ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA::VIJAYAWADA

Memo No.CGM (Adm,IS&ERP)/SE(ENQ)/EE(MPS)/DEE(MPS)/AEE(MPP)/DNo. 140 /26, Dt. 03.11.2026

Sub: Estt. – APGENCO-Implementation of a comprehensive Performance Management System - Defining Job Descriptions(JDs) in the E-Office portal, Certain Instructions – Issued.

Ref: Approved E-file no.1088/2026, Dt.14.09.2026.

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APGENCO has articulated an ambitious vision: **"To be the best power utility in the country and one of the best in the world."**To achieve its ambitious vision, one of the key requirement areas is "establishment of a comprehensive Performance Management System" i.e., defining specific Job Descriptions (JDs), Key Result Areas (KRAs) and Key Performance Indicators (KPIs) across all cadres of APGENCO.

Such a system would facilitate objective performance assessment and foster a culture of transparency, accountability, meritocracy and performance excellence across the organisation. Clearly defined KRAs establish the key responsibilities and expected outcomes for every position within the Organisation. Employees can clearly understand the critical areas for which they are accountable, able to prioritize their works affectively and focus on activities that directly contribute to Organisational objectives.

As an initial step towards the implementation of the Performance Management System, the detailed information regarding the specific duties and responsibilities (job descriptions) currently being performed by each employee along with certain related informationis to be mapped with the position being held by them. To achieve this, a dedicated webpage has been developed by the APGENCO IT wing, which can be accessed by all the employees through a tile provided in their respective e-Office login. The self-explanatory SOP for updating the details is also available in the e-Office for reference.

In this regard, it is here by instructed that all the employees shall login to their respective e-office account and to update the job description, Duties/ Key Responsibilities of the post hold by them under the tile "Job Evaluation".The reporting officers shall observe with due care and verify the data submitted by their sub-ordinate employees and make necessary modifications if required. The reporting officers shall validate the details uploaded by their sub ordinate employees. The concerned section officers are responsible to update the job descriptions and other related information of their sub-ordinate O&M staff.

Signature valid
Digitally signed by PADMA SUJATHA MOSUGANTY
Date: 2026.11.03 11:33:48 IST

The following officials are here by nominated as Nodal Officers for the respective Stations to accomplish the above tasks. The designated Nodal Officers shall interact with the concerned ERP wing at HQ in case of any issue arising while updating the job descriptions:

S.No.	Station Name	Name & Designation	Employee Id	Contact No.
1	Vidyut Soudha	E. Ramachandra, DEE/MPS-II	1071870	9440520836
2	Dr. NTTPS	G. Subrahmanyam, EE/Adm	1016873	9490701523
3	TI/Dr.NTTPS	Sri. Ch. Murali Krishna, DEE/Tech	1073340	9493174415
4	Dr. MVR RTPP	Sri. K. Jayasimha, EE/Adm	1061650	9494032412
5	SRBHES	Sri. M.Krishna Rao, AS/Adm	1071642	9493610958
6	LSHES	Sri. V.V.S Vara Prasad, EE/Tech	1026579	9493123303
7	MHES	Sri. B. Govindarajulu, EE	1026327	9492180223
8	PHEP	Sri. Y. Bhimadhana Rao, EE	1016877	9440573425

All the station heads and functional heads are requested to bestow personal attention on the subject matter and cause necessary instructions to the concerned and all the employees to complete the data entry accurately and positively by 20.11.2026.

Sd/-
CHIEF GENERAL MANAGER
(Adm, IS&ERP)

To
All Station heads and Functional heads/APGENCO.
The General Manager/ERP/VS – To enable the "Job Evaluation" tile in the e-office accounts for all the employees and to extend necessary technical support to the designated nodal officers.
The Nodal Officers through their controlling officers.

Copy to the :
PS to MD/APGENCO // JPO to Director (HR&IR) // DyEE(T) to Director(Hydel) & Director(Fin. &Comml.) // DyEE(T) to Director(Thermal) & Director(Coal & Logistics) // AEE(T) to CGM(Adm,IS&ERP) /VS/VJA.

Signature valid
Digitally signed by PADMA SUJATHA MOGUGANTY
Date: 2026.11.03 11:33:48 IST