

**ABSTRACT**

Sub: Establishment – Service Books of employees removed/terminated/resigned or absconded from service – Entrusting Pension Authorisation Wing for complying the formalities – orders issued.

**CORPORATE OFFICE (HUMAN RESOURCE MANAGEMENT)**

Office Order (CMD) No.1016 /2020(EB7/Gnl/Service Records/Safe keeping)

Dated, Thiruvananthapuram, 27.07.2020.

Read: Note No.EB7/Gnl/Service Records/Safe-keeping/2020 dated, 10.06.2020 of the Chief Engineer (HRM).

**ORDER**

For the past few years, several cases had been reported in which the service books and other connected records of some employees who had been terminated/removed from service and non-reporting for duty on expiry of Leave Without Allowances sanctioned as per Appendix-XII.A, B&C of KSR Part-I and unauthorisedly absenting from service etc had been found missing from the ARUs concerned. Some of such employees approached various Courts claiming pensionary benefit and by virtue of the missing of service records, they had obtained favourable orders for receiving undue retirement benefits. In some cases, it can be suspected that the missing of service records had happened purposefully. In all these cases, KSEB Limited had to suffer unnecessary financial burden and the employees had gained inappropriate benefits.

The above issues were taken up by the Chief Engineer (HRM) with the Chairman & Managing Director, KSEBL, through the Director (D, IT & HRM) vide note read above and the Chairman & Managing Director has directed to implement the following scrupulously.

- 1) All ARU Heads are directed to conduct a thorough physical verification of all service books of the employees who had worked in various offices under the ARU and had been terminated or removed or resigned or absconded on expiry of LWA sanctioned and were unauthorisedly absent, from service. Such service books shall be verified and scrutinised in order to ascertain recording of all the necessary entries in the past and forwarded to the Accounts Officer, Pension Authorisation wing, O/o the Chief Engineer (HRM), Vydyuthi Bhavanam, Pattom, Thiruvananthapuram in the prescribed proforma shown as Annexure-I.
- 2) All ARU Heads are directed to conduct a thorough check of all old records kept under their custody to identify similar Service Books and transfer them to the Accounts Officer, Pension Authorisation. Thereafter the ARU heads shall certify that they have thoroughly verified all records available under their custody, and that no more similar Service Books are available in their ARUs.
- 3) If Service Books of such employees who had been removed/terminated/ resigned/ absconded from service are not available in an ARU, the same shall be communicated by the ARU Head to the Accounts Officer, Pension Authorisation by forwarding a 'NIL' Statement in the proforma shown as Annexure-I.
- 4) The certificate regarding on (1), (2) & (3) above in Annexure-I shall be submitted by all ARU Heads within 1 month from the date of this order.

- 5) The Service Books of those employees removed/terminated/resigned from service and those had been removed for unauthorised absence on expiry of Leave Without Allowances sanction as per Appendix-XII, AB&C shall be forwarded to the Accounts Officer, Pension Authorisation within 1 month after the finalisation of the Disciplinary proceedings concerned or acceptance of resignation by the competent authority, after preserving copies of required service records in the ARU for future reference, for all future cases.
- 6) The service Books of those employees absconded from service, shall be forwarded to the Accounts Officer, Pension Authorisation, within 3 months from the date of finalisation of the disciplinary proceedings initiated.
- 7) All ARU Heads shall conduct periodical scrutiny, once in every 6 months, to ascertain whether any such service books are pending in the ARU.
- 8) The Accounts Officer, Pension Authorisation shall properly receive the service books forwarded from various ARUs and acknowledge them by listing in the Register concerned, as stipulated in the Annexure-2. After proper acknowledgement in the Register, the Service Books shall be entrusted with the Records Section in the prescribed format for handing over of disposed files to Record Section. The Register shall be kept by the Accounts Officer, Pension Authorisation under safe custody.
- 9) The Accounts Officer, Pension Authorisation shall be responsible for monitoring the above functioning of ARU Heads and to report derelictions, if any, to the Board.

Orders are issued accordingly.

By Order of the Chairman & Managing Director  
Sd/-  
P.G. Unnikrishnan  
Secretary (Administration)

FORWARDED / BY ORDER

  
SENIOR SUPERINTENDENT

**Copy to:**

1. The TA to the Chairman & Managing Director, KSEBL.
2. The TA to the All Directors, KSEBL.
3. The PA to Director (Finance), KSEBL.
4. The Company Secretary, KSEBL.
5. The Accounts Officer, Pension Authorisation, KSEBL.
6. The Senior Superintendent, Record Section, KSEBL.
7. All Deputy Chief Engineers, KSEBL.
8. All Executive Engineers, KSEBL.
9. The Fair Copy Superintendent, Board Secretary, KSEBL.
10. Stock file.

**ANNEXURE-I**

List of Service Books being forwarded to Accounts Officer, Pension Authorisation, O/o the Chief Engineer (HRM)

SL. No	Employee Code	Name of Employee	Designation	Office	Date w.e.f. removed/ terminated/ resigned/ absconded	Remarks

**CERTIFICATE**

Certified that I have conducted a through check of all old and available records kept under my custody to identify similar Service Books and there are no more service books of similar type stipulated in the Office Order (CMD) No.1016/2020 (EB7/Gnl/Service Records/Safe keeping) dated, Thiruvananthapuram, 27.07.2020, pending in this ARU.

Place:

Date:

(Office Seal)

Name & Signature of the ARU Head.

**ANNEXURE - II**

**REGISTER FOR THE ACKNOWLEDGEMENT AND LISTING OF SERVICE BOOKS RECEIVED AS PER  
Office Order (CMD) No.1016/2020 (EB7/Gnl/Service Records/Safe keeping)  
dated, Thiruvananthapuram, 27.07.2020**

Sl.No.	Date of Receipt	Name of ARU	Name of Employee	Employee code	Designation	Office	Nature of closure of service (Termination/ Removal/ Resignation/ Absconding)	Date on which Service Book entrusted with Record Section	Remarks	Initial of the Accounts Officer: Pension Authorisation	Acknowledgement of the Official of Record Section with date.
1	2	3	4	5	6	7	8	9	10	11	12

The Register shall be maintained in alphabetical order. There shall be separate pages for each alphabet entry. The Register should have an index on the first page.