



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

Memo.No.CGM(HRD)/JS(HR)/GM (HR)/DGM(P)/PO(P)/JPO.A1/D.No.242/23.Dt:20.06.2023.

Sub: Estt – APSPDCL – Provisional Seniority lists of AEEs/AEs kept in APSPDCL website – communicate to all individuals through E-office from Circle/Division and also Verification of Data with Service Registers – Instructions – Issued.

Ref: 1. Memo.No. CMD/CGM(HRD)/JS(HR)/GM (HR)/DGM(P)/PO(P)/ JPO.A1/  
D.No.236/23.Dt: 17.06.2023.  
2. Memo.No. CMD/CGM(HRD)/JS(HR)/GM (HR)/DGM(P)/PO(P)/ JPO.A1/  
D.No.237/23.Dt: 17.06.2023.

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All the Superintending Engineers/Executive Engineers are informed that, the provisional seniority lists of Assistant Executive Engineers /El and Assistant Engineers/El are issued vide references cited respectively and kept in APSPDCL website. The copies of the seniority lists are communicated to Superintending Engineers also.

2. The SEs/EEs are instructed to communicate the provisional seniority lists to all individuals through E-Office and where E-Office to the AEEs/AEs are not available, forward manual copy to the individuals by taking acknowledgment from them. The report should submit in the following format.

Sl.No	Total No. of AEEs/AEs in the Circle	Through E-Office (No.)	Hard Copy (No.)
1	AEEs - Nos		
2	AEs - Nos		

3. The Superintending Engineers/Executive Engineers are further informed that, the information published in the Provisional seniority lists i.e., ID No., Name of the employee, Date of Birth, Caste, Date of Joining as AEE/AE and Commencement and Completion dates may be verified once and inform to the undersigned if any changes are noticed, otherwise inform as NIL changes.

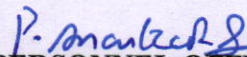
4. Certain AEEs/AEs completion proposals are not received from Circles even after instructions are issued from time to time. To consider promotions and sanction of increments and SGP, much difficult is being faced without issue of commencement and completion orders. Hence, the Commencement and Completion proposals may be sent immediately along with above report. The Executive Engineer/Tech is instructed to follow up with PO and JAO/ADM and the pending proposals should reach Corporate Office without any delay. All the pending proposals should reach on or before 01.07.2023.

**D.S.VARA KUMAR**  
**CHIEF GENERAL MANAGER (HRD)**

To  
All Superintending Engineers  
All Executive Engineers  
The Pay Officer

Copy to:  
Stock file.

**//FORWARDED :: BY ORDER//**

  
**PERSONNEL OFFICER**