

**GOVERNMENT OF ANDHRA PRADESH**  
**FINANCE (FMU-ENERGY, EFS&T) DEPARTMENT**

Circular Memo. No.3189935/FIN01-FMU0ASD(IIE)/16/2026/FMU-ENERGY.Dated:05.05.2026

Sub: Implementation of Prepaid Smart Metering for Government Departments – Consolidated Billing and payment mechanism at HOD level – Instructions – issued.

Ref: GO Rt. No.22, dated 23.03.2026 of Energy (Power-I) Department.

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In the G.O. cited certain modalities have been issued on prepaid smart meters implementation across all Government Departments in the State of Andhra Pradesh.

2. As per the Point No.2 of the modalities in the G.O. cited above , all service connections under a specific DDO shall be grouped into a single Consolidated Prepaid Account. The HoDs shall remit an advance payment against the consolidated group of service connections under their control.

3. In order to smooth implementation of prepaid smart meters in Government Departments, the following instructions are issued for billing purpose.

a) All DDOs in Government Departments shall map all the Unified Service Connection (s) (USCs) under their control to their DDO code through the service titled '**USC Number Confirmation**' provided in CFMS. The facility shows the data provided by the DISCOMs readily for confirmation. It also provides for addition of any service connection, if not displayed. The responsibility of mapping correct USCs lies with the DDOs only.

b) The prepaid meter payment process shall be initiated in respect of all DDOs under their administrative control by the concerned HOD level only.

c) The Head of Account: 3451-00-090-00- (11) Energy -200-209 Electricity Charges will be available to the HODs for generation of bills in CFMS.

d) Based on the previous month consumption data, the DISCOMs shall generate payable recharge / advance deposit amount for the current month in respect of all the HODs. **This information will be shared by the DISCOMs with CFMS on 5<sup>th</sup> of every month.**

e) **The HODs shall raise the bills by 7<sup>th</sup> of every month** based on the recharge / Advance Deposit amount shared by the DISCOMS with CFMS. It may be noted that the billing can be initiated only through the specified tile, viz., '**Billing for CC Charges**', for this purpose made available to the HoDs only.

f) The Pay and Accounts Officer / Treasury Officer shall **audit and pass the bills on or before 9<sup>th</sup> of every month.**

g) Deduction of amount from the advance will be done as per the monthly consumption from the consolidated prepaid Account at the HOD level.

4. To avoid inconvenience of disconnection of service, HODs shall ensure that

- a) All DDOs under their administrative control are mapped their Unified Service Connections in CFMS.
- b) Bills are to raised without fail by 7<sup>th</sup> of every month to ensure continuous power supply.
5. The CEO, APCFSS is requested to take further necessary action for providing required facility in CFMS portal to all DDOs and HoDs in Government Departments. It is also advised to make aware the HoDs of the billing process by providing user manual.
6. The Pay and Accounts Officer / The Director of Treasuries and Accounts is requested to take action to prepare a billing module in consultation with the CEO, APCFSS.

**D. RONALD ROSE**  
**SECRETARY TO GOVERNMENT(B&IF)**

To  
All Departments of Secretariat, A.P., Amaravati.  
All the Heads of the Departments to send instructions to all DDOs.  
The Pay and Accounts Officer, Amaravati at Mangalagiri.  
The Director of Treasuries and Accounts, Amaravati at Mangalagiri.  
The Chief Executive Officer, APCFSS, Amaravati at Mangalagiri.  
The Secretary to Govt., Energy Department, AP Secretariat (with a request to issue suitable instructions to all DISCOMs).

Copy to  
All DISCOMs.

**//FORWARDED BY ORDER//**

  
**SECTION OFFICER**