

Draft transfer guidelines of Workmen Category

I. Definitions:

- a. Posting Strength: The Online General Transfer Proceedings in respect of the Workmen category will be commenced only after deriving office-wise posting strength of each cadre, which is fixed temporarily on the basis of the working strength on a particular date, preferred by the Posting Strength Committee, purely for conducting the General Transfer of the Workmen category, for that year with the following members. The object of Posting Strength is the equal distribution of available manpower across the state on the exigency of service and public interest.

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| • Chief Engineer (HRM) | - | Chairman |
| • Chief Personnel Officer | - | Convener |
| • T.A to the CMD | - | Member |
| • T.A/P.A of all Full Time Directors | - | Members |
| • Deputy Chief Engineer (HRM) I | - | Member |
| • Administrative Officer, O/o the CE(HRM) | - | Member |

The interest of KSEB Limited shall be upheld by the Committee, while fixing the office-wise Posting Strength of each and every cadre of the Workmen category of KSEBL.

Note:

- (i) Posting Strength should be finalized and published, well before inviting applications for the ensuing Online General Transfer of the Workmen category of KSEB Limited.
- (ii) No change will be allowed, at any level, after finalization as well as publishing of the Posting Strength of Workmen category of Limited. However, the Posting Strength Committee is empowered to review and reassign the Posting Strength once published, in exigencies.
- (iii) Workmen category working as System Supervisors, System Administrators, Nodal Officers, critical seats and those who are

posted on supernumerary basis as per the Rights of Persons with Disabilities Act have to be ensured while finalizing the Posting Strength.

(iv) Basic data for fixing the Posting Strength, prepared by the Chief Engineer (HRM) shall be placed before the Posting Strength Committee. The necessary Module shall be prepared by the IT Wing of KSEBL.

- b. Excess re-posting - If the Posting strength in respect of a particular category attached to an Office becomes lower than the working strength; the excess strength identified in this regard will be suitably deployed, through carrying out the process of Excess re-posting; i.e., by transferring the junior most employees belonging to the category from that Office to the nearest office, wherein sufficient vacancies existed. However, 'Excess Reposting' will not come into operation, if there are sufficient transfer out of employees from that office based on 'Station Seniority'.

Note:

Generally, applications for administrative protection shall be invited before **1st January** every year. After publication of administrative protection, all requests for protection/ transfer on medical grounds shall be made online with choice of option, in the HRIS on or before **15th January**. After publication of medical protection list, all general transfer applications with choices shall be invited before **15th February**. System-generated printouts of the transfer application along with attested copies of supporting documents for protection/preferential claim (if any) shall be submitted to the concerned ARU. The hard copy of the transfer request shall not be forwarded to the Chief Engineer (HRM). Transfer requests and supporting documents shall be kept in the safe custody of the ARU head for a period of 2 years and shall be disposed of, after 2 years. However, applications involving litigations shall be retained until the case is disposed of.

- II. The “First Choice” in respect of an employee who applies for transfer should be his/ her ‘Domicile Station’ itself. As far as possible, employees who are returning to their domicile Station from outside may be posted as per his/her choice, either in the office situated in their domicile station, adjacent office within adjacent station, if necessary, by transferring out the persons who have put in longer continuous service in that station [*List of Adjacent Stations... Annexure - I*].

Note:

- (i) The ‘Place of domicile’ means the area covered by the Electrical Section Office declared as the place of domicile by the employee. The place of domicile, as declared by the employees from time to time, as per norms, shall be recorded in the Service Book of the employees concerned and updated in the HRIS Software, upon approval by Chief Engineer (HRM). Upon approval, the change of place of domicile will come into effect from the date of application for domicile change, and no previous reckoning will be allowed for domicile change.
- (ii) In order to change the domicile as per the norms, the employee who intends to change the domicile shall produce sufficient valid documents to establish their claim. After having scrutinized the Application & allied documents submitted by the employee, the Head of the ARU shall upload the same in HRIS, so as to make available the Application & allied documents to the Office of the Chief Engineer (HRM) for verification and approval.
- (iii) It is mandatory for every employee to declare his/her place of domicile at the time of entry into service. Permission to change domicile is restricted to four times in the entire service. Any exemption to this shall only be with the approval of the Board of Directors. Employees will not be allowed to change his/her place of domicile in the normal course except in the following circumstances:

- a. In the case of employee who obtained admission for part-time B.Tech/Diploma with Board's No Objection Certificate; children/spouse who obtained admission in Professional College / Post-Graduate studies in Professional College (Course Certificate and Residential Certificate must be produced).
 - b. In the case of acquisition of immovable property for the purpose of establishing permanent residence (Ownership Certificate & Tax Receipt must be produced).
 - c. Upon marriage, to the place of residence of spouse (Marriage Certificate must be produced).
 - d. In cases of advanced and specialized medical treatment for employee/, spouse/ children (Treatment Certificate must be produced).
 - e. In case the spouse of the Board employee is working in a different place in the following establishments (Employment Certificate must be produced):
 1. State or Central Government Departments/ State or Central Public Sector Undertakings.
 2. Quasi Government Undertakings/Universities/Government Colleges.
 3. Local Self Government Institutions.
 4. Nationalized/ Scheduled Banks.
 5. Co-operative Societies recognized by the Registrar of Co-operative Societies.
 6. Aided Schools/Affiliated Colleges.
 7. Educational Institutions having statutory recognition.
 8. Companies registered under the Companies Act.
- (iv) Station of various posts are offices situated within the geographical area noted against them:

Post	Station
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Sub Engineer (Electrical) Overseer (Electrical) Lineman Electricity Worker Meter Reader Driver Office Attendant	Electrical Division
Senior Assistant Junior Assistant/Cashier	Electrical Circle
Confidential Assistant Senior Fair Copy Assistant Junior Fair Copy Assistant Sub Engineer (Civil) Overseer (Civil)	District

The total continuous service in all the offices within the station will be reckoned as the service at that station. For calculating station seniority, stations within the domicile district are also to be considered, the seniority of station and stations within the domicile district will be reckoned as combined seniority. A period of less than 180 days outside the station will not be reckoned as station change. The Distance - Days - Value (DDV) based Seniority List will be published well in advance, every year, in connection with the General Transfer.

- (v) The change in place of domicile of all employees shall invariably be recorded in their Service Books and in the HRIS Software, by the concerned from time to time. No employee shall misuse the facility for changing the place of domicile. In case any doubt arises regarding the genuineness of the certificate produced for changing the place of domicile, it shall be referred to the Chief Vigilance Officer of KSEBL, so as to conduct a Formal Enquiry and submit necessary Report before the concerned Director of

KSEBL. Disciplinary action will be taken if any malpractice is detected.

- III. Requests for mutual transfers will not be considered.
- IV. If both the husband and wife are employees of Kerala State Electricity Board Limited and where the husband or wife completes 3 years of service in a station and the other has not completed 3 years, the couple may be retained in the station until both the employees complete 3 years or any one of the employees completes 5 years of service in the station, whichever is earlier.
- V. Workmen will not be allowed to continue in a station for more than 3 years, if there is a valid request from another employee for a posting at that station. In order to consider valid requests for transfer to a station where open vacancies do not exist, employees who have put in continuous combined service of 3 years or more at that station and stations within the domicile district are liable to be transferred out. The Employees with longer service in the station where they are presently working will be transferred out to distant places and those with lesser service in such stations will be posted to places of lesser distance. The period spent on working arrangement/foreign service/Leave without Allowance except on medical grounds will be included for reckoning station seniority.

Note:

- (i) The condition that workmen will be allowed to continue in a station for 3 years will not be applicable if the posting strength of that station is reduced and there are not enough posts to accommodate the existing employees.
- (ii) All categories of employees from the technical side who are engaged for office works for more than 3 years will be posted to field duty. Works related to all Offices, except Electrical Section

Offices are normally treated as Office works and the Office works being done by the workmen at present will be taken into account in a cumulative manner, along with the total period of such work done continuously by them, previously without causing any break, while they were attached to one or more other offices of KSEBL.

(iii) Electricity Workers will not be allowed to apply for transfer out from the district to which they are recruited.

(iv) Sub Engineers having ITI qualification alone, need not be considered for posting at the Generating Stations.

VI. Workmen working in northern Kerala which is 250 kilometers away from their place of domicile and persons working in annexed remote/hill areas are eligible for transfer on completion of 1 year's continuous service (**List of Remote and Hilly Areas... Annexure-II**). Workmen working in any other areas which are away from and within 250 kilo meters from their place of domicile are eligible for transfer to their place of domicile only after completion of continuous service of 2 years in that station. If an employee returns to his place of domicile without completing the mandatory period of 1 year/2 years, except in cases mentioned under Clause VI (b) and VI (f) of this order, his/her station seniority shall be reckoned from the date from which he/she has been working in his/her domicile station before such transfer. However, the female employees belonging to workmen categories, working away from their place of domicile of and above 100 kilometers, who have rendered continuous service of 1 year; are exempted from the said clause. For the purpose of calculation of distance mentioned above, the distance by road will only be reckoned. The cut-off date for eligibility for general transfer shall be decided by the Chief Engineer (HRM) in consultation with the recognized General Trade Unions.

Requests for transfer to the domicile station will be considered in the order of priority as given below:

a. Administrative Protection:

Administrative Protection is the system of granting protection/posting to an employee in a critical seat identified in a critical office in the exigency of service. The critical offices/seats where Administrative Protection is permitted to Workmen Category are listed in the *Annexure - III*. Granting administrative protection to employees shall be based on the Administrative Protection score of that officer arrived by the system on the basis of the following parameters:

Experience:

- (i) The score of critical seat experience shall be calculated based on the data available in the HRIS.
- (ii) Relative score out of 10 among applied employees based on highest experience using formula, $\text{Score} = 10 * (\text{Experience} / \text{Highest Experience})$
- (iii) Score is the calculated mark for each person
- (iv) Experience is the similar experience in days for each person for that critical seat
- (v) Highest Experience is the highest Experience in days among all applied employees.

Qualification:

- (i) A score list out of 10 shall be prepared based on eligible qualifications (in the order of lower to higher).
- (ii) User shall select his highest qualifications recorded in the Service Book.

Skill & Performance:

- (i) Score out of 5 entered by ARU Head (Average, Good, Very Good, Excellent, Outstanding)

Attitude:

- (i) Score out of 5 entered by ARU Head (Neutral, Positive, Optimistic, Assertive)

Total score: 30

Note:

- (i) Those who wish to work/continue in a critical seat shall invariably apply for Administrative Protection.
 - (ii) The maximum number of years an employee is eligible to continue in that office under Administrative Protection is 3 years.
 - (iii) Administratively protected employees shall continue in that critical seat for a minimum period of 3 years, unless otherwise decided by the Board.
 - (iv) After 3 years, the employee currently protected in the critical seat cannot reapply for this office.
 - (v) If no other employees applied for the critical seat, the employee currently protected in the critical seat may continue for up to 5 years.
 - (vi) If an employee does not have enough experience to be considered for that particular seat, he/she cannot apply.
 - (vii) The employee who got administrative protection should be exempted from the deemed domicile concept.
- b. As far as possible, considering the requests received on behalf of the Workmen, whom enjoying the benefits of the 'Recognized Trade Union Protection' seeking appropriate posting to the Offices attached to Vydyuthi Bhavanam, the Head Quarters of KSEBL, located at Thiruvananthapuram District/ any other Offices of KSEBL, as well as the requests received on behalf of the Director Board Members of Electricity Employees' Co-operative Societies, whom enjoying the benefits of Society Protection, seeking transfer to other Offices of KSEBL, situated within the jurisdiction of the Society concerned; the Chief Personnel Officer, KSEBL shall take

earnest efforts, for providing suitable posting to them, extending their protection concerned, in an ad hoc manner, whereas, the Office of the Chief Engineer (HRM) shall ensure that the representatives of Recognized Trade Union/ the Director Board Members of the Electricity Employees Co-operative Societies, are being transferred to the same place, as provided by the Chief Personnel Officer.

Note:

- (i) The list of Representatives of the Recognized Trade Union, to whom transfer is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting applications for the ensuing Online General Transfer of the Workmen of KSEBL and the List of Workmen, to whom transfer is provided in this regard, shall be published prior to the invitation of application for the ensuing Online General Transfer.
 - (ii) List of 'Director Board Members' of the societies, to whom transfer is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting applications for the ensuing Online General Transfer of the Workmen of KSEBL and the List of Workmen, to whom transfer is provided in this regard, should be published prior to the invitation of application for the Online General Transfer.
- c. Medical Protection: Applications for the Medical protection submitted through the HRIS, will be verified by the Office of the Chief Engineer (HRM), for fixing medical weightage, strictly based on their merit, so as to prepare a priority list of the most deserving, to whom the Medical protection can be extended, as per norms. The percentage of medical protection available to the employees working in the Corporate Office will be confined to the Posting Strength of the Corporate Office only.

Severe illness in respect of the:

- (1) Employee / Spouse / Children / Dependent Parents (if the employee is the only child of the dependent parents).
- (2) Disabled Unmarried Sibling (if employee is the only sibling of the disabled unmarried brother/sister).
- (3) Differently abled workmen (40 % or more disability).
- (4) Parents of differently-abled children.

Note:

In the case of the employee, whose brothers and sisters are settled permanently outside the State of Kerala, within India/abroad and the employee is the only child of the dependent parents/ the only sibling of the disabled unmarried brother/ sister; appropriate decision with respect to the request for transfer to his/her domicile station, shall be considered by the Chief Engineer (HRM), after examining the documents submitted in connection with the aforesaid case and verifying its genuineness, on humanitarian consideration. Complaints, if any, put forth by challenging the genuineness of the documents provided for claiming preference for transfer to his/her domicile station, shall be forwarded to the Chief Vigilance Officer, KSEBL, for Formal Enquiry and submission of Report before the concerned Director of KSEBL. Disciplinary action will be taken if any malpractice is detected.

- d. Workmen may be posted to nearby offices within the station in the absence of sufficient vacancies as per their place of choice and if it is not possible to provide posting to nearby offices within the station, a queuing facility will be provided. In such cases, he/ she will be accommodated in the queue, to be considered whenever vacancies arise in the domicile station. Accordingly, those who are waiting in the queue for posting in the domicile station will get first priority. Those waiting in this queue, will be eligible for transfer against the vacancies arising subsequently. Those employees who are accommodated in the queues' to their domicile stations shall invariably be excluded from such queues', as and when they are

posted at their own domicile sections/ nearby sections, as far as possible, situated within 15 Km.

- e. Scheduled Tribe.
- f. Scheduled Caste.
- g. Those who are to retire from service within two years in which case the required minimum period of 1 year/2 years need not be insisted upon.
- h. Mother having child below the age of 2 years.
- i. Pregnant women.
- j. Widow, till remarriage.
- k. Widower, till remarriage.
- l. Parents of legally adopted children.
- m. Employees undergoing treatment for primary infertility, for a term of 10 years from the date of commencement of treatment (supported by a valid certificate).
- n. Ladies.
- o. Inter-caste/Inter-religion married couples. (Certificate from competent authority proving Inter-caste/Inter-religion marriage is mandatory).
- p. Relatives of military personnel working across India and paramilitary personnel working outside Kerala. [Details of relatives specified in Clause VII (o)].
- q. Ex-servicemen.

- r. Employees who are undergoing part-time Degree/Diploma courses in Engineering, CA/ICWAI with prior approval/sanction from Kerala State Electricity Board Limited for joining the said course.
- s. While considering the request for transfer of employees to domicile station, priority shall be in the order of Remote area, Hilly area and northern Kerala.

Note:

- i. For the purpose of this clause, while calculating the total continuous service, the period spent on working arrangement/foreign service will be treated as if the employee has been working in the domicile station itself. In such cases, he/she has to complete the stipulated minimum required service in order to become eligible for transfer to the domicile station.
- ii. Those who have been transferred out to far-away places from the domicile station should be given preference in giving postings to places near to their place of domicile. Sufficient provision is made in the software for choosing the desired place of posting. An employee is eligible for transfer in any office within the domicile station or in the adjacent station, as the case may be, only if he/she opts for the same at the time of submitting the application for transfer.
- iii. Victim of an accident that occurred during the course and out of the employment/ employees having severe illness/ widow/ widower. Where such accident or illness (including those of spouse and /or children) happens while the employee is working away from his/her domicile station, the required minimum period of 1 year/2 years need not be insisted upon. The percentage of disability shall not be less than 40 %. Such employees shall upload a legible soft copy of the Accident/ Illness Report, along with their Application for transfer, to be submitted through the HRIS. Besides, originals of the uploaded documents shall be produced

before the concerned, for verification, as and when required. Disciplinary action will be initiated, if any malpractice is detected.

VII. Protection from transfer will be permitted in the following cases:

- a. Administrative Protection.
- b. Protection from the transfer will be given to the recognized General Trade Unions at one percent of the workmen employed in the entire establishment of the Kerala State Electricity Board Limited subject to a maximum of 100. The membership of the Unions will be verified from time to time in a referendum as prescribed for the purpose. However, requests received from the protected representatives of Trade Unions and Director Board Members of Electricity Employees' Co-operative Societies for transfer to other offices shall be considered as far as possible. The list of Representatives of the Recognized Trade Union, to whom protection is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting applications for the ensuing Online General Transfer of the Workmen of KSEBL and the List of Workmen, to whom protection is provided in this regard, shall be published prior to the invitation of application for the ensuing Online General Transfer. The list of protected workmen declared by the Chief Personnel Officer, every year, will remain in force for a period of one year or till the next Annual General Body Meeting of the recognized General Trade Union or till the next referendum, whichever is earlier. The recognized General Trade Union can withdraw the names of any of their members from the list of protected workmen at any time by giving due intimation in writing to the Chief Personnel Officer, but they will have no right for substitution. As soon as the Chief Personnel Officer declares and notifies the list of protected workmen for any year, the previous year's list of protected workmen will cease to exist.
- c. Employees belonging to Scheduled Castes & Scheduled Tribes will be retained in their domicile station for a continuous period of 5 years and the said protection will be provided during each and every time he/ she

returns from other station to his/ her place of domicile. The system itself will capture the details of the employees belonging to Scheduled Castes & Scheduled Tribes, from the data available in the HRIS and protect them by default, as mentioned above. Hence, no need to apply for securing such protection, by the concerned.

d. Victim of major accidents during the course and out of employment.

e. Severe illness in respect of the:

(1) Employee

(2) Spouse / Children

(3) Dependent Parents (If employee is the only child of the dependent parents)

(4) Disabled unmarried sibling (If employee is the only sibling of the disabled unmarried brother / sister)

This facility will be restricted to the domicile office only.

Note:

In the case of the employee, whose brothers and sisters are settled permanently outside the State of Kerala, within India/abroad and the employee is the only child of the dependent parents/ the only sibling of the disabled unmarried brother/ sister; appropriate decision with respect to the request of the employee for being protected in the domicile station, shall be considered by the Chief Engineer (HRM), after examining the documents submitted in connection with the aforesaid case and verifying its genuineness, on humanitarian consideration. Complaints, if any, put forth by challenging the genuineness of the documents provided for availing protection from transfer, shall be forwarded to the Chief Vigilance Officer of KSEBL, for Formal Enquiry and submission of Report before the concerned Director of KSEBL. Disciplinary action will be initiated if any malpractice is detected.

f. Employees who enter into inter-caste/ inter-religion marriage will be retained in their domicile station for a continuous period of five years

from the date of marriage. This protection will apply only once during his/her entire service. Protection under this clause shall be granted only if the incumbent produces an inter-caste / inter-religion Marriage Certificate from the competent authorities.

- g. Differently abled employees. In this case, employees will be protected in the domicile office and limited within the 4% quota applicable under the provisions of the Persons with Disabilities Act 2016.
- h. Employees suffering from permanent/ partial disability due to accidents (40% or more disability) will be given protection from the Online General transfer on production of valid medical certificates issued each year by a competent authority. Protection under this clause will be limited to domicile stations only.
- i. Employees whose children are differently abled and require the presence of parents for their movement will be protected. In this case, if both father and mother are employees of Kerala State Electricity Board Limited, both of them will be protected.
- j. Widow/ widower/ legally divorced employees will not normally be transferred out till remarriage.
- k. Mother of baby, till the child attains the age of 2 years.
- l. Pregnant women.
- m. Parents of legally adopted children for a period of 5 years from the date of adoption.
- n. Employees undergoing the treatment for primary infertility, from the date of commencement of treatment to the birth of the first child (supported by valid certificates).
- o. Protection from transfer shall be granted on grounds of relationship to military personnel working across India / paramilitary personnel

working outside Kerala State. The required certificate/recommendation shall be addressed to the Chief Engineer (HRM) directly by the concerned Military/Paramilitary authorities. For this purpose, relative means:

1. Husband/ Wife
2. Son
3. Unmarried daughter
4. Brother (whom, parents are dependent upon)
5. Unmarried sister
6. Father/ Mother

[For claiming protection or preference under Clause VII (o) (4) above, a Dependency Certificate issued by the concerned Revenue Authority is mandatory. The period of protection, during the entire service, in this case, shall not exceed 5 years under any circumstances].

- p. Employees undergoing Part-time Degree / Diploma courses in Engineering in the Government Engineering Institutions, Chartered Accountancy and Cost Accountancy, with prior approval/sanction of competent authorities of Kerala State Electricity Board Limited will be granted protection from transfer. Submission of attendance certificate in each academic year is mandatory. The maximum number of protection for each course that can be permitted shall be restricted as follows from all categories:

Sl.No.	Part-time course	Number of protection
1	Electrical Engineering Degree	50
2	Civil Engineering Degree	50
3	Electrical Engineering Diploma	50
4	Civil Engineering Diploma	50
5	Chartered Accountancy & Cost Accountancy	5
For employees belonging to SC/ST communities		
1	Electrical Engineering Degree	5

2	Civil Engineering Degree	5
3	Electrical Engineering Diploma	1
4	Civil Engineering Diploma	1

However, the protection granted will be limited for the period of 4 years from the date of registration of the course.

- q. The ‘Director Board Members’ of Electricity Board Employees’ Co-operative Societies belonging to the cadre of Workmen will be posted conveniently/protected in their existing places, irrespectively in connection with the ‘General Transfer of the Workmen’ or in connection with the promotion granted to them to the Higher Cadres, which are included in the Workmen categories, strictly based on the requests received from the Secretaries of concerned societies. List of ‘Director Board Members’ of the societies, to whom protection/transfer is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting applications for the ensuing Online General Transfer of the Workmen of KSEBL and the List of Workmen, to whom protection is provided in this regard should be published prior to the invitation of application for the Online General Transfer. However, the Workmen concerned can enjoy the aforesaid benefit, only for a single term of 5 years (during his/her entire service), comprised of their first tenure, as Director Board Members’ of Electricity Board Employees’ Co-operative Societies. The fact of availing such protection shall invariably be recorded in the Service Book, by the concerned and marked in the HRIS software by the Chief Personnel Officer. [Employees’ Co-operative Society means Society registered under the Kerala Co-operative Societies Act 1955 in which all categories of employees (Workmen and Officers) of KSEB Limited are members].
- r. Those who are to retire from KSEBL service within two years, as on 31st December will be protected. The system will capture the details of such employees, from the data available in the HRIS and protect them at their working Office by default, as mentioned above. Hence, no need to apply for securing such protection, by the concerned, unless otherwise any Office change to their domicile section is required.

- s. Sportsmen/ Sportswomen in the list of Active Sports Persons, prepared by the Chief Personnel Officer will be given protection from the transfer, subject to the conditions specified in the Board Order issued in this regard. The list of such active sportsmen/ sportswomen will be given to the recognized General Trade Unions by the Chief Personnel Officer for verification. Complaints, if any, will be heard and the eligibility decided by the Chief Personnel Officer. Such lists of Sportsmen/Sportswomen will be published on the website of KSEBL.
- t. In case of promotion occurring at the time of general transfer, if the promotee has not completed 3 years of service in the domicile station, he/ she may be retained in the station, if necessary, by transferring out workmen who have completed 3 years of service in the station. This does not, however, bestow any right upon the promotee to claim that he/she should be retained at the same Office.
- u. In the case of internal transfer, protection for retention in the same office will be granted to employees belonging to the following categories.
 - 1. Protected workmen of recognized General Trade Unions
 - 2. Directors' Board Members of Electricity Employees' Co-operative Society
 - 3. Retirement from service within 2 years, as on 31st December.
 - 4. Sportsmen/ Sportswomen included in the list approved by the Chief Personnel Officer
 - 5. Employees with severe ailments and parents of differently-abled children. Protection under this clause will be limited to the domicile section/station only.
- v. In order to avail protection from transfer vide clause VII, appropriate and valid certificates from competent authorities shall be produced. Scanned copies of certificates shall be uploaded in the HRIS software at the time of applying for transfer/protection and the originals of the same shall be attached to the application submitted to the Account

Rendering Units. The requests not supported by valid certificates will not be entertained under any circumstance.

Note:

- (i) All requests for preference/ protection (disability/ illness/ pregnancy & Childbirth/ Widow/ Widower/ adoption of child/ infertility treatment/ inter-caste marriage/ inter-religious marriage etc.) shall be supported by a valid certificate issued by the competent authority.
 - (ii) If one or more claims of an Employee for protection exists/ found to be considered, added priority will be given to that Employee.
 - (iii) In case any doubt arises regarding the genuineness of the certificate produced, it shall be referred to the Chief Vigilance Officer of KSEBL, so as to conduct a Formal Enquiry and submit necessary Report before the concerned Director of KSEBL. Disciplinary action will be taken, if any malpractice is detected.
- w. The Chief Engineer (HRM) shall publish the list of protected Workmen prior to the commencement of General Transfer proceedings every year. Complaints, if any, shall be filed with the Chief Engineer (HRM) within 1 week of publication of the said list. Complaints received after this date will not be entertained.

VIII. General:

1. In the process of posting employees during general transfer and internal transfer, the following order of priority shall strictly be complied with. While posting the employees during the general transfer, priority shall be given based on the combined index of geographical area and the consumer strength of Section Offices.

In the case of technical staff of Electrical Wing`, the order of priority will be:

- a. Electrical Section

- b. Generating Station
- c. Sub Station
- d. Division Office
- e. Circle Office
- f. Corporate Office
- g. Other Offices

The order of priority regarding the ministerial employees will be:

- a. Division Office
- b. Circle Office
- c. Regional Audit Office
- d. Chief Engineer Office
- e. Corporate Office
- f. Section Office
- g. Other Offices

While posting employees in Civil Wing, the following order of priority will be adhered to:

- a. Generation Project Construction
 - b. Dam Safety
 - c. Transmission Project Construction
 - d. Investigation Works
 - e. Other Office
2. If two or more employees become eligible for transfer and sufficient number of vacancy is not available, weightage may be given considering a combination of age, period and distance.
 3. Female employees and employees who have completed 52 years of age, in the Civil Wing, will not normally be posted for investigation works.
 4. While considering posting of employees who have requested for posting in projects, those without project service will be given preference. If in case two or more employees request for posting in projects, the employee with shorter project service will be given preference.

5. As far as possible, ladies may be posted to stations near their place of domicile. In the case of women employees who are transferred out, posting may be done in the following order of priority.
 - a. Vicinity to Railway Station
 - b. District Head Quarters
 - c. Taluk Head Quarters
 - d. Vicinity to Bus Station

(The list of Offices coming under the sub clauses a, b, c & d above, are enclosed as Annexure - IV)
6. An employee will be permitted to apply for general transfer only if he/she has put in an active service of not less than 1 year at a station. Employees having only less than 1 year service for superannuation, during the submission of their online application for General Transfer will be exempted from the aforesaid clause. The periods of Half Pay Leave and Earned Leave accrued and availed during the period he/she has served in that station/ Casual Leave/ Special Casual Leave/ Special Disability Leave/ Maternity Leave/ Paternity Leave will be treated as if on duty.
7. As far as possible, the first posting of dependents of the employees of Kerala State Electricity Board Limited under the Compassionate Appointment Scheme will be to their domicile station/ place of choice.
8. For considering a request for transfer to the domicile station, actual active prescribed service by an employee in the outstation only will be considered. The actual service will not include periods spent on working arrangements/ foreign employment and periods of leave other than Half Pay Leave and Earned Leave accrued and availed during the period he/ she has served in that station/ Casual Leave/ Special Disability Leave/ Maternity Leave/ Paternity Leave. In the case of employees who were on working arrangement/ foreign service to their domicile station while on outstation duty, the period spent by them in the domicile station on working arrangement/ foreign service will not be reckoned as outstation service for the purpose of General Transfer.

9. Apart from the request to domicile station, employees are eligible to request for transfer to Remote/ Hilly areas which will be considered if vacancies are available in the offices situated in such areas. A maximum of 10% of the existing working strength of the Senior Assistants assigned for Vydyuthi Bhavanam, Thiruvananthapuram will be reserved for the Senior Assistants belonging to all districts of the state, except Thiruvananthapuram, who are working far away from their respective domicile districts and are eligible for transfer to their domicile stations, as per these transfer guidelines. Senior Assistants belonging to districts other than Thiruvananthapuram will be considered for posting under the said quota of 10%, only if they have applied to all offices within their respective domicile districts, in addition to the offices functioning at Vydyuthi Bhavanam, Thiruvananthapuram. In all General Transfers, the Senior Assistants having their domicile stations in districts other than Thiruvananthapuram, but working in Vydyuthi Bhavanam, Thiruvananthapuram, will be kept in a queue, even if they do not apply for transfer and as far as possible, transferred to their respective domicile stations/ stations adjacent to their domicile stations, based on the requests made by them, through the HRIS. In the absence of any valid requests received from the Senior Assistants kept in such a queue, they shall be posted at their domicile stations, subject to the availability of vacancies/ stations adjacent to their domicile stations, on the basis of their earlier requests, if any available in the HRIS. Unless otherwise, posting will be done by the system, within their domicile districts, purely on a random basis.
- 9 (a) The Senior Assistants who have applied for transfer to their own domicile stations during the previous General transfer, but posted at Vydyuthi Bhavanam, Thiruvananthapuram vide the General Transfer Order itself / the Anomaly Orders issued subsequently, due to lack of vacancies in their domicile stations, by considering their subsequent choices against 10% quota allowed in the Head Quarters of KSEBL as per the existing provisions, will be preferentially considered first in the queue formed for transfer to their own domicile districts, during the ensuing General transfer, even if they do not apply for the same. In the

case of Senior Assistants working in places other than domicile stations for more than 3 years, without applying for transfer to their domicile stations, their working station will be treated as their deemed domicile station. Employees unable to obtain a transfer to their domicile stations even though applied for the same consecutively, during the last 3 General Transfers will be exempted from treating their working station as deemed domicile and kept in the queue for being considered for transfer to their own domicile stations, on DDV priority.

- 9 (b) In the case of Senior Assistants, the Electrical Circle Office, in which his/ her place of domicile is situated shall be treated as a domicile station and he/ she will be permitted to apply for the vacancies available within any 2 adjacent Circle Offices belonging to Distribution/ Transmission/ Generation wings, situated within their domicile district if any, along with the vacancies existing within their own domicile station.
- 9 (c) Employees having domicile station within the geographical area of Thiruvananthapuram District will be permitted to apply for the vacancies available at Vydyuthi Bhavanam (the Head Quarters of KSEBL), Thiruvananthapuram.
10. Workmen suffering from various disabilities, who are retained in the Section Offices, on the basis of the individual Orders issued by KSEBL, will be accommodated in respective supernumerary posts, created by invoking relevant provisions of the Rights of Persons with Disabilities Act 2016.
11. All transfers and postings in respect of the Workmen of Kerala State Electricity Board Limited will be done only through the HRIS software.
12. Considering the exigency of service, if any transfer is essential within the jurisdiction of a Controlling Authority, such matter shall be reported to the Chief Engineer (HRM). The Chief Engineer (HRM) shall consider such requests positively and required action shall be taken at the earliest.

13. All transferees shall be relieved forthwith. No transferee shall be allowed to remain in the station under any circumstance for more than 15 days from the date of issue of transfer order/ subsequent Anomaly orders, if no grievances were put forth. If an employee is not relieved within 15 days from the date of the transfer order, he/ she shall automatically be relieved through HRIS and the fact shall be intimated to the concerned employee and the controlling authority. If his/ her salary is not claimed in the concerned Account Rendering Unit where he/ she has last worked as on the date of relief mentioned above, his/her next salary shall be claimed in the Account Rendering Unit where he/she was transferred out, subject to reporting for duty in the new office within the stipulated time. As far as possible, all transferees shall invariably be relieved of from their duties, within 15 days from the date of issuance of the General Transfer Order.
14. Different stages of processing of requests for transfer/ protection will be communicated to the workmen who have applied for the same.
15. In the case of fresh appointments, the employee shall report for duty before the Controlling Authority with all necessary documents. In such cases, the order of reposting will be issued by the Controlling Authority. The appointment order of new recruits will be issued through HRIS.
16. The Controlling Authority shall ensure timely updating of the incumbency of all employees in the HRIS. Any lapse in this regard will be viewed seriously and all concerned will be held responsible and strict disciplinary action taken against them.
17. The employees in each category shall be distributed to all areas of the state and to all functional units in accordance with the order of priority mentioned in Clause VIII (1) of this order respectively keeping proportional strength of staff throughout the state to ensure effective utilization of manpower.
18. Irrespective of choice/option, there will be a shuffling within the station, of workmen of all offices of KSE Board Limited who have completed 3 years in a particular office as on the last date for submitting online application for transfer.

19. In the case of Confidential Assistant, Senior Fair Copy Assistant & Junior Fair Copy Assistant belonging to the category of Workmen and in the case of technical staff working in the Civil Wing; the district in which the domicile office declared by the employee is situated, will be treated as domicile station.
20. While transferring women employees out of their domicile station, the first preference of posting shall be given to them, in the offices mentioned in the list of offices, based on Clause VIII (5).
21. Online applications for General Transfer, which were not considered due to insufficient vacancies will be kept pending for filling the vacancies that arise before the succeeding General Transfer, on a priority basis.
22. As far as possible, Online processing of the General Transfer shall be completed by issuing the Transfer Orders in respect of all workmen categories, including the Grievance Redressal Orders. However, KSEBL reserves the right to make necessary changes in the time schedule of General Transfer, as and when required.
23. Women employees are exempted from being posted in Line Maintenance Sections, Hot Line Offices and Offices located in remote/ hilly areas having feeble transportation facilities, except in the cases where specific requests are made by them, for securing posting in the aforesaid offices.
24. Employees working in their domicile section shall not be allowed to apply for transfer to any other offices, before completing the minimum period of service in their respective domicile sections, preferably one year, from the date of joining in their domicile sections. Similarly, those who have been given posting to an office / station as per their choice in the previous year's General Transfer (except those who are in their domicile queue) or shuffled to any office / station on completion of 3 years in a particular office / station during the previous General

Transfer are not allowed to apply for the ensuing General Transfer before completing one year in the present office / station.

25. The period of service spent by the employees, who had worked in the Offices situated off and above 40 km away from their domicile station shall not be taken into account, while preparing the 'District-wise Seniority List of the workmen (category wise)' to be transferred out in the ensuing General Transfer. This clause will be applicable only to those who were transferred out from their domicile station and returned to the domicile station, within the district transfer process.
 26. In order to get transferred to a post existing in an Office in the domicile station/ for being protected within the domicile station itself on eligible grounds, the employee shall submit online application relating to the same, through the HRIS, as and when the applications for Online General Transfer of the Workmen of KSEBL are invited.
 27. Since employees who have completed specific training needed to be posted to the Hotline Maintenance Wing, postings of employees to the Wing will be done separately, out of the ambit of General Transfer. However, the transfer out requests in respect of the employees working in the Hotline Maintenance Wing will be considered as part of Online General Transfer. Posting Strength in respect of the Hotline Maintenance Wing need not be reviewed/ fixed by the 'Posting Strength Committee' constituted for the purpose.
 28. No request for review of transfer order shall be accepted after issuance of the Final General Transfer Order.
- IX. Notwithstanding to anything contained above, KSEBL reserves the right to transfer or retain any employee, in any place in the exigencies of service / in public interest.

Sd/-
CHIEF ENGINEER (HRM)
Chairperson

Draft transfer guidelines of Middle Level Officers

I. Definitions

1. Station: - Station means any Revenue District in Kerala.
2. Domicile Station: - Domicile Station means the revenue district in which the place of domicile of the Officer is located.
3. Adjacent Station: - Adjacent Station means the revenue district/s sharing borders with the Domicile Station [Annexure - I].
4. Place of domicile: - Place of domicile means the area covered by the geographical jurisdiction of an Electrical Section which is declared by each Middle Level Officer as his place of domicile.
5. Index: - Index is a unique number arrived as per the formula indicated in Sub Clause 8 in Clause II of these Transfer Guidelines.
6. Protection: - Protection means retention/ posting of an Officer irrespective of the index.
7. Cluster of Offices (Zonal): - Cluster of offices (Zonal) means all offices coming under the geographical jurisdiction of each Distribution Region (applicable only to Civil wing).
8. Distance: - The shortest road distance in kilometers (generated from the Google Map/ GIS applications) between the office where the officer worked/ is working and the Electrical Section which is declared by the officer as his/ her domicile Electrical Section. In the case of Officers working at the Liaison Office, Delhi the distance taken for calculation of the index will be limited up to the longest road distance across two places in the North and South of Kerala. Distance of below 8 km will be taken as 8 km for the purpose of Index calculation.

9. **Period:** - The actual number of days spent on duty in a particular office by an officer during his/her service in KSEB Ltd. All kinds of leave taken up to a maximum period of 30 days in a calendar year will be treated as duty for the purpose of transfer. The period spent on foreign employment will not count as qualifying service for the calculation of the index for transfer. The index during the period spent on deputation will be calculated at 8 km. However, the period spent on working arrangement in KSEB Limited will be considered for calculation of the index and in this case, the index will be calculated on the basis of the office where he/she is working on the working arrangement. However, the transfer of all officers will be effected from their lien office.
10. **Posting Strength:** - The Online General Transfer Proceedings in respect of the Middle-Level Officers will be commenced only after deriving office-wise posting strength of each cadre, which is fixed temporarily on the basis of the working strength on a particular date, preferred by the Posting Strength Committee, purely for conducting the General Transfer of the Middle-Level Officers, for that year with the following members. The object of Posting Strength is the equal distribution of available manpower across the state on the exigency of service and public interest.

(i)	Chief Engineer (HRM)	-	Chairman
(ii)	Chief Personnel Officer	-	Convener
(iii)	T.A to the CMD	-	Member
(iv)	T.A/P.A of all Full Time Directors	-	Members
(v)	Deputy Chief Engineer (HRM) I	-	Member
(vi)	Administrative Officer, O/o CE(HRM)-		Member

The interest of KSEB Limited shall be upheld by the Committee, while fixing the office-wise Posting Strength of each and every cadre of the Middle-Level Officers of KSEBL.

Note:

- (i) Posting Strength should be finalized and published, well before inviting applications for the ensuing Online General Transfer of the Middle-Level Officers of KSEB Limited.

- (ii) No change will be allowed, at any level, after finalization as well as publishing of the Posting Strength of Middle-Level Officers of KSEB Limited. However, the Posting Strength Committee is empowered to review and reassign the Posting Strength once published, in exigencies.
- (iii) Middle-Level Officers working as System Supervisors, System Administrators, Nodal Officers, critical seats and those who are posted on supernumerary basis as per the Rights of Persons with Disabilities Act have to be ensured while finalizing the Posting Strength.
- (iv) Basic data for fixing the Posting Strength, prepared by the Chief Engineer (HRM) shall be placed before the Posting Strength Committee. The necessary Module shall be prepared by the IT Wing of KSEBL.

II. Transfer Norms

1. As far as possible, all General Transfer Orders shall be issued before 31st March of every year to coincide with the academic annual vacation.
2. Protection List as per Clause 9 (b) to (f) shall be published latest by **31st of December** every year. Applications for administrative protection shall be invited before **1st January** every year. After publication of administrative protection, all requests for protection/ transfer on medical grounds shall be made online with choice of option, in the HRIS on or before **15th January**. After publication of medical protection list, all general transfer applications with choices shall be invited before **15th February**. System-generated printouts of the transfer application along with attested copies of supporting documents for protection/preferential claim (if any) shall be submitted to the concerned ARU. The hard copy of the transfer request shall not be forwarded to the Chief Engineer (HRM). Transfer requests and supporting documents shall be kept in the safe custody of the ARU head for a period of 2 years and shall be disposed of, after 2 years. However, applications involving litigations shall be retained until the case is disposed of.

3. As far as possible, Middle-Level Officers will be posted near to their place of domicile.
4. For the purpose of transfer, a Middle-Level Officer will be permitted to change the place of domicile only two times during his/ her entire service. However, ladies will be permitted to change their place of domicile, two more times in addition to the above two chances, on production of valid certificates.

If the place of domicile of a Middle-Level Officer has been changed, consequent to the bifurcation of his/ her domicile section; the same will not affect his/ her eligibility for changing the place of domicile, twice, on valid grounds.

Workmen who have been promoted to a post in the officer category will also be allowed to change the place of domicile twice if they have not enjoyed the facility while working as workmen. If they have already availed the facility twice while working as workmen; one more chance will be given to them, being Officers, for changing their place of domicile.

Request for including retrospective changes relating to the place of domicile in the HRIS will not be entertained, unless the fact of such domicile change had been recorded in the Service Book, in time.

Note:

In order to change the domicile as per norms, the Middle-Level Officers who intends to change the domicile shall produce sufficient documents to prove the condition that he/ she has opted. After having scrutinized the Application & allied documents submitted by the Middle-Level Officers, the Head of ARU shall upload the same in the HRIS, so as to make available the Application & allied documents to the Office of the Chief Engineer (HRM) for perusal and final approval in respect of the above shall be given by the Chief Engineer (HRM), after verification.

5. Any change required in the place of domicile shall be made **before 30th November**, i.e., before the commencement of the process of ensuing Online General Transfer.
6. The districts other than the domicile districts, wherein the Officers completed more than 3 years of continuous service at that station will be treated as their Deemed Domicile. The benefit of taking actual distance from the place of domicile of Officers to the deemed domicile office, wherein they are working, will be limited only for first 3 years of their service at that station. In case an Officer who got transferred out from his/her deemed domicile station is posted again at the same station, after 2 years, as per his/ her request; provisions of deemed domicile will be set in motion, only after 3 years, from the date of his/ her rejoining at that station. Whereas, in the case of an Officer who returns to the deemed domicile station, within 2 years from the date of his/ her relieving from that station; provisions of deemed domicile will be activated right from the date of his/ her rejoining at that station. The provisions of Deemed domicile will not be applicable to those Officers who are working in the ongoing hydel projects/constructions and the Generating Stations, except KDPP & BDPP.
7. The restriction as stated in clause II (6) will be applicable to the Officers working in the Civil Wing, except the Officers, whose domicile station and working station are situated in the same cluster as mentioned under Clause III (7) and working in northern districts (Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasaragod).
8. The General transfer will be conducted each year on the basis of an Index published during that year. The index of an officer will be calculated for the entire service of an officer by applying the formula as given below:

$$I = W_1 \times W_2 \times W_3 \times (\text{Sum of } P_{ij} D_{ij} (r)^i \times K) \text{ where,}$$

$i = 0$ to $(N - 1)$, where N is the total number of years of service.

P_{ij} = Number of days of service at a particular station/ office in i^{th} year of service in the j^{th} spell.

D_{ij} = Distance in 'ith' year of service in the 'jth' spell.

r = A constant with value of 0.75

Weightage will be given in the following cases:

- i. Gender weightage (W_1)
 - i. Male - 1
 - ii. Female - 1.2
 - iii. Trans gender - 1.5
- ii. Medical Weightage (W_2) - It is calculated by the following formula

$1 + 0.5 \times bt/bk$, where 'bt' is the number of applicants behind the particular applicant applied and accepted for medical protection in that Station and 'bk' is the total number of accepted applications for medical protection in that Station. The value of ' W_2 ' may vary from 1 to 1.5.

Note:

- i. The weightage to be given in each case will be decided as per ranking made by the Committee constituted for this purpose.
- ii. In case there is only one applicant for medical weightage in a station, a value of 1.5 may be given to the applicant considering the severity of the disease.
- iii. Retirement Weightage (W_3) – Retirement weightage will be calculated as per formula $36/x$, where 'x' is the number of months remaining for retirement. If an officer got service beyond 18 months at the time of calculating index, this weightage will not be admissible. Part of a month will not be taken for calculation of index.
- iv. Office Preference Multiplier (K) – The Official Committee constituted for the revision of K factor/ Office Preference Multiplier will conduct a comparative study based on the factors

such as remoteness, terrain, ease/ difficulty of accessibility etc. and recommend realistic 'K values' for all the Offices of KSEBL, for the 'Online General Transfers in respect of the Officers of KSEBL' to be conducted from 2021 onwards. Index calculation will be based on the K factor value published by KSEBL from time to time.

9. Protection will be considered in the following cases, **as far as possible**.
 - a. Administrative Protection.
 - b. Central Office bearers of recognized Associations of Officers, subject to a maximum of 3 numbers from each Association, which is inclusive of the protection to be provided in this regard, as per the related provisions of the Guidelines for the Online General Transfer of the Higher Level Officers of KSEBL (if applicable). The List of Central Office Bearers of recognized Associations of Officers, to whom protection is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom protection is provided in this regard, shall be published prior to the invitation of application for the Online General Transfer.
 - c. The 'Director Board Members' of Electricity Board Employees' Co-operative Societies belonging to the cadres of Middle Level Officers will be posted conveniently/ protected in their existing places, irrespectively in connection with the 'General Transfer of the Officers' or in connection with the promotion granted to them to the Higher Cadres of Middle Level Officers; strictly based on the requests received from the Secretaries of the concerned societies. List of 'Director Board Members' of the societies, to whom protection is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting medical applications for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom protection is provided in this regard should be published prior to the invitation

of applications for the Online General Transfer. However, the Middle Level Officers concerned can enjoy the aforesaid benefit, only for a single term of 5 years (during his/her entire service), comprised with their first tenure, as Director Board Members' of Electricity Board Employees' Co-operative Societies. The fact of availing such protection shall invariably be recorded in the Service Book, by the concerned and marked in the HRIS software by the Chief Personnel Officer. [Employees' Co-operative Society means Society registered under the Kerala Co-operative Societies' Act 1955 in which all categories of employees (Workmen and Middle Level Officers & Higher Level Officers) of KSEB limited are members].

- d. Active Sports Personnel (Middle Level Officers) will be protected from the Online General transfer based on the specific recommendation of the Sports Co-ordinator, submitted to the Chief Personnel Officer, every year, well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom protection is provided in this regard should be published prior to the invitation of application for the Online General Transfer.
- e. Officers in the IT Wing who are actually performing the duties of Programmers, System Administrators and System Supervisors for a period of 3 years from the date of appointment.
- f. Nodal Officers (Litigation) will be protected from the general transfer for a period of 2 years from the date of appointment.
- g. Differently abled Officer having more than 40% disability/ Spouse having more than 80% disability (as per choice)
- h. Middle Level Officers suffering from severe illness, whose spouse/children suffering from severe illness (as per choice)

The protection will be given on the basis of ranking in each case as decided by the Committee constituted for this purpose. Protection

available to severe illness will be restricted to 3% of the posting strength in each category in a Station. The priority in fixing the protection, under this clause will be in the order of Officers and then spouse/children.

- i. Middle Level Officers, having differently abled children (as per choice)
- j. Officers who are pregnant/on maternity leave will be protected in their working office. Priority will be given to such Officers, for protection to their requested station (as per choice).
- k. Mother of baby will be protected till the child attains the age of 2 years (as per choice).
- l. Employees undergoing treatment for the primary infertility will be protected for a continuous term of 10 years from the date of marriage or the birth of a child, whichever is earlier. Medical Certificates from the appropriate authorities obtained within 6 months prior to the date of commencement of submission of application for general transfer only will be considered for the purpose (as per choice).
- m. Widow (till re-marriage) (domicile station protection)
- n. Widower (till re-marriage or for a term of 10 years from the date of demise of spouse, whichever is earlier) (domicile station protection)
- o. Those who are to retire from service within 31st May of the ensuing year will be protected within their domicile station. The System itself will capture the details of such Officers, from the data available in the HRIS and protect them at their working Office by default, as mentioned above. Hence, no need to apply for by the concerned, for securing such protection, unless otherwise any Office change to their domicile section is required.

- p. Officers belonging to Scheduled Castes & Scheduled Tribes will be retained in their domicile station for a continuous period of 5 years and the said protection will be provided during each and every time he/ she returns from other station to his/ her domicile station. The System itself will capture the details of the Officers belonging to Scheduled Castes & Scheduled Tribes, from the data available in the HRIS and protect them by default, as mentioned above. Hence, no need to apply for by the concerned, for securing such protection (within domicile station).
- q. Legally divorced Officers, if he/she is the custodian of child/children, will be protected from general transfer in the place of domicile until re-marriage or the youngest child attains the age of 18 years, whichever is earlier (within domicile station)
- r. Officers who have legally adopted child/children will be protected for a continuous period of 5 years from the date of adoption. If both the parents are Board employees, protection will be available to one employee only, of their choice (within domicile station).
- s. Inter-caste married officers for the first 5 years from the date of marriage (within domicile station).
- t. Ex-service men joining in KSEB Limited as officers will be protected from the general transfer for a period of 5 years from the date of entry into service once in their entire service (within domicile station)

Note:

- (i) As far as possible, the persons eligible for nominated protection will be posted in the place recommended for, subject to availability.
- (ii) While calculating the percentage of above Note, fractions, if any, will be rounded off as fraction 0.5 and above will be rounded to

next higher integer, whereas below 0.5 will be rounded to the lower integer, subject to minimum of 1.

- (iii) Medical protection shall be limited to the domicile station or to the station at which the medical treatment is being carried out. The Chief Engineer (HRM) will be the Authority competent to protect an Officer within a station other than the domicile, taking into account the records relating to medical treatment.
 - (iv) The officers coming under Clause 9 (g), (i), (j), (k), (l), (m), (n), (q) and (r) working in offices other than their domicile station shall be posted in their domicile station irrespective of their index.
10. Applications for the Medical protection under clauses 9(h), submitted through the HRIS, will be verified by the Office of the Chief Engineer (HRM), for fixing medical weightage, strictly based on their merit, so as to prepare a priority list of the most deserving, to whom the Medical protection can be extended, as per norms. The percentage of medical protection available to the officers working in the Corporate Office will be confined to the Posting Strength of the Corporate Office only.
11. The protection on behalf of Central Office Bearers of Associations of Officers, Director Board Members of Electricity Employees' Co-operative Societies & Active Sports Personnel will be granted by the Chief Personnel Officer and protection in respect of all remaining categories of officers will be granted by the Chief Engineer (HRM), after proper scrutiny and district-wise list of officers eligible for protection will be published each year.
12. The officers coming under the following categories shall be posted in the following order of priority.
- a. Administrative Protection:

Administrative Protection is the system of granting protection/posting to an officer in a critical seat identified in a

critical office in the exigency of service. The critical offices/seats where Administrative Protection is permitted to Officers are listed in the Annexure - II. Granting administrative protection to officers shall be based on the Administrative Protection score of that officer arrived by the system on the basis of the following parameters:

Experience:

- (i) The score of critical seat experience shall be calculated based on the data available in the HRIS.
- (ii) Relative score out of 10 among applied officers based on highest experience
using formula, $\text{Score} = 10 * (\text{Experience} / \text{Highest Experience})$
- (iii) Score is the calculated mark for each person
- (iv) Experience is the similar experience in days for each person for that critical seat
- (v) Highest Experience is the highest Experience in days among all applied officers.

Qualification:

- (i) A score list out of 10 shall be prepared based on eligible qualifications (in the order of lower to higher).
- (ii) User shall select his highest qualifications recorded in the Service Book.

Skill & Performance:

- (i) Score out of 5 entered by ARU Head (Average, Good, Very Good, Excellent, Outstanding)

Attitude:

- (i) Score out of 5 entered by ARU Head (Neutral, Positive, Optimistic, Assertive)

Total score: 30

Note:

- (i) Those who wish to work/continue in a critical seat shall invariably apply for Administrative Protection.
 - (ii) The maximum number of years an officer is eligible to continue in that office under Administrative Protection is 3 years.
 - (iii) Administratively protected officers shall continue in that critical seat for a minimum period of 3 years, unless otherwise decided by the Board.
 - (iv) After 3 years, the officer currently protected in the critical seat cannot reapply for this office.
 - (v) If no other officers applied for the critical seat, the officer currently protected in the critical seat may continue for up to 5 years.
 - (vi) If an officer does not have enough experience to be considered for that particular seat, he/she cannot apply.
 - (vii) The officer who got administrative protection should be exempted from the deemed domicile concept.
- b. As far as possible, Central Office bearers of recognized Associations of Officers, will be posted conveniently, subject to a maximum of 3 numbers from each Associations. The total number of transfer-in Officers posted so during any particular General Transfer, as well as the Officers protected on behalf of the same during that year, should be maintained within the maximum limit of 3 numbers prescribed for each Association. The list of Central Office bearers of recognized Associations of Officers to whom transfer is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and

the List of Officers, to whom transfer is provided in this regard, shall be published prior to the invitation of application for the Online General Transfer.

- c. Generally, 'Director Board Members' of Electricity Board Employees' Co-operative Societies belonging to the cadres of Officers will be posted conveniently/ protected in their existing places, irrespectively in connection with the 'General Transfer of the Officers' or in connection with the promotion granted to them to the Higher Cadres of Officers; strictly based on the requests received from the Secretaries of the concerned societies. List of 'Director Board Members' of the societies, to whom transfer is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom transfer is provided in this regard, shall be published prior to the invitation of application for the Online General Transfer. However, the Officers concerned can enjoy the aforesaid benefit, only for a single term of 5 years (during his/her entire service), comprised with their first tenure, as Director Board Members' of the Electricity Board Employees' Co-operative Societies. The fact of availing such protection shall be marked in the HRIS software by the Chief Personnel Officer. [Employees' Co-operative Society means Society registered under the Kerala Co-operative Societies' Act 1955 in which all categories of employees (Workmen and Officers) of KSEBL are members].
- d. Posting of Active Sports Personnel (Officers), will be done based on the specific recommendation of the Sports Coordinator of KSEBL, submitted well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers posted so, shall be published prior to the invitation of application for the Online General Transfer.
- e. Officers in the IT wing who are actually performing the duties of Programmers, System Administrators, System Supervisors and Nodal Officers (Litigation).

- f. As far as possible, posting of Officers under the sub clause of 9 (g) & (i) will be done as per their choice.
- g. As far as possible, posting of Officers under the sub clause 9 (h) will be done as per their choice.
- h. As far as possible, junior Officers will be posted conveniently, within their domicile station and allowed to continue at their place of posting for 3 years.
- i. Officers who are pregnant/on maternity leave will be protected in their working office if necessary. Priority will be given to such Officers for transfer to their domicile station/requested station.
- j. Mother of baby, till the child attains the age of 2 years.
- k. Those who are working in their domicile station and are going to retire from service as on 31st May of the ensuing year shall be retained in their working office. If they apply for transfer with another choice, the same shall be considered only based on their index.
- l. Officers belonging to Scheduled Caste and Scheduled Tribe working in their domicile station shall be retained in their working office for a continuous period of 5 years. If they apply for transfer with another choice within the above said period of 5 years, the same shall be considered only based on their index.
- m. All officers working in their domicile station coming under Clause 9 (m), (n), (q), (r), (s) & (t) shall be considered for posting within their domicile station as per their requests based on transfer index, subject to availability of vacancies. If they apply for transfer for places other than domicile station, the same shall be considered only based on their index, subject to availability of vacancies.

- n. All other officers will be posted as per their transfer index, subject to availability of vacancies.

Note:

- (i) Officers will be posted subject to the availability of vacancies, irrespective of the grounds, on which they are nominated.
 - (ii) While calculating the percentage as stated above, fractions, if any, will be rounded off as fraction 0.5 and above will be rounded to next higher integer, below 0.5 will be rounded off to next lower integer, subject to minimum of 1.
 - (iii) Postings based on Medical grounds shall be limited to the domicile station or to the Station, where medical treatment is being carried out. The Chief Engineer (HRM) will be the Authority competent to decide upon the posting of an Officer, within a station other than the domicile, on medical ground.
13. Applications for transfer of officers working outside domicile station and coming under Clause 9 (a) to (o) shall be considered for posting to their domicile station irrespective of their index. All applications for transfer of officers working outside domicile station and coming under Clause 9 except Clause 9 (a) to (o) shall be considered for posting to their domicile station only based on the index eligible to that station.
14. Posting to a station will be made in the following manner as per transfer requests and index.
- i. 80% of the total posting strength will be filled up from among the officers who declared a station as their Domicile Station.
 - ii. 5% of the total posting strength will be filled up from the combined list of officers belonging to a Domicile Station and Adjacent Station/s.
 - iii. 5% of the total posting strength posts will be filled up from the combined list of officers working in a particular Domicile Station and the concerned Cluster of offices (Zonal).

- iv. 10% of the total posting strength will be filled up from the combined list of officers belonging to a Domicile Station and all other Stations in the State.

Note:

Transfer to each quota mentioned above will be considered purely based on the index. If no sufficient eligible requests are received against the quotas mentioned under 13 (i) to (iii), such posts will be filled up from the State wide quota.

15. An officer with sufficient index to continue in the same station where he/she is presently working as per the transfer norms and has not completed 3 years in the presently working office, shall not be shifted in normal circumstances from that office, even if another officer having higher index request transfer to that office. This clause will not be applicable, if posting strength is revised.
16. The transfer and posting of officers shall be done on the basis of a seniority list prepared as per the index calculated in Clause 8 above. Officers having low index will be transferred out from a Station. If the index are equal, the following criteria will be adopted for tie-breaking in the order as specified below:
 - i. Age of the Officer based on Date of birth.
 - ii. Seniority in service based on Date of entry in service

Note:

In the case of transfer out, junior in age will be transferred out. In the case of transfer in, senior in age will be considered.

17. An officer to be transferred out can request transfer to any other districts. His/ her request will be considered subject to the norms applicable in the transfer guidelines.

III. General conditions

1. All transfers and postings of officers will be done online through HRIS. **All officers should compulsorily submit application for transfer / protection, if they are to be considered for the same.** However, officers coming under Clause 9 (o) & (p) need not apply for protection and they should invariably apply for transfer, if they desire so.
2. An officer applying for transfer will be transferred and posted in accordance with the index and the order of his/her choice, subject to satisfaction of other conditions applicable in the transfer norms.
3. The office reckoned for the purpose of transfer shall be the lien office.
4. As far as possible, the cut-off date for calculating the index will be on the previous day of the draft transfer order and the cut-off date for retirement will be 31st May of every year.
5. The change in place of domicile of all Officers shall invariably be recorded in their Service Books and in the HRIS software, from time to time. No Officers shall misuse the facility for changing place of domicile. Any such instances noticed by KSEBL will be viewed seriously and proceeded against.
6. When promotions are made, their posting will be made only after filling the vacant places in a station with officers who requested for a transfer to that Station. While filling the vacant places in a Station after General Transfer, the index of the officer who applied for transfer at the time of consideration will be taken into account.
7. All requests for preference/ protection (disability/ illness/ pregnancy & Child birth/ Widow/ Widower/ adoption of child/ infertility treatment/ inter-caste marriage/ inter-religious marriage etc.) shall be supported by valid certificate issued by the competent authorities. If one or more claims of an Officer for protection exists / found to be considered, added priority will be given to that Officer. In case any doubt arises regarding the genuineness of the certificate produced, it shall be referred to the

Chief Vigilance Officer of KSEBL, so as to conduct a Formal Enquiry and submitting necessary Report before the concerned Director of KSEBL. Disciplinary action will be taken if any malpractice is detected.

8. As far as possible, timeline to be followed for the General Transfer of Officers shall be as detailed below:
 - a) Draft index will be published before 10th February.
 - b) Medical protection/index will be published before 10th February.
 - c) Station-wise/category-wise posting strength will be published before 10th February.
 - d) Online application menu will be opened from 15th-25th of February.
 - e) Draft transfer list will be published before 15th March.
 - f) Final transfer order will be published before 20th March.
9. In the case of Civil Engineers, the districts of Thiruvananthapuram and Kollam together will be considered as a cluster and the districts of Alappuzha and Kottayam together will be considered as another cluster for the purpose of Online General Transfer. The Officers with domicile in the cluster of Thiruvananthapuram & Kollam will be considered as belonging to South zone and the Officers with domicile in the cluster of Alappuzha & Kottayam as belonging to the Central zone for the purpose of Online General Transfer.
10. Middle Level Officers continuing in an office for more than 3 years will be transferred, if valid request for posting to that office is received from another officer having higher index. Whereas, in spite of having higher index, those Officers continuing in an office for more than 5 years will be transferred, if valid request for posting to that office is received from another officer having comparatively lower index.
11. The transfer requests received which could not be considered in the General Transfer due to insufficient vacancies shall be kept pending and the same shall be considered for filling the vacancies subsequently arising before the next General Transfer, subject to eligibility.

12. All transferees shall invariably be relieved within 15 days from the date of issuance of the Final Order, except the Officers working in Generating stations. Failing which, the Officers shall be relieved of from their charges, automatically through the HRIS. However, officers working in Critical Seats identified for Administrative Protection, Generating Stations, 400/220 KV Substations, LD Stations shall be relieved only with proper substitute arrangement. The IT Wing of KSEBL shall introduce suitable mechanism for ensuring the same, in the HRIS Software. The APAR pertaining to the period in the present office may be prepared and submitted before he/ she is relieved.
13. Trial/ Draft Transfer Order shall be published before issuing the Final Transfer Order, so as to avoid chances of any technical / system errors.
14. As far as possible, the Officers who are posted at the Offices situated at districts other than domicile district, during the period in between two consecutive General Transfers, will be retained at their respective Offices for a limited period of one year, provided such Officers have not completed one year of service in their working Office. However, if any of such Officers apply for transfer in the General Transfer, they should invariably apply for that place also in the online transfer as a choice else they may not be considered for one year protection in that place. A suitable alert in this regard will be given at the time of the submission of online transfer application.
15. Notwithstanding anything contained above, KSEBL reserves the right to transfer or retain any Officer in any place, for the best interest of KSEB Limited/public and in exigency of service.

Sd/-

CHIEF ENGINEER (HRM)

Chairperson