

**ANDHRA PRADESH POWER GENERATION CORPORATION LTD.
VIDYUT SOUDHA :: VIJAYAWADA – 520 004.**

Circular Memo.No.MD/DIR(HR)/JS(P)/DS(E)/AS(P-NT&R)/PO(P-NT&R)/302/2023, DT.30.10.2023.

Sub: Estt. – APGENCO – Press Leaks – Confidential information and highly sensitive information – Certain instructions – Issued.

The attention of the all employees of APGENCO is invited to the subject cited supra and directed to observe the following instruction scrupulously.

- i. Every employee of the organization should exhibit devotion to the duty, professionalism in attitude, dexterity while discharging duties. According to Regulation 3 Clause (1) of APSEB Employees Conduct Regulations, as adopted, “All the employees are expected to perform their duties with devotion, integrity and impartiality”.
- ii. Every employee should follow the rules contemplated in APSEB Employees Conduct Regulations without deviation. As per Regulation 4 (xi) of APSEB Employees Conduct Regulations, as adopted, no employee is permitted “to communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized to communicate such document or information”.
- iii. It is observed that few planted news items have been frequently appearing in media to project the organization in poor light. A news leak is nothing but un-sanctioned release of confidential information to media, which led the premature publication of information by news outlet. Here the leaker’s intention is nothing but to affect the organization adversely, which is very unbecoming. **Sometimes such kind of leaks leads to serious criminal misconduct beyond the leak itself.** Therefore, every employee who is working in the organization should discharge the duties within the framework of Rules and Regulations framed by the Government.
- iv. The Chief of Vigilance & Security and General Manager (ERP) are hereby authorized to investigate the cases of data breach, unauthorized dissemination of sensitive information to unauthorized persons. During the course of investigation, they may summon the probable suspects, examine and also to seize electronic devices to collect the evidence either physical or documentary evidence including electronic document.
- v. Any deviation of the instructions mentioned above will follow condign disciplinary proceedings.

**K.V.N.CHAKRADHAR BABU, IAS
MANAGING DIRECTOR**

To

All the Employees/APGENCO

The Chief of Vigilance & Security/APGENCO

The General Manager (ERP)/APGENCO

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For necessary action.

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Copy to the:

All the Functional Heads.

All the Chief Engineers/Incharges of the Generating Stations

Dy.EE(T) to Managing Director/APGENCO

AO to Director(Finance & Commercial) | | PO to Director(HR&IR)/APGENCO

Dy.EE(T) to Director(Thermal) | | Director (Hydel) | | Director(Coal)/APGENCO

AAO to Executive Director(Fin.)/APGENCO

PA to Joint Secretary(Per) | | Deputy Secretary(Estt.)/APGENCO

AE(T) to Chief General Manager(Adm.,IS&ERP)/APGENCO

PA to Chief General Manager(A&T)/APGENCO

Notice Board.

Stock file.

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PERSONNEL OFFICER