

**EASTERN POWER DISTRIBUTION COMPANY OF A.P LIMITED**  
**CORPORATE OFFICE::VISAKHAPATNAM**

Memo.No. HRD/IR/F.No. 210/09/D.No. /09, Dt. .10.2009.

Sub:-IR - APEPDCL – Formation of New Operation Divisions –  
Diverting the work force of existing Operation Divisions –  
Allocation of O&M Staff among the Divisions – Guidelines  
issued.

- Ref:-1) E.O.O. (HRD) Ms.No.130, dt 25.05.07.  
2) E.O.O. (HRD) Ms.No.192, dt 19.09.09.  
3) E.O.O. (HRD) Ms.No.193, dt 22.09.09.  
4) Memo.No.HRD/Estt/MPP/F.No.117/09/D.No.407/09,dt 5.10.09

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In the reference 4<sup>th</sup> cited, orders were issued with regard to allocation of certain O&M posts, created in the references 1<sup>st</sup> & 2<sup>nd</sup> cited. In the reference 3<sup>rd</sup> cited, orders were issued, duly sanctioning New Operation Divisions/Operation Sub-Divisions/Operation Sections/MRT Sub-Divisions/Sections in APEPDCL and allocating certain posts in Corporate Office/APEPDCL. On 09.10.09, a meeting was convened with recognized trade Unions at corporate office in connection with formation of new operation divisions duly diverting the work force of existing operation divisions and allocation of O&M staff among the divisions.

2) After careful examination of the issue, the APEPDCL is hereby issues the following guidelines.

3) All the promotions shall be issued from the existing seniority in the division within their jurisdiction, before formation of New Division in all O&M cadres wherever applicable for all the posts as on date. These promotions should be completed invariably by “**27.10.09**” duly following the Seniority and ROR as per rules in force.

4) After issuance of promotions & postings the Superintending Engineers /Operation have to call for options from the O&M Staff of the Divisions from which New Division is formed including staff on leave/under suspension/deputation in the division, cadre-wise wherever applicable with a copy to the Notice Board and to all Unions/Associations, to give option either to retain in the parent Division or to opt for new Operation Division. The Superintending Engineers have to send the communication in this regard before 31.10.09 with a request to give their options before 16.11.09.

5) All the sanctioned posts have to be bifurcated between the existing Division and new Division including vacancies on “as is where is” basis.

- 6) If any incumbent does not give any option, he is deemed to have opted for the latest Division in which jurisdiction his present place of work falls.
- 7) After obtaining options the incumbents are to be allotted as per their request to the extent possible depending upon the available posts.
- 8) If more number of people opt for new Division/old Division, the allocation should be based on seniority in the cadre i.e. preference will be given to the senior most incumbent.
- 9) If there is no vacancy in the new Division/old Division for the senior most person as per his option, the junior most person in the cadre in the new Division/old Division is to be transferred to the old Division/new Division and senior most incumbent is to be accommodated.
- 10) The inter-se-seniority of O&M Staff in new Division shall be fixed based on original seniority in the old Division as per approved regulations duly integrating them based on their date of joining in the cadre if they have come from more than one division.
- 11) The option process is not required to the cadres whose seniority is maintained at circle level.
- 12) The above guidelines should be followed scrupulously without any deviation.

N.GULZAR  
CHAIRMAN AND MANAGING DIRECTOR

To  
All the Superintending Engineers  
All the Divisional Engineers

Copy to:

All the Directors/Corporate Office/Visakhapatnam  
The CGM/Operation/Corporate Office/Visakhapatnam  
The CGM/Tech to CMD/Corporate Office/Visakhapatnam  
The Company Secretary/Corporate Office/Visakhapatnam  
The DGM (CC)/Corporate Office/Visakhapatnam with a request to place the  
instructions in the website  
All Unions (Recognized) & Associations  
The stock file.

//FORWARDED : BY ORDER//

PERSONNEL OFFICER/IR (FAC)