



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

Memo.No.CGM/HRD/JS/HRD/GM/HR-I/DGM(ADM)/PO(ADM)/C.3/D.No.72/24, Dt:08.02.2024.

Sub: Estt - APSPDCL – TPT – Implementation of SAP HR module – Submitting the CTC's, MIS, Incumbency & Vacancy Position - Certain instructions Issued – Reg.

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In view of implementation of SAP HR Module, all the Superintending Engineer's/ Operation/APSPDCL and the Pay Officer/Corporate Office/Tirupati are hereby directed to submit the CTC's, MIS, Incumbency and Vacancy Position through SAP only now onwards.

2. All the Superintending Engineer's/Operation/APSPDCL are directed to submit the CTC's while going on Transfer/Promotions/Leaves through SAP only. The manual CTC's will not be accepted in future.

3. The above instructions should be followed scrupulously without fail.

J.RAMANA DEVI
CHIEF GENERAL MANAGER/HRD

To
All the Superintending Engineer's/Operation/APSPDCL.

Copy to

The General Manager/IT & SAP/Corporate Office/Tirupati.

The DGM/Services/Corporate Office/Tirupati: It is directed not to accept manual CTC's for the purpose of leave sanctions.

The Pay Officer/Corporate Office/Tirupati: It is directed not to accept manual CTC's for the purpose of Pay fixation and SR's Entries.

Stock file.

// FORWARDED BY ORDER //


PERSONNEL OFFICER