

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

Memo.No.CGM(Adm,IS&ERP)/GM(HR)/AS(L)/PO-F/29/2025, Dt:07.07.2026.

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. G.O.O.No.184/CGM(Adm,IS&ERP)/2025, Dt:31.10.2025
 3. UO.No.CEG/SEG-I/EME-I/E1A1/Dr.NTTPS/F.Ins/D.No.94/2025, Dt:12.11.2025
 4. UO.No.CEG/SEG-I/EME-I/E1A1/Dr.NTTPS/F.Ins/D.No.103/2025, Dt:20.11.2025.
 5. Lr.No.CGM (Adm,IS&ERP)/GM(HR/L&IR)/PO-F/29/2025, Dt: 28.11.2025.
 6. Memo.No.CMD/JMD/Addl.Secy/DS(M,IR&R)/AS(Estt,IR&R)PO(IR) 3013073/25, Date:02.01.2026.
 7. Memo.No.CGM (Adm,IS&ERP)/GM(HR/L&IR)/PO-F/29/2025, Dt: 06.01.2026.
 8. Memo.No.CMD/JMD/Addl.Secy/DS(M,IR&R)/AS(Estt,IR&R)PO(IR) 3013073/25, Date:19.05.2026.
 9. U.O.No.CE/Civil/Hydel,GS,C&I/SE/C/Hy-I,C&I/F.Estt./D.No.72/ 2026, Dtd.22.06.2026.

In the reference 8th cited, APTRANSCO had issued additional detailed clarifications regarding the applicability and procedure for payment of arrears and service incentives to the Outsourced workers engaged through 3rd party agencies.

2. In continuation to the orders issued in the reference 7th cited, in order to ensure uniformity in implementation on par with APTRANSCO, the clarifications issued by APTRANSCO vide reference 8th 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 8th 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

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:19.05.2026

Sub: Clarification on payment of Arrears and Service Incentives to outsourcing workers/
Drivers engaged through 3rd Party Agencies — Requested – Regarding.

- Ref: 1) T.O.O. Ms. No. 3805, dated 25.10.2025.
2) T.O.O. Ms. No. 3810, dated 27.10.2025
3) Clarification Memo.No.CMD/JMD/Addl.Secy/DS(M,IR&R)/
AS(Estt,IR&R)/PO(IR)/3013073/25, Dt.02.01.2026.
4) T.O.O. (Addl.Secy. - Per) Ms.No.2949, dt. 20.09.2023.
5) e-office file Nos.3099336, 3078431 & 3152479.

In the references 1st to 3rd 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.

2. In the reference 3rd cited, concern officers of zone 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.

Sl. No.	Problem Statement	Clarification Sought	Clarification Issued
I.	Clarification requested vide e-office file no:3099336		
1.	1No Skilled outsourcing driver for department lorry under control Deputy Executive Engineer/ Maintenance/ Garividi was terminated from the service on 31.01.2025 and redeployed as an unskilled Outsourcing worker (Watch & ward) in the O/o Superintending Engineer/ O&M/ Vizianagaram from 01.09.2025 Total service break occurred is 7Months (Detailed report for service break enclosed in references).	It is requested to issue the necessary instructions whether to admit service incentives/ not to admit service incentives to the said 1No unskilled Outsourcing worker (Watch & ward) presently working in the O/o Superintending Engineer /O&M/Vizianagaram	Past service rendered as outsourcing driver shall not be counted, as the individual is treated as freshly engaged upon redeployment.

2.	1 day absent without permission marked for 5 nos Manning staff (who have more than 15 years service) in Maintenance Subdivision/ Bobbili	Due to absence of 1 day without permission, whether the entire service rendered from the date of joining shall be considered or not for admitting service incentive.	A single day of unauthorized absence shall not result in forfeiture of past service, in line with principles under the Industrial Disputes Act. The one day unauthorised asence may be regularized, as one casual leave, and warning letter may be issued by the Contracting Agency.
3.	Manning staff participated in strike during 2014 and 2018.	Whether the strike period shall be considered as service break (or) not	Strike period shall not be treated as break in service unless there is explicit disengagement followed by fresh engagement.
4.	Vide reference 4 cited, it was mentioned that unauthorized absence beyond permissible limits is considered as Break in Service	It is requested to issue necessary instructions regarding permissible days of unauthorized absence	As per existing agreement conditions, outsourcing personnel are entitled to 15 days Casual Leave (Male) and 15 days Casual Leave plus 5 days Special Casual Leave (Female). Absence beyond permissible limits shall be treated in accordance with contract conditions.
5.	Arrears to the eligible Outsourcing / Manning staff during ESI /Maternity period shall be paid by APTRANSCO or ESI authorities.	It is requested to issue the necessary instructions whether to provide arrears to the eligible Outsourcing / Manning staff during ESI /Maternity leave period by APTRANSCO or ESI authorities. Since, during ESI leave the salary will be paid by the ESI authorities only.	Clarification has already been issued vide Memo dated 02.01.2026 (Point 3(B) – Sub-Point 4). Arrears shall be released to outsourcing workers who were on maternity leave or ESI-sanctioned leave, subject to verification of the leave period permitted by ESI authorities.

II. Clarification requested vide e-office file no:3078431

1.	Sri T. Rama Krishna, working under highly skilled category at 132 KVSS Razole has a break of service from 11.04.2024 to 13.02.2025 (10 months 2 days) due to certain false allegations raised against him and later his services reinstated by the Contractor based on recommendations of Sri. Giddi Satyanarayana, M.L.A, P.Gannavaram Constituency, Dr.B.R.Ambedkar Konseema District	Break period shall not be counted unless the reinstatement order specifically provides for continuity of service along with wage and statutory regularization.
2.	N.Veera Brahmaji working under Skilled category at 400KV SS Vemagiri has a break in his service from 22.11.2022 to 22.08.2023 (9 months) due to certain false allegations raised against him and later, the Contractor has reinstated him into service as per Hon'ble High Court Orders	In the case where break occurred due to allegations and later reinstatement (including Court orders), the break period shall not be counted unless continuity is

		explicitly ordered and financially regularized.
III.	Clarification requested vide e-office file no:3152479	
1.	Whether the 10- and 20-year service incentive has to be released as per their earlier skilled post as a driver or the current position, which is either highly skilled or unskilled depending on their redeployment post.	Service incentive shall be determined based on the category in which the worker is presently engaged at the time of eligibility.
2.	In general, if the redeployment of a driver or any other employee(security guards) is delayed solely because there isn't a vacancy at APTRANSCO, can this be considered as continuity of service by accurately measuring the total time they have provided their services? Because the EPF will not be available for the delayed period.	In the absence of actual engagement, wage payment, and statutory contributions, the intervening period cannot be treated as qualifying service. Therefore, such delayed period shall not be considered for continuity of service for the purpose of service incentive.
3.	The service incentive applicable for the redeployed Driver after completing 20 years in the present post.	Yes. The service incentive shall be admissible upon completion of the prescribed qualifying service, subject to verification of continuous service as per applicable guidelines.

4. In view of the clarifications mentioned above, all Chief Engineers are requested to take necessary action accordingly in allowing the claims of the contractor regarding service incentives of outsourcing personnel considering the qualifying service and excluding break in service defined under Section 25 of ID Act, 1947.

5. This memo is issued with the prior approval of Chairman & Managing Director, APTRANSCO.

G SURYA SAI PRAVEENCHAND, I.A.S
JOINT MANAGING DIRECTOR

To
The Chief Engineers/Zone, KDP/VJA/VSP/ APTRANSCO

Copy to

PS to the Chairman & Managing Director, APTRANSCO, VJA

PS to the JMD (HR & Admin)/APTRANSCO/VS/ VJA.

The CGM(Finance)//Dy.CCAs, APTRANSCO.V.S, VJA