



Eastern Power
Distribution Company of A.P. Ltd
ఆంధ్ర ప్రదేశ్ చూర్పు ప్రాంత విద్యుత్ పంపిణీ సంస్థ

CORPORATE OFFICE ; P&T COLONY, SEETHAMMADHARA
VISAKHAPATNAM - 530 013::PH.NO. 0891 - 2582101

ABSTRACT

HRD - APEPDCL - Delegation of Powers regarding sanction of Leaves -Orders - Issued.

E.O.O.(HRD) Ms.No.350

Dated: 02.12.2010.

Read the following:

1. E.O.O.(HRD)Ms.No.214, Dt.10.10.2009.
2. Memo.No.HRD/Estt./T/F.No.2198/09/D.No.968/09, Dt.21.11.09.
3. Memo.No.HRD/Estt./T/F.No.2198/09/D.No.986/09, Dt.26.11.09.
4. Letter, Dt.12.10.09 of Corporate Secretary, APSEF Union (327).
5. Letter No.DS/VSP/D.No.211/09, Dt.21.10.2009 of Discom Secretary/APEE Union (1104).
6. Lr.No.EBCEWA/AKP/GS/D.No.99/09, Dt.29.10.09 of General Secretary, Electricity BC Employees Welfare Association.
7. Letter, Dt.24.11.2010 of General Secretary, AP Power Diploma Engineers' Association.

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ORDER:

After careful consideration and in super session of the orders regarding delegation of powers in respect of leave sanctions vide references above cited from 1st to 3rd and any other order issued earlier in this behalf, the Chairman and Managing Director hereby delegates the powers to the authorities as per the annexure-I and annexure-II appended to this order.

2. These orders shall come into force with effect from the date of issue of this order.
3. These orders are also available on APEPDCL website and can be accessed at the address <http://www.apeasternpower.com//>.
Encl: Annexure-I and II.

AHMAD NADEEM
CHAIRMAN & MANAGING DIRECTOR

To

All Chief General Managers/Corporate Office/APEPDCL/Visakhapatnam.

All Superintending Engineers/General Managers/APEPDCL.

All Divisional Elccl.Enginers/APEPDCL.

Copy to :

All Directors/APEPDCL.

The Chief General Manager/Tech. to CMD/EPDCL/Visakhapatnam.

The General Manager/HRD/EPDCL/Visakhapatnam

All Dy. General Managers/APEPDCL

The Pay Officer/EPDCL/Visakhapatnam.

All Accounts Officers/Expenditure/APEPDCL.

The Company Secretary/APEPDCL.

The Dy. General Manager (CC)/APEPDCL - With request to place the EOO in APEPDCL website.


All Sections in HRD Wing/APEPDCL

All Recognized Unions/Associations/APEPDCL.

Stock file/Data Base.

C.No.HRD/Estt./T/F.2198/09

//FORWARDED:BY ORDER//


PERSONNEL OFFICER

ANNEXURE-I TO F.O.O.(HRD)Ms.No.350, dt.02.12.2010


Designation	Nature of leave	Extent of powers delegated
	Authority competent for sanction of leave	
1	2	3
CLASS-I		
Chief General Managers	Chairman & Managing Director	Full powers
Superintending Engineers	Chairman & Managing Director	Full powers
General Managers	Chairman & Managing Director	Full powers
Divisional Engineers/Executive Engineer & Equivalent in Engineering Services	Director (Operation)	Full powers
Senior Accounts Officer	Director (Finance)	Full powers
Dy. General Managers	Director (HRD)	Full powers
CLASS-II		
Company Secretary	Chairman & Managing Director	Full powers
Asst. Divisional Engineers/(El.) Asst. Executive Engineers (Civil)	Chief General Manager/HRD	Upto 90 days
	Director (Operation)	Full powers
Asst. Engineers	Divisional Engineer/ Superintending Engineer	The DE/SE can sanction leave upto 30 days as per rules without extra commitment on account of substitute arrangement. This leave will be inclusive of surrender of earned leave for 30 days also subject to other conditions governing such surrender. In cases where substitute is essential and/ or the duration of leave is more than 30 days they may transmit the leave application to the CGM/HRD with leave eligibility and their recommendations in cases where substitute arrangements are to be made in the leave vacancy.
	Chief General Manager/HRD	Upto 90 days
	Director (Operation)	Full powers
Accounts Officer/ Asst.Accounts Officer	Chief General Manager/HRD	Upto 90 days
	Director (Finance)	Full powers
Personnel Officers in P&C Services	Chief General Manager/HRD	Upto 90 days
	Director (HRD)	Full powers

Designation	Nature of leave		Extent of powers delegated
	All other leave sanctions like EL/HPI/ EOL/ Maternity Leave/Paternity leave etc. (Except EOL beyond 6months)		
	Authority competent for sanction of leave		
1	2	3	
CLASS-III			
Addl.Asst.Engineer	Divisional Engineer/ Superintending Engineer	The DE/ SE can sanction leave upto 30 days as per rules without extra commitment on account of substitute arrangement. This leave will be inclusive of surrender of earned leave for 30 days also subject to other conditions governing such surrender. In cases where substitute is essential and/ or the duration of leave is more than 30 days they may transmit the leave application to the CGM/HRD with leave eligibility and their recommendations in cases where substitute arrangements are to be made in the leave vacancy.	
	Chief General Manager/HRD	Full powers	
Sub-Engineer	Divisional Engineer	Upto 30days without any financial commitment on account of substitute arrangement	
	Superintending Engineer	Full powers	
I.DC/I.DCCO/RC/Typist to Junior Accounts Officer in Accounts Services	Divisional Engineer/ Asst.Accounts Officer(IRO) in respect of the staff working under their control	upto 30days without any financial commitment on account of substitute arrangement	
	Superintending Engineer	Full powers	
ACCO/Typist/Jr. Personnel Officer/Sr. Steno (in P&G Services) and I.DC/Typist/UDC/JAO working in Corporate Office	General Manager (HRD)	Upto 90 days	
	Chief General Manager/HRD	Full powers	
All O&M Staff from JLM to Foreman Gr.I and equivalent	DE/SE in respect of O&M staff working under their control	Full powers	
CLASS - IV			
SWG to Record Assistant	AAO(ERO)/DE/SE/GM(HRD) in respect of Employees working under their control	Full powers	

Note: In respect of Casual leave the existing system prior to issue of E.O.O.(HRD)Ms.No.214, Dt.10.10.2009 may be followed.

ALIMAD NADEEM
CHAIRMAN AND MANAGING DIRECTOR

//FORWARDED BY ORDER//


PERSONNEL OFFICER

ANNEXURE-II TO E.O.O.(HRD)Ms.No.350, dt.02.12.2010

CLASS OF SERVICE/ DESIGNATION	Special disability leave	EOI BEYOND 6MONTHS	Full pay leave in lieu of half pay to an extent of six months in respect of employees suffering from Leprosy, Tuberculosis, Cancer, Mental illness, Heart diseases and Renal (Kidney) failure	Extent of powers delegated
Authority competent for sanction of leave				
1	2	3	4	5
CLASS-I AND EQUIVALENT IN ALL SERVICES	Chairman & Managing Director	Chairman & Managing Director	Chairman & Managing Director	Full powers
CLASS-II AND EQUIVALENT IN ALL SERVICES	Chief General Manager/ HRD	Chairman & Managing Director	Chairman & Managing Director	Full powers
CLASS.III IN ENGG. SERVICES i.e., AAE AND SUB-ENGINEERS	Chief General Manager/ HRD	Chairman & Managing Director	Chairman & Managing Director	Full powers
CLASS.III AND CLASS.IV IN ALL SERVICES EXCEPT ENGG. SERVICES	Superintending Engineer in respect of staff working under his control and Chief General Manager/HRD in respect of employees working at Corporate Office	Chairman & Managing Director	Chairman & Managing Director	Full powers

AHMAD NADHEM
CHAIRMAN AND MANAGING DIRECTOR

//FORWARDED BY ORDER//


 PERSONNEL OFFICER