

	<b>KERALA STATE ELECTRICITY BOARD LTD.</b> (Incorporated under the Indian Companies Act, 1956) CIN : U40100KL2011SGC027424 Office of the Chief Engineer (HRM), Vidyuthi Bhavanam, Pattom, Thiruvananthapuram, Kerala - 695004. Phone No.0471 2514427 Web: <a href="http://www.kseb.in">www.kseb.in</a> e-mail: <a href="mailto:hrmgradation@kseb.in">hrmgradation@kseb.in</a>
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**No.EB/Gr 1/OA/GL/2022**

**Dated: 31.08.2022**

### **NOTICE**

Sub: Provisional Gradation List of Senior Office Attendant, Office Attendant I and Office Attendant II as on 30.06.2022 – Publishing of – Regarding –

Ref: This Office order No. EB.Gr.1/OA/GL/2015 dated 12.03.2015.

Clause 8 of Article VII of Long Term Settlement dated 11.09.1995 amended the then existing ratio between OA II, OA I and Senior OA to 3:2:1. Consequent to the judgment in WP(C) No.30208 of 2013 dated 10.02.2014, the ratio promotion in the cadre of Office Attendants implemented with effect from 01.04.2014 vide order dated 19.09.2014. However the gradation list published vide reference cited above didn't present the ratio as intended in the Long Term Settlement. As per the article VII A(c) of Long Term Settlement 2016, the ratio is again modified to 1:1:1.

Under these circumstances this office has decided to prepare and publish a Provisional Gradation list of Senior Office Attendant, Office Attendant I and Office Attendant II covering all appointments and promotions between 01.04.2014 and 30.06.2022. Accordingly a provisional Gradation list of Office Attendant as on 30.06.2022 is hereby published based on the guidelines appended. The same will be available in the official website of KSEBL.

All Chief Engineers/Deputy Chief Engineers/Executive Engineers are requested to verify the list available in the official website of KSEBL and inform the incumbents concerned under their control and verify their service records (including Employee Code) with the Gradation list. Addition /correction/omission, if any, should be reported to this office by the custodian of the Service Book with supporting documents on or before 31.12.2022.

The Office Attendants concerned are also directed to verify their credentials and position in the gradation list from the website and bring up any discrepancies in writing to the head of ARUs concerned, well within the stipulated time.

Please quote the serial number in the Provisional Gradation list when corrections are reported.

  
**CHIEF ENGINEER (HRM)**  


To

1. The Secretary (Administration), KSEBL
2. The Personnel Officer KSEBL
3. All Chief Engineers (Distribution/ Civil/ Transmission/ Generation)
4. All Deputy Chief Engineers (Distribution/Civil/Transmission & Generation)
5. All Executive Engineers (Distribution/Civil/Transmission & Generation)
6. Stock File

**The guidelines observed for the preparation of gradation list are as follows:**

1. The seniority of Office Attendant recruited through KPSC (General/Special) shall be determined by the effective date of advice of the KPSC.
2. The seniority of Office Attendant appointed under compassionate employment assistance scheme shall be determined with respect to the date of joining duty.
3. The seniority of Office Attendant appointed under Sports Quota shall be determined with respect to the Board Order provided the appointment is within the quota fixed for them.
4. The seniority of the incumbents converted/regularized as Office Attendants shall be determined from the date of entry.
5. The seniority of those who have been granted extension of joining time beyond 90 (ninety) days from the date of appointment order shall be determined from the date of joining duty.
6. The seniority of those who have availed LWA as per Appendix XII A, B and C of Part I, KSR before declaration of probation shall be determined from the date of rejoining duty.
7. The seniority of promotees to the cadre of Senior Office Attendant, Office Attendant I shall be determined by the date of promotion order. The relative seniority of Senior Office Attendant, Office Attendant I is fixed in the order in which their names are arranged in the respective promotion order.
8. The seniority of differently abled recruits shall be determined with reference to the date of reappointment in the cadre.

  
**CHIEF ENGINEER (HRM)**  
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