



**NORTHERN POWER DISTRIBUTION COMPANY OF A.P. Ltd.
CORPORATE OFFICE :: WARANGAL – 506 004.**

Memo. No. CMD/CGM(HRD)/JS/AS(Estt)/PO.A/490 -A3/11, Dt:21 -05-2011.

Sub:- Estt – Transfers – Guidelines for Transfers during 2011-12 – Issued.

In supercession of all earlier instructions on Transfers, the following guidelines are issued for transfers during the year 2011-12. The ban orders in force on transfers till date are lifted. These transfer guidelines will be followed for transfers during future years also:

2. (a) Employees completing three years period in the present post/those completing five years stay in the present station in the same cadre and completing ten years service in the present cadre and immediate junior cadre in present circle as on 30.06.2011 are to be transferred as detailed below. Break in service for less than six months at a time will be treated as continuity of service. The period includes contract service/ incharge service also. The 3 years, 5 years and 10 years as above shall be reckoned with respect to the year of general transfer of that year.

(b) Mutual/Request transfers will be considered only for a different post in which the incumbent not served in the preceding 5 years, provided the incumbent completes one year of stay for mutual and two years of stay for request transfer in the present post (not station) and have completed 5 years in the present Circle as on 30.06.2011. The period of two years stay is not required in respect of the staff retiring before 30.06.2012 and the incumbent request for transfer to some other unit duly foregoing seniority. Request transfer incumbent to be accommodated after accommodating general transfer incumbent. The mutual/request transfer from Circle to Circle/ Division to Division will be only for the Circle/ Division but not for the post.

(c) Incumbents to be transferred on completion of 3 years/5 years/10 years as the case may be as per guidelines are not eligible for mutual transfer.

3. Request transfers will be entertained for a different post in which the incumbent not served in the preceding 5 years at induction level like Sub-Engineer cadre on mutual basis only or to the vacant post arising due to transfer of existing incumbent on completion of 3 years/ 5 years period as the case may be duly ensuring that both the posts are filled up. However, request transfers at induction level from Unit to Unit losing seniority can be considered without mutual also. Inter Circle transfers of Sub-Engineers will be for the Circle only but not for the post.

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4. (a) Employees retiring on or before 30.06.2012 need not be transferred.
- (b) Employees who have put in less than 2 years in the present post need not be Transferred, even though they would be affected as per the transfer guidelines.
- (c) While affecting transfers/request transfers/mutual transfers, it shall be ensured that the employees have minimum 2 years in the post to which he is going to be transferred without again getting effected by transfer guidelines.
- (d) Protection from transfer is to be given for Discom President, Discom Secretary, Regional Secretary and Regional President in respect of Unions i.e., A.P. Electricity Employees Union (Regd. No.1104), A.P.State Electricity Employees Union (Regd. No.327), Telugunadu Vidyuth Karmika Sangham (Regd. No.1245), SC & ST Association, State Scheduled Tribe Employees Welfare Association (Regd. No.956) and Electricity Backward Class Employees Welfare Association (Regd.No.1681) and O.C. Association only. Protection is for the station and not for the post. The protection will be for the incumbents whose names have been intimated already to Circle Offices (letter received in Circle Office) as on the date of this order.
- (e) Transfer of personnel within the office does not attract the provisions of transfer. The total service of the persons who are transferred within the office shall be taken into consideration for computation of service in the present post. Allotment of works from one seat to another seat within the office does not amount to transfer.
- (f) Request transfers will not be considered in respect of employees who are absconding from duty without approved leave/proper relief.
- (g) All the transfers are to be made from 20% HRA stations to less than 20% HRA Stations to the extent possible. If there are no stations with less than 20% HRA, they may be transferred to 20% HRA posts.
- (h) Female employees, who have completed 3 years/5 years of period as the case may be, can be transferred to some other post in the same station, if available. If there is no post in the same station to accommodate her, she may be transferred to the nearest outside station.
- (i) Male employees who have completed 3 years/5 years as the case may be, whose wife is working in Government department at the present place, are to be transferred within the district only to the extent possible.

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- (j) Physically challenged incumbents (ortho) who cannot walk without the assistance of another person and who have completed 3 years/5 years as the case may be are to be transferred to some other post in the same station, if available. If there is no post in the same station to accommodate, the incumbent can be retained in the present post. The request of employees with mentally challenged children for the choice of station will be considered to the extent possible so as to provide for specialized health care.
- (k) The incumbents ailing from chronic diseases (either self, or spouse or dependent children) such as cancer, heart operation, neurosurgery, bone T.B., kidney transplantation/Dialysis and who have completed 3 years/5 years of period as the case may be are to be transferred to some other post in the same station, if available. If there is no post to accommodate, the incumbent is to be transferred outside to a place nearest to the present place. This concession is only for those who have already availed credit card for the disease.
- (l) In respect of provincial cadre transfers shall be from revenue unit to expenditure unit and vice versa and also from revenue unit to revenue unit.
- (m) In respect of O&M staff request and mutual transfers shall be considered to only out side the present section/sub-division.

5. Transfers to be made as per the above guidelines in respect of request transfers/mutual transfers/transfers on completion of 3 years/ transfers on completion of 5 years will be to a different place outside the present Headquarters.

6. In respect of candidates pursuing higher studies by night college with prior approval from department and who has passed 80% of the subjects as per shortest mandate of the course relevant to the job, their requests can be considered for a different place provided there are clear vacancies regardless of period of stay in the present post.

7. Period of service in Circle Office/Zonal Office/Corporate Office and other posts in the same place is to be treated as service in one Station only for reckoning 3 years/5 years.

8. Transfers as per the guidelines are to be effected from the list drawn to the top incumbents limited to 30% of the cadre strength of each cadre of the Unit. Unit is Corporate Office for Engineering Cadres from Section Officer to Chief General Manager and in Accounts Services from AAO cadre to Chief General Manager. Similarly Circle Office is the unit for Sub-Engineer cadre. The list for arriving at the top 30% of the cadre strength is to be drawn from the incumbents who have completed 3 years/5 years/10 years by taking date of joining in the present station.

(Cadre strength means existing manpower and not sanctioned posts)

9. Transfers to be effected by the following designated Officers:

<p align="center">Employees completing 3 years period in the present post as on 30.06.2011</p>	<p align="center">Employees completing 5 years period at the present station in the same cadre OR total 10 years service in the present circle in the present cadre and immediate junior cadre by 30.06.2011</p>
<p><u>1. Sub-Engineer/Section Officer/ADE:</u> To be transferred by Superintending Engineer to a different place in the same Division or outside Division in the Circle at request.</p> <p><u>SECTION OFFICER/ADE:</u> The top incumbents who have served for more than 5 years in the present Circle in the same cadre or 10 years total service in the present cadre and immediate junior cadre at present Circle are to be transferred to some other Circle to accommodate request transfer of the incumbent of other Circles. The list of such top incumbents to be transferred to other Circle is to be drawn by taking date of joining in the Circle in the present cadre of all the incumbents irrespective of completion of 3 years/5 years.</p>	<p><u>1. Sub-Engineer/Section Officer/ADE:</u> To be transferred by Superintending Engineer from one Division to another Division.</p> <p>Inter circle transfers will be issued by Corporate Office.</p>
<p><u>2. AEE/Civil:</u> To be transferred by Corporate Office to some other post in the Circle, if possible. Otherwise to be retained.</p>	<p><u>2. AEE/Civil:</u> To be transferred by Corporate Office to some other Circle.</p>
<p><u>3. AAO Cadre:</u> To be transferred by Corporate Office to a different place in the Circle or outside the Circle at request. The top incumbents who have served for more than 5 years in the present Circle in the same cadre or 10 years total service in the present cadre and immediate junior cadre at present Circle are to be transferred to some other Circle to accommodate request transfer of the incumbent of other Circles. The list of such top incumbents to be transferred to other Circle is to be drawn by taking date of joining in the Circle in the present cadre of all the incumbents irrespective of completion of 3 years/5 years.</p>	<p><u>3. AAO Cadre:</u> To be transferred by Corporate Office to a different place outside the Circle. If not possible to a different place in the same Circle.</p>
<p><u>4. Above ADE, above AAO Cadre:</u> To be transferred by Corporate Office from the present place to any other place either within the Circle or outside the Circle. The top incumbents who have served for more than 5 years in the present Circle in the same cadre or 10 years total service in the present cadre and immediate junior cadre at present Circle are to be transferred to some other Circle to accommodate request transfer of the incumbent of other Circles. The list of such top incumbents to be transferred to other Circle is to be drawn by taking date of joining in the Circle in the present cadre of all the incumbents irrespective of completion of 3 years/5 years.</p>	<p><u>4. Above ADE, above AAO Cadre:</u> To be transferred by Corporate Office from the present place to outside the Circle.</p>

5. ALL O&M STAFF: To be transferred by D.E. to a different Section	5.ALL O&M STAFF: To be transferred by D.E from one Sub-Division to another Sub-Division
6.All Accounts staff upto the cadre of JAO: To be transferred by Superintending Engineer to a different place in the Circle	6. All Accounts Staff upto the Cadre of JAO: To be transferred by Superintending Engineer from one Division to another Division

10. The lists of employees to be transferred as per the above guidelines (i.e. above 3 years & 5 years) are to be exhibited in the Circle Offices and Corporate Office by 28.05.2011.

11. Last date for receipt of request application to the transferring authority is 05.00 PM on 31-05-2011. The applications received after the said date and time will not be entertained.

12. Transfer orders shall be issued before 07.06.2011.

13. No Transfer orders shall be issued after 07.06.2011 except cases on disciplinary/vigilance grounds.

14. All the transferred incumbents are to be relived before 15.06.2011 by making local arrangements. All the transferred incumbents have to obtain proper clearance i.e., closing of work orders, metering account reconciliation etc., from their old station and ensure proper handing over of section within the stipulated time provided from the date of transfer to 15.06.2011. For any deviation, the incumbent who has failed to do so will be held responsible.

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

16. The employees promoted during the year are to be posted to the vacant post only.

17. The DISCOM reserves the right to transfer/retain any employee at any time on administrative grounds depending upon case to case basis.

18. Any deviation of the above instructions and delay in relieving the incumbents will be viewed seriously.

**CH. NARSIMHA REDDY
CHAIRMAN & MANAGING DIRECTOR**

To

The Chief General Manager (HRD)/APNPDCL /Warangal.
All the Superintending Engineers }
All the Divisional Engineers/ } of APNPDCL.

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The P.S. to Director(Operation)/APNPDCL/ Warangal.

The P.S. to Director(P&MM)/APNPDCL/ Warangal.

The P.S. to Director(Projects)/APNPDCL/ Warangal.

The P.S. to Director(Finance)/APNPDCL/ Warangal.

The P.S. to Director(HRD)/APNPDCL/ Warangal.

The CMD/APTransco/APSPDCL/APEPDCL & APCPDCL.

The Chief Engineer/Zone/Warangal and Nizamabad.

The Chief Engineer (Q.C. & Enq:)/APNPDCL/Warangal

All the Chief General Managers/APNPDCL/Warangal

All the General Managers/APNPDCL/Warangal

The General Manager-IT/APNPDCL/Warangal with a request to place the above order in APNPDCL Website.

All the Asst. Secretaries/APNPDCL/ Warangal.

The Pay Officer/APNPDCL/ Warangal.

All the Personnel Officers/Corporate Office/APNPDCL/Warangal.

The Company Secretary Gr.III/APNPDCL/ Warangal.

The Company Secretary/APE Employees Union (Regd. No. 1104)

H.No. 5-3-133, Kothuru Street, Hanamkonda.

The Company Secretary /APSE Employees Union (Regd. No. 327)

H.No. 2-8-464/3, Srinagar Colony, NGO's Colony Road, Hanamkonda.

The Company President/ Telugunadu Vidyuth Karmika Sangam (Regd.No. B1245).

H.No. 10-3-241, Saphthagiri Residency, Flat No:101, Vidyanagar, Karimnagar.

The Company Secretary / Telangana Rastra Vidyuth Karmika Sangam (H-58)

O/o. SE/Op/ Karimnagar.

The Company Secretary, United Eletcroitiy Employees Union (Reg.No.1829)

H.No.4-1-258, Indiranagar Colony, Khammam.

The Company Secretary/APSEB Engineers Association (Regd. No. 874/75)

H.No.2-7-633, Subedari, Hanamkonda, Warangal.

The General Secretary, Telangana Vidyut Engineers' Association, (Regd.No.1438/2007)

O/o: DE/Op/Warangal.

The General Secretary/AP Power Diploma Engineers Association (Regd. No. B-473)

H.No. 1-7-1008/DIPEE Bhavan/ Hunter Road, Warangal.

The General Secretary/APSEB Assistant Engineers Association (Regd. No. 1185)

O/o. ADE/D.S/Warangal

The Company Secretary/ APSEB Accounts Officers Association (Regd. No. C-5)

O/o: CGM(Expr.)/NPDCL/Wgl.

The General Secretary/ APSEB Junior Accounts Officers Association

O/o: Corporate Office/Warangal.

The President/APSEB Secretariat (P&G) Employees Association (Regd. No.54/1969),

O/o. PRO/APNPDCL / Warangal.

The General Secretary/APEE P&G and Officers' Association (Regd. No. 10656),

O/o. SE/OP/ Warangal.

The Company Secretary/ BC Employees Welfare Association (Regd. No. 1589),

O/o. CGM(Expr.)APNPDCL/Warangal.

The Company Secretary, SC-ST Welfare Association O/o. SE/Op/Warangal

The Company Secretary/ST Welfare Association O/o: AAO/ERO/Town/Hanamkonda

The Company Secretary, Electricity OC Employees Welfare Association (APNPDCL),

H.No. 3-285/9, Shyamala Durga Das Colony, Hanamkonda-506370.

The Secretary General, Telangana Genco, Transco, Discoms SC/ST employees

Welfare Association, (Regd. No. 202 of 2010) O/o: DE/M&P/Nizamabad

The Founder President, Telangana Electricity Employees Association,

Regd.No.H.61/2005, D.No.14-3-237, Goshamahal, Begum Bazar, Hyderabad

The Stock File. //Spare//

// FORWARDED BY ORDER//


PERSONNEL OFFICER 21/5/11