
 <p>കേരളത്തിന്റെ ഊർജ്ജം</p>  <p>150 YEARS OF CELEBRATING THE MAHATMA</p>	<p><b>KERALA STATE ELECTRICITY BOARD LIMITED</b>  (Incorporated under the Companies Act, 1956)</p> <p><b>Registered Office: Vydyuthi Bhavanam, Pattom</b>  <b>Thiruvananthapuram - 695 004</b></p> <p><b>CIN: U40100KL2011SGC027424</b></p> <p>Website: <a href="http://www.kseb.in">www.kseb.in</a> Email: <a href="mailto:pokseb@gmail.com">pokseb@gmail.com</a></p> <p><b>Phone No.: 0471-2514472 &amp; 0471-2514455 Fax: 0471-2514472</b></p>
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### **A B S T R A C T**

KSEBL - Guidelines for Online General Transfer in respect of the Officers - Modifications suggested in connection with certain provisions of the existing Guidelines – Sanctioned – Orders issued.

### **CORPORATE OFFICE (PERSONNEL)**

BO (FTD) No. 120/2020 [PS1 (A)/3214/GT/Guidelines for Officers]	Dated, TVPM: 22-02-2020.
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- Read: - (1) BO (FTD) No. 2062 [EB 7/General Transfer/Officers/2017] dated, TVPM, 11.08.2017.  
(2) BO (FTD) No. 323/2019 [PS1 (A)/64/2019/General Transfer/Officers] dated: 12.04.2019.  
(3) Note No. EB7/Gnl/GT-2020/Guideline Modification/03, dated: 25-11-2019 of the Chief Engineer (HRM), KSEBL.  
(4) Note No. PS 1 (A)/3214/GT-2020/Workmen & Officers, dated: 07-02-2020 of the Chief Personnel Officer, submitted to the Full Time Directors of KSEBL [Agenda Item No. 19/2/20].

### **O R D E R**

Kerala State Electricity Board Limited [KSEBL] had switched over to 'Online General Transfer System' for carrying out the Transfer & Postings of its Officers, from 2017 onwards. Procedures to be followed for ensuring the transparency and smooth conduct of the General Transfer of Officers through online processing, formulated vide the Board Order read as 1<sup>st</sup> above, were being revised year by year {vide the BO (FTD) No. 555/2018 [PS - I (A)/13/General Transfer/ Officers/ 2018] Dated: 01.03.2018 & BO - D (G, C & HRM) No.714/2018 [PS - I (A)/13/General Transfer/Officers/ 2018] dated: 16.3.2018} and the existing Guidelines for the General Transfer of Officers (herein after referred as Guidelines for Transfer) was issued as per the Board Order read as 2<sup>nd</sup> above. As so, the 'Transfer & postings' in respect of the Officers of KSEBL could be completed in time, exclusively through online processing, with the receipt of lesser no. of complaints, as against previous years.

However, the Chief Engineer (HRM) as per the note read as 3<sup>rd</sup> above, insisted for some congenial changes, to be incorporated with some provisions of the existing Guidelines for Transfer; on the basis of the hardships experienced while carrying out the Online General Transfer 2019 of the Officers. Since, the matters pointed out vide the above Note, necessitated certain modifications with respect to some provisions of the said Guidelines, for ensuring smooth conduct of the ensuing 'General Transfer of Officers', the same were discussed with the recognized Associations of Officers of KSEBL, on 27-11-2019 & 12-12-2019, for inviting their suggestions.

The Draft 'Guidelines for Transfer' incorporated with the outcome of the discussions held on the matter, were placed before the 'Functional Committee' constituted for formulating the SRS for the 'Online General Transfer of Workmen & Officers of KSEBL' and the suggestions put forth by the Committee, were detailed in the 'Minutes of their Meetings' dated: 14-01-2020 & 21-01-2020.

Since the representatives of recognized 'Associations of Officers' as well as the 'Functional Committee (constituted with the representatives of all recognized 'Associations of Officers' & 'General Trade Unions')' have arrived at a consensus with regard to the changes to be incorporated with the existing Guidelines for Transfer; the 'Draft Revised Guidelines for Transfer' was submitted to the Director (Distribution, IT & HRM) for approval, along with the Note No. PS1 (A)/3214/GT-2020/ Workmen & Officers, dated: 29-01-2020 and it was ordered to place the matter before the Full Time Directors of KSEBL, for its consideration.

The draft revised 'Guidelines for the General Transfer of Officers' up to and including the rank of Assistant Executive Engineer/ Assistant Accounts Officer/ Assistant Finance Officer/ Senior Fair Copy Superintendent/ Junior Personnel Assistant/ Regional Personnel Officer & Public Relations Officer of KSEBL', incorporated with the outcome of the discussions held on the matter, as mentioned above, were placed for the consideration of the Full Time Directors meeting held on 13-02-2020, as per Agenda Item No. 19/2/20 and it was resolved to approve the draft Revised Guidelines for the General Transfer of the Officers of KSEBL, specifying that all important posts belonging to the Generating stations & 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. Accordingly, the revised Guidelines for the General Transfer of the Officers of KSEBL are detailed hereunder, specifying that the same will come into force with immediate effect, superseding all Orders & Circulars issued earlier in this regard.

#### **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 officer as his place of domicile.
5. Index: - Index is a unique number arrived as per formula indicated in Sub Clause 9 in Clause II of these Transfer Guidelines.

6. **Flagged post:** - Flagged post means the post identified in an office within a station, in a reasonable manner, by the Director of KSEBL, who holds the charge of the portfolio 'Human Resources Management', each year. The posting to the above place shall strictly be made from among the officers who are eligible either to get transfer to his/ her Domicile Station or retention in the Domicile Station as per the existing transfer norms. This posting shall strictly be made in the identified places for administrative convenience as per the discretion of the Director for 'Human Resources Management'. The posts so identified for flagging will be published in advance by the Chief Engineer (HRM) before inviting applications for General Transfer every year. Flagging of a particular post is normally for one year only. Protection for an Officer posted in a flagged post will normally cease on the expiry of one year, unless the same post is flagged for the subsequent year also. Officers who are posted in the flagged posts will not be eligible for the protection entitled to the Junior Officers. Maximum number of posts that can be flagged will be limited to 5 % of each category in each district. For the categories other than Assistant Engineer (Ele.), Senior Superintendent & Assistant Executive Engineer (Ele.) if district wise flagging of 5 % (arrived at by rounding off to the upper limit) is done then the overall total of flagging shall not exceed the 5 % State Quota.
7. **Protection:** - Protection means retention/ posting of an Officer irrespective of index.
8. **Cluster of Offices (Zonal):** - Cluster of offices (Zonal) means all offices coming under the geographical jurisdiction of each Distribution Region.
9. **Assigned Post:-** Assigned post is that number of posts identified in each category in a Station on the basis of priority in filling the places during a particular general transfer for even distribution of work force. The requests for transfer can be submitted only to the assigned posts existed in a station, excluding the medical/ other protected posts and flagged posts.
10. **Distance:** - The shortest road distance in kilo meters (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 Liaison Office, Delhi the distance taken for calculation of 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.
11. **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, except Leave without Allowance, taken up to a maximum period of 30 days in a calendar year will also be treated as duty for the purpose of transfer. The period spent on foreign employment will not count as qualifying service for calculation of 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 index and in this case the index will be calculated on the

basis of office where he/ she is working on working arrangement. However, the transfer of all Officers will be effected from their lien office.

## II. Transfer Norms

1. All General transfers shall be made by 31<sup>st</sup> March of every year to coincide with the academic annual vacation.
2. All requests for general transfer/protection shall be made online in the HRIS on or before 20<sup>th</sup> February. System generated print out of the transfer application along with attested copies of supporting documents for protection/preferential claim (if any) shall be submitted to the concerned ARU on or before 25<sup>th</sup> February. Hard copy of 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 off after 2 years. However, applications involving litigations shall be retained until final disposal of the case.
3. As far as possible, officers will be posted near to their place of domicile.
4. For the purpose of transfer, an officer will be permitted to change the place of domicile only two times during his/ her entire service. However, the 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.

### Note:-

In order to change the domicile as per norms, the Officer 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 Officer, 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 31<sup>st</sup> January i.e., before the commencement of the process of Online General Transfer.
6. 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 twice while working as workmen, they will not be permitted to change the place of domicile further.
7. In the case of the Officers who have completed more than 3 years of service in the districts other than their domicile districts, neither changing their place of domicile, nor applying for transfer to their domicile station; the districts in which they have continued so will be

treated as their Deemed Domicile The benefit of taking actual distance from their place of domicile to the deemed domicile office of working to be limited to the first 3 years of service only. For the rest of the service, an officer will not get the benefit of the above distance if he/she gets posting on request to the districts which already became deemed domicile of an officer. This provision will be set in motion, if an Officer secures posting at a district, which has already been treated as deemed domicile, by selecting the required option provided in the HRIS, while submitting the online request for General transfer (Necessary alert in connection with the above, will be given to the Officers, through the HRIS, during the submission of their Online Requests for General Transfer).

Deemed domicile will not be applicable to:

1. Officers working in the Generating Stations, except KDPP & BDPP.
  2. Officers who opted anywhere in the district for transfer to their domicile district, but, did not get any transfer to their domicile station.
  3. An Officer who posted at a station, which has already been treated as his/her deemed domicile, by the System itself, unless otherwise he/she had opted for transfer to that station.
8. The restriction as stated in clause II (7) 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 clusters as mentioned under clause III (17).
  9. 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:

$I = W1 * W2 * W3 (\text{Sum of } P_{ij}D_{ij} (r)^i * W4)$ , where

$i = 0 \text{ to } N - 1$ , (N is the total years of service)

$P_{ij}$  = Number of days of service at a particular station/ office in 'ith' year of service in the 'jth' spell.

$D_{ij}$  = Distance in 'ith' year of service in the 'jth' 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

$1 + 0.5 * bt/bk$ , 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 (W3) – 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 Index (W4) - It is calculated with the formula  $W4 = 1 + K$  (No. of requests for transfer out - No. of requests for transfer in)/Assigned Posts in the Office cluster. The value of K will be taken from Annexure/ provided by the sub-committee.
- v. Office Preference Multiplier (K) - This office weightage will be given to each office in accordance with the classification of offices.

10. Protection will be considered in the following cases.

- a. Widow (Till re-marriage)
- b. Widower (Till re-marriage or for a term of 10 years from the date of demise of spouse, whichever is earlier)
- c. Differently abled Officer/Spouse, where the disability owing to illness in the case of spouse is more than 80 %.
- d. Officers having Permanent disability due to accidents/illness.
- e. Differently abled Children of officers.
- f. Officers suffering from severe illness.

- g. Spouse/Children of officers suffering from severe illness.
- h. Director Board Members of Electricity Board Employees' Co-operative Society for a single term. If protection from transfer under this clause is not availed earlier, he/she can avail the benefit of protection for a single term even if he/she will be re-elected in subsequent terms.
- i. Inter-caste married officers for the first 5 years from the date of marriage.
- j. Central Office bearers of recognized Associations of Officers, subject to a maximum of 3 numbers from each Association.
- k. Officers belonging to Scheduled Castes & Scheduled Tribes will be retained in their domicile station 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.
- l. 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.
- m. 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.
- n. Mother of baby will be protected till the child attains the age of 2 years.
- o. Employees undergoing treatment for 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.
- p. Administrative protection in the offices of Directors/ Chief Engineer (HRM), if necessary, will be considered to one person only on recommendation of concerned Director/Chief Engineer (HRM). Administrative protection to the officers working in the field 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. The request for Administrative protection shall be submitted before the transfer orders are issued and no further requests shall be considered thereafter.
- q. Active Sports Personnel (Officers) will be protected from the General transfer based on the specific recommendation from the Sports Co - Ordinator.
- r. Those who are to retire from service within one year, as on 31<sup>st</sup> May will be protected within their domicile station.

- s. 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.
- t. Ex-service men joining in KSEB Limited as officers will be protected from general transfer for a period of 5 years from the date of entry into service once in their entire service.
- u. Officers in the IT Wing who are actually performing the duties of Programmers, System Administrators, System Supervisors and those engaged for testing of software will be transferred within the IT Wing.
- v. Nodal Officers (Litigation) will be protected from general transfer for a period of 2 years from the date of appointment.

Note: -

- (i) *Protection available to differently abled officers/spouse under Clause 10 (c) will be restricted to 2% of the assigned posts in each category in a Station. Priority in fixing the protection under this clause will be in the order of Officers and then Spouse.*
  - (ii) Protection available to severe illness will be restricted to 3% of assigned posts in a Station. The priority in fixing the protection, under these clauses [10(d), 10(f) and 10(g)] will be in the order of Officers, Spouse and then Children.
  - (iii) *As far as possible, the persons eligible for nominated protection will be posted in the place recommended for, subject to availability.*
  - (iv) 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, whereas below 0.5 will be rounded to the lower integer, subject to minimum of 1.
  - (v) Medical protection shall be limited to the domicile station or to the station at which the medical treatment is being carried out. The Chief Engineer (HRM) will be the Authority competent to protect an Officer within a station other than the domicile, on medical ground.
11. Eligibility for Medical protection/Disabled protection under clauses 10 (c), (d), (e) & (f) will be decided by a Committee constituted in each district. This Committee is responsible for prioritizing the list for Medical Protection/Protection for differently abled/fixing medical weightage. The Deputy Chief Engineer working in the district head quarter of Distribution Wing will be the Convener of the Committee. Applications for medical protection/medical weightage/protection for differently abled in the district of Thiruvananthapuram shall be



scrutinized by a Committee headed by the Deputy Chief Engineer (HRM-I). The percentage of medical protection available to the officers working in the Corporate Office will be confined to the Posting Strength in the Corporate Office only. The total protection available to differently abled/medical protection cases shall not exceed the limit prescribed vide the Notes (i) & (ii) of Clause 10 above.

The Committee consists of one representative from each recognized Association of Officers and two officials appointed by the Director (Distribution, IT & HRM). The requests for medical protection shall be forwarded to the concerned District Committee of his/her domicile Station, even if the officer is working in another Station. The Committee shall verify the requests for medical protection with supporting documents and prioritize the requests in the order of its merit. After prioritizing the requests, the Committee shall publish separate lists of medical cases (medical protection/medical weightage) and disabled cases (differently abled protection/ disability weightage) in the order of merit and bring it to the attention of all concerned to file any grievance against the decision of the Committee. The concerned officer shall lodge his complaint/grievance, if any, within 3 days from the date of publishing the list, to the Chief Engineer (HRM). The Committee shall finalize its formalities on or before 5<sup>th</sup> February every year. Applications filed before a District Level Medical Committee, by the officers working away from their domicile districts, for providing protection to them in the districts other than their domicile districts; shall be transferred to the domicile committee of the concerned districts, for processing. The District Level Medical Committees shall prioritize such applications, after processing and forward the same to the Chief Engineer (HRM). The eligibility for protection will be determined by the Office of the Chief Engineer (HRM); by limiting the same, as per the relevant provisions of the Guideline.

12. 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.

13. The posting to a Station will be done in the following order of priority.

a. Postings based on the Administrative Decisions arrived at.

The Postings necessitated in the offices 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 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.

Note:- All the important posts belonging to the Generating stations & 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. The posting of Central Office bearers of recognized Associations/ Active Sports Personnel (Officers)/ Director Board Members of the Electricity Board Employees' Co-operative Societies.
  - (1) As far as possible, Central Office bearers of recognized Associations of Officers, will be posted conveniently, subject to a maximum of 3 numbers from each Association. 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.
  - (2) Posting of Active Sports Personnel (Officers), will be done based on the specific recommendation of the Sports Coordinator of KSEBL.
  - (3) The 'Director Board Members' of Electricity Board Employees' Co-operative Societies belonging to the cadre of Officers will be posted conveniently, if necessary/ protected, on the basis of the requests received from the Secretaries of concerned societies, in connection with the General Transfers conducted during the entire 'tenure of 5 years' fixed for the 'Board of Directors' of aforesaid Societies. However, the said benefit will be provided to the concerned only for a single term of 5 years, during his/ her entire service. 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].
- c. Posting of Nodal Officers (Litigation) & Officers in the IT Wing.
  - (1) Nodal Officers (Litigation) will be posted conveniently.
  - (2) Officers in the IT Wing who are actually performing the duties of Programmers, System Administrators, System Supervisors and those engaged for testing of software, will be posted conveniently.
- d. Flagged posts [*as defined vide Clause I (6)*] will be identified and filled, in accordance with the Administrative decisions taken thereon, by the concerned.
- e. 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. However, this facility will not be available to the Officers posted in Flagged posts, as defined vide Clause I (6).

- f. Those who are to retire from service within one year, as on 31<sup>st</sup> May of succeeding year will be posted conveniently, within their domicile station.
- g. Differently abled Officers will be posted conveniently, as per Clause 10 (c).
- h. Medical grounds falls under the Clauses 10 (d), 10 (f) & 10 (g) will be considered for the posting of Officers, in a convenient manner.
- i. Officers who are pregnant/on maternity leave will be protected in their working office if necessary/ posted conveniently. Priority will be given to such Officers, for transfer to their domicile station/requested station.
- j. Mother of baby will be posted conveniently, till the child attains the age of 2 years.
- k. Widow will be posted conveniently (Till re-marriage)
- l. Widower will be posted conveniently (Till re-marriage or for a term of 10 years from the date of demise of spouse, whichever is earlier)
- m. Officers belonging to the category of Scheduled Castes & Scheduled Tribes will be posted conveniently within their domicile station each and every time he/ she returns from other station to his/ her domicile station and allowed to continue at their place of posting for 5 years.
- n. Inter-caste married officers will be posted conveniently, within the first 5 years of their date of marriage.
- o. Officers who have legally adopted child/children will be posted conveniently, for a continuous period of 5 years from the date of adoption. If both parents are Officers of KSEBL, this facility will be provided either to Father/Mother, as per their choice.
- p. Legally divorced Officers, if he/she is the custodian of child/children, will be posted conveniently in the place of domicile until re-marriage or the youngest child attains the age of 18 years, whichever is earlier.
- q. Ex-service men joining in KSEB Limited as Officers will be posted conveniently for a period of 5 years from the date of entry into service once in their entire service.
- r. In the cases where husband and wife are Officers / the spouse of an Officer is an employee of KSEBL; as far as possible such officers will be posted conveniently within their domicile station.

Note.

If both the husband and wife are Officers/ the Spouse of an Officer is an employee of KSEBL and either the husband or wife completes 3 years of service in a station whereas the other has not completed 3 years; then the couple may be retained in the station until both of them (Officer/Employee) complete 3 years of

service or any one of them (Officer/Employee) completes 5 years of service in the station, whichever is earlier.

- s. As far as possible, Officers undergoing treatment for primary infertility will be posted conveniently and allowed to continue there for a continuous term of 10 years from the date of marriage or the birth of a child, whichever is earlier. Medical Certificates obtained from appropriate authorities, submitted to the concerned 6 months prior to the date of commencement of the submission of application for the General Transfer only will be considered for the purpose.
- t. All other Officers will be posted, subject to availability of vacancies/ exigency of service.

Note: -

- (1) Officers will be posted subject to the availability of vacancies, irrespective of the grounds, on which they are nominated.
- (2) 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, except for the Flagged Posts [*as defined vide Clause I (6)*]
- (3) Postings based on Medical grounds shall be limited to 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 (a):- Posting to a station will be made in the following manner as per transfer requests and Index.

- i. 80% of the total assigned posts will be filled up from among the officers who declared a station as their Domicile Station.
- ii. 5% of the total assigned posts will be filled up from the combined list of officers belonging to a Domicile Station and Adjacent Station/s.
- iii. 5% of the total assigned posts will be filled up from the combined list of officers working in a particular Domicile Station and the concerned Cluster of offices (Zonal).
- iv. 10% of the total assigned posts will be filled up from the combined list of officers belonging to a Domicile Station and all other Stations in the State.

*Note: -Transfer to each quota mentioned above will be considered purely on the basis of the index. If no sufficient eligible requests are received against the quotas*

*mentioned under 13(a) (i) to (iii), such posts will be filled up from the State wide quota.*

14. An officer eligible 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. However, this clause will not be applicable to the Officers posted in the Flagged posts, as defined vide Clause I (6).
15. In each General Transfer, the gender ratio keeping the sequence of transgender : female : male, belonging to all Domicile Stations will be estimated. After issuance of the orders of General Transfer also, that minimum number of female officers will be retained in each category in their respective Domicile Station in such a way that the same gender ratio of officers estimated as above shall be maintained throughout the list even if the index of female officers is relatively less than that of male officers. If the percentage of female officers in a particular station is more than that of the male officers, then the gender ratio packing will be limited to 50% of the Assigned Posts. The remaining vacancies in respect of the Officers will be filled purely based on the index.
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 9 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. ST employees
  - ii. SC employees
  - iii. Age of the Officer based on Date of birth
  - iv. Seniority in service based on Date of entry in service
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.
2. The cut-off date for calculating index will be 20<sup>th</sup> February (the last date for submitting application for transfer) and cut-off date for retirement will be 31<sup>st</sup> May of every year.
3. Officers on leave shall also be considered for General transfer process, except Leave without Allowance taken for a continuous period of more than 6 months and maternity leave. Except on request, transfer will not be made during the currency of maternity leave.

4. Every year, category wise assigned posts in each station and the district wise ranking of the assigned posts in each category will be published. As far as possible, the date of publishing of assigned posts and ranking will be done on or before 31<sup>st</sup> January. These places will be open to all officers to apply for transfer.
5. 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.
6. In each general transfer, at a time more than 50% officers working in the IT Wing as Programmers, System Supervisors & System Administrators shall not be transferred out. The vacancies thus arising in the said specialized wings will be filled up by suitable selection procedure fixed by KSEBL.
7. At least 1/3<sup>rd</sup> officers engaged in Operation & Maintenance works in Generating Stations (except in BDPP and KDPP), Madakathara 400 KV Sub Station, LD Stations, Relay Sub Divisions and PET shall be retained in these offices in order to maintain continuity in the Operation & Maintenance Works, when majority of officers working in these offices get transferred out. For maintaining continuity, the Controlling Officers should give a list of Officers to be retained and such lists will be published by the Chief Engineer (HRM). In the absence of any such lists, Officers having lower index will be considered for the above retention.

To ensure safe and optimum performance of power utility, it is essential to deploy expert manpower judiciously by engaging the right person at the right place and continued utilization of knowledge and skill by competent personnel on specified jobs.

- a) Ensure availability of personnel in at least 40% of technical places in the major power stations with required training and expertise with about 10 to 20 years of experience in Hydro Power Plants at all times, provided that the maximum period for which such officers can be utilized for shall be limited to 10 years. Similar system shall be followed in Load Despatch Centers, Transmission Line Construction and operators of major Sub stations.
8. 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.
9. The percentage, as mentioned in Sub Clause (13 a) of Clause II will be reviewed annually, if situation demands.
10. When new recruitments and 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.

11. 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 authority. 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.
12. As far as possible, Civil Engineers who have attained 52 years of age, will not be considered for posting at Hydel Projects/ Investigation works, without their requests.
13. As far as possible, the Electrical Engineers who have attained 54 years of age will not be considered for posting at Generating Stations, without their requests.
14. Officers who have undergone training in any specialized area/higher studies at the Board's expense shall be posted to the concerned area for a minimum period of 2 years on return from training/ higher studies.
15. Time line to be followed for the General Transfer of Officers shall be published by the Chief Engineer (HRM), on or before 15<sup>th</sup> December of every year.
  - a) Station-wise assigned list & Category wise ranking of all assigned posts will be published by 31<sup>st</sup> January.
  - b) List of Flagged posts & Draft index will be published by 5<sup>th</sup> February.
  - c) Online application menu will be opened from 5 - 15<sup>th</sup> of February.
  - d) Medical protection/index will be published before 25<sup>th</sup> February.
  - e) Final Index will be published by 1<sup>st</sup> March.
  - f) Complaints, if any, can be filed up to 5<sup>th</sup> March.
  - g) Trial transfer list will be published by 15<sup>th</sup> March.
  - h) Final transfer order will be published by 31<sup>st</sup> March.
16. No officer shall be allowed to continue in an office after 15 days from the date of issue of transfer order. However, officers working in Generating Stations, 400/220 KV Substations,

LD Stations shall be relieved only with proper substitute arrangement. The IT Wing shall develop suitable mechanism to ensure the relieving of transferees in time.

17. 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 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 General Transfer.
18. Officers working in the Hot Line Maintenance Wing shall not be normally transferred out before the expiry of bonded period.
19. Officers continuing for more than 5 years in an office will be transferred, if valid request for posting to that office is received from another officer, without considering index points, except in Hydro-Electric Stations.
20. 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.
21. All transfers (General Transfer and Grievance Redressal Orders) shall be completed before 31<sup>st</sup> May, of every year.
22. All transferees shall invariably be relieved on or before 15<sup>th</sup> April, except Officers working in Generating stations. The APAR pertaining to the period in the present office may be prepared and submitted before he/ she is relieved.
23. Trial/ Draft Transfer Order shall be published before issuing the Final Transfer Order, so as to avoid chances of any technical / system errors.
24. In order to get transferred to an assigned post existing in the domicile station/ for being protected within the domicile station itself on eligible grounds, if any; Officers shall submit their online requests relating to the same, through the HRIS, as and when applications for Online General Transfer in respect of the Officers of KSEBL are invited.
25. As far as possible, the Officers who are 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 Offices 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.

26. Notwithstanding anything contained above, KSEBL reserves the right to transfer or retain any officer in any place for the best interest of KSEB Limited and in exigency of service.

**Orders are issued accordingly.**

**By order of the Full Time Directors**

**Sd/-  
L E K H A. G.  
Company Secretary (i/c)**

To

The Chief Engineer (Human Resources Management), KSEBL,  
Vydyuthi Bhavanam, Thiruvananthapuram.

Copy to:

All Chief Engineers / Deputy Chief Engineers / Executive Engineers  
The Financial Adviser / The Chief Internal Auditor / The Company Secretary (i/c)  
The Legal Adviser & Disciplinary Enquiry Officer / The Chief Vigilance Officer  
The Chief Personnel Officer / The Chief Public Relations Officer  
TA to Chairman & Managing Director / PA to Director (Finance)  
TA to Director (Distribution, Information Technology & Human Resources Management)  
TA to Director (Transmission, System Operation, Corporate Planning, REES & Safety)  
TA to Director (Generation-Electrical & System Chain Management)  
TA to Director (Generation-Civil) / The Deputy Secretary (Administration)  
Sr.CA to the Secretary (Administration)  
The Fair Copy Superintendent / Record Section / Library / Stock File.

**Forwarded/ By Order:  
Sd/-  
Senior Superintendent**