



SOUTHERN POWER DISTRIBUTION COMPANY OF AP. LIMITED
CORPORATE OFFICE :: TIRUPATI

Memo.No.CMD/CGM(HRD)/JS(HRD)/DGM-I/PO-II/A.1/D.No.500/17,Dt.18.05.17.

Sub:- Estt., -APSPDCL- General Transfer policy and Guidelines for Engineering, Accounts, P&G and O&M Services in APSPDCL for the year 2017-18 – Orders – Issued.

Ref:- 1. Memo.No.CMD/CGM(HRD)/JS(HRD)/DGM-I/PO-II/A.1/D.No.497(47)/16, Dt.16.06.16.
2. T.O.O(Addl.Secy-Per) Ms.No.450, Dated 17.05.2017.

*** - ***

In supersession to the earlier instructions on transfers it is decided to take up transfers in APSPDCL as per the exigencies, at the administrative discretion and issue the General Transfer policy Guidelines for year 2017-2018 for Engineering, Accounts, P&G Services and O&M Services.

It is decided to adopt the following guidelines for effecting the transfers:

1. Priority shall be given to fill up the vacancies in rural areas, preference to be given to rural agency employees to transfer to urban places.
2. General Transfers shall be effected to Engineering Services, Accounts Services, O&M Services and P&G Services.
3. Employees who have completed 3 years of service in the present post as on **31.05.2017** shall be considered for transfer to a different station within the Division/Circle.
4. a) Employees who have completed 5 years of service in all cadres in the present station as on **31.05.2017** shall be considered for transfer to a different station, Division to Division within the Circle / Outside the Circle, provided the employee should be completed 2 years of service and below 3 years of service in the present post.
b) Employees who are working on deputation and completed 5 years of service in all cadres in the present station as on **31.05.2017** shall be repatriated to their parent Circles.
5. Transfers in any cadre be limited to **20%** of cadre strength of the existing employees in the order of seniority of service. Protected office bearers of the Unions/ Associations may be excluded in the **20%** list.
6. Break in service for less than Six months at a time will be treated as continuity of Service. The period includes in – charge service also shall be reckoned for calculation of 3 years/5 years.
7. Mutual/Request transfers will be considered only for a different place/ station.
 - a. Request transfers will be considered provided the incumbent completes **2 years above and below 3 years** stay in the present post.
 - b. Mutual transfers will be considered provided the incumbent completes **1 year** stay in the present post.
 - c. Incumbents to be transferred on completion of 3 years/ 5 years as the case may be as per guidelines are not eligible for mutual transfers.
8. Request transfers shall be entertained at induction level like LDC/Revenue Cashier/Typist/JLM on mutual basis only. However request transfers at induction level from unit to unit losing seniority can be considered, and the transferring authority should ensure that no. of outgoing and incoming employees in each division should be balanced strictly. The mutual / request transfer from Circle to Circle will be only for the circle but not for the post.

9. Request transfer will be considered to the vacant post arising due to transfer of existing incumbent on completion of 3 years/5 years as the case may be duly ensuring that both the posts are filled up. Request transfer incumbent to be accommodated after accommodating general transfer incumbent.
10. Period of service in Circle Office/Zonal Office/Corporate Office and other posts in the same station is to be treated as service in one Station only for reckoning 3 years/5 years.
11. Women employees may be transferred to some other post as far as possible in the same station. If there is no post in the same station to accommodate her, she may be transferred to the nearest outside station.
12. Employee due for retirement on or before **30.06.2018** shall not be transferred.
13. Physically challenged employees whose mobility is seriously impaired without the assistance of another person are to be transferred to some other post in the same station. If there is no post to accommodate, the employees can be retained in the present/same post. The request of the employee with mentally challenged children for the choice of station will be considered to the extent possible so as to provide for specialized health care.
14. Employees of Mentally Challenged children have to be accommodated in the same station or nearby station.
15. The incumbents ailing from chronic diseases (either self, or spouse or dependent children) such as cancer, heart operation, neurosurgery, bone T.B., kidney transplantation / Dialysis and who have completed 3 years/5 years of period as the case may be are to be transferred to some other post in the same station, if available. If there is no post to accommodate, the incumbent is to be transferred outside to a place nearest to the present place. This concession is only for those who have already availed credit card or availed reimbursement for the disease.
16. The employees who are working in DPE / Assessment wings and completed 3 years / 5 years in the present post /station will be transferred by Corporate Office. For reckoning 5 years of service in the station, the service in all post/cadres shall be taken.
17. Personnel working in SAP/IT Wings and Circle SAP(HRD) may be continued / transferred as per requirement.
18. Spouse of employees working in Govt. Departments/Power Utilities are to be accommodated in the same station or nearby station as far as possible.
19. a) Protection from transfer is to be given for the following Unions/Association. Provided, the Union / Association is having 15% of memberships in the Discom.
 - I. A.P.Electricity Employees Union (Regd.No.1104)
 - II. A.P.State Electricity Employees Union (Regd.No.327)
 - III. Telugunadu Vidyut Karmika Sangham (Regd.No.B-1245)
 - IV. APSEB SC&ST Employees Welfare Association (Regd.No.1589)
 - V. Electricity Backward Classes Employees Welfare Association (Regd.No.1681/2006)
 - VI. Electricity O.C Employees Welfare Association (Regd.No.1088/2008)
 - VII. APSEB Engineers Association (Regd.No.874/1975)
 - VIII. APSEB Assistant Engineers Association (Regd.No.1185/1977)
 - IX. A.P.Power Diploma Engineers Association (Regd.No.B.473/1975)

::3::

- b) Protection from transfer is to be given for 2 persons per Unions/ Associations i.e State / Discom Secretaries or State / Discom Presidents of the above Unions / Associations.
- c) Protection from transfer is also to be extended to the Regional President /Secretary (any one of them) in addition to the State President and Secretary and the Discom President and Secretaries.
- d) Protection is for the Station and not the post.

20. Transfers to be effected by the following designated Officers :-

Employees completed 3 years period in the present post as on 31.05.2017	Employees completed 5years period in the present station as on 31.05.2017
1. Sub-Engineer/AE/AEE/ADE: 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 : To be transferred by Superintending Engineer from one Division to another Division { Station (town/city) should be changed }
2. AEE/Civil: To be transferred by Corporate Office to some other Station in the Circle/ Zone.	2. AEE/Civil: To be transferred by Corporate Office to a Different station outside the Circle/Zone.
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 / 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 /AO and above cadre: To be transferred by Corporate Office from the present place to outside the Circle.
5. ALL O&M STAFF: (Including Transformers & M&P Divisions) To be transferred by D.E. to a different Section duly changing the present station.	5.ALL O&M STAFF: To be transferred by D.E from one Sub-Division to another Sub-Division duly changing the station of working.
6.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.	6. All Accounts Staff up to the Cadre of JAO: To be transferred by Superintending Engineer from one Division to another Division { Station (town/city) should be changed }

21. For all cadres while effecting transfers who are working in 20% HRA places are to be transferred to other than 20% HRA places.
22. Inter circle transfers for all cadres will be issued by Corporate Office.
23. The lists of employees to be transferred as per the above guidelines (i.e. above 3 years & 5years) are to be exhibited in the Circle Offices and Corporate Office By **03.06.2017**.
24. Last date of receipt of request application to the transferring authority is 05:00 PM on **31.05.2017**. The applications received after the said date and time will not be entertained.
25. Transfer orders shall be issued on or before **15.06.2017**.
26. No Transfer orders shall be issued after **15.06.2017** except cases on disciplinary/ vigilance grounds or Administrative grounds.

Contd...4

::4::

27. All the transferred incumbents are to be relieved on or before **22.06.2017** by making local arrangements. In any case the employee would be deemed to be relieved at the end of seven days from the receipt of the transfer orders.
28. All the transferred incumbents have to obtain proper clearance i.e., closing of work orders, metering account reconciliation etc., from their old station and ensure proper handing over of section within the stipulated time provided from the date of transfer within seven days.
29. The DISCOM reserves the right to transfer / retain any employee at any time on administrative grounds depending upon case to case basis.
30. The competent authority shall be personally responsible for compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be viewed seriously. The Officer immediately superior to competent authority shall ensure that all the transfers are as per the existing orders and are kept at barest minimum of **20 %** of cadre strength.
31. Any deviation of the above instructions and delay in relieving the incumbents will be viewed seriously.
32. The Chief Engineers/ Zone are requested to verify the list of employees covered under guidelines before effecting the transfers in the Circle /Division in his Zone.

These orders are also available on APSPDCL Website and can be accessed at the address <http://www.apspdcl.in>

Sd/- H.Y.DORA
CHAIRMAN & MANAGING DIRECTOR

To

All Chief Engineers/Zones & Chief General Managers/APSPDCL.
All Superintending Engineers & General Managers/APSPDCL
All Divisional Engineers/APSPDCL

Copy to:

The Director/Tech &HRD/APSPDCL/Tirupati.
The Director/ Finance/APSPDCL/Tirupathi.
The Executive Director/Projects/APSPDCL/Tirupati.
The Pay Officer/APSPDCL/Tirupathi.
The Peshi of CMD/APSPDCL/Tirupathi
PS to Chairman & Managing Director/APTRANSCO/Vidyut Soudha/Hyderabad.
PS to Joint Managing Director/Distribution and HRD/Hyderabad
PS to Joint Managing Director/V&S/APTRANSCO/Vidyut Soudha/Hyderabad.
The Additional Secretary/APTRANSCO/VS/Hyderabad.
The All Unions General Secretaries/ Associations.
The Stock file.

// FORWARDED :: BY ORDER //

PERSONNEL OFFICER