the receipt of a gift or the performance of a service places the TRANSCO employee under any kind of official obligation or embarrassment, the decision of APTRANSCO thereon shall be final.

(3) No TRANSCO employee shall receive any towel, key, scissors or other similar articles offered to him/her in connection with any ceremonial function such as the laying of foundation stone or the opening of a building.

foreign goods of value of more than Rs.10,000/- from any person by him or by any person of his family or by any person on their behalf, in the form given in the Annexure III to these rules.

### ANNEXURE - III

Intimation of Foreign Currency/Goods received by the APTRANSCO employee Sri \_\_\_\_\_ under Regulation 7-A of the APSEB Conduct Regulations as adopted by APTRANSCO.

- 1 Name of the APTRANSCO employee :
- 2 Designation & Official Address :
- 3 Department to which he belongs :
- 4 Date of receiving/accepting of Foreign Currency/ Goods :
- 5 Nature of the Foreign Currency/ Goods received/ accepted :
- 6 Sources from which received/ accepted :
- 7 Reason/purpose for which the foreign currency/goods were received/accepted :
- 8 The relationship of the sender to the recipient and name, occupation and full address of the sender :
- 9 Whether the foreign currency/goods received/accepted were intimated to the concerned authorities and customs or to the appropriate authority :
- 10 Whether the foreign currency/goods received/accepted were declared to Income Tax Department. If so, details to be furnished :
- 11 Mode and method of receipt/ acceptance of the foreign currency/ goods by the TRANSCO employee or his dependents. :
- 12 Whether the TRANSCO employee having any official dealings from whom the foreign currency/goods were received/accepted :
- 13 Details of any expenditure incurred by the TRANSCO employee in receipt/ acceptance of the foreign currency/goods :

Station:

Date:

Signature of the employee

8(1) No TRANSCO employee shall engage in any business save in the course of his/her official duties.

**Explanation:** Canvassing by a TRANSCO employee in support of the business of Insurance agency, Commission agency and the like owned or managed by his wife or any other member of his/her family shall be deemed to be breach of this sub-rule.

- (1-A) Every TRANSCO employee shall report to the APTRANSCO if any member of his/her family is engaged in trade and business or owns or manages an Insurance agency or Commission agency.
- (2) No TRANSCO employee shall speculate in any investment.
- (3) No TRANSCO employee shall make, or permit any member of his/her family to make, any investment likely to embarrass or influence him/her in the discharge of his/her Official duties.
- (4) The decision of TRANSCO shall be final in respect of any question arising under this rule.

9 No TRANSCO employee shall in his/her private capacity, except with the previous sanction of APTRANSCO, take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force.

Provided that a TRANSCO employee may, in accordance with the provisions of any general or special order of APTRANSCO, take part in the promotion, registration or management of a Co-operative Society registered under any law relating to Co-operative Societies for the time being in force in the State.

Provided further that no TRANSCO employee shall, without the previous sanction of the Government except in the discharge of his/her official duties, takes part in promotion, registration or management of any Co-operative Society for Commercial purpose.

\* \* \* \*

Solemnly affirmed at ..... this ..... day of ..... (year).

Signature and designation of the  
officer making the affidavit.

(1)

Particulars to be furnished by APTRANSCO employee while giving prior intimation or seeking prior sanction under Regulation 5 of Andhra Pradesh State Electricity Board (Revised) Conduct Regulations.

\*\*\*\*\*

1. Name and Designation:
2. Scale of pay and present pay:
3. Purpose of application / sanction for transaction / prior information of transaction:
4. Whether property is being acquired or disposed of:
5. Probable date of acquisition / Disposal of property:
6. Mode of acquisition / Disposal:
7. (a) Full details about location viz Municipal No., Street/Village/Mandal, District and State in which situated:  
(b) Description of the property, in the case of Cultivable land dry or irrigated land:  
(c) Whether free hold / or lease hold:  
(d) Whether the applicant's interest in the property is in full or part (in case of partial interest, the extent of such interest must be indicated):  
(e) In case the transaction is not exclusively in the name of the APTRANSCO employee, particulars of ownership and share of each member:
8. Sale/purchase price of the property (market value in the case of gifts):
9. In the cases of acquisition, source or sources from which financed/proposed to be financed —  
(a) personal savings:  
(b) other sources giving details:

10. In the case of disposal of property, was requisite sanction obtained/ intimation given for its acquisition. A copy of the sanction/ acknowledgment be attached:

- (a) Name and address of the party with whom transaction is proposed to be made:
- (b) Is the party related to the applicant? If so, state the relationship:
- (c) Did the applicant have any dealings with party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future?
- (d) How was the transaction arranged? (whether through any statutory body or a private agency through advertisement or through friends and relatives, Full particulars to be given):

12. Any other relevant fact which the applicant may like to mention.

### DECLARATION

I . . . . . hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

*OR*

I . . . . . hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature:

Date:

Designation:

- Note:
1. In the above form, different portions may be used according to requirement.
  2. Where previous sanction asked for, the application should be submitted at least 30 days before the proposed date of transaction.

Intimation of foreign currency/goods received by APTRANSCO employee  
Sri..... under Regulation 7A of the Andhra Pradesh Electricity Board  
(Revised) Conduct Regulations.

\*\*\*\*\*

1. Name of the TRANSCO employee:
2. Designation and official address:
3. Department to which he belongs:
4. Date of receiving/accepting of foreign currency/goods:
5. Nature of the foreign currency/goods received/accepted:
6. Sources from which received/accepted:
7. Reasons/purpose for which the foreign currency/goods were received/accepted:
8. The relationship of the sender to the recipient and name, occupation and full address of the sender:
9. Whether the foreign currency/goods received/accepted were intimated to the concerned authorities and Customs or to the appropriate authority:
10. Whether the foreign currency/goods received/accepted were declared to the Income tax Department. If so, details to be furnished:
11. Mode and method of receipt/acceptance of the foreign currency/goods by the TRANSCO employee or his dependents:
12. Whether the TRANSCO employee is having any official dealings from whom the foreign currency/goods were received/accepted:
13. Details of any expenditure incurred by the TRANSCO employee in receipt/acceptance of the foreign currency/goods:

Station:

Signature ....

Date:

Designation of the TRANSCO employee

Statement of immovable property possessed, acquired and disposed of by  
TRANSCO employee Sri- - - - or any other person on his behalf or  
by any member of his family during year ending- - - -, under  
Regulation 5(7) of A.P.S.E.Board (Revised) Conduct Regulations.

\*\*\*\*\*

Nature of property	Situation of property (Survey/Municipal Number, with extent)	Held in whose name	Date & mode of acquisition/ disposal
(1)	(2)	(3)	(4)
1. House			
2. Flat			
3. Shop			
4. House plot			
5. Agrl. land (dry or wet)			
6. Any other (immovable property)			
Price paid/ obtained	Source of payment	Whether information given or sanction obtained (with reference No. and date)	Annual income from property
(5)	(6)	(7)	(8)

Station:

Date:

Signature ....

Designation of the TRANSCO employee.

Note:- Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

Statement of movable property possessed, acquired and disposed of by  
 TRANSCO employee Sri----- or any other person on his behalf  
 or by any member of his family during year ending -----, under Regulation 5(7)  
 of APSEB (Revised) Conduct Regulations.

\*\*\*\*\*

Nature of property	Held in whose name	Date and mode of acquisition/ disposal	Name & Address of person from whom acquired/ to whom disposed of.
(1)	(2)	(3)	(4)
<b>Movables (whose value exceeds Rs.20,000)</b>			
<b>Vehicles</b>			
Motor Car			
Motor Cycle/Scooter			
Any other vehicle			
<b>Electrical Goods</b>			
Air Conditioner			
V. C .R./Television			
Refrigerator			
Any other goods			
<b>Jewellery</b>			
Ornaments			
Vessels etc.			
<b>Investment &amp; Cash</b>			
Bank deposits/Debentures/ Shares, Bank balance etc.			
<b>Furniture</b>			
<b>Livestocks</b>			
<b>Any other goods</b>			
Whether transaction done within the limits of jurisdiction		Price paid/obtained	Source of payment
(5)		(6)	(7)

Note:- Details of acquisition of properties standing in the name of Hindu undivided family or partnership in which the officer holds a claim or share should be separately shown in the statement.

Station:

Date:

Signature ....

Designation of the TRANSCO employee

(5)

Acknowledgment of intimation of transactions of sale or purchase under Regulation 5 (1)/(2) of APSEB Conduct Regulations.

\*\*\*\*\*

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
(DEPARTMENT)

MEMO/PROCEEDINGS NO. DT:

Sub:- APTRANSCO -- APSEB Conduct Regulations (as adopted by APTRANSCO)-- Intimation about transactions relating to sale or purchase from the TRANSCO employee - Receipt - Acknowledged.

Ref:- From Sri \_\_\_\_\_, Letter dated

\*\*\*

The intimation under sub-rule (1) / (2) of Regulation 5 of Andhra Pradesh State Electricity Board (Revised) Conduct Regulations received from Sri..... dated ..... is acknowledged.

SIGNATURE/SEAL

To  
Sri

(6)

Acknowledgment of property statements under Regulation 5 of APSEB  
Conduct Regulations.

\*\*\*\*\*

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
(DEPARTMENT)

Sub:- APTRANSCO - APSEB Conduct Regulations (as adopted by  
APTRANSCO) - Property Statements of the year ..... - Receipt -  
Acknowledged.

Ref:- From Sri \_\_\_\_\_ Letter dated

\*\*\*

The property statements for the year ..... sent with the reference cited are  
received.

SIGNATURE/SEAL

To  
Sri

APTRANSCO / DISCOMS EMPLOYEES  
DISCIPLINE AND APPEAL  
REGULATIONS

✓  
**ANDHRA PRADESH STATE ELECTRICITY BOARD EMPLOYEES  
DISCIPLINE AND APPEAL REGULATIONS**

1. (a) **Short title:**  
These regulations may be called the Andhra Pradesh State Electricity Board Employees' Discipline and appeal regulations.

(b) **Enforcement:** They shall come into force with effect from 27-01-1970.

2. **Applicability:**  
Subject to such exceptions and deviations as the Board may, from time to time, deem necessary to make from the generality of these regulations in specific cases or in the case of any class or classes of employees, these regulations shall apply to all the employees of the Board either temporary or permanent including the employees of the Government of Andhra Pradesh who have opted for service under the Board. These shall not apply to those employed only occasionally or subject to discharge at less than on month's notice.

Provided that nothing in these regulations shall operate to deprive any employee of any right or privilege to which he is entitled to be or under any law for the time being in force.

Provided further that in the case of employees appointed on contract or serving the board on deputation, they shall except in so far as they are not governed by the terms of the contract or of deputation, as the case may be, be regulated by the provisions of these regulations.

3. **Removal of doubts:** If any doubt arises
- (a) As to whether these regulations apply to any employee; and
  - (b) In regard to the applicability or otherwise of any of provisions in these regulations, the matter shall be referred to the Board, whose decision shall be final.

4. **Definition:**  
The terms used in this regulation shall be deemed to have the same meaning attached to them as these in the Andhra Pradesh State Electricity Board Employee's Service Regulations.

5. **Penalties:**  
The following penalties, may, for good and sufficient reasons or for any misconduct specified in regulation 6 and as hereinafter provided, be imposed upon the employees of the Board, namely:

- (i) Censure
- (ii) Fine, (to be imposed only in the case of employees in Class-IV service)  
Note: The penalty shall be subject to the provisions of the payment of wages, act., in respect of those to whom that Act. applies.
- (iii) Withholding of increments or promotion.

- (iv) Reduction to a lower rank in the seniority list or to a lower post or time scale not being lower than that to which he was directly recruited, whether in the same class of service, or in another class of service, or to a lower stage in a time scale.
- (v) a) Recovery from pay of an employee of the whole or any part of the pecuniary loss caused to the Board by reason of the negligence, misconduct, or disobedience to lawful orders, of an employee in the discharge of his duties.
- b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to a lower stage in time scale ordered where such order cannot be given effect.

**Explanation:-**

- (i) If one increment is ordered to be postponed without cumulative effect, the amount to be ordered to be withheld is  $1 \times 12 \times \text{Rs.}100/-$  where the rate of increment is Rs. 100/-. This will get multiplied depending on the number of increments ordered to be withheld as indicate below:

1) Increment	$1 \times 12 \times 100$	=	Rs. 1200.00
2) Increment	$2 \times 12 \times 100$	=	Rs. 2400.00
3) Increment	$3 \times 12 \times 100$	=	Rs. 3600.00

- (ii) If one increment is ordered to be postponed with cumulative effect, the amount to be ordered to be withheld is  $1 \times 3 \times 12 \times \text{Rs.}100/-$  where the rate of increment is Rs. 100/-. This will get multiplied depending on the number of increments ordered to be withheld as indicate below:

1) Increment	$1 \times 3 \times 12 \times 100$	=	Rs. 3600.00
2) Increment	$2 \times 3 \times 12 \times 100$	=	Rs. 7200.00
3) Increment	$3 \times 3 \times 12 \times 100$	=	Rs. 10800.00

- (iii) In case the punishment of postponing to increment is ordered, can be implemented only partially, the increments may be postponed to the extent possible and for the remaining portion of the punishment, recovery may be ordered as indicated in paragraphs (i) and (ii) above.

- (vi) Compulsory retirement otherwise than the retirement of an employee as provided in the Board's pension regulations.
- (vii) Removal from service.
- (viii) Dismissal from service.

<sup>2</sup>“Provided that in every case in which the charge of acceptance from any person of any gratification other than legal remuneration as a motive or reward for doing of forbearing to do any official act is established, the punishment of removal or dismissal from service mentioned in sub-clause (vii) and (viii) shall be imposed.

<sup>1</sup> . Substituted vide B.P.(P&G-Per)Ms.No.38, dt.24-4-1992 for the 'Explanation' under item (c) of Sub-Regulation (v) of Reg.5.

<sup>2</sup> . Added vide B.P.(P&G-Per)Ms.No.228, dt.17-11-1997.

in writing, any other penalty may be imposed.

- (ix) Suspension, where a person has already been suspended under Regulation 11 to the extent considers necessary by the authority imposing penalty.

Explanation: (1) The discharge:-

- a. Of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation; or
  - b. Of a person engaged under contract, in accordance with the terms of his contract; or
  - c. Of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this regulation.
- (2) The removal of an employee from the services of the board shall not disqualify him for future employment but the dismissal of an employee from the service of the Board shall ordinarily disqualify him for future employment under the board.
- (3) The seniority on re-promotion of an employee reduced to a lower post on time scale shall be determined by the date of such re-promotion. He shall not be restored to his original position unless this is specifically laid down at the time the order of punishment is passed or revised on appeal.
- (4) An employee on whom the penalty referred to in item (iv) above was imposed will, on re-promotion count his previous service in the higher grade under regulation 30(d) of the Andhra Pradesh State Electricity Board Service Regulations, Part-I unless the order of punishment or the order passed in appeal directs otherwise.
- (5) The stoppage or postponement of increment on account of extension of probation under regulation 27 of the Andhra Pradesh State Electricity Board Service Regulations, Part-II does not amount to withholding of increments within the meaning of this regulations.
- (6) NON-PROMOTION, whether in a substantive or officiating capacity, of a member of the service after consideration of his case on merits to a higher post in the same service to which he is eligible does not amount to withholding of promotion under this regulation.

6. **Acts and omissions constituting misconduct:**

The following acts and omissions shall be treated as misconduct:

- (i) Willful insubordination or disobedience, whether alone, or in combination with another or others, of any lawful and reasonable order of a superior.
- (ii) Striking work or deliberate slowing down of work either singly or along with another or others in contravention of any lawful and reasonable order of a superior.
- (iii) Striking work or deliberate slowing down of work or inciting other employees to strike work or slow down work in contravention of orders of any statute, law, enactment or rule for the time being in force or as applied from time to time.
- (iv) Concerted or organized refusal on the part of employees to receive their pay.

- (v) Theft, fraud or dishonesty in connection with the Board's property or business.
- (vi) Taking or given bribes or any illegal gratification whatsoever.
- (vii) Collection or canvassing for collection without the written permission of the Management of any money.
- (viii) Habitual late attendance and habitual absence without leave or without sufficient cause.
- (ix) Carrying on money-lending or any other private business without the permission of the Management.
- (x) Drunkenness, fighting notous or disorderly or indecent behaviour in the premises of the establishment.
- (xi) ✓ Chit-chatting or loitering in the work premises, Habitual negligence or neglect or work.
- (xii) Habitual indiscipline.
- (xiii) Smoking within the premises of the establishment in places where it is prohibited.
- (xiv) Causing willful damage to work in progress or to any property in the establishment.
- (xv) Distribution, exhibition, display or use within boundaries of work spot or premises of any Newspapers, handbills, pamphlets or posters, flags, or loud speakers without previous sanction of Management.
- (xvi) Refusal on the part of an employee to work on a job or a machine other than the job or machine on which is usually engaged without adversely affecting his service conditions.
- (xvii) Holding meetings within the boundaries of the establishment or in any of the premises owned by the Andhra Pradesh State Electricity Board without the previous sanction of the Management.
- (xviii) Gambling within the premises of the establishment.
- (xix) Sleeping while on duty.
- (xx) Malingering or slowing down of work.
- (xxi) Unauthorized use of Board's quarters or land or vehicles.
- (xxii) Acceptance of gifts from subordinate employees.
- (xxiii) Lending or borrowing money to or from subordinate employees.
- (xxiv) Insolvency.
- (xxv) Writing of anonymous or pseudonymous letters criticizing the Board or any of its employees.
- (xxvi) Spreading false rumour, or (giving false information, which tend to bring into disrepute the Board) or its employees or spreading panic among them.
- (xxvii) Conviction in any court of law for any criminal offence involving moral turpitude.
- (xxviii) Theft of employee's property inside the premises of the establishment.
- (xxix) Continuous absence without permission and without satisfactory cause for more than five days.
- (xxx) Giving false information regarding name, father's name, qualification, age, or previous service or any other information connected with employment, at the time of employment or any other time during the service.
- (xxx i) Any breach of any rules.
- (xxx ii) Abetment of or attempt to commit any of the above acts of misconduct.
- (xxx iii) Habitual breach of any rules or instructions for the maintenance and cleanliness of work places.

- trained for the purpose of securing safety or interference with any safety guard or other device provided for securing safety.
- (xxxv) Accepting service in any establishment other than that belonging to Board or private employment from any person in the Board's service.
  - (xxxvi) Leaving one's post without handing over charge or without permission or abandoning or deserting one's post.
  - (xxxvii) Conducting or participating in or promoting any unauthorized raffle, lottery or benefit performance.
  - (xxxviii) Enrolling as member in any political party.
  - (xxxix) Engaging in demonstrations to coerce or force the management to concede any demand or demands.
  - (xl) Failure to exercise efficient control and supervision on the subordinate staff resulting in general inefficiency of the branch of unit.
  - (xli) Unauthorized divulgence of an official information or document.
  - (xlii) Bidding or tendering for supply to the Board or for purchasing any property of the Board either in person or through any agent, personally or in partnership with others.
  - (xliii) Unauthorizedly making any statement in the press or contributing any articles to the press or any magazine or giving a talk on the radio without prior approval of the appropriate authority or ventilating grievances through the press or leaflets, etc.,
  - (xliv) Save in accordance with the provisions of any law for the time being in force, becoming a member or appearing as a representative of any association or Union representing or purported to represent the employees or any classes of employees of the Board unless such association or union has been recognized by the Board.
  - (xlv) Any other act or omission which may be declared by the Board to be misconduct.
  - (xlvi) <sup>1</sup>Leaving the country for any reason, whatsoever without obtaining specific permission or staying in other country for more days than the days permitted by the Board, in the "No objection certificate" and being employed in other country without permission of the Board.
  - (xlvii) <sup>2</sup>Unauthorized absence from duty for a continuous period exceeding one year.

7. (a) **Competent and appellate disciplinary authorities:**  
The authorities which may impose any of the penalties mentioned in regulation 5 and the appropriate Authorities to whom appeal lies shall be as specified against each of the categories in Schedule.
- (b) **Competency of authorities superior to disciplinary authority:**  
Wherein any case a higher authority has imposed or declined to impose a penalty under this regulation in respect of the same case.
- (c) Wherein any case a lower authority has imposed penalty or exonerated a member it shall not debar a higher authority from exercising his power under this regulation in respect of the same case. The order of such higher

<sup>1</sup>. Added vide B.P.(P&G-Per)Ms.No.94, dt.25-5-1992.

<sup>2</sup>. Added vide T.O.O.(Addl.Secy.-Per)Ms.No.226, dt.27-10-2006.

authority shall supersede any order passed by a lower authority in respect of the same case.

Provided that in cases where a case is sought to be reopened after one year, the authority concerned (the reopening authority) should obtain the permission of the next higher authority or the Board as the case may be.

- (d) The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from exercising it.
- (e) Power vested in an authority may be exercised by a superior authority in its discretion.

8. (1) **Disciplinary authority in certain cases:**

Where on promotion or transfer, a member of a service in a class, category or grade is holding an appointment in another class, category or grade thereof or in another service no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of the service in the latter class, category, grade or service as the case may be this provision shall apply also to cases of transfer or promotion of person from a post under the jurisdiction of one authority to that another authority within the same class, category or grade.

- (2) Where a person has been reverted or reduced from service to another or from one class, category or grade of a service to another class, category or grade thereof no penalty shall be imposed upon him in respect of his work or conduct while was a member of the service, class, category or grade, as the case may be, from which he was reverted or reduced, except by an authority competent to impose the penalty upon a member of such service, class, category or grade.

9. **Disciplinary action in respect of employees of State/Central Government or outside bodies:**

- a) If any employee to be proceeded against is an employee of the State or central Government or of any other outside body and is on deputation to the Board, no punishment shall be imposed on him without the concurrence of the authority who lent his services to the Board. If it is considered that the penalty of compulsory retirement, reduction in rank, removal or dismissal is to be imposed, the competent authority shall complete the enquiry in accordance with the provisions of sub-regulation (2) or regulation 10 and revert the employee concerned to the State or the Central Government or other employer, as the case may be and also forward the record of enquiry for such action as is considered necessary.
- b) If a Board's employee is on Foreign Service, the employer shall not impose any punishment on him without the concurrence of the Board. If one of the major punishments of reduction, compulsory retirement, removal or dismissal is to be imposed, the foreign employer shall conduct the necessary enquiry, send the complete papers to the Board and also revert the employee

- by the Board against him.
- c) In case an employee referred to in clause (a) or (b) has to be suspended pending enquiry the foreign employer shall place him under suspension, but shall report forthwith to the lending authority the circumstances leading to the suspension.

10. Procedure for imposing penalties:

- 1) ✓ No order imposing on a member of a service a penalty specified in items (i), (ii) and (iii) (v) or (ix) of regulation 5 shall be passed except after.

a) The member of the service is informed in writing by the authority competent to impose the penalty of the proposal to take action in regard to him and of the allegations on which the action is proposed to be taken, and is given an opportunity to make any representations he may wish to make to such authority; and

b) Such representation, if any, is taken into consideration by the authority competent to impose the penalty. ✓

2)

(a) In every case where it is proposed to impose on a member of a service any of the penalties specified in terms (iv), (vi), (vii) and (viii) in regulation 5, the authority competent to impose the penalty shall appoint an Enquiry Officer, who shall be superior in rank to the person on whom it is proposed to impose the penalty, or shall itself hold an enquiry either SUO-MOTU or on a direction from a higher authority. In every such case the grounds on which it is proposed to take action shall be reduced to the form of definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case. He shall be required, within a reasonable time, to file a written statement of his defense and to state whether he desires an oral enquiry or to be heard in person or both. The person charged may, for the purpose of preparing his defense be permitted to inspect and take extracts from such official records as he may specify, provided that the enquiry officer may, for reasons to be recorded in writing refuse such permission, if, in his opinion, such records are not relevant for the purpose or it is against public interest to allow access thereto. On receipt of the statement of defense within the specified time or such further time as may have been given, an oral enquiry shall be held if such an enquiry is desired by the person charged or he is decided upon by enquiry officer or is directed by the competent authority. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted and the persons charged shall be entitled to cross examine the witness, to give evidence in person and to have such witnesses called as he may wish, provided that the enquiry officer may, for special and sufficient reason to be recorded in writing, refuse to file, call a witness. After the oral enquiry is completed, the person charged shall be entitled to file, if he so desires, any further written statement of his defense. If no oral enquiry is held and the person charged desires to be heard in person, a personal hearing shall be

Given to him. The enquiry officer shall, on completion of the enquiry or the personal hearing of the person charged or both, forward the proceedings of the enquiry to the authority competent to impose the penalty unless he is himself such an officer. The proceedings shall contain the charges framed against the person charged along with the grounds of charge, written statement filed in defense, if any, a sufficient record of the evidence adduced during the oral enquiry, a memorandum of the point urged by the person charged during the personal hearing, if any, a statement of the findings of the enquiry officer on the different charges and the grounds therefore.

Provided that the penalties specified in items (iv) and (vi) to (viii) in Regulation (5) shall be imposed by the competent authority with the concurrence of the committees constituted as follows:

Sl. No.	Category of employees	Disciplinary authority	Reconstituted committee members
1	2	3	4
<b>1. CLASS-I OFFICERS:</b>			
1.	Secretary	Board	No committee if necessary where the Board is authority to award major penalties to Class-I Employees. Where the Chairman, APSEB is the authority to award the major penalties, he shall impose those penalties with the concurrence of the Board.
2.	Director Personnel	Board	
3.	Dy. Secretary/ Manager	Board	
4.	Dy. Manager	Chairman	
5.	Chief Engineer	Board	
6.	Superintending Engineer	Board	
7.	DEs/EEs	Board	
8.	FA&CCA	Board	
9.	Dy. CCA	Board	
10.	SAO	Board	
11.	Civil Surgeon	Board	
12.	Chief of Vigilance & Security Organization	Board	
13.	Supdt. Of Police/ Security Officer.	Chairman	
14.	Dy. S.P./Asst. Security Officer.	Chairman	
<b>2. CLASS-II OFFICERS:</b>			
1.	LWO	Secretary	Member(RE&D) Member(Transmission) Member(Accounts)
2.	PRO	Secretary	
3.	Personnel Officer	Secretary	
4.	ADEs/AEEs	Chairman	
5.	AEs	Secretary	
6.	Chief Head Draughtsman	Secretary	
7.	Chief Chemist	Board	
8.	Senior Chemist	Chairman	
9.	Accounts Officer	Chairman	
10.	AAO	Secretary	
11.	Asst. Civil Surgeon	Chairman	
12.	Vigilance Inspector	Chairman	

Sl. No.	Category of employees	Disciplinary authority	Reconstituted committee members
1	2	3	4

### 3. CLASS-III OFFICERS:

1.	Superintendents, Assistants/Junior Assistants, Typists etc.,	Director Personnel	<sup>1</sup> Dy. Secretary (Establishment)
2.	Engineering Staff: i. Chemist ii. AAE iii. Other than Chemist & AAAs (like Draughtsman, Tracers, Transport overseas etc.,)	Secretary Chief Engineer	SE/SPC SE/Planning
3.	Accounts Service: Accountants/ UDCs/ LDCs/ Typists/ Steno Typists etc.,	Appointing authority	<sup>1</sup> Dy. Secretary (Establishment)
4.	Medical service:	Appointing authority	
5.	Vigilance & Security staff:- i. Security Inspector/ Sub- Inspector. ii. Security Head Guards, Naik Security guard, Lance naik security guard, security guard.	Chief of Vigilance & Security organization Supdt. Of police security officer.	SE/SPC SE/Planning
6.	Fire fighting staff: i. Station fire officer ii. Leading fireman etc.,	Appointing authority Appointing authority	

b) Except under every special circumstances to be recorded in writing by the enquiry officer or any officer to whom an appeal may be preferred no pleader or agent shall appear either on behalf of the board or on behalf of the person charged before the enquiry officer:

Provided that when a request is made by the person charged for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is

<sup>1</sup>. Substituted vide B.P.(P&G-Per)Ms.No.457, dt.9-12-93.

conducted the inquiry officer to whom the appeal has been preferred shall allow the person charged to be represented by a counsel.

After the authority competent to impose the penalty mentioned in clause(a) has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiry officer and be given a reasonable opportunity of making representation, within a reasonable time not ordinarily exceeding one month, on the penalty proposed. Any representation made in this behalf by the person charged shall be duly taken into consideration by the competent authority before final orders are passed.

Provided that such representation shall be based only on the evidence adduced during the enquiry referred to in clause (a).

3. (a) The authority imposing any penalty under these regulations shall maintain a record showing:
    - (i) The allegations upon which action was taken against the person punished;
    - (ii) The charges framed, if any;
    - (iii) The person's representation, if any, and the evidence taken if any; and
    - (iv) The findings and the grounds thereof, if any,
  - (b) Every order imposing the penalty shall state the grounds on which it is passed and shall be communicated in writing to the person concerned.
4. (a) The competent authority or the Enquiry Officer, as the case may be may in its discretion give an opportunity to the accused employee to inspect any document connected with the enquiry but excluding any confidential paper which in its opinion shall not be disseminated but such request for inspection may, for good and sufficient reasons (which need not be recorded nor communicated) be refused partially or wholly.
  - (b) The competent authority may authorize any officer in Class-I or class-II service superior in rank to the employee to initiate departmental proceedings and to hold enquiry against the employee. On the findings of that officer, the competent authority may award punishment or otherwise give a decision.
5. (a) The provisions of sub-regulations (1) and (2) shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in regulation 5 on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose the penalty is satisfied that for reasons to be recorded by that authority in writing, it is not reasonably practicable to hold such inquiry or give such opportunity.
  - (b) The provisions of sub-regulation (2) shall not apply where the Chairman is satisfied that in the interests of the security of the State it is not expedient to hold such inquiry or give such opportunity.
6. (a) All or any of the provisions of sub-regulations (1) and (2) may, in exceptional cases and for special and sufficient reasons to be recorded by the competent authority in writing, be waived where there is a difficulty in observing fully

waived without causing any injustice to the person charged.

- (b) If, in respect of any person charged, a question arises whether it is reasonably practicable to hold such inquiry or give such opportunity as is referred to in sub-regulation (2), the decision thereon of this authority competent to impose the penalty shall be final.

- 7. (a) Where two or more members of the same service or different services are concerned in any case, the Board or any other authority competent to impose the penalty of dismissal from service on all such members may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

Provided that, if the authorities competent to impose the penalty of dismissal on such members are different, such authorities not being the Board, an order for holding such enquiry in a common proceeding may be made by the higher of such authorities with the consent of the other authorities competent to impose the said penalty on others.

- (b) Subject to the other provisions of these rules, every such order shall specify the authority that may impose any of the penalties specified in regulation 5 on all the members concerned in the common proceeding and whether the procedure laid down in the sub-regulation (1) or sub-regulation (2) shall be followed in the proceeding.

11. **Suspension:**

- (a) A member of a class of service may be placed under suspension from service, where:-
  - (i) An enquiry into grave charges against him is contemplated, or is pending, or
  - (ii) A complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the Board's interest.

Provided that where a member of a service has been suspended by an authority other than the Board and the investigation has not been completed and the action proposed to be taken in regard to him has not been completed within a period of six months from the date of suspension, the fact shall be reported to the Board for passing such orders as it may deem fit;

- (b) <sup>1</sup>A Board servant/employee shall be deemed to have been placed under suspension by an order of the authority competent to place him under suspension with effect from the date of his detention, if he is detained in custody whether on criminal case or otherwise for a period exceeding 48 hours.
- (c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employees under suspension is set aside on appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions, this order of his suspension, shall be deemed

<sup>1</sup> substituted for the existing clause vide B.P.(P&G-Per)Ms.No.316, dt.6-3-1998.

to have continued in force ~~on~~ and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee of the Board is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case decides to hold a further inquiry against him on the allegations on which the penalty of dismissal/removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(e) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

12. **Suspension pending enquiry:**

The authority which may impose, suspension pending investigation or enquiry into grave charges, under regulation 11 on Board employees shall be the authority mentioned in column (9) of the table in schedule.

13. **Appeal**

Every employee of the board shall be entitled to appeal to the appellate authority specified in column (10) of the table in schedule as hereinafter provided from an order passed by an authority.

- (a) Imposing upon him any of the penalties in regulation 5;
- (b) Discharging him in accordance with the terms of his contract, if he has been engaged on a contract for a fixed or for an indefinite period and has rendered under either form of contract, continuous service for a period exceeding five years at the time when his services are so discharged.
- (c) Reducing or withholding the maximum pension, including an additional pension and death-cum-retirement gratuity, admissible to him under the rules governing pension; and
- (d) Placing him under suspension under regulation 11.

14. (a) Every employee belonging to Class-I and II service shall be entitled to appeal to the Board against any order passed by the Chairman or to the Chairman against any order passed by the Chief Engineer or a Subordinate authority which interprets to his disadvantage the provisions of any service regulations or contract of service whereby his conditions of service, pay, allowance or pension are regulated.

(b) Every employee belonging to Class-III and IV service shall be entitled to appeal as indicated below against any order of the kind mentioned in clause (a) above:-

- | Authorities passing order  | Appellate authority                                  |
|--|--|
| 1. Orders passed by an officer of the rank of Divisional Electrical Engineer or any other subordinate authority. | Superintending Engineer concerned.                   |
| 2. Orders passed by an officer of the rank of Superintending Engineer/Project Engineer.                          | Chief Engineer                                       |
| 3. Orders passed by the Chief Engineer   | Chairman of the Board.                               |
| 4. Orders passed by the Secretary/ Assistant Secretary to the Board.   | Chairman/ Secretary of the Board as the case may be. |

(c) The appellate authority shall after considering the appeal pass such orders as appears to it just and equitable having regard to all the circumstances of the case.

14. **(A) Powers of revision/review:**

(i) An authority superior to the authority having powers of appellate jurisdiction as provided in regulation 13 and 14 above may SUOMOTU or on application call for the records relating to any order passed or proceedings recorded by a subordinate authority examine its legality, regularity or propriety and pass such orders as it deems fit confirming, setting aside, modifying or revising the order or proceedings under consideration; where the competent authority is satisfied that the order passed is:-

- a) Due to inadvertence; or
- b) On account of false representation of facts before the concerned authority; or
- c) Without hearing the party affected.

(ii) The Andhra Pradesh State Electricity Board may SUOMOTU at any time or on application call for the records relating to any order passed or proceedings recorded by the Chairman, Secretary or other officer of the Board, examine its legality regularity or propriety and pass such orders as it deems fit confirming, setting aside, modifying or revising the order or proceedings under consideration; where the board is satisfied that the order passed earlier is;

- a) Due to inadvertence; or
- b) On account of false representation of facts before it; or
- c) Without hearing the party affected.

(iii) The Andhra Pradesh State Electricity Board may for just and adequate reasons review any order passed by it in respect of any matter, where the board is satisfied that the order passed earlier is;

- a) Due to inadvertence; or
- b) On account of false representation of facts before it; or
- c) Without hearing the party affected.

15. (1) In the case of an appeal from an order imposing any penalty specified regulation-5, the appellate authority, shall consider.

- a) Whether the facts on which the order was based have been established.
- b) Whether the facts established afford sufficient ground for taking action; and
- c) Whether the penalty is excessive, adequate or inadequate; and after such consideration, shall pass such order as it thinks proper;  
Provided that -----

(i) No order enhancing the penalty shall be passed unless the appellant is given an opportunity of making representation on the enhanced penalty proposed; and

(ii) If the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv), (vi) to (viii) in regulation-5, and an inquiry under regulation 10 has not already been held in a case, the appellate authority shall, subject to the provisions of that regulation, hold such an inquiry or direct that such inquiry be held and, thereafter, on consideration of the proceeding of such inquiry and after giving the appellant an opportunity of making representation on the penalty proposed, pass such orders as it may deem fit.

(2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these regulations before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

16. Every person preferring an appeal shall do so separately and in his own name.

17. Every appeal referred under these regulations shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the head of the office to which the appellant belong and through the authority from whose order the appeal is preferred;

Provided that an advance copy of the appeal may be submitted direct to the appellate authority simultaneously with the original which is submitted through the usual official channel.

imposed a penalty has followed strictly the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

18. No appeal preferred under these rules shall be entertained unless such appeal is preferred within three months from the date on which a copy of the order appealed against is delivered to the appellant.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

19. **Powers of an appellate authority**

An appellate authority or the board may call for any appeal admissible under these regulations and may pass such orders thereon as it considers fit.

20. **Review of orders in disciplinary cases:**

Any orders issued by an authority imposing any of the penalties specified in regulation 5 cannot be reviewed, revised or altered by that authority for any reason whatsoever.

21. Nothing in these regulations shall operate to deprive any person of any right of appeal, which he would have had if these regulations had not been made, in respect of any order passed before they came into force. An appeal pending at the time when, or preferred after, these regulations came into force shall be deemed to be an appeal under these regulations and regulation 15 shall apply as if the appeal were against an order appealable under these regulations.

ABSTRACT

TRANSCO of A.P. Limited - Adoption of A.P.S.E.B. Employees (Revised) Conduct Regulations and APSEB Employees Discipline and Appeal Regulations - Revised competent authorities which may impose penalties and concurrence committees - Orders - Issued.

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O.O.(Addl.Secy.-Per)Ms.No.394

dated 30-11-1999.

Read the following:-

Ref:- B.P.Ms.No.697, dated 10-7-1978.

ORDER:-

The A.P.S.E.Board has bifurcated into two separate organizations namely Transco of A.P. Limited and A.P.Power Generation Corporation Limited with effect from 1-2-1999 as per the A.P.Power Reforms Project Act 1998. In view of the reconstitution of the A.P.S.E.Board, the existing competent authorities which may impose penalties and Concurrence Committees have to be revised for various categories of posts in different services under Transco of A.P. Limited.

2. The Transco of A.P. Limited after careful consideration revised the competent authorities which may impose penalties referred to in Regulation 7(a) of A.P.S.E.B. Employees Discipline and Appeal Regulations as shown in the Annexure-I appended to this order.

3. The Transco of A.P. Limited also revised the Committees as follows as to obtain the concurrence of the Committees to impose penalties specified in items IV and VI and VII in Regulations shall be imposed by the competent authorities with the concurrence of the Committees as shown in the Annexure-II appended to this order.

K.RAMGOPAL  
Additional Secretary

ANNEXURE-I to T.O.O.(Addl.Secy.-Per)Ms.No.394, dated 30-11-1999.

ANNEXURE-I  
SCHEDULE-I

Referred to in Regulation 7 (a)

COMPETENT AUTHORITIES WHICH MAY IMPOSE PENALTIES

Categories of employees.	Appointing Authority.	Minor Penalties					Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal			
1	2	3	4	5	6	7	8	9	10	11	
<b>1. PERSONNEL &amp; GENERAL SERVICES CLASS-I</b>											
i) General Manager (Personnel)	APTRANS CO	CMD	APTRANS CO	APTRANS CO	APTRANS CO	APTRANS CO	APTRANS CO	APTRANS CO	APTRANS CO	APTRANS CO over the orders of CMD.	
ii) Deputy Secretary/Deputy General Manager (IR)	APTRANS CO	CMD	CMD	CMD	CMD	APTRANS CO	APTRANS CO	APTRANS CO	APTRANS CO	APTRANS CO over the orders of CMD.	
iii) Asst. Secretary.	APTRANS CO	General Manager (per)/Addl. Secy.	JMD (Rev.&HRD)	JMD (Rev.&HRD)	JMD (Rev.&HRD)	CMD	CMD	CMD	CMD	CMD over the orders of General Manager (Per)/Addl. Secy. & JMD (Rev.&HRD) over the orders of CMD.	

In the Annexure-I wherever Director (D&HRD) comes read as JMD(Rev.&HRD) vide T.T.O.[GM(IR)-Per] Ms.No.157, dt.8-9-2000.

Categories of employees.	Appointing Authority.	Minor Penalties.					Major Penalties.			Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal	Suspension	
1	2	3	4	5	6	7	8	9	10	11
Class-II										
i) Public Relations Officer.	APTRANSCO	General Manager (Per)/Addl. Secy.	General Manager (Per)/Addl. Secy.	General Manager (Per)/Addl. Secy.	General Manager (Per)/Addl. Secy.	JMD (Rev.&HRD)	JMD (Rev.&HRD)	JMD (Rev.&HRD)	Addl. Secy.	CMD over the orders of GM(Per) and JMD (Rev.&HRD)
ii) Personnel Officer.	JMD (Rev.&HRD)	SE/GM(Per)	SE/GM(Per)	SE/GM(Per)	SE/GM(Per)	JMD (Rev.&HRD)	JMD (Rev.&HRD)	JMD (Rev.&HRD)	GM(Per)/Chief Engineer	CE over the orders of SE. CMD over the orders of GM(Per) and JMD (Rev.&HRD)
Class-III	General Manager (Per)	Asst. Secy. Incharge of Disc. Cases.	Assistant Secretary	Assistant Secretary	Assistant Secretary	General Manager (Per)	General Manager (Per)	General Manager (Per)	General Manager (Per)	GM(Per) over the orders of Asst.Secy. incharge of Disc.Cases. CMD over the orders of GM(Per)
Class-IV	General Manager (Per)	PO (incharge of Disc. Cases)	PO (incharge of Disc. Cases)	PO (incharge of Disc. Cases)	PO (incharge of Disc. Cases)	PO (incharge of Disc. Cases)	PO (incharge of Disc. Cases)	PO (incharge of Disc. Cases)	PO (incharge of Disc. Cases)	GM(Per) over the orders of P.O. (incharge of Disc. Cases). CMD over the orders of GM(Per).

Categories of employees.	Appointing Authority.	Minor Penalties					Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/over post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal			
1	2	3	4	5	6	7	8	9	10	11	
<b>II. ENGINEERING SERVICE</b>											
<b>Class-I</b>											
i) Chief Engineer	APTRANSO	CMD	APTRANSO	APTRANSO	APTRANSO	APTRANSO	APTRAN SCO	APTRANS CO	APTRANS CO	APT RAN SCO	APTRANSO over the orders of CMD.
ii) Superintending Engineer	APTRANSO	CMD	APTRANSO	APTRANSO	APTRANSO	APTRANSO	APTRANSO	APTRANS CO	APTRANS CO	APT RAN SCO	APTRANSO over the orders of CMD.
iii) Divisional Engineer/ Executive Engineer	APTRANSO	Chief Engineer	CMD	CMD	CMD	APTRANSO	APTRANSO	APTRANS CO	APTRANS CO	CMD	CMD over the orders of CE. APTRANSO over the orders of CMD.
<b>Class-II</b>											
i) Asst. Divl. Engineer	CMD	S.E.	Chief Engineer	Chief Engineer	Chief Engineer	CMD	CMD	CMD	CMD	Chief Engineer	Chief Engineer over the orders of SE. CMD over the orders of the CE and APTRANSO over the orders of CMD.

For the words "Chief Engineer" occurred under col.9 read as "Chairman & Managing Director vide T.O.O.[GM(IR-Per)]Ms.No.260, dt.12-02-2001.

Categories of employees.	Minor Penalties						Major Penalties			Appellate Authority
	Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal	Suspension		
1	2	3	4	5	6	7	8	9	10	11
ii) Asst. Engineer	JMD (Rev.&HRD)	D.E./E.E.	S.E.	S.E.	C.E.	JMD (Rev.&HRD)	JMD (Rev.&HRD)	JMD (Rev.&HRD)	S.E.	S.E. over the orders of D.E. C.E. over the orders of S.E. CMD over the orders of C.E. and JMD (Rev.&HRD)
iii) Chief Head Draughtsman	JMD (Rev.&HRD)	D.E./E.E.	S.E.	S.E.	C.E.	JMD (Rev.&HRD)	JMD (Rev.&HRD)	JMD (Rev.&HRD)	S.E.	S.E. over the orders of D.E. C.E. over the orders of S.E. CMD over the orders of C.E. and JMD (Rev.&HRD)
Class-III										
i) Addl. Asst. Engineer	C.E.	D.E./E.E.	S.E.	S.E.	C.E.	C.E.	C.E.	C.E.	S.E.	S.E. on the orders of D.E. C.E. on the orders of S.E. CMD over the orders of C.E.

Categories of employees.	Appointing Authority.	Minor Penalties						Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal				
1	2	3	4	5	6	7	8	9	10	11		
<b>III. ACCOUNTS SERVICE</b>												
<b>Class-I</b>												
i) Financial Adviser & Chief Controller of Accounts.	APTRANSCO	CMD	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO over the orders of CMD.
ii) Dy.Chief Controller of Accounts.	APTRANSCO	CMD	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO	APTRANSCO over the orders of CMD.
iii) Senior Accounts Officer.	APTRANSCO	Chief Engineer	CMD	CMD	CMD	APTRANSCO	APTRANSCO	APTRANSCO	CMD	APTRANSCO	APTRANSCO	CMD on the order of CE. APTRANSCO on the order of CMD.
<b>Class-II</b>												
i) Accounts Officer.	CMD	S.E.	C.E.	C.E.	C.E.	CMD	CMD	CMD	CMD	CMD	C.E.	C.E. on the orders of S.E. CMD on the orders of C.E. APTRANSCO on the orders of CMD.

Categories of employees.	Appointing Authority.	Minor Penalties			Major Penalties			Appellate Authority.		
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to lower rank in seniority/lower post/lower timescale/lower stage in a timescale.		Removal/Dismissal	
i)	2	3	4	5	6	7	8	9	10	11
ii) Assistant Accounts Officer.	JMD (Rev.&HRD)	D.E./E.E.	S.E.	S.E.	S.E.	JMD (Rev.&HRD)	JMD (Rev.&HRD)	JMD (Rev.&HRD)	S.E.	S.E. on the orders of D.E. C.E. on the orders of C.E. and JMD (Rev.&HRD).
Class-III & Class-IV	Next above immediate superior officer in Class-II and Class-I in the Division. Superintending Engineer in the Circle Office. Chief Engineer in the Zonal Office and Headquarters. Assistant Accounts Officer in respect of staff working in E.R.O.								Appointing Authority or Higher Authority.	Appointing Authority/ DE/AAO in respect of E.R.O. staff.
<b>(IV) O&amp;M Construction Staff:</b>										
i) Category of Staff for whom CE is the Appointing Authority.	C.E.		'Superintending Engineer			C.E.	C.E.	C.E.	C.E.	C.E. on the orders of S.F.E. CMD on the orders of C.E.
ii) Category of staff for whom SE is the Appointing Authority.	S.E.	A.E.	Divisional Engineer	Divisional Engineer		Superintending Engineer			Divisional Engineer	D.E. on the orders of A.E. S.E. on the orders of D.E. C.E. on the orders of S.E.

1. Substitute the word S.E. in place of the word D.E. occurred in Cols.3 to 6 against item (i) under O&M Construction staff. Omit SE on the orders of DE occurred under Col.11 against item (i) vide T.O.O.(Addl.Secy-Per)Ms.No.75, dt.28-6-2005.

Categories of employees.	Appointing Authority.	Minor Penalties				Major Penalties			Appellate Authority	
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal		Suspension
i)	2	3	4	5	6	7	8	9	10	11
iii) Category of staff for whom DE is the Appointing Authority.	D.E.	A.E.	A.D.E.							
iv) Contingent Staff.	Head of the office not lower in rank of ADE. AAO in respect of the staff of E.R.O.					D.E.	D.E.	D.E.	D.E.	Next higher authority.

**NOTE:**

- 1) POWERS VESTED IN AN AUTHORITY MAY BE EXERCISED BY A SUPERIOR AUTHORITY IN ITS DISCRETION IN ITS DISCRETION WIDE REGULATION 7 (c) OF APTRANSCO EMPLOYEES DISCIPLINE & APPEAL REGULATION.
- 2) ONLY ONE APPEAL IS PERMISSIBLE AS MENTIONED IN THE SCHEDULE.
- 3) THE POWERS OF C.Es. AT HEADQUARTERS SHALL BE EXERCISED BY THE GENERAL MANAGER (PERSONNEL). CHIEF ENGINEER INCLUDES CHIEF ENGINEER (ZONES).

K.RAMGOPAL  
ADDITIONAL SECRETARY

//FORWARDED BY ORDER//

PERSONNEL OFFICER.

Substituted General Manager (Per) for the words "CD/DC/Chief Engineer (incharge of Personnel Management vide T.O.O.(HM)(IR)-Per)Ms.No.260, dt.12-2-2001.

ANNEXURE-II  
SCHEDULE-II

Major Penalties shall be imposed by the competent authority with the concurrence of the Committee constituted as follows:-

Sl. No.	Category of Employees	Disciplinary Authority	Reconstituted Committee Members
I	CLASS-I OFFICERS	APTRANSCO	No committee is necessary where the APTRANSCO is authority to award major penalties to Class-I Employees. Where the CMD, APTRANSCO is the authority to award the major penalties, he shall impose those penalties, he shall impose those penalties with the concurrence of the APTRANSCO
	1. Secretary.	APTRANSCO	
	2. Director Personnel	APTRANSCO	
	3. Dy. Secretary / Manager	APTRANSCO	
	4. Assistant Secretart	APTRANSCO	
	5. Chief Engineer	APTRANSCO	
	6. Superintending Engineer	APTRANSCO	
	7. D.Es./E.Es.	APTRANSCO	
	8. FA&CCA	APTRANSCO	
	9. Dy.CCA	APTRANSCO	
	10. Civil Surgeon	APTRANSCO	
II	CLASS-II OFFICERS		Functional Director Director (Finance) Director (D&HRD)
	1. L.W.O.	DIRECTOR (HRD)	
	2. P.R.O.	DIRECTOR (HRD)	
	3. Personnel Officer	DIRECTOR (HRD)	
	4. ADEs/AEEs	CMD	
	5. A.Es.	DIRECTOR (HRD)	
	6. Chief Head Draughtsman	CMD	
	7. Accounts Officer	DIRECTOR (HRD)	
	8. Assistant Accounts Officer	CMD	
III	CLASS-III OFFICERS		Deputy Secretary (Estt.) SE/SPC SE/Planning
	1. JPO & Assistants/Typists	CE/DC	
	2. Engineering Staff i) Chemists ii) A.A.E. iii) Other than Chemists & AAEs (like Draughtsman, Tracers, Transport Overseers etc.)	DIRECTOR/HRD Chief Engineer	
	3. Accounts Service: JAOs/UDCs/LDCs/Typists/Steno-Typists.	Appointing Authority	
	4. O&M staff	Appointing Authority	Deputy Secretary (Estt.) SE/SPC SE/Planning
			P.O.(Convener) of the D.E./Tech. Circle S.A.O. office concerned

K.RAMGOPAL  
ADDITIONAL SECRETARY

**SOUTHERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED  
TIRUPATI**

**SCHEDULE  
Referred to in Regulation 7 (a)  
COMPETENT AUTHORITIES WHICH MAY IMPOSE PENALTIES**

Categories of employees.	Minor Penalties				Major Penalties			Appellate Authority	
	Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal		Suspension
1	2	3	4	5	6	7	8	9	10
<b>I. Personnel &amp; General Service.</b>									
i) CGM(HRD)	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD
ii) Deputy Secretary	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD
iii) Asst. Secretary.	CGM(HRD)	CMD	CMD	CMD	CMD	CMD	CMD	CMD	CMD over the orders of CGM(HRD). DISCOM Board over the orders of CMD.
<b>CLASS-II</b>									
i) Company Secretary	CMD	CMD	CMD	CMD	CMD	CMD	CMD	CMD	DISCOM BOARD
ii) Personnel Officer	SE CGM(HRD) CE/O&M	SE CGM(HRD) CE/O&M	SE CGM(HRD) CE/O&M	SE CGM(HRD) CE/O&M	CMD	CMD	CMD	CGM(HRD) CE/O &M	CE/O&M, CGM(HRD) over the orders of SE. CMD over the orders of CGM(HRD). DISCOM Board over the orders of CMD.

Categories of employees.	Minor Penalties					Major Penalties					Appellate Authority
	Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal	Suspension			
1	2	3	4	5	6	7	8	9		10	
CLASS-III											
JPO/Assistant/Typist.	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD)	CGM(HRD) CE/O&M	CMD on the orders of CGM(HRD)/CE(O&M).	
CLASS-IV	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CMD on the orders of CGM(HRD)/CE(O&M)	
2. ENGG. SERVICE CLASS-I											
i) CGM/CE(O&M)	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	
ii) SE/GM	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	
iii) DE/EE	CGM(HRD) CE/O&M	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD over the orders of CGM(HRD). DISCOM Board over the orders of CMD.
CLASS-II											
i) ADE/AEE	SE	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CMD	CMD	CMD	CMD	CMD	CMD	CGM(HRD) over the orders of SE. CMD over the orders of CGM(HRD) and DISCOM Board over the orders of CMD.

Categories of employees.	Minor Penalties					Major Penalties			Appellate Authority
	Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal	Suspension	
1									
ii) AE	2 DE/EE	3 SE	4 SE	5 CGM(HRD) CE(O&M)	6 CMD	7 CMD	8 CMD	9 SE	10 SE over the orders of DE/EE. CGM(HRD)/CE(O&M) over the orders of SE. CMD over the orders of CGM(HRD). DISCOM Board over the orders of the CMD. SE on the orders of DE. CGM(HRD) on the orders of SE. CMD on the orders of CGM(HRD). DE over the orders of ADE. SE on the orders of SE. CMD on the orders of CGM(HRD).
i) Addl. Asst. Engineer	DE/EE	SE	SE	CGM(HRD) CE(O&M)	CE	CE	CE	SE	SE on the orders of DE. CGM(HRD) on the orders of SE. CMD on the orders of CGM(HRD).
ii) Sub-Engineer/DM Gr.I&II and others.	ADE	DE	DE	DE	SE	SE	SE	DE	DE over the orders of ADE. SE on the orders of SE. CMD on the orders of CGM(HRD).
3. ACCOUNTS SERVICE CLASS-I									
i) CGM (Exp)	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD
ii) GM	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD

Categories of employees.	Minor Penalties					Major Penalties			Suspension	Appellate Authority
	Censure	Withholding of increments without cumulative effect	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/ Removal/ Dismissal			
1	2	3	4	5	6	7	8	9	10	
iii) SAO	CGM(HRD) CE/O&M	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	CMD over the orders of CGM(HRD). DISCOM Board over the orders of CMD.	
<b>CLASS-III</b>										
i) AO	SE	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CGM(HRD) CE/O&M	CMD	CMD	CMD	CGM(HRD) CE/O&M	CGM(HRD) over the orders of SE. CMD over the orders of CGM(HRD) and DISCOM Board over the orders of CMD.	
ii) AAO	DE/EE	SE	SE	CGM(HRD) CE(O&M)	CMD	CMD	CMD	SE	SE over the orders of DE/EE. CGM(HRD)/CE(O&M) over the orders of SE. CMD over the orders of CGM(HRD). DISCOM Board over the orders of the CMD.	
<b>CLASS-III</b>										
JAO, UDC, UD Steno, LDC, Typist, Steno- Typist, others and CLASS-IV.	CE(O&M) CGM(HRD) AAO/ERO DE SE	CGM(HRD) CE(O&M) SE	SE CGM(HRD)	SE CGM(HRD)	SE CGM(HRD)	SE	SE	SE AAO/ ERO	Next higher authority. CMD on the orders of CGM(HRD).	

Categories of employees.	Minor Penalties					Major Penalties			Appellate Authority
	Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/ Removal/ Dismissal	Suspension	
1	2	3	4	5	6	7	8	9	10
IV. O&M i) Category of staff for whom SE is the appointing authority.	ADE	DE	DE	DE	SE	SE	SE	DE	DE on the orders of ADE. SE on the orders of DE. CGM(HRD) on the orders of SE.
ii) Contingent staff for whom DE is the appointing authority.	ADE	ADE	ADE	ADE	DE	DE	DE	DE	DE on the orders of ADE. SE on the orders of DE.
iii) Contingent Staff.	ADE AAO(ERO)	ADE AAO(ERO)	ADE AAO(ERO)	ADE AAO(ERO)	ADE AAO(ERO)	DE	DE	DE	DE on the orders of ADE/AAO(AERO). SE on the orders of DE.

**NOTE:-**

- (1) DISCOM Board means the Board consisting of Whole Time Directors.
- (2) The Chief Engineer (O&M) of Discoms are competent to exercise the powers of CGM/Opn under their jurisdiction.
- (3) (a) AAE(ERO) is the competent in respect of Class-III.

ABSTRACT

APSPDCL -- APSEB Employees Discipline and Appeal Regulations adopted by AP TRANSCO  
subsequently by APSPDCL -- Revised Concurrence Committee -- Orders.

S.O.O.(CGM-HRD) Ms.No. 68.

dated 25-05-2009.  
Read the following:-

1. T.O.O. (GM-IR - Per) Ms.No. 200, dt: 19-01-2002.
2. T.O.O. (ACS) Ms.No. 6, dt: 09-04-2002
3. Lr.No. CMD/JMD/HRD/Options/D.No. 44/02, dt:09-08-2002.
4. S.O.O. (Per) Ms.No. 149, dt: 16-12-2002.
5. S.O.O. (CGM - HRD) Ms.No. 57, dt: 06-02-2004.
6. S.O.O. (CGM - HRD) Ms.NO. 42, dt: 10-10-2005.

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ORDER:-

In the reference 4<sup>th</sup> cited, the APSPDCL has revised the competent authorities which may impose penalties referred to in Reg. 7(a) of APSEB Employees Discipline and Appeal Regulation while adopting APSEB Employees (Revised) Conduct Regulations and APSEB Employees Discipline and Appeal Regulations which were adopted by AP TRANSCO.

2. Subsequently, in the reference 5<sup>th</sup> cited, APSPDCL has revised the committee to join concurrence to impose penalties specified in items - IV and VI to VII in Regulation 5 (Major penalties). It is further ordered that in cases where CMD/APSPDCL is the authority for imposing major punishments the concurrence committee will consist of the following members

1. Chief General Manager/Projects.
2. Chief General Manager/P&MM.
3. Chief General Manager/Expenditure.

3. Now, keeping in view of administrative convenience APSPDCL has decided to cancel the orders issued vide S.O.O. (CGM - HRD) Ms.No. 57, dt: 16-02-2004 and to follow the orders issued vide S.O.O. (Per) Ms.No. 149, dt: 16-12-2002.

4. Therefore the orders issued vide S.O.O. (CGM-HRD) Ms.No. 57, dt: 16-02-2004 are hereby cancelled and the orders issued vide S.O.O. (Per) Ms.No. 149, dt: 16-12-2002. will be in force herewith with the following amendment.

**AMENDMENT**

Ref: Annexure – II to S.O.O. (Per) Ms. No. 149, dt: 16-12-2002.

Sl. No.	Category of employee	Disciplinary Authority	Existing Committee members	Revised Commerce members
1	<u>Class – II Officer</u> 1. Personnel Officer 2. ADEs/AEEs 3. AEs  4. Accounts Officer 5. A.A.O.	CGM(HRD) CMD CMD  CMD	Director(Comml) Directive (Opn) Executive Director (Fin)	Director (Projects) Director (Operation) Director (Finance)
	<u>Class - III Officers</u> 1. JPO & Assistants / Typists. 2. Engineering Staff i) AAE ii) Other than Chemists & AAEs (Like Draughtman, Tracers etc)	CGM(HRD) CGM(HRD)		
2	Accounts Service: JAOs/UDCs/LDCs/Typists Steno typists/etc. O&M Staff	SE DE	CGM(HRD) CGM(Expr) DS(Estt)  PO(Convener) DE/Tech SAO	CGM(HRD) CGM(Fin) DS – I  Of the circle Office Concerned.

(BY ORDER AND IN THE NAME OF SOUTHERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED)

Sd/-xxxx  
**R. GOPAL REDDY**  
 CHAIRMAN AND MANGAING DIRECTOR

ABSTRACT

REGULATIONS – APEPDCL – Adoption of APSEB Employees (Revised) Conduct Regulations and APSEB Employees Discipline and Appeal Regulations adopted by APEPDCL – Revised competent authorities which may impose penalties and concurrence committee – Orders Issued.

P.O.O. (P&G-Per) Ms.No.192

dated 27-8-2005.

Read the following:-

- Ref:- 1. E.O.O. (P&G-Per) Ms.No.98, dated 31-08-2002.  
2. E.O.O. (P&G-Per) Ms.No.68, dated 21-06-2004.  
3. This office Memo.No.HRD/Estt/T/F.1422/05/D.No.672/05, dt.23-06-2005.

ORDER:-

Consequent to bifurcation of APTRANSCO into four Distribution Companies (in the reference first cited), the APEPDCL revised the competent authorities which may impose penalties referred to in Regulation 7 (a) of APSEB Employees Discipline and Appeal Regulations adopted by the APEPDCL; and also reconstituted the Concurrence Committees where major penalties specified in item (iv) and (vi) to (viii) in Regulation 5 of APSEB Discipline and Appeal Regulations, are proposed to be imposed by competent authority.

2. A decision has been taken vide reference third cited, that the subject of HRD which is so far being looked after directly by the Chairman & Managing Director / APEPDCL, shall be kept under the control of the Director (Finance) / APEPDCL in addition to his present responsibilities. Hence, it is necessary that Disciplinary Rules be specified to be dealt with at level of Director (HRD). Further, it has also been felt necessary to provide Disciplinary powers at some functional levels presently not provided.

3. Having regard to the above, the Chairman & Managing Director / APEPDCL has decided to delegate some disciplinary powers presently being exercised at his level, to the Director (incharge of HRD functions), presently Director (Finance); and it has also been decided to provide some required Disciplinary powers to CGM (Expr) & SAOs pertaining to cadres under their jurisdiction.

4. Consequent to the above changes, it is also necessary to suitably modify the composition of Concurrence Committees (in case of major penalties).

5. Accordingly, the following are the revised particulars pertaining to the above:-

- (i) Particulars of competent authorities who may impose penalties being the Schedule-I of the APEPDCL Revised Conduct Discipline and Appeal Regulations, is at Annexure-I.

(ii) Particulars of Concurrence Committees, where major penalties proposed by the Competent Authority being the Schedule-II of the APEPDCL Revised Conduct Discipline and Appeal Regulations, is at Annexure-II.

The above orders shall issue with immediate effect.

Encl:- Annexure-I.  
Annexure-II.

(BY ORDER AND IN THE NAME OF E.P.D.C. OF A.P. LIMITED)

G.SAI PRASAD  
CHAIRMAN & MANAGING DIRECTOR

ANNEXURE-I  
SCHEDULE-I

COMPETENT AUTHORITIES WHICH MAY IMPOSE PENALTIES  
Referred to in Regulation 7 (1)

Categories of employees.	Appointing Authority.	Minor Penalties			Major Penalties			Suspension	Appellate Authority	
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.			Compulsory Retirement/Dismissal
1	2	3	4	5	6	7	8	9	10	11
<b>I. PERSONNEL &amp; GENERAL SERVICES CLASS-I</b>										
i) Chief General Manager (HRD)	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD over the orders of CMD.
ii) General Manager	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD over the orders of CMD.
iii) Asst. Secretary.	CMD	CGM(HRD)	Director (D&HRD)	Director (D&HRD)	Director (D&HRD)	CMD	CMD	CMD	Direct or (HRD)	Director (HRD) over the orders of CGM(HRD). CMD over the orders of Director (HRD). Discom Board over the orders of CMD.

1	2	3	4	5	6	7	8	9	10	11
<b>Class-II</b>										
i) Public Relations Officer/ Company Secretary.	CMD	Director (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	CMD	CMD	CMD	CMD	CMD over the orders of Director (HRD). Discom Board over the orders of CMD.
ii) Personnel Officer.	CMD	CGM (HRD)/ SE(Opn. Circle)	CGM (HRD)/ SE(Opn. Circle)	CGM (HRD)/ SE(Opn. Circle)	CGM (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	CGM (HRD)	CGM(HRD) over the orders of SE (Opn.Circle); Director (HRD) over the orders of CGM(HRD); CMD over the orders of Director (HRD).
<b>Class-III</b>										
JPO/Senior Steno/Asst/ Typist/Jr. Steno & other employees.	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	Director (HRD) over the orders of CGM(HRD).
<b>Class-IV</b>										
	CGM (HRD)	G.M./ SE(Opn. Circle)	G.M./ SE(Opn. Circle)	G.M./ SE(Opn. Circle)	G.M./ SE(Opn. Circle)	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD) over the orders of G.M./SE (Opn.Circle); Director(HRD) over the orders of CGM(HRD)

Categories of employees.	Appointing Authority.	Minor Penalties					Major Penalties				
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal	Suspension	Appellate Authority	
1	2	3	4	5	6	7	8	9	10	11	
<b>II. ENGINEERING SERVICE</b>											
<b>Class-I</b>											
i) Chief Engineer	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	Discom Board over the orders of CMD.	
ii) Superintending Engineer	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	Discom Board over the orders of CMD.	
iii) Divisional Engineer/Executive Engineer	DISCOM BOARD	Director (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	CMD	CMD	CMD	Direct or (HRD)	CMD over the orders of Director (HRD); Discom Board over the orders of CMD.	

Categories of employees.	Appointing Authority.	Minor Penalties					Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/low post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal			
1	2	3	4	5	6	7	8	9	10	11	
<b>Class-II</b>											
i) Asst. Divl. Engineer	CMD	CGM (HRD)/ SE (Opn. Circle)	CGM (HRD)	CGM (HRD)	CGM (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	CGM (HRD)	CGM (HRD) over the orders of SE (Opn. Circle); Director (HRD) over the orders of CGM (HRD); CMD over the orders of Director (HRD).	
ii) Asst. Engineer	CMD	DE/EE/ SE(O)	SE(O)	SE(O)	CGM (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	CGM (HRD)	SE over the orders of DE/EE; CGM (HRD) over the orders of SE; Director (HRD) over the orders of CGM (HRD); CMD over the orders of Director (HRD).	

Categories of employees.	Appointing Authority.	Minor Penalties					Major Penalties				
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction of lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Removal/Retirement/Dismissal	Suspension	Appellate Authority	
1	2	3	4	5	6	7	8	9	10	11	
<b>Class-III</b>											
i) Addl. Asst. Engineer	CGM(HRD)	DE/EE	SE(O)	SE(O)	CGM(HRD)	CGM(HRD)	CGM(HRD)	CGM(HRD)	CGM(HRD)/SE(O)	SE(O) over the orders of DE/EE; CGM(HRD) over the orders of SE(O); Director (HRD) over the orders of CGM(HRD).	
ii) DM, I, II & III Grades/ Sub-Engr and others.	CGM(HRD)/SE(O)	ADE	DE	DE	DE/SE(O)	SE(O)	SE(O)	SE(O)	SE(O)/DE	DE over the orders of ADE; SE(O) over the orders of DE. CGM(HRD) over the orders of SE(O).	

Categories of employees.	Appointing Authority.	Minor Penalties				Major Penalties				Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal			
1	2	3	4	5	6	7	8	9	10	11	
<b>III. ACCOUNTS SERVICE</b>											
<b>Class-I</b>											
i) CGM (Expenditure)	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD over the orders of CMD.	
ii) General Manager	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD over the orders of CMD.	
iii) Senior Accounts Officer.	DISCOM BOARD	Director (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	CMD over the orders of Director (HRD)	
<b>Class-II</b>											
i) Accounts Officer											
a) Corporate Office	CMD	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	Director (HRD)	Director (HRD)	Director (HRD)	CGM (HRD)	CGM(HRD) over the orders of SE(O); Director (HRD) over the orders of CGM(HRD);	
b) Field	CMD	SE (O)	SE (O)	SE (O)	SE (O)	Director (HRD)	Director (HRD)	Director (HRD)	SE (O)	CMD over the orders of Director (HRD).	

Categories of employees.	Minor Penalties						Major Penalties			Appellate Authority
	Appointing Authority	Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal	Suspension	
1	2	3	4	5	6	7	8	9	10	11
ii) Assistant Accounts Officer.	CMD	DE/EE/SE(O)/GM in Corporate office.	SE(O)/CGM (Expr.) in Corporate Office.	SE(O)/CGM (Expr.) in Corporate Office.	CGM (Expr.)	Director (HRD)	Director (HRD)	Director (HRD)	CGM(Expr.)/SE(O)	SE(O) over the orders of DE/EE; CGM(Expr) over the orders of SE(O); Director (HRD) over the orders of CGM(Expr), CMD over the orders of Director (HRD)
CLASS-III JAO, UDC, UD Steno, LDC, Typist, Steno-Typist and others.	CGM (Expr.)/SE(O)	CGM (Expr)/CGM (HRD)/SE(O)/DE/AAO (ERO)	CGM (Expr)/CGM (HRD)/SE(O)	CGM (Expr)/CGM (HRD)/SE(O)	CGM (Expr)/CGM (HRD)/SE(O)	CGM (Expr)/CGM (HRD)/SE(O)	CGM (Expr)/CGM (HRD)/SE(O)	CGM (Expr)/CGM (HRD)/SE(O)	SE (O)/AAO(ERO)	SE(O) over the orders of DE/SAO/AAO; CGM(Expr.)/CGM(HRD) over the orders of SE(O); Director(HRD) over the orders of CGM(Expr.)/CGM(HRD).
CLASS-IV	SE(O)/DE	Next above immediate superior officer in the Division. Superintending Engineer in the Circle Office. Chief General Manager in the Headquarters. A.A.O. in respect of staff working in E.R.O.	Appointing authority or higher authority.	Appointing authority or higher authority.	Appointing authority or higher authority.	Appointing authority or higher authority.	Appointing authority or higher authority.	Appointing authority/DE/AAO in respect of ERO staff.	Next higher authority on the orders of AAO/DE/SE(O).	

1	2	3	4	5	6	7	8	9	10	11
<b>(IV) O&amp;M / Construction Staff:</b>										
i) Category of Staff for whom CGM is the Appointing Authority.	CGM (HRD)	DE	DE	DE	DE	CGM(HRD)	CGM(HRD)	CGM(HRD)	CGM(HRD)	SE(O) over the orders of the DE; CGM on the orders of SE(O); Director (HRD) over the orders of CGM.
ii) Category of staff for whom SE(O) is the Appointing Authority.	SE (O)	ADE	DE	DE	DE	SE(O)	SE (O)	SE (O)	DE	DE over the orders of ADE; SE(O) over the orders of DE; CGM(HRD) over the orders of SE(O).
iii) Category of staff for whom DE is the Appointing Authority.	DE	ADE	ADE	ADE	DE	DE	DE	DE	DE	DE over the orders of ADE; SE(O) over the orders of DE.
iv) Contingent Staff.	DE	Head of the office not lower in rank of ADE; AAO in respect of the staff of ERO	ADE/ AAO (ERO)	ADE/ AAO (ERO)	ADE/ AAO (ERO)	DE	DE	DE	DE	Next higher authority over the orders of ADE/AAO (ERO); SE(O) over the orders of DE.

G.SAI PRASAD  
CHAIRMAN & MANAGING DIRECTOR

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

REGULATIONS -- APEPDCL -- Discipline and Appeal Regulations adopted by  
APEPDCL – Changes in Concurrence Committee – Orders – Issued.

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E.O.O. (P&G-Per) Ms.No.258

dated 08-11-2005.

Read the following:-

- Ref:- 1. E.O.O. (P&G-Per) Ms.No.98, dated 31-08-2002.  
2. E.O.O. (P&G-Per) Ms.No.68, dated 21-06-2004.  
3. E.O.O. (P&G-Per) Ms.No.192, dated 27-8-2005.

ORDER:-

Consequent to changes in disciplinary authorities ordered in the reference third cited, it is necessary to reconstitute the respective Concurrence Committees for major penalties are applicable.

2. The APEPDCL Board after careful consideration has reconstituted the Concurrence Committees where major penalties are to be issued as specified in item (iv) and (vi) to (viii) in Regulation 5 of APSEB Discipline and Appeal Regulations as adopted by APEPDCL. The details are at Annexure-II appended to this order.

Encl:- Annexure-II

(BY ORDER AND IN THE NAME OF EPDCL OF A.P. LIMITED)

G.SAI PRADAD  
CHAIRMAN & MANAGING DIRECTOR

ANNEXURE-II  
SCHEDULE-II

Major Penalties shall be imposed by the competent authority with the concurrence of the Committee constituted as follows:-

Sl. No.	Category of Employees	Disciplinary Authority	Reconstituted Committee Members
<b>I</b>	<b>CLASS-I OFFICERS</b>		
	1. CHIEF GENERAL MANAGER	DISCOM BOARD	No committee is necessary where the DISCOM BOARD is authority to award major penalties to Class-I Employees. Where the CMD, APDPDCL is the authority to award the major penalties, he shall impose those penalties, with the concurrence of the DISCOM BOARD.
	2. GENERAL MANAGER	DISCOM BOARD	
	3. SUPERINTENDNG ENGINEER	DISCOM BOARD	
	4. ASSISTANT SECRETRY	CMD	DIRECTOR (PROJECTS) DIRECTOR (OPERATION) DIRECTOR (FINANCE)
	5. DIVISIONAL ENGINEER/ EXECUTIVE ENGINEER	CMD	DIRECTOR (PROJECTS) DIRECTOR (OPERATION) DIRECTOR (FINANCE)
	6. SENIOR ACCOUNTS OFFICER	DIRECTOR (HRD)	DIRECTOR (PROJECTS) DIRECTOR (OPERATION)
<b>II</b>	<b>CLASS-II OFFICERS</b>		
	1. PERSONNEL OFFICER	DIRECTOR (HRD)	DIRECTOR (PROJECTS) DIRECTOR (OPERATION)
	2. ASSISTANT DIVISIONAL ENGINEER/ASSISTANT EXECUTIVE ENGINEER	DIRECTOR (HRD)	
	3. ASSISTANT ENGINEER	DIRECTOR (HRD)	
	4. ACCOUNTS OFFICER	DIRECTOR (HRD)	
	5. ASSISTANT ACCOUNTS OFFICER	DIRECTOR (HRD)	

<b>III</b>	<b>CLASS-III OFFICERS</b>		
<b>1</b>	<b>P&amp;G SERVICE:</b>		
	JPO/ASSISTANT/TYPIST	CGM/HRD CGM/EXPR	DIRECTOR (PROJECTS) DIRECTOR (OPERATION) DIRECTOR (FINANCE)
<b>2</b>	<b>ENGINEERING STAFF:</b>		
	i) ADDITIONAL ASSISTANT ENGINEER	CGM/HRD	DIRECTOR (PROJECTS) DIRECTOR (OPERATION) DIRECTOR (FINANCE)
	ii) Other than AAE (like Draughtsman and Sub-Engineer)	CGM (IIRD)	P.O. (Convenor) D.E. (Technical) SAO of the Circle office concerned.
<b>3</b>	<b>ACCOUNTS STAFF:</b>		
	JAO/UDC/LDC/TYPISTS/STENO TYPISTS etc.	APPOINTING AUTHORITY	CGM (EXPENDITURE) CGM (O&CS)
<b>4</b>	<b>O&amp;M STAFF</b>	APPOINTING AUTHORITY	P.O. (Convenor) D.E.(Technical) SAO of the Circle Office concerned.

G.SAI PRASAD  
CHAIRMAN & MANAGING DIRECTGOR

APEPDCL - Disciplinary cases - Review of orders of suspension of Government servants  
- Existing orders reiterated - Further instructions issued - Adoption of Government Orders  
- Orders - Issued.

E.O.O. (HRD) Ms.No.244

dated 27-10-2008.

Read the following:-

G.O.Ms.No.526, General Administration (Services-C) Department, dt.19-8-08.

ORDER:-

The Government in the G.O. cited directed that the employees who are under suspension for a period exceeding two years shall be reinstated pending finalization of the disciplinary cases/criminal cases against them. However, in exceptional cases for example, where the charged officers are not co-operating for completion of investigation / inquiry or when the inquiry / investigation could not be completed due to pendency of litigation, a Committee headed by the Secretary of the Administrative Department, Heads of the Department concerned and an official from the Anti Corruption Bureau (where the cases are emanated from Anti Corruption Bureau investigation), shall review the orders of suspension against the employees who are continued under suspension well before completion of two years of suspension and take a decision to continue such employees under suspension beyond two years, duly recording the reasons for such a decision.

2. After careful consideration, the Easter Power Distribution Company of Andhra Pradesh Limited, Visakhapatnam hereby adopts the orders issued in Government G.O.Ms.No.526, General Administration (Ser-C) Department, dt.19-08-2008 (copy enclosed in respect of the employees of APEPDCL.

3. These orders are also available on APEPDCL Website at [www.apeasternpower.com](http://www.apeasternpower.com).

(BY ORDER AND IN THE NAME OF E.P.D.C.L. OF A.P. LIMITED)

N.GULZAR  
CHAIRMAN AND MANAGING DIRECTOR

Public Service - Disciplinary cases - Review of orders of suspension of Government Servants - Existing orders reiterated - Further instructions - Issued.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.526

dated 19-08-2008.

Read the following:-

1. G.O.Ms.No.86, Genl.Admn. (Ser-C) Dept., dated 08-03-1994.
2. G.O.Ms.No.578, Genl.Admn. (Ser-C) Dept., dated 31-12-1999.

ORDER:-

In the G.Os. read above comprehensive instructions were issued on review of orders of suspension of Government employees at an interval of every six months and also to undertake specific review by the Secretary to Government of the department at Government level when the employees are continued under suspension beyond two years, so as to consider such employees for reinstatement pending finalization of the disciplinary cases against them. It is brought to the notice of the government by the employees associations that the above orders in force are not properly implemented and in several cases the employees are under suspension beyond two years and also the disciplinary cases are not concluded for several years.

2. After careful consideration, Government direct that, all concerned authorities to strictly implement the policy decision enunciated in the G.Os. read above. It is the responsibility of the competent authority to review each and every case of suspension as per the orders in force and consider the reinstatement of the employees. The objective is to complete the disciplinary cases against the employees as expeditiously as possible and to punish the guilty. This is the specific policy of the Government for efficient and smooth functioning of the administration.

3. Accordingly, Government, hereby, direct that them employees who are under suspension for a period exceeding two years shall be reinstated pending finalization of the disciplinary cases / criminal cases against them. However, in exceptional cases, for example, where the charged officers are not co-operating for completion of investigation / inquiry or when the inquiry / investigation could not be completed due to pendency of litigation, a committee headed by the Secretary of the administrative department, Head of the Department concerned and an official from the Anti Corruption Bureau (where the cases are emanated from Anti Corruption Bureau investigation), shall review the orders of suspension against the employees who are continued under suspension well before completion of two years of suspension and take a decision to continue such employees under suspension beyond two years, duly recording the reasons for such a decision.

4. All the Department of Secretariat, Heads of Departments and District Collectors should follow the above instructions scrupulously and bring it to the notice of all the concerned for strict implementation of the above orders.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P.RAMAKANTH REDDY  
CHIEF SECRETARY TO GOVERNMENT

APEPDCL – Disciplinary cases – Promotion of the employees to the next higher category  
– Adoption of Government Orders - Orders – Issued.

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E.O.O. (HRD) Ms.No.245

dated 27-10-2008.

Read the following:-

G.O.Ms.No.529, General Administration (Services-C) Department, dt.19-8-08.

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ORDER:-

The Government in the G.O. cited directed to consider the cases of employees for promotion to the next higher categories wherever the charges are held not proved by the criminal court and acquitted them, even though an appeal is preferred before the higher court against such acquittal.

2. After careful consideration, the Eastern Power Distribution Company of A.P. Limited, Visakhapatnam hereby adopts the orders issued in Government G.O.Ms.No.529, General Administration (Ser-C) Department,dgt.19-08-2008 (copy enclosed) in respect of the employees of APEPDCL.

3. These orders are also available on APEPDCL website.apeasternpower.com.

(BY ORDER AND IN THE NAME OF E.P.D.C.L. OF A.P. LIMITED)

N.GULZAR  
CHAIRMAN AND MANAGING DIRECTOR

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Service Disciplinary cases - Review of orders of suspension of Government servants - Existing orders reiterated - Further instructions issued.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.328

dated 19-08-2008.  
Read the following:

1. G.O.Ms.No.124, Genl Admn. (Ser-C) Dept., dated 25-5-76.
2. G.O.Ms.No.104, Genl Admn. (Ser-C) Dept., dated 16-2-90.
3. G.O.Ms.No.66, Genl Admn. (Ser-C) Dept., dated 10-1-91.
4. G.O.Ms.No.303, Genl Admn. (Ser-C) Dept., dated 5-5-99.
5. G.O.Ms.No.337, Genl Admn. (Ser-C) Dept., dated 10-6-99.
6. Circular Memo No.1581 (Ser-C)/2007, General Administration (Services-C) Department, dated 11-9-2007.

ORDER:

In the G.Os. read above, orders were issued on the procedure to be followed to consider promotion when the employees are facing the disciplinary cases. It was ordered that where disciplinary cases are not concluded even after two years and the promotion to the employees is deferred due to pendency of the disciplinary cases, ad-hoc promotions shall be considered pending finalization of the disciplinary cases. In spite of these specific orders, the employees associations have brought to the notice of the Government that due to pendency of the disciplinary cases for years together, the employees are denied even the adhoc promotion for next higher categories. It is also brought to the notice of the Government that in criminal cases registered against the employees, such employees are not considered for promotion even though they are acquitted, due to appeal filed in the higher courts.

2. After careful consideration, Government direct to consider the cases of employees for promotion to the next higher categories wherever the charges are held not proved by the criminal court and acquitted them, even though an appeal is preferred before the higher court against such acquittal.

3. All the Departments of Secretariat, Heads of Departments and District Collectors should follow the above instructions scrupulously and bring it to the notice of all the concerned for strict implementation.

(BY ORDERS AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P. RAMAKANTH REDDY  
CHIEF SECRETARY TO GOVERNMENT

ABSTRACT

APCPDCL – Adoption of APSEB Employees (Revised) Conduct Revised Regulations and APSEB Employees Discipline and Appeal Regulations – Revised Competent Authorities which may impose penalties and Concurrence Committee – Orders – Issued.

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C.O.O.DS(Ser)Ms.No.121

dated 21-11-2002.

Read the following:-

- Ref:- 1. T.O.O.(ACS)/Ms.No.06, dt.9-4-2002.  
2. Lr.No.CMD/JMD/HRD/Options/D.No.44/2002, dt.9-8-2002.  
3. C.O.O.DS(Per)/Ms.No.79, dt.12-9-2002.

ORDER:

The APTRANSCO has bifurcated into four Distribution Companies with effect from 1-4-200° in view of the reconstitution of APTRANSCO, the existing competent authorities which may impose penalties and Concurrence Committees have to be revised for various categories of posts in different Services under APTRANSCO of A.P. Limited.

2. The APCPDCL after careful consideration revised the competent authorities which may impose penalties referred to in Regulation 7(a) of APSEB Employees Discipline and Appeal Regulations as shown in Annexure-I appended to this order.
3. The APCPDCL also revised the Committees as follows as to obtain the concurrence of the Committees to impose penalties specified in items-IV and VI to VIII in Regulations-5 shall be imposed by the competent authorities with the concurrence of the committees as shown in the Annexure-II appended to this order.

(BY ORDER AND IN THE NAME OF APCPDCL)

T.V.S.N.PRASAD  
CHAIRMAN & MANAGING DIRECTOR

**CPDCL**  
ANNEXURE-I  
SCHEDULE-I

Referred to in Regulation 7 (a)  
COMPETENT AUTHORITIES WHICH MAY IMPOSE PENALTIES

Categories of employees.	Appointing Authority.	Minor Penalties				Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal		
1	2	3	4	5	6	7	8	9	10	11
<b>I. PERSONNEL &amp; GENERAL SERVICES</b>										
<b>CLASS-I</b>										
i) Chief General Manager (HRD)	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD over the orders of CMD.
ii) Deputy Secretary.	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD over the orders of CMD.
iii) Asst. Secretary.	CMD	Chief General Manager (HRD)/ Zonal CGM	CMD	CMD	CMD	CMD	CMD	CMD	CMD	CMD over the orders of Chief General Manager (HRD)/Zonal CGM. Discm. Board over the orders of CMD.

1	2	3	4	5	6	7	8	9	10	11
<b>Class-II</b>										
i) Public Relations Officer, Company Secretary.	CMD	CMD	CMD	CMD	CMD	CMD	CMD	CMD	CMD	Discom Board over the orders of CMD.
ii) Personnel Officer.	CMD	Chief General Manager (HRD)/ Zonal CGM/SE	Chief General Manager (HRD)/ Zonal CGM/SE	Chief General Manager (HRD)/ Zonal CGM/SE	Chief General Manager (HRD)/ Zonal CGM	CMD	CMD	CMD	Chief General Manager (HRD)/ Zonal CGM	CGM(HRD)/ Zonal CGM over the orders of SE. CMD over the orders of CGM(HRD)/ Zonal CGM. Discom Board over the orders of CMD.
<b>Class-III</b>										
JPO/Sr.Steno/ Assistant/ Typist/ Jr.Steno and other employees.	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	CMD over the orders of CGM(HRD)/ Zonal CGM
<b>Class-IV</b>										
	Chief General Manager (HRD)/ Zonal CGM	DS/SE	DS/SE	DS/SE	DS/SE	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM	Chief General Manager (HRD)/ Zonal CGM over the orders of DS/SE. CMD over the orders of CGM(HRD)/ Zonal CGM.

Categories of employees.	Appointing Authority.	MINOR PENALTIES				MAJOR PENALTIES				Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement / Removal/ Dismissal			
1	2	3	4	5	6	7	8	9	10	11	

**II. ENGINEERING SERVICE**

II. ENGINEERING SERVICE											
Class-I											
i) Chief Engineer	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM Board over the orders of CMD.
ii) Superintending Engineer	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM Board over the orders of CMD.	DISCOM Board over the orders of CGM(HRD). Discom Board over the orders of CMD.
iii) Divisional Engineer/ Executive Engineer	DISCOM BOARD	Chief General Manager (HRD)/ Zonal CGM	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD over the orders of CGM(HRD). Discom Board over the orders of CMD.

Categories of employees.	Appointing Authority.	Minor Penalties				Major Penalties			Appellate Authority	
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal		Suspension
i) Asst. Divl. Engineer	2 CMD	3 Chief General Manager (HRD)/ Zonal CGM/ S.E.	4 Chief General Manager (HRD)/ Zonal CGM	5 Chief General Manager (HRD)/ Zonal CGM	6 Chief General Manager (HRD)/ Zonal CGM	7 CMD	8 CMD	9 CMD	10 Chief General Manager (HRD)/ Zonal CGM	11 Chief General Manager (HRD)/ Zonal CGM over the orders of SE. / CMD over the orders of CGM(HRD)/ Zonal CGM and Discorn Board over the orders of CMD.
ii) Asst. Engineer	2 CMD	3 DE/EE	4 SE	5 SE	6 CGM(HRD)/ Zonal CGM	7 CMD	8 CMD	9 CMD	10 Chief General Manager (HRD)/ Zonal CGM	11 SE over the orders of DE CGM(HRD)/ Zonal CGM over the orders of SE. / CMD over the orders of CGM(HRD)/ Zonal CGM and Discorn Board over the orders of CMD.

Categories of employees.	Appointing Authority.	Minor Penalties					Major Penalties			Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/ Removal/ Dismissal	Suspension	
1	2	3	4	5	6	7	8	9	10	11
<b>Class-III</b>										
i) Addl. Asst. Engineer	CGM(HRD)	DE/EE	SE	SE	CGM(HRD)/ Zonal CGM	CGM(HRD)/ Zonal CGM	CGM(HRD)/ Zonal CGM	CGM(HRD)/ Zonal CGM	CGM (HRD)/ Zonal CGM/ SE	SE on the orders of DE. CGM (HRD)/ Zonal CGM on the orders of SE. CMD on the orders of CGM (HRD)/ Zonal CGM
ii) Draughtsman-I, II, III Grades/Sub-Engineer and others.	CGM(HRD)/ Zonal CGM	ADE	DE	DE	DE/SE	SE	SE	SE	SE/DE	DE on the orders of ADE. SE over the orders of DE. CGM (HRD)/ Zonal CGM over the orders of SE.

Categories of employees.	Appointing Authority.	Minor Penalties					Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal			
1	2	3	4	5	6	7	8	9	10	11	
<b>III. ACCOUNTS SERVICE</b>											
<b>Class-I</b>											
i) CGM (Expr.)	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD over the orders of CMD.	
ii) GM	DISCOM BOARD	CMD	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	DISCOM BOARD over the orders of CMD.	
iii) Senior Accounts Officer.	DISCOM BOARD	CGM (Expr.)	CMD	CMD	CMD	CMD	CMD	CMD	CMD	CMD over the orders of CGM (Expr.) DISCOM BOARD over the orders of CMD.	
<b>Class-II</b>											
i) Accounts Officer.	CMD	CGM (Expr.)	CGM (Expr.)	CGM (Expr.)	CGM (Expr.)	CMD	CMD	CMD	CGM (Expr.)	CGM (Expr.) over the orders of SE. CMD on the orders of CGM (Expr.) DISCOM BOARD over the orders of CMD.	

Categories of employees.	Appointing Authority.	Minor Penalties					Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/low or post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal			
1	2	3	4	5	6	7	8	9	10	11	
ii) Assistant Accounts Officer.	CMD	DE/EE/SE/GM in Corporate office.	SE/CGM (Expr.) in Corporate Office.	SE/CGM (Expr.) in Corporate Office.	CGM (Expr.)	CMD	CMD	CMD	CGM (Expr.)/SE	SE on the orders of DE/EE. CGM(Expr.) on the orders of SE. CMD over the orders of CGM(Expr.) and Discom Board over the orders of CMD.	
CLASS-III JAO, UD- Steno, LDC, Typist, Steno- Typist and others.	CGM (Expr.)/SE	CGM (Expr.)/SE/DE/AAO (ERO)	CGM (Expr.)/SE/Zonal CGM	CGM (Expr.)/SE/Zonal CGM	CGM (Expr.)/SE/Zonal CGM	CGM (Expr.)/SE/Zonal CGM	CGM (Expr.)/SE/Zonal CGM	CGM (Expr.)/SE/Zonal CGM	CGM (Expr.)/SE/DE/AAO(ERO)	Next higher authority and CMD on the orders of CGM(Expr.) and Zonal CGM.	
CLASS-IV	SE/DE	Next above immediate superior officer in the Division. SE in the Circle Office. CGM in the Zonal office and Headquarters. AAO in respect of staff working in ERO.					Appointing authority or higher authority.			Appointing authority or higher authority.	Next higher authority on the orders of AAO/DE/SE

Categories of employees.	Appointing Authority.	Minor Penalties				Major Penalties			Appellate Authority	
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal		Suspension
1	2	3	4	5	6	7	8	9	10	11
<b>IV MEDICAL SERVICE:</b>										
<b>CLASS-I</b>										
Civil Surgeon	DISCOM BOARD	CGM (HRD)	CMD	CMD	CMD	DISCOM BOARD	DISCOM BOARD	DISCOM BOARD	CMD	CMD on the orders of CGM(HRD), Discom Board on the orders of CMD.
<b>CLASS-II</b>										
Asst. Civil Surgeon.	CMD	CGM (HRD)	CGM (HRD)	CGM (HRD)	CGM (HRD)	CMD	CMD	CMD	CGM (HRD)	CMD over the orders of CGM(HRD) and Discom Board over the orders of CMD.

Categories of employees.	Appointing Authority.	Minor Penalties				Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion.	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/Removal/Dismissal		
1	2	3	4	5	6	7	8	9	10	11
<b>(IV) O&amp;M / Construction Staff:</b>										
i) Category of Staff for whom CGM is the Appointing Authority.	CGM (HRD)/ Zonal CGM.	D.E.	D.E.	D.E.	D.E.	CGM(HRD)/ Zonal CGM	CGM(HRD)/ Zonal CGM	CGM (HRD)/ Zonal CGM	CGM (HRD)/ Zonal CGM	SE on the orders of DE. CGM on the orders of SE. CMD on the orders of CGM. D.E. on the orders of ADE. SE on the orders of DE. CGM on the orders of SE.
ii) Category of staff for whom SE is the appointing authority.	S.E.	A.D.E.	D.E.	D.E.	D.E.	S.E.	S.E.	S.E.	D.E.	D.E. on the orders of ADE. SE on the orders of DE. CGM on the orders of SE.
iii) Category of staff for whom DE is the appointing authority.	D.E.	A.D.E.	A.D.E.	A.D.E.	D.E.	D.E.	D.E.	D.E.	D.E.	DE on the orders of ADE. SE on the orders of DE.
iv). Contingent Staff	D.E.	Head of the office not lower in rank of ADE, AAO in respect of staff in ERO.	ADE/ AAO(ERO)	ADE/ AAO(ERO)	ADE/ AAO(ERO)	D.E.	D.E.	D.E.	D.E.	Next higher authority. DE on the orders of ADE/ AAO(ERO). SE on the orders of DE.

POWERS VESTED IN AN AUTHORITY MAY BE EXERCISED BY A SUPERIOR AUTHORITY IN ITS DISCRETION IN DISCRETION VIDE REGULATION 7 (c) OF APSEB EMPLOYEES DISCIPLINE & APPEAL REGULATIONS.

1)

2) ONLY ONE APPEAL IS PERMISSIBLE AS MENTIONED IN THE SCHEDULE.

ANNEXURE-II  
SCHEDULE-II

Major Penalties shall be imposed by the competent authority with the concurrence of the Committee constituted as follows:-

Sl. No.	Category of Employees	Disciplinary Authority	Reconstituted Committee Members
I	<b>CLASS-I OFFICERS</b>		No Committee is necessary where the DISCOM BOARD is authority to award major penalties to Class-I employees. Where the CMD, APCPDCL is the authority to award the major penalties, he shall impose those penalties with the concurrence of DISCOM BOARD.
	1. Chief General Manager (HRD)	DISCOM BOARD	
	2. CGM (Expr.)	DISCOM BOARD	
	3. Dy.Secretary	DISCOM BOARD	
	4. Assistant Secretary	CMD	
	5. Chief General Manager	DISCOM BOARD	
	6. Superintending Engineer/G.M.	DISCOM BOARD	
	7. DEs/EEs	DISCOM BOARD	
	8. Dy.CCA/G.M.	DISCOM BOARD	
	9. SAO	DISCOM BOARD	
	10. Civil Surgeon	DISCOM BOARD	
II	<b>CLASS-II OFFICERS</b>		
	1. Company Secretary	CMD	DISCOM BOARD
	2. P.R.O.	CMD	DISCOM BOARD
	3. Personnel Officer	CMD	DISCOM BOARD
	4. ADEs/AEEs	CMD	DISCOM BOARD
	5. AEs	CMD	DISCOM BOARD
	6. Accounts Officers	CMD	DISCOM BOARD
	7. A.A.O.	CMD	DISCOM BOARD
	8. Asst.Civil Surgeon	CMD	DISCOM BOARD
III	<b>CLASS-III OFFICERS</b>		
	1. JPOs, Sr./Jr.Stenos, Assistants, Typists and other employees.	CGM (HRD)	Director (HRD) Director (Finance) Deputy Secretary
	2. Engineering Staff i) A.A.E. ii) Sub-Engineers Draughtsman-I, II & III Grades, Tracers, Transport Overseers etc.) and other employees.	Appointing Authority	
	3. Accounts Service: JAOs/UDCs/LDCs/Typists/Steno-Typists/Store-Keeper Gr.I, II & III and other employees.	Appointing Authority	
IV	<b>CLASS-IV</b>		
	<b>ALL EMPLOYEES</b>	Appointing Authority	CGM (HRD)/ CGM(Expr.)/Deputy Secretary.
V	<b>O&amp;M staff</b>	Appointing Authority	DE/Technical of the SAO Circle PO (Convenor) Office concerned

ABSTRACT

Estt – APCPDCL - Employees Discipline and Appeal Regulations – Revised Delegation of powers – Orders – Issued.

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C.O.O (CGM-HRD) Ms.No.1012

dated 13-03-2008.

Read the following:-

Ref:- C.O.O. (DS-Per) Ms.No.121, dt.21-11-2002.

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ORDER:-

In the C.O.O. cited orders have been issued adopting the APSEB Employees (Revised) Conduct Regulations and APSEB Employees Discipline and Appeal Regulations duly revising the competent authorities which may impose penalties and formulating Concurrence Committee to judge the penalties for various categories of posts in different services.

2. The matter has been examined in the Board meeting held on 01-03-2008 and it is resolved that the powers hitherto delegated to CGM (HRD) to impose penalties and to act as Member of Committee to judge the major penalties shall be delegated to the Director (HRD&Comml)/APCPDACL. There is no change in the powers vested to Zonal CGMs.
3. The other terms and conditions mentioned in the C.O.O. cited are unaltered.
4. These orders shall come into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE CENTRAL POWER DISTRIBUTION COMPANY OF A.P. LIMITED)

G.SAI PRASAD  
CHAIRMAN AND MANAGING DIRECTOR

CENTRAL POWER DISTRIBUTION COMPANY OF A.P. LIMITED  
MINT COMPOUND : HYDERABAD-63

ABSTRACT

Estt – APCPDCL – Review of suspension cases for more than 2 years – Constitution of Review Committee – Orders - Issued.

C.O.O (CGM-HRD) Ms.No.306

dated 16-09-2009.

Read the following:-

- Ref:- 1. G.O.Ms.No.526, dt.19-08-2008.  
2. T.O.O. (Addl.Secy.-Per) Ms.No.165, dt.03-10-2008.  
3. C.O.O. Jt.Secy (IR) Ms.No.441, dt.07-11-2008.

ORDER:-

In the reference first cited, the Government have issued orders that the employees who are under suspension for a period exceeding two years shall be reinstated pending finalization of the disciplinary cases/criminal cases against them. However, in exceptional cases, for example, where the charged officers are not co-operating for completion of investigation / inquiry or when the inquiry / investigation could not be completed due to pendency of litigation, a committee shall be constituted along with an official from the Anti Corruption Bureau (where the cases are emanated from Anti Corruption Bureau investigation), to review the orders of suspension against the employees who are continued under suspension well before completion of two years of suspension and take a decision to continue such employees under suspension beyond two years, duly recording the reasons for such a decision.

2. After careful consideration, approval is hereby accorded for constitution of "Committee to Review Suspension cases" for more than 2 years of APCPDCL employees with the following Directors of APCPDCL.

- i) Director (HR&P&MM)
- ii) Director (Finance)
- iii) Director (Projects & Comml)

3. The Chief General Manager (HRD) /APCPDCL will be the convenor of the committee constituted in para-2 above.

4. The committee shall meet every six months and review the cases of APCPDCL employees under suspension and submit its recommendations to the Chairman and Managing Director / APCPDCL.

(BY ORDER AND IN THE NAME OF CENTRAL POWER DISTRIBUTION COMPANY OF A.P. LIMITED)

G.SAI PRASAD  
CHAIRMAN AND MANAGING DIRECTOR

ANDHRA PRADESH STATE ELECTRICITY BOARD  
ABSTRACT

Regulations -- APSEB Service Regulations Part-I -- Employees under suspension dies before finalization of disciplinary proceedings treating the period of suspension as duty -- Amendment to Regulation-56 -- Orders -- Issued.

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B.P.(P&G-Per)Ms.No.377

dated 26-9-1992.

Read the following:-

B.P.Ms.No.48, dated 21-8-1967.

PROCEEDINGS:-

In exercise of the powers conferred by clause (c) of section 79 of the Electricity (Supply) Act, 1948 (Central Act LIV of 1948, the Andhra Pradesh State Electricity Board hereby issues the following amendment to the Andhra Pradesh State Electricity Board Service Regulations Part-I issued in B.P.Ms.No.548, dated the 21<sup>st</sup> August, 1967 and published at pages 63-134 of Supplement to Part-II of Andhra Pradesh Gazette dated the 28<sup>th</sup> March, 1968:-

AMENDMENT

After Sub-Regulation (3) of Regulation 56 of the said Regulations, the following shall be added, namely :-

“4) Where a Board employee under suspension dies before the disciplinary or court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for the period to which he would have been entitled had he not been suspended, subject to adjustment of subsistence allowance already paid to him”.

(BY ORDER AND IN THE NAME OF THE A.P.S.E.BOARD)

H.S.BRAHMA  
MEMBER SECRETARY

ANDHRA PRADESH STATE ELECTRICITY BOARD  
ABSTRACT

Establishment - APSEB Discipline and Appeal Regulations - Orders of suspension -  
Prescribing of formats -- Orders -- Issued.

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B.P.(P&G-Per) Ms.No.447

dated 20-2-1995.

PROCEEDINGS :-

Regulation-11 of Andhra Pradesh State Electricity Board Discipline and Appeal Regulations provide for placing under suspension the employees of the Board in the circumstances mentioned therein.

2. The authority competent to order a Board servant be placed under suspension should apply his mind before passing such an order and the order of suspension should be in the legally correct format. If the orders of suspension issued are defective and not in the correct format such orders are liable to be challenged in courts merely on technical ground. With a view to avoid such situations and to bring uniformity in the forms of orders of suspension, having regard to the provisions contained in the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations, it has been considered desirable to prescribe model formats of order of suspension for the guidance of the competent authorities who are empowered to pass suspension orders against the delinquent officers.

3. The Andhra Pradesh State Electricity Board accordingly directs that the competent authority should issue order of suspension after due consideration, in the relevant proforma annexed to this order as indicated below:-

- a) Where charge sheet has been issued, the form in Annexure-I to this order may be considered for adoption.
- b) Where disciplinary proceedings are contemplated, the form in Annexure-II to this order may be considered for adoption, and
- c) Where a case has been registered and it is under investigation, the form in Annexure-III to this order may be considered for adoption.

(BY ORDER AND IN THE NAME OF ANDHRA PRADESH STATE ELECTRICITY BOARD)

N.S.IIARIHARAN  
MEMBER SECRETARY

Form of order of suspension under Regulation-11 of the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations.

R  
b  
A  
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E

Sub:- Estt - APSEB .....  
Sri/Smt .....  
- Suspension from service - Pending enquiry into grave charges -  
Orders - Issued.

And whereas the Andhra Pradesh State Electricity Board/undersigned being the competent authority (Appointing authority/any other competent authority) consider it necessary to place Sri/Smt..... under suspension pending enquiry into grave chare or charges.

Now, therefore, in exercise of the powers conferred by Regulation 11 of A.P.S.E.Board Discipline and Appeal Regulations, the Andhra Pradesh State Electricity Board/undersigned (appointing authority/any other compctent authority) hereby places the said Sri/Smt..... under suspension from the date of communication of this order and he/she shall continue to be under suspension in public interest until the conclusion of the disciplinary proceedings/termination of all proceedings relating to the charges.

It is further ordered that during the period this order remains in force, the headquarters of Sri/Smt..... (name and designation of the Board employee) shall be ..... (name of the place) and the said Sri/Smt..... shall not leave the headquarters without obtaining the previous permission of the undersigned.

Signature  
With date

Name and designation  
of the suspending  
authority:

N.S.HARIHARAN  
MEMBER SECRETARY

//True Copy//

Personnel Officer.

ANNEXURE-II TO B.P.(P&G-PER)Ms.No.447, DATED 202-1995

Form of order of suspension under Regulation-11 of the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations.

Sub:- Estt - APSEB .....  
Sri/Smt .....  
- Suspension from service - Orders - Issued.

Whereas it has come to the notice of the Andhra Pradesh State Electricity Board/undersigned who is the competent authority (Appointing authority/any other competent authority) alleging that .....

And whereas disciplinary proceedings against Sri/Smt ..... are contemplated.

And whereas the Andhra Pradesh State Electricity Board/undersigned (Appointing authority/any other competent authority) after careful consideration of the available material and having due regard to the circumstances of the case, is satisfied that it is necessary to place Sri/Smt..... Under suspension.

Now, therefore, in exercise of the powers conferred by Regulation 11 of the A.P.S.E.Board Discipline and Appeal Regulations, the Andhra Pradesh State Electricity Board/undersigned (appointing authority/any other competent authority) hereby places the said Sri/Smt..... under suspension from the date of communication of this order and he/she shall continue to be under suspension in public interest until the conclusion of the disciplinary proceedings/termination of all proceedings relating to the criminal charge(s).

It is further ordered that during the period this order remains in force, the headquarters of Sri/Smt..... (name and designation of the Board employee) shall be ..... (name of the place) and the said Sri/Smt..... shall not leave the headquarters without obtaining the previous permission of the undersigned.

Signature  
With date

Name and designation  
of the suspending  
authority:

N.S.HARIHARAN  
MEMBER SECRETARY

//True Copy//

Form of order of suspension under Regulation-11 of the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations.

Sub:- Estt - APSEB .....  
Sri/Smt .....  
- Suspension from service - Orders - Issued.

Whereas it has come to the notice of the Andhra Pradesh State Electricity Board/undersigned who is the competent authority (Appointing authority/any other competent authority) alleging that .....

And whereas a case has been registered by the Anti Corruption Bureau/Officer incharge of the Police Station..... in Crime No..... under section of .....

And whereas it is considered that his/her continuance in office will prejudice the investigation:

And whereas the Andhra Pradesh State Electricity Board/undersigned (Appointing authority/any other competent authority) after careful consideration of the available material and having due regard to the circumstances of the case, is satisfied that the criminal charge under investigation is connected with his official position as a Board employee and involved moral turpitude and therefore consider it necessary to place Sri/Smt..... under suspension.

Now, therefore, in exercise of the powers conferred by Regulation 11 of the A.P.S.E.Board Discipline and Appeal Regulations, the Andhra Pradesh State Electricity Board/undersigned (appointing authority/any other competent authority) hereby places the said Sri/Smt..... under suspension from the date of communication of this order and he/she shall continue to be under suspension in public interest until the conclusion of the disciplinary proceedings/termination of all proceedings relating to the criminal charge(s).

It is further ordered that during the period this order remains in force, the headquarters of Sri/Smt..... (name and designation of the Board employee) shall be ..... (name of the place) and the said Sri/Smt..... shall not leave the headquarters without obtaining the previous permission of the undersigned.

Signature with date

Name and designation  
of the suspending authority:

N.S.HARIHARAN  
MEMBER SECRETARY

//True Copy//

Personnel Officer

ANDHRA PRADESH STATE ELECTRICITY BOARD

ABSTRACT

Establishment - APSEB - Payment of subsistence allowance during the period under suspension - Review for increase / decrease of subsistence allowance every 3 months instead of 6 months - Orders - Issued.

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B.P.(P&G-Per)Ms.No.96

dated 26-6-1998.

Read the following:-

1. B.P.Ms.No.405, dt.4-7-1972.
2. B.P.(P&G-Per)Ms.No.943, dt.12-10-1987.
3. B.P.(P&G-Per)Ms.No.417, dt.20- -1995.
4. G.O.Ms.No.296, Fin.&Plg. (FW.FR.II) Dept., dt.14-10-1996.

PROCEEDINGS:-

Regulation 56(1)(a) of A.P.S.E.Board Service Regulations provides for review of the case for increase or decrease of subsistence allowance in respect of the employees who have been under suspension for any period subsequent to the first six months.

2. The matter has been examined and it has been decided to reduce the period of review of the case of increase or decrease of subsistence allowances as per the said regulation from 6 months to 3 months.
3. The A.P.S.E.Board accordingly directs that the period of 6 months for review of the case for increase or decrease of subsistence allowances as per the said regulation 56(1)(a) of A.P.S.E.Board Service Regulations Part-I shall be reduced to 3 months in respect of the employees who have been under suspension for any period subsequent to first 3 months.
4. The A.P.S.E.Board also directs that the following shall be added to the Annexures I, II and III to B.P.(P&G-Per) Ms.No.447, dt.20-2-1997.  
"It is further ordered that during the period of suspension Sri/Smt.....  
(name and designation of the Board employee) shall be paid subsistence allowance equivalent to the leave salary on half pay leave. The D.A. and other compensatory allowance shall be paid along with subsistence allowance. The quantum of subsistence allowance will be reviewed and revised in terms of Regulation 56 of A.P.S.E.Board Service Regulations Part-I after 3 months. Pending review he/she shall continue to draw the subsistence allowance now sanctioned."
5. Necessary amendment to A.P.S.E.Board Service Regulations Part-I will be issued separately.

A.K.KUTTY  
MEMBER SECRETARY

ABSTRACT

REGULATIONS – Transco of A.P.Ltd. – regulating the period of suspension as duty for the purpose of pay and allowances in case of departmental enquiry which end in awarding minor penalties – Adoption of Government Orders – Orders – Issued.

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T.O.O.(GM(IR)-Per)Ms.No.141

dated 12-10-2001.

Read the following:-

1. G.O.Ms.No.182, Fin.&Plg. (FW.FR.II) Dept., dt.31-10-92.
2. G.O.Ms.No.59, Fin.&Plg. (FW.FR.II) Dept., dt.27-03-1995.
3. B.P.(P&G-Per)Ms.No.44, dt.20-5-97.
4. G.O.Ms.No.214, Fin.&Plg. (FW.FR.II) Dept., dt.22-12-1997.
5. Lr.No.DS(Reg.)/AS(Reg.)/PO.I(1)/122/97-2, dt.01-11-98.
6. Memo.No. DS(Reg.)/AS(Reg.)/PO.I(1)/122/97-3, dt.04-11-98.
7. Lr.No.DGM(IR)/AS(Reg.)/PO.I(1)/122/97-4, dt.11-10-99.
8. Memo.No. DGM(IR)/AS(Reg.)/PO.I(1)/122/97-5, dt.11-10-99.

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ORDER:-

After careful consideration, the Transco of A.P. Limited hereby adopts the orders issued in the G.O.Ms.No.214, Fin.&Plg. (FW.FR.II) Dept., dt.22-12-1997 (copy enclosed) in respect of the employees of Transco of A.P.Limited and DISCOMS.

These orders shall come into force from the date of issue of these orders. Past cases already decided, need not be reopened.

BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF  
A.P.LTD.)

DINESH KUMAR  
JOINT MANAGING DIRECTOR (REV.&HRD)

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

FUNDAMENTAL RULES – Regulating the period of suspension as duty for the purpose of pay and allowances in case of departmental enquiry which end in awarding penalty/punishment – Amendment to Sub-rule(5) of FR.54B – Omitted – Orders – Issued.

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FINANCE & PLANNING (FW.FR.II) DEPARTMENT

G.O.Ms.No.214

dated 22-12-1997.

Read the following:-

1. G.O.Ms.No.238, General Administration (Ser.C) Department, dt.7-4-1992.
2. G.O.Ms.No.182, Fin.&Plg. (FW.FR.II) Dept., dt.31-10-92.
3. G.O.Ms.No.59, Fin.&Plg. (FW.FR.II) Dept., dt.27-03-1995.
4. D.O.Lr.No.277/LSP/RL/58/97, dt.28-5-1997 of the Secretary to Govt. Legal Affairs.

ORDER:-

In the Government order first read above orders were issued based on the Government of India Memo.No.11012/15/85 Estt.(A), dt.3-12-1985 amending the instruction 19 in 1963. It was also indicated therein that necessary amendment to Fundamental Rules will be issued separately. The Government have issued orders in the Government Order second read above, amending the FR.54.B adding proviso to sub-rule (5) allowing the benefit of these orders to the cases where suspension order is passed on or after 7-4-1992. Orders were issued in the Government Order third read above, omitting the expression "on or after 7-4-1992".

2. The Hon'ble Supreme Court of India have pronounced a judgement in K.R.Bibhavnekar Vs. State of Maharashtra reported in 1997(3) Scale 180 on the question of entitlement of an employee to consequential benefits on reinstatement following acquittal in criminal trial. The gist of the judgement is as follows:-

"..... when the suspension period was treated to be a suspension pending the trial and even after acquittal he was reinstated into service, he would not be entitled to the consequential benefits. He is also not entitled to be treated as on duty from the date of acquittal for purpose of computation of pensionary benefits.

3. Further while interpreting FR.54-B, the Andhra Pradesh High Court by its judgement in M.V.Narasimhacharyulu Vs. the Registrar (Administration), High Court of Andhra Pradesh (1995(1) An.W.R.165) has observed as follows:-

"Where a Government servant departmentally proceeded against has been found guilty of the charges and penalty is imposed and during the pendency of the enquiry or for a part of it he had continued under suspension, the suspension could not be said to be wholly unjustified. The use of the word "wholly" as qualifying the word "unjustified"

signified that for the Government servant to become entitled to the full pay and allowances, the suspension must have been completely irrational without there being any material to support the action of suspension. While such a conclusion is possible to be reached where the officer is fully exonerated, it will not be possible to say the same thing when in fact he has been found guilty and punished".

4. In view of the above observations of the High Court, suspension can be termed as "wholly unjustified" when the delinquent is fully exonerated in disciplinary proceedings and then only he is entitled to fully pay all allowances for the suspension period. On the other hand, where a penalty has been imposed in the disciplinary proceedings, the suspension can be treated as justified and delinquent employee in such case will be paid such pay and allowances as the competent authority may determine keeping in view the facts and circumstances of the case. This view is fortified in view of the recent judgement of the Supreme Court in Krishnamanth Raghunath Bibhavnekar Vs. State of Maharashtra (1997(3) SCALE 180) wherein the court held that acquittal in a criminal case followed by reinstatement will not be entitled for grant of consequential benefits to a suspended employee, as a matter of course.

5. Keeping in view the above judgements, the Government have examined the issue in detail and decided to amend the sub-rule (5) of rule 54-B of the Fundamental Rules.

6. The Government also direct that these orders shall come into force from the date of these orders. Past cases already decided need not be reopened.

### NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 read with Article 313 of the Constitution of India, the Government of Andhra Pradesh hereby makes the following amendment to the Fundamental Rules.

2. The Amendment hereby made shall come into force with immediate effect.

### AMENDMENT

In rule 54-B of the Fundamental Rules, in sub-rule (5) the proviso shall be omitted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

A.R.JAYA PRAKASH  
SECRETARY TO GOVERNMENT

TRANSMISSION CORPORATION OF A.P. LIMITED  
VIDYUT SOUDHA : HYDERABAD

ABSTRACT

APTRANSCO – Suspension – Guidelines for placing accused officers under suspension in  
Trap cases – Classification of trap cases – Adoption of Government Instructions – Orders –  
Issued.

T.O.O.(GM(IR)-Per)Ms.No.265

dated 19-3-2002.

Read the following:-

1. Govt. of A.P.General Admn.(Spl.B) Dept., U.O.Note No.1818/Spl.B/2000-2,  
Dated 21-11-2001.
2. Govt. of A.P. Energy (Services) Dept. Lr.No.7977/Ser.A2/2001-1, dt.1-1-2002.

ORDER:-

After careful consideration, the Transmission Corporation of A.P.Limited hereby  
adopts the Government instructions issued in the reference first cited (copy enclosed) in  
respect of the employees of Transco of A.P. Limited and Distribution Companies.

DINESH KUMAR  
JOINT MANAGING DIRECTOR (REV.&HRD)

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (SPL.B) DEPARTMENT

U.O.NOTE NO.1818/SPL.B/2000-2, dated 21-11-2001.

Sub:- Suspension – Guidelines for placing Accused Officers under suspension  
In trap cases – Classification of trap cases – Instructions – Issued.

- Ref:- 1. U.O.Note No.240/SC.D/93-3, General Admin. (SC.D) Dept.,  
dated 5-10-1993.  
2. U.O.Note No.1595/SC.D/93-6, General Admin. (SC.D) Dept.,  
dated 16-11-1994.  
3. Memo.No.554/Ser.C/93-6, G.A.(Ser.C) Dept. dt.26-12-1994.

Instructions were issued in the references first and second cited for suspension of government servants involved in traps laid by the Anti Corruption Bureau (ACB) as follows:-

TRAP CASES:

- (i) Where the accused officer is caught red-handed in the act of accepting bribe and where the phenolphthalein test has yielded positive result (and) such cases can be classified as successful traps and the charged officer has to be placed under suspension based on the preliminary report received from the Anti Corruption Bureau.
- (ii) In other cases where the accused officer is not caught red handed and where the phenolphthalein test has not yielded positive result and the case depends mostly on circumstantial evidence leaving room for benefit of doubt, decision for suspension or otherwise of the accused officer may be taken into account the advice tendered by the Vigilance Commissioner.
- (iii) The departments of Secretariat are further instructed to suspend the accused officer even without waiting for recommendations of the Vigilance Commissioner in cases where the accused officer is caught red handed and the phenolphthalein test yielded positive result.

Government have reviewed these instructions in the light of advice of the Andhra Pradesh Vigilance Commission (APVC) and issue the following instructions in supersession of the references cited.

It is well know that trap is the most effective and successful way of catching corrupt officers in the act of receiving bribe where the rate of conviction also is high. Corrupt officers habituated to receiving bribes have become cautious and alert and have devised methods of avoiding trap while continuing to receive bribes. Such methods include engaging private persons to receive bribe on one's behalf, engaging personal servants to do so while at home requiring subordinates to accept the bribe, requiring complainant to place the bribe amount in or around the scene of offence unobtrusively without the officer having to accept the bribe directly thereby avoiding physical contact with the notes and the phenolphthalein powder.

It would not be in the public interest not to suspend or to delay the suspension of such corrupt officers who receive bribes indirectly in the manner indicated above. It should be open to the disciplinary authority to suspend such an officer pending investigation without waiting for the advice of the Vigilance Commission in the matter. Government therefore, direct that immediately upon receipt of preliminary report against an officer who is caught directly or indirectly in the act of accepting bribe, irrespective of whether the phenolphthalein test yielded positive results or not, the accused officer may be immediately placed under suspension pending investigation based on the preliminary report received from the ACB.

P.V.RAO  
CHIEF SECRETARY TO GOVERNMENT

TRANSMISSION CORPORATION OF A.P. LIMITED  
VIDYUT SOUDHA : HYDERABAD

ABSTRACT

Transco of A.P.Limited – Dismissal of accused officers from service immediately on conviction even if the appeal filed by him is pending before the Appellate Court – Adoption of Government instructions – Orders – Issued.

T.O.O.(GM(IR)-Per)Ms.No.45

dated 22-5-2002.

Read the following:-

1. Govt. of A.P.General Admn.(Spl.B) Dept., Memo. No.1621/Spl.B/2001-1,  
Dated 25-11-2001.

ORDER:-

After careful consideration, the Transmission Corporation of A.P.Limited hereby adopts the Government instructions issued in the reference cited (copy enclosed) in respect of the employees of Transco of A.P. Limited and Distribution Companies.

DINESH KUMAR  
JOINT MANAGING DIRECTOR (REV.&HRD)

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (SPL.B) DEPARTMENT

Memo.No.1621/SPL.B/2001-1, DATED 26-11-2001

Sub:- Public Servants – Dismissal of accused officers from service immediately on conviction even if the appeal filed by him is pending before the Appellate Court – Government servants convicted are not eligible to be in service till they are honourably acquitted by the appellate court – Instructions – Issued.

The Supreme Court in its latest judgement in K.C.Sareen Vs. CBI, Chandigarh, 2001(50) Supreme 437 decided on 2-8-2001 as follows:-

“Corruption by public servants has now reached a monstrous dimension in India. Its tentacles have started grappling even the institutions created for the protection of the Republic. Unless those tentacles are intercepted and impeded from gripping the normal and orderly functioning of the public offices, through strong legislative, executive as well as judicial exercises the corrupt public servants could even paralyse the functioning of such institutions and thereby hinder the democratic polity. Proliferation of corrupt public servants could garner momentum to cripple the social order if such men are allowed to continue to manage and operate public institutions. When a public servant was found guilty of corruption after a judicial adjudicatory process conducted by a court of law, judiciousness demands that he should be treated as corrupt until he is exonerated by a superior court. The mere fact that an appellate or revisional forum has decided to entertain his challenge and to go into the issues and findings made against such public servants once again should not even temporarily absolve him from such findings. If such a public servant becomes entitled to hold public office and to continue to do official acts until he is judicially absolved from such findings by reason of suspension of the order of conviction it is public interest which suffers and sometimes even irreparably. When a public servant who is convicted of corruption is allowed to continue to hold public office it would impair the morale of the other persons manning such office, and consequently that would erode the already shrunk confidence of the people in such public institutions besides demoralizing the other honest public servants who would either be the colleagues or subordinates of the convicted person. If honest public servants are compelled to take orders from proclaimed corrupt officers on account of the suspension of the conviction the fall out would be one of shaking the system itself. Hence it is necessary that he court should not aid the public servant who stands convicted for corruption charges to hold only public office until he is exonerated after conducting a judicial adjudication at the appellate or revisional level. The above policy can be acknowledged as necessary for the efficacy and proper functioning of public offices. If so, the legal position can be laid down that when conviction is on a corruption charge against a public servant the appellate court or the revisional court should not suspended the order of conviction during the pendency of the appeal even if the sentence or imprisonment is suspended. It would even if the sentence or imprisonment is suspended. It would be a sublime public policy that the convicted public servant is kept under disability of the conviction in spite of keeping the sentence of imprisonment in abeyance till the disposal of the appeal or revision”.

In the light of the above categorical direction of the Supreme Court, Government hereby instructs that to take action forthwith for dismissal of public servants convicted of corruption and criminal misconduct immediately upon such conviction without waiting for

any appeal and in the appointing / disciplinary authorities will be personally held responsible for non-implementation of these instructions and that they will be liable for disciplinary action if in spite of these instructions it is found convicted officers continuing in service without being already retired in the meantime without action to withhold pension and other pensionary benefits or withdraw pension entirely as the case may be disregarding these instructions. It is also directed that salary / pension / provisional pension paid after the judgement convicting the accused public servant shall be liable to be recovered from the appointing authority. Consultation with Andhra Pradesh Public Service Commission in such cases has also been dispensed with.

All Departments of Secretariat and Heads of Departments are requested to oppose any application for the suspension of conviction in such cases quoting the above judgement of the Supreme Court.

All Departments of Secretariat and Heads of Departments are requested to follow the above instructions scrupulously and also to communicate the above instructions to the public enterprises, autonomous bodies and other institutions receiving grant in aid etc., under their administrative control.

P.V.RAO  
CHIEF SECRETARY TO GOVERNMENT

TRANSMISSION CORPORATION OF A.P. LIMITED  
VIDYUT SOUDHA : HYDERABAD

ABSTRACT

APTRANSCO – Disciplinary Cases – Awarding the penalty to delinquent officers –  
Adoption of Government orders – Orders – Issued.

T.O.O.(Addl.Secy.-Per)Ms.No.214

dated 11-11-2002.

Read the following:-

1. G.O.Ms.No.2, General Administration (Ser.C) Dept., Dated 4-1-1999.

ORDER:-

After careful consideration, the Transmission Corporation of A.P. Limited hereby directs to adopt the orders issued in the G.O.Ms.No.2, General Administration (Ser.C) Department, dated 4-1-1999 (copy enclosed) in respect of employees of APTRANSCO.

These orders shall come into force with effect from the date of issue of the orders.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF  
A.P.LTD.)

RACHEL CHATTERJEE  
CHAIRMAN & MANAGING DIRECTOR

ABSTRACT

Public Services - Disciplinary Cases - Awarding the penalty to delinquent officers -  
Further Orders - Issued.

GENERAL ADMINISTRATION (SER.C) DEPARTMENT

G.O.Ms.No.2

dated 4-1-1999.

Read the following:-

1. Genl Admn.(Ser.C) Dept., Cir.Memo.No.3037/Ser.C/64-3, dt.26-11-1964.
2. Genl Admn.(Ser.C) Dept., Cir.Memo.No.1718/Ser.C/75-1, dt.22-11-1975.
3. Genl Admn.(Ser.C) Dept., Cir.Memo.No.3824/Ser.C/98-2, dt.09-02-1998.

ORDER:-

In the Memo.first read above, instructions were issued, among others, that in proved cases of bribery and corruption, no punishment other than that of dismissal be considered adequate and if any lesser punishment is to be awarded in such cases adequate reasons should be given for it in writing. In the Memo. second read above, instructions were issued to the effect that the officers convicted in Criminal Cases should normally be dismissed from service. The above instructions have been reiterated for strict compliance vide the reference third read above.

2. It is the earnest endeavour of the Government to ensure a clean and transparent administration. To have this policy transcended to the grass root level it is keenly felt that the officers with doubtful integrity and involved in criminal offences shall be weeded out in order to ensure efficient functioning. To ensure clean and efficient administration, the Government direct that in all proved cases of misappropriation, bribery, bigamy, corruption, moral turpitude, forgery and outraging the modesty of women, the penalty of dismissal from service shall be imposed.

3. All the Departments of Secretariat, Heads of Departments and the District Collectors are requested to follow the above orders scrupulously.

V.ANANDARAO  
CHIEF SECRETARY TO GOVERNMENT

TRANSMISSION CORPORATION OF A.P. LIMITED  
ABSTRACT

APTRANSCO – Misappropriation cases – Recovery of misappropriated amount – Orders of the Govt of A.P. and Consolidated guidelines – Adopted – Orders – Issued.

T.O.O. (Addl. Secy. – Per) Ms.No.57

Dt: 29-05-2006

Read the following:-

- 1) G.O.Ms.No.25 General Administration (SER.C Dept., dt.03-02-2004
- 2) G.O.Ms.No.33 Finance (TFR.I) Dept., dt. 09-02-2006

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ORDER:-

The Transmission Corporation of Andhra Pradesh Limited, after careful consideration, hereby directs that the consolidated guidelines issued in the reference 1<sup>st</sup> cited and the orders issued in the reference 2<sup>nd</sup> cited by the Govt. of A.P. (Copies enclosed) shall be made applicable in APTRANSCO.

- 2) All CEs/FA&CCAs/SEs/DEs are instructed to follow the guidelines issued therein scrupulously.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A.P. LTD)

RACHEL CHATTERJEE  
CHAIRMAN & MANAGING DIRECTOR

COPY OF:-

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Misappropriation cases – Consolidated Guidelines – Issued.

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GENERAL ADMINISTRATION (SER.C) DEPARTMENT

G.O.Ms.No.25

Dated:- 03-02-2004.

Read the following

1. Memo. No. 3000/Ser.C/76-4, G.A. (Ser.C) Dept., Dt.28-06-1977.
2. Memo. No. 2106/Ser.C/77-1, G.A. (Ser.C) Dept., Dt.27-10-1977.
3. Memo. No. 2261/Ser.C/79-2, G.A. (Ser.C) Dept., Dt.23-10-1979.
4. U.O. Note No.646/Ser.C.80/G.A.(Ser.C)Dept., Dt-21-07-1980.
5. U.O. Note No.32/Ser.C.81/2, G.A.(SDer.C)Dept., Dt-09-02-1981.
6. G.O. Ms.No.260, Genl.Admm. (Ser.C) Dept., dt.24-04-1984.
7. U.O. Note. No.463/Ser.C/85-4. G.A. (Ser.C) Dept., dt.20-12-1985.
8. Circular Mem. No.100/Ser./93-22, GA (Ser.C) Dept, Dt.23-12-1995.
9. G.O.Ms.No.2, G.A. (Ser.C) Dept., Dt. 21-09-199.
10. Memo. No. 44391/Ser.C/99/G.A. (Ser.C) Dept., Dt.21-09-1999.
11. U.O. Note No.1067/L&O-1/A1/2000-4, G.A.(L&O)Dept., Dt-30-12-2000.
12. Memo. No.51375/Ser.C/2002-2, G.A. (Ser.C) Dept., Dt 28-11-2002.

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ORDER

Apart from the instructions issued on the subject matter, a critical study of cases of misappropriation of Government funds undertaken by the Andhra Pradesh Vigilance Commission revealed the many of these cases are handled ineptly and with prolonged delay without (1) being reported to the Head of the Department and to the Accountant General, (2) finalisation of the total amount misappropriated through a thorough verification or audit of the accounts, (3) earnest efforts to realise the misappropriated amount, (4) immediate suspension and effective prosecution of the officers who have indulged in misappropriation (5) simultaneous initiation of timely disciplinary action against the accused officers, and the officers whose supervisory negligence lead to the misappropriation. Where action has been taken attempt is often made to show the embezzlement as temporary diversion of funds particularly where the amount has been remitted back upon detection or where the amount involved is small thereby reducing the gravity of the offence and facilitating the culprits being let off with minor penalty. Some departments/ Head of offices have been found to address the Superintendent of Police wrongly without a formal criminal complaint being filed before the Station House Officer having jurisdiction, as soon as the case of misappropriation come to notice without internal audit to finalise the amount misappropriated and without identifying the persons responsible. Such complaints lie there for want of basic information and records necessary to finalise the quantum of misappropriation and to identify the accused officers. There are

cases where those responsible for misappropriation were not even suspended and allowed to continue in the same post giving them an opportunity to destroy the records and evidence and to obstruct smooth conduct of investigation.

2. The Report of the Comptroller and auditor General of India for the year ended 31-03-2002 refers to 605 misappropriation cases reported to it as pending at the end of the year involving a sum of Rs.1062.69 lakhs as pending in different departments. According to the Vigilance commission this does not reflect the correct position of pendency of such cases due to serious omissions in reporting of misappropriation cases to the Accountant General as provided in the A.P. Financial code. According to the Commission, the number appear to be several times more. As a case in point, the Commission has brought to the notice of the Government that the number of misappropriation cases shown as pending in the Treasuries and Accounts Department in the above list of misappropriation cases was 12, whereas Commission came across 10 more cases of misappropriation in that Department which had not been reported. Information elicited from the Commissioner and Registrar of Cooperative Societies shows that there were 2314 misappropriation cases in the various cooperative institutions in the State involving a sum of Rs.49.86 crores of which only Rs.7.05 crores have so far been recovered in which criminal action was initiated in 945 cases. The Commissioner, Panchayat Raj has reported that there were 940 cases of misappropriation involving a sum of Rs.15 crores in which criminal action was initiated in 517 cases where recovery effected was Rs.1.59 crores. The above figures indicate the magnitude of the problem of misappropriation in Government institutions.

3. The Commission therefore, emphasised the need to lay down streamlined procedure to facilitate effective handling of misappropriation cases with particular attention to (1) prompt reporting (2) quick finalisation of amounts misappropriated (3) Immediate identification of the persons responsible for the crime (4) fool proof handling of records (5) speedy recovery of funds misappropriated (6) prompt criminal prosecution of the accused (7) pinpointing responsibility for failure of supervision (8) timely disciplinary action against the accused officers and those whose supervisory negligence lead to the misappropriation (9) streamlining procedures to prevent recurrence of similar cases in future and (10) finally laying down strict guidelines for statutory penalties to the officers found guilty of misappropriation in Government Departments, Local Bodies, Cooperative Autonomous Grant Receiving Institutions and Public Undertakings etc.

4. Articles 5, 273, 294, 300, 301 and 302 of the Andhra Pradesh Financial Code lays down the responsibilities of Government Servants in dealing with Government money, the procedure to fix responsibility for any loss sustained by the Government, the procedure to be followed and the action to be initiated for recovery. In addition to the instructions laid down in the Andhra Pradesh Financial Code, the Government have from time to time, issued executive instructions regarding management of Government money and to give clear and comprehensive instructions on all aspects of misappropriation cases. Accordingly the following consolidated instructions are issued.

##### 5. Standards of financial responsibility.

Article 5 of the A.P. Financial Code casts an obligation on every Government servant to see that proper accounts are maintained for all Government Financial transaction with which he is concerned and to render accurately and promptly all such accounts and return relating to them as may have been prescribed by Government, the Accountant General or the competent departmental authorities. He is required to check the accounts, as frequently as possible to see that his subordinates do not commit fraud, misappropriation

or any other irregularity. The Government holds him personally responsible for any loss that may be found to be due to any neglect of the duties laid upon by him by the relevant provisions made by the Government. The fact that a Government servant has been misled or deceived by a subordinate will in no way mitigate his personal responsibility.

#### 6. Assessment of responsibility for loss of public funds.

Article 273 of A.P. Financial Code makes every Government servant personally responsible for any loss sustained by the Government through fraud or negligence on his part and also for any loss through fraud or negligence on the part of any other Government Servant to the extent to which it may be shown that he contributed to the loss by his own action or negligence. The cardinal principle governing assessment of responsibility for such losses is the every Government Servant should exercise the same diligence and care in respect of all expenditure from public funds under his control as a person of ordinary prudence would exercise in respect of the expenditure of his own money.

#### 7. Reporting of loss of public money & sending factual report to Government

When any facts indicating that defalcation or loss of public money, stamps, stores or other movable or immovable property has occurred or that a serious account irregularity has been committed come to the notice of any Government Servant, he should in terms of Article 294 of the Financial Code inform the head of the office immediately. If it appears to the head of the office, prima facie that there has been any such occurrence which concerns his office or in which a Government Servant subordinate to him is involved, he should send a preliminary report immediately to the Accountant General and through the proper channel, to the head of the department. On receipt of the information, the head of the Department should report the matter to the Government without delay. These reports should be sent even when the loss has been made good irrespective of the amount involved.

#### 8. Finalisation of quantum of loss and audit of accounts:

Article 300 of the Financial Code lays down the following general principles in enforcing personal responsibility of the Government servant for a loss sustained by the Government through fraud or negligence on his part and also for loss through fraud or negligence on the part of any other Government servant to the extent to which it may be shown that he contributed to the loss by his own action or negligence. The head of the office or other appropriate authority should investigate the matter fully without delay. When necessary, the administrative authority may ask the Accountant General to furnish all vouchers and other documents in his possession that may be relevant to the investigation. If the investigation is so complex as to require the assistance of an expert audit officer, the administrative authority should report the facts to the Government and request them to depute an audit officer for the purpose. The administrative authority and the audit officer will each be personally responsible within their respective spheres, for completing the investigation expeditiously.

#### 9. Recovery:

Whenever an administrative authority holds that a Government servant is responsible for a loss sustained by the Government, it should consider both whether the whole or any part of the loss should be recovered from him in money and whether any other form of disciplinary action should be taken. Whenever a loss is held to be due to

fraud on the part of a Government Servant or servants, every endeavour should be made to recover the whole amount lost from the guilty persons. If the failure of a superior officer to exercise proper supervision and control has facilitated the fraud, he should be called strictly to account and suitably dealt with after carefully assessing his personal liability in the matter. The pension of a retiring Government Servant who is involved in any loss or irregularity which is under investigation should on no account be sanctioned until his responsibility in the matter has been finally determined. Whenever a competent authority orders the any amount should be recovered from the Government Servant, otherwise than by forfeiture of his security deposit, if any, on account of a loss sustained by the Government through fraud or negligence on his part and he is about to retire from service the amount should be recovered, as far as possible, by deduction from the last pay or leave salary due to him. If any amount still remains to be recovered, the Government Servant should be asked to give his written consent to the recovery of the remaining amount from his pension. When a retired Government servant whose pension has already been sanctioned is held to have caused a loss to the Government by his fraud or negligence while in service and it appears that the amount could be recovered by bringing a suit against him, the matter should be reported to the Government for orders. Any fraud or negligence found to have been committed by him while in service, should not be made an excuse for absolving any other Government servants who are also responsible for the loss and are still in service.

10. A clear distinction should be drawn between cases of "delayed remittance" and misappropriation. The cardinal test to prove a case as a case of misappropriation rather than temporary misappropriation would be whether the amount has been put to use for the benefit of the person who has misappropriated it. It is the intention and purpose that should be the criterion and not whether the amount has been ultimately made good voluntarily.

11. If there is a reasonable suspicion that a loss sustained by the Government is due to the commission of a criminal offence, the procedure prescribed in Article 301 and 302 should be followed.

12. An officer accused of misappropriation shall be suspended forthwith under Rule 8 (1) (c) of the Andhra Pradesh Civil Services (CC&A) Rules, 1991 pending investigation or trial of the offence till he is dismissed or removed from service upon conviction or conclusion of disciplinary proceedings as the case may be.

13. Initiation of Departmental inquiries and Criminal proceedings.

Article 301 lays down that department proceedings should be instituted at the earliest possible moment against all the Government servants involved in any loss sustained by the Government on account of fraud, embezzlement or any similar offence and conduct with strict adherence to the rules. Up to the point at which prosecution or any one of them begins. The departments should ensure that charges are framed by the disciplinary authority in accordance with the procedure prescribed under the rule 20 of Andhra Pradesh Civil Services (CC&A) Rules, 1991 and action is completed expeditiously observing the prescribed procedure to ensure that there are no procedural infirmities. The criminal proceedings and departmental action should be processed without loss of time with a view to avoiding manipulations and loss of evidence. Departmental officers should obtain Photostat copies of documents and handover the original to Police so that simultaneous action in regard to criminal proceedings and disciplinary action can be taken. Departmental action should be completed within 3 to 4 months. At this stage it

may be specifically considered whether it is practicable to carry the departmental proceedings without waiting for the result of the prosecution, if it is so, they should be carried out as far as possible but not as a rule, to the stage of finding and sentence. If the accused is convicted, the departmental proceedings against him should be resumed and formally completed. If the accused is not convicted the authority competent to take disciplinary action should examine whether the facts of the case disclose adequate grounds for continuing departmental action against him. Simultaneous disciplinary and criminal proceedings can be initiated by the Department against the persons responsible for misappropriation and supervisory officers whose failure lead to the offences. Following the decision of the Himachal Pradesh High Court in Khushiram Vs. Union of India (11973)(2) SLR.PP.564-565) it is not obligatory that the departmental proceedings should be stayed when the case is pending in a court of law, except when it is expedient to do so in the interest of fair play.

14. Procedure for filing of complaints with local police or the Crime investigation Department.

Prosecution for embezzlement of public money or property is laid down in Article 302. Whenever the head of an office finds that there is a reasonable suspicion that a criminal offence has been committed in respect of public money or property, he should as a general rule report the matter at once to the Police. When the case is heard by the Court, the head of the office concerned should see that all the witnesses serving in his department and all documentary evidence in the control of his department are punctually produced. He should also appoint a Government servant of the Department to attend the proceedings in the court and assist the prosecuting staff. If prosecution for an offence of this kind results in the discharge or acquittal of any person, or in the imposition of any sentence which appears to be inadequate, the head of the office concerned should at once send a full statement of the facts of the case. If it is considered that further proceedings should be taken in revision or appeal, he should proceed accordingly.

15. In order to reduce the number of cases of misappropriation sent for investigation by the Police and prosecution thereafter, a monetary limit of Rs.1000/- is fixed below which the cases will be handled departmentally only. The Department should ensure that all material needed for investigation is made available to the Station House Officer of the Police Station having jurisdiction. In the event Crime Investigation Department investigation is considered essential in view of the quantum of money involved or the complexity of the misappropriation case action should be taken by the Secretariat Department concerned to refer the case to the criminal investigation department at Hyderabad in consultation with Home Department in accordance with the procedure laid down by the Director General, Crime Investigation Department. If in the course of any investigation into corruption, misappropriation is noticed by the Anti Corruption Bureau in such a case the Anti Corruption Bureau itself will initiate action for prosecution of that case.

16. The Departments of Secretariat should consult the Home Department before entrusting any case to the Crime Investigation Department for investigation. To establish the offence of misappropriation cheating forgery and use of forged documents utilisation of fake certificate etc., it is essential that.

- (i) The complaint lodged by competent authority should contain specific information regarding details of crime and persons responsible, amount involved and the matter or mode of commission of offence.

- (ii) The details of crime should contain essential ingredients of cognisable crime.
- (iii) Whenever complaint involving misappropriation of public funds is preferred, it should be mandatory to initiate departmental audit to establish the instances and amounts of misappropriation. Steps will be taken by the concerned officers to ensure preservation of original documents i.e., bills, vouchers etc.. Requisitions should be sent to the Pay and Accounts Officer, Treasury authorities / Accountant General Office with a specific request to preserve the documents which would prove the culpability of persons responsible for such frauds misappropriation. Specimen signatures and admitted handwritings of persons responsible for misappropriation, fraud etc. should be made available to the investigating agency.
- (iv) For expeditious and proper investigation it is also imperative that relevant records of the case, like forged documents duplicate copies of vouchers, audit report, preliminary enquiry report conducted by the respective department, note files, registers etc. are handed over (in original) to the Crime Investigation Department with Xerox copies being retained by the Department concerned for the purpose of disciplinary action and for record.

17. It should be ensured therefore that a comprehensive complaint should be lodged with Crime Investigation Department containing details of the crime persons responsible for the Commission of such offences that complaints should be lodged with original signature of the officers who are fully acquainted with the facts of the case and have been associated with the preliminary enquiry or departmental enquiry. Copies of relevant documents should also be enclosed along with the complaint. The departments preferring complaints should also ensure collection and safe custody of original document relating to the offence.

18. Handing over of records/sending necessary assistance to Investigating Agencies:-

All Heads of Offices should hand over the records requisitioned by the local Police officers of the Bureau or the Crime Investigation Department as the case may be and render all necessary assistance to investigating officers in either case. Senior Civil Servants who are defacto complainants in Criminal cases or who are intimately acquainted with the facts and circumstances of the cases and whose evidence is relevant and material to prove the case in a court of law should tender their evidence when examined by the Investigating Officers of the Crime Investigation Department in a Court of Law. The investigation should not normally take more than one year after it is entrusted to the Crime investigation Department Anti Corruption Bureau however complicated the case may be.

19. The Government have decided that special cells will be created in the investigating agencies for departments where the number of misappropriation cases are large and persons form these cells, and the Investigating Agency would maintain close liaison with the departments so that they can tender necessary guidance to expedite cases.

20. In all cases of misappropriation, after investigation is completed by the Police and charge sheets filed, such cases should be pursued effectively to ensure that there is no letup in prosecuting the cases effectively and that there is no failure on the part of the Assistant Public Prosecutor, etc. in conducting the prosecution properly. In case, where the trial ultimately ends in acquittal, immediate action may be taken to file appeals, after obtaining legal opinion. In cases, where it is felt that the prosecution was conducted improperly and the prosecuting officers have not taken adequate interest, responsibility must be fixed for

their failure to conduct the prosecution successfully. To ensure a proper watch, the Departments should review all such cases periodically for the half years ending 30/6 and 31/12 of every year and furnish their review to the General Administration (Services Department). Even when there are no such cases, a 'NIL' report has to be furnished.

21. Attachment and confiscation of the properties of the accused

Whenever it is believed that a scheduled offence is committed, the concerned Departmental Officers should collect the necessary data regarding movable / immovable property standing in the name of the persons family members, relatives and friends and orders shall be issued for attachment of the properties under Sections 3 and 4 of the Criminal Law Amendment Ordinance, 1944 contemplates that if any person commits any offence punishable under Section 406,408,409,411,417 and 420 of the IPC 1860 or under clause (c) of subsection (1) of Section. 13 of the P.C. Act, 1988, the Government may whether or not any court has taken cognizance of offence, authorize the making of an application to the District judge concerned for attachment of the money or other property which the State Govt. believes the said person to have procured by means of the said offence or if such money or property cannot for any reason be attached of other property of the said person of value as nearly as may be equivalent to that of the aforesaid money or other property.

- (i) The attachment can be of the money or other property which the State Government believes the said person to have procured by means of the offence or if such money or the property cannot for any reason be attached, of other property of the said person of value as nearly as may be equivalent to that of the aforesaid money or other property.
- (ii) The District judge has jurisdiction to issue an interim order of attachment of moneys procured by commission of a scheduled offence and deposited in Bank. Such money in the hands of the Bank does not cease to be attachable although its identity is lost by getting mixed up with the other money of the Bank, so long as it is not converted into anything else and remains liable to be paid back in each to the depositor or to his order (K. Sarwant Singh Vs. Provincial Government of Punjab, AIR 1946 Lan 406)
- iii) Where the assets available for attachment are not sufficient and where he is satisfied that the transfer of the property to the transferee was not in good faith and for consideration, the District Judge has power to order attachment of so much of the transferee's property equivalent to the value of the property transferred, as per section 6 of the Ordinance.
- iv) The court having jurisdiction to entertain the application for attachment of property under the said Ordinance is the court of the District Judge within the local limits of whose jurisdiction the suspect ordinarily resides or carries on his business. A Special Judge while trying an offence punishable under the said Act can exercise all the powers and functions exercisable by a District Judge under the Criminal Law Amendment Ordinance, as per subsection (6) of section 5 of the Prevention of Corruption, Act, 1988.
- v) The District Judge is empowered under sec. 4(1) of the Ordinance, as also the Special Judge trying an offence punishable under the Prevention of Corruption Act, 1988, to pass an interim order of attachment of the money or other property and to make the an interim order of attachment absolute, under sec. 5 of the Ordinance.

vi) The order of attachment remains in force for 3 months as per clause (a) of section 10, but the period has been raised to one year by the Prevention of Corruption Act, 1988 as per clause, (b) of section 2 thereof. Where a court has taken cognizance of the scheduled offence, the order of attachment continues in force until orders are passed by the Judge, as per clause (b) of se. 10 of the Ordinance.

vii) The District Judge or a Special Judge trying an offence punishable under the P.C. Act, 1988 has power to order forfeiture of the attached property on the termination of the criminal proceedings where the final judgement or order of the criminal court is one of conviction as per sub-sec(3) of sec.13 of the Ordinance.

viii) The above provision should be used for attaching the properties of the Government Servant(s) who are found to have misappropriated Government money pending the criminal proceedings and eventual confiscation of the property.

## 22. Invoking provision of Andhra Pradesh Revenue Recovery Act.

The provisions of Revenue Recovery Act can be invoked for recovery of the misappropriated amounts or loss caused to the Government. Recovery of misappropriated amount or loss caused to Government can be recovered as if it were an arrear of Land Revenue in accordance with the procedure laid down in the A.P. Revenue Recovery Act, where the officer responsible fails to remit the amount to the Government account. It is open to Government to file a civil suit for recovery of such sum as last resort.

## 23. Punishments to be awarded in proved cases of misappropriation.

There is a wide disparity in the scales of punishment meted out in misappropriation cases. The question of prescribing uniform scale of punishment in such cases has been considered by Government. It has been decided that ordinarily cases of proved misappropriation would justify nothing less than dismissal from service and action should accordingly be taken. The minimum penalty to be imposed in ail proven cases of misappropriation (in addition to the recovery of amount misappropriated) is dismissal from service. In case of a retired employees the penalty should be with holding of entire pension and gratuity permanently or withdrawal of pension as the case may be besides recovery of the misappropriation / loss amount. There may, however, be rare cases where in the circumstances, such as trivial amount, short duration, immediate payment on detection, all of which may raise a presumption that it was an error in accounting, which may justify a different punishment, A clear distinction should be drawn between the cases of "delayed remittance" and "misappropriation" having regard to the fact that in proved cases of misappropriation no punishment short of dismissal is normally justified and accordingly the case of 'delayed remittance' need not always be classified for the purpose of audit as a case of misappropriation.

24. An officer who is convicted by a Criminal Court for the offence of misappropriation or fraud should be dismissed from service without waiting for failing of an appeal or its outcome. Such action would be taken notwithstanding suspension of sentence by an Appellate Court. It shall not be necessary to consult the Andhra Pradesh Public Service Commission for taking action to dismiss the officer on the grounds of conviction in a Court of Law. In the case of an officer who in the meantime has retired, his pension and gratuity shall be withheld or where it has already been sanctioned, his pension should be withdrawn. The officer, who fails to enforce these instructions promptly, will be

held responsible for any loss to the Government on account of avoidable payment of subsistence allowance or provisional pension as the case may be.

25. Consultation with Vigilance Commission:

In all cases of misappropriation, the Vigilance Commissioner has to be consulted in accordance with the procedural instructions of the Commission.

26. Review of cases

There should be periodical office inspections by the Heads of Department and such inspections should invariably cover financial aspect, accounts and cases of misappropriation of funds, if any. In the office of Heads of Department, one officer may be nominated as Vigilance Officer to keep track of cases involving misappropriation of Government funds. The Chief Vigilance Officers of the Secretariat departments under the Vigilance Officers of Heads of Departments, public Enterprise, Autonomous Bodies and Cooperative institutions etc., to keep track of the cases of misappropriation of funds by Government employees.

27. The Finance Department will nominate an officer specially to monitor the pendency and watch progress with reference to statistics that will be furnished to him by the other Departments. This officer would place the statistical data regarding out-standing misappropriation cases for a review by Chief Secretary to Government with Secretaries of Departments periodically.

28. The Secretary of each Department should review each month all cases of misappropriation in his Department and send a copy of the review containing full details to the officer nominated for the purpose in the Finance Department. The Chief Secretary will review these cases with all Secretaries to Government once in 6 months to find out whether there are any bottle necks in expediting cases of misappropriation.

29. All the Departments of Secretariat, all the Head of Department and District collectors are directed to bring these instructions to the notice of their subordinates for their guidance and compliance and enforce strict compliance of these instructions and any deviation in the matter will be viewed seriously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHARA PRADESH)

Dr. MOHAN KANDA,  
CHIEF SECRETARY TO GOVERNMENT.

COPY OF :-

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Misappropriation cases – Recovery of misappropriated amount – Amendment to Article 300 of A.P.Financial Code, Volume-I – Orders – Issued.

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FINANCE (TFR.T) DEPARTMENT

G.O. Ms.N.33

dated 29-05-2006

Read the following:-

1. G.O.Ms.No.25 General Administration (SER.C Dept., dt.03-02-2004
2. U.O.Note No.96116, G.A.(VC.HI) Dept., dt.27-07-2005.

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ORDER:

In the reference 1<sup>st</sup> read above, consolidated instructions were issued to plug loopholes in the management of Government money giving clear and comprehensive instructions on all aspects of misappropriation cases.

Articles 5,273,294,300,301 and 302 of A.P. Financial Code, Volume-I lays down the responsibilities of Government servants in dealing with Government money, the procedure to fix responsibility for any loss sustained by the Government, the procedure to be followed and the action to be initiated for recovery.

In the reference 2<sup>nd</sup> read above, the Vigilance Commissioner has stated that, it has come to their notice that in many cases, misappropriation / loss to Government / wasteful expenditure are noticed and disciplinary action initiated. At the conclusion of the disciplinary proceedings, whatever punishment is being imposed, with it the amount of loss as determined in the inquiry is being collected from the guilty officer. Collecting the loss amount alone does not appear to be enough. Recovery in cases of misappropriation / waste of Government money in collusion with parches or with malafide intention or with carelessness, is not enough deterrent to the guilty officers. The recovery in cases where ordered should be either double the amount of the misappropriation or at least with interest which would be a penal element, not at current bank rate but at a rate higher i.e. may be @ 10% p.a. on the amount ordered to be recovered, so that the illegal benefits obtained by the persons concerned are not retained by him.

Government after careful consideration of the matter, decided that recovery from the Government servant for the losses by misappropriation of Government money shall be, recovery of the misappropriated amount / loss caused at bank rate as fixed by RBI +2% (This is actual cost of funds for State Government). The loss / misappropriation shall be determined by the disciplinary authority as per rules, and the recovery proposed is at the

cost of funds for the Government and it may not be punishment. Accordingly, the following amendment is issued to the A.P. Financial Code, Volume-I

This order is also available on the A.P. Government website and can be accessed at [www.aponline.gov.in](http://www.aponline.gov.in).

AMENDMENT

In the said code, in Article 300, after Clause 4 (c) the following shall be added, namely:-	“(d) Recovery from the Government servant for the losses by misappropriation of Government money shall be, recovery of the misappropriated amount / loss caused at bank rate as fixed by RBI + 2% (This is actual cost of funds for State Government). The loss / misappropriation shall be determined by the disciplinary authority as per rules, and the recovery proposed is at the cost of funds for the Government and it may not be punishment.”
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(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P.RAMAKANTH REDDY  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

TRANSMISSION CORPORATION OF ANDHAR PRADESH LIMITED  
VIDYUT SOUDHA:: HYDERABAD

Circular Memo. No. CGM(HRD&TRG)DE/DC/93-R 2006,dt.05-08-06

Sub:- APTRANSCO-Disciplinary cases Implementation of punishments  
awarded-certain instruction - Issued - Reg.

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In all disciplinary cases, the disciplinary wing on approval from competent authorities issues the final orders. Appeal rejection modified final orders. Copies of these orders are marked to the concerned controlling Officers in cases of delinquents who are in service and directly to delinquents if already retired from services. These copies are marked to the Pension wing, Pay Officer and SAO (F&P) etc. for implementation in respect of retired Officers. On receipt of the implementation reports, the Disciplinary wing closes the concerned files.

It has come to the notice of the undersigned that un certain Disciplinary cases the final orders issued to the delinquents by the disciplinary authority are not being implemented by the Controlling Officers/Pension wing Accounts wing etc. The Vigilance wing has reported that due non-coordination between the Disciplinary wing and Pension wing certain cases leading to the delay non-implementation of punishments orders are notice.

After careful examination of the Issue the following instructions are issued for strict compliance.

- i) In the cases of delinquents who are in service, the controlling officers have to take necessary action to record the punishments imposed against the employees in the Service Register of the employee concerned, relevant column of confidential report, funding a copy of final order in personal file and implement the punishment awarded with in 30 days from the date of issue of final orders and report compliance after the same without fail.
- ii) In the cases of delinquents who have already retired from service while the disciplinary case is pending or contemplated and whose pension is not yet settled, the Pension wing has to implement the punishments recovery from the pensioner with in 30 days from the date of issue of final orders duly maintaining, the register and review periodically till the punishment is over or otherwise.
- iii) In cases of retired persons who have already retired and drawing the pension, the Pay Officer will implement the pecuniary recoveries from the pensioner only upon proper Administrative/Executive order from pension wing and SAO (Funds & Pension). The pension wing or the pension sanctioning authority has to issue an order specifying the amount of recovery and mode of recovery. On receipt of the orders from the Pension wing, the SAO (Funds & Pension) has to issue authorization to pension payment Officer i.e. Pay Officer for recovery. The implementation has to be effected with in 30 days from the date of issue of the final orders duly maintaining the register and to review periodically till the punishment is over or otherwise.

- iv) If the appellate authority on the basis of appeal by the delinquent inculcates the punishment the modified orders may also be implemented on same lines.
- v) On implementing the punishments awarded the implementation report may be sent to the Disciplinary wing. Disciplinary authority with out delay in order to close the file against the delinquent. These modified orders shall also be reviewed against their names in the register being maintained.

In view of above, All the Controlling Officers. Pension wing, Accounts wing and Disciplinary wing are instructed to follow the above instructions scrupulously.

HRISH KUMAR  
JOINT MANAGING DIRECTOR  
(HRD, COMML,IPC & REFORMS)

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

ABSTRACT

Unauthorised absence – Wilful and prolonged absence from duty without proper leave – Imposition of Major Penalty – Adoption of the orders of Government of A.P. – Orders – Issued.

T.O.O.(Addl.Secy-Per) Ms.No.225

dated 27-10-2006.

Read the following:-

1. G.O.Ms.No.260 General Administration (Ser.C) Dept., dt.4-9-2003.
2. Circular Memo.No.4152-C/761/FR.1/2005, dt.28-9-2005.

ORDER:-

In the reference first cited, the Government of A.P. have issued orders that in all cases of unauthorised absence to duty for a continuous period exceeding 'one year', the penalty of removal from service shall be imposed on the Government employees, after duly following the procedure laid down in the Andhra Pradesh Civil Services (CCA) Rules, 1991.

2. The Transmission Corporation of A.P. Limited after careful consideration and in suppression of Regulation 28(3) of APSEB Service Regulations Part-I, hereby directs to adopt the orders issued by the Government of A.P. in the reference first cited (copy enclosed) in all the cases of unauthorised absence from duty for a continuous period exceeding one year, in respect of the employees of APTRANSCO, after duly following the procedure laid down in APSEB Employees Conduct Regulations and Discipline and Appeal Regulations, as adopted by APTRANSCO.

3. All the CEs/SEs/DEs shall follow the orders issued in para-2 above and the instructions issued by the Government of A.P. in the reference second cited (copy enclosed) in all such cases scrupulously.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF AP. LIMITED)

Encl:- As above.

RACHEL CHATTERJEE  
CHAIRMAN & MANAGING DIRECTOR

ABSTRACT

Unauthorised absence – Willful and prolonged absence from duty without proper leave –  
Imposition of Major Penalty – Orders – Issued.

GENERAL ADMINISTRATION (SER.C) DEPARTMENT

G.O.Ms.No.260

dated 04-09-2003.

ORDER:-

According to sub-rule (1) of rule 3 of the Andhra Pradesh Civil Services (Conduct) Rules, 1964, every Government employee shall be devoted to duty and shall maintain absolute integrity, discipline, impartiality and a sense of propriety.

2. Instances have come to notice that some of the employees are absenting to duty without prior sanction of any leave not only for days, but for years together. After a long gap of absence, such employees are reporting to duty and submitting the application for sanction of leave putting forth unconvincing reasons.

3. According to F.R.18 and rule 5-A of the Andhra Pradesh Leave Rules, 1933, no Government servant should be granted leave of any kind for a period exceeding five years and that, wilful absence from duty not covered by grant of any leave shall be treated as 'dies-non' for all purposes viz., increment, leave and pension as per the notes-1 thereunder. No inference can be drawn from these rules that disciplinary action against a member of service can not be taken unless he is continuously absent for more than five years without any sanctioned leave. Thus it is not necessary for the competent authority to wait for a period of five years for initiating disciplinary action against the member of service who remained absent without any leave and in such cases disciplinary action may be initiated by following the procedure laid down in rule 20 of the Andhra Pradesh Civil Services (CCR) Rules 1991.

4. The Government hereby direct that in all cases of unauthorised absence to duty for a continuous period exceeding 'one year', the penalty of removal from service shall be imposed on the Government employee, after duly following the procedure laid down in the Andhra Pradesh Civil Services (CCA) Rules, 1991.

5. All Departments of Secretariat, Heads of Departments and the District Collectors shall follow the above orders scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. MOHAN KANDA  
CHIEF SECRETARY TO GOVERNMENT

COPY OF

GOVERNMENT OF ANDHRA PRADESH  
FINANCE(FR.I) DEPARTMENT

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Circular Memo.No.4152-C/761/FR.I/2005, dated 28-09-2005.

Sub:- Unauthorised absence – Willful and prolonged absence from duty without proper leave – Further instructions – Issued.

- Ref:-
1. Cir.Memo.No.4481/A/128/FR.I/88, Fin.&Plg.(FW.FR.I) Dept., dt.7-7-1988.
  2. Cir.Memo.No.C-9101-4/8/FR.I/91, Fin.&Plg.(FW.FR.I) Dept., dt.25-12-1991.
  3. G.O.Ms.No.260, GA(SER.C) Dept., dt.4-9-2003.
  4. G.O.Ms.No.8, Fin.(FR.I) Dept., dt.8-1-2004.
  5. G.O.Ms.No.11,Fin.(FR.I) Dept., dt.13-1-2004.
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In circular Memo.first cited, Government have issued instructions ordering concerned departmental authorities to initiate disciplinary action against those employees who remained absent from duty without proper leave and pass appropriate orders on the basis of the disciplinary proceedings by following the procedure laid down in A.P.C.S. (C.C.A.) Rules, 1963.

2. In the Cir.Memo. 2<sup>nd</sup> cited, Government have issued comprehensive instructions on the above said subject.

3. In the G.O. 3<sup>rd</sup> cited, G.A.(Ser.C) Department have issued orders to the effect that "in all cases of unauthorised absence to duty for a continuous period exceeding 'one year', the penalty of removal from service shall be imposed on the government employee, after duly following the procedure laid down in the A.P.C.S. (C.C.A.) Rules, 1963.

4. In the G.O. 4<sup>th</sup> cited, this Department have issued amendment to Rule 18 of F.Rs. duly incorporating the orders of G.O. 3<sup>rd</sup> cited.

5. In the G.O. 5<sup>th</sup> cited, this Department have issued amendment to Rule 5-A of A.P.Leave Rules, 1933 duly incorporating the orders of G.O. 3<sup>rd</sup> cited.

6. In spite of the above orders / instructions, Government have noticed that employees area continuing with unauthorised absence for years together and no action is being initiated by the disciplinary authorities. Many of these employees even retired while continuing with unauthorised absence. With the result, the Government has to pay all the terminal benefits, at that stage to the employees. Moreover, when such employees, report for duty after long years of absence, the Government is constrained to issued ;posting orders to them.

7. Therefore, in view of the above, the Departments of Secretariat and all the Heads of Department are requested to review the cases of unauthorised absence in their offices and in their subordinate offices, every quarter regularly, so that disciplinary action is initiated promptly, based on the instructions mentioned above. As per the references 3<sup>rd</sup> to 5<sup>th</sup> cited,

action should be taken to impose the penalty for their unauthorised absence at the right time. The officers concerned who are responsible to initiate and complete disciplinary action against such employees should be made personally responsible to ensure that these instructions are followed scrupulously.

8. These instructions are available in the internet and can be accessed at the address <http://aponline.gov.in>.

RANJEEV R.ACHARYA  
SECRETARY TO GOVERNMENT (FP)

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
VIDYUT SOUDHA: HYDERABAD – 82

Circular Memo.No.CGM(HRD&Trg)/DE(D)/42/NC/2003 DT.9.4.2007

Sub:- APTRANSCO – Property Returns – Submission of Movable / Immovable property returns by the employees - Certain instructions – Issued.

Ref:- Circular Memo No.ED(HRD & Trg./DE(DC)/42-NC/2003-5 DT.23.12.06

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As per Regulation.5 of APSEB Employees (revised) Conduct Regulations as adopted by APTRANSCO, an employee of APTRANSCO shall not require alienate or otherwise deal with Movable / Immovable property of a value exceeding Rs.20,000/- by way of purchase, sale, gift, lease, mortgage, pledge, change exchange etc. in his / her own name or in the name of any member of his/her family without prior information to the Board/APTRANSCO or the competent authority as the case may be. For the purpose of this regulation, the expression “Movable property includes Jewellery, Shares, Securities, Debentures, Loans advanced by the employee whether secured or not, motor cars, Motorcycle or any other means of conveyance etc., Every employee shall on his/her first appointment and annually thereafter shall submit a return in respect of the Movable and Immovable properties acquired or disposed off by him/her. Failure to furnish the correct information or furnishing incorrect or misleading information shall be deemed to be misconduct.

2. All the employees working in various wings of APTRANSCO are directed to submit property returns annually on their own accord in the enclosed proforma in respect of Movable / Immovable property acquired / disposed off submission of Annual property returns by all employees on time is mandatory and failure to submit the property returns annually tantamount to serious misconduct and warrants disciplinary action and employees are liable to be inflicted with suitable penalties. They are directed to submit their property returns for the calendar year on or before 31st January of every succeeding calendar year as already instructed in reference cited.
3. All the employees of APTRANSCO are also directed to submit a NIL declaration in case they have not acquired or relinquished or otherwise disposed off any immovable property (or any interest in immovable or movable property) of a value exceeding Rs.20,000/-
4. The following guidelines are issued for scrutinizing the property.

(i) The name of the category and the respective authority to whom the movable / immovable property returns should be furnished are indicated hereunder:-

Category of Employee	Officer to whom the return should be furnished directly
<b>Class-I, Class-II</b> & all Employees working in Vidyuth Soudha of Engineering, Accounts, P&G Services (i.e CE's SE's DES, ADEs AEs in Engineering Service, AAO's & above in Accounts Service, PO & above in P&G Services)	CGM (HRD & Trg)/VS/Hyd.
<b>Class-III:</b> (i) Other than Class-I&II & Class IV for whom CE/TL&SS Zones are the disciplinary authorities.	CE/TL&SS/Zones

- (ii) All the employees of AP Transco are directed to submit their property return for the calendar year directly to the officer mentioned in para 4 (not through proper channel) personnel Officer (ADM) working in CE/TL&SS office should maintain the record of the property returns of their Zone The Zonal Chief Engineer shall prepare a list of employees who have not submitted the property returns for the year 2006 and send the same before 31.05.2007 to Head Quarters for taking necessary action.
- (iii) On scrutiny if the source of income furnished is proportionate to the property acquired, it may be recorded duly intimating to the individual. If on examination it is found that the property acquired is disproportionate the source of income of the individual, necessary disciplinary action may be initiated against the individual as per APSEB (Revised) Conduct Regulations.
5. The receipt of this Memo may be acknowledged.

HARISH KUMAR  
JOINT MANAGING DIRECTOR  
(HRD, COMML, IPC, REFORMS RA & IT)

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
ABSTRACT

APTransco –Payment of Consequential benefits i.e., back wages for a period of suspension in case of acquittal in Court – Adoption of Government Orders - Orders – Issued.

T.O.O(Addl.Secy-Per) Ms.No.233

Dated 28-01-2008  
Read the following:-

1. Govt.Cir.M.No.3241/838/FR.II/2003 Finance (FR.II)Dept dt.19-06-04.
2. G.O.Ms.No.30 Finance (FR.II)Dept.dt.15-02-2007.

ORDER :

The Transmission Corporation of AP Limited directs that the orders issued in Govt. Cir.M.No.3241/838/FR.II/2003, Finance (FR.II) Dept., dt.19-06-04 (copy enclosed) and G.O.Ms.No.30 Finance (R.II) Dept., dt.15-02-2007 (copy enclosed) shall be made applicable to employees of APTransco.

2. Necessary amendments to service regulations will be issued separately.

(BY ORDER AND IN THE NAME OF TRANSMISSION OF CORPORATION OF  
A.P.LIMITED)

RACHEL CHATTERJEE  
CHAIRMAN & MANAGING DIRECTOR

GOVERNMENT OF ANDHRA PRADESH  
FINANCE (FR-II) DEPARTMENT

Circular Memo No.32419/838/FR-II/2003, Dated: 19-06-2004

Sub: Establishment – Fundamental Rules – Payment of consequential benefits i.e. back wages for period of suspension in case of acquittal in Court cases – certain clarificatory instructions based on Judgment of the Supreme Court of India – Issued.

- Ref 1. Law Dept.U.O.no.1068/1/2004, dt. 20-2-2004.  
2. GA(Ser.c) Dept.U.O.No.29663/Ser.C/A2/04,dt. 1-3-2004.

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According to Instruction 1 under FR 54 a Government Servant, who has been committed to prison either for debt or on criminal charges should be considered as under suspension from the date of his arrest and therefore entitled only to subsistence allowance under Rule 53 until the termination of the proceedings against him, when, if he is not dismissed, an adjustment of his pay and allowances should be made according to the conditions and terms prescribed in Rule 54, the full amount being given only in the event of Government servant being considered to be acquitted of blame, or (if the imprisonment was for debt) of its being proved that the Government servants' liability arose from circumstances beyond his control.

2. FR 54-A(1) also lays down that where the dismissal, removal or compulsory retirement of a Government servant is set aside by a court of law and such Government servant is reinstated without holding any further inquiry, the period of absence from duty shall be regularised and the Government servant shall be paid, pay and allowances in accordance with the provisions of sub-rule(2) or (3) subject to the directions, if any, of the court.

(2) (i) where the dismissal, removal or compulsory retirement of Government servant is set aside by the court, solely on the ground of non-compliance with the requirements of [clause (1) or clause (2) of Article 311 of the constitution], and where he is not exonerated on merits, the Government servant shall, subject to the provisions of sub-rule(7) of Rule 54, be paid [such amount (not being the whole) of the pay and allowances] to which he would have been entitled had he not been dismissed, removed or compulsorily retired, or suspended prior to such dismissal, removal or compulsory retirement, as the case may be, as the competent authority may determine, after giving notice to the Government servant of the quantum proposed and after considering the representation, if any, submitted by him, in that connection within such period [which in no case shall exceed sixty days from the date on which the notice has been served] as may be specified in the notice.

3. The Hon'ble Supreme Court of India in Civil Appeal no.1868 of 1977 reported in AIR in case of Krishna Kanth Raghunath Dibhavnekar Vs. State of Maharashtra & others held that "Acquittal does not automatically entitle one to get the consequential benefits". The operative portion of the Judgment is as follows:-

*"Ranjit Kumar, learned Counsel for the appellant, contends that under Rule of the Maharashtra Civil Services (Joining Time, Foreign Services, and Payment during suspension Dismissal and Removal) Rules, 1991 (for short, the 'Rules'), the Rules*

can not be applied to the appellant nor would the respondents be justified in treating the period of suspension of appellant, as the period of suspension, as not being warranted under the Rules. We find no force in the contention. It is true that when a Government servant is acquitted of offences, he would be entitled to reinstatement. But the question is: Whether he would be entitled to all consequential benefits including the pensionary benefits treating the suspension period as duty period as contended by Shri Ranjit Kumar? The object of sanction of law behind prosecution is to put an end to crime against the society and laws thereby intends to restore social order and stability. The purpose of prosecution of a public servant is to maintain discipline in service, integrity, honesty and truthful conduct in performance of public duty or for modulation of his conduct to further the efficiency in public service. The Constitution has given full faith and credit to public acts. Conduct of public servant has to be an open book; corrupt would be known to everyone. The reputation would gain notoriety. Though legal evidence may be insufficient to bring home the guilt beyond doubt or fool-proof. The act of reinstatement sends ripples among the people in the office/locality and sows wrong signals for degeneration of morality, integrity and rightful conduct and efficient performance of public duty. The constitutional animation of public faith and credit given to public faith and credit given to public acts, would be undermined. Every Act or the conduct of a public servant should be to effectuate the public purpose and constitutional objective public servant renders himself accountable to the public. The very cause for suspension of the pensioner and taking punitive action against his was his conduct that led to the prosecution of his for the offences under the Indian Penal Code. If the conduct alleged is the foundation for prosecution, though it may end in acquittal on appreciation lack of sufficient evidence, the question emerges: whether the Government servants prosecuted for commission of defalcation of public funds and fabrication of the records though culminated into acquittal, is entitled to be reinstated with consequential benefits? In our considered view, this grant of consequential benefits with all back-wages etc, can not be as a matter of course. We think that it would be deleterious to the maintenance of discipline if a person suspended on valid considerations is given full back wages as a matter of course, on his acquittal. The courses are open to the disciplinary authority, viz, it may enquire into misconduct unless, the self-same conduct was subject of charge and on trial acquittal was accorded on a positive finding that the accused did not commit the offence at all; but acquittal is not on benefits of doubt given. Appropriate action may be taken thereon. Even otherwise, the authority may, on reinstatement after following the principles of natural justice, pass appropriate order including treating suspension period as period of not on duty (and on payment of subsistence allowance etc.) Rules 72(3), 72(5) and 72(7) of the Rules give a discretion to the disciplinary authority. Rule 72 also applies, as the action was taken after the acquittal by which date rule was in force. Therefore when the suspension period was treated to be a suspension pending the trial and even after acquittal, he was reinstated into service, he would not be entitled to the consequential benefits. As a consequence he would not be entitled to the benefits of nine increments as stated in para 6 of the additional affidavit. He is also not entitled to be treated as on duty from the date of suspension to the date of the acquittal for purpose of computation of pensionary benefits. The applicant is also not entitled to any other consequential benefits as enumerated in paragraph 5 and 6 of the additional affidavit. Under these circumstances, we do not think that the Tribunal has committed any error. The appeal is accordingly dismissed but, in the circumstances of this case no costs".

4. Where an employee was suspended from service on being arrested for criminal offence and subsequently acquitted, the Supreme Court in *Management of Reserve Bank of India vs. Bhopal Sing Panchal* (AIR 1994 SC 552) held that, "the employee does not automatically become entitled to full pay and allowances for suspension period. The court observed that during this period the employee renders no work. He is absent for reasons of his own involvement in the misconduct and the bank is in no way responsible for keeping him away from his duties. The Bank therefore, cannot be saddled with the liability to pay him his salary and allowances for the period. That will be against the principle of 'no work, no pay' and positively inequitable to those who have to work and earn their pay'.

5. In another case of *K.Ponnamma (Smt) VS State of Kerala* and Order dated 07-11-1996 of the Kerala High Court in W.A. No.850 of 1996) decided on March 17, 1997 and delivered the following judgment:

"A reading of rr. 56 and 57 would clearly indicate that where an office has been kept under suspension, on account of the pendency of the charges/detention for 48 hours and continued to remain under suspension pending the trial of the criminal charge, statutorily he/she is disabled to perform the duties of the post. On reinstatement under r. 56, the competent authority shall have a duty to consider whether, on the competent authority shall have a duty to consider whether, on reinstatement, the suspended officer would be entitled to the payment of full pay etc. for the period of his suspension. The mandate of r. 56 is that the competent authority should consider the case in accordance with the rules and pass the order. The nature of the order is discretionary depending upon the facts in the case. It is seen that on account of the involvement of the petitioner in a criminal charge by statutory operation, she was under suspension till she was acquitted, the departmental enquiry was conducted as to the nature of the order to be made under r. 56. Accordingly, the authority, in its discretion, found that the payment of the salary during the period of suspension except suspension allowance already paid, could not be granted. It being in accordance with the rules, the High Court has committed no error warranting interference."

6. In *Rachhodji Chaturji Thakore VS Superintendent of Engineer, Gujart Electricity Board* (Special Leave Petition No.22538 of 1996) Supreme Court of India, 1997 (2) SLJ 38, delivered the following judgment.

"This case does not warrant interference for the reason that, admittedly, the petitioner was charged for an offence under Section 302 read with Section 34 IPC for his involvement in a crime committed on 01-10-1986. The Sessions judge had convicted the petitioner under Section 302 read with Section 34 IPC and sentenced him to undergo imprisonment for life. On that basis, the respondents had taken action to have him dismissed by the filed letters patent appeal NO.319 of 1993 which was dismissed by the impugned order dated 26-08-1993. Thus, this special leave petition.

The reinstatement of the petitioner into the service has already been ordered by the High Court. The only question is whether he entitled to back wages. It was his conduct of involving himself in the crime that was taken into account for his not being in service of the respondent. Consequent upon his acquittal, he is entitled to reinstatement for the reason that his service was terminated on the basis of the convention by operation of proviso to the statutory rules applicable to the situation. The question of back wages would be considered only if the respondents have taken

action be way of disciplinary proceedings and the action was found to be unsustainable in law and he was becomes relevant. Each case requires to be considered in his own backdrop. In this case, since the petitioner had involved himself in a crime, though he was later acquitted, he had disabled himself from rendering the service on account of conviction and incarceration in jail, Under these circumstances, the petitioner is not entitled to payment of back wages. The learned single Judge and the Division Bench have not committed any error of law warranting interference'.

7. In Union of India VS Jaipal Singh in Civil Appeal No.8565 of 2003 @ Spl. Leave petn. (C) No.24017 of 2002), dated November 3, 2003 held that

*That above appeal has been filed against the order of the Division Bench of the High Court of CWP. No.12929 of 1999 whereunder the Division Bench has allowed the writ petition filed by the respondents and granted relief, as prayed for, directing reinstatement of the respondent with full back wages and consequential benefits. The respondent was involved in a criminal case and he was charge-sheeted for an offence under Section 302 read with section 34 of the IPC along with his brother and through he was convicted by the learned Additional Sessions judge, Rewari for the same by a judgment dated 05-03-1997, on further appeal, before the High Court the Division Bench of the High Court returned a verdict of acquittal. As a consequence thereof since, he was not reinstated in spite of the order of acquittal he moved the High Court and obtained orders, as noticed supra. Aggrieved the appellants have come before this Court.*

*Heard Mr.Raju Ramachandran, learned Additional Solicitor General appearing for the appellants, who placed strong reliance upon the decision of this court in 1996(11) SCC 603 (1997 AIR SCE 1128 : AIR 1997 SC 1802), Ranchhodji Chatruji Thakore v. Superintendent Engineer, Gujarat Electricity Board, Himmatnagar (Gujarat) and Anr. Wherein this court, in a case indential to the facts of the present case, has chosen to order only reinstatement but denied back-wages on the ground that the department was in no way concerned with the criminal case and, therefore, cannot be saddled with liability also for back wages for the period when he was out of service during/after conviction suffered by the respondent. In the criminal case. Per contra, Mr.Ranbir Singh Yadav, learned counsel for the respondent sought to place reliance upon an order of this court dismissing the special leave petition filed summarily against the judgment of the very same High Court dated 19-07-2001 in CWP No.10201 of 2000. Learned counsel for the respondent, by inviting our attention to the judgment of the high court in that case contended that on facts the case on hand was also similar to the case considered therein but this court dismissed the special leave petition when the relief granted for r reinstatement and back wages was contested by the authorities before this court.*

*On a careful consideration of the matter and the materials on record, including the judgment and orders brought to our notice, we are of the view that it is well accepted that an order rejecting a special leave petition at the there should without detailed reasons therefore does not constitute any declaration of law by this court or constitute a binding precedent Per contra, the decision relied upon for the appellant is one on merits and for reasons specifically recorded therefore and operates as a binding precedent as well. On going through the same, we are in respectful agreement with the view taken in 1996 (11) SCC 603 (supra) (1997 /AIR*

SCW 1128 : AIR 1997 SC 1802). If prosecution, which ultimately resulted in acquittal of the person concerned was at the behest or by department itself, perhaps different considerations may arise. On the other hand, if a citizen the employee or a public servant got involved in a criminal case and if after initial conviction by the trial Court, he gets acquittal on appeal subsequently, the department cannot in any manner be found fault with for having kept him out of service since the law obliges, a person convicted of an offence to be so kept out and not to be retained in service. Consequently, the reasons given in the decision relied upon, for the appellants are not only convincing but are in consonance with reasonableness as well. Though exception taken to that part of the order directing reinstatement cannot be sustained and the respondent has to be reinstated, in service, for the reason that the earlier discharge was an account of those criminal proceedings and conviction only, the appellants are well within their rights to deny back wages to the respondent for the period he was not in service. The appellants cannot be made liable to pay of the period for which they could not avail of the services of the respondent. The High Court in our view, committed a grave error, in allowing back wages also, without adverting to all such relevant aspects and consideration. Consequently, the order of the High Court in so far as it directed payment of back wages are liable to be and is hereby set aside.

The respondent will be entitled to back wages from the date of acquittal and except for the purpose of denying the respondent actual payment of back wages, that period also will be counted as period of service, without any break. The reinstatement, if not already done, in terms of the order of the High Court will be done within thirty days from today.

The appeal is allowed and disposed of on the above terms.

8. All the Department of Secretariat and all HODs/PSU's /Universities etc., may keep in view the above observation of Supreme Court of India while deciding the issue and communicate all subordinates concerned.

Dr.T.RADHA  
Secretary to Government (FP)

COPY OF

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

FUNDAMENTAL RULES - Amendment to sub-rule (4) of FR 54, sub-rule(2)(1) of FR 54-A and sub-rule(5) of FR 54-B - Orders - Issued.

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FINANCE (FR.II) DEPARTMENT

G.O.Ms.No.30

Dated 15/02/2007

Reading the following:-

1. Cir.Memo.No.32419/838/FR.II/2003,Finance(FR.II)Department dated.19-6-2004.

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ORDER:

According to FR 53, subsistence allowance has to be paid to the suspended employees at an amount equal to the leave salary which the Government servant would have drawn, if he had been on leave on half average pay, or half pay, apart from the admissible allowances as per rules. In terms of proviso thereto, the amount of subsistence allowance can be enhanced or reduced by an amount not exceeding 50% of the subsistence allowance already admissible.

2. According to the existing provisions of FR 54(4), FR 54-A(2)(1) and FR 54-B(5), where the order of dismissal removal of compulsory suspension is set aside by the appellate or the reviewing authority or by the court solely on the ground of non-compliance with the requirement of clause(1) or clause(2) of Article 311 of the Constitution, and no further inquiry is proposed to be held, the Government servant shall be paid such amount (not being whole) of the pay and allowances to which he would have been entitled, had he not been dismissed removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be subject to not less than the subsistence allowance already paid under FR 53.

3. Based on the above rules, the competent authorities in certain cases are giving nearly full pay and allowances for the period under suspension or covered by dismissal, with the result it nullifies the very purpose and intention of these Fundamental Rules. Certain Departments also recommended pay and allowances upto 99% of usual pay for the suspension period based on the above provisions under Fundamental Rules while treating the suspension dismissal period as not duty.

4. In view of the above, it is proposed to restrict the powers of the competent authorities for payment of the quantum of pay and allowances to that of subsistence allowance already paid to the Government servants while under suspension, dismissal, removal or compulsory retirement after reinstatement of the Government servant besides treating the suspension, dismissal, removal or compulsory retirement period as not duty.

5. Further, as per the Cir. Memo. read above, it has been the consistent view of the apex court that the acquittal does not automatically entitle one to get consequential benefits

and the appointing authorities cannot be made liable to pay back wages for the period for which they could not avail the services of employees.

6. Thus, after careful examination of the issued, Government have taken a view to amend the suitable (4) of FR 54, sub-rule (2) (i) of FR 54 A and sub-rule (5) of FR 54-B.

7. The following notification shall be published in the extra ordinary issue of the Andhra Pradesh Gazetted.

### NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendments to the Fundamental Rules.

In the said rules -

1. for sub-rule (4) of rule 54 the following shall be substituted, namely -

**(4) In cases other than these covered by sub-rule (2) including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or the reviewing authority solely on the ground of non-compliance with the requirement of clause (1) or clause (2) of Article 311 of the Constitution and no further inquiry is proposed to the Government servant for the period during which the Government servant was not on duty"**

2. for clause (i) of sub-rule (2) 54 2 the following shall be substituted, namely:-

**"(i) Where the dismissal, removal or compulsory retirement of a Government servant is set aside by the court solely on the ground of non-compliance with the requirements of clause(1) or clause(2) of article 311 of the Constitution, and where he is not exonerated on merits, the pay and allowances payable to the Government servant for the period of dismissal, removal or compulsory retirement or suspension prior to such dismissal, removal or compulsory retirement, as the case may be, shall be limited to the subsistence allowance entitled/already paid under FR 53 for the entire period during which the Government servant was not on duty".**

3. for sub-rule (5) of rule 54-B the following shall be substituted, namely -

**"(5) in cases other than those falling under sub-rule(2) and (2) the pay and allowances payable to the Government servant for the period of suspension, shall be limited to the subsistence allowance already paid under FR 53".**

(BY ORDER AND THE IN THE NAME OF THE GOVERNOR OF ANHRA  
PRADESH)

RANJEEVRACHARYA,  
PRINCIPAL SECRETARY TO GOVERNMENT (FP)

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
VIDYUT SOUDHA : HYDERABAD

ABSTRACT

APTRANSCO - Instructions on anonymous /pseudonymous petitions / complaints –  
Adoption of Government Orders – Orders – Issued.

T.O.O. (CGM(HRD&Trg.)Ms.No.269

dated 05-03-2008.

Read the following:-

1. Memo.No.DS(Reg.)/DM.VI/Z1(2)/243/96-1, dt.1-6-1996.
2. Govt. Circular Memo.No.706/Spl.B3/99-3, dt.28-10-1999.

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ORDER:-

The Transmission Corporation of A.P. Limited directs that the orders issued in Government Circular Memo.No.706/Spl.B3/99-3, dt.28-10-1999 (copy enclosed) shall be made applicable to the employees of APTRANSCO.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A.P. LIMITED)

RACHEL CHATTERJEE  
CHAIRPER & MANAGING DIRECTOR

GENERAL ADMINISTRATION (SPECIAL-B) DEPARTMENT

Circular Memo.No.706/Spl.B3/99-3, dt.28-10-1999.

Sub:- Instructions on anonymous / pseudonymous petitions / complaints – Reg.

- Ref:- 1. Procedural instructions of AP Vigilance Commission issued in  
Lr.No.66/VC.A2/93-3, dt.10-10-1994.  
2. From the Central Vigilance Commission – GOI, New Delhi  
Circular No.3(V)/99/2, dt.29-6-1999.

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The attention of all Departments of secretariat, all Heads of Departments and all District Collectors is invited to para 4 (b) and (c) of the procedural instructions of the A.P. Vigilance Commission issued in the reference first cited which are extracted below:-

**(b) ANONYMOUS AND PSEUDONYMOUS COMPLAINTS**

Normally allegations contained in anonymous petition ought not to be taken notice of except in case where the details given are specific and therefore, verifiable and the authority that receives such complaints may make such preliminary examination as be necessary.

In the case of petitions which are pseudonymous in character and where a specific address has been given in the complaint it shall be open to the authority which received the petition to address a communication to the person purporting to be the sender of the petition for further information. If it transpires that there is no person of the name at the address given then it may be considered that the petitioner's name is a pseudonym and the petition dealt with in the same manner as an anonymous petition.

d) A large number of disgruntled and disappointed persons are apt to make serious allegations against public servants out of malice or frustration. Such people generally do not reveal their identity and prefer to file anonymous or pseudonymous complaints even against public servants of known integrity and good repute. Care must therefore be exercised in dealing with such petitions.

2. The Central Vigilance Commission, Government of India, New Delhi in its Circular second cited opined that one of the facts of life in today's administration is the widespread use of anonymous and pseudonymous petitions by disgruntled elements of blackmail honest officials. As per the orders issued by Department of Personnel & Training, Government of India, New Delhi in their letter NO.321/4/91 AVDIII, dt.29-9-1992 no action should be taken on anonymous and pseudonymous complaints and should be ignored and only filed. However there is a provision available in this order that in case such complaints contain verifiable details they may be enquired into in accordance with existing instructions. It is however seen that the exception provided in this order has become a convenient loophole for blackmailing. The public servants who receive the anonymous or pseudonymous complaints, generally follow the path of least resistance and order inquires on these complaints. A peculiar feature of these complaints is that these are resorted to especially when a public servants promotion is due or when an executive is

likely to be considered for interview. If nothing else, the anonymous or pseudonymous petition achieves the objective of delaying the promotion if not denying the promotion. These complaints demoralise many honest public servants.

3. The Central Vigilance Commission, Government of India, New Delhi has, therefore, issued orders in the reference second cited that no action should at all be taken on any anonymous or pseudonymous complaints. They must just be filed.

4. The State Government has considered the orders issued by the Central Vigilance Commission, Government of India, New Delhi in the Circular second cited and decided to adopt the instructions of the Central Vigilance Commission, in respect of anonymous and pseudonymous petitions or complaints received against cadre and non cadre officers of the State Government.

5. Accordingly it is hereby ordered that no action should at all be taken on any anonymous or pseudonymous petitions or complaints received against the cadre and non cadre officers of the State Government and they must just be filed.

V.ANANDARAU  
CHIEF SECRETARY TO GOVERNMENT

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
VIDYUT SOUDHA:: HYDERABAD

Memo.No.Addl.Secy/DS(L&P)/AS(L)/PO(R&HRMS)/JPO-1/224/08,dt 03-07-08.

Sub: APTRANSCO—Combating corruption in public services suspension of corruptive officers on whom criminal misconduct cases—Adoption of Government Instructions—Orders—Issued.

Ref: Memo.No.36761/Ser.C/2004 dated 12-03-2004 from Govt. of A.P. General Administration (Ser.C) Department.

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Government of Andhra Pradesh vide Memo.No.36761/Ser.C/2004 General Administration Service (C) Department, dated 12-03-2004 issued instructions for suspension of Government Servants involved in trap laid down by A.C.B and also in disproportionate assets cases.

- 2) The Transmission Corporation of Andhra Pradesh Limited hereby directs that the above instructions (copy enclosed) shall be made applicable to the employees of APTRANSCO.
- 3) All the controlling officers are requested to follow the above instructions without any deviation.

AJÉYA KALLAM  
CHAIRMAN & MANAGING DIRECTOR

Encl: As above

COPY OF

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (SER.C) DEPARTMENT

Memo.No.36761/Ser.C/2004, dated 12-3-2004.

Sub: Combating corruption in public services suspension of corrupt officers on whom criminal misconduct cases—Instructions—Issued.

- Ref: 1. U.O.Note No.240/SC.D/93-3, G.A(SC.D) Deptt., dt 5-10-1993  
2. U.O.Note No.1595/SC.D/93-6, G.A(SC.D) Deptt., dt 16-11-1993  
3. Memo. No.554/Ser.C/93-6, G.A(Ser.C) Deptt., dt 26-12-1994  
4. Govt. U.O.Note.No.1818/Spl.B/2000-2, dated 21-11-2001  
5. Govt. Memo.No.596/Spl.B/2000-6, dated 10-06-2002  
6. Govt. Memo.No.1771/Spl.C/2003-1, dated 13-05-2003  
7. Govt. Memo.No.19179/Sel.C/2003, dated 18-12-2003.

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Instructions were issued in the reference 7<sup>th</sup> cited for suspension of Government servants involved in trap laid down by the A.C.B. and also in disproportionate assets cases. Keeping in view the instructions issued in the reference 6<sup>th</sup> cited the following modified orders issued in supersession of the instructions issued in the reference 7<sup>th</sup> cited.

**Suspension of officers involved in Trap cases of the ACB:**

Officers involved in trap cases shall be suspended immediately upon receipt of Radio message from the A.C.B. to disciplinary authority / Secretariat Administrative Departments and A.P.V.C with in the 24 hours of trap, irrespective of the fact whether the officer is involved directly or indirectly in the act of accepting bribe and irrespective of the fact whether the phenolphthalein test yielded positive result or not.

**Suspension of officers involved in Disproportionate assets cases:**

Based on the preliminary report and recommendation of the DG, ACB., Hyderabad for suspension of officers involved in disproportionate assets cases, orders of suspension shall be issued promptly. Further based on the recommendation of the DG., ACB., Hyderabad., properties of officers against whom disproportionate cases are initiated, should be permitted to be attached under relevant sections of criminal Law amendment ordinance 1944.

The Departments of Secretariat, Heads of Departments and District Collectors are requested to follow the above instructions strictly without any deviation in placing the employees under suspension in the above referred cases. They are further requested to bring the same to the notice of all concerned for strict compliance.

The receipt of this memo shall be acknowledged.

B. ARAVINDA REDDY  
SECRETARY TO GOVERNMENT

TRANSMISSION CORPORATION OF A.P. LIMITED

ABSTRACT

APTRANSCO – Disciplinary Cases – Review of Orders of Suspension of Government Servants – Existing orders reiterated – Further Instructions issued – Adoption of Government Orders – Orders – Issued.

T.O.O. (Addl. Secy. – Per) Ms.No.165

dated 03-10-2008

following:-

Read the

G.O.Ms.No.526, General Administration (Services-C Dept., dt.19-08-2008

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ORDER:

The Government in the G.O. cited, directed that the employees who are under suspension for a period exceeding two years shall be reinstated pending finalization of the disciplinary cases/criminal cases against them. However, in exceptional ceases, for example, where the charged Officers are not co-operating for completion of investigation/inquiry or when the inquiry/investigation could not be completed due to tendency of litigation, a Committee headed by the Secretary of the administrative Department. Heads of the Department concerned and an official from the Anti Corruption Bureau (where the cases are emanated from Anti Corruption Bureau investigation), shall review the orders of suspension against the employee who are continued under suspension well before completion of two years of suspension and take a decision to continue such employees under suspension beyond two years, duly recording the reasons for such a decision.

2. After careful consideration, the Transmission Corporation of A.P. Limited hereby adopts the orders issued in Government vide G.O. Ms.No. 526, General Administration (Services-C) Department, dt.19-08-08 (copy enclosed) in respect of the employees of APTRANSCO.

3. These orders are also available on APTRANSCO Website at [www.aptransco.gov.in](http://www.aptransco.gov.in).

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF  
A.P.LIMITED)

AJEYA KALLAM  
CHAIRMAN & MANAGING DIRECTOR

Copy of

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services – Disciplinary cases – Review of orders of suspension of Government Servants – Existing orders reiterated – Further instructions – Issued.

GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.526

Dated 19-08-2008  
Read the

following:-

1. G.O.Ms.No.86, Genl. Admn. (Ser-C) Dept., Dated: 08-03-1994.
2. G.O.Ms.No.578, Genl. Admn. (Ser-C) Dept., dated: 31-12-1999.

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ORDER:

In the G.O.'s read above comprehensive instructions were issued on review of orders of suspension of Government employees at an interval of every six months and also to undertake specific review by the secretary to Government of the department at Government level when the employees are continued under suspension beyond two years, so as to consider such employees for reinstatement pending finalization of the disciplinary cases against them. It is brought to the notice of the government by the employees association that the notice of the government by the employees associations that the above orders in-force are not properly Implemented and in several cases the employees are under suspension beyond two years and also the disciplinary cases are not concluded for several years.

2. After careful consideration, Government direct that, all concerned authorities to strictly implement the policy decision enunciated in the G.O.s read above. It is the responsibility of the competent authority to review each and every case of suspension as per the orders in-force and consider the reinstatement of the employees. The objective is to complete the disciplinary cases against the employees as expeditiously as possible and to punish the guilty. This is the specific policy of the Government for efficient and smooth functioning of the administration.

3. Accordingly, Government, hereby, direct that the employees who are under suspension for a period exceeding two years shall be reinstated pending finalization of the disciplinary cases / criminal cases against them. However, in exceptional cases, for example, where the charged Officers are not co-operating for completion of Investigation / inquiry or when the inquiry / investigation could not be completed due to pendency of litigation, a Committee headed by the Secretary of the administrative Department, Head of the Department concerned and an Official from the Anti Corruption Bureau (where the cases are emanated from Anti Corruption Bureau investigation), shall review the orders of suspension against the employees who are continued under suspension well before completion of two years of suspension and take a decision to continue such employees under suspension beyond two years, duly recording the reasons for such a decision.

4. All the Departments of Secretariat, Heads of Departments and District Collectors should follow the above instructions scrupulously and bring it to the notice of all the concerned for strict implementation of the above orders.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P. RAMAKANTH REDDY  
CHIEF SECRETARY TO GOVERNMENT

ABSTRACT

APTRANSCO -- Promotion of the employees to the next higher category -- Adoption of Government Orders -- Orders -- Issued.

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T.O.O. (Addl.Secy-Per)Ms.No.166,

dt.3-10-2008.

G.O.Ms.No.529, General Administration (Services-C) Dept., dt.19-08-2008.

ORDER:-

The Government in the G.O. cited directed to consider the cases of employees for promotion to the next higher categories wherever the charges are held not proved by the Criminal Court and acquitted them, even though an appeal is preferred before the higher court against such acquittal.

2. After careful consideration, the Transmission Corporation of A.P. Limited, hereby adopts the orders issued in Government G.O.Ms.No.529, General Administration (Ser-C) Department,dgt.19-08-2008 (copy enclosed) in respect of the employees of APTRANSCO.

3. These orders are also available on APEPDCL website at WWW:aptransco.gov.in.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A.P.  
LIMITED)

AJEYA KALLAM  
CHAIRMAN AND MANAGING DIRECTOR

COPY OF

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Service – Disciplinary cases – Review of orders of suspension of Government Servants – Existing orders reiterated – Further instructions – Issued.

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GENERAL ADMINISTRATION (SERVICES-C) DEPARTMENT

G.O.Ms.No.529

dated 19-08-2008.

Read the following:-

1. G.O.Ms.No.424, Genl.Admn. (Ser-C) Dept., dated 25-5-76..
2. G.O.Ms.No.104, Genl.Admn. (Ser-C) Dept., dated 16-2-90.
3. G.O.Ms.No.66, Genl.Admn. (Ser-C) Dept., dated 30-1-91.
4. G.O.Ms.No.203, Genl.Admn. (Ser-C) Dept., dated 5-5-99.
5. G.O.Ms.No.257, Genl.Admn. (Ser-C) Dept., dated 10-6-99.
6. Circular Memo.No.15813/Ser-C/2007, General Administration (Services-C) Department, dated 11-9-2007.

ORDER:-

In the G.Os. read above, orders were issued on the procedure to be followed to consider promotion when the employees are facing the disciplinary cases. It was ordered that where disciplinary cases are not concluded even after two years and the promotion to the employees is deferred due to pendency of the disciplinary cases, ad-hoc promotions shall be considered pending finalization of the disciplinary cases. In spite of these specific orders, the employees associations have brought to the notice of the Government that due to pendency of the disciplinary cases for years together, the employees are denied even the adhoc promotion for next higher categories. It is also brought to the notice of the Government that in criminal cases registered against the employees, such employees are not considered for promotion even though they are acquitted, due to appeal filed in the higher courts.

2. After careful consideration, Government direct to consider the cases of employees for promotion to the next higher categories wherever the charges are held not proved by the criminal court and acquitted them, even though an appeal is preferred before the higher court against such acquittal.

3. All the Departments of Secretariat, Heads of Departments and District Collectors should follow the above instructions scrupulously and bring it to the notice of all the concerned for strict implementation.

(BY ORDER5 AND IN THENAME OF THE GOVERNOR OF ANDHRA PRADESH)

P.RAMAKANTH REDDY  
CHIEF SECRETARY TO GOVERNMENT

ANDHRA PRADESH STATE ELECTRICITY BOARD  
VIDYUT SOUDHA : HYDERABAD

Memo.No.DP/DM-V/200-N1/90-3, dated 21-09-1990.

Sub:- Estt – Disciplinary action against employees of Board – Awarding  
of major penalties – concurrence of committee – Reg.

Disciplinary cases are being disposed off at various levels in the APSEB according to the powers delegated to the respective authorities. The experience is that some of the disciplinary authorities are not following the Board's Discipline and Appeal Regulations scrupulously. They are also not exercising their powers judiciously in the award of punishments to be commensurate with the guilt established. A tendency to decide disciplinary cases based on the certain extraneous considerations is also seen in a few cases. Although in some cases lower authorities are competent to impose minor punishments on a delinquent employee, it is the appointing authority who is competent to award a major penalty, with the concurrence of disciplinary committees wherever they are constituted. However, the appellate authority or the higher authorities have also got powers to over ride the decision of the competent disciplinary authority is found to have erred in his judgement in deciding a disciplinary case.

2. Instructions were issued in Board's Memo.No.47694/VC/68-18, dt.14-5-1968 emphasizing that in proven cases of corruption/defalcation of Board's funds, no other punishment than dismissal from service shall be awarded to a delinquent employee. These instructions were reiterated in Board's Memo.No.DM.V/S.II/7-K1/87-7, dated 24-5-1989. Yet instances are coming to the notice of Board wherein the disciplinary authorities have chosen to award different and lesser punishments or even minor punishments without regard to the gravity of charges held proved. It is needless to emphasise that Board is taking a very serious view of misappropriation of any kind as it will effect public interest very seriously. In general, an employee misusing a position of trust (in which he is placed by the Board) and embezzle public funds, is to treated hardly. Public interest and public welfare area to be the sole consideration for individual employees. In an organization like APSEB which has to function on commercial lines and render efficient service to consumers at least cost the trust placed in employees has to be redeemed by them to the fullest in the discharge of their work. Where the trust breached by way of defalcation, fraud, forgery, embezzlement etc., there is no way such an employee can be continued in Board's service without adversely affecting public interest.

3. In the circumstances explained above, it is considered necessary to have a close watch on the disciplinary cases being handled and disposed off at various levels, though it is apparently not feasible to monitor all the cases at Board's level in view of the value of work/number of cases involved. These functions are to be discharged at various levels by appellate authorities but seldom do they attempt this. Whenever glaring inconsistencies are noticed in disposing of the cases, corrective steps are being taken at the Board level. The various disciplinary authorities are reminded that they are the custodians of Board's interests and public interest at field level as such they are expected to follow the Board's Regulations scrupulously in safeguarding the interests of Board and public interest.

4. In one of the disciplinary cases, where misappropriation of Board's funds was involved, the disciplinary authorities has come to a conclusion to award a lesser punishment than was expected to be awarded in such cases and submitted proposals for the

concurrency of the committee before final orders are issued. But after examination of the disciplinary case the committee gave concurrence for dismissal of the employee from service. But the competent disciplinary authority is of the view that Reg.10(2)(a) of the APSEB Discipline and Appeal Regulations prescribed a procedure to obtain concurrence of the committee before a major penalty is imposed on a delinquent officer to satisfy judicial requirement so as to ensure that the competent authority did not exercise the powers vested excessively, arbitrarily and also to ensure dispensation of justice in warding major penalties in just manner and commensurate to the guilt established. The committee is expected to give concurrence only to the punishment proposed by him and it can not deviate and propose higher punishment. However, clarification of the Board has been sought on this issue.

5. A critical analysis of Board's Regulations will reveal that the committees were constituted by Board with a view to over see whether the major punishment proposed to be imposed by a competent authority on a delinquent employee is commensurate with the gravity of the guilt established or not. The dictum that innocent should not be punished and the guilty should not be left out is to be followed scrupulously in deciding a disciplinary case. If the competent authority erred in his judgement and has not adjudged the issue properly, the committee has to discharge the above responsibility properly so that corrective measures could be taken. Although in most of the cases, the Disciplinary Committee gave concurrence to the proposals of the Disciplinary Authorities, at times it has deferred with the proposals keeping in view the nature of charges held proved against the employee. Thus at times it is possible that the committee may give concurrence either to a higher penalty or lesser penalty than the one proposed by the disciplinary authority. It is evident that the intention is that the judgement coming out from a committee consisting of more than one member shall be devoid of personal bias or personal aberrations consequently the decision/judgement is generally expected to be rational/balanced. Thus the role of the committee is not just give concurrence to whatever proposals a disciplinary authority has sent, but to give concurrence to a punishment commensurate to the charges held proved against an employee. Hence, the disciplinary authority has to go by the decision of the committee though it may appear that his decision is fettered. Such a contingency generally will not arise if the disciplinary authority exercises his powers judiciously. As already stated above, extraneous factors should not influence decisions in disciplinary cases. As enforcement of discipline in the organization is vital to maintain its image and to step up the performance in terms of results of high quality by curbing malpractices, the disciplinary authorities shall be careful in deciding a disciplinary case.

6. The Superintending Engineers/Zonal Chief Engineers are requested to follow the above instructions scrupulously.

A.P.V.N.SARMA  
MEMBER SECRETARY

ANDHRA PRADESH STATE ELECTRICITY BOARD  
VIDYUT SOUDHA : HYDERABAD

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Memo.No.DP/DM-V/200-NI/90-3, dated 21-09-1990.

Sub:- Estt - Disc. Cases - Finalisation of departmental action where  
Criminal proceedings are pending - Clarification - Issued.

Ref:- From the SE/O/KNL copy of Lr.ADM/C1/90, dt.5-11-1990.

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It is observed from the letter cited that in the disciplinary case against the L.D.C. in question, where misappropriation of funds was involved, the Superintending Engineer/Operation/Kurnool stalled further proceedings on receipt of E.R. for the reason that the Police has registered a case against the employee on the same subject matter and that further action would be taken on receipt of police investigation report.

2. The instructions of Government available on the above subject are that there is no legal objection to departmental enquiry being conducted while the police are making an investigation, but once a court has taken cognizance of the criminal case, the departmental authorities should stop all further proceedings. The same procedure is being followed even in the APSEB.

3. The next question is where the departmental proceedings can be finalized and orders issued even though the case is pending in a court of law. In *Bhagwan Singh Vs. Deputy Commissioner, Sitapur*, AIR 1962, A11 232 1962(1) Cr.LJ554, it is observed that there is no provision of law empowering the court to stay departmental proceedings merely because criminal prosecution of the same person is launched in a court of law. The purpose of the two proceedings appears to be quite different. The object of the departmental proceedings is to be ascertained whether the officer concerned is a person fit to be retained in service. On the other hand the object of criminal prosecution is to find out whether the ingredient of the offence as defined in the penal statute has been made out. The area covered by the two proceedings is thus not exactly identical, further having regard to the decision of the Himachal Pradesh Court in *Khushiram Vs. Union of India* (1973(2) SER PP 564-565) it was considered that it is not obligatory that the departmental proceedings should be stayed when the case is pending in court of law, except when it is expedient to do so in the interest of fair play. Hence even if criminal proceedings are pending, departmental action could be processed simultaneously and final orders issued. The Superintending Engineer, Operation, Kurnool is advised to take further action in the above case accordingly.

A.P.V.N.SARMA  
MEMBER SECRETARY

ANDHRA PRADESH STATE ELECTRICITY BOARD  
PERSONNEL SERVICES  
VIDYUT SOUDHA : HYDERABAD-49

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Memo.No.DP/DM.V/Ser.II/250-02/91-3, dated 02-01-1992.

Sub:- Estt – APSEB – Procedure to be followed in respect of  
disciplinary cases – Reg.

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An instance has come to the notice of the Board wherein the Superintending engineer has initiated departmental action against an Additional Assistant Engineer by appointing an Enquiry Officer to conduct departmental enquiry besides placing him under suspension. The Superintending Engineer has been informed that he is not competent to order departmental enquiry on the cadre of AAEs and that the Zonal Chief engineer is the disciplinary authority for the said cadre as per Reg.10(2)(a) of APSEB Employees Discipline and Appeal Regulations. The Superintending Engineer was also requested to cancel the orders issued appointing the Enquiry Officer and send necessary proposals to the Zonal Chief Engineer for taking further action. On this the Zonal Chief Engineer has requested the Board to allow the Superintending Engineer to continue the course of action as he has already taken action and that the charges involved against the A.A.E. do not warrant any punishment beyond the competency of the Superintending Engineer. This is not correct.

2. In this connection the attention of the Chief Engineers and Superintending Engineers is invited to the Board's Circular Memo.No.30689/VC1/68-18, dt.28-8-69 (copy enclosed) wherein it was clarified that:

- (a) Appointment of Enquiry Officer presupposes imposition of a major penalty against a delinquent officer and that the Enquiry Officer has to be appointed by the authority competent to impose the major penalties against a delinquent officer or by a higher authority.
- (b) **Where the irregularities committed by the delinquent officer are of a minor nature which do not warrant imposition of a major penalty, a show cause notice indicating the minor punishment shall be issued straight away by the authority competent to impose the penalty and proceed to impose the penalty on merits. There is no need to appoint an Enquiry Officer in such cases, there is no need to keep the delinquent officer under suspension if the charges against him are minor in nature.**

3. Further the competent authorities which may impose the penalties along with the penalties that can be imposed by them have been specified in the Schedule to the APSEB Employees Discipline and Appeal Regulations. As per the said delegation of powers, the Zonal Chief Engineer is the competent to award major penalties to the A.A.E. after following the procedure laid down in Regulation 10 (2) (a) of the said Regulations.

4. Draft proforma for appointment of Enquiry Officer, for placing the Board employee under suspension are enclosed for guidance.

5. All the Zonal Chief Engineers and Superintending Engineers of the Board are requested to follow the above instructions scrupulously.

A.P.V.N.SARMA  
MEMBER SECRETARY

ANDHRA PRADESH STATE ELECTRICITY BOARD  
PERSONNEL SERVICES  
VIDYUT SOUDHA : HYDERABAD-49.

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Memo.No.DM(Ser.)311-K1/93-1, dated 12-2-1993.

Sub:- Estt – APSEB – Misconduct on the part of employee – Instructions – Reg.  
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It is observed that of late a large number of employees are bringing outside pressure to bear upon the management either for their retention at the same place or for transfer to the place of their choice. The act on the part of the employees would tantamounts to violation of APSEB Conduct Regulations and constitutes misconduct.

2. All the employees may please note that if any outside pressure is brought to bear upon the management, the fact will be recorded in the personal files of such employees which will have a serious impact on their future career.

3. The Divisional Engineers and Superintending Engineers, Chief Engineers and FA&CCA (A&E) are requested to communicate this Memo. to all their subordinates and obtain their acknowledgements and record them in their personal files.

H.S.BRAHMA  
MEMBER SECRETARY

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
VIDYUT SOUDHA : HYDERABAD

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Memo.No.GM(Per)/DE/DC/749-Q2/2001-3, dated 01-07-2002.

Sub:- Estt – APATRANSCO – Review of extension of suspension period –  
Submission of proposals – Reg.

Ref:- 1. Memo.No.GM (Per)/DE/DC/749-Q2/2001, dt.19-09-2001.  
2. Memo.No.GM(Per)/DE/DC/749-Q2/2001-1, dt.03-12-2001.

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The attention of all the Controlling Officers are invited to the references cited and they are requested to submit the proposals well in advance for payment of subsistence allowance. Though the orders were issued, the proposals for review of extension of suspension period are not received in advance.

2. Further to the above the Controlling Officers are requested to certify the following scrupulously while submitting the proposals:-

- (i) that the employee under suspension is staying in the designated Headquarters only, as per clause-57(10) of Service Regulations Part-I and B.P.(P&G-Per) Ms.No.447, dt.20-2-1995.
- (ii) That the employee under suspension is not responsible for the prolongation of the period of suspension and is cooperating in the enquiry proceedings as per Clause 56(1) (i) of Service Regulations Part-I.
- (iii) That the employee under suspension is not engaged in any either employment, business, profession or vocation as per Clause 56 (2) of Service Regulations Part-I.

3. Unless the proposals for review of extension of suspension period are received with the above certificates the proposals will not be considered and the Controlling Officers will be held personally responsible for any delay in payment of subsistence allowance.

4. Though the instructions were issued, the Controlling Officers are not implementing it. They are simply sending proposals either keeping blank or stating whereabouts not known. Thus inspite of issue of clear instructions the proposals are not received properly.

5. Hence, the Controlling Officers are once again requested to follow the instructions (i) to (iii) under para-2 above while submitting the proposals. For any defects in the proposals sent the Controlling Officers will be held responsible.

6. Receipt of this Memo. shall be acknowledged.

K.GOPALAKRISHNA  
FOR JOINT MANAGING DIRECTOR (HRD)

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
VIDYUT SOUDHA : HYDERABAD

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Memo.No.CGM(HRD&Trg.)/DE(DC)/71-R/2007, dt.6-1-2009.

Sub:- Estt – APTRANSCO – ES – Consideration of Adoption of APSEB Employees (Revised) Conduct Regulations and APSEB Employees Discipline and Appeal Regulations – Revised competent authorities Which may impose penalties and concurrence committee – Instructions – Issued.

Ref:- 1. T.O.O.(Addl.Secy.-Per) Ms.No.394, dt.30-11-1999.

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In the reference cited the TRANSMISSION CORPORATION OF A.P. LIMITED revised the committees as to obtain the concurrence of the Committees to impose penalties specified in items IV and V to VII in Regulations shall be imposed by the competent authorities with the concurrence of the committees as shows in the Annexure-II appended to the T.O.O.

Now, one of the Zonal Chief Engineer has requested to communicate the copy of order for formation of Concurrence Committee at Zonal level itself for finalizing disciplinary case pending against certain Sub-Engineers and imposing of major penalty for unauthorized absence.

After careful examination, CMD/APTRANSCO decided to continue to follow the T.O.O. referred above. Hence, all the Chief Engineers/Superintending Engineers/Divisional Engineers and disciplinary authorities are requested to follow the existing procedure of sending the proposals along with original connected records to Headquarters for approval of Concurrence Committee before awarding major penalties scrupulously.

K.VIJAYANAND  
JOINT MANAGING DIRECTOR  
(HRD, COMML, IPC, REFORMS, RA&IT)

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

A B S T R A C T

APTRANSCO—Appointment by Promotion/Transfer to higher categories of Employees who are facing disciplinary case— Guidelines—Issued— Adoption of Government Orders—Orders—Issued.

T.O.O (Addl.Secy-Per)Ms.No.21

Dt.16-04-2010.

Read the following:

1. T.O.O (Addl.Secy-Per)Ms.No.270, dt.11-02-2010.
2. G.O.Ms.No.257, General Administration (Ser.C) Department, dt.10-06-1999.

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**ORDER**

The Transmission Corporation of AP Limited, after careful consideration, hereby directs that the orders issued by the Government of A.P in G.O.Ms.No.257, General Administration (Services-C) Department, dt.10-06-1999 (Copy enclosed) shall be made applicable to the employees of APTRANSCO.

2. These orders are also available on APTRANSCO Website and can be accessed at the address <http://www.aptransco.gov.in>

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A P LIMITED)

AJAY JAIN  
CHAIRMAN & MANAGING DIRECTOR

Copy of

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Public Services - State and Subordinate Services - Appointment by Promotion/ Transfer to higher categories of Employees who are facing disciplinary case - Guidelines - Issued.

GENERAL ADMINISTRATION(SER.C) DEPARTMENT

G.O.Ms.No.257.

Dated:10-06-1999.

Read the following:

1. G.O.Ms.No.424, GA (Ser.C) Dept., dt.25-05-76.
2. G.O.Ms.No.104, GA (Ser.C) Dept., dt.16-02-1990.
3. G.O.Ms.No.66, GA (Ser.C) Dept., dt.30-01-91.
4. From the Dept. of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions Govt.of India, Memo.No.22011/4/91-Estt. (A), dt.14-09-1992.
5. G.O.Ms.No.74, GA (Ser.C) Dept., dt.24-02-94.
6. G.O.Ms.No.203, GA (Ser.C) Dept., dt.05-05-99.

ORDER:

In the G.Os 1<sup>st</sup> to 3<sup>rd</sup> read above, orders were issued enunciating guidelines for consideration of employees who are facing disciplinary enquiries in regard to their appointment by promotion or transfer to higher categories.

2. In the reference fourth read above, the Ministry of Personnel, Public Grievances and Pensions, Government of India have issued guidelines in regard to consideration of Government servants against whom disciplinary or court proceedings are pending or whose conduct is under investigation, for promotion to next higher categories. Keeping in view the said guidelines, orders have been issued in the G.O. fifth read above, for consideration of employees for adhoc promotion where the disciplinary case/criminal prosecution against the Govt. employees is not concluded even after the expiry of two years from the date of the meeting of the first Departmental Promotion Committee, in which the employee was considered, in case the employee is not under suspension.

3. It has come to the notice of Government, that the guidelines issued in the said orders are not being strictly adhered to in several departments and adhoc promotion is being considered on the simple ground, that two years period has elapsed after institution of disciplinary proceedings against the employee without going into the desirability of making adhoc promotion in such case. The Government have carefully reviewed the

issue and accordingly it has been decided to cancel the orders issued in the G.O. fifth read above and issue suitable guidelines on the subject.

4. Accordingly, orders issued in the G.O. Ms. No. 74, Genl. Admn. (Ser. C) Department, dated the 24<sup>th</sup> February, 1994 are hereby cancelled with immediate effect.

5. Government also order that with immediate effect the following procedure and guidelines, be followed to consider the employees against whom disciplinary cases or criminal prosecution are pending or whose conduct is under investigation, for appointment by promotion or transfer, to next higher categories.

A. The details of employees in the zone of consideration for promotion falling under the following categories should be specifically brought to the notice of the Departmental Promotion Committees or Screening Committees:-

(i) Officers under suspension;

(ii) Officers in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending;

(iii) Officers in respect of whom prosecution for a criminal charge is pending.

B. Officers who are facing enquiry, trial or investigation can be categorised into the following groups based on the nature of the allegations of charges pending against them or about to be instituted namely:-

(i) an officer with a clean record, the nature of charges or allegations against whom relate to minor lapses having no bearing on his integrity or efficiency, which even if held proved, would not stand in the way of his being promoted;

(ii) an officer whose record is such that he would not be promoted, irrespective of the allegations or charges under enquiry, trial or investigation; and

(iii) an officer whose record is such that he would have been promoted had he not been facing enquiry, trial or investigation, in respect of charges which, if held proved, would be sufficient to supersede him.

C. The suitability of the officers for inclusion in the panel should be considered on an overall assessment based on the record which should include namely:-

(i) Adverse remarks recorded in the Annual Confidential reports, the penalties awarded and the bad reputation of the officer as vouchsafed by

the Head of the Department and the Secretary to Government of the Department concerned; The above cases should be considered as falling under category (ii) of item (B) above.

(ii) The officers who do not have any adverse entry in the Annual Confidential Report, and who have no penalties awarded against them in the entire duration of the post and not merely in the past five years and whose reputation is vouchsafed by the Head of the Department and Secretary to Government of the Department concerned should be considered as falling under category (iii) of item (B) above.

The officers categorised as under item (iii) of G.O.Ms.No.424, GA (Ser.C) Dept., dated 25-05-76 as mentioned above only should be considered for adhoc promotion after completion of two years from the date of the Departmental Promotion committee or Screening committee Meeting in which their cases were considered for the first time.

6. The appointing authority should consider and decide that it would not be against public interest to allow adhoc promotion to the officer concerned and this shall be decided with reference to the charge under enquiry. If the charge is one of moral turpitude, misappropriation, embezzlement and grave dereliction of duty then the appointing authority should consider as not in the public interest to consider adhoc promotion to such charged officer. But, however, if the charge is not a grave one but is a minor one, not involving moral turpitude, embezzlement and grave dereliction of duty then only in such cases the appointing authority should consider that it would not be against public interest to allow adhoc promotion because till then his record is clean with reference to ACRs, past punishment and reputation in the department as vouchsafed by the Head of the Department and Secretary to Government. The appointing authorities should strive to finalise the disciplinary cases pursuing them vigorously so that within two years the proceedings are concluded and final orders issued.

7. If the Officer concerned is acquitted, in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the adhoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the adhoc promotion with all attendant benefits. In case the officer could have normally got his regular promotion from a date prior to the date of his adhoc promotion with reference to his placement in the Departmental Promotion Committee proceedings and the actual date of promotion of the person ranked immediately junior to him by the Departmental Promotion committee, he would also be allowed his due seniority and benefit of notional promotion.

8. If the Officer is not acquitted on merits in the criminal prosecution but purely on technical grounds and Government either proposes to take up the matter to a higher Court or to proceed against him departmentally or if the Officer is not exonerated in the departmental proceedings, the adhoc promotion granted to him should be brought to an end.

9. All the Departments of Secretariat and Heads of Departments should follow the above instructions scrupulously and bring it to the notice of all the concerned.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

V. ANADARAU  
CHIEF SECRETARY TO GOVERNMENT

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
VIDYUT SOUDHA :HYDERABAD

APTRANSCO – Certain instructions on anonymous / pseudonymous petitions / complaints  
- Further orders issued

T.O.O.(CGM(HRD&Trg.) Ms.No.39

dated 29-04-2010.

Read the following:-

- 1) Memo.No.DS(Reg.)/DM.VI/Z1(2)/243/96-1, dt.1-6-96.
- 2) Govt.Circular Memo.No.706/Spl.B3/99-3, dt.28-10-99.
- 3) T.O.O. (CGM(HRD&Trg.) Ms.No.269. dt.5-3-2008.
- 4) Circular Memo.No.CGM(HRD&Trg.)/DE(DC)/139-NC/2008,  
Dt.28-2-2009.

In the Government Circular Memo.dt.28-10-1999 it was ordered that no action should at all be taken on anonymous or pseudonymous petitions or complaints, received against the cadre and non-cadre officers of the State Government and they must just be filed.

2. The above Govt. Circular Memo.dt.28-10-99 was adopted by APTRANSCO vide T.O.O. (CGM(HRD&Trg.) Ms.No.269, dt.5-3-2008.

However, it is found that in certain cases important and verifiable information is being given by persons who do not want to reveal their identity for fear of being prosecuted. While it is necessary to protect employees from frivolous, vexatious and defamatory anonymous and pseudonymous petitions, it is equally important to keep the window open for public minded citizens and employees to bring out allegations pertaining to misconduct and wrong doings of public servants. This is also in line with the national policy on whistle blowing.

This provision is already contained in the AP Vigilance Manual and the concerned supervisory authority is required to exercise its discretion as to whenever an anonymous/ pseudonymous petitions deserves to be enquired into, based on its contents, prima facie.

3. After careful examination, the Transmission Corporation of A.P. Limited incorporate the clause 3 (iii) (1) of Vigilance Manual (Volume-I) which states as under:-

Clause 3 (iii) (1) of Vigilance Manual (Volume-I):-

Normally allegations contained in an anonymous petition ought to be taken notice of except in cases of where the details given are specific and, therefore, verifiable and the authority that receives such complaints may make such preliminary examination as may be necessary.

4. Accordingly all the Functional Heads of APTRANSCO are requested to follow the above orders scrupulously while dealing the petitions.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A.P. LIMITED)

AJAY JAIN  
CHAIRMAN & MANAGING DIRECTOR

**APTRANSCO/DISCOMS EMPLOYEE'S  
DISCIPLINE AND APPEAL REGULATIONS**

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CONDUCT RULES

ANDHRA PRADESH STATE ELECTRICITY BOARD  
ABSTRACT

Regulations - Andhra Pradesh State Electricity Board (Revised) Conduct Regulations - Issued.

B.P. Ms. No.: 697 (MANAGEMENT SERVICE)

Dated : 10-7-1978

Read the following :-

1. B.P. Ms. No.: 534, dated 16-8-1967.

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PROCEEDINGS :

in supersession of the existing Andhra Pradesh State Electricity Board Conduct Regulations approved in the B.P. cited and published at pages 1-21 of the Andhra Pradesh Gazette Supplement to Part-II, dated 28-3-1968 and in exercise of the Powers conferred under Section 79 (c) of the Electricity (Supply) Act, 1948, the Andhra Pradesh/State Electricity Board hereby makes the Andhra Pradesh State Electricity Board (Revised) Conduct Regulations annexed to this E.P.

2. These regulations shall come into force with effect from the date of publication in the Andhra Pradesh Gazette.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE ELECTRICITY BOARD)

E.A.S. SARMA,  
Secretary,

To

All the Chief Engineers,

All the Superintending Engineers,

The Financial Advisor & Chief Controller of Accounts.

Copy to Pay Officer,

Copy to Internal Audit Officer,

Copy to Account General/Andhra Pradesh.

Copy to Chief Accountant/C.P.R. Section.

Copy to Manager (Personnel Services)

Copy to Manager (General Services)

Copy to Director of Printing and Stationery & Stores, Purchase (Printing Wing) at G.C.P. (Gagette Section), Hyderabad - 500 036, for Publication in Andhra Pradesh Gazette.

Copy to Standing Legal Adviser,

Copy to P.A. to Secretary.

Copy to P.A. to Member Accounts/Technical Member-I/Technical Member-II/Chairman.

Copy to All Officers under Manager (General Services) and Manager (Personnel Services)

Copy to All Sections.

Copy to Deputy Secretary (Board Meetings). Copy to Central Records Section.

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Spare Copies.



## THE ANDHRA PRADESH STATE ELECTRICITY BOARD EMPLOYEES CONDUCT REGULATIONS

### 1. Short title and extent of application

These Regulations shall be called the 'Andhra Pradesh State Electricity Board Employees' conduct Regulations and shall apply to all the employees of the Board, including the employees serving it on deputation, except employees belonging to :

1. I.A.S.
2. Persons engaged under special contracts.

### 2. Commencement

These regulations shall come into force from the date of issue of Notification in Andhra Pradesh Gazette.

### 3. General

All employees are expected;

1. To perform their duties with devotion, integrity and impartiality.
2. To maintain discipline and act in a disciplined manner towards subordinates as well as their superiors.
3. To extend full cooperation to their superiors in carrying out the various official functions of the Board entrusted to them and to enlist cooperation in the same manner from their subordinates.

### 4. Misconduct

The following acts or deeds shall be treated as 'Misconduct' on the part of the employees: -

- i. (a) to join or continue to be a member of any Association or Union, the objects of which are prejudicial to the interests of the Country, Board or to the public.  
(b) to join or continue to be a member of any Association or Union belonging to contract workers, private agencies workers any other Union or Association not connected with/to the employees of the Board.
- ii. To make representation direct to Ministers of State or Central Government or any Member of any Legislature or to the members of the Board except through proper channel.
- iii. To accept or permit any member of his family to receive from any person any gift or favour or service which will keep him under official obligation or embarrassment.
- iv. To receive any public address or accept any felicitation or entertainment in his honour.
- v. To enjoy the hospitality or receive any gift from any person or company having business dealings with the Board.
- vi. To ask for or accept or in any way participate in the raising of any subscriptions or pecuniary assistance in pursuance of any object whatsoever without the prior permission of his superior officer.



- vii. To engage himself or through others in the business of money lending or lend or borrow money, which will place him under any kind of obligation to any person or cause official embarrassment to him except in the following cases :
  - (a) any transaction with a registered cooperative society or institution.
  - (b) while acting as an executor, administrator or trustee without profit or advantage to himself.
- viii. To contract debts habitually (in case an employee is involved in any legal proceedings for insolvency, he shall report the fact to the Board forthwith with full facts of the case).
- ix. Except with the previous sanction of the competent authority, to engage himself directly or indirectly in any trade or business, or undertake any employment for remuneration. Honorary work of social or charitable nature, work of literacy, artistic or scientific character can be taken up provided it does not interfere with his official duties.
- x. To publish any book which is not purely of literary artistic or scientific character except with the previous approval of the competent authority.
- xi. To communicate directly any official document or information to any employee or any other person to whom he is not authorised to communicate such document or information.
- xii. To own, either entirely or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.
- xiii. To utter, write or do otherwise, discuss or criticize in public or at a meeting or any association or body any policy pursued or action taken by the Board or a State or Central Government.
- xiv. Except with the previous sanction of the competent authority, to give evidence in connection with any enquiry conducted by any person, committee or authority except in the following cases:
  - a. In an enquiry conducted by an authority appointed by the Board or State or Central Government.
  - b. In any judicial enquiry; or
  - c. Departmental enquiry.
- xv. To take part or associate with any political party or organisation including canvassing.
- xvi. To participate or in any manner assists any measure or activity calculated to directly or indirectly affect the interests of the Board or State.
- xvii. To have recourse to any court or to press for the vindication of his official acts which have been the subject matter of adverse criticism or an attack of defamatory character in public and which do not involve his private character or an act done in his private capacity.
- xviii. To deal or exert pressure in his official capacity with any matter or on any issue which directly or indirectly concern himself or any of his relatives, dependents or friends.
- xix. To bring or to attempt to bring any political or other outside influence or through a Member of the Board to bear upon any superior authority to further his interests in respect of the matter pertaining to his service in the Board.



- xx. To deliver or broadcast a speech or talk on any subject without the prior sanction of the Board except on those of literary, artistic or scientific character.
- xxi. "No employee who has a spouse living and whose marriage is subsisting shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to the employee, provided the Board may in its discretion permit such marriage if such marriage is permissible under the personal law of the employee".
- xxii. To take intoxication drinks or drugs or be under the influence of such drinks or drugs while on duty, or appear in a public place in a state of intoxication.
- or
- use such drinks or drugs to excess.
- xxiii. To participate in any strike or other concerted action or incitement thereto intended to hold up the work or put pressure on the management.
- xxiv. To indulge in any activities of the following:
- (a) Absence from duty or work without permission.
  - (b) Deliberate neglect of duty with the object of compelling any superior authority or the Board to take or withdraw any official action or decision.
  - (c) To go on fast or a hunger strike with a view to force a superior authority or the Board to take or withdraw any official action or decision.
  - (d) To participate in a concerted or organised refusal to receive emoluments.
- xxv. To participate in any demonstration which is against the sovereignty and integrity of the Nation or against public order.
- xxvi. To commit theft, fraud or act dishonestly in regard to the Board's business or property.
- xxvii. Habitual late attendance or absenteeism without leave or sufficient reason.
- xxviii. To fight, riot or to behave disorderly or indecently in the premises of the establishment.
- xxix. To chit-chat or loiter in the premises during working hours.
- xxx. To neglect work.
- xxxi. To smoke within the premises of the establishment in places where it is prohibited.
- xxxii. To cause willful damage to work-in-progress or to any property of the Board.
- xxxiii. To display, exhibit, or use in the premises or workspot any newspapers, handbills, pamphlets, etc., or loud speakers without prior permission of the management.
- xxxiv. Holding meetings without prior permission of the concerned authority.
- xxxv. Gambling within the premises or conducting or participating in or promoting any unauthorised raffle, lottery, benefit performance.
- xxxvi. Sleeping while on duty in the office or work spot.
- xxxvii. Spreading rumours about the Board or its employees.



xxxviii. Conviction in any Court of law for any Criminal offence involving moral turpitude.

xxxix. Giving false information pertaining to himself.

xl. i. Giving, or taking or abetting the giving or taking of dowry.

OR

ii. Demanding directly or indirectly from the parents or the guardian of a bride or bridegroom, as the case may be, any dowry.

xli. Breach of rules and regulations of the Board.

xlii. Failure to exercise efficient control and supervision on the subordinate staff resulting in general inefficiency.

xliii. Failure to exercise the powers delegated.

xliv. Any other act or omission which may be considered for any reason an unbecoming act or omission on the part of an employee.

xiv. Leaving the country for any reason whatsoever without obtaining specific permission or staying in other country for more days than the days permitted by the Board, in the "No objection certificate" and being employed in other country without permission of the Board.

[B.P. (P & G - Per) Ms. No. 95, Dated 25-5-92]

#### 5. Possession of properties

An employee shall not acquire, alienate, or otherwise deal with movable/immovable property of a value exceeding Rs. 20,000/- by way of purchase, sale, gift, lease, mortgage, pledge, change, exchange etc., in his own name or in the name of any member of his family without prior information to the Board or the competent authority as the case may be. In the case of a joint family a junior member shall not be required to obtain sanction if such property is acquired by the managing member on behalf of the family unless it is shown that it is really intended to be self acquired property of the employee. For the purpose of this regulation, the expression 'Movable Property' includes, Jewellery, Shares, Security, Debentures, Loans advanced by an employee whether secured or not, motor cars, motor cycles or any other means of conveyance etc. Every employee shall on his first appointment and annually thereafter submit a return as in Annexure to these regulations in respect of the movable and immovable properties acquired or disposed off by him. Failure to furnish the correct information of furnishing incorrect or misleading information shall be deemed to be misconduct.

#### 6. Intimation regarding Kith & Kin.

An employee drawing Rs. 750/- or above shall inform his immediate superior:

i. Of any reasons why he should not be posted in a particular place owing to the existence of close relatives in that particular place.

ii. Where an employee closely related to him is posted to work under him.

iii. When his son or daughter accept employment in a concern with which the officer has official dealings.

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STATEMENT SHOWING MOVABLE AND IMMOVABLE PROPERTIES AND INTERESTS IN MOVABLE AND IMMOVABLE PROPERTIES HELD BY BOARD'S EMPLOYEES

Name of employee	Date of entry in the Government/Board Service	Office in which he is employed	District and division in which property is situated	Nature of property	Particulars regarding property	When acquired	By what means & for what purpose acquired	Nature of interest possessed by the employee concerned in such property	Remarks		
1	2	3	4	5	6	7	8	9	10	11	12



**ANDHRA PRADESH STATE ELECTRICITY BOARD EMPLOYEES'  
DISCIPLINE AND APPEAL REGULATIONS**

**1. (a) Short Title :**

These regulations may be called the Andhra Pradesh State Electricity Board Employees' Discipline and Appeal Regulations.

**(b) Enforcement :** They shall come into force with effect from 27-01-1970.

**2. Applicability :**

Subject to such exceptions and deviations as the Board may, from time to time, deem necessary to make from the generality of these regulations in specific cases or in the case of any class or classes of employees, these regulations shall apply to all the employees of the Board either temporary or permanent including the employees of the Government of Andhra Pradesh who have opted for service under the Board. These shall not apply to those employed only occasionally or subject to discharge at less than one month's notice.

Provided that nothing in these regulations shall operate to deprive any employee of any right or privilege to which he is entitled to be or under any law for the time being in force.

Provided further that in the case of employees appointed on contract or serving the Board on deputation, they shall except in so far as they are not governed by the terms of the contract or of deputation, as the case may be, be regulated by the provisions of these regulations.

**3. Removal of doubts :** If any doubt arises

- (a) As to whether these regulations apply to any employee; and
- (b) in regard to the applicability or otherwise of any of provisions in these regulations, the matter shall be referred to the Board, whose decision shall be final.

**4. Definition**

The terms used in this regulation shall be deemed to have the same meaning attached to them as these in the Andhra Pradesh State Electricity Board Employee's Service Regulations.

**5. Penalties**

The following penalties, may, for good and sufficient reasons or for any misconduct specified in regulation 6 and as hereinafter provided, be imposed upon the employees of the Board, namely :

- (i) Censure
- (ii) Fine, (to be imposed only in the case of employees in Class-IV service)
- (iii) Withholding of increments or promotion.

Note : The penalty shall be subject to the provisions of the Payment of Wages, Act in respect of those to whom that Act applies.



- (iv) Reduction to a lower rank in the seniority list or to a lower post or time scale not being lower than that to which he was directly recruited, whether in the same class of service, or in another class of service, or to a lower stage in a time scale.
- (v) (a) Recovery from pay of an employee of the whole or any part of the pecuniary loss caused to the Board by reason of the negligence, misconduct, or disobedience to lawful orders, of an employee in the discharge of his duties.
- (b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to a lower stage in time scale ordered where such order cannot be given effect.

**Explanation :-**

- (i) If one increment is ordered to be postponed without cumulative effect, the amount to be ordered to be withheld is  $1 \times 12 \times \text{Rs. } 100/-$  where the rate of increment is Rs. 100/-. This will get multiplied depending on the number of increments ordered to be withheld as indicate below :
  - 1) Increment  $1 \times 12 \times 100 = \text{Rs. } 1200.00$
  - 2) Increment  $2 \times 12 \times 100 = \text{Rs. } 4200.00$
  - 3) Increment  $3 \times 12 \times 100 = \text{Rs. } 3600.00$
- (ii) If one increment is ordered to be postponed with cumulative effect, the amount to be ordered to be withheld will become  $1 \times 3 \times 12 \times \text{Rs. } 100/-$  where the rate of increment is Rs. 100/-. This will get multiplied depending on the number of increments ordered to be withheld as indicated below :
  - 1) Increment  $1 \times 3 \times 12 \times 100 = \text{Rs. } 3600.00$
  - 2) Increment  $2 \times 3 \times 12 \times 100 = \text{Rs. } 7200.00$
  - 3) Increment  $3 \times 3 \times 12 \times 100 = \text{Rs. } 10800.00$
- (iii) In case the punishment of postponing to increment is ordered, can be implemented only partially, the increments may be postponed to the extent possible and for the remaining portion of the punishment, recovery may be ordered as indicated in paragraphs (i) and (ii) above.
- (iv) Compulsory retirement otherwise than the retirement of an employee as provided in the Board's Pension Regulations.
- (v) Removal from service.
- (vi) Dismissal from service.
- (vii) Suspension, where a person has already been suspended under Regulation 11 to the extent considers necessary by the authority imposing the penalty.

**Explanation : (1) The discharge :-**

- (a) Of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation; or
- (b) Of a person engaged under contract, in accordance with the terms of his contract; or
- (c) Of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the



appointment does not amount to removal or dismissal within the meaning of this regulation.

- 2) The removal of an employee from the services of the Board shall not disqualify him for future employment but the dismissal of an employee from the service of the Board shall ordinarily disqualify him for future employment under the Board.
- 3) The seniority on re-promotion of an employee reduced to a lower post on time scale shall be determined by the date of such re-promotion. He shall not be restored to his original position unless this is specifically laid down at the time the order of punishment is passed or revised on appeal.
- 4) An employee on whom the penalty referred to in item (iv) above was imposed will, on re-promotion count his previous service in the higher grade under regulation 30 (d) of the Andhra Pradesh State Electricity Board Service Regulations, Part I unless the order of punishment or the order passed in appeal directs otherwise.
- 5) The stoppage or postponement of increment on account of extension of probation under Regulation 27 of the Andhra Pradesh State Electricity Board Service Regulations, Part-II does not amount to withholding of increments within the meaning of this regulations.
- 6) NON-PROMOTION, whether in a substantive or officiating capacity, of a member of the service after consideration of his case on merits to a higher post in the same service to which he is eligible does not amount to withholding of promotion under this regulation.

**6. Acts and Omissions constituting misconduct :**

The following acts and omissions shall be treated as misconduct:

- (i) Willful insubordination or disobedience, whether alone, or in combination with another or others, of any lawful and reasonable order of a superior.
- (ii) Striking work or deliberate slowing down of work either singly or along with another or others in contravention of any lawful and reasonable order of a superior.
- (iii) Striking work or deliberate slowing down of work or inciting other employees to strike work or slow down work in contravention of orders of any statute, law, enactment or rule for the time being in force or as applied from time to time.
- (iv) Concerted or organised refusal on the part of employees to receive their pay.
- (v) Theft, fraud or dishonesty in connection with the Board's property or business.
- (vi) Taking or giving bribes or any illegal gratification whatsoever.
- (vii) Collection or canvassing for collection without the written permission of the Management of any money.
- (viii) Habitual late attendance, and habitual absence without leave or without sufficient cause.
- (ix) Carrying on money-lending or any other private business without the permission of the Management.



- (x) Drunkenness, fighting riotous or disorderly or indecent behaviour in the premises of the establishment.
- (xi) Chit-chatting or loitering in the work premises, Habitual negligence or neglect of work.
- (xii) Habitual indiscipline.
- (xiii) Smoking within the premises of the establishment in places where it is prohibited.
- (xiv) Causing willful damage to work in progress or to any property in the establishment.
- (xv) Distribution, exhibition, display or use within boundaries of workspot or premises of any News papers, handbills, pamphlets or posters, flags, or loud speakers without previous sanction of Management.
- (xvi) Refusal on the part of an employee to work on a job or a machine other than the job or machine on which is usually engaged without adversely affecting his service conditions.
- (xvii) Holding meetings within the boundaries of the Establishment or in any of the premises owned by the Andhra Pradesh State Electricity Board without the previous sanction of the Management.
- (xviii) Gambling within the premises of the establishment.
- (xix) Sleeping while on duty.
- (xx) Malingering or slowing down of work.
- (xxi) Unauthorised use of Board's quarters or land or vehicles.
- (xxii) Acceptance of gifts from subordinate employees.
- (xxiii) Lending or borrowing money to or from subordinate employees.
- (xxiv) Insolvency.
- (xxv) Writing of anonymous or pseudonymous letters criticising the Board or any of its employees.
- (xxvi) Spreading false rumour, or (giving false information, which tend to bring into disrepute the Board) or its employees or spreading panic among them.
- (xxvii) Conviction in any court of law for any criminal offence involving moral turpitude.
- (xxviii) Theft of employee's property inside the premises of the establishment.
- (xxix) Continuous absence without permission and without satisfactory cause for more than five days.
- (xxx) Giving false information regarding name, father's name, qualification, age, or previous service or any other information connected with employment, at the time of employment or any other time during service.
- (xxxi) Any breach of any rules.
- (xxxii) Abetment of or attempt to commit any of the above acts of misconduct.
- (xxxiii) Habitual breach of any rules or instructions for the maintenance and cleanliness of work places.
- (xxxiv) Willful disobedience of any order expressly given or any rule expressly framed for the purpose of securing safety or willful removal or disregard of or interference with any safety guard or other device provided for securing safety.



- (xxxv) Accepting service in any establishment other than that belonging to Board or private employment from any person in the Board's service.
- (xxxvi) Leaving one's post without handing over charge or without permission or abandoning or deserting one's post.
- (xxxvii) Conducting or participating in or promoting any unauthorised raffle, lottery or benefit performance.
- (xxxviii) Enrolling as member in any political party.
- (xxxix) Engaging in demonstrations to coerce or force the management to concede any demand or demands.
- (xl) Failure to exercise efficient control and supervision on the subordinate Staff resulting in general inefficiency of the Branch or Unit.
- (xli) Unauthorised divulgence of an official information or document.
- (xlii) Bidding or tendering for supply to the Board or for purchasing any property of the Board either in person or through any agent, personally or in partnership with others.
- (xliii) Unauthorisedly making any statement in the press or contributing any articles to the press or any magazine or giving a talk on the radio without prior approval of the appropriate authority or ventilating grievances through the press or leaflets, etc.
- (xliv) Save in accordance with the provisions of any law for the time being in force, becoming a member or appearing as a representative of any Association or Union representing or purported to represent the employees or any classes of employees of the Board unless such association or union has been recognised by the Board.
- (xlv) Any other act or omission which may be declared by the Board to be misconduct.
- (xlvi) Leaving the country for any reason, whatsoever without obtaining specific permission or staying in other country for more days than the days permitted by the Board, in the 'No Objection Certificate' and being employed in other country without permission of the Board. (B.P. (P&g. Per)Ms.No.94 dt. 25.5.92)

7. (a) **Competent and appellate disciplinary authorities :**  
The authorities which may impose any of the penalties mentioned in regulation 5 and the appropriate Authorities to whom appeal lies shall be as specified against each of the categories in Schedule.
- b) **Competency of authorities superior to disciplinary authority :**  
Where in any case a higher authority has imposed or declined to impose a penalty under this regulation in respect of the same case.
- c) Where in any case a lower authority has imposed penalty or exonerated a member it shall not debar a higher authority from exercising his power under this regulation in respect of the same case. The order of such higher authority shall supersede any order passed by a lower authority in respect of the same case.

Provided that in cases where a case is sought to be reopened after one year, the authority concerned (the reopening authority) should obtain the permission of the next higher authority or the Board as the case may be.



- d) The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from exercising it.
- e) Powers vested in an authority may be exercised by a superior authority in its discretion.

8. (1) **Disciplinary authority in certain cases :**

Where on promotion or transfer, a member of a service in a class, category or grade is holding an appointment in another class, category or grade thereof or in another service no penalty shall be imposed upon him in respect of his work or conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of the service in the latter class, category, grade or service, as the case may be. This provision shall apply also to cases of transfer or promotion of a person from a post under the jurisdiction of one authority to that another authority within the same class, category or grade.

- (2) Where a person has been reverted or reduced from service to another or from one class, category or grade of a service to another class, category or grade thereof no penalty shall be imposed upon him in respect of his work or conduct while he was a member of the service, class, category or grade, as the case may be, from which he was reverted or reduced, except by an authority competent to impose the penalty upon a member of such service, class, category or grade.

9. **Disciplinary action in respect of employees of State/Central Government or outside bodies :**

- a) If any employee to be proceeded against is an employee of the State or Central Government or of any other outside body and is on deputation to the Board, no punishment shall be imposed on him without the concurrence of the authority who lent his services to the Board. If it is considered that the penalty of compulsory retirement, reduction in rank, removal or dismissal is to be imposed, the competent authority shall complete the enquiry in accordance with the provisions of sub-regulation (2) or regulation 10 and revert the employee concerned to the State or the Central Government or other employer, as the case may be and also forward the record of enquiry for such action as is considered necessary.
- b) If a Board's employee is on foreign service, the employer shall not impose any punishment on him without the concurrence of the Board. If one of the major punishments of reduction, compulsory retirement, removal or dismissal is to be imposed, the foreign employer shall conduct the necessary enquiry, send the complete papers to the Board and also revert the employee concerned to the Board's service for such action as is considered necessary by the Board against him.
- c) In case an employee referred to in clause (a) or (b) has to be suspended pending enquiry the foreign employer shall place him under



suspension, but shall report forthwith to the lending authority the circumstances leading to the suspension.

10. Procedure for imposing penalties :

1) No order imposing on a member of a service a penalty specified in items (i), (ii) and (iii) (v) or (ix) of regulation 5 shall be passed except after.

a) The member of the service is informed in writing by the authority competent to impose the penalty of the proposal to take action in regard to him and of the allegations on which the action is proposed to be taken, and is given an opportunity to make any representations he may wish to make to such authority; and

b) Such representation, if any, is taken into consideration by the authority competent to impose the penalty.

2) (a) In every case where it is proposed to impose on a member of a service any of the penalties specified in items (iv), (vi), (vii) and (viii) in Regulation 5, the authority competent to impose the penalty shall appoint an enquiry Officer, who shall be superior in rank to the person on whom it is proposed to impose the penalty, or shall itself hold an enquiry either SUG-MOTU or on a direction from a higher authority. In every such case the grounds on which it is proposed to take action shall be reduced to the form of definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case. He shall be required, within a reasonable time, to file a written statement of his defence and to state whether he desires an oral enquiry or to be heard in person or both. The person charged may, for the purpose of preparing his defence be permitted to inspect and take extracts from such official records as he may specify, provided that the enquiry officer may, for reasons to be recorded in writing refuse such permission, if, in his opinion, such records are not relevant for the purpose or it is against public interest to allow access thereto. On receipt of the statement of defence within the specified time or such further time as may have been given, an oral enquiry shall be held if such an enquiry is desired by the person charged or is decided upon by the enquiry officer or is directed by the competent authority. At that enquiry, oral evidence shall be heard as to such of the allegations as are not admitted and the persons charged shall be entitled to cross examine the witnesses, to give evidence in person and to have such witnesses called as he may wish, provided that the enquiry officer may, for special and sufficient reason to be recorded in writing, refuse to file, call a witness. After the oral enquiry is completed, the person charged shall be entitled to file, if he so desires, any further written statement of his defence. If no oral enquiry is held and the person charged desires to be heard in



person, a personal hearing shall be given to him. The enquiry officer shall, on completion of the enquiry or the personal hearing of the person charged or both, forward the proceedings of the enquiry to the authority competent to impose the penalty unless he is himself such an officer. The proceedings shall contain the charges framed against the person charged along with the grounds of charge, written statement filed in defence, if any, a sufficient record of the evidence adduced during the oral enquiry, a memorandum of the point urged by the person charged during the personal hearing, if any, a statement of the findings of the enquiry officer on the different charges and the grounds therefor.

Provided that the penalties specified in items (iv) and (vi) to (viii) in Regulation (5) shall be imposed by the competent authority with the concurrence of the Committees constituted as follows :

Sl. No.	Category of Employees	Disciplinary Authority	Reconstituted Committee Members
1.	2.	3.	4.
<b>I. CLASS-I OFFICERS :</b>			
1.	Secretary	Board	No Committee if necessary where the Board is authority to award major penalties to Class I Employees. Where the Chairman, APSEB is the authority to award the major penalties, he shall impose those penalties with the concurrence of the Board.
2.	Director Personnel	Board	
3.	Dy. Secretary/Manager	Board	
4.	Dy. Manager	Chairman	
5.	Chief Engineer	Board	
6.	Superintending Engineer	Board	
7.	D.Es/E.Es	Board	
8.	F.A. & C.C.A.	Board	
9.	Dy. C.C.A.	Board	
10.	S.A.O.	Board	
11.	Civil Surgeon	Board	
12.	Chief of Vigilance & Security Organisation	Board	
13.	Supdt. Of Police/ Security Officer.	Chairman	
14.	Dy. S.P./Asst. Security Officer.	Chairman	
<b>II. CLASS-II OFFICERS :</b>			
1.	L.W.O.	Secretary	Member (R.E. & D.) Member (Transmission) Member (Accounts)
2.	P.R.O.	Secretary	
3.	Personnel Officer	Secretary	
4.	A.D.Es/A.E.Es.	Chairman	
5.	A.Es	Secretary	
6.	Chief Head Draughtsman	Secretary	
7.	Chief Chemist	Board	
8.	Senior Chemist	Chairman	
9.	Accounts Officer	Chairman	
10.	A.A.O.	Secretary	



- 11. Asst. Civil Surgeon                      Chairman
- 12. Vigilance Inspector                   Chairman

**III. CLASS-III OFFICERS :**

**1. SuperIntendents,**

Assistants/Junior Assistants, Typists etc.,

Director  
Personnel

Manager (General Services)

**2. Engineering Staff :**

- (i) Chemist
- (ii) A.A.E.

Secretary  
Chief  
Engineer

S.E. / SPC  
S.E. / Planning

- (iii) Other than chemist & A.A.Es. (like Draughtsman, Tracers, Transport overseas etc.,)

**3. Accounts Service :**

Accountants/UDCs/LDCs/ Typists/Steno Typists etc.,

Appointing  
Authority

**4. Medical Service :**

Appointing  
Authority

Manager  
(General Services)

**5. Vigilance & Security Staff :-**

- (i) Security Inspector/ Sub-Inspector.
- (ii) Security Head Guards, Naik Security Guard, Lance Naik Security Guard, Security Guard.

Chief of  
Vigilance &  
Security  
Organisation  
Supdt. of  
Police  
Security  
Officer

S.E./S.P.C.  
SE/Planning

**6. Fire Fighting Staff :**

- (i) Station fire officer
- (ii) Leading fireman etc.,

Appointing  
Authority  
Appointing  
Authority

b) Except under every special circumstances to be recorded in writing by the enquiry officer or any officer to whom an appeal may be preferred no pleader or agent shall appear either on behalf of the Board or on behalf of the person charged before the enquiry officer:

Provided that when a request is made by the person charged for engaging a counsel on the ground that he is not acquainted with the language in which the enquiry is conducted the inquiry officer to whom the appeal has been preferred shall allow the person charged to be represented by a counsel.

c) After the authority competent to impose the penalty mentioned in clause (a) has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a



copy of the report of the enquiry officer and be given a reasonable opportunity of making representation, within a reasonable time not ordinarily exceeding one month, on the penalty proposed. Any representation made in this behalf by the person charged shall be duly taken into consideration by the competent authority before final orders are passed.

Provided that such representation shall be based only on the evidence adduced during the enquiry referred to in clause (a).

3. (a) The authority imposing any penalty under these regulations shall maintain a record showing :
  - (i) The allegations upon which action was taken against the person punished;
  - (ii) The charges framed, if any;
  - (iii) The person's representation, if any, and the evidence taken if any; and
  - (iv) The findings and the grounds thereof, if any.(b) Every order imposing the penalty shall state the grounds on which it is passed and shall be communicated in writing to the person concerned.
4. (a) The competent authority or the Enquiry Officer, as the case may be may in its discretion give an opportunity to the accused employee to inspect any document connected with the enquiry but excluding any confidential papers which in its opinion shall not be disseminated but such request for inspection may, for good and sufficient reasons (which need not be recorded nor communicated) be refused partially or wholly.  
  
(b) The competent authority may authorise any officer in Class I or Class II Service superior in rank to the employee to initiate departmental proceedings and to hold enquiry against the employee. On the findings of that Officer, the competent authority may award punishment or otherwise give a decision.
5. (a) The provisions of sub-regulations (1) and (2) shall not apply where it is proposed to impose on a member of a service any of the penalties mentioned in regulation 5 on the ground of conduct which has led to his conviction on a criminal charge or where the authority competent to impose the penalty is satisfied that for reasons to be recorded by that authority in writing, it is not reasonably practicable to hold such inquiry or give such opportunity.  
  
(b) The provisions of sub-regulation (2) shall not apply where the Chairman is satisfied that in the interests of the security of the State it is not expedient to hold such inquiry or give such opportunity.



6. (a) All or any of the provisions of sub-regulations (1) and (2) may, in exceptional cases and for special and sufficient reasons to be recorded by the competent authority in writing, be waived where there is a difficulty in observing fully the requirements of these sub-regulations and those requirements can be waived without causing any injustice to the person charged.
- (b) If, in respect of any person charged, a question arises whether it is reasonably practicable to hold such inquiry or give such opportunity as is referred to in sub-regulation (2), the decision thereon of the authority competent to impose the penalty shall be final.
7. (a) Where two or more members of the same service or different services are concerned in any case, the Board or any other authority competent to impose the penalty of dismissal from service on all such members may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

Provided that if the authorities competent to impose the penalty of dismissal on such members are different, such authorities not being the Board, an order for holding such enquiry in a common proceeding may be made by the highest of such authorities with the consent of the other authorities competent to impose the said penalty on others.

- (b) Subject to the other provisions of these rules, every such order shall specify the authority that may impose any of the penalties specified in regulation 5 on all the members concerned in the common proceeding and whether the procedure laid down in the sub-regulation (1) or sub-regulation (2) shall be followed in the proceeding.

11. **Suspension :**

- (a) A member of a class of service may be placed under suspension from service, Where :-
- (i) An enquiry into grave charges against him is contemplated, or is pending, or
- (ii) A complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the Board's interest.

Provided that where a member of a service has been suspended by an authority other than the Board and the investigation has not been completed and the action proposed to be taken in regard to him has not been completed within a period of six months from the date of suspension, the fact shall be reported to the Board for passing such orders as it may deem fit;



- (b) An employee who is detained in police custody whether on a criminal charge or otherwise, for a period longer than forty eight hours shall be deemed to have been suspended under this regulation.
- (c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employees under suspension is set aside on appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions, this order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee of the Board is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case decides to hold a further inquiry against him on the allegations on which the penalty of dismissal/removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (e) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

**12. Suspension Pending Enquiry :**

The authority which may impose, suspension pending investigation or enquiry into grave charges, under regulation 11 on Board employees shall be the authority mentioned in column (9) of the table in Schedule.

**13. Appeal**

Every employee of the Board shall be entitled to appeal to the appellate authority specified in column (10) of the table in Schedule as hereinafter provided from an order passed by an authority.

- (a) Imposing upon him any of the Penalties in regulation 5;
- (b) Discharging him in accordance with the terms of his contract, if he has been engaged on a contract for a fixed or for an indefinite period and has rendered under either form of contract, continuous service for a period exceeding five years at the time when his services are so discharged.
- (c) Reducing or withholding the maximum pension, including an additional pension and death-cum-retirement gratuity, admissible to him under the rules governing pension; and
- (d) Placing him under suspension under regulation 11.



14. (a) Every employee belonging to Class-I and II Service shall be entitled to appeal to the Board against any order passed by the Chairman or to the Chairman against any order passed by the Chief Engineer or a subordinate authority which interprets to his disadvantage the provisions of any service regulations or contract of service whereby his conditions of service, pay, allowance or pension are regulated.
- (b) Every employee belonging to Class-III and IV Service shall be entitled to appeal as indicated below against any order of the kind mentioned in clause (a) above :-

Authorities passing order	Appellate authority
1. Orders passed by an officer of the rank of a Divisional Electrical Engineer or any other subordinate authority.	Superintending Engineer concerned.
2. Orders passed by an officer of the rank of Superintending Engineer/Project Engineer.	Chief Engineer
3. Orders passed by the Chief Engineer.	Chairman of the Board
4. Orders passed by the Secretary/Assistant Secretary to the Board.	Chairman/Secretary of the Board as the case may be.

- (c) The appellate authority shall after considering the appeal pass such orders as appears to it just and equitable having regard to all the circumstances of the case.

14. (A) Powers of revision/review :

- (i) An authority superior to the authority having powers of appellate jurisdiction as provided in regulation 13 and 14 above may, SUOMOTU or on application call for the records relating to any order passed or proceedings recorded by a subordinate authority examine its legality, regularity or propriety and pass such orders as it deems fit confirming, setting aside, modifying or revising the order or proceedings under consideration; where the competent authority is satisfied that the order passed is :-
- (a) Due to inadvertence; or
- (b) On account of false representation of facts before the concerned authority; or
- (c) Without hearing the party affected.



- (ii) The Andhra Pradesh State Electricity Board may SUOMOTU at any time or on application call for the records relating to any order passed or proceedings recorded by the Chairman, Secretary or other officer of the Board, examine its legality regularity or propriety and pass such orders as it deems fit confirming, setting aside, modifying or revising the order or proceedings under consideration; where the Board is satisfied that the order passed earlier is;
- (a) Due to inadvertence; or
  - (b) On account of false representation of facts before it; or
  - (c) Without hearing the party affected.
- (iii) The Andhra Pradesh State Electricity Board may for just and adequate reasons review any order passed by it in respect of any matter, where the Board is satisfied that the order passed earlier is;
- (a) Due to inadvertence; or
  - (b) On account of false representation of facts before it; or
  - (c) Without hearing the party affected.
15. (1) In the case of an appeal from an order imposing any penalty specified regulation 5, the appellate authority, shall consider.
- (a) Whether the facts on which the order was based have been established.
  - (b) Whether the facts established afford sufficient ground for taking action; and
  - (c) Whether the penalty is excessive, adequate or inadequate; and after such consideration, shall pass such order as it thinks proper;
- Provided that---
- (i) No order enhancing the penalty shall be passed unless the appellant is given an opportunity of making representation on the enhanced penalty proposed; and
  - (ii) If the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv), (vi) to (viii) in regulation 5, and an inquiry under regulation 10 has not already been held in the case, the appellate authority shall, subject to the provisions of that regulation, hold such an inquiry or direct that such inquiry be held and, thereafter, on consideration of the proceeding of such inquiry and after giving the appellant an opportunity of making representation on the penalty proposed, pass such orders as it may deem fit.
- (2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these regulations before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.
16. Every person preferring an appeal shall do so separately and in his own name



17. Every appeal referred under these regulations shall contain no disrespectful or improper language, and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the head of the office to which the appellant belong and through the authority from whose order the appeal is preferred;

Provided that an advance copy of the appeal may be submitted direct to the appellate authority simultaneously with the original which is submitted through the usual official channel.

- (2) The appellate authority shall also consider whether the authority which imposed a penalty has followed strictly the procedure prescribed in these regulations before such penalty was imposed. Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect has neither caused injustice to the person concerned nor has materially affected the decision in the case.

18. No appeal preferred under these rules shall be entertained unless such appeal is preferred with in three months from the date on which a copy of the order appealed against is delivered to the appellant.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

19. **Powers of an appellate authority**

An appellate authority or the Board may call for any appeal admissible under these regulations and may pass such orders thereon as it considers fit.

20. **Review of orders in disciplinary cases :**

Any orders issued by an authority imposing any of the penalties specified in regulation 5 cannot be reviewed, revised or altered by that authority for any reason whatsoever.

21. Nothing in these regulations shall operate to deprive any person of any right of appeal, which he would have had if these regulations had not been made, in respect of any order passed before they came into force. An appeal pending at the time when, or preferred after, these regulations came into force shall be deemed to be an appeal under these regulations and regulation 15 shall apply as if the appeal were against an order appealable under these regulations.

**SCHEDULE**

[ Referred to in Regulation 7 (a) ]

**COMPETENT AUTHORITIES WHICH MAY IMPOSE PENALTIES**

Categories of Employees	Minor Penalties				Major Penalties				Appellate Authority.
	Withholding of increments without cumulative effect.	Recovery from pay.	Withholding of increments with cumulative effect.	Withholding of promotion	Reduction to a lower rank in seniority/low er post lower time scale/lower stage in a time scale	Compulsorily retirement/R emoval/Dismi ssal.	Suspension.		
	2	3	4	5	6	7	8	9	10

**I. PERSONNEL & GENERAL SERVICES**

**CLASS - I.**

(i) Secretary	.....	.....	.....	.....	BOARD	.....	.....	.....	Board over the orders of Chairman.
(ii) Director (Personnel)	.....	.....	.....	.....	BOARD	.....	.....	.....	----do ---
(iii) Dy. Secretary/ Manager	.....	.....	.....	.....	.....	Board	.....	Board	.....
(iv) Dy. Manager	.....	.....	.....	.....	.....	CHAIRMAN	.....	Chairman	Chairman over the orders of

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Director Personnel and Secretary Board over the orders of Chairman.

**CLASS-II**

(i) Labour Welfare Officer

SE.

SE.

SE.

SE.

Secy.

Secy.

Secy.

Secy.

Chief Engineer over the orders of S.E. and Chairman over the orders of Chief Engineer & Secretary.  
Chairman over the orders of D.P. and Secretary.

(ii) Public Relations Officer.

DP.

DP.

DP.

DP.

Secy.

Secy.

Secy.

Director Personnel

(iii) Personnel Officer

SE/DP

SE/DP

SE/DP

SE/DP

Secy.

Secy.

Secy.

DP/CE

Chief Engineer over the orders of S.E. Chairman over the orders of D.P. and Secretary.

**CLASS-III**

Dy. Manager, Incharge of Disciplinary cases.

DP.

DP.

DP.

DP.

DP.

DP.

DP.

DP.

Direct Personnel over the orders of Dy. Manager incharge of disciplinary cases. Chairman on the orders of Director Personnel.

**CLASS-IV**

Personnel Officer, incharge of Disciplinary cases

DP.

DP.

DP.

DP.

DP.

DP.

DP.

DP.

Director Personnel on the orders of Personnel Officer incharge of disciplinary cases. Chairman over the orders of Director Personnel.

II. ENGINEERING SERVICES

CLASS-I

(i) Chief Engineer Chairman..... BOARD ..... Board over the orders of Chairman.  
 .....  
 (ii) Superintending Engineers Chairman..... BOARD ..... -- do --  
 .....

(iii) Divisional Engineers / Executive Engineers.

Chief Engineer Chairman BOARD Chairman  
 Chairman over the orders of C.E. Board over the orders of Chairman.

CLASS-II

(i) Asst. Divl. Engineers/ Asst. Executive Engineer.

Superintending Engineer Chief Engineer Chairman Board Chairman  
 Chief Engineer over the orders of S.E. Chairman over the orders of C.E. and Board over the orders of Chairman.

(ii) Asst. Engineers

Divnl. Engineer/ Executive Engineer Superintending Engineer Chief Engineer Secretary  
 Superintending Engineer Chief Engineer Secretary  
 Superintending Engineer Chief Engineer Secretary  
 Chairman over the orders of C.E. and of Secretary.

(iii) Chief Head Draughts man

Divnl. Engineer/ Executive Engineer Superintending Engineer Chief Engineer Secretary  
 Superintending Engineer Chief Engineer Secretary  
 Superintending Engineer Chief Engineer Secretary  
 Chairman over the orders of C.E. and of Secretary.

(iv) Chief Chemist

Chief Engineer Chairman Board Board  
 Chairman on the orders of C.E. Board over the orders of Chairman.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

(V) Senior Chemist    Superintending Engineer    Chief Engineer    Chief Engineer    Chief Engineer    Chairman    Chairman    Chief Engineer    C.E. over the order of S.E. Chairman on the orders of C.E. Board on the orders of Chairman.

**CLASS-III**

(i) Chemist    Superintending Engineer    Superintending Engineer    Superintending Engineer    Chief Engineer    Secretary    Secretary    Superintending Engineer    C.E. on the orders of S.E. Chairman on the orders of C.E. and Secretary.

(ii) Addl. Assistant Engineer    Divl. Engineer/Executive Engineer    Superintending Engineer    Superintending Engineer    Chief Engineer    Chief Engineer    Chief Engineer    Superintending Engineer    S.E. on the orders of D.E. C.E. on the orders of S.E. Chairman on the orders of Chief Engineer.

Other than Chemist and A.A.E.    -----Next above immediate superior officer in Class-II or Class-I    -----Appointing Authority-----or Higher Authority

**III. ACCOUNTS SERVICE**

**CLASS-I**

(i) Financial Adviser & Chief Controller of Accounts    Chairman-----BOARD-----    Board over the orders of Chairman.

(ii) Dy. Chief Controller of Accounts    Chairman-----BOARD-----    --- do ---

(iii) Senior Accounts Officer.    Chief Engineer    Chairman    Chairman    Board    Board    Board    Chairman    Chairman on the orders of C.E. Board of the orders Chairman. 1

1 2 3 4 5 6 7 8

**CLASS-II**  
 (i) Accounts Officer

Chief Engineer on the orders of S.E.  
 Chairman on the order of Chief Engineer, Board on the orders of Chairman.

Chief Engineer

Chairman

Chairman

Chairman

Chief Engineer

Chief Engineer

Chief Engineer

Chief Engineer

Chief Engineer

(ii) Asst. Accounts Officer

Divl. Engineer/ Executive Engineer

Superintending Engineer

Superintending Engineer

Superintending Engineer

Secretary

Secretary

Secretary

Secretary

Secretary

Superintending Engineer

**CLASS-III AND CLASS-IV**

Next above immediate superior officer in Class II and Class I in the Division. Superintending Engineer in the Circle Office; Chief Engineer in the Zonal Office & Head quarters. Asst. Accounts Officer in respect of staff working in E.R.O.

Appointing Authority OR Higher Authority

Appointing Authority/ D.E./A.A. O. in respect of E.R.O. staff.

**IV. MEDICAL SERVICES :**

**CLASS-I**  
 Civil Surgeon

Chief Engineer

Chairman on the orders of Chief Engineer; Board on the orders of Chairman.

Chairman

Board

Board

Chairman

Chairman

Chairman

Chairman

Chairman

**CLASS-II**  
 Asst. Civil Surgeon

Superintending Engineer

Chief Engineer on the orders of S.E.  
 Chairman on the order of Chief Engineer, Board on the orders of Chairman.

Chief Engineer

Chairman

Chairman

Chairman

Chief Engineer

Chief Engineer

Chief Engineer

Chief Engineer

1	2	3	4	5	6	7	8	9	10
<b>CLASS-III AND CLASS-IV</b>	-----Immediate Superior Office-----				-----Appointing Authority-----				Next higher authority; Chairman on the orders of Chief Engineers.
<b>V. O &amp; M CONSTRUCTION STAFF</b>									
(i) Category of staff for whom C.E. is the appointing authority.	-----Divisional Engineer-----				CE.	CE.	CE.	DE.	S.E. on the orders of D.E. C.E. on the orders of S.E.; Chairman on the order of C.E.
(ii) Category of staff for whom S.E. is the appointing authority.	Asst: Engineer	Divnl. Engineer	Divnl. Engineer	Divnl. Engineer	Superi- ntending Engin- eer	Superi- ntending Engin- eer	Superi- ntending Engin- eer	Divnl. Engineer	Divnl. Engineer on the orders of A.D.E. S.E. on the orders D.E; C.E. on the orders of S.E
(iii) Category of staff for whom D.E. is the appointing authority.	-----Asst. Divisional Engineer-----				DE	-----			D.E. on the orders of Asst. D.E.; S.E. on the orders of D.E.
VI. Contingent Staff.	-----HEAD OF THE OFFICE NOT LOWER IN RANK OF ADE, AAO IN RESPECT OF THE STAFF IN E.R.O				DE	DE	DE	DE	Next higher authority
VII. Fire fighting staff. (Station Fire Officer, Leading Fireman, Driver- Operator, Fireman).	Immediate Superior Officer ----- in Class-II or Class-I.				-----Appointing Authority-----				Next higher authority

1	2	3	4	5	6	7	8	9	10	
<b>VIII. VIGILANCE &amp; SECURITY STAFF,</b>										
<b>CLASS-I</b>										
(i) Chief of Vigilance & Security	Chairman	-----BOARD-----						Board over the orders of Chairman.		
(ii) Superintendent of Police / Security Officer.	-----			Chief of Vigilance and Security Organisation.	-----CHAIRMAN-----			Chairman over the orders of C.V.S.O Board on the orders of Chairman. C.V.S.O. on the orders of S.P/S.O. Chairman on the orders of C.V.S.O.; Board on the orders of Chairman.		
(iii) Dy. Supdt. of Police / Asst. Security Officer.	Supdt. of Police / S.O.	CVSO	CVSO	CVSO	CHAIRMAN	CHAIRMAN	CHAIRMAN	C.V.S.O. on the orders of S.P/S.O. Chairman on the orders of C.V.S.O.; Board on the orders of Chairman.		
<b>CLASS-II</b>										
(i) Vigilance Inspector	Supdt. of Police / S.O.	Supdt. of Police / S.O.	CVSO	CVSO	CHAIRMAN	CHAIRMAN	CHAIRMAN	CVSO	C.V.S.O. on the orders of S.P/S.O. Chairman on the orders of C.V.S.O.; Board on the orders of Chairman.	
<b>CLASS-III</b>										
(i) Security Inspector	Supdt. of Police / S.O.	Supdt. of Police / S.O.	Supdt. of Police / S.O.	CVSO	CVSO	CVSO	CVSO	Security Officer	C.V.S.O. on the orders of S.P/S.O. Chairman on the orders of C.V.S.O.	
(ii) Sub-Inspector										

1	2	3	4	5	6	7	8	9	10
(iii) Security Head Guard Naik Security Guard Lance Naik Security Guard, Security Guard	-----Asst. Security Officer/Dy. Supdt. of Police	Superintendent of Police / Security Officer	Superintendent of Police / Security Officer	Superintendent of Police / Security Officer	-----	Assit. Security Officer	Next higher Authority.		

- NOTE :**
- (1) Powers vested in an authority may be exercised by a superior authority in its discretion vide Regulation 7(e), of A.P.S.E. Board Employees Discipline Appeal Regulations.
  - (2) Only one appeal is permissible as mentioned in the Schedule.
  - (3) The powers of C.Es at Headquarters shall be exercised by the Chief Engineer/Disciplinary Cases.
  - (4) Chief engineer includes Chief Engineers (Zones), Chief Engineers incharge of power stations and Projects.

B.V. RAMA RAO  
MEMBER SECRETARY.

// FORWARDED BY ORDER //

Sd/-  
PERSONNEL OFFICER.

TRANSMISSION CORPORATION OF ANDHRA PRADESH LTD.  
VIDYUT SOUDHA :: HYDERABAD

ABSTRACT

APTRANSCO -- Disciplinary Cases -- Awarding the penalty to delinquent officers-- Adoption of Government orders -- issued.  
\*\*\*\*\*

T.O.O. (Add./ Secy) Ms.No.214

Dated : 11-11-02  
Read the following

G.O. Ms.No.2, General Administration (Ser.C) Department  
Dated : 4-1-1999

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ORDER :

After careful consideration, the Transmission Corporation of A.P.Ltd hereby directs to adopt the orders issued in the G.O.Ms.No.2, General Administration (Ser.C) Department, dated : 4-01-1999 (copy enclosed) in respect of employees of A.P.Transco.

These orders shall come into force with effect from the date of issue of the orders.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF AP. LTD.)

RACHEL CHATTERJEE,  
CHAIRMAN & MANAGING DIRECTOR.

To

All Chief Engineers/A.P. Transco  
All F.A. & C.C.As/Dy. CCAs/A.P.Transco  
All S.E.s/D.Es of A.P. Transco

Copy to :

The C.G.M. (HRD) / A.P.E.PDCL/Visakhapatnam, A.P.SEDCL/Tirupathi,  
A.P.N.PDCL/Warangal, A.P.CPDCL/Hyderabad.

The P.S. to CMD/APTransco, Vidyut Soudha, Hyderabad.

The P.A. to JMD (HRD) AP Transco, Vidyut Soudha, Hyderabad.

The P.A. to JMD (V&S), A.P. Transco, Vidyut Soudha, Hyderabad.

The P.A. to Director (Finance) A.P. Transco, Vidyut soudha, Hyd.

The S.E./T. to Director (Coml. & Cordn.) A.P. Transco, vidyut Soudha,

The D.E./T. to Director (Technl.) AP. Transco, Vidyut soudha, Hyd.

The D.E./T. to Director (RAC) A.P. Transco, Vidyut Soudha, Hyd.

The General Manager (per.) A.P. Transco, Vidyut Soudha, Hyd.

The General Manager (IR) A.P. Transco, Vidyut Soudha, Hyd.

The General Manager (CC), APTransco, Vidyut Soudha, Hyd.

All Dy. Secretaries, A.P. Transco, Vidyut soudha, Hyd.

The D.E. (Disc. Cases), A.P. Transco, Vidyut soudha, Hyd.

The Asst. company Secy. A.P. Transco, Vidyut soudha, Hyd.

PA to Addl. Secretary, A.P. Transco, Vidyut Soudha, Hyderabad.

The Pay Officer, A.P. Transco, Vidyut soudha, Hyd.

The Accounts Officer, A.P. Transco, Vidyut soudha, Hyd.

Stock file.

C.No.AS (HRD) - PO (HRD.I)/JPO2/43/02.

//FORWARDED BY ORDER//

PERSONNEL OFFICER

TRANSMISSION CORPORATION OF A.P.LTD  
VIDYUT SOUDHA :: HYDERABAD-82.

ABSTRACT

Transco of A.P.Ltd - Dismissal of accused Officers from Service immediately on conviction even if the appeal filed by him is pending before the Appellate Court - Adoption of government instructions - Orders - Issued.

T.O.O. (GM(IR\_-Per)Ms.No.45

Dated : 22-5-2002.

Read the following

Govt. of A.P. General Administration (SPL.B) Department Memo.No.1621/SPL.B/2001-1, Dated : 25-11-2001.

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ORDER :

After careful consideration, the Transmission Corporation of A.P.Ltd hereby adopts the Government instructions issued in the reference cited (copy enclosed) in respect of the employees of Transco of A.P.Ltd and DISCOMS.

DINESH KUMAR  
JOINT MANAGING DIRECTOR  
(REV. & HRD)

To

- All Chief Engineers.
- All Financial Adviser & Chief Controller of Accounts.
- All Superintending Engineers.
- All Divisional Engineers.
- All Executive Engineers.

TRANSCO OF A.P.LTD  
AND  
DISTRIBUTION COMPANIES

Copy to :

- The SE (T)/DE(T) to the Chairman & Managing Directors of Discoms-I, II.
- The SE(T)/DE (T) to all Directors of Discoms-I,II,III & IV. III & IV.
- P.S. to Chairman & Managing Director/Transco of A.P., Vidyut Soudha,Hyd.
- P.A. to Joint Managing Director (Rev. & HRD) Transco of AP, V.s., Hyd.
- P.A. to Joint Managing Director (V&S)/Transco of AP, V.S., Hyderabad.
- P.S. to Director (Finance) / Transco of A.P., Vidyut Soudha, Hyd.
- SE/Techl. to Director (Commercial & Co-ordination) A.P. Transco., Hyd.

SE/Techl. to Director (Trans.) / Transco of A.P. , Vidyut Soudha,Hyd.  
SE/Techl. to Director (Projects) /Transco of A.P. , Vidyut Soudha,Hyd.  
DE/Techl. to Director (P&RAC) / Transco of A.P. , Vidyut Soudha,Hyd.  
DE/Techl. to Director (Techl.) / Transco of A.P. , Vidyut Soudha,Hyd.  
The General Manager (Personnel) / Transco of A.P. , Vidyut Soudha,Hyd.  
The General Manager (IR)/Transco of A.P. , Vidyut Soudha,Hyd.  
The General Manager (Corporate Communication Cell) / Transco of A.P. ,  
Vidyut Soudha,Hyd.  
The Additional Secretary/Transco of A.P. , Vidyut Soudha,Hyd.  
All Dy. Chief Controller of Accounts/Transco of A.P. , Vidyut Soudha,Hyd.  
The Accounts Officer/ CPR/Transco of A.P. , Vidyut Soudha,Hyd.  
The Pay Officer /Transco of A.P. , Vidyut Soudha,Hyd.  
The Asst. Company Secretary/Transco of A.P. , Vidyut Soudha,Hyd.  
The Divisional Engineer (Disciplinary cases) Transco of A.P. , Vidyut  
Soudha,Hyd.  
The Resident Audit Officer, EBCA, Vidyut Soudha, Hyderabad.  
The Estate Officer, Vidyut Soudha, Hyderabad.  
The Deputy Superintendent of Police (V.C.), Tirupathi, Hyderabad and  
Cuddapah,  
The Pay & Accounts Officer, Govt. of A.P., Hyd.  
All Deputy Secretaries/Transco of A.P., Vidyut Soudha, Hyderabad.  
All Asst. Secretaries/Transco of A.P., Vidyut Soudha, Hyderabad.  
All Sections in P&G Services/Transco of A.P., Vidyut Soudha, Hyd.  
The Chief Electrical Inspector to Government, Mint Compound, Hyd.  
The Central Record Section./Stock File.

C.NO.GM(IR)/AS(Reg)/PO.I(1) / 22/2002.

// FORWARDED ::BY ORDER //

PERSONNEL OFFICER.

**TRANSMISSION CORPORATION OF A.P.LTD  
VIDYUT SOUDHA : : HYDERABAD-82.**

**A B S T R A C T**

TRANSCO OF A.P.LIMITED - Revised Competent Authorities which may impose Penalties and Concurrence committees under A.P.S.E.Board employees - Revised Conduct Regulations A.P.S.E.Board Employees Discipline and Appeal regulations - Amendment - Orders - Issued.

T.O.O.(GM(IR)-Per)Ms.No. 1

Dated : 04-04-2002

Read the following :-

- Ref: 1. Office order No. Addl. ASecy./D(IR)/AS (Reg)/P.O.I (2)/409/98-3, Dt. 18-02-1999  
2. T.O.O. (Addl. Secy-Per) Ms. No. 394, Dt. 30-11-1999.  
3. T.O.O. (GM(IR) Per) Ms.No. 157, Dt. 8-9-2000.  
4. T.O.O. (GM(IR)-Per) MS.No 260, Dt. 12-2-2001.

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**ORDER :**

In the reference 2nd cited, the Transmission Corporation of Andhra Pradesh Limited has revised the Competent Authorities which may impose penalties referred to in regulation 7(a) of A.P.S.E.Board employees Discipline and appeal regulations in annexure-I as adopted by transco of A.P. and also revised the Committees to impose penalties specified in item IV and Vi to VIII in regulation-5 of A.P.P.E. Board employees Discipline and Appeal regulations in Annexure-II as adopted by Transco of A.P.Ltd.

2. The Transco of A.P. Ltd after careful examination issues the following amendment to the T.O.O (Addl. Secy-Per) Ms. No. 394 dated 30-11-99

**AMENDMENT**

For the words "Director (D & HRD) occurred in Column 2 of appointing authority against A.A.E. under Class-III of Engineering Service in the Annexure to the T.O.O. (Addl. Secy-Per) Ms. No. 394, dated 30-11-99 shall be read as "Chief Engineer".

**DINESH KUMAR  
JOINT MANAGING DIRECTOR  
(REV. & HRD)**

To

All Chief Engineers.

All Financial Adviser & Chief Controller of Accounts.

All Dy. Chief Controller of Accounts.

All Superintending Engineers.

All Divisional Engineers.

All Executive Engineers.

Copy to:

The SE(T)/DE (T) to the Managing Directors of Discoms-I,II,III & IV.

The SE(T)/DE (T) to all Directors of Discoms-I,II,III & IV.

P.S. to Chairman & Managing Director/Transco of A.P., V.S., Hyd.

P.S. to Joint Managing Director (Rev. & HRD) Transco of AP, V.S., Hyd.

P.S. to Joint Managing Director (V&S)/Transco of AP., V.S., Hyd.

P.S. to Director (Finance/Transco of A.P., Vidyut Soudha, Hyd.

SE/Techl. to Director (Commercial & Co-ordination) A.P. Transco., Hyd.

SE/Techl. to Director (Trans.) / Transco of A.P., Vidyut Soudha, Hyd.

SE/Techl. to Director (Projects) /Transco of A.P., Vidyut Soudha, Hyd.

DE/Techl. to Director (P&RAC) / Transco of A.P., Vidyut Soudha, Hyd.

DE/Techl. to Director (Techl.) / Transco of A.P., Vidyut Soudha, Hyd.

The General Manager (Personnel) / Transco of A.P., Vidyut Soudha, Hyd.

The General Manager (IR)/Transco of A.P., Vidyut Soudha, Hyd.

The General Manager (Corporate Communication Cell) / Transco of A.P., Vidyut Soudha, Hyd.

The Special Secretary/Transco of A.P., Vidyut Soudha, Hyd.

The Chief Engineer (Disciplinary Cases), Vidyut Soudha, Hyderabad.

All dy. Secretaries. / The Special Officer (Protocol) / A.P. Transco., Hyd.

The Superintending Engineer / TBHES. /All Asst. Secretaries.

The P.A.O / CAS., Mothugudem.

The Secretary to Government, energy Department, A.P., Hyderabad.

The Pay Officer. / the Accounts Officer / CPR of Transco of A.P., Hyd.

The Resident Audit Officer / EBCA, Vidyut soudha, Hyderabad.

The Accountant General A.P., Hyderabad.

The Estate Officer, Vidyut Soudha, Hyderabad.

The Asst. Company Secretary / Transco of A.P., Vidyut soudha, Hyd.

The Superintending Engineer / TBHES/TB Board, T.B. Dam/ Via Hospet, Karnataka State.

The Chief electrical Inspector to Government, Mint Compound, Hyd.

The General Secretary, APEE Union (Regd. No. 1104) (Recognised), Mint Compound, Hyderabad.

TRANSMISSION CORPORATION OF A.P.LTD  
VIDYUT SOUDHA : : HYDERABAD-82.

A B S T R A C T

A.P.TRANSCO - Suspension - Guidelines for placing accused Officers under Suspension in Trap cases - Classification of trap cases - Adoption of Government instructions - Orders - Issued.

T.O.O.(GM(IR)-Per)Ms.No. 265

Dated : 19-3-2002.

Read the following :-

1. Govt. of A.P. General Admn. (Spl.B) Dept.. U.O. Note No.1818/Spl.B/2000-2, dt. 21-11-2001.
2. Govt. of A.P.Energy (Services) Dept.. Lr.No. 7977/Ser.A2/2001-1, dt. 01-01-2002.

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ORDER :

After careful consideration, the Transmission Corporation of A.P.Ltd hereby adopts the Government instructions issued in the reference first cited (copy enclosed) in respect of the employees of Transco of A.P.Ltd and Distribution Companies.

DINESH KUMAR  
JOINT MANAGING DIRECTOR  
(REV. & HRD)

To

All Chief Engineers.

All Financial Adviser & Chief Controller of Accounts.

All Superintending Engineers.

All Divisional Engineers.

All Executive Engineers.

TRANSCO OF A.P.LTD  
AND  
DISTRIBUTION COMPANIES.

Copy to:

The SE(T)/DE (T) to the Managing Directors of Discoms-I,II,III & IV.

The SE(T)/DE (T) to all Directors of Discoms-I,II,III & IV.

P.S. to Chairman & Managing Director/Transco of A.P., V.S., Hyd.

P.S. to Joint Managing Director (Rev. & HRD) Transco of AP., V.s., Hyd.

P.S. to Joint Managing Director (V&S)/Transco of AP., V.S., Hyd.  
P.S. to Director (Finance)/Transco of A.P., Vidyut Soudha, Hyd.  
SE/Techl. to Director (Commercial & Co-ordination) A.P. Transco., Hyd.  
SE/Techl. to Director (Trans.) / Transco of A.P. , Vidyut Soudha,Hyd.  
SE/Techl. to Director (Projects) /Transco of A.P. , Vidyut Soudha,Hyd.  
DE/Techl. to Director (P&RAC) / Transco of A.P. , Vidyut Soudha,Hyd.  
DE/Techl. to Director (Techl.) / Transco of A.P. , Vidyut Soudha,Hyd.  
The General Manager (Personnel) / Transco of A.P. , Vidyut Soudha,Hyd.  
The General Manager (IR)/Transco of A.P. , Vidyut Soudha,Hyd.  
The General Manager (Corporate Communication Cell) / Transco of A.P. ,  
Vidyut Soudha,Hyd.  
The Special Secretary/Transco of A.P. , Vidyut Soudha,Hyd.  
All Dy. Chief Controller of Accounts /Transco of A.P. , Vidyut Soudha,Hyd.  
The Accounts Officer/ CPR/Transco of A.P. , Vidyut Soudha,Hyd.  
The Pay Officer /Transco of A.P. , Vidyut Soudha,Hyd.  
The Asst. Company Secretary/Transco of A.P. , Vidyut Soudha,Hyd.  
The Resident Audit Officer, EBCA, Vidyut Soudha, Hyderabad.  
The Estate Officer, Vidyut Soudha, Hyderabad.  
The Deputy Superintendent of Police (V.C.), Tirupathi, Hyderabad and  
Cuddapah,  
The Pay & Accounts Officer, Govt. of A.P., Hyd.  
All Deputy Secretaries/Transco of A.P., Vidyut Soudha, Hyderabad.  
All Asst. Secretaries/Transco of A.P., Vidyut Soudha, Hyderabad.  
All Sections in P&G Services/Transco of A.P., Vidyut Soudha, Hyd.  
The Chief Electrical Inspector to Government, Mint Compound, Hyd.  
The Central Record Section./Stock File.  
C.NO.GM(IR)/AS(Reg)/PO.I(1) / 21/2002.

// FORWARDED ::BY ORDER //

PERSONNEL OFFICER.

COPY TO :

GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION (SPL.B) DEPARTMENT

MEMO.NO.1621/SPL.B/2001-1

DATED : 26-11-2001

Sub:- Public Servants - Dismissal of accused Officers from service immediately on conviction even if the appeal filed by him is pending before the Appellate Court - Government Servants Convicted are not eligible to be in service till they are honorably acquitted by the appellate Court - Instruction - Issued.

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The Supreme Court in its latest Judgment in K.C. Sareen vs. CBI Chandigarh, 2001(5) Supreme 437 decided on 2-8-2001 as follows:

"Corruption by public servants has now reached a monstrous dimension in India. Its tentacles have started grappiing even the institutions created for the protection of the Republic. Unless those tentacles are intercepted and impeded from gripping the normal and orderly functioning of the public offices, through strong legislative, executive as well as judicial exercises the corrupt public servants could even paralyse the functioning of such institutions and thereby hinder the democratic polity. Proliferation of corrupt public servants could garner momentum to cripple the social order if such men are allowed to continue to manage and operate public institutions. When a public servant was found guilty of corruption after a judicial adjudicatory process conducted by a court of law, judiciousness demands that he should be treated as corrupt until he is exonerated by a superior court. The mere fact that an appellate or revisional forum has decided to entertain his challenge and to go into the issues and findings made against such public servants once again should not even temporarily absolve him from such findings. If such a public servant becomes entitled to hold public office and to continue to do official acts until he is judicially absolved from such findings by reason of suspension of the order of conviction it is public interest which suffers and sometimes even irreparably. When a public servant who is convicted of corruption is allowed to continue to hold public office it would impair the morale of the other persons manning such office, and consequently that would crode the already shrunk confidence of the people in such public institutions besides demoralizing the other honest public servants who would either be the colleagues or subordinates of the convicted person. If honest public servants are compelled to take orders from proclaimed corrupt officers on account of the suspension of the conviction the fall out would be one of shaking the system itself. Hence it is necessary that the court should not aid the public servant who stands convicted for corruption charges to hold only public office until he is exonerated after conducting a judicial adjudication at the appellate or revisional level. The above policy can be acknowledged as necessary for the efficacy and proper functioning of public offices. If so, the legal position can be laid down that when conviction is on a corruption charge against a public servant the appellate court or the revisional court should not suspend the order of conviction during the pendency of the appeal even if the sentence or imprisonment is suspended. It would even if the sentence or imprisonment is suspended. It would be a sublime public policy that the convicted public servant

is kept under disability of the conviction in spite of keeping the sentence of imprisonment in abeyance till the disposal of the appeal or revision."

In the light of the above categorical direction of the Supreme Court, Government hereby instructs that to take action forthwith for dismissal of public servants convicted of corruption and criminal misconduct immediately upon such conviction without waiting for any appeal and that the appointing/disciplinary authorities will be personally held responsible for non implementation of these instructions and that they will be liable for disciplinary action if in spite of these instructions it is found convicted officers continuing in service without being dismissed immediately or continue to receive provisional pension if they have already retired in the meantime without action to withhold pension and other pensionary benefits or withdraw pension entirely as the case may be disregarding these instructions. It is also directed that salary/pension/provisional pension paid after the judgment convicting the accused public servant shall be liable to be recovered from the appointing authority. Consultation with Andhra Pradesh Public Service Commission in such cases has also been dispensed with.

All Departments of Secretariat and Heads of Departments are requested to oppose any application for the suspension of conviction in such cases quoting the above judgment of the Supreme Court.

All Departments of Secretariat and Heads of Departments are requested to follow the above instructions scrupulously and also to communicate the above instructions to the public enterprises, autonomous bodies and other institutions receiving grant in aid etc. under their administrative control.

P.V.RAO  
CHIEF SECRETARY TO GOVERNMENT.

To

All Departments of Secretariat.

All Heads of Department.

Copy to Andhra Pradesh Vigilance Commissioner  
w.r.t. his Lr. No.409/VC.A2/2001, dt. 12-9-2001.

// FORWARDED :: BY ORDER //

Sd/-  
SECTION OFFICER (SC)

// TRUE COPY //

PERSONNEL OFFICER.

COPY OF :

**GOVERNMENT OF ANDHRA PRADESH**  
**GENERAL ADMINISTRATION (SPL.B) DEPARTMENT**

U.O.NOTE NO. 1818/SPL.B/2000-2

DATED : 21-11-2001

Sub:- Suspension - Guidelines for placing Accused Officers under suspension in Trap Cases - Classification of trap cases - Instructions - issued.

- Ref.- 1. U.O.Note No. 240/SC.D/933, Gen.Adrmn. (SC.D) Dept., dt. 5-10-1993.  
2. U.O.Note No. 1595/SC.D/93-6, G.A.(SC.D) Dept., dated 16-11-1994.  
3. Memo. No. 554/Ser.C/93-6, G.A. (Ser.C) Dept., dated 26-12-1994.

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Instructions were issued in the references first and second cited for suspension of government servants involved in traps laid by the Anti Corruption Bureau (ACB) as follows:

**TRAP CASES :**

- (i) Where the accused Officer is caught red-handed in the act of accepting bribe and where the phenolphthalein test has yielded positive result (and) such cases can be classified as successful traps and the charged Officer has to be placed under suspension based on the preliminary report received from the Anti Corruption Bureau.
- (ii) In other cases where the accused Officer is not caught red handed and where the phenolphthalein test has not yielded positive result and the case depends mostly on circumstantial evidence leaving room for benefit of doubt, decision for suspension or otherwise of the accused Officer may be taken taking into account the advice tendered by the Vigilance Commissioner.
- (iii) The departments of Secretariat are further instructed to suspend the Accused Officer even without waiting for recommendations of the Vigilance Commissioner in cases where the Accuser Officer is caught red handed and the phenolphthalein test yielded positive result.

Government have reviewed these instructions in the light of advice of the Andhra Pradesh Vigilance Commission (APVC) and issue the following instructions in supersession of the references cited.

It is well known that trap is the most effective and successful way of catching

corrupt Officers in the act of receiving bribe where the rate of conviction also is high. Corrupt Officers habituated to receiving bribes have become cautious and alert and have devised methods of avoiding trap while continuing to receive bribes. Such methods include engaging private persons to receive bribe on one's behalf, engaging personal servants to do so while at home requiring subordinates to accept the bribe, requiring complainant to place the bribe amount in or around the scene of offence unobtrusively without the Officer having to accept the bribe directly thereby avoiding physical contact with the notes and the phenolphthalein powder.

It would not be in the public interest not to suspend or to delay the suspension of such corrupt Officers who receive bribes indirectly in the manner indicated above. It should be open to the disciplinary authority to suspend such an Officer pending investigation without waiting for the advice of the Vigilance Commission in the matter. Government therefore, direct that immediately upon receipt of preliminary report against an Officer who is caught directly or indirectly in the act of accepting bribe, irrespective of whether the phenolphthalein test yielded positive results or not, the accused officer may be immediately placed under suspension pending investigation based on the preliminary report received from the ACB.

P.V.RAO,  
CHIEF SECRETARY TO GOVERNMENT.

To

All Departments of Secretariat.

All Heads of Departments.

All District Collectors.

// FORWARDED ::BY ORDER //

Sd/-  
SECTION OFFICER (SC)

// TRUE COPY //

PERSONNEL OFFICER.

TRANSMISSION CORPORATION OF A.P. LTD  
VIDYUT SOUDHA :: HYDERABAD - 82.

A B S T R A C T

REGULATIONS - Transco. of A.P. Ltd. - Regulating the period of suspension as duty for the purpose of pay and allowances in case of Departmental enquiry which end in awarding minor penalties - Adoption of Government Orders - Orders - Issued.

T.O.O. (GM(IR - Per) Ms. No. 141

Dated : 12-10-2001.

Read the following

1. G.O. Ms. No. 182, Finance & Planning (FW.FR.II) Department, dated : 31-10-92.
2. G.O Ms. No. 59, Finance & Planning (FW.FR.II) Department, dated : 27-03-1995.
3. B.P. (P&G-per) Ms. No. 44, Dt : 20-5-97. Department dated : 22-13-1997.
4. G.O. Ms. No. 214, Finance & Planning (FW & FR, II) Department dated 22-12-1997.
5. Lr.No. DS (Reg.) / AS (Reg.) / PO. I (1) / 122 / 97 - 2, dated : 01-11-98.
6. Memo No. DS (Reg.) / AS (Reg.) / PO. I (1) / 122 / 97 - 3, dated : 04-11-98.
7. Lr. No. DGM (IR) / AS (Reg.) / PO. I (1) / 122 / 97 -4, dated : 11-10-99.
8. Memo. No. DGM (IR) / AS (Reg.) / PO. I (1) / 122 / 97-5 dated : 11-10-99.

ORDER :

-000-

After careful consideration, the Transco. of A.P. Limited, hereby adopts the orders issued in the G.O.Ms. No. 214, Finance & Planning (FW.FR.II) Department, dated : 22-12-97 (Copy enclosed) in respect of the employees of Transco. of A.P.Limited and DISCOMS.

2. These orders shall come into force from the date of issue of these orders. Past cases already decided, need not be reopened.

(BY ORDER IN THE NAME OF TRANSMISSION CORPORATION OF  
A.P. LIMITED)

DINESH KUMKAR  
JOINT MANAGING DIRECTOR,  
(REV. & HRD)

To

To  
All Chief Engineers.  
All Financial Adviser & Chief Controllor of Accounts  
All Dy. Chief Controllor of Accounts.  
All Superintending Engineers.  
All Divisional Engineers.  
All Executive Engineers.

A.P. Transco  
and Discoms.

Copy to :

The SE (T) / DE (T) to the Managing Directors of DISCOMS-I II, III & IV.  
P.S. to Chairman & Managing Director / A.P. Transco. /VS Hyd.  
P.S. to Jt. Managing Director (R&HRD) / A.P. Transco. /VS/Hyd.  
P.S. to Jt. Managing Director (V&S) / A.P. Transco. /VS/Hyd.  
P.S. to Director (Finance) /A.P. Transco. /VS/Hyd.  
SE/Techl. to Director (Commercial & Co-ordination) A.P. Transco.  
SE/Techl. to Director (Trans.) / A.P. Transco. /VS/Hyd.  
SE/Techl. to Director (Projects) /A.P. Transco. /VS/Hyd.  
DE/Techl. to Director (Techl.) / A.P. Transco. /VS/Hyd.  
DE/Techl. to Director (P&RAC) / A.P. Transco. /VS/Hyd.  
The Spaecial Secretary /A.P. Transco. /VS/Hyd.  
The General Manager (CCC) / A.P. Transco. /VS/Hyd.  
The General Manager (Per) / A.P. Transco. /VS/Hyd.  
The General Manager (IR) / A.P. Transco. /VS/Hyd.  
The General Manager (P&HRD)/CPDCL / Lakdikapool /Hyd.  
The General Manager (Adm.) / A.P. Genco. /VS/Hyd.  
The Pay Officer /A.P. Transco / The Accounts Officer / CPR / A.P. Transco.  
The Asst. Company Secretary / A.P. Transco. / VS/Hyd.  
The Resident Audit Officer, EBCA, VS, Hyd.  
The Estate Officer /Vidyut Soudha / Hyd.  
All Deputy Secretaries. / All Asst. Secretaries of A.P. Transco. / Hyd.  
The Deputy Superintendent of Police (V.C) Tirupathi, Hyd. & Cuddapah.  
All Sections in P&G Services.  
The Superintending Engineer / TBJES/TB Board, T.B. Dam Via Hospet,  
Karnataka State.  
The Chief Electrical Inspector to Govt., Mint Compound, Hyd.  
The General Secretary, APEE Union (Regd. No.1104) (Recognised), Mint  
Compound, Hyderabad.  
The Secretary General, APSEB Employees Union (Regd. No. 327)  
(Recognised), Mint Compound, Hyd.

(Recognised), Mint Compound, Hyd.

The General Secretary, Telugunadu Vidyut Karmika - Sangam (Regd. No. 1249) (Recognised), Mint Compound, Hyd.

The General Secretary, A.P. Transco. Engineers Association, (Regd. No. 4210/2000) (Recognised), 124,, Cholas Residency, 151 Vasavi Nagar, Secunderabad - 500 015.

The General Secretary, united Electricity Employees Union, (Regd.No. B-1029), 1-1-60/4, Musheerabad, Hyd.- 20.

The General Secretary, APSEB Asst. Engineers Association (R.No 1185), New Paloncha - 507115.

The Secretary General, APSEB Engineers association, 2nd Floor Room No 214, 'B' Block, Vidyut Soudha, Hyd.

The General Secretary, Andhra Rashtra Power Engineers Union (R.No. G-445), H.No 1-8-565/5, RTC 'X' Roads, Hyd. 20

The General Secretary, A.P.Power Diploma Engineers Association., (Recognised) (Regd. No. B-473), H.No. 5-9-22/55, Adarshnagar, Hyd-183.

The Secretary General, APSEB Secretariat Employees Association, (Regd.No.54/69), Vidyut Soudha, Hyd.

The General Secretary, APSEB A.OS. Association, (R.No.C-5). Vs. Hyd.

The General Secretary, JAOs Association, (R.No.880), VS. Hyd.

The Pay & Accounts Officer, Govt. of A.P. Hyderabad.

The General Secretary, Machkund Workers Union. (Regd. No. 301), H.O.Onukudelli-764 042, Koraput. Dist., Orissa State.

The General Secretary, Electricity Employees Union (R.No. 1076), Dist. Koraput, Orissa. (Affiliated to APEEU, R.No.1104, (Recognised).

The General Secretary, APSEB Techl. Employees Union. (Regd.No.B-2275), C/o. K.Pampath Reddy, H.No. 6-1-49/5, Mint Compound, Hyd.

The Central Records Section. / The Stock File.

C.No.GM(IR)/AS(IR)/Po.I(1)/122/97.

// FOWARDED :: BY ORDER //

PERSONNEL OFFICER

COPY OF:

GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

FUNDAMENTAL RULES - Regulating the period of suspension as duty for the purpose of pay and allowances in case of Departmental Enquiry which end in awarding minor penalty / punishment - Amendment to Sub-rule (5) of FR.54.B-Omitted - Orders - Issued.

FINANCE & PLANNING (FW.FR.II) DEPARTMENT

G.O.Ms.No-214

Dated : 22-12-1997.

Read the following :-

1. G.O.Ms.No. 238, General Administration (Ser.C) Department, dated: 07-04-1992.
2. G.O.Ms.No. 182, Finance & Planning (FW.FR.II) Department, dated : 31-10-1992.
3. G.O.Ms.No. 59, Finance & Planning (FW.FR.II) Department, dated :27-03-1995.
4. D.O. Lr.No.277/LSP/RL/58/97, dated : 28-05-1997 of the secretary to Government, Legal Affairs.

-:000:-

ORDER :

In the Government order first read above orders were issued based on the Government of India Memo.No.11012/15/85 Estt. (A), dated : 03-12-1985 amending the instruction 19 in 1963. It was also indicated therein that necessary amendment to Fundamental Rules will be issued separately. The Government have issued orders in the Government Order second read above, amending the FR.54.B adding proviso to sub-rule (5) allowing the benefit of these orders to the cases where suspension order is passed on or after 07-04-1992. Orders were issued in the Government Order third read above, omitting the expression "on or after 07-04-1992".

2. The Hon'ble Supreme Court of India have pronounced a Judgement in K.R.Bibhavnekar Vs.State of Maharashtra reported in 1997 (3) Scale 180 on the question of entitlement of an employee to consequential benefits on re-instatement following acquittal in Criminal trial. The gist of the Judgement is as follows:

".....When the suspension period was treated to be a suspension pending the trial and even after acquittal he was reinstated into service, he would not be entitled

to the consequential benefits.... He is also not entitled to be treated as on duty from the date of acquittal for purpose of computation of pensionary benefits”.

3. Further while interpreting FR.54B, the Andhra Pradesh High Court by its a Judgement in M.V.Narasimhacharyulu Vs. the Registrar (Administration), High Court of Andhra Pradesh (1995(1) An.W.R. 165) has observed as follows:-

“Where a Government servant departmentally proceeded against has been found guilty of the charges and penalty is imposed and during the pendency of the enquiry or for a part of it he had continued under suspension, the suspension could not be said to be wholly unjustified. The use of the word “wholly” as qualifying the word “unjustified” signified that for the Government servant to become entitled to the full pay and allowances, the suspension must have been completely irrational without there being any material to support the action of suspension. While such a conclusion is possible to be reached where the Officer is fully exonerated, it will not be possible to say the same thing when in face he has been found guilty and punished”.

4. In view of the above observations of the High Court, suspension can be termed as “wholly unjustified” when the delinquent is fully exonerated in disciplinary proceedings and then only he is entitled to fully pay all allowances for the suspension period. On the other hand, where a penalty has been imposed in the disciplinary proceedings, the suspension can be treated as justified and delinquent employee in such case will be paid such pay and allowances as the competent authority may determine keeping in view the facts and circumstances of the case. This view is fortified in view of the recent judgement of the Supreme Court in Krishnakanth Raghunath Bibhavnekar Vs. state of Maharashtra (1997(3) SCALE 180) where in the Court held that acquittal in a criminal case followed by reinstatement will not entitled for grant of consequential benefits to a suspended employee, as a matter of course.

5. Keeping in view the above judgements, the Government have examined the issue in detail and decided to amend the sub-rule (5) of rule 54.B of the Fundamental Rules.

6. The Government also direct that these orders shall come into force from the date of these orders. Past cases already decided, need not be reopened.

### N O T I F I C A T I O N

In exercise of the powers conferred by the proviso to article 309 read with article 313 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to the Fundamental Rules.

2. The Amendment hereby made shall come into force with immediate effect.

A M E N D M E N T

In rule 54.B of the Fundamental Rules, in subrule (5) the proviso shall be omitted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA  
PRADESH)

A.R.JAYA PRAKASH,  
SECRETARY TO GOVERNMENT.

To

All Departments of Secretariat.

All Heads of Departments/All Collectors including District Judges.

The Director, Printing, Stationary and Stores Purchase Department, Andhra Pradesh, Hyderabad to publish in the Andhra Pradesh Gazette.

The Accountant General, Andhra Pradesh, Hyderabad.

All the Zilla Parishad Chief Executive Officers.

Copy to :

The Secretary, Andhra Pradesh Public Service Commission Hyderabad.

The Registrar, High Court of Andhra Pradesh , Hyderabad.

The Registrar, Andhra Pradesh Administrative Tribunal, Hyderabad.

The Secretary, Tribunal for Disciplinary Proceedings, Hyderabad.

The Director General, A.C.B., Hyderabad.

The Commissioner, Institute of Administration, Hyderabad.

All Superintendents of Police.

All Deputy Inspector Generals of Police.

The Deputy Directors General, N.C.C., Secunderabad.

The Scrutiny Cell of Law Department.

// FOWARDED :: BY ORDER //

SD/  
SECTION OFFICER-

// TRUE COPY //

PERSONNEL OFFICER

# TRANSMISSION CORPORATION OF A.P. LTD

## A B S T R A C T

TRANSCO OF A.P. LIMITED - Revised Competent authorities which may impose Penalties and Concurrence Committees under A.P.S.E. Board Employees - Revised Conduct Regulations A.P.S.E. Board Employees Discipline and appeal regulations - amendment - orders - issued.

T.O.O. (GM(IR - Per) Ms. No. 260

Dated : 12-02-2001.

Ref : 1. Office order No. Addl. Secy./D(IR)/AS (Reg)/P.O.I(2)/409/98-3, Dt. 18-02-1999

2. T.O.O. (Addl. Secy-Per) Ms.No. 394, Dt. 30-11-1999.

3. T.O.O. (GM(IR)-Per) Ms. No. 157, Dt. 8-9-2000.

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### ORDER :

In the reference 2nd cited, the Transmission corporation of Andhra Pradesh Limited has revised the competent authorities which may impose penalties referred to in regulation 7(a) of A.P.S.E. Board employees discipline and Appeal Regulations in annexure-I and also revised the Committees so as to obtain the concurrence of the Committees to impose penalties specified in item IV and VI to VIII in Regulation-5 of A.P.S.E. Board employees discipline and Appeal Regulations in annexure-II.

2. The Transco of A.P.Ltd., after careful examination issues the following amendments to the T.O.O. (Addl. Secy-per) Ms. No. 394, dated 30-11-99.

#### **AMENDMENT - I**

For the words "Chief Engineer" occurred under Column (9) of "Compulsory retirement/Removal/d dismissal" under main heading Major penalties against Class-II of item (1) of Assistant Divisional Engineer/Assistant Executive Engineer in page 4 of the Annexure to the T.O.O. (Addl. Secy-Per) Ms. No. 394, Dated 30-11-99 read as "Chairman and Man aging Director".

#### **AMENDMENT - II**

For the words "CE/DC/Cheif Engineer" incharge of Personnel Management occurred in Column-3 under note in page 9 of the Annexure to the T.O.O. (Addl. Secy-Per) Ms. No.394 dated 30-11-99 read as "General Manager (Personnel)"

) T.V.S.N. PRASAD  
JOINT MANAGING DIRECTOR (REV. & HRD)

To  
All Chief Engineers.  
All Financial Adviser & Chief Controller of Accounts.  
All Superintending Engineers.  
All Divisional Engineers. / All Executive Engineers.

TRANSCO OF A.P.LTD  
AND  
DISTRIBUTION COMPANIE

Copy to :

- All Managing Director of Discoms. (I, II, III & IV)
- P.S. to Chairman & Managing Director / Transco of A.P., V.S., Hyd.
- P.S. to Joint Managing Director (Rev. & HRD) Transco of AP, V.S., Hyd.
- P.S. to Joint Managing Director (V&S)/Transco of AP, V.S., Hyd.
- P.S. to Director (Finance/Transco of A.P., Vidyut Soudha, Hyd.
- The General Manager (Personnel) / Transco of A.P., Vidyut Soudha, Hyd.
- The General Manager (IR)/Transco of A.P., Vidyut Soudha, Hyd.
- The General Manager (P & HRD) / C.P.D.C.L., Vidyut Soudha, Hyderabad.
- The Additional Secretary/Transco of A.P., Vidyut Soudha, Hyd.
- The Chief Engineer (Disciplinary Cases), Vidyut Soudha, Hyderabad.
- All Dy. Secretaries. / The Special Officer (Protocol) / Transco of A.P.
- The Secretary, TBHES. / The Superintending Engineer / TBHES.
- All Asst. Secretaries / All Sections in Personnel & General Services.
- The P.A.O / CAS, Mothugudem.
- The Secretary to Government, Energy Department, A.P., Hyderabad
- The Pay Officer. / The Accounts Officer / CPR of Transco of A.P.
- The Resident Audit Officer / EBCA, Vidyut Soudha, Hyderabad.
- The Accountant general, A.P., Hyderabad.
- The General Secretary, APEE Union (Regd. No.1104), (recognised, Mint Compound, Hyderabad.
- The General Secretary, APSEB Employees Union (Regd. No. 327), (Recognised), Mint Compound, Hyderabad.
- The General Secretary, Telugunadu, Vidyut Karmika Sangam, (Regd. No. B-1245) Recognised), Mint Compound, Hyderabad.
- The General Secretary, Andhra Rashtra Power Employees Union, (Regd. No. 445), H.No. 1-8-565-5, RTC 'X' Road, Hyderabad - 20.
- The General Secretary, United Electricity Employees Union, (Regd.No B-1329), 1-160/4, Musheerabad, Hyderabad-20
- The A.P. Transco Engineers Association (Regd. NO. 4210/2000) (Recognised) 124, Choles Residency, 151 Vasavi Nagar, Secunderabad-500 015.
- The APSEB /Asst. Engineers Association (Regd. No. 1185), New Paloncha - 507 115.
- The General Secretary, A.P.Power Diploma Engineers Association, (Recognised (R.No. 473), H.No. 5.9.22/55, Adarshanagar, Hyderabad - 500 183.
- The Secretary General, APSEB Secretariat Employees Assc. V.S., Hyd.
- The General Secretary APSEB Accounts Officers Association, (R.No. C-5), Vidyut Soudha, Hyderabad.
- The General Secretary, Junior Accounts Officers Associaton, (R.No. 880) Vidyut Soudha, Hyderabad.
- The General Secretary, Machkund workers Union (R.No. 801), H.O.Orukudalli-764 042, Koraput Dist., Orissa State.
- The General Secretary, APSEB Technical Employees Union, (Regd. No. B-2275), Mint Compound, Hyderabad.
- The General Secretary, APSEB SC & ST Employees Welfare Association, (Regd. No. 1589), H.No. 3-3-220/1280/55, Jawaharnagar, Yousufguda, Hyderabad.
- The Central Records Section. / Stock File.

C.No. GM(IR)/AS(Reg)/P.O.I(1)125/99.

// FORWARDED :: BY ORDER //

TRANSMISSION CORPORATION OF A.P. LTD  
VIDYUT SOUDHA :: HYDERABAD - 82.

A B S T R A C T

REGULATIONS - Amendment to A.P.S.E. Board Employees Revised Conduct Regulations and Discipline & Appeal Regulations - Order Issued.

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T.O.O. (GM(IR - Per) Ms. No. 172

Dated : 13-10-2000.

ORDER :

In exercise of the Powers conferred by Clause (C) of Section 79 of Electricity Act 1948 read with Clause (V) of Sub-Section (3) of Section 56 of the A.P. Electricity Reforms Act 1998, the Transco of A.P.Ltd., hereby issues the following Amendment to the A.P.S.E.Board Employees Revised Conduct Regulations.

A M E N D M E N T

Add the following, numbered as XLVI under the main Heading of Misconduct in the said Regulations :

"To engage himself or through his family members directly or indirectly in the business of sale of Electrical goods, related items and works to avoid undue favoritism in official dealings in such matters."

BHANWAR LAL  
JOINT MANAGING DIRECTOR

To

All Chief Engineers.

All Financial Adviser & Chief Controller of Accounts.

All Superintending Engineers.

All Divisional Engineers. / All Executive Engineers.

Copy to :

All Managing Director of Discoms. (I, II, III & IV)

All DEs (Techl.) to Directors of Transco of A.P., V.S., Hyd.

The Divl. Engineer (Disciplinary Cases), Vidyut Soudha, Hyd.

The General Manger (Persl.) / Transco of A.P., V.S., Hyd.

- The Additional Secretary / Transco of A.P., V.S., Hyd.
- The General Manager (IR) / Transco of A.P., V.S., Hyd.
- All Dy. Chief Controller of Accounts / Transco of A.P., V.S., Hyd.
- P.S. to Chairman & Managing Director / Transco of A.P., V.S., Hyd.
- P.A. to Jt. Managing Director (Rev. & HRD) / Transco of A.P., V.S., Hyd.
- P.A. to Jt. Managing Director (V & S) / Transco of A.P., V.S., Hyd.
- P.S. to Director (Finance) / Transco of A.P., V.S., Hyd.
- All Dy. Secretaries. / The Special Officer (Protocol).
- The Dy. Superintendent of Police (Vigilance), Hyderabad & Vijayawada.
- The Secretary, TBHES. / The Superintending Engineer / TBHES.
- All Asst. Secretaries / Transco of A.P., V.S., Hyd.
- All Sections in Personal & General Services.
- The P.A.O. /CAS, Mothugudem.
- The Secretary to Government, Energy Department, A.P., Hyd.
- The Pay Officer. / The Accounts, Officer / CPR of Transco of A.P.
- The Resident Audit Officer / EECA, Vidyut Soudha / Hyderabad.
- The Accountant General, A.P., Hyderabad.
- The General Secretary, APSE Union (Regd. No. 1104), Mint Compound, Hyderabad.
- The General Secretary, APSEB Employees Union (Regd. No. 327), Mint Compound, Hyderabad.
- The General Secretary, Telugunadu, Vidyut Karmika Sangam, (Regd. No. S-1245, Mint Compound, Hyderabad.
- The General Secretary, Andhra Rashtira Power Employees Union, (Regd. No. 455), H.No. 1-8-565/5, RTC 'X' Road Hyderabad -20.
- The General Secretary, The Machkund Workers Union (Regd. No. 301), H.O. Onukudilli, Pin - 764 042, Koraput Dist.
- The General Secretary, APSEB Secretariat Emp. Assocn., Hyd.
- The General Secretary, APSEB Engineers Association, 6-3-663, Somajiguda, Hyderabad - 482.
- The General Secretary, APSEB Asst, Engineers Association, (Regd. No. 1185) New Paloncha - 507115.
- The General Secretary, A.P. Power Diploma Engineers Association,

(Recognised) Regd. No. B-473), H.No. 5-9-22/55, Adarashnagar, Hyderabad - 483.

The General Secretary, APSEB Chemists Association, (Regd. No. 756), Paloncha - 507 115.

The A.P. Transco Engineers Assocn., (Regd. No. 4210/2000 (Recognised) 124, Cholas Residency 151 Vasavi Nagar, Secunderabad - 500 015.

The General Secretary, APSEB Accounts Officer (Regd. No. C-5), Vidyut Soudha, Hyderabad.

The General Secretary, Jr. Accounts Officers Association, (Regd. No. 830), Vidyut Soudha, Hyderabad.

The State Vidyut Karmika Parishad (Regd. No. G. 982), Nagarjunasagar,

All Projects Elec. Employees Union (Regd. No. 1076), Onukudilli, Disi Koraput, Orissa.

The Central Record Section. / Stock File.

C.No. GM (IR) /AS (Reg)/PO.I (1) / 69 / 99.

// FOWARDED :: BY ORDER //

PERSONNEL OFFICER

# TRANSMISSION CORPORATION OF A.P. LTD

## A B S T R A C T

TRANSCO OF A.P. LIMITED - Revised Competent Authorities which may impose Penalties and Concurrence Committees under A.P.S.E.B. Employees - Revised Conduct Regulations A.P.S.E.B. Employees Discipline and Appeal Regulation - Amendment orders - issued.

T.O.O. (GM(IR - Per) Ms. No. 157

Dated : 08-09-2000.

Read the following

- Ref :
1. Office order No. Addl. Secy./DIR/AS/(Reg)/P.O.I(2)/409/98-3, Dt. 18-02-1999
  2. T.O.O. (Addl. Secy-Per) Ms. No. 394, Dt. 30-11-1999.
  3. T.O.O. (Addl. Secy.-Per) MS.No. 126, Dt. 09-08-2000.
  4. T.O.O. (Per-GM(P) Rt. No. 181, Dt. 10-08-2000.
  5. T.O.O. (GM(IR)-Per)Ms. No. 136, Dt. 23-8-2000.

### ORDER :

In the reference 2nd cited, the TRANSCO of A.P.Limited, has revised the Competent Authorities which may impose penalties referred to in Regulation 7(a) of A.P.S.E.B. Employees Discipline and Appeal Regulations in Annexure-I and also revised the Committees so as to obtain the concurrence of the Committees to impose penalties Specified in Item-IV and VI to VIII in regulation-5 of A.P.S.E.B. Employees Discipline and Appeal Regulations in Annexure-II.

2. In the reference 3rd cited, Sri Bhanwar Lal, IAS, has been appointed as Jt. Managing Director (Rev. & HRD) to the Board of Directors of Transco of A.P. Limited and in the reference 4th cited alongwith other subjects, the HRD functions including enquiries and Disciplinary cases, Industrial Relations etc., also have been placed under his control.

3. In supersession of the orders issued in the T.O.O. (GM(IR)-per) Ms No. 136 Dt. 23-08-2000 5th cited, the Transco. of A.P. Limited, after careful examination issues, the following amendment to the T.O.O. (Addl. Secy. per) Ms. No. 394, Dt. 30-11-1999.

### AMENDMENT

For the words "Director (D&HRD)" wherever occurred in the Annexures of the T.O.O. (Addl. Secy. per) Ms. No. 394, Dt. 30-11-99 read as "Joint Managing Director (Rev. & HRD)"

**A.K.KUTTY,**  
CHAIRMAN AND MANAGING DIRECTOR,  
A.P.TRANSCO

To

All Chief Engineers.

All Financial Adviser & Chief Controller of Accounts.

All Superintending Engineers.

All Divisional Engineers. / All Executive Engineers.

Copy to :

All Managing Director of Discoms. (I, II, III & IV)

All DEs (Techl.) to Directors of Transco of A.P., V.S., Hyd.

The Divl. Engineer (Disciplinary Cases), Vidyut Soudha, Hyd.

The General Manger (Persi.) / Transco of A.P., V.S., Hyd.

The Additional Secretary / Transco of A.P., V.S., Hyd.

The General Manager (iR) / Transco of A.P., V.S., Hyd.

All Dy. Chief Controller of Accounts / Transco of A.P., V.S., Hyd.

P.S. to Chairman & Managing Director / Transco of A.P., V.S., Hyd.

P.A. to Jt. Managing Director (Rev. & HRD) / Transco of A.P., V.S., Hyd.

P.A. to Jt. Managing Director (V & S) / Transco of A.P., V.S., Hyd.

P.S. to Director (Finance) / Transco of A.P., V.S., Hyd.

All Dy. Secretaries. / The Special Officer (Protocol).

The Dy. Superintendent of Police (Vigilance), Hyderabad & Vijayawada.

The Secretary, TBHES. / The Superintending Engineer / TBHES.

All Asst. Secretaries / Transco of A.P., V.S., Hyd.

All Sections in Personal & General Services.

The P.A.O./CAS, Mothugudem.

The Secretary to Government, Energy Department, A.P., Hyd.

The Pay Officer. / The Accounts, Officer / CPR of Transco of A.P.

The Resident Audit Officer / EECA, Vidyut Soudha / Hyderabad.

The Accountant General, A.P., Hyderabad.

The General Secretary, APEE Union (Regd. No. 1104), Mint Compound, Hyderabad.

The General Secretary, APSEB Employees Union (Regd. No. 327), Mint Compound, Hyderabad.

The General Secretary, Telugunadu, Vidyut Karmika Sangam, (Regd. No. S-1245, Mint Compound, Hyderabad.

The General Secretary, Andhra Rashtra Power Employees Union, (Regd. No. 455), H.No. 1-8-565/5, RTC 'X' Road Hyderabad -20.

The General Secretary, The Machkund Workers Union (Regd. No. 301), H.O. Onukudilli, Pin - 764 042, Koraput Dist.

The General Secretary, APSEB Secretariat Emp. Assocn., Hyd.

The General Secretary, APSEB Engineers Association, 6-3-663, Somajiguda, Hyderabad - 482.

The General Secretary, APSEB Asst, Engineers Association, (Regd. No. 1185) New Paloncha - 507115.

The General Secretary, A.P. Power Diploma Engineers Association, (Recognised) Regd. No. B-473), H.No. 5-9-22/55, Adarashnagar, Hyderabad - 483.

The General Secretary, APSEB Chemists Association, (Regd. No. 756), Paloncha - 507 115.

The General Secretary, A.P. Power diploma, Engineers Association, (Recognised) Regd. No. B-473), H.No. 5-9-22/55, Adarashnagar, Hyderabad-483.

The General Secretary, APSEB Chemists Association, (Regd. No. 756), Paloncha - 507 115.

The General Secretary, APSEB Accounts Officer (Regd. No. C-5), Vidyut Soudha, Hyderabad.

The General Secretary, Jr. Accounts Officers Association, (Regd. No. 830), Vidyut Soudha, Hyderabad.

The State Vidyut Karmika Parishad (Regd. No. G. 982), Nagarjunasagar, All Projects Elec. Employees Union (Regd. No. 1076), Onukudilli, Dist Koraput, Orissa.

The Central Record Section. / Stock File.

C.No. GM (IR) /AS (Reg)/PO.I (1) / 125 / 99.

// FOWARDED :: BY ORDER //

PERSONNEL OFFICER

# TRANSMISSION CORPORATION OF A.P. LIMITED

## ABSTRACT

TRANSCO OF A.P. LIMITED - Adoption of A.P.S.E.B. Employees (Revised) Conduct Regulations and APSEB employees Discipline and Appeal Regulations - Revised competent authorities which may impose penalties and concurrence committed - Orders - Issued.

T.O.O.(Addl. Secy. Par) Ms. No.394

Dated : 30-11-1999  
Read the following:

Ref : - B.P.Ms.No.697, dt.10-7-78.

### ORDER :-

The A.P.S.E. Board has bifurcated into two separate organisations namely Transco of A.P.Limited and A.P.Power Generation Corporation Limited with effect from 1.2.99 as per the A.P.Power Reforms Project Act 1998. In view of the reconstitution of the A.P.S.E.Board, the existing competent authorities which may impose penalties and concurrence Committees have to be revised for various categories of posts in different services under Transco of A.P. Limited.

2. The Transco of A.P. Limited after careful consideration revised the competent authorities which may impose penalties referred to in Regulation 7 (a) of A.P.S.E.B. Employees Discipline and Appeal Regulations as shown in the Annexure I appended to this order.
3. The Transco of A.P.Limited also revised the Committees as follows as to obtain the concurrence of the Committees to impose penalties specified in items IV and VI to VIII in Regulations shall be imposed by the competent authorities with the concurrence of the Committees as shown in the Annexure II appended to this order.

K.RAMGOPAL  
Additional Secretary.

To

All Chief Engineers.

The Financial Adviser & Chief Controller  
of Accounts.

All the Superintending Engineers.

All Divisional Engineers/Executive Engineers.

of A.P.Transco.

### Copy To :

The Chief Engineer (Disciplinary cases) Vidyut Soudha, Hyderabad.

The General Manager (Personnel) of Transco., V.S., Hyderabad.

The Addl. Secretary of Transco., V.S., Hyderabad.

The Joint Secretary of Genco., V.S., Hyderabad.

The Dy. General Manager (IR)/Transco., V.S., Hyderabad.

All Dy. Secretaries /The Special Officer/Protocol  
All Dy. Chief Controller of Accounts.  
All D.Es (Techl.) to Directors of Transco.  
P.S. To Chairman & Managing Director of Transco.  
P.S. to All Directors of Transco.  
The Inspector General & Advisor (Vigilance & Security)/ V.S.Hyd  
The Dy. Superintendent of Police (Vigilance), Hyderabad & Vijayawada.  
The Secretary, TBHES/The Superintending Engineer/ TBHES.  
All Asst. Secretaries/Transco, V.S.Hyderabad.  
All Sections in Personnel & General Services.  
The P.A.O./CAS, Mothugudem.  
The Secretary to Government, Energy Department, A.P., Hyd.  
The Pay Officer / The Accounts Officer / CPR.  
The Resident Audit Officer/EBCA, Vidyut Soudha, Hyd.  
The Accountant General, A.P. Hyd.  
The General Secretary, APEE Union (regd. No.1104), Mint Compound, Hyd.  
The General Secretary, APSEE Employees Union (Regd.No.327).  
Mint Compound, Hyderabad.  
The General Secretary, Telugunadu/Vidyut Karmika Sangam. (Regd. No.B-1245), Mint Compound,  
Hyderabad.  
The General Secretary, Andhra Rashtra Power Employees Union, (Regd. No.445) H.No.1-8-565/5,  
RTC X Road, Hyd 20.  
The General Secretary, The Machkund Workers Union (Regd. No. 301), H.O. Onukudilli,  
Pin-764 042, Koraput dist.  
The General Secretary, APSEB Secretariat Emp. Association, Hyd.  
The General Secretary, APSEB Engineers Association. 6.3.663, Somajiguda, Hyd-482.  
The General Secretary, APSEB Asst. Engineers Association, Regd No.1185),  
New Paloncha-507 115.  
The General Secretary, A.P.Power Diploma Engineers Association, (Recognised). (Regd.No.B-  
473), H.No.5.9 22/55, Adarshanagar, Hyderabad - 478.  
The General Secretary, APSEB Chemists Association, (Regd.No.756), Paloncha - 507 115.  
the General Secretary, APSEB Accounts Officers Association, (Regd. No. C-5) Vidyut Soudha,  
Hyderabad.  
The General Secretary, Junior Accounts Officers Association, (Regd.No.830), Vidyut Soudha,  
Hyderabad.  
State Vidyut Karmika Parishad (Regd.No.G.982), Nagarjunasagar.  
All Projects Elec. employees Union (Regd. No.1076), Onukudilli, Dist. Koraput, Orissa, (Affiliated  
to A.P.E.E.Union, Regd. No.1104, Recognised).

C.R.S./S.F.

C.No.Addl. Secy/DGM(IR)/AS(Reg)/P.O.I.(1)/125/99

// FORWARDED BY ORDER //

PERSONNEL OFFICER.

ANNEXURE - I  
SCHEDULE - I

Referred to in Regulation 7 (a)

COMPETENT AUTHORITIES WHICH MAY IMPOSE PENALTIES

Categories Of Employees	Minor Penalties					Major Penalties				
	Appointing Authority.	Censure	Withholding of increments without cumulative effect.	Recovery from pay	Withholding of increments with cumulative effect	Withholding of promotion.	Reduction to a lower rank in seniority/ lower post lower time scale/lower stage in a time scale.	Compulsory retirement/ Removal/ Dismissal.	Suspension	Appellate Authority.
1	2	3	4	5	6	7	8	9	10	11

1. PERSONNEL & GENERAL SERVICES  
CLASS-I

(I) GENERAL MANAGER (PERSONNEL)	AP TRANSCO	CHAIRMAN & MANAGING DIRECTOR				AP TRANSCO			AP TRANSCO	APTRANSCO OVER THE ORDERS OF CMD.
(II) DEPUTY SECRETARY/ DEPUTY GENERAL MANAGER (IR)	AP TRANSCO	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	AP TRANSCO	AP TRANSCO	AP TRANSCO	AP TRANSCO	APTRANSCO OVER THE ORDERS OF CMD

Categories Of Employees	Minor Penalties					Major Penalties				
	Appointing Authority.	Censure	Withholding of increments without cumulative effect.	Recovery from pay	Withholding of increments with cumulative effect	Withholding of promotion.	Reduction to a lower rank in seniority/ lower post lower time scale/lower stage in a time scale.	Compulsory retirement/ Removal/ Dismissal.	Suspension	Appellate Authority.
1	2	3	4	5	6	7	8	9	10	11
(III) ASSISTANT SECRETARY	AP TRANSCO	GENERAL MANAGER ADDL. SECY.	DIRECTOR (D&HRD)	DIRECTOR (D & HRD)	DIRECTOR (D & HRD)	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CMD OVER THE ORDERS OF GENERAL MANAGER (PER ADDL. SECY. & DIRECTOR (D&HRD)

CLASS-II	AP TRANSCO	GENERAL MANAGER (PER) / ADDL.SECY.	GENERAL MANAGER (PER) / ADDL.SECY.	GENERAL MANAGER (PER) / ADDL.SECY.	GENERAL MANAGER (PER) / ADDL.SECY.	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	ADDL. SECY.	CMD OVER THE ORDERS OF GM(PER) AND DIRECTOR (D&HRD)
(I) PUBLIC RELATION OFFICER	AP TRANSCO	GENERAL MANAGER (PER) / ADDL.SECY.	GENERAL MANAGER (PER) / ADDL.SECY.	GENERAL MANAGER (PER) / ADDL.SECY.	GENERAL MANAGER (PER) / ADDL.SECY.	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	ADDL. SECY.	CMD OVER THE ORDERS OF GM(PER) AND DIRECTOR (D&HRD)
(II) PERSONAL OFFICER	DIRECTOR (D&HRD)	SE/ GM(PER)	SE/ GM(PER)	SE/ GM(PER)	SE/ GM(PER)	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	GM(PER)/ CHIEF ENGINEER	CE OVER THE ORDERS OF SE. CMD OVER THE ORDERS OF GM(PER) AND DIRECTOR (D & HRD)
CLASS-III	GENERAL MANAGER (PER.)	ASST. SECY. OF DISCIPLI- CASES	ASST. SECY.	ASST. SECY.	ASST. SECY.	GENERAL MANAGER (PER)	GENERAL MANAGER (PER)	GENERAL MANAGER (PER)	GENERAL MANAGER (PER)	GENERAL MANAGER (PER)	GM(PER) OVER THE ORDERS OF ASST. SECY. INCHARGE OF DISCIPLINARY CASES. CMD ON THE ORDERS OF GM(PER)
CLASS-IV	GENERAL MANAGER (PER.)	.....P.O. INCHARGE OF DISCIPLINARY CASES	.....P.O. INCHARGE OF DISCIPLINARY CASES	.....P.O. INCHARGE OF DISCIPLINARY CASES	.....P.O. INCHARGE OF DISCIPLINARY CASES	GENERAL MANAGER (PER)	GENERAL MANAGER (PER)	GENERAL MANAGER (PER)	GENERAL MANAGER (PER)	GENERAL MANAGER (PER)	GM(PER) OF THE ORDER OF PERSONNEL OFFICER INCHARGE OF DISCIPLINARY CASES. CMD OVER THE ORDER OF GM (PER).

Categories Of Employees	Major Penalties										
	1	2	3	4	5	6	7	8	9	10	11
Appointing Authority.	Minor Penalties										
	Withholding of increments without cumulative effect.	Withholding of increments from pay without cumulative effect.	Withholding of increments with cumulative effect	Withholding of increments of promotion.	Reduction to a lower rank in seniority/ lower post lower time scale/lower stage in a time scale.	Compulsory retirement/ Removal/ Dismissal.					

II. ENGINEERING SERVICES

CLASS-I

(I) CHIEF ENGINEER AP TRANSCO CHAIRMAN & MANAGING DIRECTOR

.....AP TRANSCO.....

APTRANSO OVER THE ORDERS OF CMD.

	1	2	3	4	5	6	7	8	9	10	11
(II) SUPERINTENDING ENGINEER		AP TRANSCO	CHAIRMAN & MANAGING DIRECTOR								APTRANSCO OVER THE ORDERS OF CMD.
(III) DIVISIONAL EXECUTIVE ENGINEERS		AP TRANSCO	CHIEF ENGINEER	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	AP TRANSCO	AP TRANSCO	AP TRANSCO	CHAIRMAN & MANAGING DIRECTOR	CMD OVER THE ORDER OF CE APTRANSCO OVER THE ORDERS OF CM.
<b>CLASS - II</b>											
(I) ASST. DIVL. ENGINEERS/ASST. EXECUTIVE ENGINEERS		CHAIRMAN & MANAGING DIRECTOR	SUPERINTEN- DING ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHIEF ENGINEER DIRECTOR	CHIEF ENGINEER	CHIEF ENGINEER OVER THE ORDER OF SE. CMD OVER THE ORDER OF THE CE AND APTRANSCO OVER THE ORDER OF CMD
(II) ASSISTANT ENGINEERS		DIRECTOR (D & HRD)	DIVISIONAL ENGINEER/ EXECUTIVE ENGINEER.	SUPERIN- TENDING ENGINEER	SUPERIN- TENDING ENGINEER	CHIEF ENGINEER	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	DIRECTOR (D&HRD)	SUPERINTEND- ING ENGINEER	SI: OVER THE ORDERS OF DE. CE OVER THE ORDER OF SE. CMD OVER THE ORDERS OF CE AND DIRECTOR (D & HRD).
(III) CHIEF HEAD DRAUGHTSMAN		DIRECTOR (D & HRD)	DIVISIONAL ENGINEER/ EXECUTIVE ENGINEER	SUPERIN- TENDING ENGINEER	SUPERIN- TENDING ENGINEER	CHIEF ENGINEER	DIRECTOR (D & HRD)	DIRECTOR (D & HRD)	DIRECTOR (D & HRD)	SUPERIN- TENDING ENGINEER	SE OVER THE ORDERS OF DE. CE OVER THE ORDERS OF SE. CMD OVER THE ORDERS OF CE DIRECTOR (D & HRD)
<b>CLASS - III</b>											
(I) ADDITIONAL ASSISTANT ENGINEER		DIRECTOR (D & HRD)	DIVISIONAL ENGINEER/ EXECUTIVE ENGINEER	SUPERIN- TENDING ENGINEER	SUPERIN- TENDING ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	SUPERIN- TENDING ENGINEER	SE ON THE ORDERS OF DE. CE ON THE ORDERS OF SE. CMD ON THE ORDERS OF CE.

(iii) ACCOUNTS SERVICE:

CLASS - I

(i) FINANCIAL ADVISER & CHIEF CONTROLLER OF ACCOUNTS.

APTRANSKO CHAIRMAN & MANAGING DIRECTOR

APTRANSKO OVER THE ORDER OF CMD.

(ii) DY. CHIEF CONTROLLER OF ACCOUNTS.

APTRANSKO CHAIRMAN & MANAGING DIRECTOR

APTRANSKO OVER THE ORDERS OF CMD.

(iii) SENIOR ACCOUNTS OFFICER

APTRANSKO CHIEF ENGINEER

CMD ON THE ORDER OF CE. TRANSKO ON THE ORDER OF CMD.

CLASS - II

(i) ACCOUNTS OFFICER

APTRANSKO CHAIRMAN & MANAGING DIRECTOR

CHIEF ENGINEER ON THE ORDERS OF SE. CMD ON THE ORDERS OF CE. AP TRANSKO ON THE ORDER OR CMD.

(ii) ASSISTANT ACCOUNTS OFFICER (D & HRD)

APTRANSKO DIVISIONAL ENGINEER/ EXECUTIVE ENGINEER

SE ON THE ORDER OF DE. CE ON THE ORDER OF SE. CMD ON THE ORDERS OF CE AND DIRECTOR (D & HRD)

CLASS - III & CLASS - IV

NEXT ABOVE IMMEDIATE SUPERIOR OFFICER IN CLASS-II & CLASS-I IN THE DIVISION, SUPERINTENDING ENGINEER IN THE CIRCLE OFFICE, CHIEF/ENGINEER IN THE ZONAL OFFICE AND HEAD QUARTERS. ASST. ACCOUNTS OFFICER IN RESPECT OF STAFF WORKING IN E.R.O.

APPOINTING AUTHORITY / DE/AAO/IN RESPECT OF E.R.O. STAFF.

NEXT HIGHER AUTHORITY CMD ON THE ORDERS OF CHIEF ENGINEER.

(IV) MEDICAL SERVICES :

CLASS - I	AP	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CMD ON THE ORDERS OF CE, APTRANSO ON THE ORDER OF CMD
CIVIL SURGEON	CHIEF ENGINEER	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CHAIRMAN & MANAGING DIRECTOR	CE ON THE ORDERS OF SE, CMD ON THE ORDERS OF C.E. AND AP TRANSO ON THE ORDERS OF CMD
CLASS-II ASST. CIVIL SURGEON	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CE ON THE ORDERS OF SE, CMD ON THE ORDERS OF C.E. AND AP TRANSO ON THE ORDERS OF CMD
CLASS - III & CLASS - IV	IMMEDIATE SUPERIOR OFFICER IN CLASS - II OR CLASS - I	APPOINTING AUTHORITY								

(V) O & M Construction Staff :

(i) CATEGORY OF STAFF FOR WHOM CE IS THE APPOINTING AUTHORITY.	DIVISIONAL ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	SE ON THE ORDERS OF DE, CE ON THE ORDERS OF SE, CMD ON THE ORDERS OF CE
(ii) CATEGORY OF STAFF FOR WHOM SE IS THE APPOINTING AUTHORITY	DIVISIONAL ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CHIEF ENGINEER	CE ON THE ORDERS OF AE, SE ON THE ORDERS OF DE, CE ON THE ORDERS OF SE
(iii) CATEGORY OF STAFF FOR WHOM DE IS THE APPOINTING AUTHORITY	ASST. ENGINEER	ASST. ENGINEER	ASST. ENGINEER	ASST. ENGINEER	ASST. ENGINEER	ASST. ENGINEER	ASST. ENGINEER	ASST. ENGINEER	ASST. ENGINEER	DE ON THE ORDERS OF ADE, SE ON THE ORDERS OF DE
(vi) CONTINGENT STAFF	ASST. DIVISIONAL ENGINEER	ASST. DIVISIONAL ENGINEER	ASST. DIVISIONAL ENGINEER	ASST. DIVISIONAL ENGINEER	ASST. DIVISIONAL ENGINEER	ASST. DIVISIONAL ENGINEER	ASST. DIVISIONAL ENGINEER	ASST. DIVISIONAL ENGINEER	ASST. DIVISIONAL ENGINEER	NEXT HIGHER AUTHORITY

HEAD OF THE OFFICE NOT LOWER IN RANK OF ADE, AAO IN RESPECT of the staff in E.R.O.

**NOTE :**

1) POWERS VESTED IN AN AUTHORITY MAY BE EXERCISED BY A SUPERIOR AUTHORITY IN ITS DISCRETION WIDE REGULATION 7 (E) OF AP

TRANSCO EMPLOYEES DISCIPLINE & APPEAL REGULATION.

2) ONLY ONE APPEAL IS PERMISSIBLE AS MENTIONED IN THE SCHEDULE.

3) THE POWERS OF CES AT HEADQUARTERS SHALL BE EXERCISED BY THE CE/DC/CHIEF ENGINEER INCHARGE OF PERSONEL MANAGEMENT.  
CHIEF ENGINEER INCLUDES CHIEF ENGINEERS (ZONES).

**K.RAMGOPAL**

ADDITIONAL SECRETARY

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

ANNEXURE - II

SCHEDULE - II

Major Penalties shall be imposed by the competent authority with the concurrence of the Committees constituted as follows :

S No.	Category of Employees	Disciplinary Authority	Reconstituted Committee Members.
1	2	3	4
I	CLASS-I OFFICERS		
	1. Secretary	AP TRANSCO	No Committee is necessary where the AP TRANSCO is authority to award major penalties to Class I Employees. Where the CMD, AP TRANSCO is the authority to award the major penalties, he shall impose those penalties with the concurrence of the AP TRANSCO.
	2. Director Personnel	AP TRANSCO	
	3. Dy. Secretary / Manager	AP TRANSCO	
	4. Asst Secretary	CMD	
	5. Chief Engineer	AP TRANSCO	
	6. Superintending	AP TRANSCO	
	7. D.Es/E. Es	AP TRANSCO	
	8. FA & CCA	AP TRANSCO	
	9. Dy CCA	AP TRANSCO	
	10. SAO	AP TRANSCO	
	11. Civil Surgeon	AP TRANSCO	
II	CLASS-II OFFICERS.		
	1. L.W.G	DIRECTOR/HRD	Functional Director Director Finance Director / D & HRD
	2. P.R.O	DIRECTOR/HRD	
	3. Personnel Officer	DIRECTOR/HRD	
	4. ADEs / AEEs	CMD	
	5. A.Es		
	6. Chief Head Draughtsman	DIRECTOR/HRD	
	7. Accounts Officer	CMD	
	8. A.A.C.	DIRECTOR/HRD	
	9. Asst. Civil Surgeon	CMD	
III	CLASS-III OFFICERS		
	1. JPO & Assistants Typists	CE/DC	Deputy Secretary (Estt.) SE/SPC SE/PLANNING
	2. Engineering Staff i) Chemists ii) A.A.E.	DIRECTOR/HRD Chief Engineer	
	iii) Other than Chemists & AAES (like Draughtsman, Tracers: Transport overseers etc.)		
	3. Accounts Service : JAOs/UDCs/LDCs/ Typists / Steno Typists etc.	Appointing Authority	
	4. O & M Staff	Appointing authority	DS (Estt.) SE/SPC SE/Planning P.O. (Convenor D.E/Tech. SAO
			of the circle office concerned

K.RAMGOPAL  
ADDITIONAL SECRETARY

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

**GOVERNMENT OF ANDHRA PRADESH**

**A B S T R A C T**

Public Services - Disciplinary cases - Awarding the penalty to Delinquent Officers  
- Further Orders - Issued.

**GENERAL ADMINISTRATIONS (SER.C) DEPARTMENT**

G.O.Ms.No.2

Dated : 04-01-99

Read the following

1. Genl. Admn. (Ser.C) Dept., Cir. Memo. No. 3037/Ser.C/64-3, Dt. 26-11-1964
2. Genl. Admn. (Ser.C) Dept. Govt. Memo. No. 1718/Ser.C/75-1, Date : 22-11-1975.
3. Genl. Admn. (Ser.C) Dept. Cir.Memo.No. 3824/Ser.C/98-2, Dt. 09-02-1998.

**ORDER :**

In the Memo. first read above, instructions were issued, among others, that in proved cases of bribery and corruption, no punishment other than that/dismissal be considered adequate and if any lesser punishment is to be awarded in such cases adequate reasons should be given for it in writing. In the Memo. second read above, instructions were issued to the effect that the officers convicted in Criminal Cases should normally be dismissed from service. The above instructions have been reiterated for strict compliance vide the reference third read above.

2. It is the earnest endeavour of the Government to ensure a clean and transparent administration. To have this policy transcended to the grass root level it is keenly felt that the officers with doubtful integrity and involved in criminal offences shall be weeded out in order to ensure efficient functioning. To ensure clean and efficient administration, the Government direct that in all proved cases of misappropriation bribery, bigamy, corruption, moral turpitude, forgery and outraging the modesty of women, the penalty of dismissal from service shall be imposed.
3. All Departments of Secretariat, Heads of Departments and the District Collectors are requested to follow the above orders scrupulously.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**V. ANANDARAO**  
**CHIEF SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat.

All Heads of Departments.

All District Collectors.

Copy to :

The Registrar, A.P. High Court, Hyderabad.

The Secretary, A.P. Public Service Commission, Hyderabad.

The Secretary to Vigilance Commissioner, A.P. Vigilance Commission,  
Hyderabad

The Scrutiny Cell, Law Department

All Service Sections in General Administration Department.

// FORWARDED BY ORDER //

Sd/-

SECTION OFFICER

// TRUE COPY //

**ANDHRA PRADESH STATE ELECTRICITY BOARD  
VIDYUT SOUDHA HYDERABAD-49.**

Memo No. DS(Reg.)/AS(Reg.) PO-I(1)/356/98.1,

Dt. 19-9-98.

Sub: Review of mis-appropriation of funds cases - Regarding.

Ref: 1. G.O.Ms.No.260, General Administration (Ser.C) Dept., dated :  
24-4-84.

2. Lr.No. 125/Pr. III.I/98-1, dt.: 20-1-98 from Asst. Secretary to Govt.,  
Energy Dept., addressed to Member Secretary, APSEB.

3. D.O.Lr.No. 36193/308.PAC/A1/97, dt: 27-12-97 from Secretary  
to Govt., Finance & Planning (FW) Dept., addressed to the  
Secretary to Govt., Energy Department.

....

In the G.O.Ms.No. 260, General Administration (Ser.C) Department, dt: 24-4-84 the following orders were issued:-

- i) To review every month, cases of mis-appropriation of Govt. Funds in Sub-ordinate officers.
- ii) Every department is required to nominate an officer as Vigilance Officer to regularly review the cases relating to loss of public money in terms of Chapter XII of A.P.Financial Code, / Volume-I

2. After careful consideration, the subject relating to review of cases of mis-appropriation of funds in the Andhra Pradesh State Electricity Board shall be entrusted to Financial Advisor & Chief Controller of Accounts (Revenue) for review as per the guidelines issued by the Government from time to time.

3. These orders issued with the concurrence of Member Accounts vide U.O. dated: NIL.

**A.K.KUTTY  
MEMBER SECRETARY**

To

The Financial Adviser & Chief Controller of Accounts (Revenue) / Vidyut Soudha / Hyderabad.

Copy to

All Chief Engineers / Superintending Engineers

All FA & CCAs (Except FA&CCA) (Revenue)

All Dy. CCAS.

The Director Personnel/All Dy. Secretaries (P&G Services)

All D.Es to Technical Members.

Technical Secretary to Chairman, P.S. to Chairman, Member (Accounts) and  
Member (Secretary)

The I.G.P (V&S), APSEB, Vidyut Soudha, Hyderabad.

The Dy. S.P. (Vigilance), Hyderabad, Vijayawada & Cuddapah.

The Secretary, TBHES/Superintending Engineer/TBHES

All Asst. Secretaries/All Sections in P&G Service.

The Director Industrial Relations.

The Resident Audit Officer, EBCA, Vidyut Soudha, Hyderabad.

Stock file

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

ANDHRA PRADESH STATE ELECTRICITY BOARD  
VIDYUT SOUDHA HYDERABAD - 82.

Memo No. DS(Reg.)/AS(Reg.) PO-I(1)/122/97-3,

Dt. 4-11-98

Sub : Regulations - APSEB Service Regulations - Treating the period of suspension in cases where the Departmental enquiry ends with awarding minor penalty withdrawal of orders issued - Notice Under Section 9A. of I.D.Act 1947-Issued.

.....

A copy of the notice under Section 9A of I.D.Act 1947 is sent here with to all Chief Engineers/Superintending Engineers/Divisional Engineers/Executive Engineers. They are requested to display the same prominently on the Notice Board.

A.K.KUTTY  
MEMBER SECRETARY

To

All Chief Engineers/All F.A.&C.C.As.

All Superintending engineers

All Divisional Engineers

All Executive Engineers

Copy to:

The Director Personnel.

All Dy. Secretaries/Special Officer, Protocol.

D.Es (Tech) to all Members.

Techl. Secretary to Chairman/P.S. to Chairman, Member (Accounts)/Member Secretary.

Inspector General of Police & Advisor (V&S) /APSEB/Hyd.

The D.S.P. (Vigilance) Hyderabad, Vijayawada and Cuddapah.

The Secretary, T.B.H.E.S

The Superintending Engineer, T.B.H.E.S.

All Asst. Secretaries.

All Sections in P&G Services.

Pay Officer/Accounts Officer, CPR.

The General Secretary, APEE Union (Regd.No.1104) Mint Compound, Hyd.  
The General Secretary, APSEB Employees Union (Regd. No.327) Mint Compound, Hyd.  
The General Secretary, Telugunadu Vidyut Karmika Sangam (Regd. No. B-1245). Mini Compound, Hyd.  
The General Secretary, United Electricity Employees Union, (Regd. No.B-1820), 1-1-60/4, Mushirabad, Hyd-20.  
The General Secretary, Andhra Rashtra Power Employees Union (Regd. No.445), H.No. 1-8-565, RTC 'X' Road, Hyd-20.  
The General Secretary, The Machkund Workers Union. (Regd. No. 381), H.O.Onukudelli, Pin 764 042, Koraput. Dist.  
The General Secretary, APSEB Secretariat Emp. Association, Hyd.  
The General Secretary, A.P.Power Diploma Engineers Asson., (Regd. No. B-483), H.No. 5-9-22/55, Adarshnagar, Hyd-483.  
The Secretary General, APSEB Engineers Association Room No.317, B-Block, Vidyut Soudha, Hyd.  
The General Secretary, APSEB A.Es Association (Regd. No. 1185). New Paloncha - 507 115.  
The General Secretary, APSEB Chemists Association (Regd. No. 756), Paloncha-507115.  
The General Secretary, APSEB Accounts Officers Association (Regd., No. C-5), Vidyut Soudha, Hyd.  
The General Secretary APSEB, Junior Accounts Officers Association, (Regd. No.,B 830), Vidyut Soudha, Hyd.  
The General Secretary APSEB SC/ST Employees Welfare Association., Opp; A.P.Text Book Press/Mint Compound, Hyd.  
All Projects Electricity. Emp. Union (Regd. No. 1076) Onukudelli, Dist. Koraput, Orissa, (Affiliated to APEE Union (Regd. No. 1104)  
State Vidyut Karmika Parishad (Regd. No. G-982) Nagarjuna Sagar.  
Central Record Section  
Stock File.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

# ANDHRA PRADESH STATE ELECTRICITY BOARD

## ABSTRACT

Establishment - A.P.S.E.B - Payment of subsistence allowance during the period under suspension - Review for increase / decrease of subsistence allowance every 3 months instead of 6 months - orders Issued.

\*\*\*\*\*

B.P. (P&G. Per) Ms.No.96

Dated. 26-6-1998.  
Read the following:-

1. B.P. (P&G.Per) Ms.No.405, dt. 4-7-72.
2. B.P. (P&G.Per) Ms.No.943, dt. 12-10-87.
3. B.P. (P&G.Per) Ms.No.417, dt. 20-...-95.
4. G.O. Ms.No.296, Fin. & Pig. (FW.Fr. II) Department, dt. 14-10-96.

## PROCEEDINGS.

1. Regulation 56(1) (a) of A.P.S.E.Board Service Regulations provides for review of the case for increase or decrease of subsistence Allowance in respect of the employees who have been under suspension for any period subsequent to the first six months.
2. The matter has been examined and it has been decided to reduce the period of review of the case of increase or decrease of subsistence allowances as per the said regulation from 6 months to 3 months.
3. The A.P.S.E.Board accordingly directs that the period of 6 months for review of the case for increase or decrease of subsistence allowances as per the said regulation 56(1), (a) of A.P.S.E.Board Service Regulations Part-I shall be reduced to 3 months in respect of the employees who have been under suspension for any period subsequent to first 3 months.
4. The A.P.S.E.Board also directs that the following shall be added to the annexures I, II and III to B.P.(P&G.Per) Ms.No.447, dated 20-2-1997.

"It is further ordered that during the period of suspension Sri/ Smt..... (name and designation of the Board employee) shall be paid subsistence allowance equilant to the leave salary on half pay leave. The D.A. and other compensatory allowance shall be paid along with subsistence allowance. The quantum of subsistence allowance will be reviewed and revised in terms of Regulation 56 of A.P.S.E.Board Service Regulations Part-I after 3 months. Pending review he/she shall continue to draw the subsistence allowance now sanctioned".

5. Necessary Amendment to A.P.S.E.Board service Regulations Part-I will be issued separately.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE ELECTRICITY BOARD)

A.K.KUTTY.  
MEMBER SECRETARY.

To

All Chief Engineers.

All F.As. & C.C.W.s.

All Superintending Engineers / Divisional Engineers, Executive Engineers.

Copy to.

The Directors Personnel.

The Inspector General of Police & Advisors(V&S)APSEB/Hyd.

All Dy. Chief Controller of Accounts.

All Dy. Secretaries.

The Director (Industrial Relations).

Divl. Engineer (Techl.) to all Members.

T.S. to Chairman/P.S. to Chairman, Member Secretary Member (Accounts).

The D.S.P.(Vigilance). Hyderabad, Vijayawada and Cuddapah.

Special Officer/Protocol.

Secretary/T.B.H.E.S./Superintending Engineer/T.B.H.E.S.

All Asstt. Secretaries/All Sections in. P&G Services.

The. P.A. OCAS, Mothugudem.

Pay Officer/Accounts Officer/CPR.

Resident Audit Officer, EBCA Vidyut Soudha, Hyd.

C.R.S/S.F.

C.No. Ds(Reg.)/D.M (Reg.) PO.I(2)/327/97.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

# ANDHRA PRADESH STATE ELECTRICITY BOARD

## ABSTRACT

Regulation - A.P.S.E.Board Employees Discipline and Appeal Regulations -  
Amendment to Reg. 11 (b) - orders - Issued.

\*\*\*\*\*

B.P. (P&G. Per) Ms. No. 316

Date : 6-3-1998.

Read the following :-

### PROCEEDINGS :-

In exercise of the powers conferred under section 79 (c) of the Electricity Supply Act 1948, The A.P. State Electricity Board hereby makes the following amendment to the A.P.State Electricity Board Employees Discipline and Appeal Regulations 1970 issued with "B.P.Ms.No.534, dt. 16-8-67 and published at pages 1-21 of A.P. Gazette supplement to part-II dated the 28th March, 1968 and amended from time to time.

### AMENDMENT

Regulation 11 (b) of A.P.State Electricity Board Employees Discipline and Appeal Regulations shall be substituted with the following :

" A Board servant/ employee shall be deemed to have been placed under suspension by an order of the authority competent to place him under suspension with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours".

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE  
ELECTRICITY BOARD)

A.K. KUTTY  
MEMBER SECRETARY.

To

The Member Secretary,  
A.P.S.E.Board/Vidyut Soudha/Hyd.

Copy to :

All Chief Engineers/All F.As& C.C.As.

All Superintending Engineer/All Dy. C.C.As.

The Director Personnel. /Chief Engineer (Technical to Chairman.

Divl. Engineers Technical to all Technical Members.

T.S to Chairman, P.S. to Chairman/Member (Accounts) / Member Secretary.

The Inspector General of Police & Advisor (V&S) APSEB, Hyd.

The DSP (Vigilance), Hyderabad, Vijayawada and Cuddpah.

The Secretary, TBHES/The superintending Engineer, TBHES,

All Dy. Managers/All Section in P&G Services.

The P.A.C. CAS, Mothugudem.

The Secretary to Govt. Energy Dept., AP. Hyderabad.

The Public relations Officer, Vidyut Soudha, Hyd.

The Pay Officer/Accounts Officer, CPR.

The Accounts General, A.P., Hyderabad.

The Resident Audit Officer/EBCA/Vidyut Soudha, Hyderabad.

All Deputy Secretaries/Special Officer, protocol.

C.R.S./S.F.

C.No.DS (Reg) DM (Reg) PO.I (1)/88/98.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

**ANDHRA PRADESH STATE ELECTRICITY BOARD  
VIDYUT SOUDHA, HYDERABAD - 19**

Memo. No. 98 (Reg.) /Dt. (Reg)/20.1(1)/122/97

Date : 11-8-1997.

Sub:- Regulations - A.P.S.E.Board - Regulating the period of suspension as duty for the purpose of pay and allowance in cases of departmental enquiry which end in awarding minor penalties - Further instructions - Issued.

Ref .- 1. B.P. (P&G.Per) Ns: No. 44. Dated 20-5-97.

2. B.P's Lr. No. CE (Eng.)/DM-XX/479/M/3/97-1. dt. 5-5-97.

3. Govt. Lr. No. 23163/92/LR. II/97. dt. 13-6-97, dt. 13-6-97.

1. The orders issued by the Government of Andhra Pradesh in the G.O.Ms.No. 182, Finance & Planning (FN.FR.II) Department, dt. 31-10-92 and G.O.Ms.No.59. Finance & Planning (F.W.FR.II) Department, dt. 27-3-95 are adopted by the Andhra Pradesh States Electricity Board in the B.P. 1st cited in respect of Board Employees.

2. In this context was sought for from the Govt of Andhra Pradesh Electricity Board to in action of the date from which the orders issued in G.O.Ms.No.182, Finance & Planning (W.FR.II) Department dt. 31-10-92 and G.O.Ms.No.59, dt. 27-3-95 are to be implemental in respect of the cases in Andhra Pradesh State Electricity Board, wherein minor punishment was issued treating the period of suspension as not on duty.

3. After careful examination of the clarification issued by the Government in the letter under reference 3rd cited, the following further instructions are issued.:

i) The orders issued in BP (P&S. per) S.No.44; dt.20-5-97 are applicable to all pending suspension cases on or after 7-1-92.

By issuing an appropriate order in each case.

ii) The past cases already decided and orders communicated relating to treating the period of suspension prior to 7-1-92. need not be re-opened, since those were already decided and same to be treated as past and closed cases by issuing an appropriate order in such case.

iii) The said orders are also applicable to the cases decided and orders communicated during the period of suspension.....  
discrimination and .....

4. All the Chief Engineers/ Technical Advisors & Chief Controlled of Accounts /Superintending Engineers/Div. Engineers and other competent authocities are respected to follow the above instructions scrupulously while of finalising the disciplinary cases in respect of the employees taking under their control.

A.K.KUTTY.  
MEMBER SECRETARY.

To

All Chief Engineers.

All Financial Advisors and Chief Controller of Accounts

All Superintending Engineers

Copy to:

The Inspector General of Police & Advisor ( V&S ) / APSEB / HYD.

The Director Personnel

Ali Dy. Chief Controller of Accounts.

The Pay Officer/Accounts Offecer/CP.R.

The DSP (Vigilance), Hyderabad, Vijayawada and Cuddapah.

T.S. to Chairman, P.S. To Chairman, Member (Accounts) / Member Secretary.

All Divl. Enginers Technical to all Technical Members.

The Secretary, T.B.H.E.S T.B.Dam, Karnataka.

The P.A.O., CAS Mothugudem.

All Dy. Secretaries/ Resident Audit Officer, EBCA, Vidyut Soudha.

All Dy. Rangers/ All Sections in P&G Services.

The General Secretary, APEE Union (Reg.No.1104), Mint Compound, Hyderabad.

The General Secratary APSEB Employees Union (Reg.No.327)

The General Secretary, Telugunadu Vidyut Karmika Sangam (Regd. No. B-1245). Mint Compound, Hyd.

The General Secretary, United Electricity Employees Union, (Regd. No.B-1820), 1-1-60/4, Mushirabad, Hyd-20.

The General Secretary, Andhra Rashtra Power Employees Union (Regd. No.445), H.No. 1-8-565/5, RTC 'X' Road, Hyd-20.

The General Secretary, The Machkund Workers Union. (Regd. No. 301),  
H.O.Onukudelli, Pin 764 042, Koraput. Dist.

The General Secretary, APSEB Secretariat Emp. Association, Hyd.

The General Secretary, A.P.Power Diploma Engineers Asson., (Regd. No. B-483), H.No. 5-9-22/55, Adarshnagar, Hyd-483.

The Secretary General, A.P.S.E.B Engineers Association, Room No.317, 'B' Block, Vidyut Soudha, Hyd.

The General Secretary, APSEB Chemists Association (Regd. No. 756), Paloncha-507115.

The General Secretary, APSEB Accounts Officers Association (Regd., No. C-5), Vidyut Soudha, Hyd.

The General Secretary APSEB, Junior Accounts Officers Association, (Regd. No. 830), Vidyut Soudha, Hyd

The General Secretary APSEB SC/ST Employees Welfare Ason., Opp; A.P.Text Book Press/Mint Compound, Hyd-4.

All Projects Elec. Emp. Union (Regd. No. 1076) Onukudelli, Dist. Koraput, Orissa, (Affiliated to APEE Union (Regd. No. 1104) Recognised.

State Vidyut Karmika Parishad (Regd. No. G-982) Nagarjuna Sagar.

The General Secretary, Asst. Engineers Association (Regd. No. 1185). New Paloncha.

The General Secretary APSEB, Junior Accounts Officers Association, (Regd. No. 830), Vidyut Soudha, Hyd.

C.R.S./S.F.

// FORWARDED :: BY ORDER //

R.R.DEEKSITULU  
PERSONNEL OFFICER.

11.8.97

# ANDHRA PRADESH STATE ELECTRICITY BOARD

## ABSTRACT

Regulations - Andhra Pradesh State Electricity Board Regulating the period of suspension as duty for the purpose of pay and allowances in cases of departmental enquiry which end in awarding minor penalties - Orders of Government - Adopted.

\*\*\*\*\*

B.P. (P&G-Per)Ms. No. 44

Dt. 20-5-97

Read the following :-

1. G.O. Ms. No. 182 Finance & Planning (FW.FR.II) Dept. dt. 31-10-92.
2. G.O.Ms. No. 59 Finance & Planning (FW. FR.II) Deptt. dt. 27-3-95.

\*\*\*

### PROCEEDINGS:

1. The Andhra Pradesh State Electricity Board here adopts the orders issued in the G.Os read above (Copies enclosed). In respect of employees of Andhra Pradesh State Electricity Board.

2. Necessary Amendment will be issued to Andhra Pradesh State Electricity Board service Regulations separately.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE ELECTRICITY BOARD)

A.K.KUTTY,  
MEMBER SECRETARY.

To

All Chief Engineers / All superintending Engineers.

All Financial Advisers & Chief Controller of Accounts.

All Divisional Officers / Executive Engineers.

Copy to :

The Director Personnel

All Dy. Chief Controller of Accounts.

The Pay Officer Accounts Officers. CPR

The Inspector General of Police & Advisor (V&S) APSEB/Hyd.

The DSP (Vigilance) Hyderabad, Vijaywada and Cuddapah.

SS to Chairman P.S. to Chairman Member (Accounts) / Member Secretary.  
All Divisional Engineers Technical to all Technical Members  
The Secretary Tungabadra Hydro Electric Scheme, T.B.Dam, Karnataka.  
The P.A.O, CAS, Mothugudem, All Dy. Secretaries,  
The Resident Audit Officer. EICA. Vidyut Soudha, Hyd.  
The Dy. Managers/All Sections in P&G Services.  
The General Secretary, APEE Union (Regd. No. 1104). Mini Compound,  
Hyderabad.  
The General Secretary, APSEB Employees Union (Regd. No. 327) Hyd.  
The General Secretary, Telugunadu Vidyut Karmika Sangam (Regd. No. B-1245).  
Mini Compound, Hyd.  
The General Secretary, United Electricity Employees Union, (Regd. No. B-1820),  
1-1-60/4, Mushirabad, Hyd-20.  
The General Secretary, Andhra Rashtira Power Employees Union (Regd. No. 445),  
P.O. No. 1-8-565/5, RTC 'X' Road, Hyd-20.  
The General Secretary, The Machkund Workers Union. (Regd. No. 301),  
H.O. Onukudelli, Pin 764 042, Koraput. Dist., Orissa.  
The General Secretary, APSEB Secretariat Emp. Association, Hyd.  
The General Secretary, A.P. Power Diploma Engineers Assn., (Regd. No. B-483),  
H.No. 5-9-22/55, Adarshnagar, Hyd-483.  
The General Secretary, APSEB Engineers & Association No. 317. 'B' Block, Vidyut  
Soudha, Hyderabad.  
The General Secretary, APSEB Chemists Association (Regd. No. 756), Paloncha-  
507115.  
The General Secretary, APSEB Accounts Officers Association (Regd., No. 830),  
Vidyut Soudha, Hyd.  
The General Secretary APSEB SC/ST Employees Welfare Assn., Opp; A.P. Text  
Book Press/Mini Compound, Khairatabad, Hyd-1.  
All Projects Elec. Emp. Union (Regd. No. 1076) Dist. Koraput, Orissa, (Affiliated  
to APEE Union (Regd. No. 1104) (Recognised.)  
State Vidyut Karmika Parishad (Regd. No. G-982) Nagarjuna Sagar.  
The General Secretary, Asst. Engineers Association (Regd. No. 1185). New  
Paloncha - 507 115.  
The General Secretary APSEB, Junior Accounts Officers Association, (Regd. No.  
830), Vidyut Soudha, Hyderabad.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

**ANDHRA PRADESH STATE ELECTRICITY BOARD**

**ABSTRACT**

FUNDAMENTAL RULES - Regulating the period of suspension as duty for the purpose of pay and allowances in cases of Departmental enquiry which end in awarding minor penalties punishments - Orders - Issued.

\*\*\*\*\*

**FINANCE & PLANNING (E.W.FR.II) DEPARTMENT**

G.O.Ms.No.182

Dated : 31-10-1992.

Read the following:-

G.O.Ms.No.238, GA (Ser.C) Department, dated. 7-4-1992.

\*\*\*

ORDER :

According to sub-rule (5) under F.R. 54-B, in the ..... other than those falling under sub-rules (2) & (3) of .....4-B, the Government servant shall subject to the provisions of sub-rules (8) & (9), be paid such proportion of the full pay and allowances to which he would have been entitled had no. not been suspended, as the competent authority day determine after giving notice to the Government servant of the quantum proposed and ..... considering the representation, if any, submitted to him in that connection within such period may be specified in the notice.

The question whether the period of suspension shall created as 'duty for purposes of payment of full pay and allowances where the accused officer is awarded only a minor ..... / punishment after conclusion of the departmental proceedings though he is not fully exonerated of the charges, as been considered keeping in view certain judicial announcements and the orders issued by the Government of India.

The Government of India, Ministry of Personnel and Training, Administrative Reforme, Public Grivances and pension, Department of Personnel and Pension. Department of Personnel and Training through their Memorandum No. 11012/15/85 .....A), dt. 3-12-1985 have directed that where departmental pendings against a suspended employee for the imposition of major penalty finally end with the imposition of a minor penalty, the suspension can be said to be wholly

unjustified terms of FR.54-B and the employee concerned should, before, be paid, full pay and allowances for the period of pension by passing a suitable order under F.R. 54-B.

Keeping in view of the above necessary amendments the Andhra Pradesh Civil Services (Classifications. Control appeal) Rules. 1963 have been made in the G.O. and above effect from 7-4-1992 with an undertaking that Consequential amendment to the Fundamental Rules will be used separately.

Accordingly it has been decided to amend rule (5) of rule 54-B of the Fundamental Rules.

Government also direct that orders made applicable to the cases where such suspension is passed on or after 7-4-1992. Past case already not be respened.

7. The following notification will be published in Andhra Pradesh Gazette:-

#### NOTIFICATION

In ..... powers conferred by article ..... to article ..... the ..... India. The Governor of Andhra Pradesh here by following amendment to Fundamental Rules.

The amendment hereby made shall be ..... come into force with effect from the 7th April 1999.

#### AMENDMENT

In rule 54-B of the Fundamental Rules, (5), the following provison shall be adopted nameiy:-

"Provided that ..... the departmental accounts employee placed ..... her suspension on 7-4-1999. For the Imposition of a major penalty end with the imposition of a minor penalty, suspension can be said to be wholly unjustified employee shall be paid full day and allowance period of suspension by passing an appreciate.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K. MADHAVA RAO,  
PRINCIPAL SECRETARY TO GOVERNOR

All Departments of Secretariat

All Head of Departments/All Collectors including Judged.

Copy to:

The Secretary A.P.S.E.B. Hyderabad.

The Registrar, High Court of Andhra Pradesh, Hyderabad.

The Registrar..... Administration ..... Hyderabad

The Secretary, Tribunal for discipline / Proceedings, etc.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

# GOVERNMENT OF ANDHRA PRADESH

## A B S T R A C T

FUNDAMENTAL RULES - Regulating the period of suspension as duty for the purpose of pay and allowances in case of Departmental Enquiry which end in awarding minor penalty / punishment - Amendment to Sub-rule (5) of FR.54.B-Modificaton - Orders - Issued.

\*\*\*\*\*

### FINANCE & PLANNING (FW.FR.II) DEPARTMENT

G.O.Ms.No-59

Dated : 27-3-1995.

### ORDER

In the Government Order first read above orders were issued based on the Government of India Memo.No.11012/15/85 Estt. (A) dated 3-12-1985 amending the instructions 19 in Appendix-VI to A.P.Civil Service (CC&A) Rules, 1963. It was also indicated therein that necessary amendment to Fundamental rules will be issued separately. Government have issued orders in the G.O. Second read above amending the F.R. 54-B adding Provision to sub rule (5) allowing the benefit of the order to the cases where suspension, orders are passed on or after 7-4-1992. Government have been receiving number of cses seeking benefit of these orders where the suspension period pertains to prior to 7-4-1992 i.e. pending settlement Sofar irrefective of date of suspension. The Andhra Pradesh Administrative Tribunal while disposing of O.A.No 3065 / 93 has observed as follows:

2. "Suspension should be resorted to in extreme cases and the authority should take the steps to suspend the employee only when the charges are grave, which may result in imposition of major penalty and not otherwise.

3. The matter has been examined in the light of order of the orders of the Tribunal Law Department have advised that the order of the Tribunal May be implemented as there are no grounds or chance of carrying in appeal to the Supreme Court which will not entertain the SLP and it would be a futile exercise to go in for appeal. The Law Department have further advised that the order of the Tribunal is sound as they have applied the Princeple in the F.R. 54-B as amended in G.O.M.S No. 182, Finance & Planing (FW. FR.II) Department dated 31-10-92 so as seen that what is applied is a principle which was already decided by to avoid miscarriage of justice and it may be several courts even prior to the amended and that the amendment itself is intended to implement the principles already established by the court of Law.

Accordingly, after careful consideration of matter and to be in conformity with the orders issued in G.O. 1st read above it has been decided to amend the proviso to sub-rule (5) of F.R.54-B Suitably.

The following Notification will be published Andhra Pradesh Gazette:

### NOTIFICATION

In exercise of the powers conferred by the Proviso to article 309 read with article 313 of the Constitution of India, the Governor of Andhra Pradesh hereby makes the following amendment to Fundamental Rules.

The amendment hereby made shall be deemed to come into force with effect from 7-4-1992.

### AMENDMENT

In rule 54-B of the said rules in sub-rule (5) in the proviso, the expression "on or after : 7-4-1992" shall be omitted.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.P.AGARAWAL  
SECRETARY TO GOVERNMENT

To

All Departments of Secretariat

All Heads of Departments/All Collectors including Judges.

Copy to:

The Secretary, A.P.P.S.C., Hyderabad.

The Registrar, High Court of Andhra Pradesh, Hyderabad.

The Registrar, A.P. Administrator Tribunal, Hyderabad.

The Secretary, Tribunal for Disciplinary Proceedings, Hyd.

e.t.c.,

// TRUE COPY //

PERSONNEL OFFICER

# ANDHRA PRADESH STATE ELECTRICITY BOARD

## ABSTRACT

Regulations - A.P.S.E.Board Employees Discipline and Appeal  
Regulations - Amendment to Sub-Regulation 2 (a) of  
Regulation 10 - Issued.

B.P. (P&G.Per)Ms. No. 14

Dated : 12-4-1996.

### PROCEEDINGS:

In exercise of the powers conferred under Section-79 (c) of the Electricity (Supply) Act, 1948, the Andhra Pradesh State Electricity Board hereby makes the following amendment to the Andhra Pradesh State Electricity Board Employees Discipline and Appeal Regulations approved in B.P.Ms.No.534, dated the 16th August, 1967 and published at Pages 1-21 of the Andhra Pradesh Gazette Supplement to part-II dated the 28th March, 1968.

### AMENDMENT

Under the provision to Sub-Regulation 2 (a) of Regulation 10 of the said Regulations, for the words "Deputy Secretary (Estt.), S.E./SPC, S.E./Planning" occurring at two places in column (4) under the main heading III. Class-III Officers the following shall be substituted, namely :-

"Committee consisting of three Officers of the rank of Superintending Engineer and above nominated by Member Secretary"

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE ELECTRICITY BOARD)

A.K.KUTTY  
MEMBER SECRETARY.

To

The Member Secretary,  
APSEB/Vidyut Soudha/Hyd.

Copy to :

All Zonal Chief Engineers/  
All C.Es incharge of Generating Stations.

All Superintending Engineers.  
All FAs & CCAs/All Divl. Engineers/Executive Engineers.  
The Director Personnel / A11 Dy. CCAs.  
All Divl. Engineers Technical to Member (Generation) / Member (Distribution)  
/ Member (Transmission) / Member (Proj.)  
PS to Chairman, Member Secretary & Member (Accounts) Techl. Secretary  
to Chairman.  
The Inspector General & Advisor (V&S) / APSEB/Hyd.  
The DSP (Vigilance) Hyderabad, Vijayawada and Cuddapah.  
The Secretary, TBHES/The Superintending Engineer/TBHES.  
All Dy. Managers/All Sections in P&G Services.  
The P.A.O., CAS, Mothugudem.  
The Pay Officer/The Accounts Officer/CPR  
The Resident Audit Officer/EBCA/Vidyut Soudha, Hyd  
PS to Chairman, Member Secretary & Member (Accounts)  
Techl. Secretary to Chairman.  
The Inspector General & Advisor (V&S) APSEB / Hyd.  
The DSP (Vigilance) Hyderabad, Vijayawada and Cuddapah.  
The Secretary, TBHES/The Superintending Engineer/TBHES  
All Dy. Managers/ All Sections in P&G Services.  
The P.A.O., CAS, Mothugudem.  
The Pay Officer /The Accounts Officer/CPR.  
The General Secretary, APEE Union (Regd. No. 1104). Mini Compound,  
Hyderabad.  
The General Secretary, APSEB Employees Union (Regd. No. 327) Hyd.  
The General Secretary, Telugunadu Vidyut Karmika Sangam (Regd. No. B-  
1245). Mint Compound, Hyd.  
The General Secretary, United Electricity Employees Union, (Regd. No.B-  
1820), 1-1-60/4, Mushirabad, Hyd-20.  
The General Secretary, Andhra Rashtra Power Employees Union (Regd.  
No.445), H.No. 1-8-565/5, RTC 'X' Road, Hyd-20.  
The General Secretary, The Machkund Workers Union. (Regd. No. 301),  
H.O.Onukudelli, Pin 764 042, Koraput. Dist.

The General Secretary, APSEB Secretariat Emp. Association, Hyd.  
The General Secretary, APSEB Engineers Association, 6-3-663, Somajiguda, Hyd-482.  
The General Secretary, APSEB A.Es Association (Regd. No. 1185). New Paloncha - 507 115.  
The General Secretary, A.P.Power Diploma Engineers Asson., (Regd. No. B-483), H.No. 5-9-22/55, Adarshnagar, Hyd-483.  
The General Secretary, APSEB Chemists Association (Regd. No. 756), Paloncha-507115.  
The General Secretary, APSEB Accounts Officers Association (Regd., No. 830), Vidyut Soudha, Hyd.  
The General Secretary APSEB, Junior Accounts Officers Association, (Regd. No. 830), Vidyut Soudha, Hyd.  
The General Secretary APSEB SC/ST Employees Welfare Ason., Opp; A.P.Text Book Press/Mini Compound, Khairatabad, Hyd-1.  
All Projects Elec. Emp. Union (Regd. No. 1076) Dist. Koraput, Orissa, (Affiliated to APEE Union (Regd. No. 1104) Recognised.  
State Vidyut Karmika Parishad (Regd. No. G-982) Nagarjuna Sagar.  
C.R.S./S.F.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

**GOVERNMENT OF ANDHRA PRADESH  
GENERAL ADMINISTRATION  
(SERVICES.C) DEPARTMENT**

REGD NO. 713/Ser.C/94-1

Dated : 24-4-1995

Sub : Public Services - A.P.Civil Services (Classification, Control & Appeal) Rules, 1991 - Suspension of Officers - involved in trap cases etc., -Amendment to instructions - issued.

Ref : Memo No. 554/Ser.C/93-6, Dt. 26-12-1994.

\*\*\*

In the Memorandum cited, instructions have been issued regarding suspension of Government employees involved in cases of trap and possession of disproportion ate assets taken up for investigation by the Anti-Corruption Bureau.

2. The matter has been reviewed further, and after careful consideration, Government have decided to issue the following amendment to para 3-I (iii) of the Memo cited.

A M E N D M E N T

For the existing para 3-I-(iii) of Memo No. 554/Ser.C93/6, Dt. 26-12-1994, the following shall be substituted:-

"The Competent Authorities are further instructed to suspend the Accused Officer even without waiting for recommendations of the Vigilance Commissioner in cases where the Accused Officer is caught redhanded and the Phenolphthalein test yeilded positive result".

M.S.Rajajee,  
Chief Secretary to Government.

To  
All Departments of Secretariat,  
All Heads of Departments,  
All District Collectors & All District Judges.

Copy to :

The Director General, Anti Corruption Bureau, Hyderabad.

The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.

The Secretary, A.P.Vigilance Commissioner, A.P. Hyderabad.

The Registrar, High Court, Hyderabad.

The Registrar, S.P.A.T. Hyderabad.

All Service Sections in General Admn. Department,

Genl. Admn. (SC.D) Department.

S.F./S.C.

// FORWARDED BY ORDER //

SECTION OFFICER.

# ANDHRA PRADESH STATE ELECTRICITY BOARD

## ABSTRACT

REGULATIONS - A.P.S.E.Board Employees' (Revised) Conduct Regulations -  
Amendment to Regulations - Issued.

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B.P.(P&G.Par)Ms. No.98

Dated : 11-8-1995.

### PROCEEDINGS :

Regulation-5 of Andhra Pradesh State Electricity Board Employees' (Revised) Conduct Regulations lays down that an employee shall not acquire, alternate or otherwise deal with movable/immovable property of a value exceeding Rs. 10,000/- by way of purchase, sale, gift, lease, mortgage, pledge, change, exchange etc. in his own name or in the name of any member of his family without prior information to the Board or the competent authority, as the case may be.

2) Keeping in view the steep increase in prices, the Government have issued orders in G.O.Ms.No. 471, G.A. (Ser.C) department, dt. 17-9-1994 increasing the ceiling of Rs. 10,000/- referred to in para-1 above to Rs.20,000/- duly amending A.P.Civil Services (Conduct) Rules, 1964.

3) After careful consideration and in exercise of the powers conferred under Section 79 (c) of the Elec. (Supply) Act, 1948 (Central Act LIV of 1948), the Andhra Pradesh State Electricity Board hereby issues the following amendment to A.P.S.E.Board Employees (Revised) Conduct Regulations approved in B.P.Ms.No.697 dt. 10-7-78 as subsequently amended :-

### AMENDMENT

In Regulation-5 of the said Regulations for the figure "10,000" the words "twenty thousand" shall be substituted.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE  
ELECTRICITY BOARD)

N.S.HARIHARAN  
MEMBER SECRETARY.

To

The Member Secretary,

A.P.S.E.Board Vidyut Soudha, Hyd.

Copy to :

All Executive Directors

All Chief Engineers / All Superintending Engineers.

All Financial Advisers & Chief Controller of Accounts.

All Divl. Engineers/Executive Engineers.

The Director Personnel.

The Dy. Secretary (Regulations/Establishment/Services).

Special Officer (protocol) / All Dy. C.C.As.

All Divl. Engineers and Asst. Divl. Engineers Technical to Member (Generation) /Member (Distribution) /Member (Trans.)

PS to Chairman Member Secretary & Member Accounts.

Techl. Secretary to Chairman.

The Inspector General & Advisor (V&S) / APSEB/Hyd.

The DSP (Vigilance) Hyderabad and Vijayawada.

The Secretary, TBHES/The Superintending Engineer/TBHES

All Dy. Managers/ All Sections in P&G Services.

The P.A.O., CAS, Mothugudem.

The Secretary to Government, A.P. Hyderabad, Energy Commissioner, Govt. Printing & Stationary Press, Chanchalguda, Hyd (with covering letter) for publication of the amendment in the next issue of A.P.Gazette

The Pay Officer /The Accounts Officer/CPR.

The Dy. Manager (B.M) Board Meetings-I (1) Section w.r.to Board Resolution No.5, dt. 10-7-1995.

Vidyut Shakti News Letter.

The Resident Audit Officer/EBCA, Vidyut Soudha, Hyd.

The Accountant general, A.P. Hyderabad.

The Dy. Secretary (Services) for obtaining ratification of the Board.

The General Secretary, APEE Union (Regd. No. 1104). Mint Compound, Hyderabad.

The General Secretary, APSEB Employees Union (Regd. No. 327) Hyd.

The General Secretary, Telugunadu Vidyut Karmika Sangam (Regd. No. B-1245). Mint Compound, Hyd.

- The General Secretary, United Electricity Employees Union, (Regd. No.B-1820), 1-1-60/4, Mushirabad, Hyd-20.
- The General Secretary, Andhra Rashtira Power Employees Union (Regd. No.445), H.No. 1-8-565/5, RTC 'X' Road, Hyd-20.
- The General Secretary, The Machkund Workers Union. (Regd. No. 301), H.O.Onukudelli, Pin 764 042, Koraput. Dist.
- The General Secretary, APSEB Secretariat Emp. Association, Hyd.
- The General Secretary, APSEB Engineers Association, 6-3-663, Somajiguda, Hyd-482.
- The General Secretary, APSEB A.Es Association (Regd. No. 1185). New Paloncha - 507 115.
- The General Secretary, A.P.Power Diploma Engineers Asson., (Regd. No. B-483), H.No. 5-9-22/55, Adarshnagar, Hyd-483.
- The General Secretary, APSEB Chemists Association (Regd. No. 756), Paloncha-507115.
- The General Secretary, APSEB Accounts Officers Association (Regd., No. C-5), Vidyut Soudha, Hyd.
- The General Secretary, Junior Accounts Officers Association (Regd. No. 830), Vidyuth Soudha, Hyd.
- State Vidyut Karmika Parishad (Regd. No. G-982) Nagarjuna Sagar.
- All Projects Elec. Emp. Union (Regd. No. 1076) Dist. Koraput, Orissa, (Affiliated to APEE Union (Regd. No. 1104) Recognised.

C.R.S/S.F.

C.No. DS(R) /DM.VI/z1(1)/501-94.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

ANDHRA PRADESH STATE ELECTRICITY BOARD  
ABSTRACT

Establishment - A.P.S.E.Board Discipline and Appeal Regulations - Orders of Suspension - Prescribing of formats - Orders - Issued.

B.P. (P&G.Per) Ms. No. 447

Dated. 20-2-1995.

.....

PROCEEDINGS

Regulation-11 of Andhra Pradesh State Electricity Board Discipline and Appeal Regulations provides for placing under suspension the employees of the Board in the circumstances mentioned therein.

2) The Authority competent to order a Board Servant be placed under suspension should apply his mind before passing such an order and the order of suspension should be in the legally correct format. If the orders of suspension issued are defective and not in the correct format such orders are liable to be challenge in courts merely on technical Ground. With a view to avoid such situations and to bring uniformity in the forms of orders of suspension, having regard to the provisions contained in the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations, it has been considered desirable to prescribe model formats of order of suspension for the guidance of the competent authorities who are empowered to pass suspension orders against the delinquent Officers.

3) The Andhra Pradesh State Electricity Board accordingly directs that the competent Authority should issue order of suspension after due consideration, in the relevant proforma annexed to this order as indicated below:

- a) Where charge sheet has been issued, the form in Annexure-I to this order may be considered for adoption.
- b) Where disciplinary proceedings are contemplated, the form in Annexure-II to this order may be considered for adoption, and
- c) Where a case has been registered and it is under investigation, the form in Annexure-III to this order may be considered for adoption.

(BY ORDER AND IN THE NAME OF ANDHRA PRADESH STATE  
ELECTRICITY BOARD)

N.S.HARIHARAN  
MEMBER SECRETARY/.

To  
The Executive Director (Accounts)

The Executive Director (Transmission)  
The Executive Directors (Investment Promotion Cell)  
All Chief Engineers / Superintending Engineers.  
All Financial Advisers & Chief Controller of Accounts.  
All Divl. Engineers/Executive Engineers.

Copy to :

The Director Personnel.  
The Director Industrial Relations.  
The Dy. Secretary (Regulations/Establishment/Services)  
The Special Officer/Protocol.  
All Deputy Chief Controller of Accounts.  
All Divl. Engineers and Asst. Divisional Engineers Technical to Member  
(Generation) / Member  
(Distribute and Rural Electrification) / Member (Projects) / Member  
(Transmission).  
PAs to Chairman, Member Secretary & Member (Accounts)  
The Special Inspector General & Advisor (Vigilance & Security), APSEB,  
Hyderabad.  
The D.S.P. (Vigilance) Hyderabad and Vijayawada.  
The Secretary, TBHES / The Superintending Engineer/TBHES.  
All Sections in Personnel & General Services.  
The P.A.O., CAS, Mothugudem.  
The Divisional Engineers / Technical Audit Cell, Hyderabad,  
Vijayawads, Rajahmundry and Cuddapah.  
The Resident Audit Officer/EBCA, Vidyut Soudha, Hyderabad CRS/SF.  
(With enclosures)

C.No.DS (R) / DM.VII/z1 (2)/374/93.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER

**ANNEXURE-I TO B.P (P&G.PER)MS. NO. 447 DT : 20-2-95**

Form of order of suspension under Regulation 11 of the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations.

Sub:- Estt.

A.P.S.E.Board.....

Sri/Smt.....

Suspension from service - Pending enquiry into grave charges  
- Orders - Issued.

And whereas the Andhra Pradesh State Electricity Board/undersigned being the competent authority (Appointing authority/any other competent authority) consider it necessary to place Sri/Smt..... under suspension pending enquiry into grave charge or charges.

Now, therefore, in exercise of the powers conferred by Regulation 11 of A.P.S.E.Board Discipline and Appeal Regulations, the Andhra Pradesh State Electricity Board / undersigned (appointing authority / any other competent authority) hereby places the said Sri/Smt..... under suspension from the date of communication of this order and he/she shall continue to be under suspension in public interest until the conclusion of the disciplinary proceedings/termination of all proceedings relating to the charges.

It is further ordered that during the period this order remains in force the headquarters of Sri/Smt..... (name and designation of the Board employee) shall not leave the headquarters without obtaining the previous permission of the under signed.

Signature  
with date

Name and designation  
of the suspending  
authority :

**N.S.HARIHARAN**  
**MEMBER SECRETARY.**

// TRUE COPY //

**PERSONNEL OFFICER.**

**ANNEXURE-II TO B.P (P&G PER) MS. NO.447 DT: 20-2-95**

Form of order of suspension under Regulation 11 of the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations.

.....

Sub : - Estt. A.P.S.E.Board.....  
Sri/Smt.....  
Suspension from Service - Orders - Issued.

.....

Where as it has come to the notice of the Andhra Pradesh State Electricity Board/undersigned who is the competent authority (Appointing Authority/any other competent authority) alleging that.....

And whereas disciplinary proceedings against Sri/Smt..... are contemplated.

And whereas the Andhra Pradesh State Electricity Board/Undersigned (appointing authority any other competing authority) after careful consideration of the available material and having due regard to the circumstances of the case, is satisfied that it is necessary to place

Sri/Smt..... under suspension.

Now, therefore in exercise of the powers conferred by Regulation 11 of the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations, the Andhra Pradesh State Electricity Board/undersigned (appointing authority/any other competent authority) here by places the said Sri/Smt..... under suspension from the date of communication of this order and he/she shall continue to be under suspension in Public interest until the conclusion of the disciplinary proceedings/termination of all proceedings relating to the criminal charge.

It is further ordered that during the period the order remains in force, the headquarters of Sri/Smt..... (name and designation of the Board employee) shall be..... (name of place) and the said Sri/

Smt..... shall not leave the headquarters without  
obtaining the previous permission of the undersigned.

Signature  
with date

Name and designation  
of the suspending  
authority :

N.S.HARIHARAN  
MEMBER SECRETARY.

// TRUE COPY //

PERSONNEL OFFICER.

**ANNEXURE-III TO B.P (P&G PER) MS. NO.447 DT: 20-2-95**

Form of order of suspension under Regulation 11 of the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations.

.....

Sub : - Estt. A.P.S.E.Board.....

Sri/Smt.....

Suspension from Service - Orders - Issued.

.....

Where as it has come to the notice of the Andhra Pradesh State Electricity Board/undersigned who is the competent authority (Appointing Authority/any other competent authority) alleging that.....

And where as a case has been registered by the Anti Corruption Bureau/ Officer incharge of the Police Station..... in crime No. .... under Section of.....

And where as it is considered that his/her continuance in office will prejudice the investigation:

And where as the Andhra Pradesh State Electricity Board/Undersigned (appointing authority or any other competent authority) after careful consideration of the available material and having due regard to the circumstances of the case are satisfied that the criminal charge under investigation is connected with his official position as a Board employee and involved moral turpitude and therefore consider it necessary to place Sri/Smt..... under suspension.

Now, therefore in exercise of the powers conferred by Regulation 11 of the Andhra Pradesh State Electricity Board Discipline and Appeal Regulations the Andhra Pradesh State Electricity Board/undersigned (appointing authority / any other competent authority hereby places the said Sri/Smt ..... under suspension from the date of communication of this order and he/she shall continue to be under suspension until the conclusion of the disciplinary proceedings/termination of all proceedings relating to the criminal charge (s).

It is further ordered that during the period of this order remains in force, the headquarters of Sri/Smt ..... (Name and designation of Board employee) shall be ..... (Name of the place) and the said Sri/Smt ..... shall not leave the headquarters without obtaining the previous permission of the undersigned.

Signature  
with date

Name and designation  
of the suspending  
authority :

N.S.HARIHARAN  
MEMBER SECRETARY.

// TRUE COPY //

PERSONNEL OFFICER.

**ANDHRA PRADESH STATE ELECTRICITY BOARD**  
**ABSTRACT**

Memo No. DS (R) / DM. VI/21-278-94.

Date : 9-11-1994.

Sub :- Regulations - APSEB Discipline & Appeal Regulations - Proceedings initiated in a Court of Law by the Board Employees in Service or retired - impleading Injuring Authority as Respondent, feeling aggrieved with punitive action by disciplinary authority - Instructions - issued.

The Inquiring Authority is a quasi-judicial Authority with a role limited to enquiring into and reporting upon a matter of alleged misconduct by a Board employee and it is the inquiry report. Also it is open to the Disciplinary Authority to award major or minor punishments or drop action based on or in disagreement with findings of the inquiring Authority. The Inquiring Authority's report is not binding on the Disciplinary Authority. The final outcome of disciplinary action is entirely within the discretionary jurisdiction of the Disciplinary Authority. Generally, the Disciplinary Authority along with the show cause notice provides a copy of the inquiry report to the Charge Officer. Therefore, in many proceedings initiated by the Aggrieved Officers, on the final orders of the Disciplinary Authority they are impleading both the Disciplinary Authority and Inquiring Authority as respondents. It is not appropriate or correct to implead the Inquiring Authority as a respondent considering the facts that (a) the Inquiring Authority is a quasi-judicial authority (b) he has a limited role, that is a role limited to inquiry into and report upon a matter of misconduct tentatively held by the Disciplinary Authority to have been evidenced by a board employee (c) giving full appraisal of evidence and its line of reasoning and conclusions / findings (d) without any recommendations / as to punishment, even where there are adverse findings and (e) considering further that it is open to the Disciplinary Authority to accept or reject the inquiry report either in whole or in part, either unreservedly or with qualifications.

2) In the circumstances mentioned above, all Chief Engineers/ Superintending Engineers / Divisional Engineers are requested to advise the SLAs/BLCs to point out at the very first appearance in the courts in the cases filed by the employees or retired employees, the incorrectness of impleading the Enquiry Officer as one of the respondents by a charged Officer, who was aggrieved by punitive action of the Disciplinary Authority and not the Enquiry Officer.

H.S.BRAHMA  
MEMEBER SECRETARY.

To

The Executive Director (Accounts)

The Executive Director (Transmission)

The Executive Director (Investment Promotion Cell)

All Chief Engineers/All Superintending Engineers.

All Financial Advisers & Chief Controller of Accounts.

All Divisional Engineers / Executive Engineers.

Copy to :

The Director Personnel.

The Director (Industrial Relations)

The Dy. Secretary (Regulation / Establishment / Services)

The Special Officer / Protocol.

All Deputy Chief Controller of Accounts.

All Divisional Engineers / Asst. Divisional Engineers (Technical) to Member (Generation)

Member (Distribute Rural Electrification) / Member (Projects) / Member (Transmission)

PAs to Chairman, Member Secretary & Member, (Accounts)

The Special Inspector General & Advisor (Vigilance & Security), APSEB, Hyderabad.

The D.S.P. (Vigilance) Hyderabad and Vijayawada.

The Secretary, TBHES / The Superintending Engineer / TBHES.

The Deputy Managers/All Sections in Personnel & General Services.

The P.A.O., CAS, Mothugudem.

The Pay Officer/The Accounts Officer/CPR.

The Divisional Engineers / Technical Audit Cell Hyderabad / Vijayawada, Rajahmundry and

Cuddapah.

// FORWARDED : BY ORDER //

PERSONNEL OFFICER

**ANDHRA PRADESH STATE ELECTRICITY BOARD**  
**ABSTRACT**

REGULATIONS A.P.S.E.Board Employees Discipline and appeal Regulations  
- Proviso to Sub-Regulation 92(a) of Regulation - 10 - Amendment - Issued.

B.P.(P&G. Per) Ms.No. 457

Dated : 9-12-1993.

**PROCEEDINGS :**

In exercise of the powers conferred under Section-79 (c) of the Elec. (Supply) Act, 1948, the A.P.S.E.Board hereby makes the following amendment to the A.P.S.E.Board Employees Discipline and Appeal Regulations approved in E.P.Ms. No. 534 dt. 15-8-67 and published at pages 1-21 of the A.P.Gazette supplement to part-II dt. 23.3.1968.

**AMENDMENT**

In A.P.S.E.Board Employees' Discipline and Appeal regulations

Under the proviso to Sub-Regulation 2(a) of Reg. 10 of the said Regulations, for the words and brackets "Manager (General Services)" occurring at two places in Column (4) under the main heading 'III Class-III Officers,' the following shall be substituted, namely.

"Deputy Secretary (Establishment)"

(BY ORDER AND IN THE NAME OF ANDHRA PRADESH STATE  
ELECTRICITY BOARD)

J.K.SARMA,  
MEMBER SECRETARY. I/C

To

The Member Secretary,  
A.P.S.E.Board, Vidyut Soudha, Hyderabad.

**Copy to :**

The Director Personnel.

All Chief Engineers / All Superintending Engineers.

The Director (Industrial Relations)

All Dy. Secretaries.

All Financial Advisers and Chief Controller of Accounts  
All Deputy Chief Controller of Accounts.  
All Divisional Engineers / All Executive Engineers  
All ADEs / DEs (Techl.) to Member (Transmission) / Member (Generation)  
Member (D&RE) / Member (Projects)  
P.A. to Chairman / Member Secretary / Member (Accounts)  
The Special I.G. & A (Vigilance and Security) / Hyd.  
The D.S.P. (Vigilance) / Hyderabad and Vijayawada.  
The Secretary, TBHES / The Superintending Engineer / TBHES / T.B. Dam.  
The P.A.O., CAS, Mothugudem,  
All Deputy Managers / All Sections in P&G Services.  
The Pay Officer / The Accounts Officer (C.P.R.)  
The C.R.S./S.F.  
C.No.DM IX/21/157/93.

// FORWARDED BY ORDER //

PERSONNEL OFFICER.

**ANDHRA PRADESH STATE ELECTRICITY BOARD**  
**ABSTRACT**

Regulations - A.P.S.E.Board Service Regulations, Part. I - Employees under suspension dies before finalisation of disciplinary proceedings treating the period of suspension as duty - Amendment to Regulation 56 - Orders - Issued.

\*\*\*\*\*

B.P.(P&G PER)Ms. No. 377

Dated 26.9.92

Read the following :-

B.P.Ms. No. 48, dt. 21.8.1967.

**PROCEEDINGS:**

In exercise of the powers conferred by clause (c) of section 79 of the Electricity (Supply) Act, 1948 (Central Act LIV of 1948), the Andhra Pradesh State Electricity Board hereby issues the following amendment to the Andhra Pradesh State Electricity Board Service Regulations Part-I issued in B.P.Ms.No. 548, dt. the 21st August, 1967 and published at pages 63-134 of Supplement to part -II of Andhra Pradesh Gazette dated the 28th March, 1968 :-

**AMENDMENT**

After sub Regulation (3) of Regulation 56 of the said Regulations, the following shall be added, namely:-

"4) Where a Board employee under suspension dies before the disciplinary or Court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for that period to which he would have been entitled had he not been suspended, subject to adjustment of subsistence allowance already paid to him".

(BY ORDER AND IN THE NAME OF THE A.P.S.E.BOARD)

H.S.BRAHMA  
MEMBER SECRETARY

To

The Member Secretary

All Chief Engineers/Superintending Engineers/Divisional Engineers

Copy to :

All Financial Adviser & Chief Controller of Account  
The Director (personnel)  
The Spl. I.G. & Adv. (V&S)  
The Pay Officer and Accounts Officer (CPR)  
The PAs to Chairman/Member Secretary/Member (Accounts)  
The PAs to all Members  
The Joint Secretary / Deputy Secretary (PS) / Deputy Secretary (BM)  
All Dy. Chief Controller of Accounts.  
All Deputy Managers and Sections in P&G Services.  
CRD/SF.  
All Recognised/Registered Unions.  
C.No.DM IX/8-z1/90.

// Forwarded :: By Order //

PERSONNEL OFFICER

**ANDHRA PRADESH STATE ELECTRICITY BOARD  
ABSTRACT**

Regulations - A.P.S.E.Board Employees Discipline and Appeal Regulations -  
Amendment - Issued.

---

B.P. (P&G-Per) Ms. No.94.

Dated 25.5.1992  
Read the following:-

B.P.Ms.No.550 Dated 21.8.1967.

**PROCEEDINGS :-**

In exercise of the powers conferred by Clause (c) of Section / 9 of the Electricity (Supply) Act, 1948, (Central Act LIV of 1948), the Andhra Pradesh State Electricity Board here by issues, the following amendment to the Andhra Pradesh State Electricity Board employees Discipline and Appeal Regulations issued in B.P.Ms. No. 550 dated 21.8.1967 published at pages 189-204 of the Andhra Pradesh Gazette Supplement to part -II dated the 28th March, 1968 as subsequently amended.

**AMENDMENT**

After sub-regulation (XXXXV) of Regulation 6 of the said Regulations, the following shall be added, namely:-

“(XXXXVI) Leaving the Country for any reason what so ever without obtaining specific permission or staying in other country for more days than the days permitted by the Board, in the ‘No Objection Certificate’ and being employed in other country without permission of the Board.”

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE  
HFCY. BOARD)

A.P.V.N.SARMA  
MEMBER SECRETARY

To  
The Member Secretary

Copy to :

All Chief Engineers

F.A. & C.C.A

All Superintending Engineers / Executive Engineers / Divn. Engineers

Executive Director (Civil)  
Director Personnel  
All Deputy Secretaries  
All Dy. Chief Controller of Accounts  
D.I.G. & A (V&S)  
Secretary / T.B.Board  
Superintending Engineer / T.B.Dam  
Pay Officer / Accounts Officer (CPR)  
Deputy Manager - II/B.M.Section - with reference to Resolution No.1 dated  
30.1.92.  
T.As & P.As to all members.  
All Deputy Managers / All Sections in P&G Services  
C.R.D / All Regd. Union. / Stock / File  
C.No. D.M. Regulations / 3-21-90

// FORWARDED BY ORDER //

PERSONNEL OFFICER

**ANDHRA PRADESH STATE ELECTRICITY BOARD**  
**ABSTRACT**

Regulations - A.P.S.E.Board - Revised Conduct Regulations - Amendment - Issued.

B.P.(P&G-Per) Ms. No. 95.

Dated 25.5.1992.  
Read the following :-

B.P.Ms. No. 697 (MS) dated 10.7.1973.

**PROCEEDINGS:-**

In exercise of the powers conferred by Clause (c) of section 79 of the Electricity (Supply) Act, 1948 (Central Act (IV of 1948), the Andhra Pradesh State Electricity Board hereby issues the following amendment to the Andhra Pradesh State Electricity Board Revised Conduct Regulations issued in B.P.Ms.No.697 dt. the 10th July 1978 as subsequently amended.

**A M E N D M E N T**

After Sub-Regulation (XLIV) of Regulation 4 of the said Regulations the following shall be added, namely :-

“(XLV)-Leaving the country for any reason what so ever without obtaining specific permission or staying in other country for more days than the days permitted by the Board, in the ‘No Objection Certificate’ and being employed in other country without permission of the Board.

(BY ORDER AND IN THE NAME OF ANDHRA PRADESH STATE  
ELECY. BOARD)

A.P.V.N.SARMA  
MEMBER SECRETARY

To

The Member Secretary

Copy to :

All Chief Engineers

F.A. & C.C.A

All Superintending Engineers / Executive Engineers / Divn. Engineers

Executive Director (Civil)

Director Personnel  
All Deputy Secretaries  
All Deputy Managers  
All Dy. C.C.As  
D.I.G & A (V&S)  
Secretary, T.B.Board  
Superintending Engineer/T.S. Dam  
Pay Officer / Accounts Officer / CPR  
Dy. Manager - II / B.E. Section - with reference to resolution no.1 dated 30.1.1992.  
All T.As / P.As to Chairman Member (Accounts), Member (Secretary. Member  
(Generation),  
Member (D&RE), Member (Transmission)  
All Sections in P & G Services  
CRD / All Regd. Unions.  
C.R.DM/Regn. 3-z1-90

// FORWARDED BY ORDER //

PERSONNEL OFFICER

**ANDHRA PRADESH STATE ELECTRICITY BOARD.**  
**ABSTRACT**

REGULATIONS - A.P.S.E.Board Employees Discipline and Appeal Regulations  
- Amendment - Issued.

B.P. (P&G. Per) MS. No. 38,

Date 24.4.92.

Read the following :-

B.P.Ms.No. 550, dated 21.8.1967.

**PROCEEDINGS :-**

In exercise of the Powers conferred by Clause (c) of the section 79 of the Electricity (Supply) Act, 1948 (Central Act (IV of 1948) the Andhra Pradesh State Electricity Board hereby issues the following amendment to the Andhra Pradesh State Electricity Board Employees Discipline and Appeal Regulations issued in B.P.Ms.No. 550, dated that 21st August, 1967 published at pages 189-204 of the Andhra Pradesh Gazette supplement to part-I dated the 28th March, 1968 as, subsequently amended.

**AMENDMENT**

For the 'Explanation' under item (c) of Sub-regulation (v) of regulation of the said Regulations, the following shall be substituted, namely :-

"Explanation:- (i) If one increment is ordered to be postponed without cumulative effect, the amount to be ordered to be withheld is  $1 \times 12 \times \text{Rs. } 1100/-$  where the rate of increment is Rs. 100/-. This will get multiplied depending on the number of increments ordered to be withheld as indicated below:-

- 1) Increment -  $1 \times 12 \times 100 = \text{Rs. } 1200.00$
- 2) increments  $2 \times 12 \times 100 = \text{Rs. } 2400.00$
- 3) Increments  $3 \times 12 \times 100 = \text{Rs. } 3600.00$

(ii) If one increment is ordered to be postponed with cumulative effect, the amount to be ordered to be withheld will become  $1 \times 3 \times 12 \times \text{Rs. } 100/-$  where the rate of increment is Rs. 100/-. This will get multiplied depending on the number of increments ordered to be withheld as indicated below:-

- 1) Increments -  $1 \times 3 \times 12 \times 100 = \text{Rs. } 3600.00$
- 2) Increments -  $2 \times 3 \times 12 \times 100 = \text{Rs. } 7200.00$
- 3) Increments -  $2 \times 3 \times 12 \times 100 = \text{Rs. } 10800.00$

iii) In case the punishment of postponing increments is ordered, can be implemented only partially, the increments may be postponed to the

extent possible and, for the remaining portion of the punishment, recovery may be ordered as indicated in paragraphs (i) and (ii) above.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH STATE ELECTRICITY BOARD).

A.P.V.N SARMA  
MEMBER SECRETARY.

To

The Member Secretary / A.P.S.E.Board  
Hyderabad.49.

Copy to the

All Chief Engineers/A.P.S.E.Board /

All Superintending Engineers/A.P.S.E.Board,

All Divisional Engineers / Executive Engineers.

All P.As. to Chairman / Member accounts) and Member Secretary

Pay officer / A.P.S.E.Board, / Hyderabad

Accounts Officer /C.P.R/Hyderabad,

F.A. & C.C.A/Hyderabad,

D.I.G. & Advisor (Vigilence and Security),

Director Personnel / A.P.S.E.Board,

Superintending Engineer / Tungabhadra Hydro - Electric Scheme, Tungabhadra board,

Secretary/Tungabhadra Board,

All Deputy Managers/A.P.S.E.Board,

All Sections in personal at General Services,

Central Records Section

C.No.D.M/Regulations-12-z1/92,

All Recognised / Regd Unions,

// forwarded by order //

Personnel Officer.

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**  
**VIDYUT SOUDHA :: VIJAYAWADA-4.**

Transmission Corporation of Andhra Pradesh Limited -A.P.S.E.B. Employee(Revised) Conduct Regulations and A.P.S.E.B. Employees Discipline and Appeal Regulations adopted by APTRANSCO-Competent authorities which may impose Penalties and concurrence committees for Class-I officers- Reconstituted -Orders - Issued.

T.O.O ED (HRD&PLG) Ms. No.760,

Dated: 02 -05-2018

Ref :- 1) T.O.O.(Addl.Secy-Per ).Ms.No. 394 Dt:30-11-1999

<<<<>>>>

In the reference 1<sup>st</sup> cited, Transmission Corporation of Andhra Pradesh Limited has revised the competent authorities which may impose penalties referred to in the regulation 7(a) of APSEB Employees Discipline and Appeal Regulations and the concurrence committees to impose penalties for various categories of post in different services under Transmission Corporation of Andhra Pradesh Limited.

2) The Transmission Corporation of Andhra Pradesh Limited after careful consideration has decided to amend the competent authorities which may impose penalties referred to in the regulation 7(a) of APSEB Employees Discipline and Appeal Regulations in respect of class-I officers in different services under Transmission Corporation of Andhra Pradesh Limited. The reconstituted competent authorities for Class-I Officers are shown in the Annexure-I appended to this order. The reconstituted concurrence committees for Class-I Officers are shown in the Annexure-II appended to this order.

(BY ORDER & IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LTD)

**DINESH PARUCHURI**  
**JOINT MANAGING DIRECTOR**  
(Finance, Commercial, IPC, HRD&IT)

To  
The Executive Director (HRD & Planning)/APTRANSCO/VS/Vijayawada  
Copy to:  
The PS to Chairman & Managing Director/APTRANSCO/VS/ Vijayawada.  
The PS to Joint Managing Director (Finance, Comml., IPC,HRD&IT)/APTRANSCO/VS/  
Vijayawada.  
The PS to Joint Managing Director (Vigilance & Security)/APTRANSCO/VS/ Vijayawada.  
The PS to Director (Grid & Transmission Management)/APTRANSCO/VS/ Vijayawada.  
The PS to Director (Projects)/APTRANSCO/VS/ Vijayawada.  
The Additional Secretary/ APTRANSCO/VS/ Vijayawada.

// FORWARDED BY ORDER//

  
ASST.DIVISIONAL ENGINEER

ANNEXURE-I  
SCHEDULE-I

Referred to in Regulation 7(a)

## COMPETENT AUTHORITIES WHICH MAY IMPOSE PENALTIES FOR CLASS-I OFFICERS

Categories of employees.	Appointing Authority	Minor Penalties				Major Penalties			Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect	Recovery from pay	Withholding of increments with cumulative effect.	With holding of promotion	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/ Removal/ Dismissal		
1	2	3	4	5	6	7	8	9	10	11
<b>1.PERSONNEL &amp; GENERAL SERVICES CLASS-I Officers</b>										
i)General Manager (Personnel)	APTRANSCO Board	CMD (Chairman and Managing Director)	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board
ii)Deputy Secretary/ General Manager(IR)	APTRANSCO Board	CMD	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board
iii)Asst. Secretary	APTRANSCO Board	General Manager (Per)/Addl. Secy	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board; CMD over the orders of General Manager(Per)/Addl. Secy

Categories of employees.	Appointing Authority	Minor Penalties					Major Penalties		Suspension	Appellate Authority
		Censure	Withholding of increments without cumulative effect	Recovery from pay	Withholding of increments with cumulative effect	With holding of promotion	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/ Removal/ Dismissal		
1	2	3	4	5	6	7	8	9	10	11
<b>IL ENGINEERING SERVICE</b>										
<b>Class-I Officers</b>										
i) Chief Engineer	APTRANSCO Board	CMD (Chairman and Managing Director)	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board
ii) Superintending Engineer	APTRANSCO Board	CMD	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board
ii) Divisional Engineer/ Executive Engineer	APTRANSCO Board	CE	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board, CMD over the orders of CE

Categories of employees.	Appointing Authority	Minor Penalties					Major Penalties			
		Censure	Withholding of increments without cumulative effect	Recovery from pay	Withholding of increments with cumulative effect.	With holding of promotion	Reduction to a lower rank in seniority/lower post/lower timescale/lower stage in a timescale.	Compulsory retirement/ Removal/ Dismissal	Suspension	Appellate Authority
1	2	3	4	5	6	7	8	9	10	11

III. ACCOUNTS SERVICE

Class-I Officers

i) Financial Adviser & Chief Controller of Accounts.	APTRANSCO Board	CMD (Chairman and Managing Director)	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board
ii) Dy. Chief Controller of Accounts.	APTRANSCO Board	CMD	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board
iii) Senior Accounts Officer.	APTRANSCO Board	CE	CMD	CMD	CMD	CMD	Committee consisting of Functional Director, Director (HRD) and CMD	Committee consisting of Functional Director, Director (HRD) and CMD	CMD	APTRANSCO Board; CMD over the orders of CE

DINESH PARUCHURI  
JOINT MANAGING DIRECTOR  
(Finance, Commercial, IPC, HRD&IT)

// FORWARDED BY ORDER//



ASST. DIVISIONAL ENGINEER

3

ANNEXURE-II

SCHEDULE-II

Major Penalties shall be imposed by the competent authority with the concurrence of the Committee constituted as follows:-

Sl. No	Category of Employees	Disciplinary Authority	Reconstituted Committee Members
I	CLASS-I OFFICERS	Committee consisting of Functional Director, Director (HRD) and CMD	No committee is necessary where the Committee consisting of Functional Director, Director (HRD) and CMD is the authority to award major penalties to Class-I Employees.
	1. Secretary.		
	2. Director /Personnel		
	3. Dy.Secretary/ Manager		
	4. Asst.Secretary		
	5. Chief Engineer		
	6. Superintending Engineer		
	7. D.Es./E.Es.		
	8. FA&CCA		
	9. Dy.CCA		
	10. SAO		
	11. Civil Surgeon		

DINESH PARUCHURI  
JOINT MANAGING DIRECTOR  
(Finance, Commercial, IPC, HRD&IT)

// FORWARDED BY ORDER//

  
ASST.DIVISIONAL ENGINEER

TRANSMISSION CORPORATION OF AP LIMITED  
ABSTRACT

TRANSSCO of A.P.LIMITED - Processing of Disciplinary cases pertaining to employees absorbed in other companies - Orders - Issued.

T.O.O. (GM-Per) Ms.No. 201

Dated: 23.10.2002  
Read the following:

- Ref:-
1. T.O.O. (Acad. Secy. Per) Ms.No. 39, dt. 30.11.1999.
  2. Lr.No.GM(IR)/AS(Reg)/PO.I(2)/87/2000-9, dt. 20.6.2002.
  3. T.O.O. (Per-GM) Ms.No.160, dt. 13.08.2002.
  4. T.O.O. (Per-GM) Ms.No.161, dt. 13.09.2002.
  5. Lr.No.GM(Per)/DE(DC)/T.DISCOMS/2002-1, dt. 29.8.2002.

ORDER:

Consequent to final absorption of employees to APTRANSCO/ DISCOMS/AP GENCO vide references third and fourth cited there is a need for decentralising and sending the Disciplinary cases to the concerned DISCOMS as well as AP GENCO in respect of the employees absorbed in those companies.

The Transco of A.P.Limited after careful consideration of the opinion of SLA on processing of Disciplinary cases pertaining to employees absorbed in other Companies/APGENCO issues the following:

1) To transfer all the disciplinary cases irrespective of the stage of the case to concerned DISCOM/APGENCO in respect of employees absorbed in that Company/APGENCO for taking necessary action.

(1) To transfer all the combined disciplinary cases involving more than one employee belonging to more than one company irrespective of the stage of the case to concerned DISCOM/APGENCO in respect of employee absorbed in that Company/APGENCO for taking necessary action.

(1) In respect of disciplinary cases where show cause notices are issued by APTRANSCO, it is advisable to issue a fresh show cause notice by concerned Company/APGENCO and take disciplinary action. Action may also be taken as per para 4(m) of Tripartite agreement which is produced below:

All disciplinary proceedings pending at the time of restructuring shall be dealt with by the successor entities. All disciplinary cases already finalised and punishments awarded by the Board shall not be reopened.

- iv) In respect of combined enquiry or individual enquiry it is decided that enquiry report may be sent on receipt, to the respective companies for taking necessary disciplinary action against their employees who are absorbed in their companies.
- v) To transfer the property returns (hitherto being maintained in Disciplinary cases wing of APTRANSCO) to the concerned DISCOM/APGENCO in respect of employees absorbed to the concerned DISCOM/APGENCO for taking necessary action.
- vi) Disciplinary cases of the employees who retired before 17.08.2002 (date of finalisation of options) are to be dealt by AP TRANSCO and the disciplinary cases of employees who retire after 17.08.2002 are to be dealt by the concerned Companies/AP GENCO.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED)

DINESH KUMAR  
JOINT MANAGING DIRECTOR/HAD

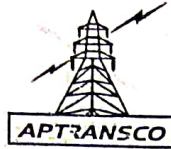
To  
All Chairman & Managing Directors of  
DISCOMS and APGENCO.  
Copy to : The General Manager (Personnel)/AP TRANSCO/VS/Hyd.  
The Additional Secretary/AP TRANSCO, VS/Hyderabad.  
The General Manager(IR)/AP TRANSCO/V.S/Hyd.  
Sri S.Ravindranath, SLA for AP TRANSCO

No.GM(Per)/DE/T/59/2002

//FORWARDED :: BY ORDER//

  
DIVISIONAL ENGINEER (TECH)





## TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

### ABSTRACT

ESH - APTRANSCO – Employees of the erstwhile APSEB – Final absorption in the Successor Entities i.e., APGENCO, APCPDCL, APNPDCL / APSPDCL & APEPDCL. - Orders – Issued.

T.O.O(Per.GM) Ms.No.161

Dated 13-08-2002

Read the following:-

1. T.O.O.(Per.GM) Rt.No.266, Dated 2-11-2001.
2. Circular dtd.27-04-2002 for seeking of options.
3. Options exercised by individuals.

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### ORDER:

In the T.O.O. cited, a High Level Committee was constituted for finalizing the options of the employees of the erstwhile APSEB for absorption in the Successor Entities i.e., APTRANSCO, APGENCO, APCPDCL, APNPDCL, APSPDCL & APEPDCL. All the eligible employees have been directed to exercise their option for final absorption in any one of the corporations in the order of preference. After careful consideration of the option exercised by the individuals, the high level committee has finalized the options and allotted the employees to the Successor Entities as per their options.

Allotted for final absorption in

The final absorption of the employees to the respective Companies will be subject to the following terms and conditions.

- i. He /She shall cease to be the employee of the APSEB to main Successor entity to the APSEB or APTRANSCO and shall from the date on which his/her services stand transferred be the employee of the respective company to which he/she was allotted.
- ii. His/her services are transferred with effect from 17-8-2002. The Provisional seniority of the employee absorbed in the respective companies as on 17-8-2002 will be communicated separately. Any dispute with regard to seniority for the period to 17-8-2002 will be decided by the main Successor Entity of APSEB i.e., AP TRANSCO and orders communicated by APTRANSCO.
- iii. For purpose of scales of pay, leave rules pension and pensionary benefits the transferred employee shall be governed by the rules and regulations. That was existing in APSEB and to be framed by the successor company in future subject to the conditions and down under the Andhra Pradesh Electricity Reforms Act, 1998 the transfer scheme framed thereafter and the Tripartite Agreements.
- iv. Disciplinary Proceedings if any that are pending relating to misconduct, lapses or acts of commission or omission committed prior to absorption shall not be abate, and will be continued by the respective company. However all disciplinary cases that have already been finalized as on 17-8-2002 shall not be reopened by the Successor Company and shall not be revoked or modified. Any appeal preferred against the final orders issued by APTRANSCO shall be dealt by AP TRANSCO only.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED)

RACHEL CHATTERJEE  
CHAIRPERSON & MANAGING DIRECTOR

16<sup>00</sup>

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**  
**VIDYUT SOUDHA:: HYDERABAD – 82.**

Circular Memo.No.CGM(HRD&Trg)/DE(DC)35/P1 /2011-25.      Dt.16-06-2011.

Sub: AP Transco – Discipline & Appeal Regulations - Procedure for minor penalties and penalty of stoppage of increments with cumulative effect – Certain instructions – Issued – Regarding.

>>>><<<

In recent past it is observed that certain legal complications arise in the procedure following in certain cases of Disciplinary cases. The APTRANSCO carefully examined the issues and instructed to follow the following procedure in dealing the disciplinary cases to avoid legal complications.

**2.a) Procedure for Minor Penalty :**

A notice calling for explanation shall be issued by competent authority to the member of service and that notice should indicate why disciplinary action should not be taken against him for the lapses/irregularities indicated in the notice. **No penalty shall be specified in that notice.** After consideration of explanation, the competent authority may impose a minor penalty. If major punishment is contemplated, competent authority shall follow the procedure for major punishment as indicated in Discipline & Appeal Regulation 10(2).

Similarly, no punishment should be indicated in the Charge Memo /Charge Sheet.

**b) Procedure for penalty of stoppage of increment with cumulative effect.**

To avoid legal complications, even though the punishment of stoppage of increment with cumulative effect is of minor penalty as per Discipline & Appeal Regulation, the Competent Authority who proposes to impose the penalty of Stoppage of increment with cumulative effect shall adopt elaborate procedure as in 10(2) of Discipline & Appeal Regulation i.e., appointing Enquiry Officer.

3. Hence, all HODs/Competent Authorities are instructed to follow above instructions scrupulously without fail.

K.RANGANATHAM,  
JOINT MANAGING DIRECTOR  
(HRD & Distribution)

To

All Executive Directors/AP Transco  
All Chief Engineers/AP Transco.  
Chief General Manager (HRD&Trg)/AP Transco/VS/Hyderabad.  
All Superintending Engineers/AP Transco  
All FA & CCAs/Dy.CCAs/APTRANSCO.  
The Divisional Engineers/Executive Engineers/AP Transco

**Copy to:**

PS to Chairman & Managing Director /AP Transco/AP Transco/VS/Hyd.  
PA to Joint Managing Director (Vigilance & Security) /AP Transco/VS/Hyd.  
PA to Joint Managing Director (HRD & Distribution) /AP Transco/VS/Hyd.  
PA to Joint Managing Director (Comm., IPC & IT) /AP Transco/VS/Hyd.  
PA to Director (Finance & Revenue)/AP Transco/VS/Hyd.  
PA to Director (Grid Operation)/AP Transco/VS/Hyd.  
The DE/Tech. to Director (Transmission) AP Transco/VS/Hyd.  
The DE/Tech. to Director (Projects) AP Transco/VS/Hyd.  
PS to Chairman & Managing Director/APEPDCL/Visakhapatnam  
PS to Chairman & Managing Director /APSPDCL/Tirupati  
PS to Chairman & Managing Director /APCPDCL/Hyderabad  
PS to Chairman & Managing Director /APNPDCL/Warangal  
PS to Managing Director & Vice Chairman/APGenco/VS/Hyd

- The Joint Secretary/AP Transco/CTI/GTS Colony/Erragadda/Hyd.  
The Addl. Secretary/ AP Transco/VS/Hyderabad.  
The Liason Officer/SC&ST Employees Grievances Cell/ AP Transco/VS/Hyderabad.  
The Chief General Manager (Adm)/AP Genco/VS/Hyd.  
All Chief General Managers (HRD)/APEPDCL/APSPDCL/APCPDCL/APNPDCL.  
The Joint Secretary (IR)/APCPDCL/Hyd.  
The Sr. Accounts Officer/SLDC/ AP Transco/VS/Hyderabad.  
The Sr. Accounts Officer /F&P/ AP Transco/VS/Hyderabad.  
The Pay Officer/ AP Transco/VS/Hyderabad.  
The Accounts Officer/CPR/AP Transco/VS/Hyderabad.  
The Company Secretary/ AP Transco/VS/Hyderabad.  
The Resident Audit Officer/EBCA/ AP Transco/VS/Hyderabad.  
All Dy. Secretaries/All Asst. Secretaries/ AP Transco/VS/Hyderabad.  
All Sections in P&G Service/ AP Transco/VS/Hyderabad.  
The General Secretary/APEE Union (Regd. No.1104), M.C./Hyderabad  
The Secretary General/APSE Employees Union (Regd. No.327),M.C.Hyd.  
The General Secretary/Telugunadu Vidyut Karmika Sangham (Reg.No.B-1245),MC/Hyd  
The General Secretary/APSEB Assistant Engineers Association (Regd. No.1185),  
H.Q. KTPS/New Paloncha, Khammam District – 507 115  
The Secretary General/APSEB Engineers Association (Regd. No.874/75),  
H.No.6-3-663, Somajiguda, Hyd.  
The General Secretary/AP Power Diploma Engg. Association (Regd. No.B-473),  
H.No.5-9-22/55, Adarshnagar, Hyd.  
The General Secretary, Andhra Rashtra Power Employees Union, (Regd.No.G-445),  
H.No.1-8-565/5, RTC X Road, Hyderabad – 20.  
The General Secretary/APSEB Accounts Officers Association (R.No.C-5) VS/Hyd.  
The General Secretary/Junior Accounts Officers Association (R.No.880)/VS/Hyd.  
The General Secretary/APSEB Secretariat Employees Association (Regd. No.54/69),  
APCPDCL Corporate Office, 6-1-50, Opp. Security Printing Press,MC. Hyd.  
The General Secretary/United Electricity Employees Union (Regd. No.B-1829),  
H.No.1-1-60/4, Musheerabad, Hyd.  
The General Secretary/APSEB Technical Employees Union (Regd. No.B-2275),  
C/o.K.Sampath Reddy, H.No.6-1-40/5, Mint Compound, Hyderabad.  
The General Secretary, APSEB SC & ST Employees Welfare Association  
(Regd. No.1589) Mint Compound, Khairatabad, Hyderabad – 500 063.  
The General Secretary, State Scheduled Tribe Employees Welfare Association  
(Regd No.956/78) HQ : Mint Comopound, Besides APCPDCL Head quarters,  
(New Building) Hyderabad – 500 063  
The General Secretary/APEE P&G Officers Association (Regd. No.327), GSR Bhavan,  
H.No.6-1-48/4, MC, Hyderabad – 500 063.  
The General Secretary, Telangana Elec. Employees's Association  
(Regd. No.H61/2005), H.No.14-3-237, Goshamahal, Begumbazar, Hyderabad.  
The Secretary General, Electricity Backward Classes Employees Welfare Association,  
(Regd. No.1681/2006), Plot No.7, Road No.5G, Krishnanagar Colony, Moulali, Hyd.  
The Secretary General, Electricity OC Employees Welfare Association,  
(Regd. No.1088/2008), H.No.1-1-287/33/A, Chikkadapally, Hyd.  
The General Secretary, Telangana Raashtra Vidyut Karmika Sangam, (Regd. No.H-58)  
HQ: Q.No.3-7-443, 444 Beside 132/33KV SS Jagityal Road, Karimnagar.  
The Central Record Section  
The Stock file.

// FORWARDED BY ORDER //

  
ASST. DIVISIONAL ENGINEER