

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA, GUNADALA, VIJAYAWADA

Memo No.JS(Per)/DS(Ser)/AS(Reg&P-NT)/JPO(Reg&P-NT)/263/2023, Dt.06.10.2026.

Sub: APGENCO – Regulations – Digitalisation of Service Registers – Deployment of Jr. Assistants, Sr. Assistants, Assistants and JPOs for completion of pending digitalisation work – 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.25.07.2023.

3. Circular Memo No.JS(Per)/DS(Estt)/AS(P-NT&R)/PO(P NT&R)/263/23,
Dt.09.05.2024.

4. Circular Memo No.JS(Per)/DS(Estt)/AS(P-NT&R)/PO(P NT&R)/263/23,
Dt.16.07.2026.

5. Circular Memo No.JS(Per)/DS(Estt)/AS(P-NT&R)/PO(P NT&R)/263/23,
Dt.20.08.2026.

Kind attention is invited to the references cited, wherein instructions have been issued from time to time for completion of digitalisation of Service Registers of employees of APGENCO. The digitalisation of Service Registers is essential for effective maintenance of service records and efficient HR administration.

2. However, on review of the progress, it is observed that substantial work relating to digitalisation of Service Registers is still pending at Head Quarters and the same is required to be completed on priority.

3. In view of the above, and considering the volume of pending work, the following instructions are hereby issued for immediate compliance:

- a. All Functional Heads are hereby informed to deploy the employees working under their administrative control in the cadres of Jr. Assistants, Sr. Assistants, Assistants and JPOs, as per the enclosed list, to the ERP Wing and spare their services for undertaking the digitalisation of Service Registers until completion of the work assigned to them.
- b. The employees so deployed shall be spared from their routine duties, to the extent necessary, and their services shall be utilised exclusively for the digitalisation work until completion of the work assigned to them.
- c. The concerned Functional Heads shall extend necessary cooperation and ensure that the employees identified in the enclosed list are made available to the digitalisation work without delay. Further to ensure that, no leave shall be sanctioned to the employees during the period of their deployment, except unavoidable circumstances.

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- d. DS-Establishment shall coordinate with all the Functional Heads and ensure that the Data Entry Operators (DEOs) working under their control are spared for the digitalisation work, wherever required, and their services shall be utilised until completion of the work assigned.
 - e. The employees deputed shall be assigned specific and measurable targets by GM(Trust)/DS(Establishment/DS(Adm), such as the number of Service Registers to be digitalised and the progress shall be monitored periodically so as to ensure completion of the assigned work within the stipulated time.
 - f. The GM(Trust), DS-Establishment and DS(Adm.) are responsible officers for overall coordination and monitoring of the digitalisation work and for furnishing progress reports to the Concerned authorities.
4. The entire pending digitalisation work shall be completed on or before 31.10.2026, without any further delay. The matter shall be treated as MOST URGENT.

Encl: List of employees identified for deployment.

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

To

All Functional Heads/ APGENCO/VS

Copy to the:

Chief of Vigilance & Security Officer/APGENCO/VS

General Manager (ERP)/APGENCO - With a request to make necessary arrangements for providing the required seating, computer systems for the Digitalisation of Service Registers.

General Manager (Trust)/VS

Deputy Secretary (Establishment)/VS

Deputy Secretary (Adm)/VS

//**FORWARDED :: BY ORDER//**


ASSISTANT SECRETARY

ANNEXURE

List of JPO/Asst. and Sr. Asst/Jr. Asst.

Sl. No.	Emp. Id	Name Sarvasri	Designation	Working under the control
1	1078273	S. Sowjanya	JPO	CGM(Adm.IS&ERP)
2	1078523	K.Gayathri	JPO	CGM(Adm.IS&ERP)
3	1078579	B.Malleswari	JPO	CGM(Adm.IS&ERP)
4	1078580	E.Lakshmi Soujanya	JPO	JS(Per.)
5	1078542	P.Madhusudhan Reddy	JPO	JS(Per.)
6	1078494	S.Sandhya Rani	JPO	CGM(Adm.IS&ERP)
7	1078618	B.Daniel Vinay Kumar	JPO	JS(Per.)
8	1078644	N.Harsha Vardhan	JPO	JS(Per.)
9	1078643	Hemantha Kumar Sowmya	JPO	CGM(Adm.IS&ERP)
10	1078750	B.Triveni	Assistant	CV&SO
11	1078792	K. Kiran Kumar	Assistant	JS(Per.)
12	1078989	Ch. Raga Sudha	Assistant	JS(Per.)
13	1078999	V. Ravi Kishore Reddy	Assistant	JS(Per.)
14	1078620	Sk. Mastanvali	Sr.Ast.	CGM(A&T)
15	1073723	M. Rama Krishna	Sr. Assistant	CGM(R&A)
16	1078658	G. Krishna Mohan	Sr. Asst	CGM(R&A)
17	1078682	S. Kamala Devi	Sr.Asst	CGM(A&T)
18	1078680	PNS Sowndarya	Sr. Asst.	CGM(A&T)
19	1078683	D. Alekhya	Sr. Asst.	CGM(A&T)
20	1078717	P. Sreedevi	Jr. Asst.	CGM(A&T)
21	10178719	Ch. Sowjanya	Jr.Asst.	CGM(A&T)
22	1078875	Ch. Deepthi	Jr.Asst.	CGM(R&A)
23	1078876	K. Meera Kumar	Jr. Asst.	CGM(A&T)
24	1078732	P. Divya Jyothi	Jr. Asst.	Dispensary
25	1078833	G. Kishore Reddy	Jr. Asst.	CGM(A&T)

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

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ASSISTANT SECRETARY