



EASTERN POWER DISTRIBUTION COMPANY OF A.P. LTD
CORPORATE OFFICE :: VISAKHAPATNAM

Circular Memo.No.HRD/MPS/Services/F.No.304/11/D.No.355/11, Dt.21.12.2011

Sub:- APEPDCL - Services - Issue of Appreciation or Commendation certificates - Certain instructions issued - Regarding.

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It is a practice in APEPDCL to issue commendation Certificates to the deserving employees to improve their morale during the celebrations of Independence Day and Republic Day. Accordingly, every year before Independence Day and Republic Day nominations for issuance of Commendation Certificates are being obtained from the Functional Heads concerned and the said certificates are being issued.

2. Of late it is observed that the functional heads of APEPDCL are submitting the recommendations/nominations for appreciation/commendation certificates to the Officers and staff working under their control every year for issuance of certificates during the celebrations of Independence Day and Republic Day in a routine manner.

3. Hence, all the functional heads of APEPDCL are directed not to furnish the nominations in a routine manner and they are instructed to enclose documentary proof of performance evaluation, the factors and parameters considered for such evaluation and reasons supporting their recommendations while submitting the recommendations for issuance of appreciation/ commendation certificates to the Officers and staff working under their control.

4. Henceforth, the nominations should reach the HRD wing 15 days in advance to the celebrations of Republic Day and Independence Day, every year.

AHMAD NADEEM
CHAIRMAN & MANAGING DIRECTOR

To
All Chief General Managers/EPDCL/Visakhapatnam
All Superintending Engineers/General Managers/EPDCL
All Divisional Engineers/EPDCL // All Sr. Accounts Officers/EPDCL

Copy to:

The Asst. Divisional Engineer/Tech to CMD/EPDCL.

All Directors/.EPDCL

The General Manager/HRD/EPDCL/Visakhapatnam

The Pay Officer/EPDCL/Visakhapatnam

All Dy. General Managers/EPDCL/Visakhapatnam

✓ The Dy. General Manager (CC)/CO/EPDCL/Visakhapatnam (*)

With a request to place the above circular Memo in APEPDCL Website.

The Company Secretary/EPDCL/Visakhapatnam

All Sections in P&G Services/EPDCL

All Recognized Unions/Associations

Stock File.

The Chief vigilance officer/APEPDCL/vsp

//FORWARDED :: BY ORDER//

M. Suresh
PERSONNEL OFFICER (P&S)

Web

[Signature]
21/12/11