



ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA::VIJAYAWADA

Memo No. Dir(HR&IR)/CGM (Adm, IS&ERP)/DS(Estt)/F.No.668/2022, Dt: 03.01.2023

Sub: Estt. - APGENCO – Allocation of Corporate HR functions, Vidyut Soudha-
Orders – Issued.

Ref: G.O.O.No.209 /CGM(Adm.IS&ERP)/ 2022 Dt.30.12.2022.

Consequent to the transfer of Smt.V. Usha, Joint Secretary(TI) as Joint Secretary(Personnel) to Vidyut Soudha vide reference cited, the following will be the allocation of Corporate HR functions, Vidyut Soudha for effective functioning.

2. Sri.Boddu Sreedhar, CGM (Adm, IS&ERP) shall handle all the other functions except the functions allocated to Joint Secretary(Personnel).

3. Smt.V. Usha Joint Secretary(Personnel) will handle the following functions:

a) All Non-Tech Establishment matters viz.,

Pensions, NOCs, Automatic Advancement scheme, PG Increments, releasing of annual Increments, Loans and Advances, Commencement and completion of probation, Deputations, resignations, voluntary retirements, pay anomaly, retirement notices, preparation of seniority lists etc.,

b) Non -Tech Recruitment.

c) All service matters relating to Board of Directors and other related matters etc.,

d) GPF with drawl

e) Stationery and CRD

f) Protocol and other Miscellaneous Bills.

g) Regulations, adoption of Govt. Orders,

h) Non-Technical panels, appointment by transfers, AARs

i) Disciplinary Cases, Theft cases

j) Property returns pertaining to Non-Tech Staff

k) Corporate communication cell.

l) All medical reimbursement Bills and Credit Cards, settlement of Hospital Bills Empanelment of Hospitals and Hospital Correspondence and related issues etc.,

m) Dispensary services at VS, Scrutiny of Medical Bills and credit cards, Pharmacy, Organising Medical Camps and related issues etc.,

n) Any other functions entrusted time to time.

Note: GPF withdrawals, Medical reimbursement & Hospital bills in respect of Technical Personnel to be put up to CGM (Adm, IS&ERP) through DS(Estt.)

Contd.2

4. Sri.M.S.V.V. Prasad, DS(Estt) shall report to JS(Personnel). The following Officers and Staff shall be reporting to DS(Estt).

Sl.No	Name of the Officer /Staff Mr/Ms.	Designation	Functions
01.	J. Nalini P.Md.Sajid khan B.Daniel Vijay Kumar	Asst.Secretary (Reg&Panels(NT)) Personnel Officer Assistant	Regulations, adoption of Govt. Orders Non-Technical panels, appointment by transfers, AARs Disciplinary Cases, Theft cases Property returns pertaining to Non-Tech Staff.
02.	M.Ramanjaneya Sharma S.Mahaboob Basha Vacant-PO-B L.Salamma M.Indhira Kumari P.Madhu sudhan Reddy B.C.S.N.Karthik N.Harsha Vardhan	Asst.Secretary(Estt.) Personnel Officer Personnel Officer Jr.Personnel Officer Jr.Personnel Officer Assistant Assistant Assistant	All Non-Tech Establishment matter viz., Non-Technical Recruitment All service matters relating to Board of Directors and other related matters etc., GPF with drawl Stationery and CRD Protocol and other Miscellaneous bills.
03.	P.Kiranmayi V.Bulli Raju B.V.Kalyani B.Siva Kumar	Asst.Secretary(Medical) Personnel Officer Junior Personnel Officer & PO(LA) Assistant	All medical reimbursement bills, Credit Cards, Empanelment of Hospitals and Correspondence. Corporate communication cell.
04.	Dr. Anila Santha Kumari. S.Sowjanya Pratima DivyaJyothi	Asst. Civil Surgeon Jr.Personnel Officer Jr.Assistant	Dispensary services at VS, Scrutiny of Medical Bills and credit cards, Pharmacy, Organizing Medical Camps and related issues etc.,

Note: The works of Stationery and CRD section allocated to AS(Estt.) and the CCC works allocated to Medical Section(PO-J) under the control of AS(Medical).

5. Sri.M. Srinivas, DGM-HR (Legal & IR) shall look after the functions of Legal, IR, Welfare & Sports, O&M Establishment, Compassionate Appointments, Outsourcing Bills & Any other functions entrusted time to time. He will report to CGM (Adm, IS & ERP) and the following officers/staff shall report to DGM-HR (Legal & IR).

Sl.No	Name of the Officer/Staff Mr/Ms	Designation	Functional Area
01.	R.Kameshwari P.Ravi Kanth S.Nagendra M.Praharsha	Law Officer Jr.Law Officer Personnel Officer Assistant	All Legal Matters.
02.	R.Bhavani Padmja K.Gayatri Sowmya Hemanth Kumar	Personnel Officer Assistant Assistant	All O&M service matters, JPA Recruitment, Transfers and Deputations of O&M. Maintenance of SRs in respect of O&M. Disciplinary cases of O&M staff Land Losers Issues Court Cases related to O&M Conversions, Outsourcing/Contact Labour Tenders, Bills. Compassionate Appointments.
03.	G.V.V.S.Murthy E.L.Sowjanya	Jr.Personnel Officer & PO(LA) Assistant	IR & Welfare matters
04.	M.Ramakrishna	Asst. Sports Officer	Sports Activities.

Note: Legal matters in respect of Non-Technical Personnel shall be put up to JS(Personnel) through DGM-HR (Legal & IR).

6. The transfer orders consequent to allocation of Corporate HR functions, is at Annexure-I
7. The detailed Organisation Structure of Corporate HR is enclosed as Annexure-II (1&2).
8. These orders supersede all the previous orders issued on the subject and shall come into force with immediate effect.
9. These Orders are issued with the approval of the Competent Authority.

SYED RAFFE
DIRECTOR(HR&IR)

To,

The Chief General Manager (Adm, IS&ERP)
The Joint Secretary(Personnel)
The Dy. Secretary(Estt.)/DGM-HR(Legal&IR)
All the Concerned.

Copy to

All the Functional Heads at Corporate Office.
All the Stations Heads of Generating Stations.
The Dy.EE Technical to Managing Director/APGENCO.
The Dy.EE Technical to Director(Thermal)/APGENCO.
The Dy.EE Technical to Director(Hydel)/APGENCO.
The Dy.EE Technical to Director (Coal & Logistics)/APGENCO.
The GM-HR&Adm/GM-ERP&IT

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The A.O to Director (Finance & Commercial)/APGENCO.
The P.O to Director(HR&IR)/APGENCO
The EE/MPS/APGENCO/VS.
Stock File.

//FORWARDED: BY ORDER//


PERSONNEL OFFICER

ANNEXURE-I to

Memo No. Dir(HR&IR)/CGM (Adm, IS&ERP)/DS(Estt)/F.No.668/2022, Dt: 03.01.2023

Sub: Estt. – APGENCO – Certain Transfer and postings of P&G Personnel - Orders – Issued.

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Consequent to the transfer of Smt.V. Usha, Joint Secretary(TI) as Joint Secretary(Personnel) to VS and reallocation of the functions of the HR department, the following transfers shall come into force with immediate effect for effective functioning:

Sl. No	Name, ID, Designation Mr/Ms.	Transferred		Functions
		From	To	
1.	M.Ramanjaneya Sharma- AS (1061772)	Stationery & CRD	Estt-NT	<u>Section A:</u> All Non-Tech Service matters, pensions, NOCs, Automatic Advancement scheme, PG increments, Release of Increments. Deputations, resignations, voluntary retirements, pay anomaly. Loans and Advances. All service matters relating to Board of Directors and other related matters etc., <u>Section B:</u> GPF with drawl, Commencement and completion of probation. Non-Technical Recruitment, retirement notices. Preparation of seniority lists. protocol and other Miscellaneous bills, Stationery and CRD. Any other work as entrusted. <u>Note:</u> The works related to Section-C temporarily included in the functions of sections A & B.
2.	S.Mahaboob Basha- PO (1061894)	O&M Estt.	Estt. -NT	All Functions referred at section A of AS (Establishment of NT) To look after the all functions referred at section B of AS(Establishment-NT). Any other work as entrusted.
3	R.Bhavani Padmaja -PO (1074552)	Estt-NT	O&M Estt.	All O&M service matters, JPA Recruitment, Transfers and Deputations of O&M. Maintenance of SRs in respect of O&M. Disciplinary cases of O&M staff, Land Losers Issues Court Cases related to O&M, Conversions, Outsourcing /Contact Labour Tenders, Bills and Compassionate Appointments. Any other work as entrusted.

4.	P.Md.Sajid Ali khan - PO (1073047)	Stationery & CRD	Regulation s & Panels- NT	Regulations, clarifications on regulations, adoption of Govt. Orders. Disciplinary Cases, Theft cases, Corporate Communications etc. [Non-Technical panels, appointment by transfers. AARs and Property Returns pertaining to Non-Tech Staff etc. Any other work as entrusted.
5.	Sowmya Hemanth Kumar- Assistant (1078643)	Estt.-NT	O&M Estt.	Compassionate Appointments Outsourcing/Contact Labour Tenders, Bills. Any other work as entrusted.
6.	K.Gayathri- Assistant (1078523)	Estt-NT	O&M Estt.	All O&M service matters, JPA Recruitment, Transfers and Deputations of O&M. Disciplinary cases of O&M staff Maintenance of SRs in respect of O&M. Land Losers Issues Court Cases related to O&M and Land Losers. O&M Conversions.
7.	B.C.S.N.Karthik- Assistant (1078518)	O&M Estt.	Estt.-NT	Pensions, GPF with drawl, Automatic Advancement scheme, PG Increments, Commencement and completion of probation, Non-Technical Recruitment retirement notices, preparation of seniority lists, protocol and other Miscellaneous bills, Stationery and CRD. Any other work as entrusted.
8.	B.Malleswari- Asst. (1078579)	Regulations &CCC	Peshi of JS(Per.)	Peshi
9.	M.Ramakrishna Asst Sports Officer (1073723)	Estt.	Legal&IR	Sports Activities. Any other work as entrusted.

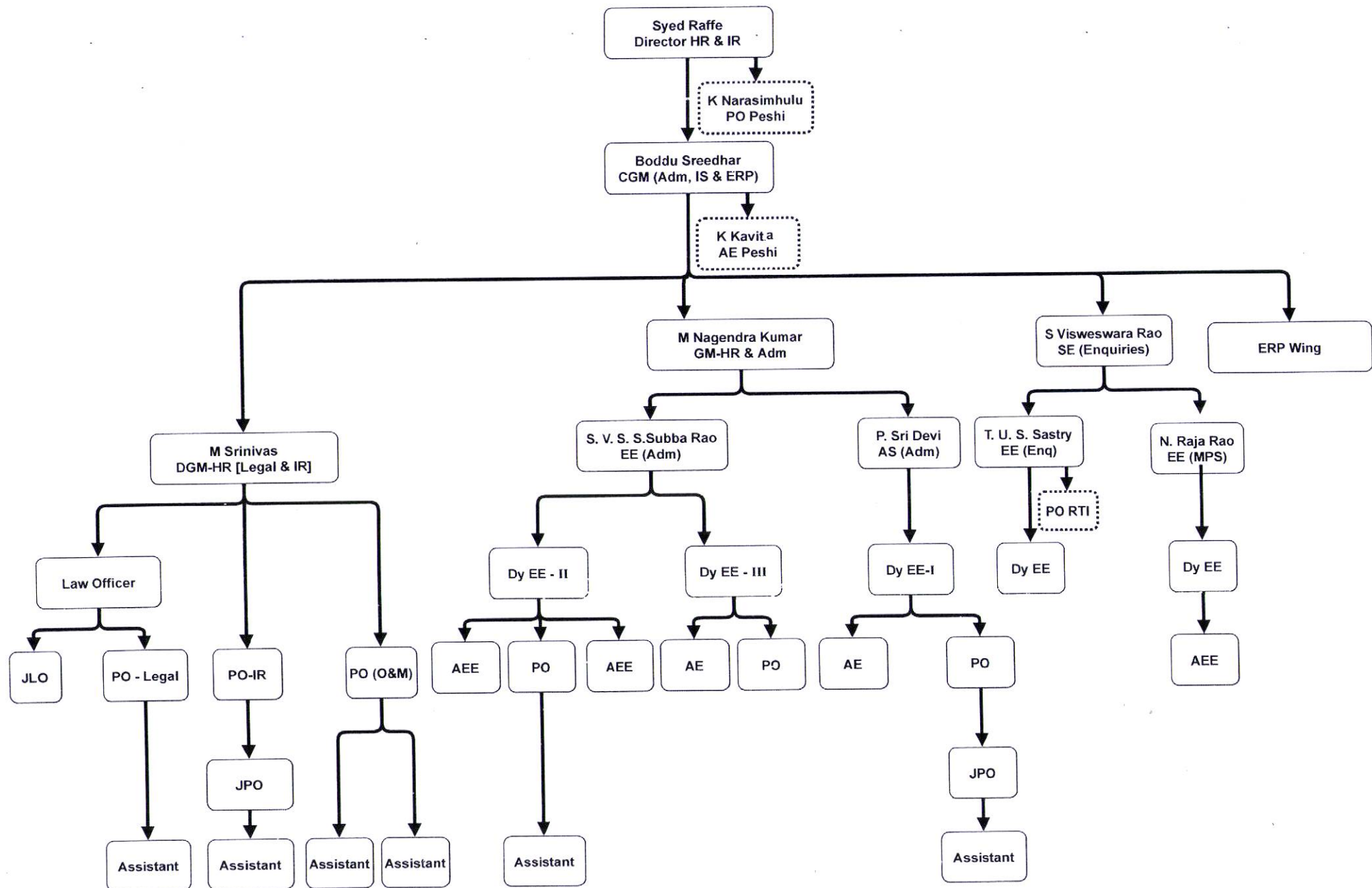
2. They are directed to assume charge accordingly.

**SYED RAFFE.
DIRECTOR(HR&IR)**

//FORWARDED: BY ORDER//

PERSONNEL OFFICER

Organization Structure of Corporate HR, Vidyut Soudha, APGENCO



Organization Structure of Corporate HR, Vidyut Soudha, APGENCO

