



**EASTERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED
CORPORATE OFFICE**

P&T Colony, Seethammadhara, Visakhapatnam – 530 013

APEPDCL – HRD – Estt.1 - General Transfer Policy and Guidelines for Engineering, Accounts, P&G and O&M Services in APEPDCL for the year 2019-20 - Orders – Issued

E.O.O.(HRD) Ms. No. 105/2019

Dt.05.07.2019

Read the following:-

- Ref: 1. Memo.No.EPCOR-06001(01)/2/2018-ESTT-I-COR/E-228598/
I.No.163678/18, Dt. 17.05.2018
2. Memo.No.EPCOR-06001(01)/2/2018-ESTT-I-COR/E-228598/
I.No.165968/18, Dt.29.05.2018
3. G.O.Ms.No.45, Finance (HR, I-Plg & Policy) Dept., Dt.24.06.2019
4. T.O.O.(Addl.Secy-Per) Ms.No.1190, Dt. 03.07.2019.

ORDER:

The Eastern Power Distribution Company of A.P. Limited in supersession to the earlier instructions on transfers decided to take up transfers in APEPDCL and issue the General Transfer policy Guidelines for the year 2019-20 for Engineering, Accounts, P&G and O&M Services in APEPDCL with the following principles while effecting transfer of employees.

I) Principles for Transfers and Postings:

- a) During the current year, transfer of employees who completed 3 years of service in the present post shall be given. The total transfers in any cadre be limited to 20% of the cadre strength of the existing employees in the order of the seniority of service, excluding protected Office bearers of the Unions/ Associations.
- b) Transfer will be effected for all those who completed 3 years of service in the present post and for all those who have completed 5 years service in present station as on 30.06.2019. Service in all cadres at a station shall be counted while calculating the period of stay. Station means place (City, Town, Village) of actual working for the purpose of transfers and not office or section.
- c) The service rendered on contract basis will be considered while computing the period of 3 years / 5 years service.

II) Preference will be given to below categories:

- a) Employees with disabilities of 40% or more as certified by a competent authority as per “persons with disabilities”.
- b) Employees having mentally challenged children to a place where medical facilities are available.
- c) Medical grounds for the diseases (either self or spouse or dependent children and dependent parents) of Cancer, Open Heart Operations, Neuro Surgery, Kidney Transplantation to places where such facilities available.
- d) Widow employee appointed on Compassionate appointments.
- e) Husband and Wife cases (only one of the spouse shall be shifted following the prescribed procedure). Once the facility is utilized, the next request can be made only after eight years.

III) Procedure for Transfers

- i) The relaxation on transfers shall be effective from 01.07.2019 to 11.07.2019.
- ii) All transfers shall be effected by the competent authorities as per the existing orders of delegation subject to the conditions prescribed.

Employees completed 3 years period in the present post as on 30.06.2019	Employees completed 5 years period in the present station as on 30.06.2019
1. Sub-Engineer/AE/AEE/ADE (Now Jr.Engineer/ AEE/AE/Dy.EE): To be transferred by Superintending Engineer to a different station in the same Division or outside Division in the Circle	1. Sub-Engineer/AE/AEE (Now Jr.Engineer/ AEE/AE): To be transferred by Superintending Engineer from one Division to another Division { Station (town/city/ Village) should be changed }
2. AEE/Civil (Now Dy.EE): To be transferred by Corporate Office to some other Station in the Circle.	2. AEE/Civil (Now Dy.EE): To be transferred by Corporate Office to a Different station outside the Circle.
3. AAO Cadre: To be transferred by Corporate Office to a different Station in the Circle or outside the Circle	3. AAO Cadre: To be transferred by Corporate Office to a different station outside the Circle. If not possible to a different station in the same Circle.
4. DE (Now EE) / AO and above cadres: To be transferred by Corporate Office from the present station to any other station either within the Circle or outside the Circle.	4. ADE/DE (now Dy.EE/EE) /AO and above cadre: To be transferred by Corporate Office from the present place to outside the Circle.
5. All O&M Staff up to cadre of LI: (Including Transformers & M&P Divisions) To be transferred by D.E. (now EE) to a different Section duly changing the present station.	5. All O&M Staff up to cadre of LI: (Including Transformers & M&P Divisions): To be transferred by D.E (now EE) from one Sub-Division to another Sub-Division duly changing the station of working.
6. O&M Staff SLI & FM cadre: (Including Transformers & M&P Divisions): To be transferred by SE to a different Section duly changing the present station.	6. O&M Staff SLI & FM cadre: (Including Transformers & M&P Divisions): To be transferred by S.E from one Sub-Division to another Sub-Division duly changing the station of working.
7. All Accounts staff up to the cadre of JAO: To be transferred by Superintending Engineer to a different station within the Division or outside the Division in the Circle.	7. All Accounts Staff up to the Cadre of JAO: To be transferred by Superintending Engineer from one Division to another Division { Station (town/city/Village) should be changed }
8. PO cadre and above: To be transferred by Corporate Office	8. PO cadre and above: To be transferred by Corporate Office

- iii) The transferring authority concerned is responsible for the implementation of the transfer orders in the most transparent manner without giving any scope for complaints/ allegations. Any violation of these guidelines will be viewed seriously.
- iv) All transfers effected by following the procedure where employees indicated preference for stations shall be treated as request transfers for the purpose of sanction of TTA and other transfer benefits.
- v) Employees shall invariably be transferred from their existing location on promotion unless no such posts exist at a different location.
- vi) The employees of APEPDCL who are working in APTRANSCO/Vijayawada shall be exempted from General Transfer. However, they can be transferred on administrative exigencies.
- vii) Every employee may serve for minimum of 3 years in field in Engineering and Accounts (AAO & above) in the given cadre.
- viii) There may be job rotation from one function to another such as Operation, M&P, MRT, Construction, Assessment, DPE etc., in Engineering Service. O&M Construction , M&P etc., in O&M service and different functions in respect of Accounts Service in AAO & above cadres.
- ix) Request transfer may be considered after completion of two years in the present post against clear vacancies and based on genuineness and suitability, Similarly, Mutual transfers may be considered on completion of one year of service in the present post by the applicants. Mutual transfer shall not be considered for the employees who have worked for 3 years and above. Mutual transfer from Division to Division / Circle to Circle is only for the Division or Circle and not for the post. Mutual transfers from unit to unit are for induction cadre only.
- x)
 - i) Length of service putup in the present post may form the basis for calculation of 3 years of service. Thus, employee in present post in the order of seniority may be considered for transfer.
 - ii) Break in service for less than six months at a time will be treated as continuity of service. The period includes contract service/ in-charge service also. The 3 years/ 5years as above shall be reckoned with respect to the year of general transfer of that year.
- xi) While considering the request transfers based on above conditions, preference shall be given to the employee with the longest tenure at a particular duty station, seniority in the cadre and an outstanding performance record.
- xii) a) Protection from transfer is to be given for the following Unions / Associations:
 - i) APEE Union (Regd. No.1104).
 - ii) APSEE Union (Regd. No.327).
 - iii) TNVKS (Regd. No.B-1245).
 - iv) Y.S.R. Vidyut Employees Union (Regd. No.H-128).
 - v) APSEB SC & ST Employees Welfare Association (Regd. No.1589).
 - vi) Electricity BC Employees Welfare Association (Regd.No.1681)
 - vii) Electricity OC Employees Welfare Association (Regd. No.1088/2008).
 - viii) APSEB Engineers Association (Regd. No.874/ 1975).
 - ix) APSEB Assistant Engineers Association (Regd. No.1185/ 1977).
 - x) AP Power Diploma Engineers Association (Regd. No.B.473/ 1975).
 - xi) A.P.State Vidyuth Scheduled Tribe Employees Welfare Association, (Regd.45/2015)

- xii) AP Power Engineers Association (Regd. No.279/2009).
 - xiii) AP Electricity Employees Muslim Minority Association (Regd.151/2010)
 - xiv) United Electricity Employees Union (B-1829).
 - xv) AP Electricity Bahujana Employees Welfare Association (Regd.79/2011)
 - xvi) Navyandhra Pradesh Electricity Employees Welfare Association (Regf.No.113/2015).
- b) Protection will be for the incumbents whose names have been intimated already to the Corporate Office as on the date of issue of General Transfer Guidelines for the year 2019-20.
 - c) Protection from transfer is to be given for 2 persons per Union/ Association i.e., State/ DISCOM Secretaries and State / DISCOM Presidents of the above Unions / Associations in APEPDCL.
 - d) Protection from transfer is also to be extended to the Regional President / Regional Secretary (any one of them) in addition to the State / DISCOM President and Secretary in APEPDCL.
 - e) Protection is for the Station and not the post.
 - f) Personnel working in SAP, IT, Circle SAP (HCM) team, Peshi of CMD, Peshi of Directors and Employees working on deputation basis at Hyderabad/ Delhi, Under Ground Cable and other Projects funded by World Bank, DDUGJY and IPDS Projects partially funded of Government of India may be continued/transferred as per requirement.
- xiii) No Employees who has put in less than one year of service shall be considered to transfer.
 - xiv) The Employees who are retiring on or before 31.03.2020 shall not be transferred except in public interest.
 - xv) The visually challenged employees are exempted from transfers except when they make a specific request for transfer. As far as possible, these categories of employees may be posted at a place of their choice subject to availability of a clear vacancy.
 - xvi) The requests of the employees having any charges / ACB / Vigilance cases pending against him / her shall not be considered for transfer. The Authority shall indicate that fact clearly against the name of that employee if there is any request for transfer.
 - xvii) While implementing the transfer policy, priority should be given to fill up the vacancies in rural areas first.
 - xviii) The competent authority to whom the powers were delegated may be personally responsible for Compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be viewed seriously.

- xix) The Officer immediately superior to competent authority may ensure that all the transfers are as per guidelines.
- 2) The lists of employees to be transferred as per the above guidelines i.e. above 3 years in the present post and 5 years in the present station are to be exhibited in the Division Office / Circle Offices / Corporate Office By **06.07.2019**
- 3) The Employees can exercise Web Options from **10.30 AM of 08.07.2019 to 05.00 PM of 09.07.2019.**
- 4) The web Options shall be submitted through the following Website address only. In case of non-submission of web options, it is deemed that the employees have no preference of station and orders will be issued accordingly.
10.150.2.14:7070/EmployeeTransferPortal
<http://59.144.84.76:7070/EmployeeTransferPortal>
- 5) Transfer orders shall be issued on or before **11.07.2019**. No transfer orders shall be issued after **11.07.2019** except cases on disciplinary/ vigilance grounds or Administrative grounds.
- 6) The ban on transfers shall come into force with effect from **12.07.2019**.

(BY ORDER AND IN THE NAME OF THE EASTERN POWER DISTRIBUTION COMPANY OF AP LIMITED)

NAGALAKSHMI S
CHAIRMAN & MANAGING DIRECTOR

To
All Chief General Managers / APEPDCL
All Superintending Engineers & General Managers / APEPDCL
All Executive Engineers / APEPDCL

Copy to:

All Directors / APEPDCL
The AEE/Tech. to CMD / APEPDCL / Visakhapatnam.
The Dy. EE/Tech. / Director (Opn.&Proj.)'s Peshi / APEPDCL/ Visakhapatnam
The AO / Director (Finance & HRD)'s Peshi / APEPDCL/Visakhapatnam
The Executive Director (World Bank Projects) / APEPDCL / Visakhapatnam
The Chairperson / CGRF / APEPDCL / Visakhapatnam
The General Manager / IT / APEPDCL / Visakhapatnam

For placing the above guidelines in website.

All Deputy General Managers / HRD / Corporate Office / APEPDCL / Visakhapatnam
The Pay Officer / APEPDCL / Corporate Office / Visakhapatnam
The Company Secretary / APEPDCL / Visakhapatnam
The Accounts Officer / CPR / APEPDCL / Corporate Office / Visakhapatnam
All Sections in P&G
All Recognized Unions / Associations of APEPDCL
The stock file

Signature valid

Digitally signed by
Nagalakshmi S
Date: 2019.07.05 13:36:46 IST
Reason: Approved

