



ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUTH SOUDHA :: HYDERABAD

Cir. Memo.No.CGM(Adm,IS&ERP)/GM(ERP&IT)/FLM/D.No.257/16, Dt:19-12-16

Sub:-APGENCO – ERP&IT – Implementation of File Lifecycle Management (e-office) in APGENCO Generating Stations – Instructions – Reg.

Ref:- 1) Circular Memo No.CGM(Adm,IS&ERP)/GM(ERP)/DE/TC&IT/e-Office
D.No.242/16, Date:29.11.2016
2)Lr.No.CGM(Adm,IS&ERP)/GM(ERP&IT)/DE(IT)/FLM/D.No.224/16,Dt:19.11.16
3)Memo No.CGM(Adm,IS&ERP)/GM(ERP&IT)/FLM/D.No.689/16,Date:07-11-16

Please refer to the letters cited (2) & (3), regarding conducting of training program for Nodal Officers of generating stations at Training Institute/Dr.NTTPS from 14.11.2016 to 19.11.2016 for implementing File Life Cycle Management (FLM), e-office for APGENCO across all generating stations and the configuration of users data in FLM/SAP is under progress.

In this connection, it is hereby informed that, the Managing Director has instructed to implement FLM (e-Office) in all generating stations across APGENCO to send their files/notes/documents and correspondence to the Head Quarters through FLM(e-Office) only, duly dispensing the physical files/documents w.e.f. 22.12.2016 and requested to follow the instructions scrupulously w.e.f. 22.12.2016.

Chief General Manager(Adm, IS&ERP)

To:
ALL STATION/FUNCTIONAL HEADS of APGENCO

Copy to the:

PA to the Managing Director/APGENCO
ADE/Tech to the Director(HR&IR)/APGENCO
ADE/Tech to the Director(Hydel)/APGENCO
ADE/Tech to the Director(Thermal)/APGENCO
SAO to the Director(Fin. & Comml.)/APGENCO
GM/ERP&IT/APGENCO building /GTS colony

Signature valid

Digitally signed by Mosali
Sujaya Kumar
Date: 2016.12.19 18:14:55
IST