



**Eastern Power**  
Distribution Company of A.P. Ltd  
అంధ్ర ప్రదేశ్ విద్యుత్ పంపిణీ సంస్థ

**ABSTRACT**

APEPDCL – Amendment to APSEB (Revised) Conduct Regulations – Orders – Issued.

**E.O.O (HRD) Ms. No.141**

**Dated: 25-05-2010**

**Read the following:**

1. B.P.Ms.No.697, (Management Services) dt.10-07-1978
2. T.O.O.(Addl.Secy-Per) Ms.No.145, dt.19-09-2008.
3. T.O.O. (Addl.Secy-Per) Ms.No.32, dt.26-04-2010.

\* \* \*

**ORDER**

In the T.O.O. 3<sup>rd</sup> cited, the A.P. Transco has amended the APSEB Employees Revised Conduct Regulations in respect of employees of APTRANSCO.

2. After careful consideration, the Eastern Power Distribution Company of Andhra Pradesh Limited, Visakhapatnam hereby adopts the orders issued by A.P. Transco in T.O.O. (Addl.Secy-Per) Ms.No.32, dt. 26-04-2010 (copy enclosed) in respect of the employees of APEPDCL.

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

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

Encl: As above.

AHMAD NADEEM  
CHAIRMAN & MANAGING DIRECTOR

To

All Chief General Managers & General Managers / APEPDCL/Visakhapatnam  
All Superintending Engineers/ Divisional Engineers / APEPDCL/Visakhapatnam  
All Assistant Accounts Officers/EROs/APEPDCL/ Visakhapatnam

Copy to:

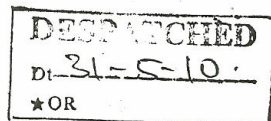
The General Manager / IT /EPDCL  
The Chief General Manager /Tech to CMD/APEPDCL/ Visakhapatnam  
All Directors in APEPDCL/ Visakhapatnam  
All Deputy General Managers/HRD/APEPDCL/ Visakhapatnam  
All the Sections in HRD Wing / Corporate Office./ Visakhapatnam  
The Pay Officer/APEPDCL/ Visakhapatnam  
The Accounts Officer/CPR/APEPDCL/ Visakhapatnam  
The Company Secretary / APEPDCL/ Visakhapatnam  
The Manager (CC)/APEPDCL/Visakhapatnam... With a request to place the E.O.O in APEPDCL Website.

All the recognized Unions

The stock file

C:No.HRD/DC/PO-IV/F.317/10

// FORWARDED :: BY ORDER //



PERSONNEL OFFICER

*M. J. J.*  
26/5/10  
o/c. P. J. J.  
26/5/10  
recd.

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

A B S T R A C T

APTRANSCO—Amendment to APSEB (Revised) Conduct Regulations—  
Orders—Issued.

T.O.O (Addl.Secy-Per)Ms.No.32

Dt.26-04-2010  
Read the following:

1. B.P.Ms.No.697, (Management Services) dt.10-07-1978.
2. T.O.O (Addl.Secy-Per)Ms.No.145, dt.19-09-2008.

\* \* \* \* \*

In partial modification of the orders issued in the reference 1<sup>st</sup> cited and in exercise of the powers referred by Clause (C) of Section 79 of Electricity (Supply) Act, 1948 read with Clause (V) of Sub-Section (3) of Section 56 of the A.P Electricity Reforms Act 1998, the Transmission Corporation of A.P Limited hereby issues the following Amendments to the A.P.S.E.Board Employees Revised Conduct Regulations:

**AMENDMENT-I**

**I Regulation 5 ( Possession of properties):**

**Existing Regulation:**

An employee shall not acquire, alienate, or otherwise deal with movable/ immovable property of a value exceeding Rs.1,00,000/- (Rupees One lakh only) by way of purchase, sale, gift, lease, mortgage, pledge, change, exchange etc., in his own name or in the name of any member of his family without prior information to the Board or the competent authority as the case may be. In the case of a joint family a junior member shall not be required to obtain sanction if such property is acquired by the managing member on behalf of the family unless it is shown that it is really intended to be self acquired property of the employee. For the purpose of this regulation, the expression 'Movable Property' includes, Jewellery, Shares, Security, Debentures, Loans advanced by an employee whether secured or not, motor cars, motor cycles or any other means of conveyance etc. Every employee shall on his first appointment and annually thereafter submit a return as in Annexure to these regulations in respect of the movable and immovable properties acquired or disposed off by him. Failure to furnish the correct information or furnishing incorrect or misleading information shall be deemed to be misconduct.

**Shall be substituted with:**

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

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

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

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

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

Shall be with the previous sanction of the APTRANSCO."

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

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

- 1) Name and Designation
- 2) Scale of Pay and Present Pay
- 3) Purpose of application – sanction for transaction/ prior intimation or transaction
- 4) Whether property is being acquired or disposed of
- 5) Probable date of acquisition/ disposal of property
- 6) Mode of acquisition/disposal
- 7) (a) Full details about location Viz., Municipal No., Street/ Village, Mandal, District and State in which situated.  
  
(b) Description of the property in the case of cultivable land, dry or irrigated land.  
  
(c) Whether free hold or leasehold  
  
(d) Whether the applicant's interest in the property is in full or part (incase of partial interest, the extent of such interest must be indicated)  
  
(e) in case the transaction is not exclusively in the name of the TRANSCO employee particulars of ownership and share of each member.

- 8) Sale/ purchase price of the property (Market value in the case of gifts)
- (8) (A) The APTRANSCO or any authority empowered by them in this behalf may, require a TRANSCO employee to render a full and true account of the cash found in his/her possession at any time and such account shall include particulars of the means by which and the sources from which such cash was acquired.
- (8) (B) The APTRANSCO or any authority empowered by them in this behalf may, by general or special order require a TRANSCO employee on duty not to keep cash in his possession beyond a specified sum and to declare the case in his/her possession in the manner prescribed.
- 9) In cases of acquisition, source or sources from which financed/proposed to be financed:-
- (a) Personal savings
- (b) Other sources giving details
- 10) in the case of disposal of property, was requisite sanction/ intimation obtained given for its acquisition. A copy of the sanction/ acknowledgement should be attached.
- 11) (a) Name and address of the party with whom transaction is proposed to be made.
- (b) Is the party related to the applicant? If so, state the relationship.
- (c) Did the applicant have any dealings with the party in his/her official capacity at any time, or is the applicant likely to have any dealings with him/her in the near future?
- (d) How was the transaction arranged? (whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given)
- 12) Any other relevant fact which the applicant may like to mention.

#### **Declaration**

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

OR

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

Station:

Signature:

Date:

Designation:

**Note:**

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

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

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

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

- 3) Nothing in sub-rule (2) shall apply to any purchases made by a TRANSCO employee for the performance of weddings, religious or special functions.
- 4) No TRANSCO employee shall engage in any transaction which is of a speculative character relating to the purchase, sale or exchange of any immovable or movable property.
- 5) The provisions of sub-rules (1) and (2) shall not apply to:-
  - i) the acquisition or possession of any property as trustee, executor or administrator;
  - ii) any TRANSCO land which is sold or granted on lease to any TRANSCO employee, in accordance with the rules in force.
- 6) Except with the sanction of APTRANSCO, no employee shall purchase, directly or indirectly in a sale by auction or otherwise conducted by or under the orders of the Department in which he/she is employed, any immovable or movable property owned or confiscated by Government.
- 7) Every TRANSCO Employee, other than member APTRANSCO General Service, shall on first appointment to APTRANSCO Service submit to APTRANSCO a statement of all immovable property/ properties irrespective of its value and movable property/properties whose value exceeds Rs.1,00,000/- owned, acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, in the forms prescribed in Annexure-I and II separately. He/she shall also submit to APTRANSCO before 15 January of each year, through the proper channel, a declaration in the forms given in the Annexure-I and II of all immovable/ movable property/ properties owned, acquired or inherited by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family. The declaration shall

contain such further information as APTRANSCO may, by a general or special order require. If in any year, a TRANSCO employee has not acquired or disposed of any immovable or movable property or any interest therein, he/she shall submit declaration to that effect.

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

**ANNEXURE-I**

Statement of immovable property possessed, acquired and disposed of by Sri \_\_\_\_\_ or any other person on his/ her behalf or any member of his/her family during year ending \_\_\_\_\_

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

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

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

**ANNEXURE-II**

Statement of movable property possessed, acquired and disposed of  
by Sri \_\_\_\_\_ or any another person on his/her behalf or  
by any member of his/her family during year ending \_\_\_\_\_

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

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

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

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

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

#### AMENDMENT-II

After Regulation 6, the following shall be added

#### Regulation 7

7(1) No TRANSCO employee shall:-

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

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

- a. gifts of flowers or fruits of trifling value.
  - b. gifts of a value, reasonable in all circumstances of the case, from relations, and gifts of a value of less than two hundred rupees from personal friends presented to a Government employee or to any member of his/her family on ceremonial occasions such as weddings;
  - c. the performance of an occasional service of a trifling character;
  - d. the sitting for a group photo with officers and the members of the staff of his/her office
- (iii) stay in any Guest House owned by a private person and enjoy his hospitality.
- (2) If any question arises whether the receipt of a gift or the performance of a service places the TRANSCO employee under any kind of official obligation or embarrassment, the decision of APTRANSCO thereon shall be final.
- (3) No TRANSCO employee shall receive any towel, key, scissors or other similar articles offered to him/her in connection with any ceremonial function such as the laying of foundation stone or the opening of a building.

**Regulation 7A**

7-A Every TRANSCO employee shall intimate to the Competent Authority within fifteen days from the date of receipt of any foreign currency or foreign goods of value of more than Rs.10,000/- from any person by him or by any person of his family or by any person on their behalf, in the form given in the Annexure III to these rules.

**ANNEXURE – III**

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

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

**Signature of the employee**

Station:

Date:

**Regulation 8**

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

**Explanation:** Canvassing by a TRANSCO employee in support of the business of Insurance agency, Commission agency and the like owned

or managed by his wife or any other member of his/her family shall be deemed to be breach of this sub-rule.

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

#### **Regulation 9**

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

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

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

#### **AMENDMENT -III**

After Sub-Regulation (xlvi) of Regulation 4 of the said Regulations, the following shall be added

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

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

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

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

**Encl:** As above

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

AJAY JAIN  
CHAIRMAN & MANAGING DIRECTOR

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

**Copy to:**

The CE/RAC,Ref.,& IT/APTRANSCO --- *With a request to place the above orders in APTRANSCO Website.*

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/V.S./Hyd.  
PS to Chairman & Managing Director/APTransco/V.S/Hyderabad.  
PS to Jt.Managing Director(HRD, Comm., IPC & IT)/VS/Hyd.  
PA to Jt.Managing Director (V&S)/APTransco/VS/Hyderabad.  
PS to Addl. Jt.Managing Director(Distribution)/VS/Hyd.  
PA to Director (Fin. & Rev.)/APTransco/VS/Hyderabad.  
PA to Director (Grid Operations)/APTransco/VS/Hyderabad.  
DE/Tech. to Director (Transmission)/ APTransco/VS/Hyderabad.  
DE/Tech. to Director (Projects )/ APTransco/VS/Hyderabad.  
The Chief General Manager (HRD & TRG)/ APTransco/VS/Hyderabad.  
The Executive Director (G)/CC/ APTransco/VS/Hyderabad.  
The Additional Secretary/ APTransco/VS/Hyderabad.  
The Joint Secretary/A.P.Transco/CTI/Erragadda/Hyderabad  
The Liaison Officer/SC&ST employees Grievances Cell/AP.Transco/VS/Hyd.  
The Chief General Manager (Adm.)/APGENCO/Vidyut Soudha/Hyderabad.  
All Chief General Managers (HRD)/APEPDCL,APSPDCL,APCPDCL & APNPDCL.  
The Joint Secretary (IR)/APCPDCL/Hyderabad.  
The Senior Accounts Officer/SLDC//F&P/APTRANSCO/VS/Hyd.  
The Pay Officer//AO(CPR)//Company Secretary/ APTransco/VS/Hyderabad.  
The Resident Audit Officer/EBCA/ APTransco/VS/Hyderabad.  
All Deputy Secretaries.//All Asst. Secretaries/ APTransco/VS/Hyderabad.  
All Sections in P&G Services/ APTransco/VS/Hyderabad.

**Regulation 7A**

7-A Every TRANSCO employee shall intimate to the Competent Authority within fifteen days from the date of receipt of any foreign currency or foreign goods of value of more than Rs.10,000/- from any person by him or by any person of his family or by any person on their behalf, in the form given in the Annexure III to these rules.

**ANNEXURE – III**

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

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

**Signature of the employee**

Station:

Date:

**Regulation 8**

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

**Explanation:** Canvassing by a TRANSCO employee in support of the business of Insurance agency, Commission agency and the like owned

or managed by his wife or any other member of his/her family shall be deemed to be breach of this sub-rule.

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

#### **Regulation 9**

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

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

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

#### **AMENDMENT -III**

After Sub-Regulation (xlvi) of Regulation 4 of the said Regulations, the following shall be added

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

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

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

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

**Encl:** As above

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

AJAY JAIN  
CHAIRMAN & MANAGING DIRECTOR

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

**Copy to:**

The CE/RAC,Ref.,& IT/APTRANSCO --- *With a request to place the above orders in APTRANSCO Website.*

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/V.S./Hyd.  
PS to Chairman & Managing Director/APTransco/V.S/Hyderabad.  
PS to Jt.Managing Director(HRD, Comm., IPC & IT)/VS/Hyd.  
PA to Jt.Managing Director (V&S)/APTransco/VS/Hyderabad.  
PS to Addl. Jt.Managing Director(Distribution)/VS/Hyd.  
PA to Director (Fin. & Rev.)/APTransco/VS/Hyderabad.  
PA to Director (Grid Operations)/APTransco/VS/Hyderabad.  
DE/Tech. to Director (Transmission)/ APTransco/VS/Hyderabad.  
DE/Tech. to Director (Projects )/ APTransco/VS/Hyderabad.  
The Chief General Manager (HRD & TRG)/ APTransco/VS/Hyderabad.  
The Executive Director (G)/CC/ APTransco/VS/Hyderabad.  
The Additional Secretary/ APTransco/VS/Hyderabad.  
The Joint Secretary/A.P.Transco/CTI/Erragadda/Hyderabad  
The Liaison Officer/SC&ST employees Grievances Cell/AP.Transco/VS/Hyd.  
The Chief General Manager (Adm.)/APGENCO/Vidyut Soudha/Hyderabad.  
All Chief General Managers (HRD)/APEPDCL,APSPDCL,APCPDCL & APNPDCL.  
The Joint Secretary (IR)/APCPDCL/Hyderabad.  
The Senior Accounts Officer/SLDC//F&P/APTRANSCO/VS/Hyd.  
The Pay Officer//AO(CPR)//Company Secretary/ APTransco/VS/Hyderabad.  
The Resident Audit Officer/EBCA/ APTransco/VS/Hyderabad.  
All Deputy Secretaries.//All Asst. Secretaries/ APTransco/VS/Hyderabad.  
All Sections in P&G Services/ APTransco/VS/Hyderabad.

The General Secretary, APEE Union (Regd.No.1104), Mint Compound, Hyd.  
The Secretary General, APSE Employees Union (Regd.No.327), M.C, Hyd.  
The General Secretary, Telugunadu Vidyut Karmika Sangham (Regd.No.1245),  
Mint Compound, Hyd.  
The General Secretary, APSEB Assistant Engineers Association,  
(Regd.No.1185),H.Q. KTPS, New Paloncha, Khammam Dist. - 507 115  
The Secretary General, APSEB Engineers Association, (Regd.No.874/75),  
H.No.6-3-663, Somajiguda, Hyd.  
The General Secretary, AP Power Diploma Engineers Association,  
(Regd.No.B-473), H.No.5-9-22/55, Adarshanagar,Hyd.  
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), V.S/Hyd.  
The General Secretary, APSEB Secretariat Employees Association,  
(Regd.No.54/69), VS, Hyd.  
The General Secretary, United Electricity Employees Union, (Regd.No.B-1829),  
1-1-60/4, Musheerabad, Hyderabad-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 Secretary General, APSEB SC & ST Employees Welfare Association  
(Regd.No.1589), H.No.8-3-228/1280/56, Jawaharnagar, Yousufguda, Hyd.  
The General Secretary, State Scheduled Tribe Employees Welfare Association,  
(Regd.No.956/78), HQ: Mint Compound, Besides APCPDCL Head Quarters  
(New Building), Hyderabad - 500 063.  
The General Secretary, A.P.E.E.P&G & Officers Association, GSR Bhavan,  
H.No.6-1-48/4, (Regd.No.327), Mint Compound, Hyderabad - 500 063  
The General Secretary, Telangana Elec., 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, Hyderabad-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 Rashtra Vidyut Karmika Sangam,  
H.O: Q.No.3-7-443, 444, Beside 132/33 KVSS, Jagital Road, Karimnagar.  
The General Secretary, AP Elec. Board Employees Association,  
(Regd.No.176), 1-24, Venkatapuram, Secunderabad-500 015.  
The Central Record Section. & The Stock File.

**C.No.Addl.Secy./DS(L,IR&Reg.)/AS(L,IR&Reg.)/PO(Reg.&HRMS)/JPO/15/2010**

//FORWARDED BY ORDER//

PERSONNEL OFFICER

**ENCLOSURES TO SUB-REGULATION xviii TO REGULATION 4 OF APSEB  
(REVISED) CONDUCT REGULATIONS.**

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

Signature and designation of the  
officer making the affidavit.

(1)

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

\*\*\*\*\*

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

10. In the case of disposal of property, was requisite sanction obtained/ intimation given for its acquisition. A copy of the sanction/ acknowledgment be attached:
11. (a) Name and address of the party with whom transaction is proposed to be made:
- (b) Is the party related to the applicant? If so, state the relationship:
- (c) Did the applicant have any dealings with party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future?
- (d) How was the transaction arranged? (whether through any statutory body or a private agency through advertisement or through friends and relatives, Full particulars to be given):
12. Any other relevant fact which the applicant may like to mention.

#### DECLARATION

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

*OR*

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

Station:

Signature:

Date:

Designation:

Note: 1. In the above form, different portions may be used according to requirement.

2. Where previous sanction asked for, the application should be submitted at least 30 days before the proposed date of transaction.

(2)

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

\*\*\*\*\*

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

Station:

Signature ....

Date:

Designation of the TRANSCO employee

(3)

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

\*\*\*\*\*

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

Station:

Signature ....

Date:

Designation of the TRANSCO employee.

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

(4)

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

\*\*\*\*\*

Nature of property	Held in whose name	Date and mode of acquisition/ disposal	Name & Address of person from whom acquired/ to whom disposed of.
(1)	(2)	(3)	(4)

Movables (whose value exceeds Rs.20,000)

**Vehicles**

Motor Car

Motor Cycle/Scooter

Any other vehicle

**Electrical Goods**

Air Conditioner

V. C .R./Television

Refrigerator

Any other goods

**Jewellery**

Ornaments

Vessels etc.

**Investment & Cash**

Bank deposits/Debentures/

Shares, Bank balance etc.

**Furniture**

**Livestocks**

**Any other goods**

Whether transaction done within the limits of jurisdiction	Price paid/obtained	Source of payment
(5)	(6)	(7)

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

Station:

Date:

Signature ....

Designation of the TRANSCO employee

(5)

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

\*\*\*\*\*

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
(DEPARTMENT)

MEMO/PROCEEDINGS NO. DT:

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

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

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

SIGNATURE/SEAL

To  
Sri

(6)

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

\*\*\*\*\*

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED  
(DEPARTMENT)

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

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

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

SIGNATURE/SEAL

To  
Sri