

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
VIDYUT SOUDHA:: HYDERABAD – 82.

Circular Memo.No.CGM(HRD&Trg)/DE(DC)35/P1 /2011-25.

Dt.16-06-2011.

Sub: AP Transco – Discipline & Appeal Regulations - Procedure for minor penalties and penalty of stoppage of increments with cumulative effect – Certain instructions – Issued – Regarding.

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In recent past it is observed that certain legal complications arise in the procedure following in certain cases of Disciplinary cases. The APTRANSCO carefully examined the issues and instructed to follow the following procedure in dealing the disciplinary cases to avoid legal complications.

2.a) Procedure for Minor Penalty :

A notice calling for explanation shall be issued by competent authority to the member of service and that notice should indicate why disciplinary action should not be taken against him for the lapses/irregularities indicated in the notice. **No penalty shall be specified in that notice.** After consideration of explanation, the competent authority may impose a minor penalty. If major punishment is contemplated, competent authority shall follow the procedure for major punishment as indicated in Discipline & Appeal Regulation 10(2).

Similarly, no punishment should be indicated in the Charge Memo /Charge Sheet.

b) Procedure for penalty of stoppage of increment with cumulative effect.

To avoid legal complications, even though the punishment of stoppage of increment with cumulative effect is of minor penalty as per Discipline & Appeal Regulation, the Competent Authority who proposes to impose the penalty of Stoppage of increment with cumulative effect shall adopt elaborate procedure as in 10(2) of Discipline & Appeal Regulation ie., appointing Enquiry Officer.

3. Hence, all HODs/Competent Authorities are instructed to follow above instructions scrupulously without fail.

K.RANGANATHAM,
JOINT MANAGING DIRECTOR
(HRD & Distribution)

To

All Executive Directors/AP Transco
All Chief Engineers/AP Transco.
Chief General Manager (HRD&Trg)/AP Transco/VS/Hyderabad.
All Superintending Engineers/AP Transco
All FA & CCAs/Dy.CCAs/APTRANSCO.
The Divisional Engineers/Executive Engineers/AP Transco

Copy to:

PS to Chairman & Managing Director /AP Transco/AP Transco/VS/Hyd.
PA to Joint Managing Director (Vigilance& Security) /AP Transco/VS/Hyd.
PA to Joint Managing Director (HRD & Distribution) /AP Transco/VS/Hyd.
PA to Joint Managing Director (Comml., IPC & IT) /AP Transco/VS/Hyd.
PA to Director (Finance & Revenue)/AP Transco/VS/Hyd.
PA to Director (Grid Operation)/AP Transco/VS/Hyd.
The DE/Tech. to Director (Transmission) AP Transco/VS/Hyd.
The DE/Tech. to Director (Projects) AP Transco/VS/Hyd.
PS to Chairman & Managing Director/APEPDCL/Visakhapatnam
PS to Chairman & Managing Director /APSPDCL/Tirupati
PS to Chairman & Managing Director /APCPDCL/Hyderabad
PS to Chairman & Managing Director /APNPDCL/Warangal
PS to Managing Director & Vice Chairman/APGenco/VS/Hyd