

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

Memo No. HRD/E-460044/EPCOR-06002(04)/1/2024-MPS-1-
COR/ I.No. 582602 /25,Dt. 19 -04-2025

Sub:- APEPDCL – HRD/MPP-2 – Formation of New Operation Circles/
MRT Divisions/ Sub–Divisions/ Sections in APEPDCL - Re-organization
and allocation of certain posts in APEPDCL – Orders issued –
Final allocation of staff through Option process–Certain guidelines-
Issued – Reg.

- Ref:-1) Memo No. HRD/IR/F.No.210/09, D.No.728/09, Dt.20.10.2009
2) Memo No. HRD/IR/F.No.210/09, D.No.794/09, Dt.09.11.2009
3) E.O.O. (HRD) Ms. No.63/18, Dt. 24.03.2018
4) E.O.O. (HRD) Ms. No.77/18, Dt. 04.04.2018
5) Memo.No.HRD/IR/E–222962–Fileo:EPCOR–06003(57)/18/
2018– IR T –1– COR/ I.No.156945/18, Dt. 07 –04–2018
6) Memo No. E-428713/EPCOR-06002(04)/3/2023-MPS
-1-COR/I.No.492120/23, Dt. 05.8.2023
7) E.O.O. (HRD) Ms. No.110/24, Dt.22.09.2024.
8) E.O.O. (HRD) Ms. No.2/25, Dt.01.01.2025.
9) E.O.O. (HRD) Ms. No.3/25, Dt.01.01.2025.
10) E.O.O. (HRD) Ms. No.5/25, Dt.02.01.2025.
11) E.O.O. (HRD) Ms. No.24/25, Dt.11.02.2025.
12) E.O.O. (HRD) Ms. No.42/25, Dt.13.03.2025
13) Memo No.E-460044/EPCOR-06002(04)/1/2024-MPS-1-
COR/I.No.580644/25, Dt. 08.04.2025
14) E.O.O.(HRD)Ms.No.72/25, Dt. 16.04.2025

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In the reference 7th cited, orders were issued for formation of New Operation Circles/ New MRT Divisions/ Sub–Divisions/ Sections in APEPDCL. Further, orders were issued on allocation of certain posts in APEPDCL vide references 8th to 14th cited. Further, final allocation of staff to the new circles would be required for streamlining of entire circle administration.

2) After careful examination of the issue, the APEPDCL is hereby issues the following guidelines:

- i. No promotions shall be issued from the date of issue of this order and latest final seniority lists shall be prepared in the Parent Circle/ Division within their jurisdiction,(i.e., before formation of New Operation Circle/ New Divisions) in all cadres at field level wherever applicable.
- ii. After issuance of final seniority lists, the Superintending Engineers/ Operation and Executive Engineers concerned have to take necessary steps for allocation of sanctioned strength pertaining to employees

belonging to the cadres in General services, SWG, Watchman etc., for which allocation of posts was not ordered by Corporate Office. The existing sanctioned strength of these employees shall be allocated based on the Operation Sections existing in Parent Circles/parent Divisions and newly formed Circles/newly formed Divisions on pro-rata basis. While doing so, it shall also be ensured that the filled strength also to be allotted on pro-rata basis to meet the Operational and administrative exigencies.

- iii. Cadres for which allocation orders were already issued by Corporate Office, the existing sanctioned strength and filled strength shall be allocated between parent and new circles as per these orders without any deviation.

3) Consequent on completion of allocation of posts, the Superintending Engineers/ Operation shall call for options from the Staff of the Circles/ Divisions from which New Circle/ New Division is formed including staff on leave/ under suspension/ deputation in the Circle/Division, cadre-wise wherever applicable with a copy to the Notice Board to give option either to retain in the parent Circle/ Division or to opt for new Operation Circle or Division, following below procedure:

- i. The Superintending Engineers have to send the communication in this regard before 07.05.2025 with a request to give their options on or before 15.05.2025.
- ii. After obtaining options the incumbents are to be allotted as per their request to the extent possible depending upon the available posts.
- iii. If more number of people opt for New Circle/ Old Circle, new Division/old Division, the allocation should be based on final seniority lists prepared above i.e. preference will be given to the senior most incumbent.
- iv. If there is no vacancy in the New Circle/Old Circle or new Division/old Division for the senior most person as per his option, the junior most person in the cadre in the new Circle/ Old Circle or new Division/old Division as the case may be is to be transferred to the old Division/new Division and senior most incumbent is to be accommodated.
- v. If incumbent does not give any option, either they are deemed to have been opted for new Circle/new Division "or" will be posted as per the exigencies of the administration require and the committee will reserve the right for allotment to a Particular Circle/Division.
- vi. The inter-se-seniority of Staff in New Circle/ new Division shall be fixed based on original seniority in the old Circle/ old Division as per approved regulations based on their date of joining in the cadre.
- vii. The change of Option should not be accepted under any circumstances and the option once exercised is final.
- viii. No exemptions/exceptions will be allowed in final bifurcation process in any manner.
- ix. The option process is not required to the cadres whose seniority is maintained at Company level.
- x. The Officers concerned are directed to ensure that the employees are allocated on pro-rata basis among the Old Circle/New Circle, Old Division/ New Division, so as to meet the Operational exigencies for better consumer service and smooth functioning without any hindrance to the day to day duties and responsibilities.
- xi. The formats for Option are here with enclosed.

4) Further, the following committees are now constituted for implementation of the above guidelines:

a. Circle level committee (Parent Circle and New Circle):

- i. Superintending Engineer/ Operation of the Circle concerned
- ii. Executive Engineer/Technical of the Circle concerned
- iii. Executive Engineer of the Division concerned if any division level posts are involved
- iv. Senior Accounts Officer/ Accounts Officer (Finance) of the Circle concerned and
- v. Deputy General Manager/ Personnel Officer of the Circle concerned

The Circle level committee shall prepare the data for option process as per the above guidelines and place the provisional list of Options before the committee constituted from Corporate Office for approval. The committee constituted with Circle authorities is solely responsible for the accuracy of the data prepared and submitted to the Committee constituted from Corporate Office pertaining to Options process.

b. Committees from Corporate Office to oversee the Options process and to accord approval:

Sl. No.	Designation of the Officer	Name of the Operation Circle
1 st Committee		
1	CGM/HRD/Corporate Office/APEPDCL/ Visakhapatnam.	Srikakulam, Vizianagaram and Manyam (Parvathipuram)
2	GM/Training/Corporate Office/APEPDCL/ Visakhapatnam.	Visakhapatnam, Anakapalli, ASR (Paderu)
3	GM/Finance.II/ Corporate Office/APEPDCL/ Visakhapatnam.	
2 nd Committee		
1	CGM/RA&PP/Corporate Office/APEPDCL/ Visakhapatnam.	East Godavari (Rajamahendravaram), Dr.B.R.Ambedkar Konaseema (Amalapuram), Kakinada
2	GM/HRD/Corporate Office/APEPDCL/ Visakhapatnam.	Eluru, West Godavari (Bhimavaram)
3	GM/Finance.I/ Corporate Office/APEPDCL/ Visakhapatnam.	

5) The decision of the above two (2) committees constituted from Corporate Office/ APEPDCL/ Visakhapatnam shall be final and binding on the Operation Circles/ Divisions concerned.

6) The above guidelines should be followed scrupulously without any deviation and the entire process shall be completed by **31.05.2025**.

Encl: As above

PRUDHVI TEJ IMMADI, IAS
CHAIRMAN & MANAGING DIRECTOR

To

All the Committee Members of Corporate Office.

All Superintending Engineers/ Operation

All Executive Engineers/Technical

All Executive Engineers/Operation

All Executive Engineers/MRT

All Senior Accounts Officers/Finance

All Accounts Officers/Finance

All Dy.General Managers/Circle Office

All Personnel Officers/ Circle Office

Copy to:

The EE/Tech to CMD Peshi /Corporate Office/Visakhapatnam

The Dy.EE/Tech to Director (Proj) Peshi /Corporate Office/Visakhapatnam

The AEE/Tech to Director (Opn) Peshi /Corporate Office/Visakhapatnam

The AO to Director (F&HRD) Peshi /Corporate Office/Visakhapatnam

All Chief General Managers/ APEPDCL

All General Managers/Superintending Engineers/APEPDCL

All Personnel Officers/ HRD/Corporate Office/Visakhapatnam

The Stock file.

EASTERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED
CORPORATE OFFICE
P&T Colony, Seethammadhara, Visakhapatnam – 530 013

OPTION FORM (DIVISION)
(In terms of Guidelines issued in Memo.No.HRD/E-460044/
EPCOR-06002(04)/1/2024-MPS-1-COR/I.No. 582602/25, Dt. 19-
4–2025)

I working as at.....of
..... section in..... sub-division of Division.

I do hereby opt to transfer me to of (newly
formed Division).

I do hereby opt to retain at Parent Division i.e.,..... where
I am working at present.

The option now exercised is as per guidelines issued vide Memo. No. HRD/E-
460044/ EPCOR -06002(04)/1/2024-MPS-1-COR/I.No.582602/25, Dt.19-04–2025

The option now exercised is final.

Date:

Station:

Signature of the Employee

Signed in the present of me

AE/AAE.....

Countersigned

Countersigned

Deputy Executive Engineer

Executive Engineer

**EASTERN POWER DISTRIBUTION COMPANY OF A.P. LIMITED
CORPORATE OFFICE**

P&T Colony, Seethammadhara, Visakhapatnam – 530 013

OPTION FORM (CIRCLE)

(In terms of Guidelines issued in Memo.No.HRD/E-460044/EPCOR-06002(04)/1/2024-MPS-1-COR/I.No. 582602/25, Dt.19 –04–2025)

I working as at..... of
..... Office in ERO/ Division of
..... Operation Circle.

I do hereby opt to transfer me to of
newly formed Circle.

I do hereby opt to retain at Parent Circle i.e., where I am
working at present.

The option now exercised is as per guidelines issued vide Memo. No. HRD/E-460044/ EPCOR-06002(04)/1/2024-MPS-1-COR/I.No.582602/25, Dt.19-04-2025

The option now exercised is final.

Date:

Station:

Signature of the Employee

Signed in the present of me

AAO/AO/SAO/EE/Dy.EE/AE/AEE.....

Countersigned

Countersigned

Executive Engineer

Superintending Engineer