

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

VIDYUT SOUDHA :: VIJAYAWADA

Memo.No.JS(Per)/DS(Ser)/AS(Reg&P-NT)/JPO(Reg&P-NT)/263/2023, Dt.01.10.2026

Sub: APGENCO- Regulations- Digitalisation of Service Registers- Engagement of Jr. Assistants & Sr. Assistants for completion of digitalisation work - Immediate action - Instructions - 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(PNT&R)/263/ 23, Dt.09.05.2024.
4. Circular.Memo.JS (Per)/DS(Estt)/ AS(P-NT&R) / PO(PNT&R)/263 / 23, Dt.16.07.2026.
5. Circular.Memo.JS (Per)/DS(Estt)/ AS(P-NT&R)/PO(P NT&R)/263/ 23 , Dt.20.08.2026.

In the references cited, certain instructions have already been issued for digitalisation of the Service Registers of employees of APGENCO.

2) However, on review of the progress, it is observed that the process of digitalisation of Service Registers is still pending at various Stations/locations and the work has not been completed within the stipulated time frame. Since the digitalisation of Service Registers are essential for effective and efficient HR administration, the pending digitalisation work shall be taken up on top priority and completed in all respects on or before 31.10.2026, without any further delay.

3) In view of the substantial volume of work and the requirement to complete the digitalisation process expeditiously all the Station Heads are hereby directed to take the following immediate action:

- a. All Jr. Assistants and Sr. Assistants working under their administrative control, including those available at different locations/sections of the Station, shall be deployed immediately for the digitalisation of Service Registers.
- b. The Station Head shall assign them specific and measurable workload, such as the number of Service Registers to be digitalised by each employee.
- c. The work shall be distributed among the available staff in such a manner that the routine establishment work is not unduly affected and, at the same time, the digitalisation work progresses on a time-bound basis.
- d. The Station Heads shall fix GM(Finance) a responsible officer for overall coordination and monitoring of the digitalisation work and for furnishing progress reports to the Corporate Office.

P.T.O....

- e. The Chief Engineer/Dr.NTTPS is directed to identify and depute to the Training Institute/Dr.NTTPS, as required, exclusively for taking up the pending digitalisation work.

4) The Chief Engineer/Training Institute/Dr.NTTPS is also requested to make necessary arrangements for providing the required seating, computer systems, connectivity, technical support to the personnel attending for the digitalisation work in respect of Dr.NTTPS.

These instructions may be treated as MOST URGENT and immediate action shall be taken accordingly.

P.V.S.S. NAGESWARA RAO
JOINT SECRETARY (PER.)

To

All Station Heads and Functional Heads of APGENCO.

The Chief Engineer/TI/Dr.NTTPS, Ibrahimpatnam.

The Chief Engineer/O&M/Dr.NTTPS, Ibrahimpatnam.

Copy to:

PS to Managing Director/ APGENCO,VS,Vij

JPO to Director/HR&IR/ APGENCO,VS,Vij

AEE (T) to CGM (ADM,IS &ERP)/ APGENCO,VS,Vij

GM (ERP)/ APGENCO/VS/Vij

All GM (Fin.)/ APGENCO

Stock File

//FORWARDED :: BY ORDER//


ASSISTANT SECRETARY