

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

ABSTRACT

Estt. – APGENCO – General Transfer Policy and Guidelines for Engineering, Accounts and P&G Service Personnel in APGENCO – Orders – Issued.

G.O.O.No.558/CGM(Adm.)/2012

Dated: 21.01.2013.

Read the following:-

G.O.O.No.157/CGM(Adm.)/2005, dtd.25.07.2005.

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ORDER:

After careful consideration, the APGENCO issues the General Transfer Policy annexed to this order in respect of Engineering, Accounts and P&G Service Personnel for implementation.

Encl: Annexure.

K VIJAYANAND
MANAGING DIRECTOR

To
The Chief General Manager(Adm.)/APGENCO.
All Chief Engineers/APGENCO.
The Joint Secretary (Personnel)
All Superintending Engineers/APGENCO.

Copy to the:

PS to Chairman/APGENCO.
PS to Managing Director/APGENCO.
Deputy CCA to Joint Managing Director/APGENCO.
SE/Techl. to Director(Technical)/APGENCO.
ADE/Techl. to Director(Hydel)/APGENCO.
AS to Director(Projects)/APGENCO.
PA to Director(Thermal)/APGENCO.
PA to Director(Coal & Logistics)/APGENCO.
AS to Director(HR)/APGENCO.
PA to CGM(HR)// JS(Per)// ED(IS)/APGENCO.
Chief of Vigilance & Security/Company Secretary/APGENCO.
All Financial Advisors & Chief Controllers of Accounts/APGENCO.
All Dy CCAs/Dy.Secretaries/Asst.Secretaries/Law Officers/APGENCO.
All Divisional Engineers // DE(MPP)APGENCO.
Pay Officer // Accounts Officer(CPR)/APGENCO/VS/Hyd.
The Secretary General, APSE Board Engineers Association(Regd.No.874),
Somajiguda, Hyderabad.
The General Secretary, A.P.S.E.B. Assistant Engineers Association (Regd.No.1185),
New Paloncha-507115.
The Secretary General, APGENCO Diploma Engineers Association (Regd.No.H-48),
Affiliated to APPGEU-E-1535, H.Q.SRT-30, 'A' Colony, VTPS, Ibrahimpatnam.

- The General Secretary, A.P. Power Diploma Engineers Association (Regd.No.B-473), (Recognized), H.No.5-9-22/55, Adarsh Nagar, Hyderabad.
- The General Secretary, APSEB Chemists Association (R.No.756), Paloncha, -507115.
- The General Secretary, State Scheduled Tribe Employees Welfare Association (Regd.No.956/78), Mint Compound, Hyderabad.
- The Secretary General, APSEB SC & ST Employees Welfare Association, (Regd.No.1589), H.O: Mint Compound, Opp. A.P.Text Book Press, Khairatabad, Hyderabad.
- The President Power Gen. Coprn., BC Employees Welfare Association (Regd.No.1204/01), H.No.14-3-237, Goshamahal, Begum Bazar, Hyd – 12.
- The General Secretary, Telangana Electricity Employee's Association (Regd.No. H-61/05), H.No.14-3-237, Goshamahal, Begumbazar, Hyderabad-12.
- The General Secretary, Telangana Vidyut Engineers Assn., (Regd.No.1438/2007), KTPS. Paloncha.
- The General Secretary, Genco Engineers Assn. (1269/09/T5), Omshanti Towers, Plot No.144, Motinagar, Hyderabad.
- The General Secretary, Electricity B.C. Employees Welfare Association (Reg.No.1681/2006), Q.NO.E-40, APGENCO Housing Colony, KTPP, Chelpur, Bhupalapally, Warangal-506 168.
- The Secretary General, Electricity OC Employees Assn., (Reg.No.1088/08), H.No.1-1-287/33A, Chikkadapally, Hyderabad.
- The General Secretary, Genco Mechanical Engineers Association (Regd.No.1805/02), Qr.No. BED-5, KTPS-'C' Colony, Paloncha – 507115.
- The Secretary General, AP Power Engineers Assn., (Regd.No.279/09), H.No.1-9-286/2/4/2/A, Ram Apartments, Vidyanagar, Hyderabad – 44.
- The General Secretary, A.P. Tansco & Genco SC/ST & Dalitha Christian Employees Association, Plot No.216, Behind Donald Church, Shivanagar Colony, Hyderguda, Post, Hyderabad-48.
- The Secretary General, Telagana Genco Transco Discoms SC/ST Employees Association, C-37, 'A' Colony, Ramagundam – 505208, Karimnagar Dist.
- C.No.CGM(A)/DS(A)/AS(A)/PO-E2/1795/2011

//FORWARDED BY ORDER//

PERSONNEL OFFICER

ANNEXURE TO G.O.O.No. 558/CGM(Adm.)/2012, dtd.21.01.2013
GENERAL TRANSFER POLICY FOR ENGINEERING, ACCOUNTS AND
P&G SERVICE PERSONNEL

GUIDELINES

Employees of the Corporation are required to expose themselves to various functions attached to a post. Therefore, it was considered necessary to evolve suitable Transfer policy to regulate the movements so that no room was left for arbitrariness. The salient features of the policy are as under:

A) Job Rotation: Periodical rotation of Employees between Sub-divisions/Divisions/ Circles of the Generating Station on completion of 3 years service in the present post as on **31st March** of every year as detailed below:

Sub-Engineer	Different function in the same Sub-Division, if no alternative function is available to a different Sub-Division in the same Division.
AE, AAE, Chemist & its equivalent cadres in Accounts and P&G services	Different function in the same Division if alternative functions are available. If no alternative function is available, to a different Division in the same circle of the Generating Station. Guidelines will be issued separately.
Assistant Divisional Engineer/Asst.Executive Engineer, Senior Chemist & its equivalent cadres in Accounts and P&G services	Different function in the same Division if alternative functions are available. If no alternative function is available, to a different Division in the same circle of the Generating Station. Guidelines will be issued separately.
Divisional Engineer/ Executive Engineer & its equivalent cadres in Accounts and P&G services	Different function in the same Generating Station. Guidelines will be issued separately.

i) Job rotation will be effected for all those who completed 3 years of service in the present post. Every year the number of transfers on Job rotation shall not be more than **25%** in each cadre/category. Job rotation shall be made by counseling in the order of merit, based on the marks secured in terms of Item (B)(b) below.

ii) Length of service put in the present post may form the basis for calculation of 3 years of continuous service. Thus, employees in present post in the order of seniority may be considered for job rotation.

iii) Request for job rotation may be considered within the Generating Station after completion of two years in the given cadre and posting against clear vacancies, based on genuineness and suitability.

- i) The following authorities are competent for effecting job rotation of the employees on completion of 3 years of service in a post.

Competent Authority	Cadres
	Job rotation/transfer on completion of 3 years service in a post
Functional Director	DE and its equivalent cadres
CE/SE in charge of the Generating Station	AE, AAE, ADE/AEE, Chemist, Sr.Chemist and its equivalent cadres in Accounts Service under his jurisdiction

B) General Transfer Policy: The Assistant Divisional Engineers/Asst. Executive Engineers, Divisional Engineers/Executive Engineers, Senior Chemists, Chief Chemists and its equivalent cadres in Accounts, P&G Services (including HR wing) who have **completed minimum 5** years in the present Generating Station in all cadres are to be transferred to some other Generating Station. The employees in the present post in the order of station joining seniority may be considered for transfer. Every year number of transfers to be effected shall not be more than 10% in each cadre/category.

In respect of Asst. Engineers/Chemists, Junior Accounts Officers and Sub-Engineers (zonal recruitees) the policy shall be implemented for transferring them to any other generating station situated within the same zone.

Operational Guidelines for General Transfer Policy:-

- a) The vacancies shall be filled as detailed:
- i) 25% of vacancies - Medical Grounds of (Self, Spouse, dependent children only in that order). The incumbents with chronic disease (either self or spouse or dependent children) of cancer, heart operation, neurosurgery only for Brain/Spinal Cord, tuberculosis, kidney transplantation/dialysis, Bone T.B. This concession is only for those who have already availed credit card for the disease. Counseling for these vacancies shall be held in the order of merit secured in terms of item (b) below among such claimants.
 - ii) 25% of vacancies - Spouse working in Central/State Governments and PSUs of Central and State Governments
 - a. Non-transferable
 - b. Transferable in that orderCounseling for these vacancies shall be held in the order of merit secured in terms of item (b) below among such claimants.
 - iii) 50% of vacancies in the order of merit secured in terms of item (b) below.
- In the absence of requests against the specified category for item (i) & (ii) above, such vacancies shall be filled in terms of item (iii) above.
- b) It was decided to award marks for each completed year of service in each generating station keeping in view of the amenities such as Hospitals, Schools, Roads, and distance to

the nearby Mandal/District Head quarters/Municipality. The Marks assigned to each Generating Station and to Corporate Office is as detailed below:-

Sl. No.	Name of the generating station	Marks to be awarded for each completed year of service in the generating station
1	Headquarters	1
2	SDSTPS/KRISHNAPATNAM or erstwhile NTS	1
3	O&M/Dr.NTTPS	1
4	T.I/Dr.NTTPS	1
5	GTPS	1
6	MHS/Singur	1
7	O&M/KTPS	2
8	O&M/KTPS V Stage	2
9	O&M/RTS	2
10	O&M/RTPP Stage-I-III	2
11	O&M/N'SAGAR	2.5
12	MHS/PABRHES	2.5
13	NSTPD	2.5
14	PULICHINTALA HES	2.5
15	Polavaram HES	2.5
16	O&M/TBDAM	2.5
17	O/o SE/MHS	2.5
18	MHS/Pochampad	2.5
19	MHS/Peddapally	2.5
20	MHS/Nizam Sagar	3
21	PUTTAMGANDI	3.5
22	PJHES(Jurala)	3
23	LOWER JURALA HES	3
24	SRBHES	3
25	SLBHES	3
26	O&M/KTPP	3.5
27	O&M/LSHES	4
28	Upper Sileru HES	4
29	O&M/MACHKUND	5
	Employees absorbed from APTransco & other Discoms	
30	Worked in District Head Quarters	1
31	Worked in Mandals	1
32	Worked in Rural Areas	2.5
33	Worked in Agency Areas	4

c) For reckoning the length of service, fraction of a year equal to half year and above shall be treated as one year.

C. Transfer on promotion:

- a) The number of vacancies proposed to fill in by promotion (station wise & branch wise) shall be notified by the management before taking up transfer by promotion.
 - b) Transfers shall be done only to the existing clear vacancies notified as per (a) above.
 - c) On promotion transfer and posting shall be made by counseling in the order of merit, based on the marks secured in terms of Item (B)(i) above.
2. Employees who have covered under the zone of consideration of General Transfer Policy and are having mentally retarded children. Critically ill (either self, spouse or dependant children) are exepcted from the policy, if they desired, subject to certification by the Medical Board.
3. Employees who are likely to get promotion and are empanelled in the approved list of promotion, will be exempted from the General Transfer Policy as they will be covered in the promotion Transfer policy.
4. By January ending every year, station heads will display the order of seniority in each cadre based on date of joining in the station along with the marks secured in terms of item (B) (b) above.
5. Transfers shall be made by counseling every year during 15th April to 30th April. The cut off date for eligibility is 31st March. Any request application should reach Corporate Office by 31st March. If any person fails to apply within time frame and attended counseling, such persons will be allocated to the left over vacancies in the counseling and no further correspondence will be entertained in this regard.
6. During the Counseling the employee who covered under the zone of consideration of General Transfer Policy can opt for retention in the same place, for one year, provided the vacancy exists when his turn for counseling come up for consideration. However, his candidature will again come up for consideration in terms of item (B) above in the subsequent year and he may not have the option to choose the same place.
7. Request **to participate in the counseling** shall be considered after 2 years in Sileru/Machkund Complex and 3 years in other Stations. **However, the employee, who wish to participate in the counseling at his request, has the option to withdraw from the process of counseling.**

8. While effecting the transfers, the competent authorities may give precedence to married couples working in APGENCO to be posted in the same place. Employees whose spouse is working in Central/State Governments and PSUs of Central and State Governments at the present place may be transferred nearest to the present place of working only subject to availability of vacancies.
9. No employee who has put in less than one year of service shall be considered for transfer.
10. Employee due for retirement of the year under consideration shall not be transferred.
11. Transfer orders shall be issued on or before 30th April of every year.
12. No transfer orders shall be issued after 30th April except on disciplinary/vigilance grounds/on promotion.
13. Every employee shall serve for a minimum of 3 years in field in the given cadre.
14. All employees in respect of whom orders of transfer are issued shall be relieved promptly by the Controlling Officer and the officer transferred shall report to the new place on or before 30 the June of every year..
15. Once transfer orders are issued by the competent authority, review of orders shall not be considered. The person must join in the place of posting as per transfer order. Disobeying of posting orders will make the individual liable for disciplinary action. Any extraneous/political pressures are brought by any of the employee not to effect transfer, necessary disciplinary action will be initiated against such employee as per the APSEB D&A regulations.
16. Before issuing orders competent authority may ensure that all the transfers are as per guidelines.
17. The service rendered as Trainee will be considered while computing the period of 3 years in a post.
18. The APGENCO/Station Head reserves the right to transfer any employee even before completion of minimum service as the exigencies of work of the Corporation warrant in public interest and to suit administrative conveniences.
19. Personnel & General Service and Accounts service employees are liable for transfer after completion of five years from the present place of working to any other generating station on par with Engineering personnel.
20. The decision of the APGENCO with regard to transfer and postings is final.

21. The powers to review modify/amend the provisions of the above scheme shall be vested with the APGENCO.

22. The Chief General Manager(Adm.)/Chief Engineers/Joint Secretary (Personnel) and Superintending Engineers are requested to take further necessary action accordingly.

23. The Transfer Policy shall not be applicable in case of Divisional Engineers on promotion as Superintending Engineers and Superintending Engineers on promotion as Chief Engineers. The APGENCO shall be vested with full powers for posting and transfers to these categories either on promotion or on General Transfers.

K VIJAYANAND
MANAGING DIRECTOR

//FORWARDED BY ORDER//

PERSONNEL OFFICER