

**KERALA STATE ELECTRICITY BOARD Ltd**

(Incorporated under the Companies Act, 1956)

Registered Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004

CIN: U40100KL2011SGC027424

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ABSTRACT

Allotting temporary employee code and login access for employees on contract in the KSEBL Software applications - Sanctioned - Orders issued.

CORPORATE (SBU-D)

B.O.(FTD)No.534/2025 (DIRDSCM/AE5/2024/ROLE FOR CONTRACT) Thiruvananthapuram.

Dated:30-08-2025

- Read:
1. Letter No.KSEBL/DIR/DIST/3 17/2024-AEE4 dated 29.02.2024 of the Director (Distribution, SCM & Safety).
 2. Note No.LA & DEO/R/65/2025 dated 13.05.2025 of the Legal Advisor and Disciplinary Enquiry Officer.
 3. Note No.DIRDSCM/AE5/2024/ROLEFORCONTRACT dated 16.08.2025 of the Director (Distribution & SCM) to the Full Time Directors (Agenda No.03/63/08/25).
 4. Minutes of the Full Time Directors' Meeting dated 14.08.2025 as per Resolution No.03/08/25/63.

ORDER

Offices of the Distribution Wing are facing staff shortages due to promotions and retirements. Certain functions of these offices are being handled by personnel engaged on contract. However, their lack of access to KSEBL software applications (Orumanet, SAMAGRA, ENERGISE, CTV, E-office, OMS, etc.) is hindering file processing and customer services. Presently, requests for granting such access are routed through the Corporate Office, causing delays and additional workload. To streamline the process, it is suggested that the requests for system access for contract personnel be directly forwarded from the offices of the Deputy Chief Engineer to the office of Chief Engineer (IT, CR & CAPS) for assigning temporary system roles as required.

The Legal Advisor and Disciplinary Enquiry Officer, as per note read as 2nd above, has remarked that allocating a temporary employee code or system login shall be subject to the certain conditions, to prevent any legal claim for permanent employment. It is remarked that such provision can be granted provided;

- The contract status is clearly defined.
- The access is strictly for operational use.
- The engagement does not violate recruitment norms.
- All safeguards (documented legal disclaimer, tenure limits, audit trails) are in place.

The Legal Advisor and Disciplinary Enquiry Officer further remarked that there is no legal bar for granting temporary system access to contract staff as proposed, in the software applications of KSEBL, as long as the terms of engagement are clearly defined and documented and it is advisable to issue a Standard Operating Procedure (SOP) for all Electrical Circles to follow uniformly.

The matter was placed before the Full Time Directors as per note read as 3rd above.

Having considered the matter in detail, the Full Time Directors in its meeting dated 14.08.2025 passed the following resolutions,

- a. Resolved to authorize the Deputy Chief Engineer of Electrical Circles to submit requests for assigning temporary roles to personnel engaged on contract, in the offices within their jurisdiction, to enable access to the required software applications of KSEBL, directly to the Chief Engineer (IT, CR & CAPS) in order to ensure easy operations.
- b. Further resolved to entrust the Chief Engineer (IT, CR & CAPS) to take necessary steps to process these requests and assign temporary roles to enable access to the required software applications of KSEBL, to personnel engaged on contract, on case-to-case basis.
- c. Further resolved to entrust the Chief Engineer (IT, CR & CAPS) to evolve a Standard Operating Procedure (SOP) in accordance with the opinion of LA & DEO and after due legal vetting, in granting access to the software applications of KSEBL to be followed uniformly across the organization.

Orders are issued accordingly.

By Order of the Full Time Directors

COMPANY SECRETARY

To:

The Chief Engineer (IT, CR & CAPS)/LA&DEO
The Deputy Chief Engineer of Electrical Circles

Copy to:

The Company Secretary / Chief Engineer(IT,CR&CAPS) for publishing in the website/
Financial Advisor / Chief Engineer (Commercial & Tariff) / LA&DEO /
Chief Internal Auditor / Chief Vigilance Officer
The Chief Personnel Officer / Public Relations Officer
The TA to the Chairman & Managing Director
The TA to the Director (HRM, Sports, Welfare, Safety & Quality Assurance)
The TA to the Director (Generation-Electrical, REES & SOURA)
The TA to the Director (Transmission & System Operation)
The TA to the Director (Distribution & SCM)
The TA to the Director (Generation-Civil)
The PA to the Director (Finance)
The Sr.CA to the Secretary (Administration)
The RCAO/ RAO
Stock File.

Forwarded / By Order

Assistant Engineer