

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

**ABSTRACT**

Estt – APTRANSCO – General Transfer Policy and Guidelines for Engineering, Accounts, O&M and P&G Services in APTRANSCO for the year 2011-2012 - Orders – Issued.

T.O.O.(Addl.Secy-Per) Ms No.67

Dated.21.05.2011.

**ORDER:-**

After careful consideration, the Transmission Corporation of A.P. Limited issues the following guidelines for Engineering, Accounts, O&M and P&G Services in APTRANSCO on General Transfer Policy for the year 2011-2012 in Annexure-I, Annexure-II and Annexure-III appended to this T.O.O. for implementation.

**Encl:** Annexures - I, II and III.

**(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF A.P.LTD)**

**AJAY JAIN**  
**CHAIRMAN AND MANAGING DIRECTOR**

To  
All Chief Engineers }  
The Chief General Manager (HRD & Trg) }  
All FA & CCAs } APTRANSCO  
The Additional Secretary }  
All Superintending Engineers }

**Copy to**

The CE/EA, RE, Opn, & IT/APTRANSCO/VS/Hyd . **With a request to place the TOO in APTRANSCO Website.**

PS to Chairman & Managing Director/APTRANSCO/Vidyut Soudha/Hyderabad.

PA to Joint Managing Director(Comml.,IPC & IT)/APTRANSCO/VS/Hyd.

PA to Joint Managing Director (V&S)/APTRANSCO/VS/Hyderabad.

PA to Joint Managing Director (HRD & Distribution)/VS/Hyderabad.

PS to Director (Fin. & Rev.)/ APTRANSCO/VS/Hyderabad.

DE/Techl. to Director (Grid Operation)/APTRANSCO/VS/Hyderabad.

DE/Techl. to Director (Transmission)/APTRANSCO/VS/Hyderabad.

DE/Techl. to Director (Projects)/APTRANSCO/VS/Hyderabad.

All Chairman Managing Directors of DISCOMs.

The Executive Director (Mechanical)/APTRANSCO/VS/Hyderabad.

The Executive Director/CC/General/APTRANSCO/VS/Hyderabad.

The Executive Director (Planning, RAC & Ref)/APTRANSCO/VS/Hyderabad.

All Chief General Managers (HRD)/APEPDCL,APSPDCL,APCPDCL & APNPDCL.

All Dy.Chief Controller of Accounts/ APTRANSCO/VS/Hyderabad.

All Divisional Engineers of APTRANSCO

The Liasion Officer, SC&ST Grievance Cell, Vidyut Soudha, Hyderabad.

The Pay Officer/ The Accounts Officer/CPR/APTRANSCO/VS/Hyderabad.

(PTO)

The Asst. Company Secretary/APTRANSCO/VS/Hyderabad.  
All Deputy Secretaries.//All Asst.Secretaries/APTRANSCO/VS/Hyderabad.  
All Sections in P&G Services/APTRANSCO/VS/Hyderabad.  
The General Secretary, APEE Union (Regd.No.1104) Mint Compound, Hyd.  
The Secretary General, APSE Employees Union (Regd.No.327) MC/Hyd.,  
The General Secretary, Telugunadu Vidyut Karmika Sangham (Regd.No.1245)/  
Mint Compound/Hyd.  
The General Secretary, APTRANSCO Engineers Association,H.No.1602(6-2-52/3/II),  
IInd Floor,Lane besides Hundai Showroom, Street No.9, Khairathabad, Hyderabad-4.  
The General Secretary, APSEB Assistant Engineers Association,  
(Regd.No.1185 of 1977) , New Paloncha, Khammam District-507 115.  
The Secretary General, APSEB Engineers Association, (Regd.No.874/75),  
H.No.6-3-663, Somajiguda, Hyderabad.  
The General Secretary, AP Power Diploma Engineers Association,  
(Regd.No.B-473) H.No.5-9-22/55, Adarshanagar, Hyderabad  
The General Secretary, Andhra Rashtra Power Employees Union,  
(Regd.No.G-445), H.No.1-8-565/5, RTC 'X' Road, Hyderabad-20.  
The General Secretary, APSEB Accounts Officers Association, (R.No.C-5)/VS/Hyderabad.  
The General Secretary, Junior Accounts Officers Association (R.No.880),  
Vidyut Soudha, Hyderabad.  
The Secretary General, APSEB Secretariat Employees Association,  
(Regd.No.54/69), Vidyut Soudha, Hyderabad.  
The General Secretary, United Electricity Employees Union, (Regd.No.B-1829), 1-7-139,  
N.V.B. Smarakakendran S.R.K.Nagar, Risalagadda, Jamistanpur, Hyderabad-20.  
The General Secretary, APSEB Technical Employees Union, (Regd.No.B-2275)  
C/o Sri K.Sampath Reddy, H.No.6-1-40/5, Mint Compound, Hyderabad.  
The Secretary General, APSEB SC & ST Employees Welfare Association (Regd.No.1589),  
Mint Compound, Opp. A.P.Test Book Press Khairatabad, Hyderabad-500 063.  
The State President, State Scheduled Tribe Employees Association,  
(Regd.No.956/78),Mint Compound, Hyderabad-63.  
The General Secretary, APEE P&G & Officers Association(Regd.No.EEA.10656),  
Mint Compound, Hyderabad.  
The General Secretary Telangana Raastra Vidhyuth Karmika Sangam, Qr.No. 3-7-443, 444  
Beside 132/33 KV SS, Jagtial Road, Karimnagar.  
The General Secretary, Telangana Elec.Employee's Association (Regd.No.H.61/2005),  
H.No.14-3-237, Goshamahal, Begambazar, Hyderabad.  
The Secretary General, Electricity Backward Classes Employees Welfare Association  
(Regd.No.1681/2006), Plot No.7, Road No.5G, Krishnanagar Colony, Moulali, Hyd.-40  
The Secretary General, Electricity OC Employees Welfare Association,  
(Regd.No.1088/2008), H.No.1-1-287/33/A, Chikkadapally, Hyderabad.  
The Central Record Section. & Stock File.  
**C.No.Addl.Secy/DS(L&P)/AS(L)/PO(IR)/JPO-1/410/09.**

**// FORWARDED::BY ORDER //**

**PERSONNEL OFFICER**

**Annexure-I to T.O.O.(Addl. Secy.-Per) Ms No.67, Dated.21.05.2011**

**General transfer policy for the year 2011-2012 - Guidelines for Engineering, and Accounts Service (AAO and above).**

1. Employees of APTRANSCO may be considered for transfer on completion of 3 years service in the present post as on 30-06-2011 as follows:

<b>SERVICE</b>	<b>3 Years</b>
<b>ENGINEERING SERVICE</b>	
Sub-Engineer	Different function in the same Sub-Division, if no alternative function is available to a different Sub-Division in the same Division.
AAE/AE	Different function in the same Division if alternative functions are available. If no alternative function is available, to a different Division in the same district/circle, where the circle consists of more than one district, then within the same district.
Assistant Divisional Engineer.	Different function in the same Division if alternative functions are available. If no alternative function is available, to a different Division in the same district/circle, where the circle consists of more than one district, then within the same district.
<b>Note:-</b> In case of AE/AAE/ADE, the incumbents who have served for more than 5 years in the present Zone in the same cadre are to be transferred to some other Zone if necessary to accommodate request transfer of the incumbents of other Zones. The incumbent requesting the transfer should satisfy the transfer guidelines and should have completed 5 years of service in the present Zone.	
Divisional Engineer	Different function in the same zone
AAO and above.	Different function in the same Circle.
<b>Note:-</b> In case of AE/AAE/ADE, the incumbents who have served for more than 5 years in the present Zone in the same cadre are to be transferred to some other Zone if necessary to accommodate request transfer of the incumbents of other Zones. The incumbent requesting the transfer should satisfy the transfer guidelines and should have completed 5 years of service in the present Zone.	

2. Length of service put in the present post may form the basis for calculation of 3 years of service. Thus, employees in present post in the order of seniority may be considered for transfer.

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 as above shall be reckoned with respect to the year of general transfer of that year.

3. Every employee may serve for a minimum of 3 years in field in the given cadre

(PTO)

4. There may be job rotation from one function to another such as Substation Maintenance/ Substation shift/ Lines/ MRT/ TLC/ ALDC/ Office in Engineering Service and O & M Service between construction (TLC) and maintenance (TL & SS) functions, among different functions in Accounts Service such as Balance Sheet/ Budget/ Loans/ B&R/ Stores/ Pay & Accounts/ Pay Office.
5. Transfers will be effected for all those who completed 3 years of service in the present post.
6. Request transfers may be considered within the zone after completion of two years in the given cadre and place against clear vacancies and based on genuineness and suitability. Similarly, mutual transfers may be considered on completion of one year of service in the given post by the applicants. Mutual transfers shall not be considered for the employees who have worked for 3 years and above. Mutual transfers from Zone to Zone / Circle to Circle is only for the Zone or Circle and not for the post.
7. Physically challenged employees whose mobility is seriously impaired without the assistance of another person are to be transferred to some other post in the same station. If there is no post to accommodate, the employee can be retained in the present/same 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.
8. The incumbents with chronic disease (either self or spouse or dependent children) of cancer, heart operation, neurosurgery, tuberculosis, kidney transplantation/dialysis and who have completed 3 years of service are to be transferred to some other post in the same place. If there is no post to accommodate in the same place, the incumbent is to be transferred to a place nearest to the present place of working in the same district. This concession is only for those who have already availed credit card for the disease.
9. Women employees may be transferred to some other post as far as possible in the same station. If there is no post in the same station to accommodate her, she may be transferred to the nearest outside station.
10. While effecting the transfers, the competent authorities may give precedence to married couples working in APTRANSCO to be posted in the same place. Employees whose spouse is working in Central/State Governments and PSUs of Central and State Governments at the present place may be transferred within the District only subject to availability of vacancies.
11. Protection from transfer is to be given for Regional Secretary/Regional President of TL & SS Zones/Vidyut Soudha in respect of Unions i.e., A.P. Electricity Employees Union (Regd.No.1104), A.P. State Electricity Employees Union (Regd.No.327), Telugunadu Vidyut Karmika Sangham (Regd.No.1245), APSEB SC & ST Employees Welfare Association (Regd.No.1589), Electricity Backward Classes Employees Welfare Association (Regd.No.1681/2006), Electricity O.C. Employees Welfare Association (Reg.No.1088/2008) and State Scheduled Tribe Employees Welfare Association (Regd.No.956/78) 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 the Corporate Office/Vidyut Soudha as on the date of this order.
12. No employee who has put in less than one year of service shall be considered for transfer.

(PTO)

13. Employee due for retirement on or before 30-06-2012 shall not be transferred.
14. Transfer orders shall be issued on or before 15-06-2011.
15. No transfer orders shall be issued after 15-06-2011 except on disciplinary/vigilance grounds.
16. All the transferred incumbents are to be relieved on or before 20-06-2011 by making local arrangements.
17. While implementing the transfer policy, priority should be given to fill up the vacancies in rural areas first.
18. The competent authority to whom the powers were delegated may be personally responsible for compliance with the guidelines prescribed above and any deviation from the guidelines herein shall be viewed seriously.
19. The Officer immediately superior to competent authority may ensure that all the transfers are as per guidelines.
20. The transferred employees shall be relieved on or before 20-06-2011 by the competent authority, duly making local relief arrangements.
21. The service rendered on contract basis will be considered while computing the period of 3 years in a post for A.Es.
22. SLDC/ALDC transfers will be made by Committee of Directors, APTRANSCO.

**Operational Guidelines for 2011-2012:-**

- i)** The employees who completed 3 years of service as on 30-06-2011 may be considered for effecting the General Transfers in 2011.
- ii)** Since the guidelines are issued only in May, for the current year APTRANSCO may finalise the general transfers and issue orders by 15-06-2011.
- iii)** The employees transferred shall be relieved by 20-06-2011, by the HODs/CE (TL & SS/Telecom/Civil)/SE (TL & SS) duly making local arrangements for relief.
- iv)** During the current year, transfer of employees will be limited to 30% of the employees who completed 3 years of service in the present post. The total transfers in any cadre be limited to 30% of the cadre strength of the existing employees in the order of the seniority of service.

(PTO)

v) The following authorities are competent for effecting job rotation of the employees on completion of 3 years of service in a post.

<b>Competent Authority</b>	<b>Cadres</b>
<b><u>COMMITTEE OF:</u></b>	<b>Job rotation/transfer on completion of 3 years service in a post</b>
JMD (HRD) .. Chairman Director (Transmission) Director (Projects)	Intra Zonal transfers of DEs in Engineering service on completion of 3 years of service in a post.
CGM (HRD & TRG)	Officer upto DE cadre in Engg. Service in Corporate Office.
FA & CCA	Officers upto SAO in Accounts Service in Corporate Office
CE/TL&SS CE/Telecom CE/Civil	Officers upto ADE cadre or equivalent in all the services under his jurisdiction

**Annexure-II to T.O.O.(Addl. Secy.-Per) Ms No.67, Dated. 21.05.2011**

**Guidelines for O&M Service and Accounts Service (Upto JAO cadre):**

1. No general transfer for the year 2011-2012.
2. Request / Mutual transfers shall only be considered during the year 2011-2012.
3. Request / Mutual transfers shall be considered provided the incumbent completes two years of stay in the present station as on 30-06-2011.
4. The period of stay of 2 years is not required for the staff retiring before 30-06-2012.
5. Request / Mutual transfers shall be considered from place to place within the Zone, not for the post.
6. Request transfers shall be entertained at induction level like LDC/Revenue Cashier/Typist/JLM on mutual basis only. However, request transfers at induction level from unit to unit losing seniority can be considered without mutual basis also.
7. The Request / Mutual transfer applications should be sent to the transferring authority through proper channel on or before 06-06-2011.
8. Transfer orders shall be issued on or before 15-06-2011.
9. No transfer orders shall be issued after 15-06-2011, except on disciplinary / vigilance grounds.
10. The transfers to be made as per the above guidelines shall be to a different place outside the present Headquarters.
11. All the transferred incumbents shall be relieved without substitute on or before 20-6-2011 by the competent authority by making local arrangements.

<b>Competent Authority</b>	<b>Cadres</b>
CE/TL&SS CE/Telecom CE/Civil	For all employees above the cadre of Line Inspector in O&M service.  In Accounts Service, for the employees upto JAO cadre for whom he is the Appointing Authority.
Superintending Engineer of respective TL&SS, Civil and Telecom Circles.	Employees upto Line Inspector and equivalent cadres in O&M service under his jurisdiction.

**Annexure-III to T.O.O.(Addl. Secy.-Per) Ms No.67, Dated. 21.05.2011**

**General Transfer Policy and Guidelines for P&G Service for the year 2011-2012**

1. General Transfers are applicable upto the cadre of Assistant Secretary.
2. The employees who are working outside the Greater Hyderabad Municipal Corporation area and completed two years of service in the present cadre/post as on 30-06-2011 are eligible for considering transfer to the Greater Hyderabad Municipal Corporation area, subject to 30% of the cadre strength of the respective posts.
3. The total length of service put in by the employee outside GHMC area, since his/her joining in erstwhile APSEB/APTRANSCO, irrespective of the cadre, excluding the periods of EOL and deputation to other departments as on 30-06-2011, shall form the basis for the purpose of transfer of employees working in GHMC area to outside GHMC area.
4. In respect of employees appointed by transfer in P&G service, the service put in by them after joining in P&G service will only be taken into consideration for computing the total length of service put in by them outside GHMC area.
5. A cadre-wise list in respect of employees working in GHMC area shall be prepared in the ascending order, based on the total length of service put in by them outside the GHMC area. From this list, the employees shall be transferred in the same order, to outside the GHMC area to accommodate the employees who are having required service of two years for transfer to GHMC area.
6. The employees who have completed 3 years of service in the same post in a section shall be transferred to a different section in same place/station subject to 30% of the cadre strength of the respective posts.
7. In case of equal service put in by the employees between the two areas, the employee working in the GHMC area shall be transferred to the outside GHMC area.
8. In case of tie in required service of two years between the two employees working in outside the GHMC area for considering transfer to GHMC area, then the senior employee in the present cadre shall be given preference for transfer.
9. The total transfers in any cadre shall be limited to 30% of the cadre strength.
10. Counseling shall be done only for the employees to be transferred from the GHMC area, in the order those who have rendered maximum service outside the GHMC area among them.
11. The incumbent who transferred outside the GHMC area shall work for a minimum period of two years in that area.
12. Physically challenged employees whose mobility is seriously impaired without the assistance of another person are to be transferred to some other post in the same station. If there is no post to accommodate, the employee can be retained in the same 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.

(PTO)

13. The incumbents with chronic disease (either self or spouse or dependent children) of Cancer, Heart operation, Neurosurgery, tuberculosis, Kidney transplantation/ dialysis, who completed 3 years of service in the same post are to be transferred to some other post in the same place. This concession is only for those who have already availed credit card for the disease.
14. While effecting the transfers, the competent authorities may give precedence to married couples working in APTRANSCO to be posted in the same place. Employees whose spouse is working in Central/State Governments and PSUs of Central and State Governments at the present place may be transferred within the same place subject to availability of vacancies.
15. Protection from transfer is to be given for Regional Secretary/Regional President of TL & SS Zones/Vidyut Soudha in respect of Unions i.e., A.P. Electricity Employees Union (Regd.No.1104), A.P. State Electricity Employees Union (Regd.No.327), Telugunadu Vidyut Karmika Sangham (Regd.No.1245), APSEB SC & ST Employees Welfare Association (Regd.No.1589), Electricity Backward Classes Employees Welfare Association (Regd.No.1681/2006), Electricity O.C. Employees Welfare Association (Regd.No.1088/2008) and State Scheduled Tribe Employees Welfare Association (Regd.No.956/78) 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 the Corporate Office/Vidyut Soudha as on the date of this order.
16. Employee due for retirement on or before 30-6-2012 shall not be transferred.
17. Transfer orders shall be issued on or before 15-06-2011.
18. No transfer orders shall be issued after 15-06-2011, except on disciplinary/vigilance grounds.
19. The transferred employees shall be relieved on or before 20-06-2011 by the controlling officer, duly making local arrangements.
20. The following authorities are competent for effecting general transfers:-

<b>Competent Authority</b>	<b>Cadres</b>
JMD (HRD& Distribution)	Personnel Officer and Assistant Secretary.
Additional Secretary	Typist, Assistant and Junior Personnel Officer.