

TELANGANA RYTHU POWER DISTRIBUTION COMPANY LIMITED

GUIDELINES FOR EXERCISING OPTIONS FOR APPOINTMENT BY TRANSFER TO TGRPDCL

1. Eligibility

All regular employees who have completed probation period in the present designation and the artisans of TGSPDCL, TGNPDCCL, TGTRANSCO and TGGENCO are eligible to apply for appointment by transfer to TGRPDCL, and having following minimum residual service as on 31st March 2026.

Employees whose present cadre is equivalent to the rank of	Minimum Residual Service
Superintending Engineer and equivalent	1 Years
Divisional Engineer and below and equivalent	2 Years
Foreman and below	2 Years

2. Promotion Eligibility

In accordance with the directions issued vide references cited above, employees up to the rank of Superintendent Engineer or equivalent, opting for appointment by transfer to TGRPDCL shall be granted promotion to the next rank as per vacancies. These provisions are applicable only for the 1st round of appointment by transfer to TGRPDCL subject to the promotion policy of the TGRPDCL.

2.1 Promotion mapping

The employee promotion in TGRPDCL shall be as per table below

Present Designation (Parent Utility)	Designation in TGRPDCL on Transfer	State / Zonal	Special conditions
Engineer's cadre			
Superintending Engineer	Chief Engineer	State	-
Divisional Engineer	Superintending Engineer	State	
Asst. Divisional Engineer	Divisional Engineer	State	
Asst. Engineer/Addl. Assistant Engineer	Asst. Divisional Engineer	State	Subject to clearing a departmental test within a year, if not cleared earlier

Present Designation (Parent Utility)	Designation in TGRPDCL on Transfer	State / Zonal	Special conditions
Sub-Engineer	Addl. Asst. Engineer/ Asst. Engineer	Zonal	With degree eligible for AE and with diploma eligible for AAE. Subject to clearing a departmental test within a year, if not cleared earlier
Foreman	Sub-Engineer	Zonal	Foremen with a diploma or higher qualification eligible for Sub- Engineer. Subject to clearing a departmental test within a year, if not cleared earlier
Executive Engineer (Civil)	Superintending Engineer (Civil)	State	-
Asst. Executive Engineer (Civil)	Executive Engineer (Civil)	State	
Asst. Engineer (Civil)	Asst. Executive Engineer (Civil)	State	
Accounts and P&G Cadre			
General Manager	Chief General Manager	State	-
Senior Accounts Officer/ Assistant Secretary	General Manager	State	
Accounts Officer	Senior Accounts Officer	State	
Asst. Accounts Officer	Accounts Officer	State	Subject to clearing a departmental test within a year, if not cleared earlier
JAO	Asst. Accounts Officer	State	
Sr. Asst.	JAO	Zonal	
Jr. Asst.	Sr. Asst.	Zonal	
PO	Assistant Secretary	State	
JPO	PO	State	
Assistant(P&G)	JPO	Zonal	
O&M Cadre			
SLI	FM	Zonal	Subject to completion of probation period at present designation
LI	SLI	Zonal	
LM	LI	Zonal	
ALM	LM	Zonal	
JLM	ALM	Zonal	
Artisans (Grade-I,II,III & IV)		Zonal	One additional increment will be given as an incentive within the same grade

2.2 General conditions for appointment by transfer and/or promotions

The employees applying for transfer posting has to fulfil following conditions:

- a. Employees involved in ACB cases, criminal cases, or disciplinary cases of a serious nature shall NOT be eligible for appointment by transfer to TGRPDCL. Employees must submit a self-declaration online confirming no pending disciplinary, criminal or ACB cases.
- b. Minimum service condition for the promotion is exempted on one time basis.
- c. The prescribed ratio for promotions in all cadres is relaxed as a one-time special measure, limited to employees who have opted for appointment by transfer if necessary.
- d. Except above relaxations, existing service rules and regulations shall continue to apply.
- e. Where an employee is appointed by transfer from a parent utility to TGRPDCL in a higher post, one equivalent post in the parent utility shall be converted into a supernumerary post. Such supernumerary post shall be purely temporary and shall stand abolished upon the occurrence of a regular vacancy arising due to the retirement, promotion, resignation, or any other separation of the concerned employee.
- f. Appointment by Transfer is subject to the service verification by the parent utilities.
- g. These provisions/relaxations of the Service conditions are confined only for the first round of appointment by transfer.

2.3 Post-Transfer Restrictions for Promoted Employees

- a. Employees availing the benefit of promotion on appointment by transfer shall NOT be eligible to avail Voluntary Retirement (VRS) for a period of FIVE (5) years or residual period of his entire service whichever is earlier.
- b. Employees availing the benefit of promotion on appointment by transfer shall NOT be eligible for any deputation outside TGRPDCL for a period of FIVE (5) years.
- c. Employees who failed to adhere to these conditions attract penal consequences.

3. Procedure for appointment by transfer

Interested employees shall follow the process outlined below to apply for appointment by transfer to TGRPDCL:

- a. Applications shall be submitted exclusively through the designated online portal only. Any other mode of application, any application received beyond time limit will not be entertained and stands summarily rejected without any further correspondence in the matter.

- b. Interested employees should apply in the prescribed pro forma. All the columns in the pro forma shall be filled up and adhere to the conditions specified there under.
- c. The employees presently working in in-charge post shall apply for their respective substantive cadre posts.
- d. Options once exercised by the employees within the stipulated time period shall be FINAL and IRREVOCABLE.
- e. TGRPDCL reserves the right to accept or reject any request for appointment by transfer without assigning any reason.
- f. TGRPDCL reserves its discretion in issuing posting orders in the entire jurisdiction of TGRPDCL.
- g. The mere submission of options via the web portal doesn't confer any right for appointment by transfer in TGRPDCL.

4. Criteria Appointment by transfer in TGRPDCL

The following criteria shall be considered for allotment of posts

- a. Appointment by transfer is based on the cadre vacancy and cadre seniority of the employee who opted for TGRPDCL.
- b. All appointments by transfer shall be made on a permanent basis following the Rules of Reservation as applicable.
- c. The employees already working in TGRPDCL on deputation may be given preference.

Seniority of employees appointed by transfer to TGRPDCL shall be determined as follows:

- i. Inter-se- seniority in TGRPDCL shall be determined based on the date of promotion to the same cadre in the parent organization.
- ii. In case, if the employees have same date of promotion across different parent organization, seniority shall be determined by total length of service.
- iii. If the total length of service is also identical, seniority shall be determined by date of birth, with the elder employee placed higher.
- iv. If employees belong to the same parent organisation and have the same date of promotion, the seniority rank within the parent organisation, will not be disturbed in TGRPDCL.

5. Pay, Allowances & Service Protection

- a. Pay and service conditions will continue as per the norms of the parent organization.
- b. Employees enrolled under EPF/GPF will continue under respective schemes.

- c. The employee defined benefit obligations including leave encashment, gratuity, commuted pension, pension payments, provident fund, medical benefits, etc. shall be processed, settled, and paid by the parent organization until such time as they are finalized, transferred, and a trust is duly formed at RPDCL.
- d. All eligible past service shall be counted for pensionary benefits.

6. Timeline for Exercising Options

S. No.	Activity	Date
I	Opening of options portal	30-04-2026
II	Last Date for Submission of Applications	08-05-2026
III	Verification of service particulars of employees by Parent utility	By 12-05-2026
IV	Issue of Appointment by transfer order	13-05-2026
V	Date of relieving	15-05-2026
VI	Last Date of reporting	18-05-2026
VII	Issue of posting orders	19-05-2026
VIII	Last Date for Joining	25-05-2026

CHIEF ENGINEER (CA, HR& IT)
TGRPDCL