

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
ABSTRACT**

Estt. - APGENCO - General Transfer policy and Guidelines for Engineering, Accounts, P&G and O&M Services etc., in APGENCO for the year 2022-2023 - Orders - Issued.

G.O.O No.44/CGM(Adm.,IS & ERP)/2022

Dated:02.06.2022

ORDER:-

Many representations are being received from employees for transfers and posting on personal reasons. The employees have been working in the same place since considerable time resulting stagnation. Keeping in view of Organizational requirement the transfer/Job rotation is an initiative in the direction to bring exposure in cross function and technology for individual career development & enrichment which in turn facilitates to acquire broad competency profiles to enable succession planning and optimum utilization of Man power.

2. The transfer policy shall be effective from 02.06.2022 to 23.06.2022.

II. Principles for Transfers and Postings

The following principles may be adopted while effecting transfer of employees:

- i. Who have completed 3 years of service in the present post as on 30.04.2022 shall be transferred.
- ii. Who have completed 5 years of service in a generating station/Corporate office as on 30.04.2022 shall be effected.
- iii. The service rendered on contract basis / deputation will be considered while computing the period of 3 years/5 years service.
- iv. The total transfers in any cadre be limited to 20% of the cadre strength of the existing employees in the order of the seniority of continuous service in the station including deputation.
- v. In case regular employee is identified for transfer within 20% quota visa a vis, a deputationist having more service than the regular employee in the same station, then the deputationist is to be considered for transfer.

Contd.,2

III. Transfer on Personal grounds:

The following category employees who are requesting for transfer on personal grounds shall have put in more than 2 years of service.

- i. Employees with disabilities (VH,HH,PH)of 40% or more as certified by a competent authority as per “persons with disabilities Act 2016”.
- ii. Spouse cases (only one of the spouses shall be shifted following the prescribed procedure)
- iii. Employees having mentally challenged children to a place where medical facilities are available.
- iv. Widow employee appointed on Compassionate appointments.
- v. Medical grounds for the diseases (either self or spouse or dependent children and dependent parents) of Cancer, Open Heart Operations, Neuro Surgery, Kidney Transplantation to places where such facilities available.

IV. Mutual transfers:

- i. The employees seeking transfer on mutual grounds shall have put in more than 1 year of service at their present respective station as on 30.04.2022 with a minimum left over service of 1 year.
- ii. Mutual transfers shall not be considered for the employees who have worked for 3 years and above.

V. Order of preference for considering transfer request on personal grounds :

- i. Employees with disabilities of 40% or more as certified by a competent authority as per “persons with disabilities Act 2016”.
- ii. Employees having mentally challenged children to a place where medical facilities are available.
- iii. Medical grounds for the diseases (either self or spouse or dependent children or dependent parents) of Cancer, Open Heart Operations, Neuro Surgery, Kidney Transplantation to places where such facilities available.
- iv. Widow employee appointed on Compassionate appointments.
- v. Spouse cases (only one of the spouses shall be shifted following the prescribed procedure). Once the facility is utilized, the next request can be made only after eight years.

VI. Procedure for transfers

- i. All transfers shall be affected against the clear vacancies
- ii. All the transfers shall be affected by the competent authorities as per the existing orders of delegation subject to the existing APGENCO orders and conditions prescribed.

iii. Competent Authorities:

Sl.No	Competent Authority	Cadre
1	Chief Engineer/ Functional Heads	Up to the level of Executive Engineer and equivalent cadres within his jurisdiction.
2	Concerned Director(s) and Director (HR&IR)	Up to the cadre of Class-III employees across the organisation
3	Managing Director	SE & above and equivalent cadres within the Station. Class-II and above cadre employees across the organisation

- iv. Employees transferred on their own request on personal grounds will not be eligible to claim TTA and other transfer benefits.
- v. Employee in Class-II and above shall serve minimum 3 years in respective cadre.
- vi. Employees availed transfer on his own request may be eligible to request for transfer only after 8 years.
- vii. There shall be job rotation from one function to another function.
- viii. Request transfers may be considered within the station after completion of two years of service in the given cadre based on requirement and suitability.
- ix. While considering the request transfers based on above conditions, preference shall be given to the employee with the longest tenure at a particular duty station.
- x. No employee who has put in less than one year of service shall be considered for transfer.
- xi. The employees who are retiring on or before 31.03.2023 shall not be transferred except in special cases.
- xii. The visually challenged employees are exempted from transfers except when they make a specific request for transfer. As far as possible, these categories of employees may be posted at a place of their choice subject to availability of a clear vacancy.

- xiii. The requests of the employees having any disciplinary charges/ACB/Vigilance cases pending against him/her shall not be considered for transfer. The Authority shall indicate that fact clearly against the name of that employee if there is any request for transfer.
- xiv. The competent authority to whom the powers were delegated may be personally responsible for Compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be viewed seriously.
- xv. The Officer immediately superior to competent authority may ensure that all the transfers are as per guidelines.
- xvi. Transferred employees should be relieved by the HoDs/Controlling Officers concerned by 23.06.2022.
- xvii. Transfers on mutual grounds or request grounds shall not be done between the offices located in same station.
- xviii. Service rendered at Dr.NTTPS/O&M, Training Institute , Dr.NTTPS Stage V Construction will be considered as single unit for counting of service.

VII. The employees may submit their applications requesting for transfers either on personal grounds or on mutual basis on or before 10.06.2022 to the competent authority. Applications received after due date will not be entertained till further notification.

3. These orders are available in APGENCO Website and can be accessed at the address <https://www.apgenco.gov.in>.

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

B.SREEDHAR
MANAGING DIRECTOR

Copy to the:

All Station Heads of APGENCO & All Functional Heads in Corporate Office
Chief General Manager/APPDCL/Central Excise Colony/Vijayawada-520008

All Superintending Engineers of APGENCO

Superintending Engineer/TBHES/Tungabhadra Dam

Deputy Secretary/Adm/Vidyut Soudha/Vijayawada.

Deputy Secretary/Estt/Vidyut Soudha/Vijayawada.

Dy.EE(Techl.) to the Managing Director/Vidyut Soudha/Vijayawada.

Dy.EE(Techl.) to Director (Thermal)/Vidyut Soudha/Vijayawada.

Dy.EE(Tech) to Director(Coal & Logistics)/Vidyut Soudha/Vijayawada.

Dy.EE(Techl.) to Director (Hydel)/Vidyut Soudha/Vijayawada.

AO to Director (Finance & Commercial)/ Vidyut Soudha/Vijayawada.

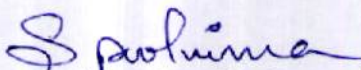
PO to Director(HR&IR)/Vidyut Soudha/Vijayawada.

PA to the Chief General Manager(Adm, IS&ERP)/ Vidyut Soudha/Vijayawada.

Stock File.

Endt No.CGM(Adm,IS&ERP)/DS(Adm)/EE(Adm)/Dy.EE(Adm-II)/AEE-II/D.No.221/22,Dt:02 .06.2022

// FORWARDED :: BY ORDER //


Deputy Executive Engineer (Adm-II)