



## KERALA STATE ELECTRICITY BOARD LTD.

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

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

Phone No.0471-2514235, 2448948

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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 Valiyapeedikakkal	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	

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	Cvivil 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	

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	

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 LADRUM 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)


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Reg. Office: Vydyuthi 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)

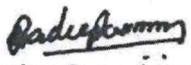
To

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