

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**  
**VIDYUT SOUDHA :: VIJAYAWADA**

**ABSTRACT**

APGENCO – Estt. – Regulations – General Transfer Policy and Guidelines for State & Zonal Cadre Employees for the year 2024 – Orders – Issued.  
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**G.O.O.No.133/JS(Per.)/2024,**

**Date:25.08.2024**

Read the following:

1. G.O.Ms.No.75, Finance (HR.I Plg. & Policy) Department, dt.17.08.2024.
2. Letter No.ENE01-COOR/39/2024-OP, dt.19.08.2024.
3. T.O.O.(Addl.Secy-Per.).Ms.No.3385, dt.25.08.2024.

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**ORDER:**

The Government of Andhra Pradesh issued orders vide reference 1<sup>st</sup> cited read above, duly relaxing the ban on transfers and issued guidelines on transfers and postings of employees, in order to ensure the right placement of employees to improve efficiency and accountability in administration. The relaxation of ban on transfers shall be effective from 19.08.2024 to 31.08.2024. All the cadres which have public interface in their regular duties at field/HH level of certain departments including Energy Department shall be considered for transfers.

2. The Andhra Pradesh Power Generation Corporation Limited, after careful consideration decided to follow the below mentioned guidelines for Engineering, Accounts, P&G & Medical Services in APGENCO on General Transfer Policy for the Year 2024. Further, the following principles are to be followed during the implementation of the guidelines.

- A. Transfers shall be effected only on the following grounds.
  - i). Mutual Grounds
  - ii). On Request.
- B. Employees seeking transfer on these grounds shall have completed two years of continuous service as on 31.07.2024 at the present station of actual working for the purpose of transfers.
- C. The total request transfers in any cadre shall be limited to 10% of the cadre strength of the existing employees, station-wise in the order of seniority of service. The vacancies to the extent of 10% in each station will only be filled to ensure smooth functioning of the power stations.

The cadre-wise vacancies for effecting transfers will be notified by **27.08.2024** in APGENCO Website under the title 'Latest News'.

- D. Computation of Service for purpose of transfers under this policy:
  - i) Continuous service rendered in the present place of working will be the criteria for consideration of seniority.
  - ii) The continuous service rendered in APGENCO/Vidyut Soudha

Corporate Office & APPDCL Corporate Office put together will be considered as a single unit for counting of service.

iii) The continuous service rendered in Dr.NTTPS/O&M & TI/Dr.NTTPS put together will be considered as a single unit for counting of service.

E. Requests of Zonal Recruittees will be considered within zone.

F. Transfers on request shall be considered by the competent authority only against an existing clear vacancy.

i. Preference will be given to below Categories:

a) Visually challenged persons.

b) Employees with disabilities of 40% or more as certified by a competent authority as per "persons with disabilities".

c) Husband and Wife cases (only one of the spouses shall be shifted following the prescribed procedure). Once the facility is utilized, the next request can be made only after eight years.

d) Employees having mentally challenged children to a place where medical facilities are available.

e) Widow employee appointed on Compassionate basis.

f) Medical grounds for the diseases (either self or spouse or dependent children and dependent parents) of Cancer, Open Heart Operations, Neuro Surgery, Kidney Transplantation to places where such facilities available.

g) The employees who are retiring on or before 31.07.2025.

ii. While considering the request transfers based on above conditions, preference shall be given to the employee who rendered longest continuous service in the present place of working.

G. In case of mutual transfers, both the employees seeking transfer on mutual grounds shall have completed two (2) years of service as on 31.07.2024 at their present respective stations.

H. Break in service for less than one (1) year at a time will be treated as continuity of service.

#### **Procedure for Transfers:**

A. The relaxation on transfers shall be effective from 19.08.2024 to 31.08.2024.

B. All the transfers shall be effected by the competent authorities as per the existing orders of delegation subject to the existing APGENCO orders and conditions prescribed.

C. The present policy is applicable to all state & zonal cadre employees.

D. The Committee consisting with the following members is constituted for effective implementation of the above policy:

i) Director (Thermal)	-	Member
ii) Director (Hydel)	-	Member
iii) Director (HR & IR)	-	Member
iv) Chief General Manager (Adm.,IS&ERP)	-	Member
v) Joint Secretary (Personnel)	-	Member Convener

- E. The committee constituted above shall ensure effective implementation of the transfer exercise in a transparent process.
- F. All the applications on request / mutual transfers shall reach the competent authority through e-mail [transfers@apgenco.gov.in](mailto:transfers@apgenco.gov.in) on or before 5:00 PM on 27.08.2024. Applications received after the said date and time will not be entertained. The Committee shall examine/scrutinize the applications and shall process them on or before 29.08.2024. The orders of transfer shall be issued by the competent authority **on or before 31.08.2024.**
- G. The Head of the Department concerned is responsible for the implementation of the transfer orders in the most transparent manner possible without giving any scope for complaints/allegations. Any violation of these guidelines will be viewed seriously by the APGENCO.
3. The requests of the employees having any charges/ACB/Vigilance cases pending against him/her shall not be considered for transfer. The authority shall indicate this fact clearly against the name of that employee if there is any request for transfer.
4. No TA/DA will be paid to the employees as these transfers are effected at their request.
5. No transfer orders shall be issued after 31.08.2024 except on Administrative exigencies.
6. These orders are available in [www.apgenco.gov.in](http://www.apgenco.gov.in).

**K.V.N. CHAKRADHAR BABU, I.A.S.,  
MANAGING DIRECTOR**

To  
The Committee Members  
All Station Heads of Generating Stations // All Functional Heads at Head Quarters  
All Employees/APGENCO

Copy to:

Dy.EE(T) to Managing Director/APGENCO  
AO to Director (Finance & Commercial)/APGENCO  
Dy.EE(T) to Director (Thermal)/APGENCO  
Dy.EE(T) to Director (Hydel)/APGENCO  
PO to Director (HR&IR)/APGENCO

AE(T) to Chief General Manager (Adm.,IS&ERP)/APGENCO  
JPO to Joint Secretary (Per.)/APGENCO  
The Pay Officer/Accounts Officer (CPR)/APGENCO  
All Superintending Engineers/General Managers/APGENCO.  
All Deputy Secretaries/All Asst. Secretaries/APGENCO.  
The Stock File.

C.No.JS(Per.)/DS(Estt.)/AS(Reg.)/PO(Reg.)/38/2024.

**// FORWARDED :: BY ORDER //**

  
**PERSONNEL OFFICER**