



ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

(A Govt. of A.P Undertaking)

Vidyut Soudha, Vijayawada - 520004 (Andhra Pradesh)

Memo.No.CGM(Adm, IS&ERP)/DS(ADM)/EE(ADM)/Dy.EE(A-I)/D.No.02/26, Date:06.01.2026.

Sub: Estt. – APGENCO – Engineering Services – Submission of Annual Property Returns for the year ending 2025– 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)T/ 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/ 2024 Date:29.01.2024.
5. Memo.No.CGM(ADM, IS&ERP)/DS(ADM)/EE(ADM)/Dy.EE(Adm-I)/ D.No.10/ 2024, Date:30.12.2024.

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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 the following to the notice of all the employees working under their control:

- (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.1st cited) 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 not submitting the annual property returns by an employee, 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 above, 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.

Contd.. 2

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.

M. PADMA SUJATHA
Chief General Manager (ADM, IS&ERP)

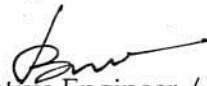
To:

All the Chief Engineer's/ APGENCO ;
The AE(Tech) to CGM(Adm,IS&ERP) /APGENCO
Incharge of Generating Stations

} It is requested to direct to
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 //


Dy. Executive Engineer / Adm-I