

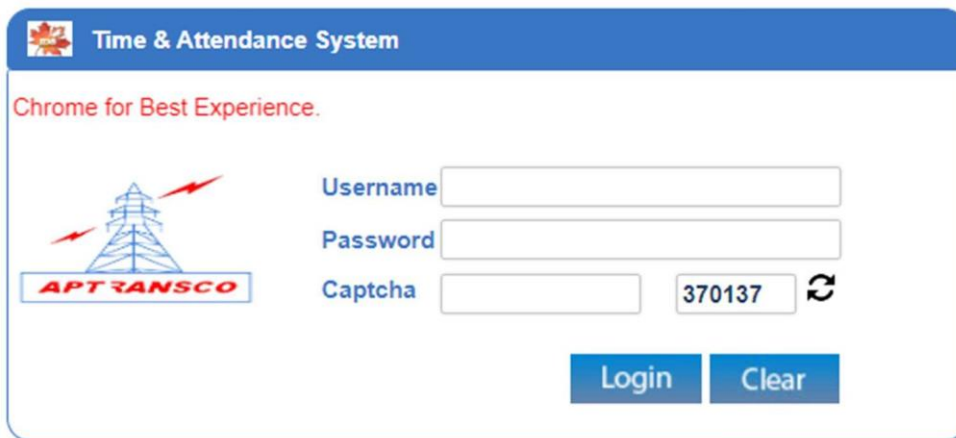
Note:

Personal Information Update: Every controlling officer should update the respective employee information by clicking on the “Refresh” button in “Other Reports >> Employee Info” before Change Return submission

PROCEDURE FOR REGULAR CHANGE RETURN

Change Return period is from 21st of previous month to 20th of current month. Change Return can be submitted before 24th of the current month. Regular change return can be submitted as follows:

1. Login biometric.aptransco.co.in (Link available in **internal apps** of aptransco.co.in website)



2. **Please check pending approvals of CLs, OHs, ODs, etc., if any for all employees in HOD Approvals and check Daily attendance report of each employee for the change return period.**

3. **Click on Muster Report**



- 3.1 Click on Monthly Report and then click show. Employees Data will be displayed as follows

From Date	To Date	Department	Division	Show	Clear	Close	Change Return
2022-12-16	2023-01-15	- Show All Location -	- Show All -				

Sl.No	Code	Name	Designation	Unit Name	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Change	No Change	Remarks
					P	WO	WO	P	P	P	P	P	WO	H	P	P	P	P	P	WO	WO	1ERL	1ERL	1ERL	1ERL	WO	WO	P	P	P	P	P	P	WO	WO			
1	1073152	GANNI SURYA TEJA	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA																																	No Change Shift Test NC	
2	1073128	PULUSU MUNI KRAN KUMAR	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	1HPL	WO	WO																														No Change Shift EL sanctioned	
3	1073091	KILAPARTHI PRAVEEN KUMAR	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA																																	No Change Test EL sanctioned	
4	1073100	KALEFU BHARAT CHANDRA	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA																																	No Change Shift Test NC	

3.2 If attendance shown is final, then check left side box in Sl. No.(e.g., Sl.No. 2,4 in above depiction), Select **No Change Or Change** accordingly and enter remarks, Click on Change Return (in red color), then click on OK.

4 Click on Home Button ----> Click on Muster Report -----> Click on **Finalise Monthly Change Return**-----> Select Month and Year then Click on Show will display as follows.

Month	Year	Employee Name	Show	Clear	Close	Finalize	Disable
1	2023						

Sl.No	Emp Code	Emp Name	Designation	Unit Name	Transdate	From Date	To Date	Month Year	Absent Dates	TAD Status	Remarks	TPD TMD SAP		
1	1070789	TSUKKA SUNILA	JAO-2/OMC CIRCLE OFFICE/ELURU	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/11-01-2023, 12-01-2023, 13-01-2023	3	C	Change 2 days revised as present OD not sanctioned	26	31
2	1071251	E LAVANYA	DEE/ERP SALES & DISTRIBUTION MODULE	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/26-12-2022	1	C	change EL FWD, CL Sanctioned and Oh pending	30	31
3	1071464	PUSAPATI SANTOSH KUMAR	DEE-IE/ERP/PROJECT SYSTEMS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	NC	No Change	31	31
4	1072568	GURUJALA PENCHALAJAH	AEE-INFORMATION TECHNOLOGY	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	C	change test	31	31
5	1073034	MUNAGALA CHAITANYA SAI	AE/DESIGNS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/03-01-2023, 09-01-2023, 13-01-2023	3	C	half test	28	31
6	1073080	VaniChand Meeta	AE/2-IT	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/04-01-2023, 05-01-2023	2	C	Change Test Shift C	29	31
7	1073069	K.Anilkumar	AEE-ILINES MAINT/KORU PROLU	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	NC	No Change	31	31
8	1073091	KILAPARTHI PRAVEEN KUMAR	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	C	test EL sanctioned	31	31
9	1073080	BATHULA VINEETH	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	NC	also Change test	31	31
10	1073100	KALEFU BHARAT CHANDRA	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/11-01-2023	1	NC	No Change	30	31
11	1073128	PULUSU MUNI KRAN KUMAR	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	C	Proceeds on HPL from to Remaining period No Change	31	31
12	1073152	GANNI SURYA TEJA	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	NC	Shift Test NC	31	31

4.1 Now check left side box in Sl. No.(e.g., Sl.No. 10, 11 in above depiction), then click on Finalize. A pop up will be shown as below, then click on OK.

Are you sure to prepare these records for SAP ?

OK Cancel

Month Year Employee Name Show Clear Close Finalize Disable

1 2023

Sl.No	Emp Code	Emp Name	Designation	Unit Name	Transdate	From Date	To Date	Month Year	Absent Dates	TAD Status	Remarks	TPD TMD SAP		
1	1070789	TSUKKA SUNILA	JAO-2/OMC CIRCLE OFFICE/ELURU	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/11-01-2023, 12-01-2023, 13-01-2023	3	C	Change 2 days revised as present OD not sanctioned	26	31
2	1071251	E LAVANYA	DEE/ERP SALES & DISTRIBUTION MODULE	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/26-12-2022	1	C	change EL FWD, CL Sanctioned and Oh pending	30	31
3	1071464	PUSAPATI SANTOSH KUMAR	DEE-IE/ERP/PROJECT SYSTEMS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	NC	No Change	31	31
4	1072568	GURUJALA PENCHALAJAH	AEE-INFORMATION TECHNOLOGY	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	C	change test	31	31
5	1073034	MUNAGALA CHAITANYA SAI	AE/DESIGNS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/03-01-2023, 09-01-2023, 13-01-2023	3	C	half test	28	31
6	1073080	VaniChand Meeta	AE/2-IT	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/04-01-2023, 05-01-2023	2	C	Change Test Shift C	29	31
7	1073069	K.Anilkumar	AEE-ILINES MAINT/KORU PROLU	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	NC	No Change	31	31
8	1073091	KILAPARTHI PRAVEEN KUMAR	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	C	test EL sanctioned	31	31
9	1073080	BATHULA VINEETH	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	NC	also Change test	31	31
10	1073100	KALEFU BHARAT CHANDRA	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/11-01-2023	1	NC	No Change	30	31
11	1073128	PULUSU MUNI KRAN KUMAR	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	C	Proceeds on HPL from to Remaining period No Change	31	31
12	1073152	GANNI SURYA TEJA	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023/No Change	0	NC	Shift Test NC	31	31

5 For taking Print : Click on Home Button ----> Click on Muster Report-----> Click on **Finalise Monthly Change Return** -----> Select Month and Year then Click on Show, then click on Printer symbol above Sl. No, will display as follows.

Finalise Monthly Change Return

Month Year Employee Name Show Clear Close Finalize Disable

1 2023

Not secure | http://10.100.0.17:81/axml/changeReturn.aptran.php?con=%20AND%20MS.M.MONTH=%271%27%2...

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

ASST.CID/ERP

Change return of ASST.CID/ERP working under the control of M.C.APPCC, JMD HR/ADMIN (FAC) Soudha/Vjaya/adar for the period from 16-Dec-2022 to 15-Jan-2023.

Sl.No	Emp Code	Emp Name	Designation	Unit Name	Transdate	From Date	To Date	Month Year	Absent Dates	Remarks	TPD TMD SAP	
1	1070789	TSUKKA SUNILA	JAO-2/OMC CIRCLE OFFICE/ELURU	VIDYUTH SOUDHA, VJAYAWADA	11-01-2023	12-01-2023	13-01-2023	1	2023/11-01-2023, 12-01-2023, 13-01-2023	Change 2 days revised as present OD not sanctioned	26	31
2	1071251	E LAVANYA	DEE/ERP SALES & DISTRIBUTION MODULE	VIDYUTH SOUDHA, VJAYAWADA	06-12-2022			1	2023/26-12-2022	change EL FWD, CL Sanctioned and Oh pending	30	31
3	1071464	PUSAPATI SANTOSH KUMAR	DEE-IE/ERP/PROJECT SYSTEMS	VIDYUTH SOUDHA, VJAYAWADA				1	2023/No Change	No Change	31	31
4	1072568	GURUJALA PENCHALAJAH	AEE-INFORMATION TECHNOLOGY	VIDYUTH SOUDHA, VJAYAWADA				1	2023/No Change	change test	31	31
5	1073034	MUNAGALA CHAITANYA SAI	AE/DESIGNS	VIDYUTH SOUDHA, VJAYAWADA	03-01-2023	09-01-2023	13-01-2023	1	2023/03-01-2023, 09-01-2023, 13-01-2023	half test	28	31
6	1073080	VaniChand Meeta	AE/2-IT	VIDYUTH SOUDHA, VJAYAWADA	04-01-2023	05-01-2023		1	2023/04-01-2023, 05-01-2023	Change Test Shift C	29	31
7	1073069	K.Anilkumar	AEE-ILINES MAINT/KORU PROLU	VIDYUTH SOUDHA, VJAYAWADA				1	2023/No Change	No Change	31	31
8	1073091	KILAPARTHI PRAVEEN KUMAR	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA				1	2023/No Change	test EL sanctioned	31	31
9	1073080	BATHULA VINEETH	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA				1	2023/No Change	also Change test	31	31
10	1073100	KALEFU BHARAT CHANDRA	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA	11-01-2023			1	2023/11-01-2023	No Change	30	31
11	1073128	PULUSU MUNI KRAN KUMAR	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA				1	2023/No Change	Proceeds on HPL from to Remaining period No Change	31	31
12	1073152	GANNI SURYA TEJA	AE/IT APPLICATIONS	VIDYUTH SOUDHA, VJAYAWADA				1	2023/No Change	Shift Test NC	31	31

ASST.CID/ERP

Print Close

6 This will be saved in PDF format and Print can be taken.

*_*_*-The End-*_*_*

6 Now Click on **Home Button** ----> Click on **Muster Report** -----> Click on **Finalise Monthly Change Return**. -----> Select Month and Year then Click on Show will display as follows.

S.No	Emp Code	Emp Name	Designation	Unit Name	Transdate	From Date	To Date	Month	Year	Absent Dates	TAD	Status	Remarks	TPO	TMD	SAP
1	1070789	TSUKKA SUNILA	JAO-2/OMC CIRCLE OFFICE/ELURU	VIDYUTH SOUDHA, VIJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	11-01-2023, 12-01-2023, 13-01-2023	3	C	Change 2 days revised as present OD not sanctioned	28	31	10
2	1071251	E LAWANYA	DEE/ERP SALES & DISTRIBUTION MODULE	VIDYUTH SOUDHA, VIJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	26-12-2022	1	C	change EL FWD, CL Sanctioned and OH pending	30	31	10
3	1071484	PUSAPATI SANTOSH KUMAR	DEE-1/ERP/PROJECT SYSTEMS	VIDYUTH SOUDHA, VIJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	No Change	0	NC	No Change	31	31	10
4	1072568	GURUJALA PENCHALAJAH	AEE-4/INFORMATION TECHNOLOGY	VIDYUTH SOUDHA, VIJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	No Change	0	C	change test	31	31	10
5	1073034	MUNAGALA CHAITANYA SAI	AEE/DESIGNS	VIDYUTH SOUDHA, VIJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	03-01-2023, 09-01-2023, 13-01-2023	3	C	half test	28	31	10
6	1073080	VarunChand Melaka	AEE-2/IT	VIDYUTH SOUDHA, VIJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	04-01-2023, 05-01-2023	3	C	Change Test Shift C	29	31	10
7	1073089	K.Anilkumar	AEE-1/LINES MAINT/KORU PROLU	VIDYUTH SOUDHA, VIJAYAWADA	25-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	No Change	0	NC	No Change	31	31	10
8	1073091	KILAPARTH PRAVEEN KUMAR	AEE/IT APPLICATIONS	VIDYUTH SOUDHA, VIJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	No Change	0	C	test EL sanctioned	31	31	10
9	1073093	BATHULA VINEETH	AEE/IT APPLICATIONS	VIDYUTH SOUDHA, VIJAYAWADA	25-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	No Change	0	NC	chgo Change test	31	31	10
10	1073100	KALEPU BHARATCHANDRA	AEE/IT APPLICATIONS	VIDYUTH SOUDHA, VIJAYAWADA	25-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	11-01-2023	1	NC	No Change	30	31	10
11	1073128	PULUSU MUNI KIRAN KUMAR	AEE/IT APPLICATIONS	VIDYUTH SOUDHA, VIJAYAWADA	25-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	No Change	0	C	Proceede on HPL from to Remaining period No Change	31	31	10
12	1073152	GANNI SURYA TEJA	AEE/IT APPLICATIONS	VIDYUTH SOUDHA, VIJAYAWADA	24-Jan-2023	16-Dec-2022	15-Jan-2023	1	2023	No Change	0	NC	Shift Test NC	31	31	10

6.1 Now check left side box in Sl. No.(e.g., Sl.No. 10 in below depiction), then click on Finalize. A pop up will be shown as below, then click on OK.

Are you sure to prepare these records for SAP?

OK Cancel

7 For taking Print : Click on **Home Button** ----> Click on **Muster Report** ----> Click on **Finalise Monthly Change Return**. -----> Select Month and Year then Click on Show, then click on Printer symbol above Sl. No, will display as follows. (E.g., Observe Sl. No. 10)

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED

ASST.CIDO/ERP
O/o of M.C-APPC, JMD-HR&ADMIN (FAC)

The change return of ASST.CIDO/ERP working under the control of M.C-APPC, JMD-HR&ADMIN (FAC)/APTRANSCO/VIDYUTH SOUDHA/VIJAYAWADA for the period from 16-Dec-2022 to 15-Jan-2023.

S.No	Emp Code	Emp Name	Designation	Absent Dates	Remarks
1	1070789	TSUKKA SUNILA	JAO-2/OMC CIRCLE OFFICE/ELURU	11-01-2023, 12-01-2023, 13-01-2023	Change 2 days revised as present OD not sanctioned
2	1071251	E LAWANYA	DEE/ERP SALES & DISTRIBUTION MODULE	26-12-2022	change EL FWD, CL Sanctioned and OH pending
3	1071484	PUSAPATI SANTOSH KUMAR	DEE-1/ERP/PROJECT SYSTEMS	No Change	No Change
4	1072568	GURUJALA PENCHALAJAH	AEE-4/INFORMATION TECHNOLOGY	No Change	change test
5	1073034	MUNAGALA CHAITANYA SAI	AEE/DESIGNS	03-01-2023, 09-01-2023, 13-01-2023	half test
6	1073080	VarunChand Melaka	AEE-2/IT	04-01-2023, 05-01-2023	Change Test Shift C
7	1073089	K.Anilkumar	AEE-1/LINES MAINT/KORU PROLU	No Change	No Change
8	1073091	KILAPARTH PRAVEEN KUMAR	AEE/IT APPLICATIONS	No Change	test EL sanctioned
9	1073093	BATHULA VINEETH	AEE/IT APPLICATIONS	No Change	No Change test
10	1073100	KALEPU BHARATCHANDRA	AEE/IT APPLICATIONS	No Change	No Change
11	1073128	PULUSU MUNI KIRAN KUMAR	AEE/IT APPLICATIONS	No Change	Proceede on HPL from to Remaining period No Change
12	1073152	GANNI SURYA TEJA	AEE/IT APPLICATIONS	No Change	Shift Test NC

ASST.CIDO/ERP

Print Close

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