



(V.) RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS



The below Rules and Regulations framed before re-organisation of AP Transco was adopted by TS Transco vide Office Order No.CGM(HRD,Trg&LIS)/DS(P)/AS/PO(IR&Reg)/JPO/01/14, dt:12.06.2014 along with New Rules and Regulations framed by TSTRANSCO are as follows:

Sl.No.	RULE/REGULATION/LEGISTATION
1	Electricity Act, 2003 and rules under the enactment
2	AP Electricity Reforms Act, 1998
3	Energy Conservation Act, 2001
4	A.P. Electricity Duty Act, 1939
5	Indian Electricity Rules, 1956
6	A.P. Electrical Licensing Regulations 1987
7	APSEB Revised Conduct and Regulations
8	APSEB Employees Discipline & Appeal Regulation
9	State Vigilance Manuals
10	APSEB Operation guide lines.
11	Terms & Conditions of supply
12	APERC orders and guide lines
13	APSEB Service regulations
14	APSEB Leave regulations
15	CERC/CEA Regulations & Guide Lines
16	T.O.O's and other related circulars of APTRANSCO/APSEB
17	SRPC Rules and Regulations
18	Indian Electricity Grid Code 2010 (IEGC 2010).
119	Rules & Regulations adopted by State / Central Govt. Organization wherever necessary.

Medical Section	Issue of credit cards/ sanction of credit bills and personal bills.	1) As per orders issued in T.O.O.Ms.No.301, dt.31.3.2009, T.O.O.Ms.No.16, dt:08.04.2011 the CGHS package rates are allowed and when same are not available they are limited to the tariff chargeable to NIMS package rates as applicable 2) T.O.O.Ms.No.208, dt:12.09.2018 3) T.O.O.Ms.No.271, dt:13.12.2018
-----------------	---	--



Sl.No.	Section Functions Rules, Regulations	Instructions,	Manuals.
1	P&G Section	Transfers and Postings	Annexure-V of APSEB regulation part-III.
		Sanction of all kinds of leaves.	B.P.Ms.No.363, dt.06.12.1990.
		Sanction of additional charge allowances.	Service regulations of APSEB
		All kinds of increments	B.P.Ms.No.409, dt.09.05.1998. B.P.Ms.No.805, dt.09.08.1998.
		Pension	APSEB pension rules.

Sl.No.	Section	Instructions,	Manuals.
1	Estt.	Transfer and Postings	Annexure-V of APSEB regulation part-III.
		Sanction of all kinds of leaves	B.P.Ms. No.363. Dt.06.12.1990.
		Sanction of additional charge allowances	Service regulations of APSEB.
		All kinds of increments	B.P.Ms.No.409. Dt.09.05.1998 and B.P.Ms. No.805. Dt.09.08.1998.
		Pension	APSEB pension rules



Section	Functions	Rules, Regulations, Instructions, Manual and Records
Estt.	Adherence to the provisions of the Companies Act, 1956 and other related Acts, Rules, etc.	The Companies Act, 1956; Memorandum & Articles of Association of TSTRANSCO; and other related Acts, Rules, etc.
	Delegation of powers to Joint Secretary	B.P.Ms.No.266 Dt.13.1.1999 B.P.Ms.No.363 Dt.6.12.1990
	Delegation of powers to Asst. Secretary	B.P.Ms.No.449 Dt.6-12-1003
	Educational (fee) reimbursement	TOO Ms.No.143 dt.29-8-2000
	Bus pass reimbursement	BP Ms.No.476 Dt.13-3-1995
	Leave Travel Concession	BP Ms.No.287 dt.4-6-1973 and BPMs.No.214 dt.23-2-1978 and as per leave regulations as adopted by AP Transco
	Sanction of Maternity Leave	BP Ms.No.362 Dt.21.3.1996 and as per leave regulations as adopted by AP Transco.
	Sanction of EOL exceeds 6 months	Memo No.Addl.Secy/DS(IR)/ AS(Reg.)/ PO-I/55/99-1Dt.14-5-99 and as per Reg. 19 of Leave Reg. as adopted by AP Transco.
	Sanction of study leave	BP Ms.No.310 dt.15-9-1990
	Delegation of powers to Joint Secretary	B.P.Ms.No.266 Dt.13.1.1999
	Delegation of powers to Asst. Secretary	B.P.Ms.No.449 Dt.6-12-1003
	Educational (fee) reimbursement	TOO Ms.No.143 dt.29-8-2000
	Bus pass reimbursement	BP Ms.No.476 Dt.13-3-1995
	Leave Travel Concession	BP Ms.No.287 dt.4-6-1973 and BPMs.No.214 dt.23-2-1978 and as per leave reg
	Sanction of Maternity Leave	BP Ms.No.362 Dt.21.3.1996 and as per leave regulations as adopted by AP Transco
	Sanction of EOL exceeds 6 months	Memo No.Addl.Secy/DS(IR)/ AS(Reg.)/PO-I/55/99-1 Dt.14-5-99 and as per Reg. 19 of Leave Reg. as adopted by AP Transco.
	Sanction of study leave	BP Ms.No.310 dt.15-9-1990
Service matters of O&M Service	Non statutory OSS rules for O&M Service	



Section	Functions	Rules, Regulations, Instructions, Manual
Regulations	<p>Framing of Regulations</p> <p>Adoption of Govt. orders in respect of APTransco employees on service matters, D&A Reg., Leave rules, Pension rules, TTA & GPF.</p> <p>Processing of cases of ratification of pay anomalies.</p> <p>Clarification of pay scales</p> <p>Framing of Regulations</p> <p>Amendments to Service Regulations</p> <p>Scrutiny and adoption of G.O.No.610</p> <p>Delegation of powers</p> <p>Clarification on service matters and pay scales to Zone & DISCOMs.</p> <p>Processing of Union / Association demands on service matters</p> <p>Preparation of parawise remarks for filing counter on behalf of TS Transco on certain orders.</p>	<p>APTRANSCO Service Regulations Part-I, II & III. Leave rules, D&A Reg., Conduct rules, GPF Regulations, TTA Rules, Pension rules.</p>
(Regulation & HRMS)	<p><u>Processing of files for</u></p> <ol style="list-style-type: none"> 1. Issue of Amendments to Service Regulations 2. Adoption of Government orders in respect of TS Transco employees on service matters, D&A Regulations, Leave Rules, Pension Rules, TTA & GPF. 3. Scrutiny and adoption of G.O.Ms.No.610. 4. Delegation of powers. 5. Clarification on service matters & pay scales to Zones & DISCOMs. 6. Processing of Unions / Association demands on service matters. 7. Preparation of para wise remarks for filing counter on behalf of TSTRANSCO on certain orders issued from this wing 	



S.No	Section	Functions	Rules, Regulations, Instructions, Manuals.
1	Legal Section	Sanction of legal fee and expenses for SLAs / other counsels	TOO Ms.No.405, Dt:24.01.2012 TOO Ms.No.183, Dt:23.12.2017
		Engagement of SLAs	TOO Ms.No.70, dt:15.04.2015 TOO Ms.No.257, dt:16.04.2018
		Signing of Counter Affidavits and Vakalats.	TOO Ms.No.313,Dt:13.02.2007
		Delegation of powers in sanctioning legal fee / expenses.	TOO Ms.No.161, Dt:29.7.2006
2	RTI	Appointment of 1 st Appellate Authorities and Public Information Officers	TOO.Ms.No.138, dt.11.09.2017
3	IR Section	Union matters i.e. issuing of Trade Union Facilities to the Unions	T.O.Os
		Implementation of EPF Act to the employees appointed absorbed and joined in the service of APTransco on or after 1.2.99 and cases relating to the EPF.	As per EPF Act, 1952.
		3) Implementation of ESI Act.	As per ESI Act.
		4) Implementation of Gratuity Act. to the employees appointed absorbed and joined in the service of APTransco on or after 1.2.99.	As per Gratuity Act.
		5) Payment of Ex-gratia to Non Departmental Fatal Accidents.	TOOs
		6) Issue of prohibition of strikes in APTRANSCO under ESMA Act.	As per ESMA Act.
		7) Code of discipline (Conducting of secret ballot election to the Trade Union)	TOOs / Memos / Lrs.
		8) Granting permission to the all CEs/ Zones and HODs at Vidyut Soudha for the works on yearly contract basis, Typing, Accounting, Housekeeping and Watch & Ward Works.	Memos
		9) Payment of Ex-gratia.	TOOs
		10) Declaration of paid holidays to O&M / Construction Staff.	TOOs
		11) Group Janatha Personnel Accident Policy.	TOOs
		12) Implementation of minimum wages to the contract workers engaged on works contract.	TOOs
		13) Constitution of Complaints Committee in TS Transco on Women grievances.	Memo
		14) Group Personal Accident Insurance Coverage to the trained staff working in Hotlines	TOOs



<u>Sl.No.</u>	Section	Functions	Rules, Regulations, Instructions, Manuals.
1	Advertisement Section	Publication of Tender Notices, Advertisements and Sanction of their expenditure.	1) B.P (P&Gper) MS No 97 Dt12.03.1996. 2) B.P (P&GPer) MS No 13 Dt 11.04.1997. 3) Office Order No. Addl.Secy/ DIR Reg)/ PO-1(2)/409//98-3, Dt 18-02-1999 4) T.O.O.(Addl.SecyPer) Ms.No.427, dt.6-2-2012
2	Printing Section	Printing of Broachers, Books, Posters and Pamphlets and other materials.	1) B.P (P&G Per) MS No 491 Dt. 25.03.1995. 2) B.P (P&G per) MS No 72, Dt.03.07.1996. 3) Office Order No. Addl.Secy/ DIR Reg)/ PO-1(2)/409//98-3, Dt 18-02-1999 4) T.O.O(Addl.SecyPer) Ms.No.146, dt.22-10-2007 5) T.O.O. (CGM-HRD)/ Ms.No.19, dt.06.09.2014.