

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA - 520 004.

APGENCO - COVID-19 (Corona Virus) - Preventive measures to achieve “ Social distancing g to contain the spread of COVID-19 - Permitted to attend office in two groups and to work accordingly in line with the Govt. of Andhra Pradesh - Orders - Issued.

G.O.O. No.639 /CGM(Adm,IS&ERP)/2019

Date :24.03.2020.

Read the following :-

1. From the Deputy Secretary to Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi. F. No. 11013/9/2014-Estt.II, dated 17.3.2020.
2. From the Secretary to Government of India, Department for Personnel & Training, Ministry of Personnel Public Grievances and Pensions, New Delhi D.O. Lr.No.11013/9/2014-Estt.(A-III) dated 19.03.2020.
3. G.O. Rt. No. 584, General Administration (Political .A) Department, dated 19.3.2020.
4. Circular F. No.11013/9/2014-Estt(A-III) dt: 20.03.2020 of Ministry of Personnel, Public Grievances and Pensions Department of Personnel & Training, Govt. of India, New Delhi.
5. G.O Rt.No: 607, General Administration (Ploitical.A) Dept, dated: 21.03.2020.

ORDER :

In the reference 3rd read above, as a part of preventive measures of COVID-19 (Corona Virus) GoAP issued orders among others for closure of Institutions and constitution of High Level Committee for effective monitoring of the steps which are being taken by the stake-holders.

2. Further in pursuance of the instructions issued by the Government of India in the references 1st, 2nd and 4th cited, GoAP issued certain instructions in order to prevent COVID-19 (Corona Virus) in the State of Andhra Pradesh. In line with the Govt.of AP the following instruction are herby issued for strict compliance with immediate effect:

- a) In the Corporate office of APGENCO, all the Personnel Officers and below cadres in P&G Services, all section heads in the rank of Assistant Accounts Officers in Accounts Services and Deputy Executive Engineers and below cadre in Engineering Services shall be grouped as two as per the requirement and permitted to attend office accordingly. The remaining officers should attend office regularly.
- b) All officers belonging to Dy.Executive Engineer and below cadres in Engineering, Personnel Officer and below cadres in P&G and Astdt.Accounts Officer and below cadres in Accounts shall be grouped as two as per requirement at respective Stations/Corporate Office(approximately 50%) and permitted to attend office accordingly.
- c) The Officials appointed as Advisors, Chairpersons & Consultants after retirement who are of the age of 60 years and above are allowed to work from home with the permission of Heads of the Department, without adversely affecting their consultancy fee/honorarium.
- d) The Officials/Staff who wish to self-quarantine, as a preventive measure and crossed 50 years of age and have underlying conditions i.e., Diabetes, Respiratory problems, Renal diseases and other life-threatening illness for a period up to 4th April, 2020 to grant commuted leave without production of medical certificate by the competent authority.

- e) The contractual/outsources staff shall also be allowed to attend office on rotational basis as has been allowed in the case of regular employees.
- f) The group who are attending office shall also be grouped as three and staggered their timings as follows to minimise the large gathering at a time :
 - i) 9.30 AM to 4.30 PM
 - ii) 10.00 AM to 5.00 PM
 - iii) 10.30 AM to 5.30 PM
- g) However, all the staff members who are permitted to work from home should be available on telephone and electronic means of communication and attend the duties through F.L.M/ e-Office;
- h) **These instructions are not applicable to Essential Service Employees working in generating stations and care should be taken to ensure uninterrupted power generation.**
- i) Grievance petitions shall not be allowed in all the Offices.
- J) As far as possible, visitors must be restricted in offices.
- k) The above instructions are in force till 4th April 2020.

3. All the Functional Heads in Corporate Office and Station Heads shall ensure and comply with the said guidelines to help in fighting this pandemic situation and it is in the interest of health of all the employees and all are requested to cooperate.

4. The above instructions shall come into force with immediate effect.

(BY ORDER AND IN THE NAME OF THE ANDHRA PRADESH POWER GENERATION LIMITED)

B. SREEDHAR
MANAGING DIRECTOR

To

All Functional Heads in Corporate Office/APGENCO/VS/Vijayawada
All Station Heads in APGENCO.
PS to MD/APGENCO/Vidyut Soudha/Vijayawada.
Dy.EE/Techl. to Director(HR&IR)/APGENCO/VS/Vijayawada.
Dy.EE/Techl. to Director(Hydel)/ APGENCO/VS/Vijayawada.
Dy.EE/Techl. to Director(Thermal)/APGENCO/VS/Vijayawada.
Dy.CCA to Director (Finance & Comml.)/APGENCO/VS/Vijayawada.

Copy to:

The Secretary to Govt. Energy Department, AP Secretariat, Velagapudi, Amaravathi.

C.No.CGM(Adm,IS&ERP)/DS(Estt.)/AS(Reg.& Panels)/PO(Reg.&PNT)/J/Covid19/2020.

//FORWARDED BY ORDER//


PERSONNEL OFFICER