

EASTERN POWER DISTRIBUTION COMPANY OF ANDHRA PRADESH LIMITED  
CORPORATE OFFICE :: VISAKHAPATNAM  
P&T Colony, Seethammadhara, Visakhapatnam – 530 013  
CIN : U40109AP2000SGC034117

Memo No.HRD/ EPCOR-06001(01)/1/2023-ESTT-I/COR/E-422994/  
D.No./477964 /2023, Dt. 23.05.2023

Sub:- APEPDCL- HRD- Estt-I – General Transfer policy and  
Guidelines for Engineering, Accounts, P&G and O&M  
Services in APEPDCL for the year 2023-2024 –  
Relaxation of ban on General transfers up to 01.06.2023  
-Orders-Issued.

Ref:- 1) Memo.No.HRD/ESTT/EPCOR-06001(07)/1/2022/Estt-I-COR/  
E-388237/I.No.409822/22, Dt.30.06.2022.  
2) GO Ms.No.71, Finance (HR.IPlg.& Policy) Department,  
Dt.17.5.2023  
3) T.O.O(CMD/JMD/Addl.Secy.-Per)Ms.No.2828,  
Dated: 22.05.2023

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The Govt. of A.P have issued orders vide reference 2<sup>nd</sup> read above, by  
duly relaxing the ban on transfers and issued guidelines on transfers and  
postings of employees.

2. Many representations have been received from the employees for  
transfers and postings on certain grounds. During 2022, ban on relaxation orders  
have been issued vide reference 1<sup>st</sup> cited. In order to ensure the right placement  
of employees to secure optimum productivity, it is necessary to replace the  
employees with transfers.

3. Now, after careful examination it has been decided to relax the ban on  
transfers in APEPDCL. The relaxation of ban on transfers shall be effective from  
22.05.2023 to 31.05.2023.

4. Principles for Transfers and Postings:

The following principles shall be followed while effecting the transfer of  
employees:

a. Transfers shall be effected only “on request & Mutual” basis and on  
administrative grounds.

b. Employees who have completed 5 years of service in a station in all  
cadres as on 30.04.2023 shall be invariably transferred. Station means  
place (City, Town, Village) of actual working for the purpose of transfers  
and not office or section. Service in all cadres at the station shall be

counted while calculating the period of stay.

c. **Request Transfers:** Employees who have completed 2 years of service at a station as on 30.04.2023 are only eligible for request transfers.

d. **Mutual Transfers:** The employees seeking transfer on mutual grounds shall have completed 2 years of service as on 30.04.2023 in a post with a minimum left over service of 1 year. Transfers on mutual grounds or request grounds shall not be done between the offices located in the same station.

e. The total transfers in any cadre shall be limited to 10% of the cadre strength of the existing employees in the order of the length of service in the present working station.

f. Break in service for less than six (6) months [180 days] at a time will be treated as continuity of service. The period includes contract service/in-charge service also.

g. Station seniority in the cadre of AEE/AE shall be the criteria for computing service/man-days in respect of AEE/AE cadre.

h. The 10 % of transfers in case of AEEs/AEs shall be effected separately for each cadre (i.e., 10% for AEEs and 10% for AEs)".

i. The service rendered on contract basis will be considered while computing the period of 2 years/5 years of service.

j. Employees shall invariably be transferred from their existing location on promotion unless no such posts exist at a different location in case of considering promotions during this period.

5. Preference will be given to below categories:

i. Employees with disabilities of 40% or more as certified by a competent authority as per the norms of "persons with disabilities".

ii. Employees having mentally challenged children to a place where medical facilities are available.

iii. 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.

iv. Widow employee appointed on Compassionate appointments.

v. Husband and Wife cases (only one of the spouses shall be shifted by following the prescribed procedure). Once the facility is utilized, the next request can be made only after five years.

6. All transfers effected by following the procedure and where employees indicated preference for stations shall be treated as request transfers for the purpose of sanction of TTA and other transfer benefits.

7. a) All vacancies in Notified Agency areas/scheduled areas located in hills/ hill tops areas shall be filled first before filling posts in non-ITDA areas.

b) The employees working in ITDA/scheduled areas located in hills/ hilltops areas for more than two years may be transferred to the place of their choice subject to fulfillment of conditions stipulated in this order with due preference to the inter-se seniority among the employees working in areas based on the service rendered in these area.

c) For the purpose of posting in ITDA/ scheduled areas located in hills/ hilltops Areas the following shall be the criteria:

1. The employees below 50 years of age.
2. The employees who have not worked earlier in the ITDA areas/ scheduled areas located in hills/hill tops areas so far based on the length of service in plain area downwards.

d) Besides ITDA areas/ scheduled areas located in hills/ hilltops areas which are interior and backward with large number of vacancies shall be given preference while filling up of vacancies on transfers, the transferring authorities shall ensure the same.

8. Procedure for Transfers:

a) The relaxation on transfers shall be effective from 22nd May to 31st May 2023.

b) All the transfers shall be effected by the competent authorities as per the existing orders of delegation subject to the existing APEPDCL orders and conditions prescribed.

c) The following procedure may be prescribed while undertaking the exercise.

S.No	Cadre	Authority
i.	AEE/AE and above in Engineering Service	Corporate Office
ii.	AAO and above in Accounts Service	Corporate Office
iii.	PO and above in P&G Service	Corporate Office

iv.	Junior Engineer in Engineering Service	SE/Operation
v.	Accounts Service upto the cadre of JAO	SE/Operation
vi.	SLI & FM and equivalent cadre in O&M Service (including Transformers & M&P divisions)	SE/Operation
vii.	Up to LI and equivalent cadre in O&M Service (including Transformers & M&P divisions)	EE Concerned

d) The transferring authority concerned is responsible for the implementation of the transfer orders in a transparent manner possible without giving any scope for complaints/ allegations. Any violation of these guidelines will be viewed seriously.

e) Any exemptions to APPCC, IT wing, SAP & Peshi's of CMD & Directors of APEPDCL and any other specialized posts will be given with approval of the CMD/ APEPDCL.

f) The employees who are retiring on or before 30.04.2024 AN shall not be transferred except in special cases.

g) 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 as per the transfer guidelines.

<https://etp.apeasternpower.com/>

h) The following are schedule of web portal dates:

Display of lists : 23.05.2023.  
 Web Option start date : 24.05.2023.  
 Web Option closing date : 28.05.2023 at 5 P.M

i) The requests for transfer/mutual transfer should reach competent authority before 28.05.2023

j)The Transfer process should be completed on or before 31.05.2023.

k) While implementing the transfer policy, priority should be given to fill up the vacancies in rural areas.

9. 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.

10. The requests for transfer, mutual transfer of the employees having any charges /ACB/Vigilance cases pending against him / her shall not be considered for transfer. The Authority shall indicate the fact clearly against the name of that employee if there is any request for transfer.

11. Protection from transfer (protection for the station and not the post) shall be limited for 2 (two) members only each from Union/ Association until their completion of nine (9) years of stay in a particular station from the following Unions:-

Sl.No	Name of the Unions
1	AP Electricity Employees Union (Regd.No.1104)
2	APSEB Employees Union (Regd.No.327)
3	Telugunadu Vidyut Karmika Sangham (Regd.No.B-1245)
4	YSR Vidyut Employees Union (Regd.No.H-128)
5	Associations who have entered into tripartite agreement with GoAP and APSEB

12. Transferred employees should be relieved by the HoDs/ Controlling Officers concerned within one week on receipt of the orders.

13. The ban on transfers shall come into force with effect from 01.06.2023.

14. These orders are available in APEPDCL Website and can be accessed at the address <http://www.apeasternpower.com>.

PRUDHVI TEJ IMMADI, IAS  
CHAIRMAN & MANAGING DIRECTOR

To  
All the Superintending Engineers/ APEPDCL  
All the Executive Engineers of APEPDCL

Copy to:

The Dy.EE/Tech.-I to CMD's Peshi / APEPDCL / Visakhapatnam  
The Dy.EE/Tech. / Director (Operation) / APEPDCL / Visakhapatnam  
The Dy.EE/Tech. / Director (Projects) / APEPDCL / Visakhapatnam  
The AO / Director (Finance & HRD)'s Peshi / APEPDCL / Visakhapatnam  
All the Chief General Managers/ APEPDCL/ Visakhapatnam  
All the General Managers/ APEPDCL/ Visakhapatnam  
All the Deputy General Managers/ HRD/ APEPDCL/ Visakhapatnam  
The Company Secretary/ APEPDCL/ Visakhapatnam

The Pay Officer/ APEPDCL/ Corporate Office/ Visakhapatnam  
The Accounts Officer/ CPR/ Corporate Office/ Visakhapatnam  
The Stock File