

**KERALA STATE ELECTRICITY BOARD LTD.**

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

Office of the Chief Engineer (HRM), Vidyuthi Bhavanam, Pattom,
Thiruvananthapuram, Kerala – 695004.

Phone No.0471-2514235, 2448948

Web: www.kseb.in e-mail: cehrm@kseb.in**No.EB6 (b)/ Pro/01/2014****Dated:27.1.2023**

To,

All Chief Engineers/Deputy Chief Engineers/Executive Engineers

Sub:- Promotion to the cadre of Assistant Engineer (Civil) in 30% Diploma quota –
Incumbency details of Sub Engineer (Civil) published and Performance
Appraisal Report called for - reg

Ref:- 1.B.O (FB) No. 395/2012 (Estt.III/CR-Rules/2006) dated 8.02.2012
2.B.O (CMD) No.1579/2015 (Estt.III/CR-Rules/2006) dated 27.06.2015

Incumbency details of Sub Engineers (Civil) who are likely to be included in the field of choice to be submitted before the Departmental Promotion Committee (Lower) for promotion to the cadre of Assistant Engineer (Civil) in 30% Diploma quota are published herewith for verification. ARU heads concerned are requested to go through it and communicate errors of omission/commission, if any, regarding name, date of birth, gradation number, employee code and present office of the employees figured in the list within 15 days from the date of this communication to the undersigned. That apart, their Performance Appraisal Reports for the last six months are also required to be forwarded to the Deputy Chief Engineer (HRM) - I in a sealed cover keeping the above mentioned time frame. Template of the Performance Appraisal Report is attached. ARU heads concerned are requested to bestow special attention to communicate the date of declaration of probation of the employees in the cadre of Sub Engineer (Civil) also, after verification of their service books.

| Sl No | Emp: Code | Grdn No | Name | DOB | Office | Remarks |
|-------|-----------|---------|-----------|---------|---|----------------------------------|
| 1 | 1042835 | 803 | Shaji K P | 10.5.70 | Karimanal Sub Division NoIII THEP | Working as temporary AE(C) |

| | | | | | | |
|----|---------|--------|------------------------------|---------|---|------|
| 2 | 1042989 | 805 | Rajeev Kumar K | 1.6.69 | Transgrid TC SubDivision Wayanad | -do- |
| 3 | 1041504 | 806 | Krishnamoorthy C | 15.5.70 | Electrical Circle Shoranur | -do- |
| 4 | 1042318 | 807 | A Mukendra Raj | 2.1.70 | Mechanical Facility (MF) II Store Kolathara | -do- |
| 5 | 1048983 | 817(a) | Nisha Rajan | 12.8.79 | Electrical Circle Kollam | |
| 6 | 1049357 | 819 | Moly C K | 11.5.70 | Generation Circle Thrissur | |
| 7 | 1049239 | 820 | Lekha D | 30.5.72 | Line Construction Sub Division Balaramapuram | |
| 8 | 1049238 | 822 | Ananthakrishnan C | 25.5.71 | Sengulam Augmentation Scheme | |
| 9 | 1049600 | 823 | Jaferali Valiyapedikakkal | 1.12.73 | Investigation Division Kozhikode | |
| 10 | 1049815 | 825 | Prameela Bai O P | 5.1.69 | Chief Engineer (Civil Construction) North Kozhikode | |
| 11 | 1049736 | 828 | Gopalakrishnan K | 25.5.73 | TransGrid TC Section Kottayam | |
| 12 | 1049526 | 829 | Mini T | 14.5.71 | Civil Circle Pallom | |
| 13 | 1049735 | 830 | Ajimone P S | 30.5.69 | Electrical Division Chengannoor | |
| 14 | 1049038 | 831 | Mini K G | 10.5.70 | Civil Sub Division-1 Kannankuzhy | |
| 15 | 1049656 | 832 | Chenthamarakshan M | 15.4.72 | Transmission Division Tirur | |
| 16 | 1049742 | 833 | V.S.Jimmy | 10-5-72 | Transmission Division Kazhakkuttom | |
| 17 | 1049434 | 834 | K.P.Laibi | 15-3-72 | Dam Safety Sub Division I, Vazhathope | |
| 18 | 1049939 | 835 | Ani.R.J | 25-5-71 | Thirumala T C Section | |

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|----|---------|-----|--------------------|----------|--|--|
| 19 | 1049813 | 836 | Prathap.M.S | 31-5-71 | HEP Mangulam | |
| 20 | 1049824 | 837 | P.G.Lissy | 11-4-72 | Head works & Tunnel Division,PES, Munnar | |
| 21 | 1049929 | 838 | Minimol George | 1-6-72 | Head works & Tunnel Division,PES, Munnar | |
| 22 | 1049394 | 839 | Baiju.M.B | 1-5-73 | Dam Safety Sub Division I, Vazhathope | |
| 23 | 1049361 | 840 | S.Jayachandran | 6-5-69 | Investigation Division Munnar | |
| 24 | | 841 | Mujeebrahiman.P | 2-5-73 | | |
| 25 | 1049724 | 843 | Shabana Hameed | 27-10-73 | MF1 Sub Division Angamaly | |
| 26 | 1049227 | 844 | Shyma.P | 2-2-70 | Power House Transmission Sub Division | |
| 27 | 1050112 | 845 | Basheer.K.M | 1-5-75 | Civil Subdivision, KakkaYam | |
| 28 | 1049734 | 846 | Jyothisree.A | 31-5-70 | Electrical Circle Palakkad | |
| 29 | | 847 | K.P.Prasad | 25-5-72 | | |
| 30 | 1049395 | 848 | Mohanachandran.C.S | 1-5-71 | Kattakada Line Construction Subdivision | |
| 31 | 1049832 | 849 | Sasi.T.V | 2-5-71 | Dam Safety Sub Division, Poringalkuthu | |
| 32 | 1049550 | 850 | K.Rajeswari | 19-5-72 | Dam Safety Sub Division, Poringalkuthu | |
| 33 | 1049764 | 853 | Sheela.D | 30-4-67 | Transmission Circle Kottarakkara | |
| 34 | 1049804 | 854 | Lini.James.V.J | 24-3-71 | Chief Engineer(Civil Construction - South), Thiruvananthapuram | |
| 35 | 1049187 | 855 | Rajesh.N.S | 12-5-76 | TransGrid TC Division Kottarakkara | |

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|----|---------|-----|-------------------|----------|--|--|
| 36 | | 856 | Suresh Kumar.P.K | 31-5-67 | | |
| 37 | 1049188 | 857 | Christurajan.U | 28-5-69 | Dam Safety Sub Division, Pambla | |
| 38 | 1050198 | 858 | Nooruddeen.M | 31-5-69 | TransGrid TC Sub Division Tirur | |
| 39 | | 859 | Aswanikumar.S | 30-5-71 | | |
| 40 | 1049651 | 860 | Regil.P.P | 23-12-72 | Civil Sub Division Kozhikode | |
| 41 | 1049396 | 861 | Lali.P.John | 31-5-69 | Dam Safety Division No II, Vazhathope | |
| 42 | 1049460 | 862 | P.G.Vincy | 3-4-71 | Transmission Circle Thodupuzha | |
| 43 | 1049303 | 863 | Sujithkumar.K | 5-2-71 | Investigation Division Kozhikode | |
| 44 | 1049619 | 864 | C.V.Prakasan | 10-5-67 | Civil Circle, Meencut | |
| 45 | 1049100 | 865 | Jancy Paul.K | 8-4-71 | MF1 Sub Division Angamaly | |
| 46 | 1049967 | 866 | Anilkumar.K | 25-5-71 | Electrical Circle Kozhikode | |
| 47 | 1049597 | 867 | Sunili Mathew | 31-5-71 | Dam Safety Sub Division, Pambla | |
| 48 | 1049816 | 868 | Salim.K | 15-2-70 | SHEP Ommasari Olikkal & Poovaramthodu | |
| 49 | 1049459 | 870 | Shirly.P.A | 28-5-69 | Chief Engineer (Distribution Central) Ernakulam | |
| 50 | | 871 | Samuel.K.P | 8-5-73 | | |
| 51 | 1049911 | 872 | Rajesh.K.N | 10-5-76 | Transmission Division Chittur | |
| 52 | 1049230 | 873 | R.K.Prasanakumari | 25-3-74 | Chief Engineer(Civil Construction - South), Thiruvananthapuram | |

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|----|---------|-----|------------------|---------|--|--|
| 53 | 1049103 | 874 | Thara.V.A | 30-5-71 | Transmission Division Kazhakkuttom | |
| 54 | 1049241 | 875 | Sandhya.S.Sankar | 20-5-74 | Chief Engineer(Civil Construction - South), Thiruvananthapuram | |
| 55 | 1049427 | 876 | K.Prasad | 16-3-68 | Transmission Division Nallalam[| |
| 56 | 1049488 | 877 | Anilkumar.M | 3-5-71 | Mechanical Unit II Kozhikode | |
| 57 | 1050144 | 879 | Shyni.A.A | 15-5-70 | Investigation Circle Thrissur | |
| 58 | 1049462 | 880 | Syaliny.M.T | 26-5-72 | THEP, Karimanal | |
| 59 | 1049134 | 881 | Pradeep.S.P | 15-5-71 | Dam Safety Sub Division, Kochu Pampa | |
| 60 | 1049693 | 882 | C.T.Vijaya | 6-5-70 | Electrical Circle Irinjalakuda | |
| 61 | 1049623 | 883 | Mathew George | 22-9-74 | SHEP LADRU AND MARMALA | |


 CHIEF ENGINEER (HRM)

Copy to:

C. A to the Deputy Chief Engineer (HRM) –I. (Duly filled in and signed performance appraisal report of the Sub Engineers (Civil) listed above for the last six months may be collected and made available as and when required)


KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004, Kerala

website: www.kseb.in. CIN :U40100KL2011SGC027424

Abstract

Promotion of employees in workmen category to officer category – Implementing Performance Appraisal Reporting system – orders issued.

CORPORATE OFFICE (ADMINISTRATION)

B.O.(CMD) No.1579/2015 (Estt.III/CR-Rules/2006), Dated, Thiruvananthapuram, 27/06/2015.

Read : 1. Circular No. Estt.III/CR- Rules/2006 dated 9.7.2008 of the Chairman, KSEB.

2. B.O. (FB) No. 395/2012 (Estt.III/CR- Rules/2006) dated 18.02.2012.

ORDER

Kerala State Electricity Board has constituted two Departmental Promotion Committees namely DPC (Higher) and DPC (Lower) for recommending select list for promotion to various categories of posts in the cadre of officers. With effect from 1.4.2012, Board has implemented a Performance Appraisal Reporting system to evaluate the performance of officers. But such appraisal system has not so far been implemented for promotion from the posts of workmen category to officers' category. As the Board has started functioning in a corporate set up it is a need of the hour that the employees should be made competent enough to work in a competitive environment for which Board should start evaluate the ability of those candidates who are to be posted to the Middle Management Level also. Therefore it was suggested to have a Performance Appraisal Reporting system for promotion from the posts of workmen category to officers' category with immediate effect. Board has decided to collect Performance Appraisal Reports (PAR) of the workmen concerned, in a prescribed format (as given in the annexure Form I to this BO) from the immediately superior controlling officers of the workmen concerned. The employee concerned shall submit to his immediately superior controlling officer, a self appraisal report in brief with regard to the nature, quantity etc. of the works entrusted with him and as to his overall performance.

However since the PAR is being introduced among workmen category for the first time, the performance relating to the six months' period immediately prior to the date of reporting need only be reported, for this time. All other formalities presently being followed in the officer category including obtaining of vigilance clearance may be followed in these categories also. In future the guidelines for maintenance of PAR for workmen and officers will be modified suitably considering all aspects. Chief Engineer (HRM) will collect Performance Appraisal Reports (PAR) in the format prescribed in the annexure (Form I) to this BO, by circulating the proforma, among all the offices concerned. Chief Engineer (HRM) shall then place the PARs along with the other relevant details for consideration of the DPC (Lower) for recommending select list for promotion from the posts of workmen category to officers' category.

By Order of the
Chairman & Managing Director

Sd/-
R. RAJASEKHARAN NAIR,
Secretary (Administration)



To

The Chief Engineer (HRM).

Copy to:

The Chief Engineer (IT).
The LA & DEO / Chief Vigilance Officer.
The Financial Adviser / Chief Internal Auditor.
The Deputy Chief Engineer (HRM-I) / Deputy Secretary (Administration).
The T.A. to Chairman & Managing Director / Director (Distribution & Safety) /
Director (Transmission & System Operation) / Director (Generation & HRM) /
Director (CP & SCM).
The PA to Director (Finance) / CA to Secretary (Administration) /
The Legal Liaison Officer, Kochi / Fair Copy Superintendent / Stock file.

Forwarded/ By Order


Senior Superintendent


(Annexure to B.O.(CMD) No:1579/2015(Estt.III/CR-Rules/2006),
Dated Thiruvananthapuram, 27/06/2015).

Form I

PERFORMANCE APPRAISAL REPORT

(For employees of Workmen category)

PART – I Self Appraisal Report

(Employee shall submit here a duly signed and dated self appraisal report to his immediate superior controlling officer. The report should be brief and clear and either be in English or in Malayalam)

PERFORMANCE APPRAISAL REPORT

PART – II Report of the Controlling Officer

[Controlling Officer shall fill up the following and forward it along with the self appraisal report of the employee concerned, to the Chief Engineer (HRM)]

1. (a) Name of employee reported upon -
- (b) Designation -
- (c) Employee Code -
2. Post held and name of Office -
3. The period for which the employee reported upon is working in the present post -
4. Signature of the employee reported upon -
5. Appraisal by the Reporting Officer (please tick mark in the grade column applicable) -

| Factors | Grade A Excellent | Grade B Good | Grade C Satisfactory | Grade D Below Average |
|--|----------------------|-----------------|-------------------------|--------------------------|
| Integrity | | | | |
| Professional Knowledge | | | | |
| Organisational Knowledge | | | | |
| Departmental Experience | | | | |
| Ability to complete a task despite difficulties | | | | |
| Interpersonal skills (Ability to relate to others, particularly in obtaining and giving cooperation; effective team member.) | | | | |
| Communication skill: Ability to express ideas clearly | | | | |
| Ability to accept responsibility | | | | |
| Dependability in job performance | | | | |
| Dependability in punctuality and attendance | | | | |
| Total number of items under | | | | |

6. General remarks

Station:
Date:

Signature:
Name:
Designation of the Reporting Officer
Office seal