



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

Memo.No.CMD/CGM/HRD/GM/HR-I/DGM(ADM&P)/PO(ADM)/Asst./D.No. 409/24, Dt:14.08.2024.

Sub: Estt. - APSPDCL/TPT - HRD – Circulation of files and dispatched the Tapal/ currents through E-Office – Instructions - Issued.

- Ref: 1. Memo.No.CMD/CGM (HRD)/JS (HR)/GM (HR)/DGM-Estt./PO (Estt.)/D.No.1845/20, Dt.17.12.2020.  
2. Memo. No.CGM (HRD)/JS (HR)/Peshi/D.No.02/21, Dt: 23.01.2021.  
3. Memo.No.CGM/HRD/JS/HRD/DGM-I/POI/A.1/D.No.841/21, Dt.14.07.2021.  
4. Memo.No.CGM/HRD/JS/HR/GM/HR-I/DGM-I/PO-II/C.3/D.No.1471/22, Dt.30.11.2022.  
5. Memo.No.CMD/CGM/HRD/JS/HR/GM/HR-I/DGM (ADM)/PO (ADM)/C.3/ D.No.360/23, Dt.10.08.2023.

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The APSPDCL has already implemented e-Office through NIC e- Office for all the day today correspondence in all the wings from 2020 by dispensing manual files system.

2. In spite of that, the Circle Office/Division Office & EROs are still using manual procedure and some currents are sending through e-Office and also manual.
3. To avoid such duplication of work, all the Superintending Engineer's are instructed every correspondence and running files must be circulated through e-Office from 15.08.2024 onwards. Further no manual currents or files to be reached by Corporate Office/Circles/Divisions.
4. In view of the above the concerned Officers may be instructed to utilize only e-Office and avoid manual files system.

K. SANTHOSHA RAO  
CHAIRMAN AND MANAGING DIRECTOR

To

All Chief General Managers/APSPDCL/Tirupati.  
All Superintending Engineers /Opn./APSPDCL.,  
All Executive Engineers/APSPDCL.  
All Senior Accounts Officers/APSPDCL

Copy to

PS to the CMD/APSPDCL/Tirupati.  
PA to the Director /Tech. & HRD/APSPDCL/Tirupati  
PA to the Director /Projects & IT/APSPDCL/Tirupati  
PA to the Director/Finance/APSPDCL/Tirupati.  
All Technical Wing Officers & Staff/APSPDCL  
All P&G Officers & Staff /APSPDCL  
All Accounts Wings & Staff /APSPDCL  
The Stock file.

// FORWARDED BY ORDER //

PERSONNEL OFFICER