

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA.

Memo.No.CGM(Adm, IS&ERP)/DS(E)/AS(Reg)/PO(PNT & Reg)/56/2020, Dt. 23.09.2020

Sub:- APGENCO – Regulations – Prior sanction from the competent authority by the employees while proceeding on leaves – Certain instructions - Issued.

The employees working in various wings are not taking prior permission/sanction before proceeding on leave i.e. Casual Leave/ Earned Leave/Half Pay leave etc, due to which work is getting hampered consequent to non-availability of staff in particular wing during emergency. As per Rule 7 of APSEB Leave Regulations as adopted by APGENCO, leave to an employee shall not be claimed as right, discretion is reserved to the authority empowered to grant leave, refuse or revoke leave at any time according to exigencies of services.

2. In view of the above, the following instructions are issued for strict compliance.

- a. All the employees who wants to avail leave shall apply in advance through e-office for prior approval of competent authority. Employees on deputation shall submit their manual leave application through proper channel.
- b. Except medical leave, all other leaves such as EL/HPL/EOL shall apply prior to 7 days before proceeding on leave and no employee shall be relieved from his duties without prior sanction, if any deviation observed it will be viewed seriously.
- c. Employee intends to proceed on medical leave shall apply through e-office duly enclosing medical certificates counter signed by the Medical officer not below the rank of Asst. Civil Surgeon for AEE/AE and equivalent cadres and not below the rank of Dy. Civil Surgeon for Dy.EE and equivalent cadres and Civil Surgeon for the EE and above cadres. In the first instance medical leave can be sanctioned after producing the proper medical certificates. The concerned Controlling Officer has to ascertain fitness certificate at the time of joining and also while recommending revised medical leave application without fail.
- d. If any employee proceeded on leave without sanction, such cases shall be treated as unauthorised absent, which attracts misconduct as per APSEB Employees Revised Conduct Regulations and read with Disciplinary and Appeal Regulations as adopted by APGENCO.

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- e. The employees who transferred/posted to other Generating Stations/Corporate office on promotion (or) internal transfers are not permitted to apply any leave request without joining at the place of posting after their relief, failing which necessary disciplinary action shall be initiated.
 - f. The employees who proceed on leave with prior sanction for more than one month shall get reposting orders from the competent authority. If any employee proceeds on leave (other than Casual leave) without prior sanction they shall obtain reposting orders from the competent authority.
 - g. If the employees who have not been mentioned as prefix/suffix the public holidays to the leave applied for, the HOD should certify that the employee has performed duty/attended duty or readily available for attending duty on those public holidays, for claiming allowances on those public holidays. Otherwise no allowances should be allowed to be drawn by the employee if avail the public holidays by prefixing/ suffixing the same. In case of leaving Head Quarters, proper permission shall also be obtained from the competent authority.
 - h. All the employees shall be informed to indicate leave period, proper reason and their contact number while applying leave. In the absence of the same, the HODs are requested not to forward the leave applications to the leave sanction authorities.
 - i. All Recommending officers are directed to clearly specify the proper recommendations on leave sanction proposal.
3. All the Heads of the Power Generating Stations and Functional Heads at Vidyut Soudha are requested to follow the above instructions without any deviation.

B. SREEDHAR
MANAGING DIRECTOR

To

The Functional Heads in Corporate Office/VS/Vijayawada
All Station Heads in APGENCO.

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Copy to the:

SE (T) to Managing Director/VS/Vijayawada.
Dy.EE (T) to Managing Director/VS/Vijayawada.
Dy.EE (T) to Director (HR & IR)/VS/Vijayawada.
Dy.EE (T) to Director (Hydel)/VS/Vijayawada.
Dy.EE (T) to Director (Thermal)/VS/Vijayawada.
SAO to Director (Finance & Commercial)/VS/Vijayawada.
Dy.EE (T) to Director (Coal & logistics)/VS/Vijayawada.
PO to CGM (Adm, IS&ERP)/VS/Vijayawada.
PO to Chief of Vigilance & Security/VS/Vijayawada.
Pay officer // Accounts officer (CPR)/VS/Vijayawada.
Stock file.

// FORWARDED :: BY ORDER //

J. Nalin
PERSONNEL OFFICER