



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

Reg. Office: Vydyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala.

CIN: U40100KL2011SGC027424

Website: www.kseb.in

Office of the Chief Engineer (HRM)

Phone No. 0471 2448948, Fax No. 0471 2441361

Web: www.kseb.in E-mail: cehrm@kseb.in

No. EB7/Gnl/NOC/Part-time/2024

Date: 06.01.2024

NOTE TO ALL CONTROLLING OFFICERS

Sub: NOC for part-time B.Tech and Diploma courses – Request to follow the guidelines while forwarding applications – regarding.

Ref: 1. B.O. (FB) No.1667/2006 (Estt.IV/Part-time/NOC/05) dated 20.06.2006.
2. B.O. (FB) No. 1101/2007 (Estt.IV/7968/NOC/06) dated 09.05.2007.
3. B.O. (CM) No. 1831/2013 (EB7/NOC/Part Time Courses/2013) dated 26.08.2013.

KSEB Limited had prescribed certain guidelines for issuing No Objection Certificate to Board employees for part-time studies (B.Tech and Diploma), as per Board Orders referred above. But it is seen that many Controlling Officers are forwarding the applications of employees who apply for NOC for part-time studies without ensuring that the applicant is eligible to apply as per these guidelines. The guidelines for considering and forwarding the applications are as follows:

1. The applicant should have completed 1 year service after the date of declaration of probation in the entry cadre.
2. The applicant should have a minimum balance service of 10 years for retirement.
3. The application should be forwarded to this office along with the countersigned duly filled proforma for NOC for study purpose as per the B.O. referred 1st above (specimen enclosed).
4. The application for NOC and countersigned proforma should reach this office **on or before 31st March every year.**

All Controlling Officers are requested to adhere to these guidelines while forwarding the applications for NOC for part-time studies (B.Tech and Diploma) for the year 2024 and in future.

Sd/-
CHIEF ENGINEER (HRM)

KERALA STATE ELECTRICITY BOARD LIMITED

Proforma for No Objection Certificate for study purpose

| | | |
|----|--|--|
| 1 | Name & Employee Code | |
| 2 | Designation | |
| 3 | Office | |
| 4 | Residential address | |
| 5 | Date of birth | |
| 6 | Whether SC/ST | |
| 7 | Date of entry in service | |
| 8 | Date of declaration of probation | |
| 9 | Date of retirement | |
| 10 | Course of study for which NOC is requested & branch of study | |
| 11 | Year of study | |
| 12 | Name & address of the institution in which admission is sought | |

DECLARATION

The details given above are true and correct to the best of my knowledge.

Place:

Signature:

Date:

Name:

Certified that the details furnished above are correct **and that the applicant satisfies the eligibility conditions.**

Countersigned

Signature of
Drawing & Disbursing Officer

Chief Engineer (HRM)