



ABSTRACT

Guidelines for the Online General Transfer of Middle Level Officers of KSEBL 2025 – sanctioned – Orders issued.

CORPORATE OFFICE (PERSONNEL)

BO (FTD) No. 169 /2025 (KSEBL/SEC/PD/228/2025-S2) Dated: Thiruvananthapuram

08.04.2025

- Read: -
1. Office Order (CMD) No.916/2024 (PS1(A)/OLGT-2024/GL for Middle Level Officers)/Thiruvananthapuram Dated 12.06.2024
 2. Note No.EB 7/General Transfer/Middle Level Officers/2025/40 Dated 10.02.2025 of CE (HRM)
 3. Note submitted to the Chairman & Managing Director Dated 26.03.2025
 4. Note No.EB 7/General Transfer-2025/83 Dated 01.04.2025 of the CE(HRM)
 5. Note No. KSEBL/SEC/PD/228/2025-S2 dated 04.04.2025 of the Chief Personnel Officer (Agenda No. 01/32/04/25) to the Full Time Directors.

ORDER

In order to streamline the general transfer process of middle level officers of KSEBL, for the year 2025, the Chief Engineer (HRM) as the chairperson of the Standing Committee, proposed certain changes to enhance the smooth functioning of the existing software, aligning it with the current provisions of the guidelines.

Accordingly discussions were held with the recognized trade unions and the Association of Officers. Based on the outcomes of these discussions and suggestions of the Chief Engineer (HRM), the guidelines for the Online General Transfer of middle level officers in KSEBL has been finalized. Subsequently, the final proposal was submitted to the Chairman & Managing Director who suggested placing it before the Full Time Directors (FTD) for approval. Accordingly as per note read as 4th above the final proposal for the revised guidelines for middle level officers in KSEBL was placed before the consideration of the Full Time Directors' meeting through circulation and it was resolved to accord sanction to modify the existing guideline for the OLG of

Middle Level Officer of KSEBL for the year 2025, incorporating the proposed congenial as well as viable changes.

The Guidelines for Online General Transfer of the Middle Level Officers of KSEBL' as detailed hereinafter, shall come into force with immediate effect, superseding all Orders & Circulars, earlier issued in this regard, by KSEBL.

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
- vii) A representative from IT wing - 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 31 st 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 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.[Annexure-II]
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:

$$I = W1 \times W2 \times W3 \times (\text{Sum of } P_{ij} D_{ij}^r) \times K \text{ where,}$$

$i = 0$ 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 'i th' year of service in the 'j th' spell.

r = A constant with value of 0.75

Weightage will be given in the following cases :

i. Gender weightage ($W1$)

i) Male - 1

ii) Female - 1.2

iii) Trans gender - 1.5

ii. Medical Weightage ($W2$) - 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 'W2' 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. The 'K' factor shall be uniform for all offices functioning within a locality. 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 / nominated persons 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 / nominated persons 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. Here Active Sports Personnel means Active Players, Coaches and Sports Coordinator recruited in KSEBL under Sports Quota only.
- e.
 - (i) Officers in the IT Wing who are actually performing the duties of Programmers.
 - (ii) Officers performing the duties of System Administrators, System Supervisors and Software Testers shall be protected 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 31 st 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 working office 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 KSEBL 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/applied protection (Clause 9) will be posted in the place recommended for, subject to availability of posting strength.
- 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 granted in the following order of priority
 - Domicile Section
 - Offices near the domicile office
 - Offices adjacent to hospitals where the officer is undergoing medical treatment.
 Granting of medical protection shall be subject to the availability of vacancy and the request submitted by the officer.
- 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:

The postings necessitated in the office of the Directors/ Chief Engineer (HRM) etc on the basis of the Administrative decisions, will be provided to one person only on the recommendation of the concerned Director or the Chief Engineer (HRM). Postings in the field offices with necessary backing of Administrative decisions will be considered on case by case, only if the presence of that officer is inevitable for the completion of a particular work/project scheduled for completion during that year. Such postings shall invariably be done before the General Transfer orders are issued and no further cases on behalf of the same, will be considered thereafter. Officers who were granted administrative protection in critical seats during the general transfer 2024 may continue in the same seats only if they have sufficient index points to continue in the Districts or if they receive fresh administrative protection in the upcoming General Transfer.

Note :- All the important posts belonging to the Generating stations, Transmission Line Construction, System Operation & other Offices of KSEBL, will be flagged under Administrative protection by the Full Time Directors, which would be outside the ambit of online General Transfer.

- b. As far as possible, Central Office bearers / nominated persons 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 / nominated persons 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, Software Testers and Nodal Officers (Litigation).
- f. As far as possible, the officers posted in the districts other than domicile district prior to the General Transfer shall be retained at their office for a period of one year subject to the availability of posting strength.
- g. 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.
- h. As far as possible, posting of Officers under the sub clause of 9 (g) & (i) will be done as per their choice.
- i. As far as possible, posting of Officers under the sub clause 9 (h) will be done as per their choice.
- j. 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.
- k. Mother of baby, till the child attains the age of 2 years.
- l. Officers undergoing treatment for primary infertility for a continuous term of 10 years from the date of marriage or the birth of a child, whichever is earlier.
- m. Those who are working in their domicile station and are going to retire from service as on 31 st 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.
- n. 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.
- o. 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.

- p. If an officer does not apply for transfer and another officer with higher index and priority requests transfer to that place, the former is liable to be transferred out. In such cases, the former officer shall be posted in an office nearby his present working office, as far as possible, as per eligibility. In case, there is no office near his present working office, the incumbent shall be accommodated in an office near his domicile station, as per eligibility.
- q. The places intended for transfer protection as per clause 9(o) and 9(p) shall not be made available as choices for the posting of officers coming under medical protection.
- r. All other officers will be posted as per their transfer index, subject to availability of vacancies.

Note:

- i. The officers eligible for Medical Protection as per Clause 12 (h), (i), (j), (k) and (l) will not be eligible for a place intended for officers in the order higher than Medical Protection.
 - ii. Officers will be posted subject to the availability of vacancies, irrespective of the grounds, on which they are nominated.
 - iii. 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.
 - iv. 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 stations shall be made as follows, based on transfer requests and index.
- (a). District Quota (80%)

80% of the total posting strength shall be filled from among officers who declared a district as their domicile station, based on the index of the officer

(b). State Quota (20%)

Remaining 20% of the total posting strength shall be filled from a combined list of officers belonging to the following based on the index of the officer.

- A district declared as domicile station.
- All other district declared as domicile station

While filling the 20% state quota, officers who have declared other districts as domicile stations and those eligible for 1 year/3 years transfer protection, as per the transfer guidelines, shall be considered.

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 14 (a) , 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. The period upto the last date for submission of transfer application shall be considered for calculating the index of Middle Level Officers.
5. The cut of date for time-limit protections including Junior protection, SC/ST protection, infertility protection & inter caste protection, shall be May 31st of each year.
6. 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.
7. 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.
8. 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.

9. 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 10 th February.
 - b. Medical protection/index will be published before 10 th February.
 - c. Station-wise/category-wise posting strength will be published before 10 th February.
 - d. Online application menu will be opened from 15 th-25th of February.
 - e. Draft transfer list will be published before 15 th March.
 - f. Final transfer order shall invariably published on or before 31 st March every year.
10. 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.
11. Officers who are law graduates shall be given preference for posting, as far as possible in the O/o the Legal Adviser & Disciplinary Enquiry Officer.
12. 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.
13. 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.
14. 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 and the fact shall be intimated to the concerned officer and the controlling authority. 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 introduced 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. The ARU head/controlling officer shall forward the countersigned CTC, service book and auto generated Last Pay Certificate of the relieved officer to the posted office after ensuring proper handing over.

15. The draft transfer order shall be published before issuing the final transfer order so as to avoid chances of any technical/system errors.
16. As far as possible the officers were 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 officers 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.
17. Upon the issuance of a General Transfer Order, all previous orders related to transfers, promotions and working arrangement postings shall be rescinded .
18. Notwithstanding anything contained above, the Chairman & Managing Director, KSEB Ltd reserves the right to transfer or retain any officer in any place, for the best interest of KSEB Ltd/public and in exigency of service.

Orders are issued accordingly.

By Order of the Full Time Directors

**Sd/-
Lekha. G
Company Secretary**

To

The Chief Engineer (HRM), KSEBL.

Copy to:-

All Chief Engineers/The Company Secretary /Financial Adviser/Chief Internal Auditor/The LA & DEO/ The Chief Vigilance Officer/ All Deputy Chief Engineers/The TA to Chairman & Managing Director/The TA to Director (HRM, Sports, Welfare,

Safety and Quality Assurance)/The TA to Director (Distribution & SCM)/The TA to Director (Gen- Electrical, REES, SOURA)/The TA to Director (Transmission & System Operation Full additional charge)/The PA to Director (Finance)/All Executive Engineers/The Deputy Secretary (Admn) The Chief Public Relations Officer/All Regional Audit Officers/CA to Secretary (Admn)/ The Fair Copy Superintendent/ Records Section/Stock file.

Forwarded/By order



Senior Superintendent

ANNEXURE - I**BO(FTD)No.169/2025 [KSEBL/SEC/PD/228/2025-S2] Dated, TVPM: 08-04-2025****Clustering of Adjacent Stations**

1	Thiruvananthapuram	Kollam
2	Kollam	Thiruvananthapuram Pathanamthitta Alappuzha
3	Pathanamthitta	Kollam Kottayam Alappuzha Idukki
4	Alappuzha	Kollam Pathanamthitta Ernakulam Kottayam
5	Kottayam	Idukki Pathanamthitta Ernakulam Alappuzha
6	Idukki	Kottayam Ernakulam Pathanamthitta
7	Ernakulam	Alappuzha Kottayam Thrissur Idukki

Clustering of Adjacent Stations		
8	Thrissur	Ernakulam
		Palakkad
		Malappuram
9	Palakkad	Thrissur
		Malappuram
		Kozhikkode
10	Malappuram	Palakkad
		Thrissur
		Kozhikkode
11	Kozhikkode	Wayanad
		Malappuram
		Kannur
12	Wayanad	Kozhikkode
		Kannur
13	Kannur	Kasargode
		Wayanad
		Kozhikkode
14	Kasargode	Kannur

Sd/-
LEKHA. G.
Company Secretary

Forwarded / By Order



Senior Superintendent

**List of offices exempted from the provisions of Deemed Domicile as per
Clause II (6) of the Online General Transfer Guidelines, 2025
of Middle Level Officers-Annexure II**

BO(FTD)No.169/2025 [KSEBL/SEC/PD/228/2025-S2] Dated, TVPM: 08-04-2025

Sl. No.	Office Code	Office Name
1	2029	Mechanical Maintenance Section - 1, Moozhiyar
2	2095	Auxiliary Section, Lower Periyar
3	2503	Camp Section, Moozhiyar
4	2453	Chathankottunada SHEP, Stage II
5	2452	Chathankottunada SHP Stage 1, Thottilpalam
6	2259	Chembukadav III & Maripuzha SHEP
7	2264	Chithirapuram Power House Sub Division 2/3, Pallivasal Extension Scheme
8	2348	Civil Maintenance Section, Chembukadavu
9	2338	Civil R & M Sub Division, Sholayar
10	2207	Civil Sub Division, Moozhiyar
11	2036	Electrical Maintenance Section - 1 SHEP, Moozhiyar
12	2035	Electrical Maintenance Section - 2 SHEP, Moozhiyar
13	2065	Electrical Maintenance Section - I, Kakkayam
14	2066	Electrical Maintenance Section - II, Kakkayam
15	2293	Electrical Maintenance Section (Exchange), Moolamattom
16	2086	Electrical Maintenance Section, Idamalayar
17	2173	Electrical Maintenance Section, Kakkad
18	2175	Electrical Maintenance Section, Kallada
19	2069	Electrical Maintenance Section, Kallarkutty
20	2072	Electrical Maintenance Section, Pallivasal
21	2070	Electrical Maintenance Section, Panniar P House
22	2071	Electrical Maintenance Section, Sengulam PH
23	2341	Electrical Maintenance Sub Division, Kakkayam
24	2204	Electrical Maintenance Sub Division, Moozhiyar
25	2337	Electrical R & M Sub Division, Sholayar
26	2501	Electrical Section, Moozhiyar
27	2294	Equipment Monitoring Sub Division, Moolamattom
28	2289	Erection Division, Kallarkutty
29	2132	Erection Sub Division I, Kallarkutty
30	2133	Erection Sub Division II, Kallarkutty

31	2236	Erection Sub Division, Poringalkuthu
32	2212	Exciter & Controls Sub Division, Moolamattom
33	2369	Exciter and Controls M S - 1 Moolamattom
34	2358	Exciter and Controls M S - 2 Moolamattom
35	2090	Exciter and Governor Section, Lower Periyar
36	2089	Exciter and Governor Sub Division, Lower Periyar
37	2320	Field Civil Sub Division-1 Poringalkuthu
38	2085	Generation and Camp Sub Division, Lower Periyar
39	2375	Generation Section - 1, Moolamattom
40	2365	Generation Section - 2, Moolamattom
41	2084	Generation Section, Idamalayar
42	2300	Generation Section, Lower Meenmutty
43	2087	Generation Section, Lower Periyar
44	2302	Generation Section, Peppara
45	2217	Generation Sub Division, Chithirapuram
46	2080	Generation Sub Division, Idamalayar
47	2224	Generation Sub Division, Kakkayam
48	2202	Generation Sub Division, Kallada Thenmala
49	2290	Generation Sub Division, Kallarkutty
50	2216	Generation Sub Division, Moolamattom
51	2219	Generation Sub Division, Panniyar
52	2222	Generation Sub Division, Poringalkuthu
53	2201	Generation Sub Division, Seethathode
54	2218	Generation Sub Division, Sengulam / Vellathooval
55	2221	Generation Sub Division, Sholayar
56	2091	Generator and Turbine Sub Division, Lower Periyar
57	2367	Generator Maintenance Section - 1 Moolamattom
58	2366	Generator Maintenance Section - 2 Moolamattom
59	2214	Generator Maintenance Sub Division, Moolamattom
60	2093	Generator Section, Lower Periyar
61	2364	Governing System MS - 1, Moolamattom
62	2374	Governing System MS - 2, Moolamattom
63	2210	Governor System Maintenance Sub Division, Moolamattom
64	2266	Head works & Tunnel Division, Pallivasal Extension Scheme, Munnar
65	2247	HEP, Mangulam

67	2226	Maintenance Sub Division, Malankara
68	2206	Maintenance Sub Division, Moozhiyar
69	2082	Mechanical Maintenance Section, Idamalayar
70	2297	Mechanical Maintenance Division, Moolamattom
71	2030	Mechanical Maintenance Section - 2, Moozhiyar
72	2061	Mechanical Maintenance Section - I, Kakkayam
73	2062	Mechanical Maintenance Section - II, Kakkayam
74	2172	Mechanical Maintenance Section , Kakkad
75	2174	Mechanical Maintenance Section, Kallada
76	2075	Mechanical Maintenance Section, Kallarkutty
77	2076	Mechanical Maintenance Section, Pallivasal
78	2074	Mechanical Maintenance Section, Panniar PH
79	2077	Mechanical Maintenance Section, Sengulam PH
80	2340	Mechanical Maintenance Sub Division, Kakkayam
81	2205	Mechanical Maintenance Sub Division, Moozhiyar
82	2267	Meencut Penstock Sub Division, Pallivasal Extension Scheme
83	2268	Meencut Quality Control Sub Division, Pallivasal Extension Scheme
84	2269	Meencut Surge & Pressure Shaft Sub Division, Pallivasal Extension Scheme
85	2270	Munnar Buildings & Roads Sub Division, Pallivasal Extension Scheme
86	2271	Munnar Tunnel Sub Division , Pallivasal Extension Scheme
87	2272	Neriamangalam Extension Scheme
88	2176	Operation Section, Kakkad
89	2031	Operation Sub Division Section, Moozhiyar
90	2301	Operation Sub Division, Moozhiyar
91	2184	PLB Power House, Poringalkuth
92	2179	PLBE Power House, Porigalkuth
93	2261	Poovaramthodu and Olikkal SHEPs Field Sub Division
94	2504	Power House Civil Section, Moozhiyar
95	2273	Power House Division, Pallivasal Extension Scheme, Chithirapuram
96	2263	Power House Sub Division, Chithirapuram
97	2349	Power House, Barapole
98	2177	Power House, Sholayar
99	2180	R and M (Civil) Section, Sholayar
100	2182	R and M (Electrical) Section, Sholayar
101	2335	Renovation and Mordenisation Division, Moolamattom
102	2181	RMU (Civil) Section, Poringalkuth

103	2063	RMU Section - I, Kakkayam
104	2068	RMU Section - II, Kakkayam
105	2510	RMU Sub Division (Civil), Poringalkuthu
106	2511	RMU Sub Division (Electrical), Poringalkuthu
107	2519	RMU Sub Division, Kakkayam
108	2342	SCADA G & E Maintenance Sub Division, Kakkayam
109	2304	SCADA Governor and Exciter Maintenance Sub Division, Moozhiyar
110	2033	SCADA Governor and Exciter MS - 1 SHEP, Moozhiyar
111	2034	SCADA Governor and Exciter MS - 2 SHEP, Moozhiyar
112	2059	SCADA Section -1, Kakkayam
113	2183	SCADA Section, Poringalkuthu
114	2339	SCADA Sub Division, Poringalkuthu
115	2292	SCADA Sub Division, Vellathooval
116	2251	Sengulam Augmentation Scheme
117	2275	Sengulam Augmentation Scheme
118	2191	Senior Electrical Operator, PLB PH
119	2192	Senior Electrical Operator, Sholayar PH
120	2193	Senior Hydraulic Operator, PLB PH
121	2190	Senior Hydraulic Operator, Sholayar PH
122	2252	SHEP, Boothathankettu
123	2518	SHEP, Chavassery Pazhassi Sagar
124	2067	SHEP, Chembukadavu - II
125	2073	SHEP, Madupetty
126	2260	SHEP, Ommaseri Olikkal & Poovaramthodu
127	2514	SHEP, Peechi
128	2329	SHEP, Perunthenaruvi
129	2336	SHEP, Peruvannamuzhi Kadiangad
130	2344	SHEP, Poozhithode
131	2321	SHEP, Poringalkuthu, Anakkayam, Athirappilly
132	2347	SHEP, Power House, Chimmony
133	2330	SHEP, Ranni Perunad
134	2513	SHEP, Section - 1, Urumi
135	2507	SHEP, Section - I Chembukadavu
136	2258	SHEP, Section, Adyanpara
137	2078	SHEP, Upper Kallar
138	2331	SHEP, Upper Sengulam

139	2060	SHEP, Urumi -II
140	2516	SHEP, Valanthode Nilambur
141	2079	SHEP, Vellathooval
142	2345	SHEP, Vilangad
143	2357	Small Hydro Electric Project, Kakkayam
144	2276	STR & Chinnar HEP
145	2255	Sub Division I, UpperKallar, Peechad & Western Kallar SHPs
146	2256	Sub Division II, UpperKallar, Peechad & Western Kallar SHPs
147	2243	Sub Division No. I, Mankulam HEP
148	2244	Sub Division No. II, Mankulam HEP
149	2245	Sub Division No. III, Mankulam HEP
150	2246	Sub Division No. IV, Mankulam HEP
151	2230	Sub Division No.I Sengulam Augmentation Scheme, Anachal
152	2241	Sub Division No.I Thottiyar HEP, Karimanal
153	2229	Sub Division No.II Sengulam Augmentation Scheme, Anachal
154	2228	Sub Division No.III Sengulam Augmentation Scheme, Anachal
155	2254	Sub Division No.IV, Thottiyar HE Project Karimanal
156	2240	Sub Division No.II Thottiyar HEP, Karimanal
157	2239	Sub Division No.III Thottiyar HEP, Karimanal
158	2277	Surge & Penstock Division, Pallivasal Extension Scheme, Meencut
159	2854	Switch Yard Maintenance Section - I, Moozhiyar
160	2038	Switch Yard Maintenance Section - II, Moozhiyar
161	2211	Switch Yard Sub Division, Moolamattom
162	2094	Switchyard and Auxiliary Sub Division, Lower Periyar
163	2370	Switchyard Maintenance Section - 1, Moolamattom
164	2361	Switchyard Maintenance Section - 2, Moolamattom
165	2081	Switchyard Maintenance Section, Idamalayar
166	2227	Switchyard Maintenance Sub Division, Moozhiyar
167	2096	Switchyard Section, Lower Periyar
168	2852	Tail Race & PSHP, Maniyar
169	2346	Tail Race Power House, Kuttiyadi
170	2253	Thottiyar HE Project, Karimanal
171	2371	Transformer Maintenance Section - 1, Moolamattom
172	2372	Transformer Maintenance Section - 2, Moolamattom
173	2213	Transformer Maintenance Sub Division, Moolamattom
174	2502	Transport Section, Moozhiyar

175	2368	Turbine Maintenance Section - 1, Moolamattom
176	2360	Turbine Maintenance Section - 2, Moolamattom
177	2208	Turbine Maintenance Sub Division, Moolamattom
178	2092	Turbine Section, Lower Periyar
179	2257	Upper Kallar SHP, Peechad SHP & Western Kallar SHP
180	2209	Water Conductor Sub Division, Moolamattom
181	2363	Water Conductor System MS - 1, Moolamattom
182	2373	Water Conductor System MS - 2, Moolamattom

Sd/-
LEKHA. G.
Company Secretary

Forwarded / By Order



Senior Superintendent