



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

**Registered Office: Vydyuthi Bhavanam, Pattom
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A B S T R A C T

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

CORPORATE OFFICE (PERSONNEL)

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| BO (FTD) No. 121/2020 [PS1 (A)/3214/GT/Guidelines for Workmen] | Dated, TVPM: 22-02-2020. |
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Read: - (1) BO (FTD) No. 848/2017 [PS - I (A)/3879/2016] Dated, TVPM, 31.03.2017.

(2) BO (FTD) No. 322/2019 [PS1 (A)/64/2019/General Transfer/Workmen] 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 Workmen, from 2017 onwards. The procedures to be followed for ensuring transparency and smooth conduct of the General Transfer of Workmen through online processing, formulated as per the Board Order read as 1st paper above, are being revised year by year {vide the BO (FTD) No.552/2018 [PS - I (A)/3879/2016] Dated, TVM, 01.03.2018} and the existing Guidelines for the General Transfer of Workmen (*herein after referred as Guidelines for Transfer*) was issued as per the Board Order read as 2nd above. As so, 'Transfer & postings' in respect of the Workmen of KSEBL could be completed in time, exclusively through online processing, with the filing of lesser no. of complaints, as against previous years.

However, the Chief Engineer (HRM) as per the Note read as 3rd 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 Workmen. Since, the matters pointed out above, necessitate certain modifications with respect to some provisions of the said Guidelines, for ensuring smooth conduct of the ensuing 'General Transfer of the Workmen, the same were discussed with the recognized general Trade Unions of KSEBL on 26-11-2019 & 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 'General Trade Unions' as well as the 'Functional Committee (constituted with the representatives of all recognized 'General Trade Unions' and 'Associations of Officers')' 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 the Workmen' 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, vide Agenda Item No. 19/2/20 and it was resolved to approve the draft Revised Guidelines for the General Transfer of Workmen 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 Workmen 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 KSEBL started conducting online General Transfer, from 2017 onwards. Orders will be issued by April 30th of every year coinciding with the academic annual vacation.

Note: - Requests for transfer received on or before 15th March of every year will only be considered during the general transfer of that year. Request for transfers should be made only through the HRIS software. Facility for submitting application for transfer/protection shall be enabled in HRIS from 1st February every year. Duly signed system-generated print out of the application for transfer/protection shall be submitted to the concerned Account Rendering Unit (ARU) before 15th March of every year along with the attested copies of the supporting documents, if any, to substantiate their claim. The genuineness of the applications preferred for transfer/protection, shall be ensured by the officials concerned of the ARU after having examined the supporting documents and they will be held responsible, if any irregularities detected later. After verification, the ARU head shall submit the applications through online (HRIS) to the Chief Engineer (HRM) on or before 30th March of every year. Requests for transfer/protection, in other forms will not be entertained at any circumstances.

- II. As far as possible, employees who are returning to their domicile place from outside may be posted as per his/her choice, either in the office situated in their place of domicile,

adjacent office within the station or adjacent station, if necessary, by transferring out the persons who have put in longer continuous service in that station [*List of Adjacent Stations... Annexure - I*]. In the case of transfer out, postings shall be done subject to the availability of vacancy in that station.

Note 1. For all the Workmen, except the Senior Assistants, the 'Place of domicile' means the area covered by the Electrical Section Office, which is declared as the place of domicile by the employee. In the case of Senior Assistants, the Electrical Circle Office, in which his/ her place of domicile is situated shall be treated as the 'Domicile station'. The place of domicile, as declared by the employees from time to time, as per norms, shall be recorded in the Service Book of the employees concerned and updated in the HRIS Software. Only the latest change in the place of domicile of the employees, effected as per the norms and updated in the HRIS will be considered as the place of domicile of the employees concerned, with effect from the date on which the place of domicile has been changed. No previous reckoning will be allowed, for the domicile change.

In order to change the domicile as per the norms, the employee 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 employee, the Head of the 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.

Note 2. It is mandatory for every employee to declare his/her place of domicile at the time of entry in service. Permission to change domicile is restricted to four times in the entire service. Any exemption to this shall only be with the approval of the Board of Directors. Employees will not be allowed to change his/her place of domicile in the normal course except in the following circumstances:

- a. In the case of children/spouse obtaining admission in Professional College or for Post-Graduate studies.
- b. In the case of acquisition of immovable property for the purpose of establishing permanent residence.
- c. Upon marriage, to a spouse residing away from the place of residence of the employee.
- d. If advanced and specialized medical treatment is required for KSEBL employee, spouse or children.

e. In case the spouse of the Board employee is working in a different place in the following establishments:

1. State or Central Government Departments/ State or Central Public Sector Undertakings.
2. Quasi Government Undertakings/Universities/Government Colleges.
3. Local Self Government Institutions.
4. Nationalized/ Scheduled Banks.
5. Co-operative Societies recognized by the Registrar of Co-operative Societies.
6. Aided Schools/Affiliated Colleges.
7. Educational Institutions having statutory recognition.
8. Companies registered under the Companies Act.

Note 3. For all the Workmen, except the Senior Assistants, 'Station' means all offices situated within the geographical area of an Electrical Division. In the case of Senior Assistants, offices situated within the geographical area of an Electrical Circle altogether will be treated as their 'Station'. The total continuous service in all the offices within the station will be reckoned as the service at that station. For calculating station seniority, stations within the domicile district are also to be considered, the seniority of station and stations within the domicile district will be reckoned as combined seniority. The Distance - Days - Value (DDV) based Seniority List will be published well in advance, every year, in connection with the General Transfer.

Note 4. The change in place of domicile of all employees shall invariably be recorded in their Service Books and in the HRIS Software, from time to time. No employee shall misuse the facility for changing place of domicile. Any such instances noticed by KSEBL will be viewed seriously and proceeded against.

III. Requests for mutual transfers will not be considered.

IV. In cases where the husband and wife are employees of the Board, they may be posted to the same station to the maximum possible extent.

Note. If both the husband and wife are employees of Kerala State Electricity Board Limited and where the husband or wife completes 3 years of service in a station and the other has not completed 3 years, the couple may be retained in the station until both the employees complete 3 years or any one of the employees completes 5 years of service in the station, whichever is earlier.

V. Workmen will not be allowed to continue in a station for more than 3 years, if there is a valid request from another employee for a posting at that station. In order to consider valid requests for transfer to a station where open vacancies do not exist, employees

who have put in continuous combined service of 3 years or more at that station and stations within the domicile district are liable to be transferred out. The Employees with longer service in the station where they are presently working will be transferred out to distant places and those with lesser service in such stations will be posted to places of lesser distance.

Note 1. However, for workmen who are in or below the cadre of Lineman Grade I, the above period will be 5 years.

Note 2. All categories of employees from the executive side who are engaged for office works for more than 3 years will be posted to field duty.

Note 3. Without prejudice to any of the provisions mentioned above, workmen who are in or below the cadre of Lineman Grade I / other workmen will not be allowed to work in the same section/ office for more than 5/3 years respectively.

Note 4. Electricity Workers will not be allowed to apply for transfer out of the district to which they are recruited.

Note 5.

- (i) A maximum of 10 % of the existing working strength of the Lineman, assigned for the offices coming under the jurisdiction of Electrical Divisions: Ernakulam & Tripunithura will be reserved for the workmen belonging to the cadre of Lineman, having their domicile section within the geographical area of Electrical Division Cherthala, but working far away from their domicile district Alappuzha and are eligible for transfer to their domicile stations, as per these Guidelines for Transfer. The eligible workmen belonging to the cadre of Lineman, having their domicile section within the geographical area of Electrical Division, Cherthala will be considered for posting under the said quota of 10 %, only if they have applied to all offices within their domicile district, Alappuzha; in addition to the offices coming under the jurisdiction of Electrical Divisions: Ernakulam & Tripunithura. As far as the said scheme is concerned, the total number of the workmen belonging to the cadre of Lineman, posted/ retained at the offices coming under the jurisdiction of Electrical Divisions: Ernakulam & Tripunithura, having their domicile section within the geographical area of Electrical Division, Cherthala, shall not be exceeded the maximum of 10 % of the existing working strength of the Lineman, assigned separately for each Electrical Divisions: Ernakulam & Tripunithura, earmarked for the purpose.
- (ii) Similarly, a maximum of 10 % of the existing working strength of the Lineman, assigned for the offices coming under the jurisdiction of Electrical Division:

Thiruvalla will be reserved for the workmen belonging to the cadre of Lineman, having their domicile sections within the geographical area of Electrical Division Alappuzha, but working far away from their domicile district Alappuzha and are eligible for transfer to their domicile stations, as per these Guidelines for Transfer. The eligible workmen belonging to the cadre of Lineman, having their domicile section within the geographical area of Electrical Division, Alappuzha, will be considered for posting under the said quota of 10 %, only if they have applied to all offices within their domicile district, Alappuzha; in addition to the offices coming under the jurisdiction of Electrical Division Thiruvalla. As far as the said scheme is concerned, the total number of the workmen belonging to the cadre of Lineman, posted/ retained at the offices coming under the jurisdiction of Electrical Division: Thiruvalla, having their domicile section within the geographical area of Electrical Division, Alappuzha, shall not be exceeded the maximum of 10 % of the existing working strength of the Lineman, assigned for the Electrical Division: Thiruvalla, earmarked for the purpose.

- (iii) In all General Transfers, the workmen belonging to the cadre of Lineman having their domicile sections within the geographical area of the Electrical Divisions: Alappuzha & Cherthala, but posted in the offices situated within the geographical areas of the Electrical Divisions: Ernakulam, Thiruvalla & Tripunithura, as per the General Transfer Order itself/ the Anomaly Orders issued subsequently, will be preferentially considered first in the queue formed for transfer to their domicile district Alappuzha, during the ensuing General Transfer and as far as possible, transferred to their respective domicile stations/ stations adjacent to their domicile stations, based on the requests made by them, through the HRIS. In the absence of any valid requests received from the workmen belonging to the cadre of Lineman kept in such a queue, they shall be posted at their domicile stations, subject to the availability of vacancies/ stations adjacent to their domicile stations, on the basis of their earlier requests, if any available in the HRIS. Unless otherwise, posting will be done by the system, within their domicile districts, purely on random basis.

- VI. Workmen working in northern Kerala which is 250 kilo meters away from their place of domicile and persons working in annexed remote/hill area are eligible for transfer on completion of 1 year's continuous service (List of Remote and Hilly Areas... Annexure-II). Workmen working in any other areas which are away from and within 250 kilo meters from their place of domicile are eligible for transfer to their place of domicile only after completion of continuous service of 2 years in that station. If an employee returns to his place of domicile without completing the mandatory period of 1 year/2 years, except in cases mentioned under Clause VI (b) and VI (f) of this order, his/her station seniority shall

be reckoned from the date from which he/she has been working in his/her domicile station before such transfer. However, the female employees belonging to workmen categories, working away from their place of domicile of and above 100 kilo meters, who have rendered continuous service of 1 year; are exempted from the said clause. For the purpose of calculation of distance mentioned above, distance by road will only be reckoned. The cut-off date for eligibility for general transfer shall be decided by the Chief Engineer (HRM) in consultation with the recognized General Trade Unions. Requests for transfer to domicile station will be considered in the order of priority as given below:

- a. Workmen may be posted to nearby offices within the station in the absence of sufficient vacancies as per their place of choice and if it is not possible to provide posting to nearby offices within the station, a queuing facility will be provided. In such cases, he/ she will be accommodated in the queue, to be considered whenever vacancies arise in the domicile station. Accordingly, those who are waiting in the queue for posting in the domicile station will get first priority. Those waiting in this queue, will be eligible for transfer against the vacancies arising subsequently.
- b. Victim of accident occurred during the course and out of employment/ employees having severe illness/ widow/ widower. Where such accident or illness (including those of spouse and /or children) happens while the employee is working away from his/her domicile station, the required minimum period of 1 year/2 years need not be insisted upon. The percentage of disability shall not be less than 40 %.
- c. Scheduled Tribe.
- d. Scheduled Caste.
- e. Differently abled workmen (40 % or more disability).
- f. Those who are to retire from service within two years in which case the required minimum period of 1 year/2 years need not be insisted upon.
- g. Mother having child below the age of 2 years.
- h. Pregnant women.
- i. Widow, till remarriage.
- j. Widower, till remarriage.
- k. Severe illness in respect of the:
 - (1) Employee
 - (2) Spouse/ Children
 - (3) Dependent Parents [If employee is the only child of the dependent parents]
 - (4) Disabled unmarried sibling [If employee is the only sibling of the disabled unmarried brother/ sister]

Note: In the case of the employee, whose brothers and sisters are settled permanently outside the State of Kerala, within India/abroad and the employee is the only child of the dependent parents/ the only sibling of the disabled unmarried brother/ sister; appropriate decision with respect to the request for transfer to his/her domicile station, shall be considered by the Chief Engineer (HRM), after examining the documents submitted in connection with the aforesaid case and verifying its genuineness, on humanitarian consideration. Complaints, if any, put forth by challenging the genuineness of the documents provided for claiming preference for transfer to his/her domicile station, shall be forwarded to the Chief Vigilance Officer, KSEBL, for Formal Enquiry and submission of Report before the concerned Director of KSEBL. Disciplinary action will be taken if any malpractice is detected.

- l. Parents of differently abled children.
- m. Parents of legally adopted children.
- n. Employees undergoing treatment for primary infertility, for a term of 10 years from the date of commencement of treatment (supported by valid certificate).
- o. Ladies.
- p. Inter-caste/Inter-religion married couples. (Certificate from competent authority proving Inter-caste/Inter-religion marriage is mandatory).
- q. Relatives of military personnel working across India and paramilitary personnel working outside Kerala. [Details of relatives specified in Clause VII (n)].
- r. Ex-service men.
- s. Employees who are undergoing part-time degree/diploma courses in Engineering, CA/ICWAI with prior approval/sanction from Kerala State Electricity Board Limited for joining the said course.
- t. While considering request for transfer of employees to domicile station, priority shall be in the order of Remote area, Hilly area and northern Kerala.

Note 1. For the purpose of this clause, while calculating the total continuous service, the period spent on working arrangement/ foreign-service will be treated as if the employee has been working in the domicile station itself. In such cases, he/she has to complete the stipulated minimum required service in order to become eligible for transfer to domicile station.

Note 2. Those who have been transferred out to far-away places from the domicile station should be given preference in giving postings to places near to their place of domicile. Sufficient provision is made in the software for choosing the desired place of posting. An employee is eligible for transfer in any office within the domicile station or in the adjacent station, as the case may be, only if he/she opts for the same at the time of submitting application for transfer.

VII. Protection from transfer will be permitted in the following cases:-

- a. Protection from transfer will be given to the recognized General Trade Unions at one percent of the workmen employed in the entire establishment of the Kerala State Electricity Board Limited subject to a maximum of 100. The membership of the Unions will be verified from time to time in a referendum as prescribed for the purpose. However, requests received from the protected representatives of Trade Unions and Director Board Members of Electricity Employees' Co-operative Societies for transfer to other offices shall be considered as far as possible. The list of employees to be protected from transfer shall be submitted to the Chief Personnel Officer every year on or before the last date for submission of application for transfer. The list of protected workmen declared by the Chief Personnel Officer, every year, will remain in force for a period of one year or till the next Annual General Body Meeting of the recognized General Trade Union or till the next referendum, whichever is earlier. The recognized General Trade Union can withdraw the names of any of their members from the list of protected workmen at any time by giving due intimation in writing to the Chief Personnel Officer, but they will have no right for substitution. As soon as the Chief Personnel Officer declares and notifies the list of protected workmen for any year, the previous year's list of protected workmen will cease to exist.
- b. Employees 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 place of domicile.
- c. Employees who enter into inter-caste/ inter-religion marriage will be retained in their domicile station for a continuous period of five years from the date of marriage. This protection will apply only once during his/her entire service. Protection under this clause shall be granted only if the incumbent produces inter-caste/ inter-religion Marriage Certificate from the competent authorities.
- d. Victim of major accidents during the course and out of employment.
- e. Differently abled employees. In this case, employees will be protected in the domicile office and limited within the 3% quota applicable under the provisions of Persons with Disabilities Act 1995.
- f. Employees who have suffered permanent/ partial disability due to accidents (40% or more disability) will be given protection from transfer on production of valid medical certificate issued each year by a competent authority. Protection under this clause will be limited to domicile station only.

g. Severe illness in respect of the:

- (1) Employee
- (2) Spouse/ Children
- (3) Dependent Parents [If employee is the only child of the dependent parents]
- (4) Disabled unmarried sibling [If employee is the only sibling of the disabled unmarried brother/ sister]

This facility will be restricted to domicile office only.

Note: In the case of the employee, whose brothers and sisters are settled permanently outside the State of Kerala, within India/abroad and the employee is the only child of the dependent parents/ the only sibling of the disabled unmarried brother/ sister; appropriate decision with respect to the request of the employee for being protected in the domicile station, shall be considered by the Chief Engineer (HRM), after examining the documents submitted in connection with the aforesaid case and verifying its genuineness, on humanitarian consideration. Complaints, if any, put forth by challenging the genuineness of the documents provided for availing protection from transfer, shall be forwarded to the Chief Vigilance Officer of KSEBL, for Formal Enquiry and submission of Report before the concerned Director of KSEBL. Disciplinary action will be taken if any malpractice is detected.

- h. Employees whose children are differently abled and require the presence of parents for their movement will be protected. In this case, if both father and mother are employees of Kerala State Electricity Board Limited, both of them will be protected.
- i. Widow/ widower/ legally divorced employees will not normally be transferred out till remarriage.
- j. Mother of baby, till the child attains the age of 2 years.
- k. Pregnant women.
- l. Parents of legally adopted children for a period of 5 years from the date of adoption.
- m. Employees undergoing treatment for primary infertility, from the date of commencement of treatment to the birth of the first child (supported by valid certificates).
- n. Protection from transfer shall be granted on grounds of relationship to military personnel working across India/ paramilitary personnel working outside Kerala State. The required certificate/ recommendation shall be addressed to the Chief Engineer (HRM) directly by the concerned Military/Paramilitary authorities. For this purpose, relative means:
 1. Husband/ Wife

2. Son
3. Unmarried daughter
4. Brother (whom, parents are dependent upon)
5. Unmarried sister
6. Father/ Mother

[For claiming protection or preference under Clause VII (n) (4) above, a Dependency Certificate issued by the concerned Revenue Authority is mandatory. The period of protection, during entire service, in this case shall not exceed 5 years under any circumstance].

- o. Employees undergoing Part-time Degree/ Diploma course in Engineering in Government Engineering Institutions, Chartered Accountancy and Cost Accountancy, with prior approval/ sanction of competent authorities of Kerala State Electricity Board Limited will be granted protection from transfer. Submission of attendance certificate in each academic year is mandatory. The maximum number of protection that can be permitted shall be restricted to 50 in the case of Part-time Electrical Engineering Degree course, 50 in the case of part-time Civil Engineering Degree course, 50 in the case of Part-time Diploma course in Electrical Engineering, 50 in the case of Part-time Diploma course in Civil Engineering and 5 in the case of Chartered Accountancy and Cost Accountancy courses. In addition, 5 numbers for Electrical Engineering Part-time Degree course, 5 numbers in Civil Engineering Part-time Degree course, 1 number in Part-time Diploma course in Electrical Engineering and 1 number for Part-time Diploma course in Civil Engineering will be allowed to employees belonging to SC/ST communities. However, the protection granted will be limited for a period of 4 years from the date of registration of the course.
- p. The 'Director Board Members' of Electricity Board Employees' Co-operative Societies belonging to the cadre of Workmen 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 available 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 KSEB limited are members].
- q. Those who are to retire from service within two years, as on 31st December will be protected.
- r. Sports men/ Sports women in the list of Active Sports Persons, prepared by the Chief Personnel Officer will be given protection from transfer, subject to the conditions

specified in the Board Order issued in this regard. The list of such active sports men/ sports women will be given to the recognized General Trade Unions by the Chief Personnel Officer for verification. Complaints, if any, will be heard and eligibility decided by the Chief Personnel Officer. Such lists of Sports men/ Sports women will be published in the website of KSEBL.

- s. In case of promotion occurring at the time of general transfer, if the promotee has not completed 3 years of service in the domicile station, he/ she may be retained in the station, if necessary, by transferring out workmen who have completed 3 years of service in the station. This does not, however, bestow any right upon the promotee to claim that he/ she should be retained at the same Office. The protection on administrative grounds will not be granted except those mentioned under clause VIII (21).
- t. In the case of internal transfer, protection for retention in the same office will be granted to employees belonging to the following categories.
 - 1. Protected workmen of recognized General Trade Unions
 - 2. Directors' Board Members of Electricity Employees' Co-operative Society
 - 3. Retirement from service within 2 years, as on 31st December.
 - 4. Sports men/ Sports women included in the list approved by the Chief Personnel Officer
 - 5. Employees with severe ailments and parents of differently abled children. Protection under this clause will be limited to domicile section/station only.
- u. In order to avail protection from transfer vide clause VII, appropriate and valid certificates from competent authorities shall be produced. Scanned copies of certificates shall be uploaded in the HRIS software at the time of applying for transfer/protection and the originals of the same shall be attached to the application submitted to the Account Rendering Units. In the case of the protection under medical grounds, certificate for treatment of illness [List of Diseases... Annexure-IV] at specified hospitals will only be considered [List of Hospitals... Annexure-V]. The above list shall be updated periodically after discussion with the recognized General Trade Unions. The requests not supported by valid certificates will not be entertained under any circumstance.

Note:-

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.

- v. Workmen deployed at Sub Stations, Generating Stations etc., who have acquired adequate experience from the works assigned to them or attained expertise through the specialized training provided to them, through the renowned external agencies within India/ abroad, at the cost of KSEBL will be retained at aforesaid stations for at least 3 years, even though it is stipulated that 50% of such skilled workmen may be transferred each year.
- w. The Chief Engineer (HRM) shall publish the list of protected workmen on or before 30th March every year. Complaints, if any, shall be filed with the Chief Engineer (HRM) within 1 week of publication of the said list. Complaints received after this date will not be entertained.

VIII. GENERAL

- 1. In the process of posting employees during general transfer and internal transfer, the following order of priority shall strictly be complied with. While posting employees during general transfer, priority shall be given based on a combined index of geographical area and consumer strength of Section Offices.

In the case of executive staff, the order of priority will be:

- a. Electrical Section
- b. Generating Station
- c. Sub Station
- d. Division Office
- e. Circle Office
- f. Corporate Office
- g. Other Offices

The order of priority regarding the ministerial employees will be:

- a. Division Office
- b. Circle Office
- c. Regional Audit Office
- d. Chief Engineer Office
- e. Corporate Office
- f. Section Office
- g. Other Offices

While posting employees in Civil Wing, the following order of priority shall be adhered to:

- a. Generation Project Construction
- b. Investigation Works

- c. Dam Safety
- d. Transmission Project Construction
- e. Other Office

2. If two or more employees become eligible for transfer and sufficient number of vacancy is not available, weightage may be given considering a combination of age, period and distance.
3. Female employees and employees who have completed 52 years of age, in the Civil Wing, will not normally be posted for investigation works.
4. While considering posting of employees who have requested for posting in projects, those without project service will be given preference. If in case two or more employees request for posting in projects, the employee with shorter project service will be given preference.
5. As far as possible, ladies may be posted to stations near their place of domicile. In the case of women employees who are transferred out, posting may be done in the following order of priority.
 - a. Vicinity to Railway Station
 - b. District Head Quarters
 - c. Taluk Head Quarters
 - d. Vicinity to Bus Station

(The list of Offices coming under the sub clauses a, b, c & d above, are enclosed as Annexure - III)
6. An employee will be permitted to apply for general transfer only if he/she has put in an active service of not less than 1 year at a station. Employees having only less than 1 year service for superannuation, during the submission of their online application for General Transfer will be exempted from the aforesaid clause. The periods of Half Pay Leave and Earned Leave accrued and availed during the period he/she has served in that station/ Casual Leave/ Special Casual Leave/ Special Disability Leave/ Maternity Leave/ Paternity Leave will be treated as if on duty.
7. As far as possible, the first posting of dependents of employees of Kerala State Electricity Board Limited under the Compassionate Appointment Scheme will be to their domicile station/ place of choice.
8. For considering request for transfer to the domicile station, actual active prescribed service by an employee in the outstation only will be considered. The actual service will not include period spent on working arrangements/ foreign employment and periods of

leave other than Half Pay Leave and Earned Leave accrued and availed during the period he/ she has served in that station/ Casual Leave/ Special Disability Leave/ Maternity Leave/ Paternity Leave. In the case of employees who were on working arrangement/ foreign service to their domicile station while on out station duty, the period spent by them in the domicile station on working arrangement/ foreign service shall not be reckoned as out station service for the purpose of General Transfer.

9. Apart from request to domicile station, employees are eligible to request for transfer to Remote/ Hilly areas which will be considered if vacancies are available in the offices situated in such areas. A maximum of 10 % of the existing working strength of the Senior Assistants assigned for Vydyuthi Bhavanam, Thiruvananthapuram will be reserved for the Senior Assistants belonging to all districts of the state, except Thiruvananthapuram, who are working far away from their respective domicile districts and are eligible for transfer to their domicile stations, as per these transfer guidelines. Senior Assistants belonging to the districts other than Thiruvananthapuram will be considered for posting under the said quota of 10 %, only if they have applied to all offices within their respective domicile districts, in addition to the offices functioning at Vydyuthi Bhavanam, Thiruvananthapuram. In all General Transfers, the Senior Assistants having their domicile stations in the districts other than Thiruvananthapuram, but working in Vydyuthi Bhavanam, Thiruvananthapuram, will be kept in a queue, even if they do not apply for transfer and as far as possible, transferred to their respective domicile stations/ stations adjacent to their domicile stations, based on the requests made by them, through the HRIS. In the absence of any valid requests received from the Senior Assistants kept in such a queue, they shall be posted at their domicile stations, subject to availability of vacancies/ stations adjacent to their domicile stations, on the basis of their earlier requests, if any available in the HRIS. Unless otherwise, posting will be done by the system, within their domicile districts, purely on random basis.

- 9 (a) The Senior Assistants who have applied for transfer to their own domicile stations during the last General transfer, but posted at Vydyuthi Bhavanam, Thiruvananthapuram vide the General Transfer Order itself/ the Anomaly Orders issued subsequently, due to lack of vacancies in their domicile stations, by considering their subsequent choices against 10% quota allowed in the Head Quarters of KSEBL as per the existing provisions, will be preferentially considered first in the queue formed for transfer to their own domicile districts, during the ensuing General transfer, even if they do not apply for the same. In the case of the Senior Assistants working in other domicile stations for more than 3 years, without applying for transfer to their own domicile stations, their working station will be treated as their deemed domicile station. Employees unable to obtain transfer to their own domicile stations even though applied for the same consecutively, during the last 3 General Transfers will be exempted from treating their working station as deemed domicile and kept in queue for being considered for transfer to their own domicile stations, on DDV priority. For the Senior Assistants having their domicile stations in

the districts other than Thiruvananthapuram, but working in Vydyuthi Bhavanam, Thiruvananthapuram, for more than 3 years continuously; a final chance will be provided to them, to apply for transfer to their domicile stations in the ensuing General Transfer (to be conducted during 2020). Those who applied for transfer to their domicile stations, availing the last chance provided so, will be kept behind those who are placed in the preferential queue (as mentioned above), for being considered for transfer to their domicile stations, subject to availability of vacancies/ stations adjacent to their domicile stations, on DDV priority. If any of such Senior Assistants could not attain transfer to their respective domicile districts, on availing the last chance provided so, due to non-availability of vacancies, they will be allowed to continue further in Vydyuthi Bhavanam, Thiruvananthapuram, by keeping them behind the preferential queue as mentioned above, for being considered for transfer to their domicile stations, during the succeeding General Transfers also.

- 9 (b) In the case of Senior Assistants, the Electrical Circle Office, in which his/ her place of domicile is situated shall be treated as domicile station and he/ she will be permitted to apply for the vacancies available within any 2 adjacent Circle Offices belonging to Distribution/ Transmission/ Generation wings, situated within their domicile district if any, along with the vacancies existing within their own domicile station.
- 9 (c) Employees having domicile station within the geographical area of Thiruvananthapuram District will be permitted to apply for the vacancies available at Vydyuthi Bhavanam (the Head Quarters of KSEBL), Thiruvananthapuram.
- 10. Workmen who retained in the Section Offices of KSEBL, as per relevant provisions of the Rights of Persons with Disabilities Act 2016 will be accommodated in supernumerary posts.
- 11. All transfer and postings in respect of the Workmen of Kerala State Electricity Board Limited will be done only through the HRIS software.
- 12. Considering exigency of service, if any transfer is essential within the jurisdiction of a Controlling Authority, such matter shall be reported to the Chief Engineer (HRM). The Chief Engineer (HRM) shall consider such requests positively and required action shall be taken at the earliest.
- 13. All transferees shall be relieved forthwith. No transferee shall be allowed to remain in the station under any circumstance for more than 15 days from the date of issue of transfer order/ subsequent Anomaly orders, if no grievances were put forth. If an employee is not relieved within 15 days from the date of transfer order, he/ she shall automatically be relieved through HRIS and the fact shall be intimated to the concerned employee and the controlling authority. If his/ her salary is not claimed in the concerned Account Rendering Unit where he/ she has last worked as on the date of relief mentioned above, his/her next

salary shall be claimed in the Account Rendering Unit where he/she was transferred out, subject to reporting for duty in the new office within the stipulated time. All transferees shall invariably be relieved on or before 15th June.

14. Different stages of processing of requests for transfer/ protection will be communicated to the workmen who have applied for the same.
15. In the case of fresh appointments, the employee shall report for duty before the Controlling Authority with necessary documents. In such cases the order of reposting will be issued by the Controlling Authority. The appointment order of new recruits will be issued through HRIS.
16. The Controlling Authority shall ensure timely updating of incumbency of all employees in the HRIS. Any lapse in this regard will be viewed seriously. Officials concerned will be held responsible and strict disciplinary action will be taken against them.
17. The employees in each category shall be distributed to all areas of the state and to all functional units in accordance with the order of priority mentioned in Clause VIII (1) of this order respectively keeping proportional strength of staff throughout the state to ensure effective utilization of man power.
18. Deleted {As existed in the BO (FTD) No. 848/2017 [PS - I (A)/3879/2016] Dated, TVPM, 31.03.2017}
19. Irrespective of choice/option, there will be a shuffling within the station, of workmen of all offices of KSE Board Limited who have completed 3 years in a particular office as on the last date for submitting online application for transfer.
20. In the case of Confidential Assistant, Senior Fair Copy Assistant & Junior Fair Copy Assistant belonging to the category of Workmen and in the case of Executive staff working in the Civil Wing; the district in which the domicile office declared by the employee is situated, will be treated as domicile station.
21. Workmen 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.
22. While transferring women employees out of their domicile station, first preference of posting shall be given to them in offices mentioned in the list of offices based on Clause VIII (5).
23. On-line applications for General Transfer, which were not considered due to insufficient vacancies will be kept pending for filling the vacancies that arise before the succeeding General Transfer, on priority basis.

24. As far as possible, On-line processing of the General Transfer shall be completed before 31st May of every year, by issuing Transfer Orders in respect of all workmen categories, including the Grievance Redressal Orders. However, KSEBL reserves the right to make necessary changes in the time schedule of General Transfer, as and when required.
25. In the case of the workmen belonging to Sub Stations, Generating Stations etc., who have acquired adequate experience from the works assigned to them or attained expertise through the specialized training provided to them, through the renowned external agencies within India/ abroad, at the cost of KSEBL; the minimum period of continuous service insisted for them, to apply for the General Transfer will be 3 years, subject to the condition that only 50% of such skilled workmen deployed at aforesaid stations shall be transferred each year. However, the workmen deployed at Sub-stations/ Generating stations shall invariably be transferred to the Offices coming under the Distribution Wing, on completion of 6 years of continuous service, at the aforesaid stations.
26. Working Strength in respect of the Women Employees of Generating Stations, shall be limited to 25% of the Posting Strength of each category, except in the cases where specific requests are made by them, for securing posting in the aforesaid offices.
27. Women employees are exempted from being posted in Line Maintenance Sections, Hot Line Offices and in the Offices located at remote/ hilly areas having feeble transportation facilities, except in the cases where specific requests are made by them, for securing posting in the aforesaid offices.
28. Employees working in their domicile section shall not be allowed to apply for transfer to any other offices, before completing the minimum period of service in their respective domicile sections, preferably one year, from the date of joining in their domicile sections. Similarly, those who have been given posting to an office/ station as per their choice in the previous year General Transfer (except those who are in their domicile queue) or shuffled to any office/ station on completion of 3 years in a particular office/ station during the previous General Transfer are not allowed to apply for the ensuing General Transfer before completing one year in the present office/ station.
29. The period of service spend by the employees, those who are working in the Offices situated of and above 40 Kms. away from their domicile sections shall not be taken into account, while preparing the 'District wise Seniority List of the workmen (category wise)' to be transferred out in the ensuing General Transfer. This clause will be applicable to those who are working in domicile stations only.
30. In order to get transferred to a post existing in an Office in the domicile station/ for being protected within the domicile station itself on eligible grounds, the employee shall submit

online application relating to the same, through the HRIS, as and when applications for Online General Transfer in respect of the Workmen of KSEBL are invited.

31. No request for review of transfer order shall be accepted after 31st May of every year.

IX. Notwithstanding to anything contained above, KSEBL reserves the right to transfer or retain any employee, in any place in the exigencies of service / or in public interest.

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**