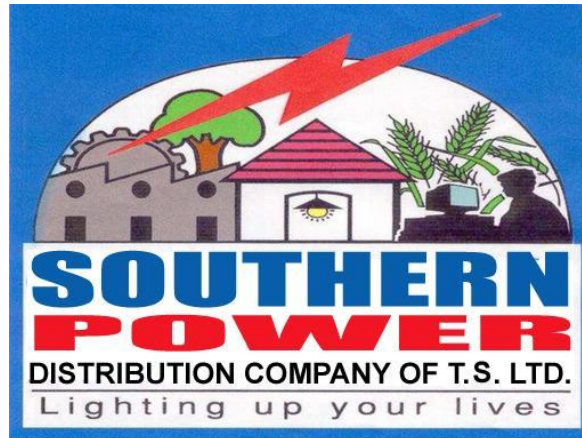




Right to Information Act - 2005
Information under Sections 4 (1) (b)

MANUAL



**SOUTHERN POWER DISTRIBUTION COMPANY
OF TELANGANA LIMITED**

6-1-50, Corporate Office,
Mint Compound, Hyderabad - 500 063
www.tssouthernpower.com

CONTENTS

UNDER 4(I)(b)

1. PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES
2. POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES
3. DECISION MAKING PROCESS, SUPERVISION AND ACCOUNTABILITY
4. NORMS SET TO DISCHARGE OF THE FUNCTIONS
5. RULES, REGULATIONS, MANUALS AND RECORDS, INSTRUCTIONS, CIRCULARS RELATED TO FUNCTIONING OF THE COMPANY
6. LIST OF DOCUMENTS HELD UNDER THE CONTROL OF THE COMPANY
7. PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE ARE
8. INFORMATION ABOUT THE BOARDS, COUNCILS, COMMITTEES & OTHER BODIES CONSTITUTED FOR THE PURPOSE OF ADVICE AND MINUTES OF SUCH MEETINGS ARE ACCESSABLE TO THE PUBLIC.
9. A DIRECTORY OF THE OFFICERS AND EMPLOYEES
10. MONTHLY REMUNERATION & COMPENSATION OF OFFICERS/EMPLOYEES
11. BUDGETORY ALLOCATION & EXPENDITURE STATEMENT
12. SUBSIDY PROGRAMMES & BENEFICIARIES
13. PARTICULARS RECEIPIENTS & CONCESSIONS, PERMITS OR AUTHORISATION GRANTED
14. INFORMATION AVIALBALBE IN ELECTRONIC FORM
15. FACILITIES REGARDING INFORMATION AVAILABLE TO CITIZENS
16. DETAILS OF PUBLIC INFORMATION OFFICERS
17. ANY OTHER INFORMATION

ABOUT TSSPDCL:

The Southern Power Distribution Company of Telangana Limited is established on 02.06.2014. TSSPDCL was granted independent license to undertake electricity distribution and retail supply business in the 14 districts viz., Mahaboobnagar, Gadwal, Nagar Kurnool, Wanaparthy, Nalgonda, Suryapet, Yadadri, Medak, Sanga Reddy, Siddipet, Medchal, Habsiguda, Vikarabad, Saroornagar, Rajendra Nagar, Cybercity, Banjara Hills, Secunderabad, Hyderabad (South) and Hyderabad (Central) circles of Telangana State Catering the power requirements of 8.4 million consumers.

TSSPDCL has a vast infrastructure facility in its operating area with 1,504 Nos. of 33/11 KV substations, 2,942 Nos. of power transformers, 1102 Nos. of 33 KV feeders, 6,609 Nos. of 11 KV feeders and around 3,84,477 Nos. of distribution transformers of various capacities.

A number of new initiatives for improving the quality supply of power were introduced by TSSPDCL such as:

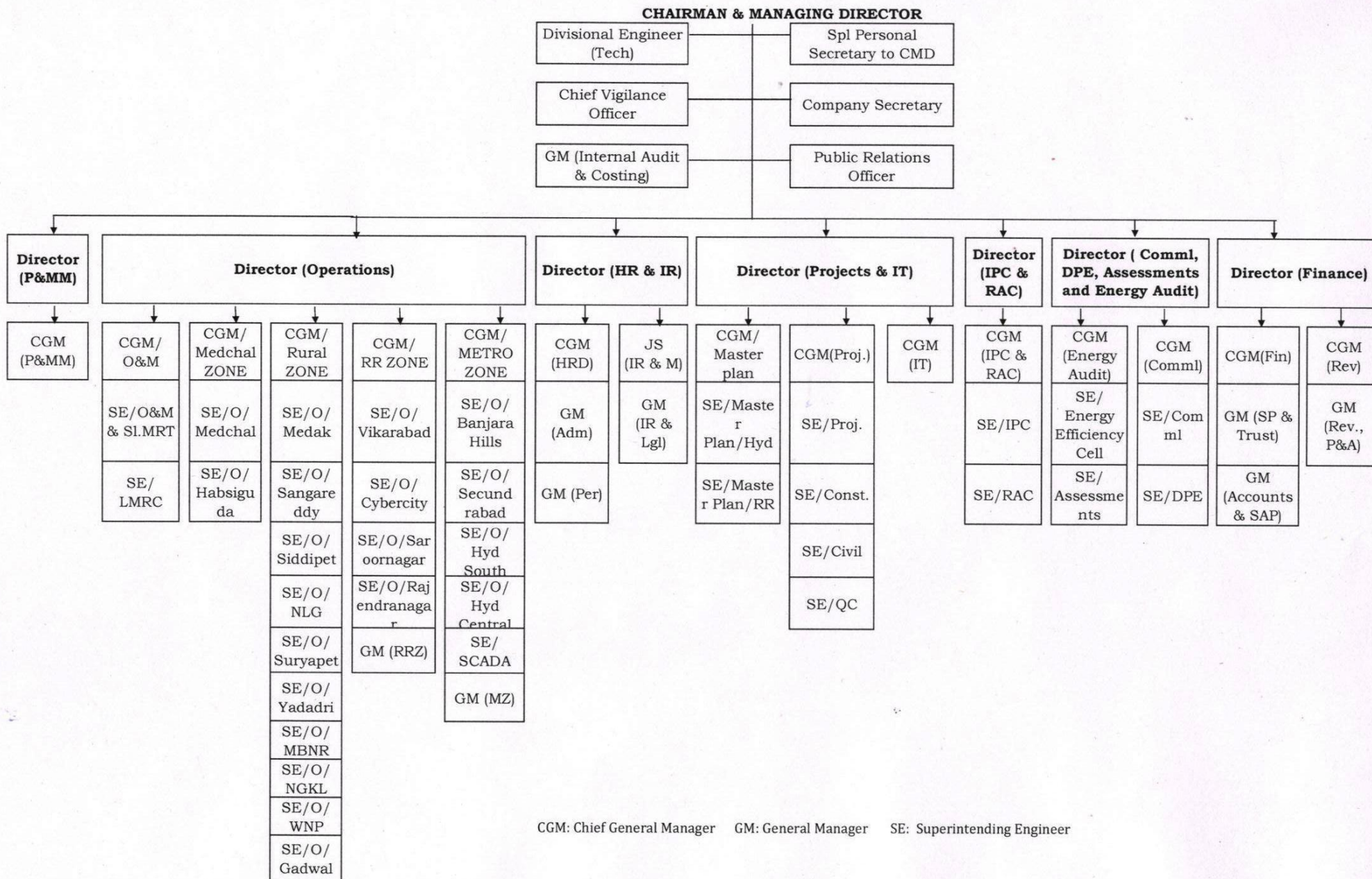
- Electronic Spot Billing
- Web-Enabled Customer Service Centers
- Tie up with e-Seva Centers for Bill Payment
- Online Bill Payment
- EBS,MATS,CAT
- Vidyut Sadassus, Sub-station wise Meeting

Having electrified 6,489 villages, 5,600 general hamlets, 2,059 tribal hamlets, 12,105 Dalit wadas and 5,806 weaker sections colonies, TSSPDCL is looking forward to meet many challenges with promise to deliver quality customer services through innovative programmes.

The philosophy of TSSPDCL is to enhance its performance and emerge stronger by the day to offer its customers the best and value for money.

For any additional information please visit our company website
www.tssouthernpower.com

ORGANISATION CHART OF SPDCL of Telangana LTD



FUNCTIONS AND DUTIES OF FUNCTIONAL HEADS - EACH SECTION / OFFICE OF COMPANY

Board of Directors	Guides policy matters and approves plans for the development of the Company
Chairman & Managing Director	Executive head of TSSPDCL, Final approving authority of Technical, Commercial and Financial proposals for the entire Company
Director/ Projects & IT	Oversees the Projects & IT activities of the entire Company
Director/ Operations	Oversees the Operations Greater Hyderabad & Rural circles of the entire Company (yet to join)
Director/ Comml., Assessment, DPE & E.A.	Oversees the Commercial, Assessment, DPE, & Energy Audit activities and first Appellate Authority under RTI Act., of the entire Company.
Director/ HR & IR	Oversees the HRD, IR & Operations of Greater Hyderabad & Rural circles of the entire Company
Director / P&MM	Oversee the Purchase & Materials Management activities of the entire Company
Director / IPC & RAC	Oversee the IPC & RAC activities of the entire Company
Director/Finance	Oversee the Finance, Purchase & Materials Management activities of the entire Company
CGM / Projects	In-charge of activities related to planning of new Projects, Schemes and their execution.
CGM / O&M	In charge of Operation & Maintenance of all Operation Circles
CGM/ Commercial	In charge of various activities related to Commercial, Regulatory affairs and Customer Services.
CGM/ HRD	In charge of Human Resource Development - dealing various activities such as recruitment, promotions, transfers of personnel & Industrial Relations.
CGM / P&MM	In charge of activities related to Purchase & Material Management
CGM / IPC & RAC	In charge of
CGM/IT	In charge of All IT activities of the entire company
CGM / Energy Audit	In charge of Energy Audit matters
CGM (Finance)	In charge of Finance related matters
CGM (Revenue)	In charge of Revenue related matters
CGM/Op./Metro Zone	In charge of activities related to Hyderabad South, Banjara Hills & Secunderabad operation circles.
CGM/Master Plan	In charge of activities related to planning and Implementation of Master plan, Protection and lines divisions in Greater Hyderabad.
CGM/Op./RR Zone	In charge of activities related to Vikaraad, Saroornagar, Rajendra Nagar, Cybercity Operation Circles
CGM/Medchal Zone	In charge of activities related to Medchal, Habsiguda, circles
CGM/Op/Rural Zone	In charge of activities related to Mahaboobnagar, Gadwal, Nagar Kurnool, Wanaparthy, Nalgonda, Suryapet, Yadadri Bhongir, Medak, Sanga Reddy, Siddipet Operation circles.
SP & Chief Vigilance Officer	In charge of Vigilance matters in the company.
SE/Quality Control	In charge of Quality control wing - oversee various aspects relating to the construction works of Sub-stations.
SE/DPE	Coordinates the activities of Detection of Pilferage of energy and booking of cases in various operation circles.
SE/Assessments	In charge of activities related to assessment of theft & malpractice Cases
SE/Master Plan/RR	In charge of Planning and Implementation of Master plan, Protection and lines System Development works for RR Operation Circles
SE/Master Plan/Gr.Hyd.	Plan and Implement System Development works, including UG Cable Works in Twin Cities
SE-SCADA	Monitoring of uninterrupted Power Supply in various Substations in Operation Circles of Twin Cities and Rangareddy districts, also registers/attends to power supply grievances.
SE (Op)- Mahaboobnagar	In charge of Mahaboobnagar Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Gadwal	In charge of Gadwal Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Nagar Kurnool	In charge of Nagar Kurnool Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op) Wanaparthy	In charge of Wanaparthy Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Nalgonda	Instead of Nalgonda Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services

SE (Op)-Suryapet	Instead of Suryapet Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Yadadri	Instead of Yadadri Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Medak	In charge of Medak Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Sanga Reddy	In charge of Sanga Reddy Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Siddipet	In charge of Siddipet Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Medchal	In charge of Medchal Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Habsiguda	In charge of Habsiguda Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Vikarabad	In charge of Vikarabad Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Saroornagar	In charge of Saroornagar Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Rajendra Nagar	In charge of Rajendra Nagar Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Cybercity	In charge of Cybercity Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Banjara Hills	In charge of Banjara Hills Operation Circle- activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Secunderabad	In charge of Secunderabad Operation Circle coordinates activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-South, Hyderabad	In charge of Hyderabad South Operation Circle- coordinates activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
SE (Op)-Central, Hyderabad	In charge of Hyderabad Central Operation Circle- coordinates activities related to Operation & Maintenance and implementation of various schemes & Customer related Services
Other Independent wings in TSSPDCL	
Chairman, CGRF – 1	Consumer Grievances Redressal Forum – 1, Registers and solves the consumer grievances as per the provisions of Standards of performance in Mahaboobnagr, Medak and Nalgonda operation Circles
Chairman, CGRF – 2	Consumer Grievances Redressal Forum – 2, Registers and solves the consumer grievances as per the provisions of standards of performance in Greater Hyderabad operation circles.

The work distribution of each Officer and Staff is available in respect to their appointment letters & in Duties of Responsibilities of Officers, booklet published on 01-11-2003.

The powers and duties of Officers and Employees, Norms set to discharge the functions are in accordance with the APED Manual approved by the erstwhile APSEB and as adopted by TSSPDCL.

3 DECISION MAKING PROCESS, SUPERVISION AND ACCOUNTABILITY

INITIATING THE FILE DEALING STAFF AND THE SECTION	CHANNELS OFFICERS HANDLING THE FILE AT EACH LEVEL	DECISION MAKING AUTHORITY
Initiated through individual office	Through Head of the Office	Board of Directors appointed by Govt. of Telangana.

SUPERVISORY AUTHORITY & OFFICER TO WHOM ACCOUNTABLE

: Principal Secretary to Govt.,
Energy Department, TS Secretariat, Govt. of Tangana.

4 A. THE NORMS, IF DECIDED BY THE ORGANISATION

Technical and Commercial norms are being followed as approved by the erstwhile APSEB and adopted by TSSPDCL.

B. QUALITY NORMS, IF DECIDED BY THE ORGANISATION

The Company adopts the Quality norms fixed by TSERC from time to time.

5 LIST OF ACTS, RULES, REGULATIONS, MANUALS, RECORDS, CIRCULARS RELATED WITH THE FUNCTIONING OF OFFICE CONSTITUTING THE ORGANISATION

ACTS	:	AS PER ELECTRICITY ACT 2003 read by ESSAR 1985 AND COMPANIES ACT 1956.
APPLICABLE LAWS	:	<p>A. Industry Specific Laws</p> <ul style="list-style-type: none"> ◆ The Electricity Act, 2003 ◆ Open Access ◆ National Tariff Policy ◆ CERC Guidelines ◆ APDRP Guidelines ◆ The Indian Electricity Act, 1910 ◆ The Indian Electricity Act, 1948 ◆ The Indian Electricity Act, 1956 ◆ The Electricity Regulatory Commission Act, 1998 <p>B. Reform Laws</p> <ul style="list-style-type: none"> ◆ State Reforms Act ◆ Transfer of Assets, Rules and other applicable laws <p>C. Environmental Laws</p> <ul style="list-style-type: none"> ◆ The Indian Boiler Regulation Act, 1923 ◆ The Boiler Rules, 1962 ◆ The Pollution Control Board Consent Condition ◆ The Air (Prevention and Control of Pollution) Act, 1981 ◆ The Environment (Protection) Act, 1986 ◆ The Water (Prevention-Control of Pollution) Act, 1974 ◆ The Storage of Hazardous Chemicals 1989 ◆ Hazardous Wastes (Management and Handling) Rules, 1989 ◆ The Environmental Statement, 1992 ◆ The Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 <p>D. Consumer Laws</p> <ul style="list-style-type: none"> ◆ Consumer Protection Act, 1986 and Rules there under <p>E. Corporate Laws</p> <ul style="list-style-type: none"> ◆ The Corporate Act, 1956 ◆ Securities and Exchange Board of India (SEBI) Act, 1992 and its Regulations and Listing Agreement. ◆ The Securities Contracts (Regulations) Act, 1956 ◆ The Foreign Exchange Management Act, 1999 ◆ Customs Act, 1962 ◆ The Income Tax Act, 1961 ◆ Central Excise Act, 1944 ◆ Cost Audit (Report) Rules, 2001 ◆ Cost Accounting Record Rules, 2001 ◆ The Public Liability Insurance Act, 1991 ◆ Payment of Bonus Act, 1962 ◆ Payment of Gratuity Act, 1972 ◆ Employees Provident Fund Act, 1952 (Trustees) ◆ Employees Provident Funds Miscellaneous Provisions Act, 1952 ◆ Employees State Insurance Act, 1948 ◆ Contract Labour (Regulation and Abolition) Act, 1970 ◆ Depositories Act, 1996 ◆ Industrial Employment (Standing Order) Act, 1946 ◆ Apprentices Act, 1961 with Apprenticeship Rules, 1962 ◆ The Shop and Establishment Act, 1948 and Rules ◆ Standard Weight and Measurement Act, 1985 ◆ Service Tax Act and Service Tax Rules, 1994 ◆ The Factories Act, 1948 ◆ The Factories Rules, 1963 ◆ Workmen's Compensation Act, 1923
RULES	:	Grid Code and General Terms & Conditions of APERC
REGULATIONS	:	As per TSERC

MANUALS	:	Construction standards by REC & IE Rules. Purchase Manual, Stores Manual, APED Manual Volume I & II.
RECORDS	:	T&D sanctions, DR sanctions, Accidents, Theft of material, Back billing cases, LS & K2 Agreements, O&M and Special O&M, Estimate sanction, Technical Sanction, Tender opening, Tender specification, Tender Schedule Issue, Tender publication, Division wise line losses, Accident cases, Accident sanction, Theft of Material, Installment for payment of arrears, CC Charges, ACD, assessments Amounts registers.
CIRCULARS	:	On matters relating to Operation and Maintenance, Commercial, Personnel, Financial and Administration are issued from time to time.

6 STATEMENT OF VARIOUS CATEGORIES OF DOCUMENTS HELD BY IT OR UNDER ITS CONTROL

NAME OF DOCUMENT	KINDS OF DOCUMENTS LIKE MICRO FILM, REGISTER, BOOKS, DISKETTE ETC	NATURE AND CONTENT OF DOCUMENT	DURATION OF RECORDS
Files / Papers related to the matters dealt by individual office	Files, Registers	Proposals, Approvals, Orders, Circulars, Correspondence etc	Refer Annexure – I Annexure – II Appendix – IX

7 STRUCTURE OF CONSULTATIVE COMMITTEES IN WHICH PUBLIC REPRESENTATIVES ARE MEMBERS INCLUDING

-NIL-

8 NAME OF THE BOARD, COUNCIL, COMMITTEES ETC. INCLUDING MEMEBERS AND THEIR QUALIFICATIONS

The Company is governed by its Board of Directors

DIRECTORS OF TSSPDCL

NAME OF THE DIRECTOR	DESIGNATION
Sri G. Raghuma Reddy	Chairman & Managing Director, TSSPDCL
Sri T Srinivas	Director / Projects & IT
Sri J. Sreenivas Reddy	Director / Operation
Sri K. Ramulu	Director / Commercial, Assessment, DPE & E.A.
Sri G. Parvatham	Director / HR & IR
Sri Ch. Madan Mohan Rao	Director / P&MM
Sri S. Swamy Reddy	Director / IPC & RAC
Sri P. Narsimha Rao, IRS	Director / Finance

9 DIRECTORY OF THE OFFICERS AND EMPLOYEES

For the Directory of officers and employees: placed in our company's web site [www.tssouthernpower.com / contact](http://www.tssouthernpower.com/contact) us.

10 MONTHLY REMUNERATION AND COMPENSATION

The monthly remuneration and compensation of the employees is available in the respective pay roll office.

11 ANNUAL BUDGET ALLOCATION AND EXPENDITURE STATEMENT

The annual budget allocation and expenditure is fixed as per TSERC tariff order. For the tariff order the website of the company may be logged on: www.tssouthernpower.com/company information

12 PROGRAMMES AND BENEFICIARIES

The Company is basically involved in Distribution of Electricity through 33/11 KV Sub-stations. The Subsidy is regulated by TSERC and the State Government. The Beneficiaries are the consumers in TSSPDCL jurisdiction.

13 LIST OF THE RECIPIENTS AND NATURE OF CONCESSION

-NIL-

14 INFORMATION AVAILABLE IN OFFICE

The information pertaining to any particular matter is available in the concerned individual offices of TSSPDCL.

15 FACILITIES AVAILABLE (LIBRARY, PUBLIC COUNTER ETC) TO CITIZEN FOR INFORMATION

Our company website www.tssouthernpower.com is available to the citizens for information on various activities like Board of Directors, Details of Contractors, Tender Notifications, Recruitments Notifications, General Terms & conditions, Tariff Orders and other information related to Consumers such as payment of bills, service connection history, power supply timings, online complaints, HT Consumers power drawl information etc. of the company.

Integrated Customer Service Centers & Customer Service Centres:

TSSPDCL has eighty (80) Division-wise Integrated Customer Service Centers and web enabled Customer Service Centers operational in the entire jurisdiction of TSSPDCL's Sub-divisions in the Operation Circles of Mahaboobnagar, Gadwal, Nagar Kurnool, Wanaparthy, Nalgonda, Suryapet, Yadadri, Medak, Sanga Reddy, Siddipet, Medchal, Habsiguda, Vikarabad, Saroornagar, Rajendra Nagar, Cybercity, Banjara Hills, Secunderabad, Hyderabad (South) and Hyderabad (Central) circles, attending their grievances as per the standards of performance. Eighty (80) Sub-division wise Customer Service Centers functioning in TSSPDCL jurisdiction providing information to the consumers on various issues and resolving their grievances of billing, metering and providing new service connections and attending to various O&M complaints. Details of the Customer Service Centers are given below:

Sub-station wise Rythu Sadassulu and power supply review meetings, Consumer day celebrations and Safety week celebrations are being organized for providing information to the consumers. Electricity Consumer Complaint Centers - '1912' receiving resolving various power supply complaints. Load relief schedules are being informed in twin cities through media from time to time. SMS services are introduced to inform about billing details.

Sl.No.	CSC Name	Address	Telephone No.
I BANJARA HILLS CIRCLE			
1	Ameerpet/ ICSC	1st Floor, 33/11KV ESI Sub-Station, Near ESIC Super Speciality Hospital, Beside Laxminarayana Park, B.K.Guda Road, Hyderabad - 500 018	040-23431464, 23431463
II CYBER CITY CIRCLE			
1	Gachibowli/ ICSC	1st Floor, O/o.DE/Operation/Kukatpally, Above E-seva, Near Rythu Bazar, III Phase, KPHB, Hyderabad.	040-23433544, 23433545
2	Ibrahimbagh	O/o. ADE/Operation/Ibrahimbagh, 33/11KV SS, Ramdevguda, Ibrahimbagh-500008.	040-23433544, 23433545
3	Chevella	O/o. ADE/Operation/Chevella, 33/11KV Sub Station, Chevella	08417-244244

Sl.No.	CSC Name	Address	Telephone No.
III HYDERABAD CENTRAL CIRCLE			
1	Saifabad/ICSC	Mint Compound, Hyderabad-500063.	040-23431293
2	Azamabad/ICSC	1st Floor, 33/11KV Fever Hospital Sub-Station, Opp:Sriram Nagar Community Hall, Sriram Nagar, Nallakunta, Hyderabad - 500 044.	040-23433515, 23433522
3	AC Guards	33/11KV AC Guards SS, 10-2-1,AC Guards; opp. PTI Building, Hyderabad - 500004	040- 23431311/1047
4	Golconda	O/o. ADE/Operation/Golconda, 33/11KV Langerhouse SS, Langerhouse, Hyderabad.	040-23431150
5	Mehdipatnam	O/o. ADE/Operation/Mehdipatnam, 33/11KV SD Hospital SS, Mehdipatnam, Hyderabad - 500028.	040-23431292
IV HYDERABAD SOUTH CIRCLE			
1	Charminar/ICSC	Ground Floor, O/o. DE/Operation/Charminar, 33/11KV Salarjung Sub-Station, Near Salarjung Museum, Charminar, Hyderabad-500 052	040-23433580, 23433581
2	TroopBazar/ICSC	O/o.DE/Operation/Begumbazar,33/11KV Goshamahal Sub-Station, Near Topkhana Masjid, Begumbazar, Hyderabad.	040-23433573, 23433559
3	Asmangadh	33/11 KV Asmangadh SS, Gidyanaram road, straight of Ganga Theatre, Opp. Lane of viranjaneya temple, Hyderabad.	040-23433582
4	Santhosh Nagar	33/11 KV, Santhosh Nagar SS, Road leads to Yadagiri Theatre, Hyderabad.	040-23433488
5	Chanchalguda	33/11 KV, Chanchal guda SS, Govt. printing press, left of cross road, Hyderabad.	040-23433474
V HABSIGUDA CIRCLE			
1	Habsiguda/ICSC	33/11KV Sub-Station Uppal 'X' road, Uppal, Hyderabad - 500 039	040-23433297, 23433294
2	Sainikpuri/ICSC	33/11KV Moulali Sub-Station, Opp: Eveready Batteries, Near ZTS Moulali, Hyderabad - 500 040	040-23433276
VI SECUNDERABAD CIRCLE			
1	Secunderabad/ ICSC	33/11KV Chilkalguda Sub-Station Premises, Opp: Jaidurga Tower Appartment, Musheerabad 'X' road, Secunderabad	040-23433586, 23433587
2	Bowenpally/ ICSC	O/o. DE/Operation/Bowenpally, 33/11KV Bowenpally Sub-Station, Opp: Kendriya Vidyalaya, Bowenpally, Secunderabad - 500 011	040-23433461

Sl.No.	CSC Name	Address	Telephone No.
VII	MEDCHAL CIRCLE		
1	Medchal	O/o. ADE(O), TGSPDCL, 33/11KV SS, Medchal.	08418-222331
2	Quthubullapur	O/o. ADE/Operation/Quthubullapur, Opp:Quthubullapur Municipal Office.	
3	Kukatpally/ ICSC	1st Floor, O/o.DE/Operation/Kukatpally, Above E-seva, Near Rythu Bazar, III Phase, KPHB, Hyderabad.	040-23433544, 23433545
VIII	RAJENDRA NAGAR CIRCLE		
1	Amangal	O/o. ADE/Operation/Amangal, Power house compound, Amangal.	08543-272259
2	Mamidipally	O/o. ADE/Operation/Mamidipally, Tukkguda	
3	Gaganpahad	O/o. ADE/Operation/Gaganpahad, Opp. To National Police Academy, Shivarampally-500052	040-23433042
4	Rajendranagar	O/o. ADE/Operation/Rajendranagar, 33/11KV Rajendranagar Sub-Station premises, Near PillarNo.232, Main road,Upperpally	040-24013063
5	Shamshabad	O/o. ADE/Operation/Shamshabad, 33/11KV Sub Station, Shamshabad	08413-223266
6	Shadnagar	O/o. ADE/Operation/Shadnagar, Parigi road, Shadnagar.	08548-252573
IX	SAROOR NAGAR CIRCLE		
1	Sarooranagar/ ICSC	33/11KV Auto Nagar Sub- Station, Near Sushma Theatre, Opp: Narayana College, Auto Nagar, Hyderabad - 500070.	040- 23433593,23433589
2	Champapet/ ICSC	DE/Op/Chamapapet, Sri Ram nagar colony, Chamapapet, Karmanghat, Near Ramalayam temple	040-23433408
3	Ibrahimpattam	O/o. ADE/Operation/Ibrahimpattam, 132KV SS, Near Bus Stand, Ibrahimpattam	08414-222031
X	VIKARABAD CIRCLE		
1	Vikarabad	O/o. ADE/Operation/Vikarabad, Vikarabad SS Premises, Ananthagiri Road, Vikarabad-501101	08416-253405
2	Thandur	O/o. ADE/Operation/Thandur, Opp. Police Station, Thandur-501141	08411-273191
3	Parigi	O/o. ADE/Operation/Parigi, 33/11KV SS,Parigi	08412-223664
4	Kodangal	O/o. ADE/Operation/Kodangal, Kodangal	08505-284229

Sl.No.	CSC Name	Address	Telephone No.
XI SANGAREDDY CIRCLE			
1	Sangareddy/ ICSC	O/o. DE/Operation/Sangareddy, Sangareddy.	08455-276425
2	Jogipet	O/o. ADE/Operation/Jogipet, Near Jogipet Sub-Station, Annasagar, Jogipet	08450-271110
3	Narayankhed	O/o. ADE/Operation/Narayankhed	
4	Gummadidala	O/o. ADE/Operation/Gummadidala, Near 33/11KV Gummadidala Sub-Station, Gummadidala, Jinnaram Mdl, Medak Dist, Pin Code: 502313	08458-275202
5	Sadasivpet	Near Gandhi Chowk, Sadasivpet.	08455-252460
6	Patancheru	O/o. ADE/Operation/Patancheru, Phase-I, Nethajinagar, Bandlaguda road, Patancheru-502319.	08455-243711
7	Zaheerabad	O/o. ADE/Operation/Zaheerabad (Town & Rural), Near 33/11KV Zaheerabad Sub-Station, Alipur Village, Zaheerabad, Pin Code: 502 220	08451-280032
XII MEDAK CIRCLE			
1	Medak	O/o. ADE/Operation/Medak.	08452-222380
2	Narsapur	O/o. ADE/Operation/Narsapur, Near 33/11KV Narsapur Sub-Station, Narsapur, Medak District	08458-286204
3	Papannapet	O/o. ADE/Operation/Papannapet, Near 33/11KV Narsingi Sub-Station, Narsingi Village, Pin Code: 502 303	08450-230523
4	Toopran	O/o. ADE/Operation/Toopran, Near 33/11KV Toopran Sub-Station, Pothurajpally Village, Toopran Mandal, Medak District, Pin Code: 502 336	08454-235273
5	Ramayanpet	O/o. ADE/Operation/Ramayanpet	08452-224335
XIII SIDDIPET CIRCLE			
1	Siddipet (Town)	O/o. ADE/Operation/Siddipet (Town), H.No. 9-2-38, Opposite Munsif Court, Mohinpura, Siddipet, Pin Code: 502 100	08457-226679
2	Siddipet (Rural)	O/o. ADE/Operation/Siddipet (Rural), 132/33KV Sub-Station premises, Opp: Degree College, Siddipet, Pin Code: 502 103	08457-222505
3	Tukkapur	O/o. ADE/Operation/Tukkapur, Near 33/11KV Tukkapur Sub-Station, Tukkapur, Thoguta Mandal	08457-222459
4	Gajwel	O/o. ADE/Operation/Gajwel, Near MPDO Office, Market Road, Gajwel, Pin Code: 502 278	08454-232122
XIV MAHABOBNAGAR CIRCLE			
1	Mahaboobnagar/ ICSC	O/o.AAO/ERO/Mahaboobnagar, Beside O/o.DE/Operation/Mahaboobnagar, Mettuguda, Mahaboobnagar, Pin Code: 509 001	08542-270833
2	Atmakur	H. No. 12-103, Atmakur	08504-222790
3	Jadcherla	O/o. ADE/Operation/Jadcherla, 33/11KV Sub-Station premises, Near Gunj, Jadcherla, Pin Code: 509 301	08542-233490
4	Makthal	O/o ADE/Operation/Makthal, Near Grampanchayat, Makthal.	08503-283493

Sl.No.	CSC Name	Address	Telephone No.
XV WANAPARTHY CIRCLE			
1	Wanaparthy	O/o. ADE/Operation/Wanaparthy, 33/11KV Wanaparthy Sub-Station, Gopalpet Road, Wanaparthy, Mahaboobnagar district, Pin Code: 509 103	08545-230700
2	Kothakota	H.No. 23-26, O/o ADE/Operation/Kothakota, Wanaparthy Road, Kothakota./td>	08545-226070
XVI NAGARKURNOOL CIRCLE			
1	Nagarkurnool/ ICSC	O/o. DE/Operation/Nagarkurnool, Nagarkurnool	08540-224122
2	Kalwakurthy	O/o. ADE/Operation/Kalwakurthy, Mahaboobnagar Road, Kalwakurthy.	08540-224122
3	Amangal	O/o. ADE/Operation/Amangal, Power house compound, Amangal.	08543-272259
4	Kollapur	O/o. ADE/Operation/Kollapur, 33/11KV Kollapur Sub-Station, Kollapur - 509102	08501-275449
XVII GADWAL CIRCLE			
1	Gadwal	O/o. ADE/Operation/Gadwal, Near 132KV Gadwal Sub-Station, Krishna River road, Gadwal, Pin Code: 509 125	08546-272260
2	Alampur	O/o. ADE/Operation/Alampur, Alampur 'X' Roads, Alampur, Manopad Mandal, Pin Code: 509153	08501-244282
XVIII NALGONDA CIRCLE			
1	Nalgonda/ICSC	1st floor above ERO Office, Beside O/o.Superintending Engineer/Operation/Nalgonda Circle, Opp: TSRTC Bus Stand, Nalgonda-508 001	08682-227755
2	Munugode	O/o. Asst.Divisional Engineer/Operation Sub.division/Munugode, Markandeya Temple Road, Gandhinagar, Munugode.	08681-247058
3	Miryalaguda	O/o Divisional Engineer/Operation, Miryalaguda.	08689-240192
4	Halia	O/o Asst.Divisional Engineer/Operation/Haliya	08680-278396
5	Devarakonda	O/o Asst. Divisional Engineer/Operation/Devarakonda, 33/11KV Devarakonda Sub-Station, Devarakonda	08691-240342
6	Nampally	O/o Asst.Divisional Engineer/Operation/Nampally, 33/11KV Sub-Station Nampally, Marriguda road, Nampally, Nalgonda District, Pin Code: 508 373	08681-245111
7	Nakarekal	O/o. Asst.Divisional Engineer/Operation/Nakrekal, Moosi road, Opp: Mohan Reddy Hospital, Nakrekal (V&M), Nalgonda District, Pin Code: 508 211	08682-253178
XIX SURYAPET CIRCLE			
1	Suryapet	O/o Asst.Divisional Engineer/Operation/Suryapet, Near 33/11KV Jammigadda Sub-Station, Near Eenadu Office, Suryapet, Pin Code: 508 213	08684-220143
2	Huzurnagar	O/o Asst.Divisional Engineer/Operation/Huzurnagar	08683-241210
3	Kodada	O/o Asst.Divisional Engineer/Operation/Kodada, Near 33/11KV Kodad Sub-Station, Khammam 'X' road, Kodada, Pin Code: 508206	08683-255444

4	Munagala	O/o Asst.Divisional Engineer/Operation/Munagala, Raja Complex, Near BSNL tower, Munagala, Pin Code: 508 233	
5	Thungaturthy	O/o Asst.Divisional Engineer/Operation/Thungathurthy, 33/11KV Sub-Station Thungaturthy, Near Petrol Pump,Thungaturthy (V&M), Pin Code: 508 280	08693-236268
XX	YADADRI CIRCLE		
1	Bhongir	O/o Divisional Engineer/Operation/Bhongir, Near 33/11KV Bhongir Town Sub-Station, Kisan Nagar, Bhongir, Pin Code: 508 116	08685-242511
2	Bibinagar	O/o Asst.Divisional Engineer/Operation/Bibinagar, Near 132/33KV Bibinagar Sub-Station, Bibinagar.	
3	Alair	O/o Asst.Divisional Engineer/Operation/Alair, Kolanpak Road, Alair, Pin Code: 508 101, Nalgonda District	08683-255444
4	Mothkur	O/o Asst.Divisional Engineer/Operation/Mothkur	08694-287250
5	Ramannapet	O/o. Asst.Divisional Engineer/Operation Sub.division/Ramannapet	08694-251521
6	Choutuppal	O/o AE/Op/Choutuppal	08694-272232

16 NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE APPELLATE AUTHORITY & PUBLIC INFORMATION OFFICERS:

Designation Under RTI Act.	Name & Designation	Address and Phone Numbers
First Appellate Authority	Sri K. Ramulu Director/ Commercial, Assessment, DPE & Energy Audit,	TSSPDCL, 3 rd Floor, 'B' Block, Corporate Office, # 6-1-50, Mint Compound, Hyderabad – 63 040-23431021.
State Public Information Officer	Sri B.R. Naik, General Manager/IR & Legal	TSSPDCL, 2 nd Floor, 6-1-50, Corporate Office, Mint Compound, Hyderabad – 63 Tel/fax: 040-23431037, Mobile no. 94906 12324
State Asst. Public Information Officer	Sri Sk. N. Shareef, Asst. Public Relations Officer	TSSPDCL, Ground floor, 6-1-50, Corporate Office, Mint Compound, Hyderabad – 63 Tel/fax: 040-23431014, Mobile no. 94408 13852.

CIRCLE LEVEL - PUBLIC INFORMATION OFFICER (S).

Sl. No.	Name & Address of the office	Name of the PIO	Phone No. Mobile / Office
1	O/o. The Superintending Engineer / Operation, Mahaboobnagar Circle, Mahaboobnagar	Sri V. Ram Reddy, Divisional Engineer/Technical,	08542 – 272714 272798, Cell: 94408 13415
2	O/o. The Superintending Engineer/Op. Gadwal Circle	Sri Divisional Engineer/Technical,	Cell :94408 12914
3	O/o. The Superintending Engineer/Op. Nagar Kurnool Circle	Sri C. Shyam Sunder Reddy, Divisional Engineer/Technical,	Cell :7901093682
4	O/o. The Superintending Engineer/Op. Wanaparthy Circle	Smt. N. Leelavathi Divisional Engineer/Technical,	Cell :7901093681
5	O/o. The Superintending Engineer/Op. Nalgonda Circle, Adjacent to RTC Bus Station, Nalgonda	Sri. Venkata Rama Rao Divisional Engineer/Technical,	08682 – 223941 Fax: 223485 Cell: 9440813513
6	O/o. The Superintending Engineer/Op. Suryapet Circle	Sri. P. Ravi Kanth Sharma Divisional Engineer/Technical,	Cell :9494335480
7	O/o. The Superintending Engineer/Op. Yadadri Bhongir Circle	Sri. N. Ananda Rao Divisional Engineer/Technical,	Cell :7901093549
8	O/o. The Superintending Engineer/Op. Medak Circle	Sri. G. Mallesham, Divisional Engineer/Technical,	Cell: 7901093668
9	O/o. The Superintending Engineer/Op. Sanga Reddy Circle	Sri. A. Srinivas, Divisional Engineer/Technical,	08465 - 276896 Cell: 9440813621
10	O/o. The Superintending Engineer/Op. Siddipet Circle	Sri. B. Srinivas, Divisional Engineer/Technical,	
11	O/o. The Superintending Engineer/Op. Medchal Circle,	Sri B. Satyanarayana Divisional Engineer/Technical,	Cell: 9440813129
12	O/o. The Superintending Engineer/Op. Cybercity Circle, Rethi Bowli, Nanal Nagar 'X' Road, Hyderabad.	Sri M. Venkata Ramana Divisional Engineer/Technical,	Cell: 9440813046
13	O/o. The Superintending Engineer/Op. Rajendra Nagar Circle,	Sri P. Ravindra Reddy Divisional Engineer/Technical,	Cell: 7901093694
14	O/o. The Superintending Engineer/Op. Vikarabad Circle	Sri. M. Venkat Chary, Divisional Engineer/Technical,	Cell: 7901093660
15	O/o. The Superintending Engineer/Op. Habsiguda Circle,	Sri P. Brahmam Divisional Engineer/Technical,	Cell: 9491067478
16	O/o. The Superintending Engineer/Op. Saroor Nagar Circle,	Sri. D. Narsi Reddy, Divisional Engineer/Technical,	Cell: 7901093649

Sl. No.	Name & Address of the office	Name of the PIO	Phone No. Mobile / Office
17	O/o. The Superintending Engineer/Op. Hyderabad Banjara Hills Circle Mint Compound, Hyderabad – 500 062	Sri. Abdul Kareem, Divisional Engineer/Technical,	Cell: 9440812827
18	O/o. The Superintending Engineer/Op. Secunderabad Circle	Sri. C. Madhava Reddy, Divisional Engineer/Technical,	Cell: 7901093696
19	O/o. The Superintending Engineer/Op. Hyderabad South Circle Mint Compound, Hyderabad – 500 062	Sri. C.N.Hem Chander, Divisional Engineer/Technical,	040 – 2343 1163, 1161 1436 Cell: 9440812914
20	O/o. The Superintending Engineer/Op. Hyderabad Central Circle Mint Compound, Hyderabad – 500 062	Sri. K. Venu Gopal Divisional Engineer/Technical,	040 – 2343 1172, 1173 Cell: 9440812977

A detailed list of PIOs & APIOs at Circle level, Divisional level, Sub-division level, Section office level of TSSPDCL can be seen at Section 5 (1) 5 (2).

17 ANY OTHER INFORMATION IN CITIZEN RELATED FACILITIES

For Redressal of Consumer grievances:

A 'Forum for Redressal of Consumer Grievances' has started functioning at the following address with Chairperson and two Members in the service areas as per Citizen's Charter keeping in view the provisions of Electricity Act-2003 and Consumer Protection Act – 1986 & 1987. For further information may please be logged Company website:

www.tssouthernpower.com

2. OFFENCES AND PENALTIES UNDER THE ELECTRICITY ACT, 2003*

Particulars of offence	Section	Punishment
Theft of electricity	135	Imprisonment upto 3 years or fine or both. Note.—(1) (i) If the theft does not exceed to KW:- fine on first conviction not to be less than 3 times of financial gain on such theft. (ii) For second or subsequent conviction the fine not to be less than 6 times of financial gain on such theft. (2)(i) If theft exceeds 10 KW fine on first conviction not to be less than 3 times of financial gain on such theft. (ii) For second or subsequent offence minimum imprisonment of 6 months and maximum of 5 years and fine upto 6 times of financial gain on such theft.
Theft of electric lines or materials	136	Imprisonment upto 3 years or fine or both. Note.—For second or subsequent offence minimum imprisonment of 6 months and maximum of 5 years and fine minimum Rs. 10,000.

Receiving stolen electric materials	137	Upto 3 year's imprisonment or fine or both.
Unauthorized interference with meters or works of licensee	138	Imprisonment upto 3 years or upto fine of Rs. 10,000 or both. Note.—For continuing offence a daily fine upto Rs. 500
Negligently wastage of electricity or injuring works	139	Fine upto Rs. 10,000
Maliciously wasting electricity or injuring works	140	Fine upto Rs. 10,000
Extinguishing public lamps	141	Fine upto Rs. 2,000
Non-compliance of direction by Appropriate Commission	142	Penalty upto Rs. 1,00,000 Note : For continuing failure, additional penalty upto Rs. 6,000 for every day.
Non-compliance of orders or directions	146	Imprisonment upto 3 months or fine upto Rs.1,00,000 or both. Note : For continuing offence, additional fine upto Rs. 5,000 for every day
Offences by companies	149	Person in charge or responsible for conduct of company is

		punishable
Abetment of offence	150	Punishment as provided in IPC

3. MINIMUM CLEARANCES TO BE FOLLOWED WHILE CONSTRUCTION OF BUILDINGS

As per Electricity Act the following minimum clearances have to be maintained by the residents while constructing the buildings underneath the overhead power line/close to the existing power lines to avoid accidents.

S.No.	Voltage	Vertical clearance to be maintained between the lowest conductor and top most portion of the building	Horizontal clearance between the nearest conductor and the building
1	LT and medium voltage	8 feet	4 feet
2	650 volts to 11000 volts	12 feet	4 feet
3	Above 11000 volts & upto 33000 volts	12 feet	6 feet

TSSPDCL requests the public and the builders to ensure that whenever material like pipes, MS Roads, zinc sheets etc., are carried, during construction of the building, the material so carried should not come into close contact with the power lines and should maintain clearances as indicated above. They are also requested to caution the labourer carrying out the construction work to be aware of the lines either adjoining or above the buildings to avoid accidents.

ANNEXURE – I**PARAS: 9 AND 38 OF A.P.S.E.B. SECRETARIAT MANUL**

9) In the case of final disposals and orders, the Assistant concerned, with the assistance of the routine clerk of the section, prepares the dockets after verifying that the papers have been properly dispatched and after putting the dispatched drafts in the relevant file. The pages in the current file and the note file are then numbered the back papers are noted on the docket at the relevant place and thereafter submitted to the Section Officer for 'pass orders'. The latter should satisfy him self that there is no further action to be taken before a 'pass order' is given. The pass orders are made by him in red ink on the face of the docket sheet. The closed case is then sent to the records of safe custody. The record keeper should not accept it if it does not carry a pass order.

38) Destruction of Records: (i) The periodical destruction of records shall be general regulated according to the following broad principles:

<u>Destruction of records</u>	<u>Year of Destruction</u>
1. Board proceeding s in routine Series, Letters, Memoranda, Endorsements, Telegrams and Tour programme.	At the end of five years from the year to which they relate.
2. Lodged papers	At the end of 3 years from the year to which they relate
3. Call books, Arrear Lists, Tapal Books Circulation registers, Attendance registers, Turn lists and similar registers.	At the end of 3 years from the close of the year to which they relate.
4. Office orders	At the end of 40 years from the close of the year to which they relate.

The following records should on no account be destroyed:

1. Proceedings of the "M.S" series.
2. Minutes of the Board meetings (Confidential records)

ii) The destruction of records and registers shall be carried out by the records clerks after obtaining the orders of the concerned Assistant Secretary. For this purpose the clerk will make out a list of records to be destroyed in the month of January and submit it to the concerned Assistant Secretary.

iii) Before the records are destroyed, action should be taken as follows:

- a) The docket sheets which are in good condition should be separated from the records and passed on to the Assistant in charge of stationery for being supplied for use again after scording out neatly, or pasting over, the original entries.
- b) Such of the sheets in the records as are written on one side only should similarly be removed and passed on to the Assistant in charge of stationery for supply as 'rough slips'.
- c) The dummy slips in these records bundles which are not fully written up should be removed and used again in the Record branch with necessary alterations in the entries made on them.

(iv) **MODE OF DESTRUCTION:** Each sheet of the records books and papers to be destroyed should be torn into small bits and then sent to the waste paper room.

(v) A register of records destroyed shall be maintained by the records clerk who will enter therein particulars of the records destroyed.

// TRUE EXTRACT//

Sd/-
PERSONNEL OFFICER

ANNEXURE – II**A.P.FINANCIAL CODE VOLUME – I****DESTRUCTION OF OFFICIAL RECORDS CONNECTED WITH ACCOUNTS**

326. A competent authority may destroy official records from time to time subject to the careful observance of the relevant rules contained in the departmental code or manual and of any other relevant orders of the Government. The following rules apply generally to the destruction of records (including correspondence) connected with accounts.

(a) The following should on no account to be destroyed:

- (i) Records connected with expenditure which is within the period of limitation fixed by law.
- (ii) Records connected with expenditure on projects, schemes or works which have not yet been completed, even though the expenditure is not within the period of limitation fixed by law.
- (iii) Records connected with claims to service and personal matters affecting Government servants who are still in service, and.
- (iv) Orders and sanctions of a permanent character, until revised.

(b) The following records should be preserved for not less than the period specified against each item.

Description Records	Period of preservation
(1)	(2)
Annual establishment return (Books of establishment)	...35 years
Pay bills and when maintained separately, acquaintance rolls for pay and allowances (other than traveling allowance) of Government servants for whom no establishment returns are submitted or no service books or service rolls are maintained.	...35 years
Pay bills and when maintained separately, acquaintance rolls for pay and allowances (other than traveling allowance) of Government servants for whom establishment returns are submitted and service books or rolls are maintained – See the last sentence of clause (c) below.	... 6 years
Pay bills and, when maintained separately, acquaintance rolls of Government servants in last grade service.	... 45 years
Registers of contingent expenditure	... 5 years
Sub-vouchers	... 3 years
Detailed budget estimates of an office	... 5 years
Traveling allowance bills and acquittance rolls relating to traveling allowance	... 3 years
Pension cases (including the service and leave accounts attached to them) in which invalid or compensation pensions have been sanctioned.	... 25 years
Other pension cases (including the service books and leave accounts attached to them).	... 5 years after the retirement of the Government servant concerned
Note1: Service books and other papers relating to a claim for a gratuity should be retained until the claimant attains 58 years of age or dies, whichever is earlier, and also until final orders have been passed on the claim. Note2: In regard to service books of Governments servants who have been dismissed or discharged or have resigned or died whilst in service – see rule 14 to 16 of the subsidiary rules under Fundamental Rule 74 (a)(iv) contained in Part III of Annexure II of the Fundamental Rules.	
Statements of monthly progressive expenditure and correspondence relating to any discrepancy in the figures.	... 2 years
Mortality returns of pensions	... 5 years

c) When the government have prescribed a minimum period after which records of a particular kind may be destroyed, the head of department or any other authority duly authorized to do so, may order in writing that such records in his own office and the officers subordinate to him shall be destroyed in the expiry of that period, counting from the last day to the latest financial year to which the records relates. Before the head of an office allows any pay bills or acquittance rolls to be destroyed, he should take care to satisfy himself that the procedure in regard to the maintenance and verification of service books prescribed in subsidiary rules 6 and 12 under Fundamental Rule 74(a) (iv) Part III of annexure II of the Fundamental Rules has been strictly followed in regard to those pay bill or acquittance rolls.

d) The head of a department is competent to sanction the destruction of such other records in his own office and the office subordinate to him as he considers to be useless, but he should forward a list of each records as properly appertain to the accounts audited by the Indian Audit Department of the Accountant General and await his concurrence in their destruction before ordering them to be destroyed.

e) Every head of an office should see that lists showing full details of all records destroyed time to time are properly prepared and retained permanently.

// TRUE EXTRACT//

Sd/-
PERSONNEL OFFICER

APPENDIX – XI**DESTRUCTION OF RECORDS:**

I. The periodical destruction of records shall be generally regulated according to the following board principles.

<u>Destruction of records</u>	<u>Period of preservation</u>
1. Board Proceedings in routine series, Letters, Memoranda, Endorsements, Telegrams and Tour programmes	Five years from the year to which they relate.
2. Ledger papers	Three years from the year to which They relate
3. Call book, Arrears lists, Tapal books, Circulation registers, Attendance registers, Turn list and similar registers	Three years from the close of the year to which they relate
4. Office orders	Forty years from the close of the year to which they relate

II. Further to the above, the particulars of other records and their period of preservation is furnished hereunder.

<u>S.No.</u>	<u>Particulars</u>	<u>Period of Preservation</u>
1	Accommodation(F)	Five years
2	Accidents(F)	Five years
3	Accounts(monthly)(A)	Three years
4	Actual expenses	Two years
5	Acknowledgments(F)	Two years
6	Administration Reports(F)	Permanent
7	Administrative Accounts(F)	Permanent
8	Adjustments-Office copies	Three years
9	Advances	
	Sanctions(F)	One year
	Miscellaneous	Three years
10	Advertisement charges Sanctioned to(F)	One year
11	Advice of TDAs etc. (F)	Three years
12	Agreements (Works)(F)	Three years after completion of work
13	Agreements (Consumers)(F)	One year after discharge
14	Allocation of charges (F)	Three years
15	Allotment - Application for modification of (F)	One year
16	Analysis(F)	Two years
17	Annual returns and certificates(F)	Three years
18	Anti - Materials operation(F)	Permanent
19	Appointments(F)	Three years
20	Application(F)	Three years
21	Apprentices(F)	Three years
22	Appropriation(F)	Three years
23	Arrears Lists(F)	One year
24	Arrears notices(Government)(F)	Three year
25	Arrears notices(Municipal)(F)	Three year
26	Attachment(F)	One year after the amount have been paid
27	Auction(F)	One year after audit
28	Audit (Government)(F)	Three years
29	Audit slips	Three years
30	Award statements(F)	Three years
31	Change of Addresses(F)	One year

32	Arrears of wages(F)	Three years
33	Balance Sheet Government(F)	Permanent
34	Badges(F)	
35	Bills power:-	
	H.T.	Five years
	L.T.	One year after audit
36	Purchases bills	Three years
37	Bills:-	
	Work bills	Ten years
	Transport(F)	Three years
	Municipal(F)	Three years
38	Binding stores issued book, etc.(F)	One year
39	Books	Three years
40	Boring	Permanent
41	Broad casting(F)	Permanent
42	Budget(F)	Three years
43	Budget, Part II schemes(F)	Three years
44	Buildings(F)	Permanent
45	Cash books(F)	Twenty years
46	Cash Balance Sheets(F)	Three years
47	Casual leave(F)	One year
48	Capital cost of buildings(F)	Permanent
49	Centage charge(F)	Three years
50	Charge over(T)	Permanent
51	Check measurements(F)	One year after audit
52	Cheques indents counterfoil(F)	One year
53	Cheque books(F)	Ten years
54	Cinematography - Rules(Correspondence Distribution)(T)	Three years
55	Circulars(T and F)	Permanent
56	Claims of contractors(F)	One year after final settlement
57	Commission(F)	Three years
58	Commercial Correspondence(F)	Permanent
59	Completion reports(T)	Permanent
60	Compensation(F)	Seven years after settlement
61	Complaints(F)	Two years
62	Conditions and rates (Correspondence)	Three years
63	Conditions and rates(Booklet)(F)	Permanent
64	Contracts(F)	Three years after final payment
65	Cost data lines (F)	Two years
66	Customs duty(F)	Three years after audit
67	Capital cost (F)	Permanent
68	Consumers docket(F)	Permanent
69	Daily Reports(T)	Five years
70	Designation(F)	One year
71	Demonstration(F)	Three year after completion of transaction
72	Data statement(F)	Permanent
73	Depreciation(Correspondence)(F)	Permanent
74	Deposits-Register(F)	Permanent
75	Disconnection(F)	Two years
76	Disreservation(vide forest)(T)	Permanent
77	Deposit contribution works Correspondence)(F)	Three years
78	Deposits-Register of security(F)	Five years after return
79	Deposits (Correspondence)(F)	Three years
80	Distribution(T)	Permanent
81	DO(F)	One year

82	Dry weather observations(T)	Permanent
83	Drawings(T)	Permanent
84	Electricity Board(T)	Permanent
85	Electricity Rules(T)	Permanent
86	Energizing power lines(T)	Permanent
87	Establishment	
	BPs(F)	Permanent
	Return(F)	Five years
	Correspondence	Five years
88	Estimates - Record section(T)	Permanent
89	Electrical inspection(T)	Three years
90	Extensions(F)	Permanent
91	Fencing(F)	Permanent
92	Financial Progress Report(F)	Five years
93	Firms bills(F)	Three years
94	Furniture(F)	Permanent
95	Fuse of calls(F)	One year after audit
96	Forms:-	
	Indents(F)	Three years
	Distribution(T)	One year
	Costs(F)	Permanent
97	Forest	Permanent
98	I.T.A.(F)	Three years
99	First Aid(T)	Three years
100	Gazette (Portions containing matter of general interest)(F)	Permanent
101	Board Distribution scheme(T)	Permanent
102	Graphs and Charts(F)	Five years
103	General correspondence and general orders on subjects(F)	Permanent
104	Handing over papers(F)	Three years
105	Hire purchase and hire(F)	One year after completion of transaction
106	Hospitals	Permanent
107	Holidays(F)	One year
108	Hydraulic particulars(T)	Permanent
109	Imprest Account(F)	Three years
110	Imprest Account Correspondence(F)	One year
111	Income Tax	One year
112	Indents(F)	Five years
113	Industrial area(F)	Permanent
114	Inspection works (special)(T)	Five years
115	Inspection works (Electrical)(T)	Five years
116	Insurance(General)(F)	Three years
117	Interruptions to supply(T)	Three years
118	Investigations(T)	Permanent
119	Inaugural Ceremony(F)	Three years
120	Inspection Bungalows(F)	Permanent
121	Interest: G.O.s on loans and capital outlay(F)	Permanent
122	Jungle Clearance(F)	Five years
123	Journal (Vide books)(F)	Permanent
124	Land acquisition(F)	Permanent
125	Leave and pensionary contribution(F)	Permanent
126	Leave applications(F)	Three years
127	Ledgers(F)	Permanent
128	License (Lorry) (To be retained till the lorry exists)(F)	One year

129	Line loss(T)	Five years
130	Local purchase orders(F)	Three years
131	Load Developments(F)	Permanent
132	Load Record Statements(F)	Permanent
133	Line Trouble(T)	Five years
134	List papers sent to camp(F)	One year
135	Load Surveys(T)	Permanent
136	Lorries(T)	Three years after the life of the lorry
137	Loans(F)	Permanent
138	Maps and Layouts(T)	Permanent
139	Machinery(T)	Permanent
140	Maintenance of buildings(T)	Five years
141	Materials supplied verification report of	Three years
142	Mathematical instruments(Correspondence)(T)	Permanent
143	Medical Aid(F)	Permanent
144	Measurement books(F)	Ten years
145	Measurement books(Correspondence relating to)(F)	Three years
146	Meters(Correspondence including testing)(T)	Five years
147	Meter and relay system(T)	Permanent
148	Meter cards (Correspondence)(F)	Three years
149	Meter readings(F)	One year after audit
150	Miscellaneous sanctions(F)	One year
151	Miscellaneous properties(F)	Permanent
152	Miscellaneous correspondence(F)	One year
153	Miscellaneous advances(F)	Three years
154	Nominal muster rolls(F)	Three years
155	Notice boards(F)	Three years
156	Newspaper(Cuttings)(F)	Permanent
157	Objection statements(F)	Three years
158	Occupation statements(F)	Three years
159	Office orders(F)	Permanent
160	Offenses(F)	Three years after final action of each case
161	Operation(T)	Permanent
162	Opening ceremony(F)	One year after function
163	Ownership(F)	Permanent
164	Pamphlets(F)	Permanent
165	Painting(T)	Five year
166	Pay bills audit(F)	Three year
167	Payment for miscellaneous charges(F)	One year
168	Pensionary charges scheme(F)	Five year
169	Personal Deposit Accounts(F)	Five year after handing over
170	Personal file(F)	Permanent
171	Petitions(Unimportant)(F)	One year
172	Photographs(T)	Five year
173	PLI Rules(F)	Permanent
174	Posters(T)	Five year
175	Powers(F)	Permanent
176	Power Cost(F)	Permanent
177	Power house(T)	Permanent
178	Power delivered to works(F)	Five year
179	Progress reports works(T)	Five year
180	Progress of expenditure(F)	Five year
181	Progress of bill collections(F)	One year after audit
182	Propaganda(F)	Permanent
183	Profession tax(F)	One year

184	Property tax(F)	Three year
185	Public services(F)	Permanent
186	Public Health Rules(F)	Five year
187	Purchases(F)	Permanent
188	Quarters(Occupation)(F)	Three year
189	Quotations(F)	One year
190	Qualifications (F)	Ten years
191	Receipt books (Correspondence)(F)	One year
192	Receipt books(F)	Ten years
193	Refunds	Three years after finalizing claim
194	Rents(F)	Three year
195	Recovery(F)	Until write off is sanctioned or the full due is recovered
196	Reserve fund(F)	Permanent
197	Remittances(F)	Three year
198	Revenues (Register)(F)	Permanent
199	Review(F)	Two years
200	Returns(Out going)(F)	Five year
201	Returns(incoming)(F)	Three year
202	Returns establishment(charges)(F)	Three year
203	Right of way(F)	Permanent
204	Rubber stamps(F)	Three year
205	Sale(General)(F)	Five year
206	Security Deposits Register(F)	Five year
207	Sanitary arrangements(T)	Three year
208	Service connections(T)	Permanent
209	Show room(T)	Permanent
210	Shut downs(T)	Five years
211	Specifications(T)	Permanent
212	Spares(T)	Ten years
213	Schedule of rates(T)	Three years
214	Statistics(F)	Permanent
215	Stationery accounts(F)	Three years
216	Stamp accounts(F)	One year
217	Statement of account(F)	One year
218	Stock(Reserve Limit)(F)	Three years
219	Suits(F)	Three years from date of decision
220	Surcharge(F)	One year after audit
221	Surplus list(T)	Five years
222	Surveys(T)	Permanent
223	Survey Reports(Sanctioned by Superintending Engineer and Executive Engineers(F)	Three years
224	Supply of powers(T)	Permanent
225	Supply of powers(Temporary)	One year after close of accounts
226	Suspense returns(F)	Three years
227	Stores miscellaneous (Correspondence)(F)	Three years
228	Traveling allowance(F)	Three years
229	Tariff(F)	Permanent
230	Taxes(F)	Three years
231	Technical circulars(T)	Permanent
232	Telegraph Act (Modifications)(T)	Permanent
233	Telegraphic addresses(F)	One year
234	Telephones(F)	Permanent
235	Telephones bill(Correspondence)	Two years
236	Temporary connections(F)	One year after audit
237	Tenders(copies of)(F)	One year

238	Territorial charges(F)	Permanent
239	Testing(T)	Five years
240	Theft(F)	Three years after final action of each case
241	Tools and plant>Returns)(F)	Three years
242	Tools and plant purchase and sanction of(F)	Five years
243	Tour program(F)	One year
244	Tower planning(T)	Permanent
245	Transfer of charges(F)	Three years
246	Turn list	One year
247	Tree clearance(General)(F)	Three years
248	Trunk calls(F)	One year
249	Visitors to head works(F)	Three years
250	Warm clothing(F)	Six years after supply of clothing
251	Water supply(T)	Permanent
252	Window Delivery(F)	One year
253	Working instructions Central Office(F)	Permanent
254	Work order-Government(F)	Three years
255	Work orders-Municipal(F)	Three years
256	Work orders-Workshops(F)	Three years
257	Work Establishment-Rolls(F)	Three years
258	Women Compensation Returns(F)	Three years