

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA : : VIJAYAWADA

Circular.Memo.JS(Per.)/DS(Estt.)/AS(P-NT&R)/PO(P-NT&R)/263/23, Date.09.05.2024.

Sub: APGENCO – Estt. – **Digitalization of Service Registers of Employees**
– Certain Instructions – Issued.

Ref: 1. G.O.Ms.No.99.(Finance & Planning(FW.SR.1))/Dept., Dt.03.12.2020.
2. Memo.No.JS(P)/DS(E)/AS(P-NT&R)/F.e.SR/D.No.263/23, dt.25.07.23.

In the reference 2nd cited, the following tasks were identified for digitalization of Service Registers:

- i. Development of e-SR online application software.
- ii. Scanning of all employees SRs.
- iii. Data entry in e-SR online application from scanned SRs.
- iv. Verification and authentication of Data by the SR Custodian.
- v. Validation and consent of employee for digital SR data.
- vi. Generation of digital SR and discarding of physical SR.

2. The tasks at items (i) & (ii) were completed. The data entry in e-SR online application is in progress at Corporate Office. It is observed that nearly 5000 SRs of employees are to be digitalized through e-SR application, as of now around 300 SRs are digitalized.

3. For speeding up of process of digitalization of service registers and to replace physical Service Registers with e-SR on or before 31.08.2024, the employees in the cadres of Class-III and above are allowed to capture the data from scanned copy of SR available in e-SR application.

4. Therefore, all the employees Class-III & above (except O&M and Class-IV) are directed to capture SR data from scanned copy of SR available in e-SR application from 16.05.2024 to 31.05.2024. The SR data shall be captured with utmost care by the employee. Entering additional information other than data available in physical SR is strictly prohibited.

5. The demo video guiding the procedure for capturing the SR data to e-SR online application is available in e-office tile and e-SR application.

6. Any clarifications required on the subject matter, the Officers annexed to this order may be contacted.

7. The data captured by the individual employees shall be re-validated by the SR custodian from 01.06.2024 to 31.07.2024.

8. The concerned GM (Finance)/SAO/AO of all generating stations are directed to ensure the data capturing and validation with regard to O&M, Class-IV and employees working on deputation shall be the responsibility of the concerned SR Custodian. The task should be completed on or before 31.07.2024. The virtual training on e-SR online application will be conducted through zoom meeting on 10.05.2024 at 11:00 A.M.

(P.T.O.)

9. All the Station Heads and Functional Heads are hereby directed to ensure the data capturing should be completed within stipulated time.

10. These orders are available in www.apgenco.gov.in.

V. USHA
JOINT SECRETARY (PER.)

To
All the Station Heads of the Generating Stations
All the Functional Heads at Corporate Office.
All the Employees.
General Manager (Finance)/SAO/AO/AAO of all the Generating Stations.

Copy to the:

Notice Board.

General Manager (ERP&IT)/APGENCO.

Deputy Secretary (Estt.)/APGENCO.

Dy.EE(T) to Managing Director/APGENCO.

PO to Director(HR&IR)/APGENCO.

AE(T) to CGM(Adm.,IS&ERP)/APGENCO

JPO to Joint Secretary (Per.)/APGENCO.

Stock File.

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PERSONNEL OFFICER

ANNEXURE

to Circular.Memo.JS(Per)/DS(Estt)/AS(R&PNT)/PO(R&PNT)/263/2023, Dt.09.05.2024.

Location	Name & Designation of the Officer to be contacted	Contact No.
Corporate Office	Smt. A. Anantha Lakshmi, Pay Officer Smt. Swathi, AO (CPR) Sri P. Murali Mohan, Dy.EE(ERP-HCM) Smt. T. Padmavathi, PO (Vig.&Sec.) For Security Establishment.	8121669239 9492184214 9493120628 8328216435
Dr.NTTPS	Sri T. Ranganna, AO Sri Y.M. Suseel Kumar, AO Smt. Ch. Seethamma, AAO & Sri P. Murali Mohan, Dy.EE(ERP-HCM)	9493121307 9494763817 9491348169 9493120628
Dr.MVR RTPP	Sri Md. Ghouse, AO & Sri P. Murali Mohan, Dy.EE(ERP-HCM)	9490715127 9493120628
SDSTPS	Smt. M Chinnamma, AO Sri P. Ravindra, AO & Sri P.Murali Mohan, Dy.EE(ERP-HCM)	9441371678 9492978745 9493120628
SRBHES	Smt. T. Sarada Devi, AO & Sri P.Murali Mohan, Dy.EE(ERP-HCM)	7382605181 9493120628
NSRCPH & NSTPD	Smt. K. Latha Devi, AO & Sri P. Murali Mohan, Dy.EE(ERP-HCM)	9491411462 9493120628
PABRHES & TBDAM	Smt. S.Puspha Latha, AAO Sri P. Balaji, AAO & Sri P.Murali Mohan, Dy.EE(ERP-HCM)	9440611184 9441548800 9493120628
LSHES	Sri M. Lakshmana Rao, AAO & Sri P. Murali Mohan, Dy.EE(ERP-HCM)	8331968908 9493120628
USHES	Sri E.V.V. Satyanarayana, AAO & Sri P.Murali Mohan, Dy.EE(ERP-HCM)	9440718112 9493120628
MHES	Sri K. Neelakhantam, AAO & Sri P. Murali Mohan, Dy.EE(ERP-HCM)	9490815414 9493120628
Polavaram HES	Sri A. Ravi Krishna, AAO & Sri P. Murali Mohan, Dy.EE(ERP-HCM)	9866883744 9493120628

V. USHA
JOINT SECRETARY (PER.)

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PERSONNEL OFFICER

