

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA : : HYDERABAD

Memo.No.JS(Per)/DS(Estt)/AS(Estt)/PO-A/161/2015, dt:27.04.2017.

Sub: Estt-APGENCO-Shifting of Head Quarters of APGENCO to Gunadala, Vijayawada City-Intimation of Dates and Guidelines for shifting-Issued.

Ref: Memo.No. JS(Per)/DS(Estt)/PO-A/161/2015, dtd: 21.03.2017.

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In the Memo cited, it was informed that the APGENCO Head Quarters of Vidyut Soudha will start functioning from the New Head Quarters at Gunadala in Vijayawada City from May 2017.

2. According to approved drawings of Floor plans of New Head Quarters at Gunadala, the location of Offices is as follows;

- I) 4th Floor : Managing Director & Directors Chambers, CGM (ADM,IS&ERP) & JS(Personnel)
- II) 5th Floor : CE/TPC, CE/Generation, CE/Commercial, CE/HPC along with their wings.
- III) 6th Floor : CE /Civil/ GS/Hydel, C&I, CE/Civil/Thermal, FA&CCA(Audit & Trust), FA & CCA (R&A), SE/Quality Control along with their wings CGM(Adm, IS&ERP) & JS(Per) wings.

Dispensary
Cruch
Security } Separate accommodation provided in Vidyut Soudha at Gunadala premises.

3. The following is the Schedule for shifting of the respective HODs of Vidyut Soudha.

- i) Offices accommodated in 4th & 5th Floors : Shall start functioning from the New Head Quarters from 15.05.2017.
- ii) Offices accommodated in 6th Floor : Shall start functioning from the New Head Quarters from 22.05.2017.

4. Guidelines for shifting:

The following steps are to be taken by the respective HODs for a smooth shifting of the office of APGENCO Head Quarters from Hyderabad to Vijayawada.

- i) **Files :**
 - The HODs shall prepare a list of entire staff of their office including the outsourcing staff with designation, phone number and the room presently occupied in Vidyut Soudha.

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- The HODs shall make a list of all the files with a Serial number and should have a copy of the Master data of the files within their wing.
 - a) The files corresponding to the ongoing projects
 - b) File which have been circulated within 2 years
 - c) Any other important files decided by the HOD
 - d) The live and relevant files shall be carried to the new Head Quarters.
 - e) The Files which are immediately not carried shall be packed and placed in HODs room for safe custody. The files shall be packed with detailed labelling on it.

ii) Furniture/Inventory:

The HODs shall make a list of the inventory of the following:

- a) Computers and its accessories, printers, scanners
- b) Photo Copying Machines
- c) Chairs, tables, almirahs
- d) Air Conditioners, Coolers
- e) The Computers and its accessories and photo coping machines will be carried by the HODs to the New Head Quarters in the first phase.
- f) The Chief Engineer/Civil/Hydel/GS & C&I will coordinate and arrange for transportation of office records/furniture from Hyderabad to Vijayawada.
- g) The HOD should intimate in advance to Chief Engineer/SE/C&I for making necessary transportation arrangements.

5. The relocation of employees out of Hyderabad though technically not a transfer but the employees are entitled for claiming financial entitlements including sanction of advance, as per transfer rules, as a special case.

6. Facilitation cell at Vijayawada :

A facilitation cell is constituted with the following officers to monitor and ensure that the re-location takes places smoothly.

Sri P. Srirami Reddy, EE/Civil/VS/Hyd : Nodal officer
Mobile No :9493120037

Sri T.Harinarayana Reddy, AEE/Civil : Asst.Nodal Officer
Mobile No :9493120127

7. The HODs, Employees and their Associations may contact the facilitation cell for any clarification or guidance.

**K.VIJAYANAND
MANAGING DIRECTOR**

To
All the Functional Heads of APGENCO
All the Employees

Sri P.Sreerami Reddy, EE/Civil
Sri T.Harinarayana Reddy, AEE/Civil
Through: Chief Engineer/Civil/Hydel/GS & C&I/APGENCO

Copy to the:

Chief Engineer/Civil/Hydel/GS & C&I/APGENCO
PS to Managing Director /APGENCO/VS/Hyderabad
ADE (T)/SAO to All Directors/APGENCO/VS/Hyderabad
The Assistant Company Secretary/APGENCO/VS/Hyderabad
The Pay Officer || Accounts Officer (CPR)/APGENCO/VS/Hyd
Stock file.

//FORWARDED::BY ORDER//


PERSONNEL OFFICER