

By Regd.Post

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA:: VIJAYAWADA

Memo.No.CGM(Adm,IS&ERP)/DS(Adm)/EE(Adm)/Dy.EE(Adm-I)/F.No.470/2021(1), Dt:25.03.2022

Sub: Estt-APGENCO-E.S-Employees while proceeding on leaves-Certain instructions-Issued.

Ref: 1. Memo.No.CGM(Adm,IS&ERP)/DS(E)/AS(Reg)/PO(PNT&Reg)/56/2020,
dtd:23.09.2020.
2. Minutes of 184th Board Meeting held on 10.03.2022.

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Despite several instructions in force, it has been noticed that, the Heads of the Generating Stations/Functional Heads at Corporate Office (or) the Controlling Officers are not conveying either grant of leave or otherwise to employees who applied leave in writing.

2. After careful examination of the issue, the Board of APGENCO directs the Station Heads/Functional Heads, to issue necessary instructions to all the reporting officers, to ensure to inform the leave applicant whether his/her leave is accepted or rejected.

3. All the Heads of the Generating Stations/Functional Heads at Corporate Office are requested to follow the above instructions without any deviation.

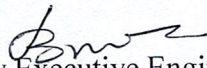
B. SREEDHAR
MANAGING DIRECTOR

To
The Function Heads in Corporate Office/ Vidyut Soudha/ Vijayawada
All the Station Heads in APGENCO

Copy to the

Dy.EE(T) to Managing Director/ Vidyut Soudha/Vijayawada
SAO to Director (Finance & Commercial)/ Vidyut Soudha/ Vijayawada
Dy.EE(T) to Director(Thermal)/ Vidyut Soudha/ Vijayawada
Dy.EE(T) to Director(Hydel)/Vidyut Soudha/ Vijayawada
Dy.EE(T) to Director (Coal & Logistics)/ Vidyut Soudha/ Vijayawada
PO to Director (HR&IR)/ Vidyut Soudha/ Vijayawada
PO to CGM (Adm, IS&ERP)/ Vidyut Soudha/Vijayawada
PO to Chief of Vigilance & Security/ Vidyut Soudha/ Vijayawada
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Deputy Executive Engineer (Adm I)