



ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
(A Govt. Of A P Undertaking)
Vidyut Soudha, Vijayawada-520 004.

Estt. - APGENCO - General Transfer policy and Guidelines for Engineering, Accounts, P&G and O&M Services etc., in APGENCO for the year 2023-2024 - Orders - Issued.

G.O.O No. 47 /CGM (Adm., IS & ERP)/2023

Dated: 19.05.2023

ORDER:-

Many representations are being received from employees for transfer and posting on personal/Medical grounds. The employees have been working in the same places, since considerable time resulting stagnation. 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 Manpower.

2. After careful consideration, the following guidelines for General Transfer Policy 2023-24 effective from 22.05.2023 to 31.05.2023 are hereby issued.

A. Inter Plant including Corporate Office:

I. The criteria for effecting transfers will be as under

- a. Shall be effected to employees of all cadres who have completed 5 years of **total** service as on 30-04-2023. Service in all cadres at the Station/Corporate Office shall be counted while calculating the period of stay. **Less than 2 years of break in service shall be treated as continuous service. However the service will be excluded from the present station service.** The service rendered on deputation will be considered while computing the period of 5 years service. More than 3 months continuous period of deputation placed under organization interest will be excluded from the continuous service.
- b. The total transfers shall be limited to 5% of the existing employees of the cadre in the station, in the order of seniority of service.
- c. For arriving 5% transfers of the cadre-wise existing employees in each station, civil stream shall be considered separately and all other streams combinedly as one stream in each cadre.
- d. In case of two employees with equal days of service rendered are identified for transfer within 5% of quota then the date of birth will be the criteria [elder one] to identify the officer to be transferred.

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- e. In case regular employee is identified for transfer within 5 % 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 (State cadre Employees).
- f. The candidates appointed against zonal recruitment and presently working in other zones/Corporate offices on transfer/deputation, will be considered in their deputation station for effecting inter plant transfers.
- g. Station seniority in the cadre of AEE/AE shall be considered separately, for computing service/man-days in respect of AEE/AE cadre.
- h. Marks system will be considered for effecting transfer as indicated in General Transfer Policy issued vide G.O.No.558, dated 21.01.2013, except for DrNTTPS, TI/DrNTTPS & SDSTPS for which 1.25,1.25 & 1.5 marks for each completed year of service respectively shall be awarded. Two marks for each completed year of service rendered at Telengana during 2014 to 2020 and allocated to AP, irrespective of the place of service rendered in Telengana, shall be considered for effecting transfers.
- i. Transfer protection shall be considered for 2 office bearers only either at state level/ branch level for each union/association, which are constituents of Tripartite Agreement entered at the time of un-bundling of erstwhile APSEB. The details of office bearers to whom transfer protection is sought shall be submitted by the competent person of the union/association on its letter head.
- j. If the value of percentage transfers comes out to less than 0.5, then the senior most employee, who completed 5 years service shall be considered for transfer. For example if the existing cadre strength of eligible employees lies between 1 and 9, then 5% comes out to less than 0.5. In such scenario one employee in the cadre is to be transferred. If the decimal value of percentage transfers comes to 0.5 or above, the value shall be rounded to nearest higher integer. If the decimal value of percentage transfers comes out to less than 0.5, the value shall be rounded to nearest lower integer.
- k. Service rendered at
 - i. Dr.NTTPS/O&M, Training Institute & Dr.NTTPS Stage V Construction will be considered as single unit for counting of service.
 - ii. APGENCO/Corporate Office/Vidyut Soudha and APPDCL/Corporate office/ Vidyut Soudha, will be considered as single unit for counting of service. With regard to APPDCL and APGENCO Headquarters, service rendered w.e.f 07-06-2017 will be considered. In case of two employees with equal days of service rendered are identified at APGENCO/Corporate Office/Vidyut Soudha and APPDCL Corporate Office for transfer within 5% of quota, then the previous service rendered at respective corporate offices in Hyderabad will be considered to identify the officer to be transferred.

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- l. If one of the spouse (APGENCO) is covered under transfer policy then the request of the spouse who is not covered under the transfer policy will be considered and both will be transferred & posted to same place subject to availability of vacancy.
- II. **Exemptions for employees:** The exemptions will be considered as per the request of the employees with relevant supporting documents received within the due date.
- i. Widow employees on request.
 - ii. Employees who are retiring on or before 30.06.2024 except in special cases.
 - iii. 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.
 - iv. Employees working in Hotlines area.

B. Request Transfer on Personal grounds:

- I. The following category employees who are requesting for transfer on personal grounds under general transfer policy shall have to put in a minimum of 2 years of service as on 30.04.2023 in the present station for consideration subject to availability of vacancy.
 - a. Employees with disabilities (VH,HH,PH) of 40% or more as certified by a Competent Authority in terms of "Persons with disabilities Act 2016".
 - b. Employees having mentally challenged children to a place where medical facilities are available.
 - c. Medical grounds for the diseases(either self or spouse or dependent children) of Cancer, Open Heart Operations, Neuro Surgery, Kidney Transplantation and liver transplantation to places where such facilities are available.
 - d. Widow employees.
 - e. Spouse cases:
 - (i) Working in different APGENCO stations to nearest place/same station.
 - (ii) Working in other government departments to the nearest station.
 - (iii) In both the cases, once the facility is utilized by any of the spouse, the next request can be made only after five years.

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- f. 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 the fact clearly against the name of that employee if there is any request for transfer.
- g. Employees availed transfer on his/her own request may be eligible to request for transfer only after 8 years.

II. Order of preference on considering transfer request against personal grounds:

- a. Employees with disabilities of 40% or more as certified by a Competent Authority in terms of "Persons with disabilities Act 2016".
- b. Employees having mentally challenged children.
- c. Medical grounds for the diseases (either self or spouse or dependent children) of Cancer, Open Heart Operations, Neuro Surgery, Kidney Transplantation.
- d. Widow employees.
- e. Spouse cases.

C. Mutual transfers:

The employees seeking transfer on mutual grounds shall have to put in more than 1 year of service at their present place of working, as on 30.04.2023 with a minimum left over service of 1 year. Such transfers are allowed for one time only in each cadre based on gravity and suitability.

D. Intra Station Transfers:

- i. Who have completed 3 years of service in present posting a Generating Station/Corporate Office, as on 30.04.2023 shall be effected, to have job rotation from one function to another function.
- ii. All the transfers shall be affected with the due approval of the competent authorities as per the existing orders of delegation.

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E. Common guidelines:

- i. The competent authority to whom, the powers are delegated is personally responsible for Compliance with the guidelines prescribed above and any deviation from the guidelines here in shall be viewed seriously.
- ii. The Officer immediately superior to competent authority may ensure that all the transfers are as per guidelines.
- iii. Transferred employees should be relieved by the HODs/Controlling Officers concerned by 02.06.2023.
- iv. The employees may submit their applications requesting for transfers either on personal grounds or on mutual basis from 19.05.2023 to 25.05.2023 to the competent authority. Applications received beyond the above mentioned period will not be entertained for scrutiny.
- v. The Ban on the transfers shall come in to force with effect from 01.06.2023.
- vi. The request for transfer shall invariably be sent to the

Mail ID: transfers@apgenco.gov.in within the time frame mentioned above.

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)

**K.V.N.CHAKRADHAR BABU
MANAGING DIRECTOR**

Copy to:

All Station Heads of APGENCO & All Functional Heads in Corporate Office .
Chief General Manager/APPDCL Corporate Office/APPCC Building/Vidyut Soudha.
Joint Secretary (Per)/Vidyut Soudha.
General Manager(HR-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.
AE(T) to the Chief General Manager(Adm., IS & ERP)/ Vidyut Soudha/Vijayawada.
Stock File.

Endt No.CGM (Adm,IS&ERP)/GM(HR-Adm)/EE(Adm)/Dy.EE(Adm-II)/AEE-I/D.No.274/23,Dt:19. 05.2023

// FORWARDED :: BY ORDER //


Deputy Executive Engineer (Adm-II)