

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUTH SOUDHA :: VIJAYAWADA - 520 004.

Memo.No.CGM(ADM, IS&ERP)/DS(ADM)/EE(ADM)/Dy.EE(ADM-I)/D.No. 10 /2024, Date: 30.12.2024.

Sub: Estt. - APGENCO - Engineering Services - Submission of Annual Property Returns for the year ending 2024 by the employees of APGENCO- Regarding.

Ref: 1. G.O.O.No.658/JS(Per)/2010, dtd:29.03.2011
2. Memo No.CGM(Adm)/DS(Adm)/AS(V&R)/VC3-224/04, dtd:23.05.2011
3. G.O.O.No.158/CGM(Adm,IS&ERP)/2022, dt.28.10.2022
4. Memo No.CGM (Adm,IS&ERP)/ GM(HR-Adm)/ AS(Adm)/ Dy.EE(Adm-I)/ D.No.03/ 2023, Date:02.02.2023
5. Memo No.CGM (Adm,IS&ERP)/ GM(HR-Adm)/ AS(Adm)/ Dy.EE(Adm-I)/ D.No.03/ 2024, Date:29.01.2024

* * *

Attention of all the CEs/CGMs & in-charge of Generating Stations is invited to the G.O.O.1st cited and they are requested to bring to the notice of all the employees working under their control the following:

- (i) To Submit the annual Property Returns as detailed in Para: 2(1) of the G.O.O. 1st cited on or before 1st March without fail in the prescribed proforma viz., Annexure-I, Annexure-II, Annexure-III.
- (ii) To Submit the intimation regarding all immovable property/ properties irrespective of its value, movable property/properties whose value exceeds Rs.1,00,000/- and any foreign currency or foreign goods of value of more than Rs.10,000/- owned, acquired or inherited by him/her or held by him/her on lease or mortgage either in his own name or in the name of any member of his family, in the forms prescribed through proper channel in terms of Reg.5(7) (amended vide G.O.O.1stcited) of APSEB Revised conduct Regulations.
- (iii) If an employee has not acquired or disposed of, any property he/she should submit a declaration to that effect.
- (iv) The act of an employee, not submitting the annual property returns, constitutes misconduct in terms of the above said regulation and departmental disciplinary action as deemed fit shall be taken.

2. In the reference 3rd cited, as a part of digitalization, it is decided to process the above Annual Property Returns through e-office in ERP system to ensure the paperless environment and to increase the accuracy of the appraisal duly dispensing the manual system.

3. All the CEs/CGMs & In charge of Generating Stations are requested to intimate to every employee to submit their property returns (acquired/ disposed/ nil) through e-office only, on or before 1st March without fail and transmit the same to the Head Quarters.

P. NAVEEN GOWTHAM
Chief General Manager (Adm, IS&ERP)

To:

All the Chief Engineer's/APGENCO; CGM(A&T); CGM(R&A);
The CGM(Adm,IS&ERP)/ APGENCO
JS (Personnel)/APGENCO
In-charge of Generating Stations

It is requested to direct all employees under their control, to submit their property returns (acquired/ disposed/ nil) every year without fail.

Copy to the:
Stock file

// Forwarded By Order //


Deputy Executive Engineer (Adm I)