

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.585343/25, Dt. 06.05.2025

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 - Submission of options through “UDYOGI NESTHAM” application – Certain instructions – Issued.

Ref:- Memo. No.HRD/E-460044/EPCOR-06002/04/1/2024-MPS-1/
COR/I.No.582602/25, Dt.19.04.2025.

In the reference cited, certain guidelines were issued regarding final allocation of staff through Option process consequent to the formation of New Operation Circles/ MRT Divisions/ Sub-Divisions/ Sections in APEPDCL.

2. In order to make the Option process in a transparent manner, it has been decided to obtain the options of the employees coming under the purview of Option process through online as detailed below:

- i. The employees shall submit the Options in the order of their preference. All the web options shall be submitted only using UDYOGI NESTHAM application.
- ii. Hand written/ Typed/ Photostat copies/ Outside printed Option forms will not be accepted and will be lodged without any further correspondence.
- iii. Options submitted other than the On-line mode will not be entertained.
- iv. The employees who have submitted their options for more than once through online, the last Options submitted through online will be taken into consideration. **The last date for submission of options is 15.05.2025 @ 11.59 p.m.**

3. The user manual is placed in the UDYOGI NESTHAM application for ready reference, which can be accessed after logging into the application and a copy of the same is herewith enclosed. All the DGM/ PO/JAO (Adm) of parent circles and SAP-HCM 2nd level Core team members are requested to verify and update the employees of Parent Circle/ MRT/ Division in respect of those who are coming under the purview of option process and to give final confirmation by 06.05.2025 before 5PM positively. T Code:ZHR_PARENT_CIRCLE.

4. The Dy. General Manager/ Personnel Officer of Circle Office and JAO/ ADM of the Division Office concerned are the Nodal Officers to coordinate with the applicants to enter their web options through UDYOGI NESTHAM application.

5. For any queries and assistance regarding Online portal, the employees can

contact Sri P.V.R.D. Anil Kumar, JPO/ SAP-HCM/ HRD wing/ Corporate Office/ Visakhapatnam (Mobile Number: 8885768494).

6. All the remaining guidelines issued vide reference cited holds good.

Encl: User manual

PRUDHVI TEJ IMMADI, IAS
CHAIRMAN & MANAGING DIRECTOR

To

All Superintending Engineers/ Operation/ APEPDCL

All Executive Engineers/MRT/ APEPDCL

Copy to:

The EE-Tech/ CMD's Peshi / APEPDCL / Visakhapatnam

The AO/ Director (Fin.&HRD) Peshi / APEPDCL / Visakhapatnam

The AEE/ Director (Operations) Peshi / APEPDCL / Visakhapatnam

The Dy.EE/ Director (Projects) Peshi / APEPDCL / Visakhapatnam

All the Chief General Managers/ APEPDCL / Visakhapatnam

The Chief General Manager/ HRD /Corporate Office/Visakhapatnam

The Chief General Manager/ RA&PP/Corporate Office/Visakhapatnam

The General Manager/ HRD/Corporate Office/ Visakhapatnam

The General Manager/ Training/Corporate Office/ Visakhapatnam

The General Manager/ Finance-I/Corporate Office/Visakhapatnam

The General Manager/ Finance-II/Corporate Office/Visakhapatnam

All General Managers/ Superintending Engineers/ Corp Office/ VSP

All Executive Engineers/ Operation/ APEPDCL

All Deputy General Managers/ Circle Office/ Operation Circle/ APEPDCL

All Personnel Officers/ Circle Office/ Operation Circle/ APEPDCL

All Personnel Officers/ Corporate Office/ Visakhapatnam

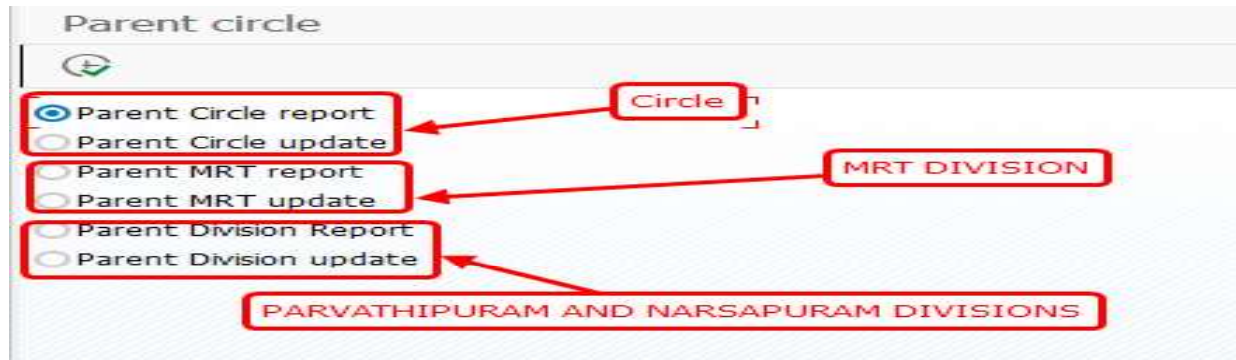
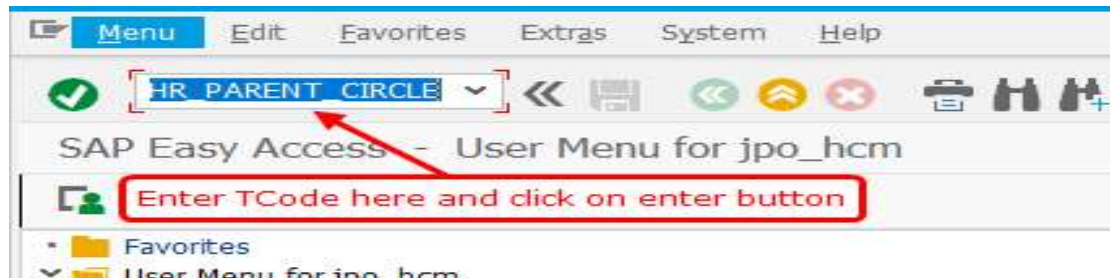
The Personnel Officer/ SAP(I/c)/ APEPDCL/ Corporate Office/ VSP

Sri P.V.R.D. Anil Kumar, JPO/ SAP-HCM/ Corporate Office/ VSP

The stock file

PARENT CIRCLE, MRT AND DIVISION UPDATION PROCEDURE

TCODE: ZHR_PARENT_CIRCLE



Above respective data reports are shown as per below criteria

CIRCLE report

Designation	Description
74	JUNIOR ACCOUNTS OFFICER
192	SENIOR ASSISTANT
191	JUNIOR ASSISTANT
155	TYPIST
222	ASSISTANT CUM DATA ENTRY OPERATOR
217	JUNIOR ENGINEER
56	FOREMAN GR-I
113	SENIOR LINE INSPECTOR
85	LASKAR
101	OFFICE SUBORDINATE/ATTENDER
107	RECORD ASSISTANT
109	RONEO OPERATOR
135	SWEEPER
136	SWEEPER CUM GARDENER CUM CLEANER
137	SWEEPER CUM GARDENER CUM WATCHMAN
139	SWEEPER-CUM-GARDENER-CUM-SANITARY ORDERL
140	SWEEPER-CUM-GARDNER
158	WATCHMAN
159	WATCHMAN CUM GARDENER
223	OFFICE ASSISTANT

MRT report

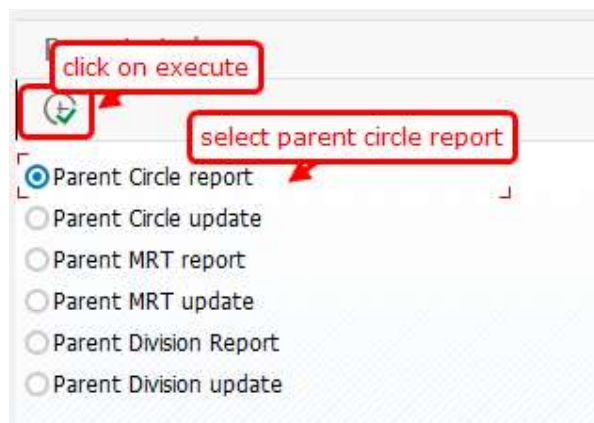
Personal Area	Personal Area Text
3030	MRT DIV VSP CIRCLE
3120	MRT DIV ELR CIRCLE
3210	MRT DIV EGD CIRCLE
3320	MRT DIV VZM CIRCLE
3390	MRT DIV SKL CIRCLE
3514	MRT DIVISION ASR CIRCLE
3523	MRT-I DIV AKP CIRCLE
3524	MRT-II DIV AKP CIRCLE
3532	MRT DIVISION WGD CIRCLE
3543	MRT DIV KKD CIRCLE
3552	MRT DIV DRBRAKN CIRCLE
3562	MRT DIV PVPMYM CIRCLE

Designation	Designation Description
56	FOREMAN GR-I
57	FOREMAN GR-II
150	TESTER GR-I
151	TESTER GR-II
77	JUNIOR LINEMAN
90	LINEMAN DRIVER
78	JUNIOR LINEMAN DRIVER

DIVISION report

PA	PA Text	Org unit	Org unit Text
3182	NARASAPURAM DIVISION	10000626	OPERATION SECTION VEERAVASARAM
3361	PARVATHIPURAM DIVISION	10000318	OPERATION SECTION JIYYAMMAVALA
3361	PARVATHIPURAM DIVISION	10000319	OPERATION SECTION KURUPAM
3361	PARVATHIPURAM DIVISION	10000320	OPERATION SECTION GUMMALAKSHMI
3361	PARVATHIPURAM DIVISION	10000321	ITDA PARVATHIPURAM 1
3361	PARVATHIPURAM DIVISION	10000322	ITDA PARVATHIPURAM 2
3361	PARVATHIPURAM DIVISION	10000323	ITDA PARVATHIPURAM 3

Designation	Description
88	LINE INSPECTOR
89	LINEMAN
11	ASSISTANT LINE MAN
77	JUNIOR LINEMAN
218	ENERGY ASSISTANT



Parent Circle Report

Further selections: Search help: Sort order:

select this radio button to show all the employees along with deputed employees

☐ Today
☒ Up to today
☐ Other period

☐ Current month
☐ From today
☐ Current year

Data Selection Period: To:
 Person selection period: To:
 Payroll period:

Selection

Personnel Number:
 Employment status: Enter respective PAs
 Company Code:
 Personnel area:
 Personnel subarea:
 Payroll area:
 Pers.area/subarea/cost center:
 Employee group/subgroup:

Designation: ☒ select designation

Designation (1) 20 Entries found

Restrictions

Designation	Designation Discription
056	FOREMAN GR-I
074	JUNIOR ACCOUNTS OFFICER
085	LASKAR
101	OFFICE SUBORDINATE/ATTENDER
107	RECORD ASSISTANT
109	RONEO OPERATOR
113	SENIOR LINE INSPECTOR
135	SWEEPER
136	SWEEPER CUM GARDENER CUM CLEANER
137	SWEEPER CUM GARDENER CUM WATCHMAN
139	SWEEPER-CUM-GARDENER-CUM-SANITARY ORDERL
140	SWEEPER-CUM-GARDNER
155	TYPIST
158	WATCHMAN
159	WATCHMAN CUM GARDENER
191	JUNIOR ASSISTANT
192	SENIOR ASSISTANT
217	JUNIOR ENGINEER
222	ASSISTANT CUM DATA ENTRY OPERATOR
223	OFFICE ASSISTANT

Parent circle Update Report

Further selections: Search help: Sort order:

after entering below fields click on execute

☒ Today
☐ Up to today
☐ Other period

☐ Current month
☐ From today
☐ Current year

Data Selection Period: To:
 Person selection period: To:
 Payroll period:

Selection

Personnel Number:
 Employment status:
 Company Code:
 Personnel area: 3160
 Personnel subarea:
 Payroll area:
 Pers.area/subarea/cost center:
 Employee group/subgroup:

Designation: 155

NIDADAVOLE DIVISION IS ENTERED

For eg: Typist designation is selected

Parent circle Update Report

Employee No	Employee Name	Designation	Position	Parent Circle
1029350	Chandra Sekhar Kalabattula	TYPIST	TYPIST Administration OD Nidadavole	ELR
1070782	Ramana Kumari Duvvapu	TYPIST	TYPIST Commercial OD Nidadavole	ELR
1072386	Padmavathi Kakula	TYPIST	Typist ERO NIDADAVOLE 1	ELR
1073307	Vjayasanthi kotari	TYPIST	JA RC NIDADAVOLE 2	ELR
1074534	NAGENDRA KUMAR RAYUDU	TYPIST	Typist ERO NIDADAVOLE 2	ELR

data will be shown with existing parent circle

Parent circle Update Report

Employee No	Employee Name	Designation	Position	Parent Circle
1029350	Chandra Sekhar Kalabattula	TYPIST	TYPIST Administration OD Nidadavole	ELR
1070782	Ramana Kumari Duvvapu	TYPIST	TYPIST Commercial OD Nidadavole	ELR
1072386	Padmavathi Kakula	TYPIST	Typist ERO NIDADAVOLE 1	ELR
1073307	Vjayasanthi kotari	TYPIST	JA RC NIDADAVOLE 2	ELR
1074534	NAGENDRA KUMAR RAYUDU	TYPIST	Typist ERO NIDADAVOLE 2	ELR

if parent circle is not correct then copy the employee ID

Parent circle



click on execute

- ☐ Parent Circle re
- ☒ Parent Circle update
- ☐ Parent MRT report
- ☐ Parent MRT update
- ☐ Parent Division Report
- ☐ Parent Division update

Go to parent circle update

Parent circle Update



click on execute

Search helps

Sort order

Period

☒ Today

☐ Current month

☐ Current year

☐ Up to today

☐ From today

☐ Other period

Data Selection Period

Person selection period

Payroll period

Enter employee ID

Selection

Personnel Number

1072386

Employment status

Company Code

Personnel area

Personnel subarea

Payroll area

Pers.area/subarea/cost center

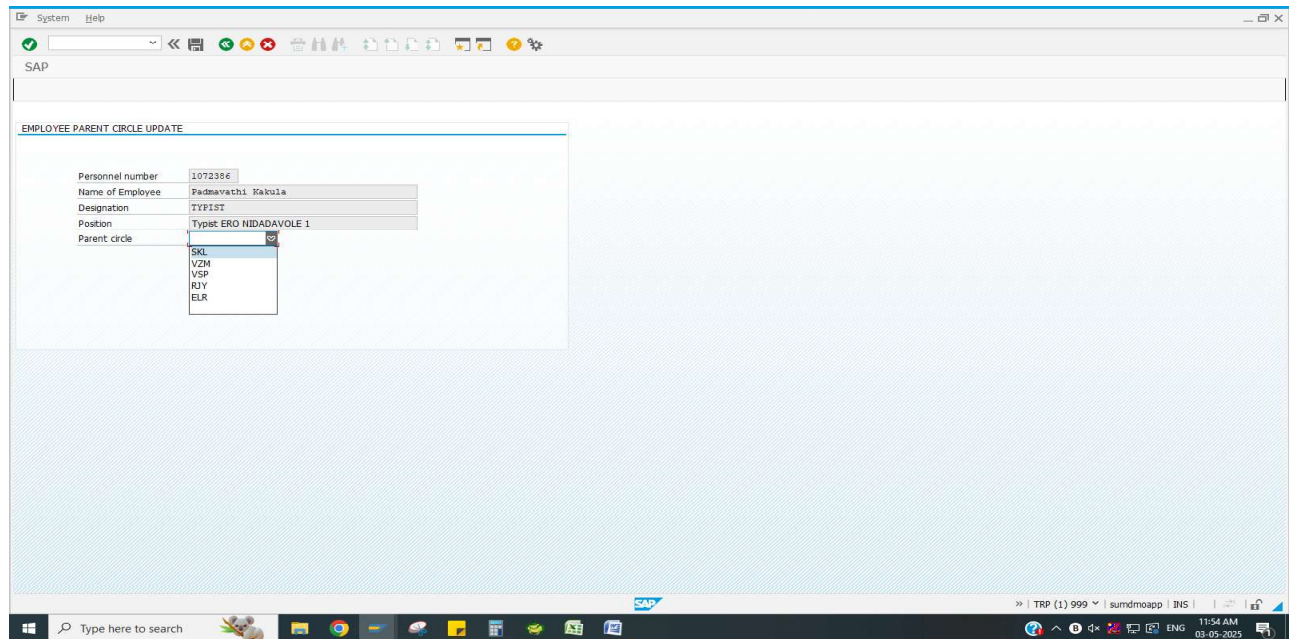
Employee group/subgroup

EMPLOYEE PARENT CIRCLE UPDATE

Personnel number	1072386
Name of Employee	Padmavathi Kakula
Designation	TYPIST
Position	Typist ERO NIDADAVOLE 1
Parent circle	

click on dropdown for parent circle selection

Update



Parent circles will be shown as above.

EMPLOYEE PARENT CIRCLE UPDATE	
Personnel number	1072386
Name of Employee	Padmavathi Kakula
Designation	TYPIST
Position	Typist ERO NIDADAVOLE 1
Parent circle	RJY

select the correct parent circle

Update

then click on Update

EMPLOYEE PARENT CIRCLE UPDATE

Personnel number 1072386

Name of Employee SAP

Designation

Position

Parent circle

Are you sure, you want to update?

Yes No Cancel

Popup will be shown, click on Yes

Parent circle Update



Further selections

Search helps

Sort order

Period

- ☒ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today

Data Selection Period

Person selection period

Payroll period

To

To

Selection

Personnel Number 1072386

Employment status

Company Code

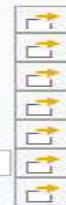
Personnel area

Personnel subarea

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup



updation status will be displayed here

✓ Data Updated Successfully

Parent circle Update Report

Further selections | Search helps | Sort order

Period

☒ Today
 ☐ Current month
 ☐ Current year
☐ Up to today
 ☐ From today
☐ Other period

Data Selection Period: To:
 Person selection period: To:
 Payroll period:

Selection

Personnel Number: 
 Employment status:
 Company Code:
 Personnel area:
 Personnel subarea:
 Payroll area:
 Pers.area/subarea/cost center:
 Emplo:

check whether newly updated parent circle is shown in report or not

Designation:

Parent circle Update Report














Employee No	Employee Na...	Designation	Position	Parent Circle
1072386	Padmavathi K...	TYPIST	Typist ERO NI...	RJY

newly update parent circle is shown (previous ELR)

The same procedure is to be followed to for updation of Parent MRT division and Parent Division.

Parent Circle Report

 Confirmation

Employee No	Employee Na...	Designation	Parent Circle
22			CORP

click here for final confirmation

After complete checking/ updation of Parent Circle/ MRT/ Division click on Confirmation (which means final confirmation of employee's parent data, no more changes can be made further).