

കെ.എസ്.ഇ.ബി.യിലെ പൊതു സ്ഥലംമാറ്റം

ചോദ്യം

ശ്രീ.പാറക്കൽ അബ്ദുല്ല

ഉത്തരം

ശ്രീ.എം.എം.മണി

(വൈദ്യുതി വകുപ്പ് മന്ത്രി)

<p>(എ) കെ.എസ്.ഇ.ബി.യിൽ പൊതു സ്ഥലംമാറ്റത്തിനായി നിശ്ചയിച്ചിട്ടുള്ള മാനദണ്ഡങ്ങൾ എന്തൊക്കെയാണെന്ന് വിശദമാക്കുമോ;</p>	<p>(എ) മാനദണ്ഡങ്ങൾ അനുബന്ധമായി ചേർക്കുന്നു.</p>
<p>(ബി) 2018 ലെ പൊതു സ്ഥലംമാറ്റവുമായി ബന്ധപ്പെട്ട് പുറത്തിറക്കിയ ഉത്തരവിൽ ക്രമക്കേടുകൾ നടന്നിട്ടുണ്ടെന്നുള്ള ആരോപണത്തെ തുടർന്ന് ഉത്തരവ് മരവിപ്പിക്കുകയുണ്ടായോ;</p>	<p>(ബി) ഇല്ല.</p>
<p>(സി) മഴക്കാലം ആരംഭിച്ചിരിക്കുന്ന സാഹചര്യത്തിൽ മാനദണ്ഡങ്ങൾ പാലിക്കാതെ നടത്തുന്ന സ്ഥലംമാറ്റങ്ങൾ ബോർഡിന്റെ മഴക്കാല പ്രവർത്തനങ്ങളെ ദോഷകരമായി ബാധിക്കുമെന്ന് കരുതുന്നുണ്ടോ;</p>	<p>(സി) കേരള സ്റ്റേറ്റ് ഇലക്ട്രിസിറ്റി ബോർഡ് ലിമിറ്റഡിൽ എല്ലാ സ്ഥലം മാറ്റങ്ങളും നിർദ്ദിഷ്ട മാനദണ്ഡങ്ങൾക്കനുസൃതമായാണ് നടത്തുന്നത്. ടി മാനദണ്ഡ പ്രകാരം 2018-ലെ പൊതു സ്ഥലംമാറ്റ ഉത്തരവുകൾ പുറപ്പെടുവിച്ചിട്ടുണ്ട്. എന്നാൽ ഇപ്പോൾ നിലനിൽക്കുന്ന പ്രകൃതി ക്ഷോഭവും, കടുത്ത മഴയും കാരണം സ്ഥലം മാറ്റിയ ജീവനക്കാരെ വിടുതൽ ചെയ്യുന്നത് താത്കാലികമായി നിർത്തിവെച്ചിരിക്കുകയാണ്.</p>
<p>(ഡി) എങ്കിൽ മാനദണ്ഡങ്ങൾ പൂർണ്ണമായും പാലിച്ചുകൊണ്ട് പൊതു സ്ഥലംമാറ്റം നടത്തുന്നതിന് നടപടി സ്വീകരിക്കുമോ?</p>	<p>(ഡി) മാനദണ്ഡങ്ങൾ പൂർണ്ണമായും പാലിച്ചുകൊണ്ടാണ് കേരള സ്റ്റേറ്റ് ഇലക്ട്രിസിറ്റി ബോർഡ് ലിമിറ്റഡിൽ ഇപ്പോൾ പൊതുസ്ഥലംമാറ്റം നടത്തുന്നത്.</p>


സെക്ഷൻ ഓഫീസർ

Corporation

KSEB
KERALA STATE ELECTRICITY BOARD LIMITED



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 003, Kerala

CIN : U40100KL2011SGC027424

website: www.kseb.in

Phone: 0471-2514472, 2514492, 2514455, 2514527 Fax: 0471-2514472

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Abstract

Kerala State Electricity Board Limited - Transfer guidelines of Officers - Modification - Sanctioned Orders issued.

CORPORATE OFFICE (PERSONNEL)

B O (FTD) No. 555 /2018 (PS-I (A)/13/General Transfer/Officers/2018) Dated. 1VPM 01.03.2018

Read:- 1. BO (FTD) No. 2062 (EB 7/General Transfer Officers/2017) dated 11.08.2017

2. Decision of the Full Time Directors' Meeting held on 01.03.2018

ORDER

Orders were issued by Kerala State Electricity Board Limited regarding transfer and posting of Officers of the Board vide B O (FTD) No. 2062 (EB 7/General Transfer Officers 2017) dated 11.08.2017. As against previous years, transfer and posting of Officers of K S E B Board Limited was conducted online in the year 2017. For this purpose, a software was developed indigenously. However, while actually conducting online transfer, certain unforeseen inadequacies were noticed which necessitated modifications in the said software. In order to bring changes to cater to the smooth conduct of transfer and posting, proposals were called for from the recognised Associations of the Officers and two discussions were held on 19.12.2017 and 25.01.2018 respectively. The outcome of the discussions held with the Associations of Officers was taken up with the Full Time Directors and it was directed to issue orders revising the existing transfer guidelines 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 and Public Relations Officer of the Board as detailed below.

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. (Appendix-1)
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 this transfer guidelines.
6. Flagged post:- Flagged post means the post identified in an office within a station by the Director (G. C & HRM) each year. 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 transfer norms. This posting shall strictly be made in the identified places for administrative convenience as per the discretion of the Director (G. C & HRM). The posts so identified for flagging will be published in advance by the Chief Engineer (HRM) before inviting applications for general transfer every year. However, the maximum number of posts that can be flagged will be limited to 5 % of each category in each district.
7. Protection:- Protection means retention/posting to an office for a period between two consecutive general transfers.
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. Applications for transfer can be submitted to assigned posts excluding protected and flagged posts in a Station.
10. Distance:-Shortest road distance in kilometers (generated from 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 upto the longest road distance across two places in the North and South of Kerala.
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 taken upto 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.

II. Transfer Norms

1. All General transfers shall be made by April 30 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 28th 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 10th March. 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 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. In the case of ladies, they will be permitted, on production of valid certificates, to change their place of domicile two more times in addition to the above two times on the matters related to their pregnancy.
5. Change in place of domicile, if any, shall be done before the due date for submitting online application for 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. Officers who are transferred/posted to the districts of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Ernakulam (except offices at Idamalayar), Thrissur (except offices coming under the geographical area of Poringalkuthu and Sholayar Generating Stations) and Kozhikkode (except offices falling within the geographical area of Electrical Divisions, Vatakara and Nadapuram and Civil Division, Kakkayam), from other Stations without changing their place of domicile and worked in these districts for a period beyond 3 years continuously, then their service in these Stations will be taken for

calculation of index upto a maximum period of 3 years (the first 3 years on all occasions of transfer to such stations) only.

If they have continued in these stations beyond 3 years, these stations will be treated as their deemed domicile stations for the limited purpose of calculation of index. Upto the stipulated maximum period of 3 years, distance from their actual place of domicile to the office they worked/is working will be taken for calculating the index, thereafter the distance will be restricted upto a maximum of 8 kilometers. The above conditions are also applicable to those officers who belong to these districts and got transfer/posting to any districts of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Ernakulam (except offices at Idamalayar), Thrissur (except offices coming under the geographical area of Poringalkuthu and Sholayar Generating Stations) and Kozhikkode (except offices falling within the geographical area of Electrical Divisions, Vatakara and Nadapuram and Civil Division, Kakkayam) other than their Domicile Station.

8. (Deleted)

9. The General transfer will be conducted each year on the basis of an Index published during that year. Index of an officer will be calculated for the entire service of an officer by applying the formula as given below:

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

$r = 0$ 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

$I = 0.5 * bt / bk$, 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 rulings made by the Committee constituted for this purpose.

(ii) In case there is only one applicant for medical weightage in a station, a value between 1 and 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.
 - v. Office Preference Multiplier (K) - This office weightage will be given to each office in accordance with the classification of offices.
10. Protection from transfer 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 recognised Associations of Officers, subject to a maximum of 3 numbers from each Association.
- k. Officers belonging to Scheduled Caste/Scheduled Tribe for a continuous period of 5 years. This protection will be available each time he/she returns from out of place of domicile to his/her place of domicile.
- 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.
- 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 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.
- q. Active Sports Personnel (Officers) will be protected from transfer on specific recommendation from the Sports Co-ordinator.
- r. Officers left with remaining service of 1 year or less to retirement will normally be protected in their place of domicile from general transfer.

- 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 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 7 years from the date of appointment.

Note -

(i) Protection available to differently abled officers/spouse (Clause 10(e)) will be restricted to 2% of assigned posts in each category in a Station. Priority in fixing protection under this clause will be in the order of Officers and 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)] 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 to the requested place, subject to its availability.

(iv) While calculating the percentage as stated above, fractions, if any, (of and above 0.1) will be rounded off to the next higher integer.

11. Eligibility for Medical protection/Disabled protection under clauses 10 (e), (d), (e) & (f) will be decided by a Committee constituted in each district. This Committee is responsible for prioritising the list for Medical Protection/Protection for differently abled fixing medical weightage. The Deputy Chief Engineer working in the district head quarter of the 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 scrutinised 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 in the Corporate Office and field offices in Thiruvananthapuram district shall not exceed the limit prescribed in Clause 10 above.

The Committee consists of one representative from each recognised Association of Officers and two officials appointed by the Director (Generation-Civil & 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 prioritise the requests in the order of its merit. After prioritising 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 finalise its formalities on or before 25th March every year.

12. Protection in respect of Central Office Bearers of Associations of Officers, Director Board Members of Electricity Employees' Co-operative Societies and 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. 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 index. If no request is made to quota mentioned 13 (ii) to 13 (iv), the posts available in these quota will be made available to officers in the respective domicile Station.

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.
15. In each general transfer, the ratio between male and female officers belonging to a Domicile Station will be estimated. After issuing 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 ratio between male and female 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. On any account the number of female officers so retained in a Station shall not exceed 50% of total Assigned Posts. If the percentage of female officers in a particular station is more than the male officers and the female officers have sufficient index to retain in that station, then the 50% restriction is not applicable. In the case of postings within a station also, the female/male ratio shall be maintained in accordance with the choice and 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. The transferred out officer can request transfer to any other districts. His/her request will be considered subject to the norms applicable in this transfer guidelines.

III. General conditions

1. All transfers and postings of officers will be done online through HRIS.
2. The cut-off date for each general transfer will be the last date for submitting application for general transfer.
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 the priority of places to be filled in each category based on the Assigned Post will be published. These places will be open to all officers to apply for transfer.
5. Any change in place of domicile shall be noted in the HRIS/Service Book invariably.
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 specialised wings will be filled up by suitable selection procedure fixed by the Board.
7. At least 1/3rd 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. Officers having lower index will be considered for the above retention.
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 mentioned in Sub Clause (13) 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 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 considered.

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 Vigilance Wing of KSEB Limited. Disciplinary action will be taken if any malpractice is detected.
12. Officers working in the Civil Wing and have completed 50 years of age will not be posted to investigation works without their requests.
13. Electrical Engineers who have completed 54 years of age will not be posted in 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 every year for general transfer
 - a) Station-wise assigned list will be published by 10th February
 - b) Online application menu will be opened from 15-28 February
 - c) Medical protection/index will be published by 15th March
 - d) Index will be published by 20th March
 - e) Complaints, if any, can be filed upto 30th March
 - f) Trial transfer list will be published by 10th April
 - g) Final transfer order will be published by 15th April
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 I T 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.
18. Officers working in the Hot Line Maintenance Wing shall not be transferred out before the expiry of bonded period.
19. Officers continuing for more than 5 years in an office will be transferred if valid requests for posting to that office is received from another officer, without considering index points.
20. Notwithstanding anything contained above, KSEB Limited reserves the right to transfer or retain any officer in any place for the best interest of KSEB Limited and in exigency of service.

By Order of the Full Time Directors
Sd/-
P G UNNIKRISHNAN
SECRETARY (ADMINISTRATION)

To
The Chief Engineer (HRM)

Copy to:-

1. The Financial Adviser.
2. The Chief Internal Auditor.
3. The Chief Engineer (IT).
4. The IA to Chairman & Managing Director/Director (Distn. & IT/
Director (Trans. & System Operation)/Director (Gen. Civil & HRM)/
Director (Corporate Planning, Gen.-Ele., SCM & Safety).
5. The PA to Director (Finance)/Senior CA to Secretary (Administration).
6. The Chief Personnel Officer.
7. The Chief Public Relations Officer.
8. The Company Secretary-in charge.
9. The Regional Audit Officer.
10. The Resident Concurrent Audit Officer.
11. Secretary (Admn.).
12. The Fair Copy Superintendent/Library/Stock file.

Approved for issue


Senior Superintendent



KSEB
Kerala State Electricity Board Limited



KERALA STATE ELECTRICITY BOARD LIMITED

Incorporated under the Indian Companies Act 1926

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala

CIN: U40100KL2011SGC027424

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Abstract

Establishment: Transfers and Postings of Officers of the Board - Principles to be followed -

Modification: Sanctioned - Orders issued

CORPORATE OFFICE (PERSONNEL)

HC/D/G.C. & HRM/ No. 714/2018 (PS-I(A)/13/General Transfer/Officers/2018) - Dated Evpm. 16.03.2018

Read: 1. B.O (FTD) No. 555/2018 (PS-I(A)/13/General Transfer/Officers/2018) dated

Evpm 01.03.2018.

2. Representation dated 14.03.2018 submitted by the General Secretaries of KPBOE, KSEBEA and KSFBOA.

ORDER

The Kerala State Electricity Board Limited has issued orders regarding transfer and posting of Officers of the Board vide Board Order read above. Upon this, certain Associations of Officers submitted a joint memorandum read as 2nd paper above, and a discussion of the concerned officials was held by the Director (G.C. & HRM). It was accordingly ordered to modify the relevant clauses of the prevailing guidelines as below:

1. To replace the words given within brackets of the last sentence of the first para under clause II (7) with "the first 3 years in the entire service".
2. To include the following in clause II (8) "The restriction as stated in clause II (7) is applicable to officers working in the Civil Wing except officers working in the clusters mentioned under para III (1)".
3. To change the last sentence of clause II (10) (k) as "This protection will be available each time he/she returns from out of domicile station to his/her domicile district".

4. To add the following as the last sentence of clause III (17) "The district of Kottayam will be considered as belonging to the central zone for the purpose of general transfer.

The Board Order read as 1st paper stands modified to the above extent.

By Order of the Director (GC & HRM)
Sd/-
P.G. UNNIKRISHNAN
SECRETARY (ADMINISTRATION)

To
The Chief Engineer (HRM)

Copy to:-

1. All Chief Engineers / All Dy. Chief Engineers/All Executive Engineers
2. The Financial Adviser/Chief Internal Auditor/The LA & DEO
3. The Company Secretary (In charge) / Chief Public Relations Officers
4. The Deputy Secretary (Admn.).
5. The TA to Chairman & Managing Director/PA to Director (Finance)
6. The TA to Director (Distn. & IT)/Director (Trans. & System Operation)
7. The TA to Director (Gen. Civil & HRM)/Director (CP, G - E, SCM & Safety)
8. The Secretary (Administration)/ The CPRO.
9. The Company Secretary (I/c)/ All Regional Audit Officers
10. The Resident Concurrent Audit Officers.
11. The Fair Copy Copy Superintendent/Library/Stock file

Approved for issue


Senior Superintendent



KSEB
Kerala State Electricity Board Limited



KERALA STATE ELECTRICITY BOARD LIMITED

Incorporated under the Indian Companies Act, 1956

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala

CIN: U40100KL2011SGC027424

website: www.kseb.in

Phone: 0471-2514472,2514492,2514455,2514527 Fax: 0471-2514472

E-mail: pokseb@gmail.com

Abstract

Kerala State Electricity Board Limited – Guidelines for online general transfer of Workmen Modification - Sanctioned - Orders issued.

CORPORATE OFFICE (PERSONNEL)

B O (FTD) No. 552/2018 (PS - I (A)/3879/2016) Dated, Thiruvananthapuram. 01.03.2018

Read:- 1. BO (FTD) No 848/2017 (PS-I (A)/3879/2016) Dated 31.03.2017.
2. Decision of the Full Time Directors' Meeting held on 01.03.2018.

ORDER

The Board has issued orders detailing the procedure to be followed regarding transfer and posting of Workmen of the Board vide B O read above. As against previous years, transfers and postings of Workmen of K S E Board Limited was conducted online in the year 2017. For this purpose, a software was developed indigenously. However, while actually conducting online transfer, certain unforeseen deficiencies were noticed which necessitated modifications in the said software. In order to bring worthwhile modifications to assist smooth conduct of transfer and posting, proposals were called for from the recognised general Trade Unions of the Board and discussions were held on 07.12.2017, 25.01.2018, 16.02.2018 and 26.02.2018 respectively, to give an opportunity to the said Trade Unions to express their opinion and suggestions. The outcome of the discussions was placed before the Full Time Directors and it was ordered to revise the present guidelines as follows, superseding all orders and circulars issued earlier in this regard.

1. Beginning from the year 2017, the Kerala State Electricity Board Limited started conducting online General Transfer. It was decided that orders will be issued by April 30th every year coinciding with the academic annual vacation.

Note:- Requests for transfer received on or before 15th March every year will only be considered during the general transfer of that year. Request for transfers should be made only through 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 before 15th March every year along with attested copies of supporting documents to substantiate their claim, if any. The Account Rendering Unit head shall verify the applications for transfer/protection thoroughly which may be submitted to the Chief Engineer (HRM) on or before 30th March. The concerned officials in the Account Rendering Unit will be responsible for proper verification of the applications. Requests for transfer/protection, in other forms will not be entertained on any account.

- II. As far as possible, employees 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 persons who have put in longer continuous service in that station (Annexure-I).

Note 1. The place of domicile means the area covered by the Electrical Section Office declared as place of domicile by the employee. For this purpose, the place of domicile in the HRIS Software at the time of submitting application will only be considered.

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 specialised medical treatment is required for the Board 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. Nationalised/Scheduled Banks.
 5. Co-operative Societies recognised 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. Station means all offices within the geographical area of Electrical Division. 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.

Note 4. No employee shall misuse the facility for changing place of domicile. Any such instances noticed by the Board 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 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. 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. Period spent on working arrangement/ foreign service/ Leave Without Allowance except on medical grounds will be included for reckoning station seniority.

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.

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 (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. 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 recognised 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 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 (Disablement of 40 % and above).
- 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 of spouse/children/dependent parents on condition that the employee is the only child of dependent parents.

- 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, CAIICWAI 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 to 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 recognised 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 within the station 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 recognised General Trade Union or till the next referendum, whichever is earlier. The recognised 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 who belong to Scheduled Caste/Scheduled Tribe will be retained in their domicile station for a continuous period of 5 years.
- 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. Employee/spouse/children/dependent parents/unmarried and disabled sibling (if the Board employee is the only sibling of the unmarried and disabled brother/sister), having severe illness. This facility will be restricted to domicile office only.
- f. Widow/widower/legally divorced employees will not normally be transferred out till remarriage.
- g. Mother of baby, till the child attains the age of 2 years.
- h. Pregnant women.
- i. 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.
- j. Employees who have suffered permanent/partial disablement due to accidents (disablement of 40% and above) 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.
- k. 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.
- 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, relatives means:

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

For claiming protection or preference under Clause VII (n) (4) above, a Dependency Certificate issued by the concerned Revenue Authority is mandatory. 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 only be for a period of 4 years from the date of registration of the course.

p. Elected members of the Directors' Board of Electricity Employees' Co-operative Society. This protection will be available for one term only during his/her entire service. However, requests received from protected members of Director Board Members of Co-operative Societies for transfer to other offices within the station shall be considered as far as possible. The fact of availing this 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 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 recognised 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 list of Sports men/Sports women will be published in the website of KSE Board Limited.
- 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. 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 following categories.
1. Protected workmen of recognised General Trade Unions
 2. Directors' Board Members of Electricity Employees' Co-operative Society
 3. Retirement from service within 2 years
 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 originals of the same shall be attached to the application submitted to the Account Rendering Units. In the case of protection under medical grounds, certificate for treatment of illness (Annexure-IV) at specified hospitals will only be considered (Annexure-V). The above list shall be updated periodically after discussion with the recognised General Trade Unions. Requests not supported by valid certificates will not be entertained under any circumstance.
- v. 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 the 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 50 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. District Head Quarters
 - b. Taluk Head Quarters
 - c. Vicinity to Railway Station/Bus Station(A list of offices coming under sub clause a, b & c 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. 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 dependants 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.
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 offices situated in such areas. Further, a maximum of 10 % of the working strength of Senior Assistants in Vaidyuthi Bhavanam, Thiruvananthapuram will be reserved for Senior Assistants belonging to all districts of the state, except Thiruvananthapuram and who are working out of their respective domicile districts and are eligible for transfer to domicile station as per these transfer guidelines. For this purpose, Senior Assistants belonging to districts other than Thiruvananthapuram will become eligible to apply under the said quota of 10 % only if they apply to all offices within their respective domicile districts. However, Senior Assistants belonging to the cluster containing Karunagappally, Kundara and Kottarakkara are exempted from applying to Electrical Division, Punalar in order to avail the benefit of the said quota of 10 %. So also, in all general transfers, Senior Assistants working in Vaidyuthi Bhavanam,

Thiruvananthapuram and having their domicile stations in districts other than Thiruvananthapuram will be kept in a queue and transferred to their respective domicile stations even if they do not apply for the same.

10. Workmen who are retained in the Section Offices of KSEBL as per the provisions of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 will be accommodated in supernumerary posts.
11. All transfers and postings in 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. If an employee is not relieved within 15 days from the date of order, he/she shall automatically be relieved through HRIS and the fact shall be intimated to the concerned employee and 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.
14. The 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 case 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 and all concerned will be held responsible and strict disciplinary action 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 utilisation of man power.
18. Deleted
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 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 I T 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 I T 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).
- IX. Notwithstanding anything mentioned above, The Kerala State Electricity Board Limited reserves the right to transfer any employee in the exigencies of service and/or in public interest.

By Order of the Full Time Directors
Sd/-
P G UNNIKRISHNAN
SECRETARY (ADMINISTRATION)

To

Copy to:-

1. The Financial Adviser
2. The Chief Internal Auditor
3. The Chief Engineer (IT)
4. The TA to Chairman & Managing Director/Director (Distn.& IT/
Director (Trans. & System Operation)/Director (Gen.Civil & HRM)/
Director (Corporate Planning, Gen.-Ele.,SCM &Safety)
5. The PA to Director (Finance)/Senior CA to Secretary (Administration)
6. The Chief Personnel Officer
7. The Chief Public Relations Officer
8. The Company Secretary-in charge
9. The Regional Audit Officer
10. The Resident Concurrent Audit Officer
11. The Legal Liaison Officer, Office of the Standing Counsel for Kerala State Electricity Board Limited, Power House, Kochi - 18
12. The Fair Copy Superintendent, Office of the Secretary (Admn.)
13. Library/Stock file.

Approved for issue


Senior Superintendent

Annexure I B O (FTD) No. 552/2018 (PS - I/3879/2016) Dated, TVPM 01.03.2018	
List of Adjacent Stations	
Sl No	Names of Stations
1	Neyyattinkara, Thiruvananthapuram, Kazhakuttom
2	Kattakada, Nedumangad, Attingal
3	Karunagappally, Kundara, Kottarakkara
4	Kollam, Chathannoor, Punalur
5	Alappuzha, Chengannur
6	Cherthala, Harippad, Mavelikkara
7	Thiruvalla, Pathanamthitta, Adoor
8	Moozhiyar
9	Vaikôm, Pala
10	Ponkunnam, Chanaganacherry, Pallom
11	Tripunithura, Aluva
12	North Paravur, Angamaly
13	Mattancherry, Ernakulam
14	Moovattupuzha, Perumbavoor
15	Thrissur West, Thrissur East
16	Kodungallur, Irinjalakkuda
17	Kondotty, Manjeri

The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of the Board.

Sd/-
P G Unnikrishnan
Secretary (Admn.)

Annexure II
B O (FTD) No. 552/2018 (PS - I/3879/2016) Dated, TVPM 01.03.2018

List of Remote and Hilly Areas

Sl No	Offices coming under Remote Area	Jurisdiction
1	Idamalayar	All Offices
2	Kakkayam	All Offices
3	Kochu Pampa	All Offices
4	Kottathara Section	Section only
5	Mangulam	All Offices
6	Moozhiyar	All Offices
7	Periya Bazar Section	Section only
8	Poringalkuthu	All Offices
9	Sholayar	All Offices
10	Thriveni Pampa	All Offices

Sl No	Offices coming under Hilly Area	Jurisdiction
1	Adimaly Division	All Offices
2	Agaly Section	Section only
3	Alakkode Section	Section only
4	Cherupuzha Section	Section only
5	Iritty Division	All Offices
6	Kalpetta Division	All Offices
7	Karthikapuram Section	Section only
8	Kattappana Division	All Offices
9	Kulathupuzha Section	Section only
10	Kuttikole Section	Section only
11	Mananthavady Division	All Offices
12	Mulleria Section	Section only
13	Nallompuzha Section	Section only
14	Nelliampathy Section	Section only
15	Pampa DRIP Sub Division	Section only
16	Parali Section	Section only
17	Peermade Division	All Offices
18	Thermala Section	Section only
19	Thottipalam Section	Section only
20	Padiyattuchal Section	Section only
21	Vengoor Section	Section only
22	Keerampara Section	Section only
23	Adyanpara	SHEP

The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of the Board.

Sd/-
P G Unnikrishnan
Secretary (Admn.)

Annexure III
B O (FTD) No. 552/2018 (PS - I/3879/2016) Dated, TVPM 01.03.2018

SI No	List of Offices applicable to Clause VIII (5)
1	Adoor Electrical Division
2	Alappuzha Electrical Circle
3	Alappuzha Electrical Division
4	Alappuzha Transmission Circle
5	Alappuzha Transmission Division
6	Alathur Electrical Division
7	Aluva Electrical Division
8	Angamaly B & S Division
9	Angamaly Electrical Division
10	Attingal Electrical Division
11	Beach Electrical Section
12	Chalakkudy Electrical Division
13	Changanacherry Electrical Division
14	Chathannoor Electrical Division
15	Chengannur Electrical Division
16	Cherthala Electrical Division
17	Chittur Electrical Division.
18	Ernakulam Appellate Authority
19	Ernakulam CGRF
20	Ernakulam Chief Engineer (Distribution Central)
21	Ernakulam Electrical Circle
22	Ernakulam Electrical Division
23	Feroke Electrical Division
24	Harippad Electrical Circle
25	Harippad Electrical Division
26	Irinjalakkuda Electrical Circle
27	Irinjalakkuda Electrical Division
28	Kalamasserry CE (System Operation)

Sl No	List of Offices applicable to Clause VIII (5)
29	Kalamasserry CE (Transmission)
30	Kalamasserry System Operation Circle
31	Kalamasserry Transmission Circle
32	Kalpetta Electrical Circle
33	Kalpetta Electrical Division
34	Kanhangad Electrical Division
35	Kannur Chief Engineer (Distribution Kannur Region)
36	Kannur Electrical Circle
37	Kannur Electrical Division
38	Kannur System Operation Circle
39	Kannur Transmission Circle
40	Karunagappally Electrical Division
41	Kasargod Electrical Circle
42	Kasargod Electrical Division
43	Kattakkada Electrical Circle
44	Kattakkada Electrical Division
45	Kodungallur Electrical Division
46	Kollam Electrical Circle
47	Kothamangalam Civil Circle
48	Kothamangalam Generation Circle
49	Kottarakkara CGRF
50	Kottarakkara Electrical Circle
51	Kottarakkara Electrical Division
52	Kottarakkara Transmission Circle
53	Kozhikkode CGRF
54	Kozhikkode Chief Engineer (Distribution North)
55	Kozhikkode Chief Engineer (Transmission North)
56	Kozhikkode Electrical Circle
57	Kozhikkode Electrical Division

SI No	List of Offices applicable to Clause VIII (5)
58	Kozhikkode Transmission Circle
59	Kunnamkulam Electrical Division
60	Malappuram Transmission Circle
61	Mananthavadi Electrical Division
62	Manjeri Electrical Circle
63	Manjeri Electrical Division
64	Mannarkad Electrical Division
65	Mavelikkara Electrical Division
66	Mavelikkara Transmission Division
67	Moolamattom Chief Engineer (Generation)
68	Moolamattom Generation Circle
69	Moovattupuzha Electrical Division
70	Nedumangad Electrical Division
71	Neyyattinkara Electrical Division
72	Nilambur Electrical Circle
73	Nilambur Electrical Division
74	North Paravur Electrical Division
75	Pala Electrical Circle
76	Pala Electrical Division
77	Palakkad Electrical Circle
78	Palakkad Electrical Division
79	Palakkad Transmission Circle
80	Pallom Electrical Circle
81	Pallom Electrical Division
82	Pathanamthitta Electrical Circle
83	Pathanamthitta Electrical Division
84	Pathanamthitta Transmission Division
85	Pattambi Electrical Division
86	Payyannur Electrical Division

Sl No	List of Offices applicable to Clause VIII (5)
87	Perinthalmanna Electrical Division
88	Perumbavoor Electrical Circle
89	Perumbavoor Electrical Division
90	Pettah Electrical Section
91	Ponkunnam Electrical Division
92	Ponnani Electrical Division
93	Poovanthuruthu Transmission Circle
94	Punalur Electrical Division
95	Shoranur Electrical Circle
96	Shoranur Electrical Division
97	Shoranur Transmission Division
98	Thalasserry Electrical Division
99	Thiruvalla Electrical Division
100	Thiruvananthapuram Electrical Circle
101	Thiruvananthapuram Chief Engineer (Distribution South)
102	Thiruvananthapuram Electrical Division
103	Thiruvananthapuram Vaidyuthi Bhavanam
104	Thodupuzha Electrical Circle
105	Thodupuzha Electrical Division
106	Thodupuzha Transmission Circle
107	Thrissur Electrical Circle
108	Thrissur Generation Circle
109	Thrissur Investigation Circle
110	Thrissur Transmission Circle
111	Tirur Electrical Circle
112	Tirur Electrical Division
113	Tirurangadi Electrical Division
114	Tripunithura Electrical Division
115	Vaddakkancherry Electrical Division

Sl No	List of Offices applicable to Clause VIII (5)
116	Vaikom Electrical Division
117	Vatakara Electrical Circle
118	Vatakara Electrical Division

The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of the Board.

Sd/-
P G Unnikrishnan
Secretary (Admn.)

Annexure IV
B O (FTD) No. 552/2018 (PS - I/3879/2016) Dated, TVPM 01.03.2018

List of Diseases

Anxiety Disorder Panic
Autism
AWMI
Bipolar Affective Disorder
Bipolar Mood Disorder
Brachial Plexopathy
Carcinoma Breast
Carcinoma Cervix
Carcinoma Lung
Carcinoma naso pharynx with right sided hemiplegia
Carcinoma Prostate
Carcinoma Supraglottis
Cerebral palsy
Cerebrovascular accident, Ischaemic stroke
Cervical disc prolapse
Chronic emotional disorder
Chronic Hepatitis B
Chronic kidney disease
Chronic Kidney disease, reflux nephropathy
Chronic liver disease
Chronic liver disease, cirrhosis, decompensated, portal hypertension, coagulopathy, thrombocytopenia, esophageal varices
Chronic osteomyelitis of Femur
Coronary Artery Disease
Coronary Artery Disease, Acute Coronary Syndrome
Coronary Artery Disease, Cerebrovascular accident
Coronary Artery Disease, Inferior Wall Myocardial Infarction
Coronary Artery Disease, Systemic Hypertension, dyslipidemia
Coronary Artery Disease, Unstable angina, Effort angina
Degenerative disc disease
Digeorge Syndrome, Refractory seizure secondary to FCD
DM with vertigo
Fibromyalgia, Vascular Headache, hypothyroidism
Global Developmental Delay, Dandy Walker Malformation
Hydronephrosis
Hydronephrosis, PUJ Obstruction
Infertility Treatment
Interstitial lung disease, respiratory failure, syst HTN, old AWMI
Ischaemic heart disease, hypertension
Ischaemic stroke
Lumbar Disc Degeneration

List of Diseases

Manic depressive psychosis
Mental Retardation, Seizure Disorder
Motor neurone disease, progressive limb weakness
Non-Hodgkin's Lymphoma
Osteoarthritis
Papillary Carcinoma Thyroid
Peptic Ulcer
Pierre Robin Syndrome Mood Disorder
Post-Encephalitic Sequelae
Post Polio Resident Paralysis
Post traumatic stiffness of hip
Progressive limb weakness, motor neuron disease
Prolapse Disc Intervertebral
Prostatitis
Psychiatric treatment
Recurrent depressive disorder
Renal Replantation
Repair and maxillo facial surgery
Sarcoma Uterus
Schizophrenia
Scoliosis DL spine
Secondary Generalised Dystonia
Seizure Complex Partial
Severe lumbar canal stenosis, rheumatoid arthritis
Solitary nodule thyroid and hypothyroidism
Spinal Muscular Atrophy
Stenosis Artery Pulmonary, CAD, TR
Young onset parkinsons disease

The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of the Board.

Sd/-

P G Unnikrishnan
Secretary (Admn.)

Annexure V
BO (FTD) No. 552/2018 (PS - I/3879/2016) Dated, TVPM 01.03.2018

Sl No	List of Hospitals
1	A J Hospital, Mangalore
2	AKG Memorial Hospital, Kannur
3	Al Shifa Hospital, Perinthalmanna
4	Amala Institute of Medical Science, Thrissur
5	Amrita Cancer Institute, Edappally
6	Amrita Institute of Medical Sciences, Edappally
7	Ananthapuri Hospitals & Research Institute, TVPM
8	Bharath Hospital, Kottayam
9	Cardinal Speciality Hospital, Kottayam
10	Credence Hospital, Thiruvananthapuram
11	CSI Medical College, Karakonam
12	Dhanalakshmi Hospital, Kannur
13	EMS Hospital, Perinthalmanna
14	Ganga Hospital, Coimbatour.
15	General Hospital, Alapuzha
16	General Hospital, Ernakulam
17	General Hospital, Kasaragod
18	General Hospital, Neyyattinkara
19	General Hospital, Thalassery
20	General Hospital, TVPM
21	Govt. Ayurveda Medical College, Kottakkal
22	Govt. Homeo Medical College, Kozhikode
23	Govt. Maharaja's Hospital, EKM
24	Govt. TD Medical College, Alapuzha
25	Govt. W&C Hospital, Thycaud
26	Gowreesa Hospital, TVPM
27	Holy Cross Hospital, Kollam
28	ICCONS, Shoranur
29	ICH, Arpookkara, Kottayam.
30	Idukki District co-operative hospital, Thodupuzha
31	Indira Gandhi Co-operative Hospital, Thalassery
32	Indo American Hospital, Vaikom
33	Jubilee Mission Hospital, Thrissur
34	Karithas Hospital, Thellakam, Kottayam
35	KIMS, TVPM
36	Kinder Women's Hospital & Fertility Centre, Cherthala
37	KMC, Mangalore
38	Koyili Hospital, Kannur
39	Lackshore Hospital, Ernakulam
40	Lissie Hospital, Ernakulam
41	Malabar Cancer Centre, Thalassery

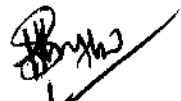
List of Hospitals

- Sl No
- 42 Matha Hospital, Thellakam, Kottayam
 - 43 Medical College, TVPM
 - 44 Medical Trust Hospital, Ernakulam
 - 45 Mental Hospital, TVPM
 - 46 Mitra Hospital, Thachottukavu
 - 47 NS Memorial Institute of Medical Sciences, Kollam
 - 48 Pariyaram Medical College
 - 49 Pariyaram Medical College, Kannur
 - 50 Pushpagiri Medical College, Thiruvalla
 - 51 RCC, TVPM
 - 52 RIMS, Erattupetta
 - 53 Sahrudaya hospital, Thathampally, Alapuzha
 - 54 Samad Hospital, Thiruvananthapuram
 - 55 Saraswathy Hospital
 - 56 SAT Hospital, TVPM
 - 57 Sri Chitra Tirunal Institute, TVPM
 - 58 SUF Hospital, Pattom
 - 59 Taluk Head Quarters Hospital, Cherthala
 - 60 Thejaswini, Mangalore
 - 61 All Government Hospitals and Medical Colleges not listed above

The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of the Board.

Sd/-

P G Unnikrishnan
Secretary (Admn.)


P G Unnikrishnan