

## **CONTENTS**

	<b>Page No.</b>
<b>A. OPERATION &amp; MAINTENANCE</b>	<b>1 to 91</b>
<b>B. COMMERCIAL</b>	<b>92 to 137</b>
<b>C. REVENUE</b>	<b>138 to 172</b>
<b>D. ESTABLISHMENT, GENERAL AND MISCELLANEOUS</b>	<b>173 to 197</b>
<b>E. ENERGY AUDIT</b>	<b>198 to 214</b>

## O&M OF EQUIPMENT LINES & SUB-STATIONS (Including EHT)

### A. OPERATION & MAINTENANCE (O&M)

S.No.	SUBJECT	Ref.No.	Page No
1.	Transformer repairing agencies - Quality in repair to be maintained - Instructions	Memo.No.CE/0/DE/MT/A3/401/97, dt.13-10-97	
2.	Operation of service connection work orders -Instructions - Issued.	Memo. No. CE(O)/F.Misc./O&M/ D.No.1147/97, dt.6-10-97	2
3.	Conversion of Low Tension Distribution System to High Voltage Distn. System by erecting Single	Cir.Memo.No.CEP-231/DT-HVDS/ D.No.413/97, dt.30-9-97	3
4.	Defects at LT services - Responsibilities and accountability fixed.	Memo. No. CEO-16/O&M/F. Misc./ D.No. 1098/97, dt. 19-9-97	4
5.	Providing Energy Meters & PTs at all 33/11 KV Sub Stations	Memo. No. CE/O/SET(O)/DE/MT/A 1/F. MT/D.No.335/97.dt. 6-9-97.	9
6.	Alarming rate of failure of Distn. Trs. in the first Quarter of 1997-98.	CE(T) to CM/Cir./D.No.229/97 dl. 17-7-97.	10
7.	Ensuring of periodic maintenance of station batteries in EHT sub-stations- Guide lines-Communicated.	Memo.No.CPT.221/Misc./Mainten ance of Batterics/97-18, dt.10-7-97.	13
8.	Repair of distn.lr.-Repair guarantee period.	Memo.No.CE/O/MT/A3/F.DTR(Rep airs)/ D.No 232/97, dt.3-7-97	20
9.	Maintenance of 220 KV and 132 KV sub-stations.	D.OLr.No.CPS/SP/111/IR/Vol. 1/316/97, dt. 25-6-97.	21
10.	Minutes of the meeting of DEs/Meters, Operation of Metro, Hyderabad, Warangal and Nizamabad Zones on 25-5-97 held at VS/Hydrabad.	Endt. No. SE/EA/F-36/410 dt. 18-6-97	23
11.	Inspection of Distribution Sections,	Chairman's Lr.dated 31-5-97.	28
12.	HVDs for village Distn. System and Segregation of agrl. Loads.	B.P.Ms.No.17, dt.27-5-97.	31
13.	Want of AC supply, the pressure could not be built up in the BHEL. Hydraulic system to operate the breaker resulting in long interruption to the Vizag City.	Memo. No. CE(PS)/ADE(T)/F, Misc. / 113/97, dt.26-5-97.	32
14.	Inspection of HT services to check the availability of LT services in the same premises.	Lr.No.CE(0)/F.Misc./O&M/D.No 546/97 dt.24-5-97.	33
15.	Effective maintenance of EHT sub-stations-Formalion of Task Force.	M/T/DE/T/W.Instrctions/Task Foce/ D.No.22/97, dt.23-5-97.	34
16.	EHT sub-stations-Maintenance of Power Trs.-with specific reference to OLTCs-Insiructions.	M/T/DE/T/W. Instructions/Pr. Tr. ma int. / D.No.21/97, dt.21-5-97.	38

S. No.	SUBJECT	Ref.No.	Page No.
17.	33KV Capacitor Banks-Maintenance and balancing of capacitors in the event of failure of one or more capacitor units-Guide lines.	Memo.No.CPT.233/Capacitor/97-6, dt. 14-5-97	39
18.	Sand filling of Cable trenches by completed in all EHT sub-stations.	Lr.No.CPT/TA/Techi.5 39/97, dt.21-4-1997	42
19.	Transmission-formation of TL&SS - Working Instructions.	M(Tr.)DE(T)W/Instns./ 15/97, dt. 13-4-97.	43
20.	Reported occurrence of bus touching power conductors in Chandanagar on 3-4-97	Cir.Memo from Chairman on 4-4-97.	45
21.	Revised norms for patrolling of up keep of EHT Lines.	Mcmo.No.CEE/Tr./Pcshi/ 514/97, dt. 1-4-97.	46
22.	Inspections and Review by various officers checks to be conducted.	Memo. No. CEO/16/0&M/D. No. 784/96, dt.11-12.96.	50
23.	Replacement of Burnt/stuck-up meters.	Memo. No. CE(0)SET0/DE/MT/AE2/D. No.1561/96 dt. 3-5-96	54
24.	Sealing of terminal covers.	Memo.No. CE(O)/SET(O)/DE/MT/AE2 D.No. 1561/96 dt. 3-5-96	55
25.	Verification of tools, plant & spares by Accounts officer/Expenditure.	Memo.No CE(O)16/F.Misc /O&M/ D.No. 137/97, dt.3-2-97.	60
26.	Review of performance of private repairing agencies in repairing Dist. Trs. While approving the repairing agencies.	Lr.No.CE(0)/DE/MT/AI/1 804, dt. 26-7-96	61
27.	Repairs of Distn. Trs by private agencies, dt 9-7-96.	Memo.No.CE(0)/MRT/AI/D,No. 1753/96	62
28.	Facilities at Private repairs sheds,	Memo.No.CE(0)/MRT/AI/D.No.17 44/96 dt 8-7-96.	63
29.	Elecy., - Repairing of failed distn.trs. - Monitoring of information to be furnished.	Memo. No. CE(O)/MT/A3/F.DTR/ D.No. 1745/96, dt.8-7-96.	67
30.	Assigning S.C.No.s & Meters the same day-Issue and receipt of meters- Maintaining Meters Issue Register,	Memo.No.CE(0)/F/Corres/D.No.I 48/97, dt.28-6-97.	68
31.	Developing core MRT staff-Operation circles.	Memo.No.CE/Tr/SP/MRT/D.No. 777, dt.9-6-96.	70
32.	Elecy. Failure of DTRs-Preventive maintenance.	Memo. No, CEE(O)/MT/A3/F.DTR/ D.No.1295/96 dt.12-6-96	71
33.	Estt.-APSEB-Operation circles- Distribution Transformer failures-Adherence to schedules of maintenance.	B.P(P&G-Pcr)Ms.No.41,dt.22-5-96.	72
34.	Estt.-Officers & Staff-Stay at their respective Head Quarters.	Memo.No.CE/OP/SP-85/96, dt 25-4-96.	74

S.NO.	SUBJECT	Ref. No.	Page No-
35.	Energy Accounting- Calibration/Replacement of <b>all</b> Enegy meters in 220/132KV and 132/33 KV SS.	Lr.No.CPT.412/0&M/Lines/Calibrati on of Energy Meters/D. No. 93/96, dt.23-4-96.	75
36.	Distn. Trs. Loading and LT Layouts.	Cir. No CAP/2/96,dt. 15-4-96.	76
37.	Non-maintenance of required clearances for electrical lines - Posing public hazard-Instructions-Issued.	Memo. No.CE(PS)/F.Misc/D.No.34/96, dl 10-4-96.	78
38.	Saving in lighting load discouraging of external illumination	Memo No.CEE/O/EC/SL in M/34/96, dt 6-4-96.	79
39	Repair of power transformers	Cir.Memo,No.EQP/I/D.No.7 9/96. dt. 11-3-96.	80
40.	Energy conservation-Wide publicity to be given.	Memo No.CEE/EC/D.No.375/96. dt.28-2-96.	81
41.	Building underneath or in close proximity of power lines - Indian Elec. Act. Rules.	Memo.No.CE(0)/16/F-Misc/ D.No.531/96, dt.22-2-96.	82
42.	Overload of DTs-Allotment of disln.Trs. For reducing overloading	Cir.No.CE(0)/A- 3/DTR/1361/96, dt.13-2-96.	83
43.	Regularisation of unauthorised agricultural connections and unauthorised excess connected LT agrl. Loads.	B.P.(Opn.)Ms.No.239, dt.2nd Jan.1996.	84
44.	Failure of village transformers- Sanction of Improvement trs. For the over loaded village trs. -Certain instructions.	Memo.No.CE(0)-16/F-Misc/D.No.378/95, dt.19- 12-95	85
45.	Distn. Trs Structures - Minimum Clearances to be provided.	Memo.No.CE(0)-16/F-Misc./ D.No.298/95, dt 17- 10-95.	86
46.	Capacitor surcharge on agrl. Service	Telephone Message dt. 19-8-95.	87
47.	Awarding of works contracts.	Memo.No.CE(O)-16/F-Misc / D.No.214/95,dt 14-8-95.	88
48.	Sanction of O&M estimates	Lr.No. CE(O)-16/F-O&M Estimates/ D.No.213/95, dt.14 - 8-95.	89
49.	Furnishing of location of Section Offices	Memo. No. CE(0) -16/F-Misc./ D.No.204/95, dt 1- 8-95.	90
50.	Reducing of LT crossings on main roads in cities/towns- Instructions	Memo.No.CE(0)-16/F-Misc./ D.No.186/95,dt 12-7-95.	91

## B. COMMERCIAL

Sl.No	SUBJECT	Ref.No.	Page No.
1	Theft of Energy - Lodging prosecution complaint with police -Proforma - <del>Communicated</del>	Memo. No. CE(Coml.)/AE/T&C/D. No. 654/97, dt.8-10-97.	92
2.	Tariffs-HT Category-III-Power Intensive industries-M/s. Hindustan Zinc Limited classifying as HT <del>Category-III -Power Intensive-</del>	B.P(Opn - Comml.)Ms.No.52. dt. 3-10-97.	94
3.	Sale of Energy to persons other than Licensees occurrence of pilferage of energy on Domestic/Commercial Sectors-Introduction of Voluntary Regularisation Scheme on pilferage of	B.P(Opn.-Comml.) Rt.No.110, dt.29-9-97.	95
4.	Energisation of PWS schemes- Reconciliation and follow up of action by the SEs/Opn.	Memo.No.CEE/RE/EI/A6/P WS/ D.No.387/97, dl.25-9-97	96
5	Terms & Conditions of supply- Amendment to Clause-39.4 Authorisation for detection of theft/pilferage of energy in LT services other than LT Industrial	Memo. No. CE(Comml.)/AE/TCS-39/ 579/97, dt.6-9-97.	97
6	Terms and Conditions of supply - Clause 39 -Detection of pilferage of energy - Amendment to Clause 39.4	B.P.(Opn.- Comml.)Ms.No.45, dt.6-9-97.	98
7.	Multiple services in the same premises.	Memo. No. CE(O) 16/O&M/D .No. 670/97, dt. 12-6-97.	100
8.	HVDS for Village Distn. System and Segregation of agricultural loads	B.P.Ms.No.17, dt.27-5-97.	1 2
9.	Inspection of HT services to check the availability of LT services in the same <del>premises</del>	Lr.No.CE(0)/F.Misc./O&M/D.No.577 /97. dt. 27-5-97	103
10.	Inspection of HT services to check the availability of LT services in the same <del>premises</del>	Lr. No. CE(O)/F.Misc./O&M/D. No. 546/97 dt. 24-5-97	104
11.	Release of Service Connections- Release of more than one Service connection in the same premises - Loss of Revenue to Board-Restrictions on release of more than one	Memo. No. CE(Comml.)/AE/T&C/GENL/ 325/97, dt. 16-5-97	105
12.	Own your Transformer scheme-	B.PMs.No.(Opn.) 14, dt.16-5-97	106
13.	Sale of Elec. Consumers - Payment of C.C.charges-Granting of <del>instalments - Revised orders</del>	B.P(Opn.-Comml.)Ms.No. 13, dl. 14-5-97.	108
14.	R&C orders 1997 -Imposition of Restriction on use of electricity by consumers-Amendment to B.P.Ms.No.161. dt. 10-2-97	B.P.(Opn-Comml) Ms.No.10), dt.7-5-97.	110
15.	Detection of Unauthorised Agricultural services.	D.O.Lr.No.CE(0)F.Corres/D.No. 106/97, dt.5-5-97.	112
16.	Service Line charges and Development charges-Release of New Low Tension and High Tension Services and Addl. Loads in existing services -Revised rates of Services Line charges.	B.P.(Opn-Comml.) Ms.No.8, dt. 28-4-97	114

Sl.N	SUBJECT	Ref. No.	Page No
17.	Development charges and Service Line charges to be collected for multistoried complexes -Clarifications.	Memo No.CE(Comml.)/PO2/543/96, dated. 18-7-96	117
18.	Installation of capacitors by LT consumers - Approval of LT capacitors of range 1-25 KVAR - marketed by M/s.Concap Capacitors under brand name "Concap"	B.P.(Opn-Comml.) Ms.No.22, dt.22-6-96	118
19.	Releasing of supply to the X-Rays and Neon Signs Installations without approval under Rule 63 of Indian Elec. Rules and regularisation of existing plants	Memo No.CEO-16/F-Misc/CEIG/D.No. 134/96, dt.24-5-96.	122
20.	Development charges/Service Line charges-Clarification in respect of Domestic/Complexes and Housing Colonies.	Mcmo. No. CE(Comml.)/PO2/SLC/375/96, dated: 14-5-96.	123
21.	Terms and conditions of supply-Consumption Deposit collection of-review - Amendment of Clauses 28.1.1 28.2.1 and 28.2.2.	B.P.(Opn-Comml) Ms.No.14, dt 7-5-96.	124
22.	Collection of Initial Consumption Deposit for certain LT Category services and review of Consumption Deposit for collection of additional consumption deposit - Instructions.	Memo.No.CE(Comml (/Consumption Deposit/LT/451/96, dt. 7-5-96.	126
23.	Tariffs-Sale of Elec. to persons other than Licensees-Amendment to the General Conditions of LT Tariff under part B-LT Tariffs of B.P.Ms.No, 167, dt. 1-3-96	B.P(Opn-Comml.)Ms.No.284, dt. 21-3-96	127
24.	Terms and conditions of supply - Exceeding of contracted load by LT consumers-Amendment to Clauses 39.1.2(a), (b), Clause 39.5 and Clause 39.7.2(1),	B.R(Opn-Comml.)Ms.No.281, dt. 16-3-96	128
25.	Terms and conditions of supply to persons other than Licensees - Amendment of Sub-clause 28.4	B.P.(Opn-Comml.)Ms.No.279, dt.8-3-96	130
26.	25% rebate for new eligible industries-Clarification on the cut-off date 31-3-97.	Memo. No. CE(Comml.)/PO2/2 5% Rebate/1770/75-901/95/dt.27-9-95.	131
27.	Sanctioning of estimates for Extension of supply to LT loads.	Memo. No. CEO-16/F-LT/D. No, 266/95 dt. 14-9-95	132
28.	Arrears Due from Disconnected services-Enforcement of Provisions of Clause 26.10 of Terms and conditions of supply and provision of APSEB (Recovery of dues Act) 1984-Instructions.	Memo. No.CE(Comml./PO 1 /Arrears/48 5/95, dated 26-8-95.	134
29.	LT single phase and three phase meters-Authorisation to willing consumers to procure-Instructions.	Memo.No.CEO-16/F.MISC./D.No.188/95, dt. 14-7-95.	135

## C. REVENUE

Sl.No	SUBJECT	Ref.No.	Page No.
1.	Assigning S.C.Nos. and Meters the same day - Issue and receipt of meters - Maintaining Meters Issue Register.	Memo.No.CE(O)/F/D.No. 148/97, dt. 28-6-97	136
2.	Format for inspection of EROs	Endt.No.TS, dt.21-6-97	138
3.	Formation of Task Force for intensive Inspection of	Memo.No.DP/DM-MPP/MPP-I/A2/589/97-I. dt. 20-6-97	141
4.	Meter changes at services.	From Chairman, APSEB on 17-6-	142
5.	Sale of Electricity consumers - Payment of C.C. charges - Granting of Instalments - Revised orders.	B.P.(Opn.Comml.) Ms.No.13, dt. 14-5-97	143
6.	Securing of metering and services at boards Quarters in all colonies-Instructions	Memo.No.DP/DM(MPP)/MPPI-A2/407/97-2, dt. 1-5-97	145
7.	Pilferage of Energy cases - Responsibility of operation staff - Meter observation Register and follow up - Instructions.	Memo.No.DP/DM(MPP)/MPP I-A2/407/97-1, dt. 30-4-97	146
8.	Revenue & Billing - Certain Instructions to SEs and EROs on Revenue Billing - Disconnections	Memo.No.FA&CCA/LT.Rev/AO(R)/L T/JAO "IV/2689/97, dt. 11-4-97.	148
9.	Electricity-HT Services-Sealing of AB Switches and maintenance of record - Instructions	Cir.No.2/DPE/HT Services/D.No. 131/96, dt.29-8-96	152
10.	APSEB-Need to improve resources - targets communicated.	Memo.No.CEO-16/F-MISC/D.No.284/96, dt. 15-7-96.	153
11.	Meter Readings - Review of meter reading registers by Chairman - Instructions.	B.P.Ms.No.(Opn.) 18, dt. 10-6-96.	156
12.	Replacement of burnt/stuck-up meters.	Memo.No.CE(O)/SETO/DE/MT/AE2/ D.No. 1561/96, dt.3-5-96	159
13.	Review of MRBs and Exceptionals, etc.,—Strict implementation if instructions.	Chairman letter dated 25-6-97.	160
14.	Meter Reading Registers/Responsibility for meter reading and review.	Memo.No.CE(O)-16/F.Misc./D.No.96/96, dt.27-4-96.	161
15.	Collection of LT arrears - Disconnection of Services.	Memo.No.CEO-16/FMisc./D.No.363/95, dt.7-12-95.	164
16.	Stuck-up and burnt meters	Memo.No.CEO-16/F.Meters/D.No.248/95, dt.25-8-95	166
17.	APSEB — Wrong categorisation of services in Urban areas.	Memo.No.CE(O)-16/F.Mis./D.No.249/95, dt. 25-8-95	167
18.	Non-maintenance of required clearances for electrical lines posing public Hazard-Instructions.	Memo.No.CE(O)-16/F.Misc./D.No.239/95, dt. 19-8-95.	168

#### D. ESTABLISHMENT, GENERAL AND MISCELLANEOUS:

Sl.N	SUBJECT	Ref.No.	Page No.
1.	Incentives-National HVDC Project Stage-I, Lower Sileru Fire Mishap on 7-10-96	B.P(P&G.Per.) Rt.No.186, dt.29-9-1997.	171
2.	Strikes by a section of employees on 18th and 19th August, 1997-Non-payment of salary on the days of absence from duty.	Memo.No. DP/DIR/DM(IR)POII/I/657/97 dt.22-8-97.	173
3.	Private Buildings -Occupied by APSEB offices-Fixation of Rent-Modification and rationalisation orders of the present system of selection and fixation of rent for the Pvt. Buildings taken on lease by the APSEB.	B.P.(P&G.Per.)Ms.No.II2, dated:8-8-97.	174
4.	Lifting of ban and certain guide lines for making transfers and postings of employees	Memo.No.DP/DS(Per)/DM(P)/1466-HI/95-7, dt.23-6-97.	177
5.	Certain Guide Lines for making transfers and posting of employees	Memo.No.DP/DS(Per)/DM(P)/1466-HI/ 95-6, dt.23-6-97.	178
6.	Chairman's letter regarding	Lr.dated:21-6-97.	180
7.	Appointment of Contract Labour engaged against 33 abolished categories in the Generating Stations-Guidelines-Issued.	B.P.(P&G.Per) Ms.No.37, dt. 18-5-97	182
8.	Filling up of 50% existing vacancies in initial recruitment cadres by Ex-casual labour who obtained court orders and Village Electricity Workers.	B.P. (P&G Per.) Ms.No.36, dt. 18-5-97	184
9.	Providing of STD facility to the office phones of the rank of DES and equivalent and above and increasing ceiling limits on telephone calls.	B.P.(P&G-Genl.)Ms.No.35, dt. 15-5-97	186
10.	Delegation of powers to certain officers of the Board at Head Quarters in respect of matters pertaining to publication of tender specifications, Treating of certain VIPs as Board Guests and sanction of P&T charges	B.P.(P&G-Per.)Ms.No.I3, dt. 11-4-97	188
11.	Delegation of enhanced powers to CEs/Functional Heads at Head Quarters	B.P.(P&G-Per.)Ms.No.I2, dt. 11-4-97	190
12.	Delegation of enhanced powers to the Chief Engineers in charge of Generating Stations to sanction expenditure for availment of specialists, services of Engineers/Technicians of various firms - Revised delegation orders.	B.P.(Proj.Gen) Ms.No.5, dt. 11-4-97	191
13.	Purchase of Stores Materials by Zonal CEs and SEs Procedure - Amendment orders.	B.P.(Opn-P&MM) Ms.No.129, dt.28-6-95.	195



## E. ENERGY AUDIT

SI.No.	SUBJECT	Ref.No	Page No.
1.	EA-Furnishing of Monthly reports on Items of EA - Instructions.	Memo.No.CE(0)/CE(C)F.EA.MIS /D.No.58/ 96, dt.28-6-96.	196
2.	Distn. Tr -wise Energy Audit	Memo.No. CE(O)/132/96, dt. 20-5-	200
3.	EA-Circle-wise System Losses statements -Furnishing of - Reg.	Memo No. CEO/F.Sys.Loss/D.No. 151/95 dt 9-10-95	201
4.	Study of consumption pattern on one Urban and one Rural feeder in each district	D.O.Lr.No.TS/Cir./D.No.2138/95, dt.9-9-95.	206
5.	EA-estimation of energy losses in the various elements of power system.	Lr.No.CE(O)/SI/E4/D.No. 527, dt.28-6-93	209