

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

Circular Memo no. CGM (Adm, IS&ERP)/GM(ERP)/DE/TC&IT/e-office/ D. No.242 /16 Dt.29 -11-16

Sub : APGENCO- Vidyut Souha- TC &IT –Circulation of Note files & Daaks in SAP e-office without physical note files & Currents/tappals etc -instructions-communicated - reg

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At present, all the functional Heads at Vidyut Soudha are circulating the note files with related correspondence in SAP e-office along with physical files parallelly.

Now, Managing Director/APGENCO has instructed that all the Functional Heads at Vidyut Soudha shall send their respective files only through in SAP e-office from 01.12.2016 onwards duly dispensing by sending of physical files.

In this regard, all the functional Heads at Vidyut Soudha are hereby requested to follow the above instructions scrupously w.e.f.01.12.2016

  
M. SUJAYA KUMAR  
Chief General Manager / (Admn, IS & ERP)

To  
The All Functional Heads  
APGENCO, Vidyut Soudha.

Copy to  
The PS to Managing Director, APGENCO  
The SAO to Director (Finance & Commercial), APGENCO  
The ADE(Tech) to Director(Thermal), APGENCO  
The ADE(Tech) to Director(Hydel), APGENCO  
The ADE(Tech) to Director (HR &IR), APGENCO  
The AS to Chief of Vigilance & Security/APGENCO  
The Assistant Company Secretary, APGENCO  
The General Manager(IT & ERP)/APGENCO