

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

Memo.No.Addl.Secy/DS(L,IR&R)/AS(L,IR&R)/PO(R&HRMS)/JPO-1/241/2011, dt.07-07-2011.

Sub: APTRANSCO—Action on employees representations/ grievances made by individuals—Instructions issued by the erstwhile APSEB—Reiterated.

Ref: 1. Memo.No.DS(Estt)/DM X/XA2/133/97, dt.26-03-1997.
2. Memo.No.DS(R)/DM-VII/176/T2/92-7, dt.15-02-1995.



It was observed by the erstwhile APSEB that several field officers are sending applications/representations/grievances of the individual employees to the Head quarters Personnel Department for necessary action without examining the same with reference to the existing rules in vogue on the plea that relief sought for is beyond the existing rule position. It was also noticed that certain issues on which field officers are fully competent to take decisions at their level are being referred to the APSEB for necessary action. Certain instructions were therefore issued in the memos cited, and all the Chief Engineers and Superintending Engineers were requested to follow the instructions scrupulously. Any failure will attract provisions of the misconduct according to the APSEB Revised conduct Regulations and necessary disciplinary action will be taken.

2) In spite of following the above orders, several Superintending Engineers are seeking clarification/ orders direct from APTRANSCO avoiding the Chief Engineers under whose control they are working or sending the applications/ representations/ grievances directly to APTRANSCO for necessary action, and some Chief Engineers are sending the applications/ representations/grievances to APTRANSCO simply enclosing the same for necessary action with out any examination.

3) The instructions issued in the references cited are reiterated hereunder:

- (i) All the representations/applications/grievances of employees which can be disposed off at the level of field officers shall be disposed off as per the competency duly following the rules at their level without submitting the same to the Corporate office.
- (ii) The applications/representations made on certain issues in which relief sought for is beyond the existing rule position in vogue, the same shall be examined thoroughly at the level of appointing authority and appropriate reply shall be sent to the concerned individuals indicating the reasons in accordance with the rules in vogue for not granting the relief sought for.
- (iii) In case of certain applications/representations made on certain issues in which the relief sought for is beyond the existing rule position in vogue and requires consideration, the issues shall be thoroughly examined by the field officers with reference to the rule position and appropriate proposals with full justification in detail shall be sent to the Corporate office for consideration. In no case, such applications/representations/grievances shall be sent to Corporate office without proper examination by the field officers.
- (iv) Orders issued from the Corporate office should be implemented in its letter and spirit without entertaining any correspondence/ clarifications as far as possible.
- (v) The issues, on which the officers are competent to take decisions, should not be referred to Corporate office in a routine way and this will be viewed seriously.

(Contd...2..)

- (vi) The Superintending Engineers are also sending the representations/ grievances directly to Corporate office without examining on the plea that Unions are pursuing for immediate action. This is not correct. The Superintending Engineers should send representations/ grievances to Chief Engineers concerned for consideration after thoroughly examining the issue with proper justification but not to Corporate office. In future the representations/ grievances received from Superintending Engineers directly to Corporate office will not be entertained.
- (vii) In case where APTransco negated the requests of the representations as per rules in vogue, the CEs/SEs are still sending representations/ grievances for further consideration to Corporate office. It is not correct. Once APTransco rejected the requests, further examination does not arise.
- (viii) In respect of court cases, the CEs/SEs are not sending the parawar remarks to AS(Legal)/SLA in time. Separate registers for court cases shall be opened and followed up. All Court cases are to be reviewed and the CEs/SEs are requested to send parawar remarks to AS (Legal)/SLA immediately on receipt of the affidavit for preparing counter affidavits, and pursue the SLA for filing the counters. Prompt action should be taken on the judgments on top priority to avoid contempt of court.
- 4) All the Chief Engineers and Superintending Engineers are requested to follow the above instructions scrupulously. Any failure will attract provisions of misconduct according to the APSEB Revised Conduct Regulations as adopted by APTRANSCO.

P.Ramesh
JOINT MANAGING DIRECTOR
(HRD & Distn.) (FAC)

To

All Chief Engineers.]
All FA & CCAs/Dy.CCAs] APTRANSCO
All Superintending Engineers.]
All Divisional Engineers/Executive Engineers]

Copy to:

The CE(EA,RE,Opn., & IT)/APTRANSCO --- **With a request to place the above orders in APTRANSCO Website**

PS to Chairman & Managing Director/APTransco/VS/Hyd.
 PA to Joint Managing Director (HRD & Distn.)/ APTransco/VS/Hyd.
 PA to Joint Managing Director(Comml.,IPC & IT)/A.P.Transco/VS/Hyd.
 PA to Jt.Managing Director (V&S)/APTransco/VS/Hyd.
 PA to Director (Fin. & Rev.)/APTransco/VS/Hyd.
 PA to Director (Grid Operation)/APTransco/VS/Hyd.
 DE/Tech. to Director (Transmission)/ APTransco/VS/Hyd.
 DE/Tech. to Director (Projects) / APTransco/VS/Hyd.
 PS to Chairman & Managing Director, APEPDCL, VISAKHAPATNAM.
 PS to Chairman & Managing Director, APSPDCL, TIRUPATHI.
 PS to Chairman & Managing Director, APCPDCL, HYDERABAD.
 PS to Chairman & Managing Director, APNPDCL, WARANGAL.
 PS to Managing Director /APGENCO/VS/Hyd.
 The Executive Director/Mechanical/ APTransco/VS/Hyd.
 The Executive Director/Planning, RAC & Reforms/ APTransco/VS/Hyd.
 The Executive Director (G)/CC/ APTransco/VS/Hyd.
 The Chief General Manager (HRD & Trg.)/ APTransco/VS/Hyd.
 The Joint Secretary/A.P.Transco/C.T.I/GTS Colony/Erragadda/Hyd.
 The Additional Secretary/ APTransco/VS/Hyd.
 The Chief General Manager (Adm.)/APGENCO/VS/Hyd.
 All Chief General Managers (HRD)/APEPDCL,APSPDCL,APCPDCL & APNPDCL.
 The Joint Secretary (IR)/APCPDCL/Hyd.
 All Deputy Secretaries.//All Asst. Secretaries/ APTransco/VS/Hyd.
 All Sections in P&G Services/ APTransco/VS/Hyd.

//FORWARDED BY ORDER//

PERSONNEL OFFICER.

