

**TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED**  
**ABSTRACT**

APTRANSCO—Framing of own Service Regulations, Conduct/ Discipline and Appeal Regulations in respect of employees (including O&M staff) of APTRANSCO—Entrusting of the task to the Centre for Good Governance—Orders—Issued.

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T.O.O(Addl.Secy-Per)Ms.No.23 Dt.05-12-2013

Read the following:

- Ref: 1. Lr.No.Addl.Secy./DS(L,IR&R)/AS(L,IR&R)/PO(Regulation)/JPO-1/347/13, dt.12.09.2013.  
2. Ltr.No.CGG/ODRG/BD/2013-14/02, dated 31-10-2013.

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The erstwhile APSEB has unbundled into APTRANSCO, APGENCO and four DISCOMS. The APSEB Service Regulations were framed and last amended in 1992 only, which are being adopted by APTRANSCO & DISCOMS. Further, many Amendments to Regulations have been issued from time to time which are not updated.

2. APTRANSCO decided to frame Own Service Regulations Conduct/Discipline and Appeal Regulations in respect of employees (including O&M staff) of APTRANSCO. It is proposed to entrust the said job to Centre for Good Governance for preparation of draft Regulations.

3. The Director General, Centre for Good Governance in the reference 2<sup>nd</sup> cited has submitted proposals to take up the said task quoting Rs.17,50,000/- (Rupees seventeen lakhs and fifty thousand only) as professional and other expenses. After discussions the Director General, Centre for Good Governance, has agreed to take up the task for an amount of Rs.14,00,000/- (Rupees fourteen lakhs only) towards professional and other expenses.

4. APTRANSCO after careful consideration hereby accords approval for entrusting the job of preparation of Service Regulations, Conduct/ Discipline and Appeal Regulations in respect of all the employees of APTRANSCO (including O&M staff) to the Director General, Centre for Good Governance, Hyderabad for an amount of Rs.14,00,000/- (Rupees fourteen lakhs only) towards professional fees and other expenses as per the terms and conditions stipulated in the **annexure appended** to this order with the following schedule of payment.

Sl. No.	Payment	Time frame	Amount (Rs.)
1.	Advance	On accepting this proposal (40% of the total cost)	5,60,000/-
2.	Interim Payment	On submission of the First Drafts (40% of the total cost)	5,60,000/-
3.	Final Payment	On submission of the Final Drafts (20% of the total cost)	2,80,000/-
		Total	<b>14,00,000/-</b>

5. The Accounts Officer/CPR/Vidyut Soudha/Hyderabad is directed to arrange for payment as per the schedule of payment shown at para 4 above to the Director General, (E-governance), Centre for Good Governance, Road No.12, MCHRD Campus, Jubilee Hills, Hyderabad-500033 on receipt of Advance stamped receipt.

6. These orders are issued with the concurrence of the Director (Fin. & Rev.) vide Regd.No.4626, dt.02.12.2013.

7. 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)

**Encl: Annexure**

SURESH CHANDA, I.A.S.  
CHAIRMAN & MANAGING DIRECTOR.

**To**

The Accounts Officer/CPR/VS/Hyderabad.

**Copy to:**

The Director, Centre for Good Governance,  
Road No.12, MCHRD Campus,  
Jubilee Hills, Hyderabad-500033

} With a request to  
acknowledge the receipt  
of the orders and send  
your acceptance along  
With advance stamped receipt

All Executive Directors ]  
All Chief Engineers ]  
All FA & CCAs/Dy.CCAs ] APTRANSCO  
All Superintending Engineers. ]  
All Divisional Engineers/Executive Engineers ]

PS to Chairman & Managing Director/APTransco/VS/Hyd.  
PA to Joint Managing Director(Comml.,& HRD)/A.P.Transco/VS/Hyd.  
PA to Jt.Managing Director (V&S)/APTransco/VS/Hyd.  
PA to Director (Fin. & Rev.)/APTransco/VS/Hyd.  
PA to Director (Grid Transmission & Management)/APTransco/VS/Hyd.  
PA to Director (Projects) / APTransco/VS/Hyd.  
PS to Chairman & Managing Director, APEPDCL, VISAKHAPATNAM.  
PS to Chairman & Managing Director, APSPDCL, TIRUPATHI.  
PS to Chairman & Managing Director, APCPDCL, HYDERABAD.  
PS to Chairman & Managing Director, APNPDCL, WARANGAL.  
PS to Managing Director & Vice-Chairman/APGENCO/VS/Hyd.  
The Additional Secretary/ APTransco/VS/Hyd.  
The Chief General Manager (HRD & Trg.,)/APTRANSCO/VS/Hyderabad  
The Joint Secretary/A.P.Transco/C.T.I/GTS Colony/Erragadda/Hyd.  
The Liaison Officer/SC&ST employees Grievances Cell/AP.Transco/VS/Hyd.  
The Chief General Manager (Adm.)/APGENCO/VS/Hyd.  
All Chief General Managers (HRD)/APEPDCL,APSPDCL,APCPDCL & APNPDCL.  
The Joint Secretary (IR)/APCPDCL/Hyd.  
The Senior Accounts Officer/SLDC//(F&P)/APTRANSCO/VS/Hyd.  
The Pay Officer//Accounts Officer (CPR) APTransco/VS/Hyd.  
The Company Secretary/ APTransco/VS/Hyd.  
The Resident Audit Officer/EBCA/ APTransco/VS/Hyd.  
All Deputy Secretaries./All Asst. Secretaries/ APTransco/VS/Hyd.  
All Sections in P&G Services/ APTransco/VS/Hyd.  
The General Secretary, A.P.E.E.Union (Regd.No.1104), Mint Compound, Hyd.  
The Secretary General, A.P.S.E.Employees Union (Regd.No.327), Mint Compound, Hyd.

The General Secretary, Telugunadu Vidyut Karmika Sangham (Regd.No.B-1245),MC, Hyd.  
The General Secretary, APSEB Assistant Engineers Association, (Regd.No.1185),  
H.Q.KTPS, New Paloncha, Khammam Dist. – 507 115  
The Secy. General, APSEB Engineers Association, (Regd.No.874/75), H.No.6-3-663,  
Somajiguda, Hyd.  
The General Secretary, AP Power Diploma Engg. Assn., (Regd.No.B-473), H.No.5-9-22/55,  
Adarshanagar,Hyd.  
The A.P.Power Engineers Association, 2<sup>nd</sup> Floor, SSR Chambers, Opp:Rajdooth hotel,  
Telephone Bhavan Road, Lakdi-ka-pool, Hyderabad – 500 004.  
The General Secretary, Andhra Rashtra Power Employees Union(Regd.No.G-445),  
H.No.1-8-565/5, RTC 'X' Road, Hyd-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 P&G Secretariat Employees Association,(Regd.No.54/69),  
APCPDCL Corporate office, 6-1-50, Opp:Security Printing Press, MC, Hyd – 500 063.  
The General Secretary, United Electricity Employees Union (Reg d.No.B-1829), H.No.1-1-60/4,  
Musheerabad, Hyd-20.  
The General Secretary, APSEB Technical Employees Union, (Regd.No.B-2275),  
C/o Sri 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 Compound, Besides APCPDCL Head Quarters(New Building),  
Hyd. – 500 063.  
The General Secretary, A.P.E.E.P&G & Officers Association, H.No.6-1-48/4, GSR Bhavan,  
Mint Compound, Hyd – 500 063.  
The General Secretary, Telangana Elecy., Employees' Association (Regd.No.H.61/2005),  
H.No.14-3-237, Goshamahal, Begumbazar, Hyd-12.  
The Secretary General, Electricity Backward Classes Employees Welfare Association,  
(Regd.No.1681/2006), Plot No.7, Road No.5G, Krishnanagar Colony, Moulali, Hyd-40.  
The Secretary General, Electricity OC Employees Welfare Association,  
(Regd.No.1088/2008), H.No.1-1-287/33/A, Chikkadapally, Hyderabad.  
The General Secretary, Telangana Raashtra Vidyut Karmika Sangam, (Regd.No.H-58),  
H.O: Q.No.3-7-443, 444, Beside 132/33 KVSS, Jagital Road, Karimnagar.  
The Founder and State President, A.P. Elecky. Employees Muslim Minority  
Assn.,(Regd.No.151/2010),  
D.No.12-3-670-1, Jesus Nagar, Opp:D4-Section, APCPDCL, Anantapur-515001.  
The Secretary General, APTRANSCO & Genco SC/ST & Dalitha Christian Employees  
Association (Regd),Plot No.12,G.N.R.Gardens,Anandbagh,Malkajgiri,Hyderabad-500 047.  
The Secretary General, Telangana GENCO TRANSCO DISCOMS SC/ST Employees Welfare  
Assn.Regd.No.202/2010),Head Office:# C-37, 'A' Colony, Ramagundam,  
Dt:Karimnagar-505 208.  
The General Secretary, A.P.Electricity Bahujan Employees Welfare Association  
(Regd.No.79/2011), D.No.53-1—46(3), Cloughpet, 3<sup>rd</sup> lane, Ongole-523001.  
The Secretary General, Telangana Electricity Engineers' Association (Regd.No.319/07),  
Jayashankar Bhavan, Mint Compound, Hyderabad-500 004.  
The General Secretary, Telangana Vidyut Engineers Association (Regd.No.1438/2007),  
Q.No.D-22, APGENCO Housing Colony, Paloncha, Khammam District-507183.  
The General Secretary, Y.S.R.Vidyut Employees Union (Regd.No.H-128), H.No.8-4-369/256,  
Beside Anjaneya Swamy Temple,Swaraj Nagar, Borabanda,PO:Sanathnagar,I.E,Hyd.-18  
The State President, Telangana Electricity Employees Union(Regd.No.H-142),  
H.No.19-5-32/13/A/19, Mahmood Nagar, Kishan Bagh, Hyderabad – 500 064.  
The Central Record Section. & The Stock File.

C.No.Addl.Secy/DS(L,IR&R)/AS(L,IR&R)/PO(Regulations)/JPO-1/374/13

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.

Scope of the Project

- The scope of this assignment is limited to the employees of APTRANSCO only
- The scope of this project is limited to the following activities.
  - 1) Studying the following documents / data
    - (a) Service Regulations of the APSEB, which are currently followed by APTRANSCO and subsequent amendments and executive orders issued till date.
    - (b) Relevant GOs and also the Tripartite Agreement entered into by the APTRANSCO, Employee Unions and the GoAP.
    - (c) Relevant Rules / Regulations of GoAP / GoI such as Leave Rules, GPF rules, Spl. Pay & Allowance, LTA Rules, TA Rules, Conduct Rules, CCA Rules etc.
    - (d) Related ACTs such as Industrial Disputes Act, Minimum Wages Act and Shops & Establishments Act for their applicability.
    - (e) Relevant final orders of various Courts on Service Regulations.
    - (f) Representations of the employees/unions with reference to Service Regulations.
    - (g) Any orders of the Government / Court on the Presidential Order.
    - (h) Any other document that is of relevance.
  - 2) Conducting interactions, discussions with the Top Management, Functional Heads and other officials performing related and relevant functions – to gain insights into the gaps and lacunae in the service matters.
  - 3) Identifying the dying / redundant posts across various functions and streamlining the posts / cadres for incorporation into the service regulations.
  - 4) Preparing the draft versions of the deliverables, iterate, improve and submit the final draft deliverables.

## Phases & Activities of the Project

This project is proposed to be implemented in three phases viz., the Study Phase, Preparation of the First Drafts and Preparation of the Final Drafts, as shown below.

Phase	Description of the Project Phase	Activities in the Phase
I. Study Phase	<p>The project gets initiated in this phase. There will be interactions with the senior officers concerned to gather management's perspectives. Later, there will be interactions across cadres to gather their perspectives. Relevant secondary data will be gathered and perused to get understanding and insights.</p>	<ol style="list-style-type: none"> <li>1. Interactions with the Top Management for larger perspectives</li> <li>2. Interactions with the Nodal Officer, HoDs and other senior officials and getting their perspectives</li> <li>3. Interaction with a cross-section of hierarchies, across various functions</li> <li>4. Perusal of the following documents / data <ul style="list-style-type: none"> <li>• Service regulations of the APSEB</li> <li>• Subsequent amendments and internal orders</li> <li>• ACTs such as ID Act, Minimum Wages Act, Shops &amp; Establishments Act, relevant GOs and the Tripartite Agreement</li> <li>• Rules/Regulations of GoAP / GoI such as Leave Rules, GPF rules, Spl.Pay &amp; Allowance, LTC Rules, TA Rules, Conduct Rules, CCA Rules etc.</li> <li>• Relevant final orders of various Courts on Service Regulations</li> <li>• Representations of the employees / unions w.r.t. Service Regulations.</li> <li>• Any orders of the Government / Court on the Presidential Order</li> </ul> </li> <li>5. Identifying the dying / redundant posts across various functions and streamlining the posts / cadres / services.</li> </ol>
II. Preparation of the First Drafts	<p>Based on the information and insights, initial drafts of Service Regulations, Conduct Regulations and Discipline and Appeal Regulations will be prepared.</p>	<ol style="list-style-type: none"> <li>1. Discussing with the Nodal Officer and the identified panel of officials of APTRANSCO, on various aspects of the service regulations, conduct regulations and Discipline and Appeal regulations and finalizing the content for the Initial Drafts.</li> <li>2. Preparation of the Initial Drafts followed by a few discussions / consultations on the draft versions.</li> <li>3. Preparation and submission of the First Drafts for perusal by APTRANSCO.</li> </ol>

<p>III. Preparation of the Final Drafts</p>	<p>There will be a Workshop conducted, in which, the first drafts will be presented. The suggestions of the officials attended will be recorded and thoroughly discussed.</p> <p>The Final Drafts will be prepared by incorporating the agreed upon changes.</p>	<ol style="list-style-type: none"> <li>1. Conducting a workshop and presenting the First Drafts to the nominated officials</li> <li>2. Recording the suggestions of the officials attended</li> <li>3. Discussing the suggestions and suitably incorporating them into the drafts</li> <li>4. Preparation and submission of the Final Drafts of Service Regulations, Conduct Regulations and Discipline and Appeal Regulations of APTRANSCO.</li> </ol>
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**Phases and Time frames of the Project**

This project shall be completed in a period of 6 months in the following proposed phase-wise timeframes:

Study phase	3 months
Preparation of the First Drafts	3 <sup>rd</sup> month to 5 <sup>th</sup> month
Preparation of the Final Drafts	5 <sup>th</sup> month & 6 <sup>th</sup> month

**Deliverables & Time frames of the Project**

The following deliverables shall be submitted by CGG as per the timelines specified.

SI.No.	Project Deliverable	Timeframe
1.	First Drafts of the following <ul style="list-style-type: none"> <li>• Service Regulations for APTRANSCO</li> <li>• Conduct Regulations for APTRANSCO</li> <li>• Discipline and Appeal Regulations for APTRANSCO</li> </ul>	End of 5 <sup>th</sup> Month
2.	Final Drafts of the following <ul style="list-style-type: none"> <li>• Service Regulations for APTRANSCO</li> <li>• Conduct Regulations for APTRANSCO</li> <li>• Discipline and Appeal Regulations for APTRANSCO</li> </ul>	End of 6 <sup>th</sup> Month

**SUPPORT FROM APTRANSCO**

- Additional Secretary / APTRANSCO will act as Nodal Officer to facilitate project implementation
- Providing required information promptly in prescribed formats
- Making the key staff of the depts.. / sections available for interactions / discussions / workshops etc.
- Providing relevant documents for study, as required by the project
- Constituting Panels / Committees as required for the project

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER.