

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA

Memo.No.CGM(Adm,IS&ERP)/GM(HR-L&IR)/PO-F/29/2025, Dt:06.01.2026.

Sub: APGENCO – Industrial Relations – Payment of arrears and service incentives to the Outsourcing workers engaged through 3rd party agencies in APGENCO – Certain Clarifications – Issued.

- Ref:
1. G.O.O.No.129/CGM(Adm,IS&ERP)/2023, Dt:18.08.2023.
 2. T.O.O.(Addl.Secy.-Per)MS.No.3805, Dt:25.10.2025.
 3. T.O.O.(Addl.Secy.-Per)Ms.No.3810, Dt:27.10.2025.
 4. G.O.O.No.183/CGM(Adm,IS&ERP)/2025, Dt:31.10.2025.
 5. G.O.O.No.184/CGM(Adm,IS&ERP)/2025, Dt:31.10.2025
 6. UO.No.CEG/SEG-I/EME-I/E1A1/Dr.NTTSP/F.Ins/D.No.94/2025, Dt:12.11.2025
 7. UO.No.CEG/SEG-I/EME-I/E1A1/Dr.NTTSP/F.Ins/D.No.103/2025, Dt:20.11.2025.
 8. Lr.No.CGM (Adm,IS&ERP)/GM(HR/L&IR)/PO-F/29/2025, Dt: 28.11.2025.
 9. Memo.No.CMD/JMD/Addl.Secy/DS(M,IR&R)/AS(Estt,IR&R)PO(IR) 3013073/25, Date:02.01.2026.

In the reference 8th cited, certain clarifications have been sought from APTRANSCO regarding the admissibility and procedure for payment of arrears and service incentives to the Outsourcing workers engaged through 3rd party agencies in APGENCO to ensure uniformity in implementation of the said benefits across all Stations and Head Quarters of APGENCO.

2. Accordingly, in the reference 9th cited, APTRANSCO has issued detailed clarification pertaining to the payment of arrears and service incentives to the Outsourcing Workers engaged through 3rd party Agencies, specifying the manner and conditions for implementation.

3. In order to ensure uniformity in implementation on par with APTRANSCO, the clarifications issued vide reference 9th cited is hereby communicated to all Station Heads and Functional Heads of APGENCO for guidance and necessary action in respect of payment of arrears and service incentives to the Outsourcing workers engaged through 3rd party agencies (copy enclosed).

Encl: reference 9th cited.

M.PADMA SUJATHA
CHIEF GENERAL MANAGER (Adm, IS&ERP)

To
All the Functional Heads at Head Quarters/VS/VJA.
All the Station Head of APGENCO.

Copy to the:

Dy.EE(T) to the Managing Director/VS/VJA
AO to the Director (Finance & Coml.)/VS/VJA
Dy.EE (T) to the Director (Thermal)/VS/VJA
Dy.EE (T) to the Director (Hydel)/VS/VJA
Dy.EE (T) to the Director (Coal & Logistics)/VS/VJA
JPO to the Director (HR & IR)/VS/VJA
AE (T) to the Chief General Manager (Adm, IS&ERP)/VS/VJA
Stock File.

//FORWARDED :: BY ORDER//


PERSONNEL OFFICER

Order No:2158

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
(A Government of Andhra Pradesh Undertaking & An ISO 27001-2022 Certified Company)

Memo.No.CMD/JMD/Addl.Secy/DS(M,IR&R)/AS(Estt,IR&R)PO(IR)/3013073/25, Dt.02.01.2026

Sub: APTRANSCO – IR – Payment of Arrears and Service Incentives to the Outsourcing Workers engaged through 3rd Party Agencies – Certain Clarifications – Issued.

- Rcf: 1. T.O.O. (Addl.Secy.-Per) Ms. No.3805, Dt:25.10.2025.
2. T.O.O. (Addl.Secy.-Per) Ms. No.3810, Dt:27.10.2025.
3. Lr.No.CGM(Adm,IS&ERP)/GM(HR/L&IR)/PO-F/29/2025, Dt:28.11.2025

In the references 1st and 2nd cited, orders have been issued for payment of Arrears (for the period from 01.04.2022 to 13.08.2023) and Service Incentives (to those outsourced workers who have completed 10/20 years of service as on 13.10.2025) to the outsourced personnel engaged in various offices of APTRANSCO through third-party Manpower Supply Agencies/Contractors.

In the reference 3rd cited, the Chief General Manager (Adm., IS & ERP), APGENCO has sought certain clarifications regarding the applicability and procedure for payment of arrears and service incentives to the outsourced workers engaged in APTRANSCO through third-party Manpower Supply Agencies.

3. Accordingly, the following clarifications are issued.

A) Clarifications on Service Incentive:

Orders were issued vide T.O.O. (Addl. Secy.-Per) Ms. No.3810, Dt: 27.10.2025 for payment of Service Incentive benefit to the eligible Outsourcing Workers working in APTRANSCO, engaged through 3rd Party Agencies/Contractors, who have completed 10 years or 20 years of continuous service, i.e., qualifying years of service without any break in service. The Service Incentive shall be paid with prospective financial effect from 13.10.2025.

Sl. No.	Clarification Requested	Clarification
1.	Regarding Service Incentive amount: Is the Service Incentive amount applicable on monthly basis.	Yes, the service incentive shall be released on monthly basis.
2.	Regarding eligibility: On 12.10.2025 shall be taken as cut-off date for calculation of total continuous service (without break in service for finalization of eligibility for payment of Service Incentive to those who have completed 10/20 years of service, with prospective effect from 13.10.2025.	Actual monetary benefit is payable from 13.10.2025 only, for the service period of 10/20 years completed by an outsourcing employee even in cases where the outsourcing workers completed 10 years or 20 years of service much before 13.10.2025. There is no bar on releasing this service incentives to the outsourcing employees who have completed

Sl. No.	Clarification Requested	Clarification
	(OR) The eligible list has to be revised in a continuous process taking into consideration of cumulative continuous service (i.e. without break in service) completed in that month and to arrange payment of service incentive accordingly.	10 years/20 years of service, in a power utility, on or after 13.10.2025 and as & when the outsourcing worker attains eligibility for such benefit, thereafter also, through manning contractor, until further orders, if any. As such, this is a continuous process until further orders. Yes. The eligibility list has to be revised as a continuous process, duly applying all service rules made applicable for outsourcing employees. It is not out of place to memorize that the revision of list is always in conformity with the existing service rules & regulations that are applicable to outsourcing workers and it is inclusive of Break in service rules also.
3.	Regarding Break in service: Regarding “Break in Service” along with thumb rules to be taken into consideration for calculating/arriving the “Continuous Service without Break in Service” for finalizing the eligibility list for payment of service incentive	Any period during which the outsourcing worker was not in continuous engagement with the manpower contractor/principal employer—such as: • unauthorized absence beyond permissible limits (as per the <i>Industrial Disputes Act, 1947</i> and the <i>Industrial Employment (Standing Orders) Central Rules, 1946</i>) • absence without permission • months without EPF contributions • termination and rejoining with a gap • or any instance where continuity cannot be supported with documentary evidence shall be treated as a break in service. Continuous service means uninterrupted service from the date of engagement until qualifying for 10/20 years, but including all approved/regularized absence, supported by EPF, ESI, contractor certification, and wage/roster records.
4.	Regarding enhancement of Supervision charges: Applicability of Supervision charges to the contractor for disbursing arrears for the period from 01.04.2022 to 13.08.2023	Supervision charges are applicable as per the original agreement terms and conditions.

B) Additional Clarifications (on payment of arrears):

Orders were issued vide T.O.O. (Addl. Secy.–Per) Ms. No.3805, Dt: 25.10.2025 for payment of arrears to the outsourcing workers working in APTRANSCO, engaged through Third Party Agencies/Contractors for the period from 01.04.2022 to 13.08.2023.

Sl. No.	Clarification Requested	Clarification
1.	Payment of arrears to outsourced workers who worked during the period but subsequently left service (resignation/ unauthorized absence, etc.).	Arrears shall be released only to those outsourced workers who are presently engaged and working in AP Power Utilities as on 13.10.2025 through 3 rd Party Agencies/Contractors.
2.	Payment of arrears to outsourced workers who retired on attaining 60 years of age.	Arrears shall be released (<i>as per eligibility i.e., from 01.04.2022 to 13.08.2023</i>) to the outsourced workers who worked during the said period and subsequently retired on attaining the age of 60 years.
3.	Payment of arrears to outsourced workers who worked during the period and later passed away (while in service or after attaining 60 years).	Arrears shall be released to the legal heir(s) of the deceased outsourced worker who worked during the said period and later passed away, either while in service or after retirement due to attaining 60 years of age.
4.	Payment of arrears to outsourced workers who were on maternity leave (or) ESI-sanctioned leave during the period.	Arrears shall be released to the outsourced workers who were on maternity leave or any leave sanctioned by the ESI authorities during the said period, subject to verification of the leave period as permitted by ESI.

All the payments made to the outsourcing workers shall be processed through manning contractor only, with due verification.

K.VIJAYANAND, I.A.S
CHAIRMAN AND MANAGING DIRECTOR

To
All the HoDs of APTransco/V.S./ Vijayawada.
The Chief Engineers/Zone, KDP/VJA/VSP/APTransco
All FA&CCAs /Dy.CCAs, APTransco/V.S./Vijayawada
All Superintending Engineers/APTransco.
All Executive Engineers, APTransco.

Copy submitted to:

P.S. to Special Chief Secretary to Govt.,/Energy Department/Govt. of A.P.

Copy to

PS to the Chairman & Managing Director, APTRANSCO, VJA
PS to the Managing Director/APGENCO/VS/ VJA
PS to the JMD (HR & Admin)/APTransco/VS/ VJA.
PS to the Chairman & Managing Director, APEPDCL, VISAKHAPATNAM.
PS to the Chairman & Managing Director, APSPDCL, TIRUPATHI.
PS to the Chairman & Managing Director, APCPDCL, VJA.
PS to the Joint Managing Director (V&S)/APTransco/VS/ VJA.
PS to the Director (GTM)/APTransco/VS/VJA.
PS to the Director (Finance) / APTransco/VS/ VJA.
PS to the Director (Technical) / APTransco/VS/ VJA.
The CGM(Finance)/Dy.CCAs, APTRANSCO.V.S, VJA
The Company Secretary/ APTransco/VS/ VJA.
All Unions/Associations.

Digitally signed by
VIJAYANAND KAVETI
Date: 02-01-2026
12:31:25