

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
ABSTRACT

Estt- APGENCO – **Submission of Annual Appraisal Reports and Annual Property Returns by Employees through E – Office in ERP System – Orders- Issued.**

GOO.No.158/CGM(Adm,IS&ERP)/2022

Date:28.10.2022

Read the following:-

Note Approval in E-Office vide File No.APG/CGM(Adm,IS&ERP)/  
GM (IT&ERP)/EE-2/E-Office/ AAR/1081/2022.

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ORDER:

It is observed that the Employees are submitting Annual Appraisal Reports(AARs)/Annual Confidential Reports(ACRs) & Annual Property Returns(APR) in hard copies (physical form) every year. As a part of digitalization, it is decided to process the above reports/returns through E-Office in ERP System to ensure the paperless environment and to increase the accuracy of the appraisal duly dispensing the manual system.

2. It is therefore directed to all the Station Heads and Functional Heads of APGENCO to cause necessary instructions to the concerned to submit the Annual Appraisal reports/Annual Confidential Reports (Financial Year) & Annual Property Returns (calendar year) through E-Office (ERP System) henceforth. No hard copies will be entertained in future.

(BY ORDER AND IN THE NAME OF THE A.P.POWER GENERATION CORPORATION LIMITED)

B.SREEDHAR  
MANAGING DIRECTOR

To  
All the Station Heads/Functional Heads of APGENCO  
The Chief General Manager(APPDCL)

Copy tothe:

Dy.EE(T) to Managing Director/APGENCO  
Dy.EE(T) to Director(Thermal)/APGENCO  
Dy.EE(T) to Director(Hydel)/APGENCO  
Dy.EE(T) to Director(Coal&Logistics)/APGENCO  
AO to Director(Fin.&Comml.)/APGENCO  
PO to Director(HR&IR)/APGENCO  
PA to CGM(Adm,IS&ERP)/APGENCO  
General Manager(ERP&IT)– For Necessary Action  
DS(Estt)/GM(HR-Adm)/APGENCO  
Stock File

C.No.CGM(Adm,IS&ERP)/DS(E)/AS(PNT &Reg)/164/2022, Dt.28.10.2022

// FORWARDED :: BY ORDER //

J. Nalini  
ASSISTANT SECRETARY