

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA

Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(R)/PO(PNT&Reg)/14/2020, Dt: 28.04.2021

Sub:- APGENCO – Regulations – Corona (Covid-19) Virus Pandemic –
Preventive measures - Certain Instructions - Issued.

- Ref:- 1.Memo.No.CGM(Adm,IS&ERP)/DS(A)/EE(A)/Dy.EE(Adm-2)/
D.No.81/2020, dt.20.03.2020.
2.Memo.No.CGM(Adm,IS&ERP)/DS(A)/EE(A)/Dy.EE(Adm-2)/
D.No.82/2020, dt.23.03.2020.
3. G.O.O No. 638/CGM(Adm,IS&ERP)/2019, dt. 24.03.2020.
4. G.O.O No. 639/CGM(Adm,IS&ERP)/2019, dt. 24.03.2020
5.Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(R)/PO(PNT&R)/14/
2020, dt. 30.03.2020.
6.Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(R)/PO(PNT&R)/14/
2020, dt. 09.04.2020.
7. Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(R)/PO(PNT&Reg)/14/
2020, dt. 29.04.2020.
8. GOO No. 34/CGM(Adm,IS&ERP)/2020, dt. 22.05.2020.
9. GOO No. 49/CGM(Adm,IS&ERP)/2020, dt. 18.06.2020.
10. G.O.O. No. 50/CGM(Adm,IS&ERP)/2020, dt. 18.06.2020.
11.Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(Reg)/PO(PNT&R)/
48/2020, dt. 31.07.2020.
12.Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(R)/PO(PNT&Reg)/
14/2020, dt. 03.08.2020.

In the references cited above, and from time to time, instructions were issued in respect of employees to prevent the COVID-19 virus i.e to maintain physical distance, wearing of masks and frequent hand sanitization and other instructions as mentioned therein. At present due to 2nd wave of COVID the No.of positive cases are increasing day by day and mortality rate has also been increased.

2. After careful examination and keeping in view of the present situation all the function heads/Station heads are hereby requested to follow the instructions issued earlier in the references cited. The instructions issued earlier are reiterated hereunder with a request to follow for strict implementation and to curtail the virus spread among employees:

- i. Hand sanitizer shall be used by each employee. Sufficient number of hand sanitizers shall be deployed in common areas such as lifts, corridors and toilets of all buildings frequent disinfection of common areas such as railings, door knobs toilets etc.
- ii. The employees shall at all times wear a mask properly covering nose to the chin while in office or while coming to office it has to be wear and remove masks by holding edges.

Contd..

- iii. Employees who are exhibiting flu like symptoms should avoid coming to office and inform to the concerned officers. If any employee have mild symptoms and get tested positive for COVID-19 shall be permitted to stay home quarantine.
- iv. Work places shall be well ventilated and frequently clean the AC filters.
- v. While seated in office each employee shall maintain a minimum of 6 feet distance from another employee.
- vi. Meetings shall be avoided. If unavoidable a distance of 3 metres from each other shall be maintained in such meetings.
- vii. At the end of every day the entire section shall be thoroughly sanitized.
- viii. Every employee shall undergo vaccination to protect from COVID-19.
- ix. Every employee shall follow the instructions issued by APGENCO from time to time for containment control and prevention of COVID-19.

3. All the Functional Heads and Station Heads of all Generating Stations are hereby instructed to cause the necessary instructions to the concerned controlling officers to adhere the instructions issued above and also instructed to continue the committee constituted in Memo. dt. 31.07.2020 referred in 11th cited and report compliance to the Head quarters by 1.00 PM to the mail id cgm-adm@apgenco.gov.in. without fail.

B. SREEDHAR
MANAGING DIRECTOR

To

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

Copy to the:

Dy.EE to Managing Director/VS/Vijayawada.
Dy.EE to all Directors
SAO to Director (Finance & Commercial)/VS/Vijayawada.
Dy.EE(T) to CGM(Adm, IS&ERP)/VS/Vijayawada.
PA to Chief of Vigilance & Security/VS/Vijayawada.
Pay officer // Accounts officer (CPR)/VS/Vijayawada.
Stock file.

// FORWARDED :: BY ORDER //

T. valmiki
ASSISTANT SECRETARY