



## KERALA STATE ELECTRICITY BOARD LTD.

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

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No. EB6(b)/Pro/01/2014/~~273~~/1/1/2021

Dated:30.12.2020

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) – Performance Appraisal Report called for - reg

Ref:- 1.Letter No EB6(b)/Pro/01/2014 dated 14.2.2020 of Chief Engineer (HRM)  
2.B.O (FB) No. 395/2012 (Estt.III/CR-Rules/2006) dated 8.02.2012  
3.B.O (CMD) No.1579/2015 (Estt.III/CR-Rules/2006) dated 27.06.2015

‘Performance Appraisal Report’ of Sub Engineers (Civil) having diploma qualification had been called for, vide letter referred to 1<sup>st</sup>. Due to some unavoidable administrative constraints Departmental Promotion Committee (Lower) could not duly be convened. This has rendered the already submitted ‘Performance Appraisal Report’ invalid in terms of the time span it covers vis-a-vis the period it ought to cover when placed before Departmental Promotion Committee (Lower), necessitating fresh Performance Appraisal Report.

Taking into account the present vacancy positions incumbency details of Sub Engineers (Civil) having diploma qualification 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 put up for verification. ARU heads concerned are requested to go through it and communicate about errors of omission/commission with regard to name, date of birth, gradation number, employee code and present office of the employees figured in the list to the undersigned within 15 days from the date of this communication. It is also requested to forward the ‘Performance Appraisal Report’ for the last six months of those in the list to the Deputy Chief Engineer (HRM) - I in a sealed cover keeping the above mentioned time frame. Notwithstanding their Performance Appraisal Report having been submitted when the same was called for, vide letter referred to 1<sup>st</sup>, persons placed at Sl Nos 1 to 33 in the list hereunder shall submit their Performance Appraisal Report for the last six months as the appraisal already submitted by them have become invalid in terms of the time span it cover vis-a vis the period it ought to cover in the

changed scenario. Self Appraisal report (Part-I) and Report of the Controlling Officer (Part – II) which constitute the Performance Appraisal Report shall be furnished in the template annexed to this communication. ARU heads concerned are also requested to bestow special attention to communicate the date of declaration of probation of the employees in the cadre of Sub Engineer (Civil), after verification of their service books.

Another significant matter that is brought to the fore at this juncture is that regarding Sub Engineers (Civil) who are placed at Sl Nos 5, 20, 36, 42, 45 and 54 in the list their names recorded in gradation are at variance with that in the HRIS. The employees concerned are required to make representation through their ARU to get the anomaly in their names corrected.



CHIEF ENGINEER (HRM)