

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA :: VIJAYAWADA

Circular.Memo.JS(Per)/DS(Ser.)/AS(Reg&P-NT)/JPO(Reg&P-NT)/263/23, Dt.16.07.2026.

Sub: APGENCO - Regulations - ERP - Digitalization of Service Registers in Thermal and Hydel Power Stations - Fixing up of responsibility and schedule for completion of pending digitalization works - Orders - Issued.

Ref: 1. G.O.Ms.No.99(Finance & Planning (FW.SR.1)/Dept., Dt. 03.12.2020.
2. Memo.No.JS(P)/DS(E)/AS(P-NT&R)/F.e.SR/D.No.263/23, Dt.25.07.23.
3. Circular.Memo.JS(Per)/DS(Estt)/AS(P-NT&R)/PO(P NT&R)/263/23, Dt.09.05.2024.

The APGENCO has initiated ERP implementation and digitalization of all processes. As a part of it, the process of digitalization of Service Registers (S.Rs) of employees has already been initiated through SAP ERP platform. For this purpose, a separate software/screens were also developed and are being released by the ERP wing to all Head Quarters/Plant level officers for entering and updating the Service Register data in the system.

2. In the Memo. 2nd cited instructions and guidelines have been issued for Digitalization of Service Registers of employees. In the said Memo. the employees in the cadres of Class-III and above are allowed to capture the data from scanned copy of SR available in e-SR application.

3. Digitalization of employee Service Registers improves efficiency, transparency, accuracy, and accessibility in human resource data management.

4. After careful consideration, the following plan of action has been initiated to complete the process of Digitalization of Service Registers of employees.

a. Computer lab at T.I having nearly 40 computers and ERP Office/VS shall be utilized for Digitalization of the Service Register's and validation of the same. The schedule is as follows:

1) 1st Phase:

Sl.No.	Name of the Project/ Location	Name of the Plant	Schedule	Location
1.	Thermal	Dr. NTPPS	14 working days commencing from 1 st August, 2026.	Dr.NTPPS/T.I
		Dr. MVR RTPP		
		SDSTPS		
2.	Hydel	Srisailem Complex,		
		Sileru Complex		
		Polavaram Hydro Electric Project		
3.	Head Quarters	Vidyut Soudha including Security & Vigilance wing		ERP Office/ VS

2) 2nd Phase:

Sl.No.	Name of the Project/ Location	Name of the Plant	Schedule	Location
1.	Thermal	Dr. MVR RTPP	14 working days commencing from 1 st September, 2026.	IT Office/ Dr.MVR RTPP
		Dr. NTTPS	14 working days commencing from 1 st September, 2026.	Dr.NTTPS/T.I
		SDSTPS		
2.	Hydel	Srisailam Complex,		
		Sileru Complex		
		Polavaram Hydro Electric Project		
3.	Head Quarters	Vidyut Soudha including Security & Vigilance wing	14 working days commencing from 1 st September, 2026.	ERP Office/ VS

The employees attended the above said work on public holidays will be extended compensatory off.

- b. The custodians of the Service registers in the cadre of Junior Assistant/Senior Assistant or as identified by the General Manager (Finance)/SAO/AO/AAO of the Plant are responsible for completion of digitalization of the SRs handled by them.
- c. The General Manager (Finance)/SAO/AO/AAO of the Plant shall also identify and depute the 3 no's JAO's for validation of entries made by the S.R custodians in e-SR portal on the above schedule dates.
- d. The concerned ERP HCM team will extend their continuous support during the above schedule period.
- e. The General Manager (TI)/Dr. NTTPS shall monitor and coordinate with the employees mentioned in items (b) and (c) above to ensure that the work is completed as per prescribed schedule.
- f. The General Manager (Finance)/SAO/AO/AAO of the Plant shall certify the successful completion of the digitization and validation of the Service Registers in coordination with the General Manager (ERP), ensuring that the process has been completed in all respects is completed as per the prescribed schedule.

5. The Chief Engineer/TI/Dr.NTTPS is requested to arrange necessary lodging and boarding facilities to the employees who are deputed from other Stations by the Concerned Chief Engineers to attend the above said works as per schedule.
6. The orders issued deputing the concerned employees should reach this office and CE/TI/Dr.NTTPS on or before 29.07.2026.

P.PULLA REDDY
MANAGING DIRECTOR(FAC)

To

All the Station Heads/ /Functional Heads of APGENCO
All General Managers (Finance)/SAO/ AO of all generating stations.
General Manager/ Training Institute/Dr.NTTPS
General Manager (ERP & IT)/ APGENCO/VS/VJA

Copy to the:

Chief Engineer/TI/Dr.NTTPS
EE (Tech) to Managing Director/ APGENCO/VS/VJA
JPO to Director (HR & IR)/ APGENCO/VS/VJA.
AEE (Tech) to Chief General Manager (Adm.IS & ERP)/ APGENCO/VS/VJA.
PA to Joint Secretary (Per)/ APGENCO/VS/VJA
Stock File.

// FORWARDED :: BY ORDER //


ASSISTANT SECRETARY

