



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/GT-2026/Domicile change/2025

Date: 17.12.2025

NOTE TO ALL ARU HEADS

Sub: General Transfer 2026 – Submission of requests for domicile change/ domicile declaration for new entrants – Direction issuing of – regarding.

The facility for changing domicile / declaring domicile for new entrants in the HRIS is at present open. In view of the General Transfer 2026, it is directed that requests for domicile change/domicile declaration for new entrants shall be submitted to the concerned ARU through HRIS **on or before 26.12.2025**. The ARU shall forward the same to this office through HRIS on or before **27.12.2025**. All ARU Heads shall verify the applications along with the requisite supporting documents and ensure that only those applications in which sufficient documents, as per the prescribed guidelines, are uploaded with the correct clause for domicile change are forwarded to this office.

Criteria for Domicile Change

1. Education of Child/Spouse:

• In the case of the employee's children or spouse obtaining admission in a Professional College or for Post-Graduate studies

• *Required Document:* Course Certificate must be produced

2. Acquisition of Permanent Residence:

- In the case of acquisition of immovable property for the purpose of establishing permanent residence

- *Required Document:* Ownership Certificate and Tax Receipt must be produced

3. Marriage:

- Upon marriage, to a spouse residing away from the place of residence of the employee

- *Required Document:* Marriage Certificate must be produced

4. Advanced/Specialized Medical Treatment:

- If advanced and specialized medical treatment is required for the KSEBL employee, spouse, or children

- *Required Document:* Treatment Certificate from the concerned Hospital must be produced

5. Spouse's Employment:

- In case the spouse of the Board employee is working in a different place in one of the following establishments

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- State or Central Government Departments/ State or Central Public Sector Undertakings

- Quasi Government Undertakings/Universities/Government Colleges

- Local Self Government Institutions

- Nationalized/ Scheduled Banks

- Co-operative Societies recognized by the Registrar of Co-operative Societies

- Aided Schools/Affiliated Colleges

- Educational Institutions having statutory recognition

- Companies registered under the Companies Act

- *Required Document:* Employment Certificate must be produced

Sd/
CHIEF ENGINEER (HRM)