



KERALA STATE ELECTRICITY BOARD Ltd

(Incorporated under the Companies Act, 1956)

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ABSTRACT

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

CORPORATE OFFICE (PERSONNEL)

Office Order (CMD) No.916/2024 (PS 1(A)/OLGT-2024/GL for Middle Level Officers)/ Thiruvananthapuram. Dated:12-06-2024

Read :

1. B.O (FTD) No. 2062 [EB7/General Transfer/Officers/2017] dated TVPM 11.08.2017
2. BO (FTD) No. 84/2023 (PS 1(A)/OLGT-2023/GL for Middle Level Officers) dated TVPM 27.02.2023
3. Note no. EB7/Gnl/GT/Transfer Guideline/2023 dated 23.09.2023 of the Chief Engineer (HRM), KSEBL.
4. Note no. S2 (PD)/Transfer Guidelines-2024/1/14888/2023 dated 23.12.2023 of the Chief Personnel Officer, submitted to the Chairman & Managing Director, KSEBL.
5. Note no. S2(PD)/Transfer Guideline – 2024/1/14888/2023 dated 26.12.2023 of the Chief Personnel Officer, submitted to Full Time Directors, KSEBL (Agenda No.05-02/2024)
6. Note No. EB7/GT/Critical Seats – Deemed Domicile/2024 dated 28.05.2024 of the Chief Engineer (HRM).
7. Note No..S2(PD)/Transfer Guidelines-2024. dated 10/06/2024 submitted by the Chief Personnel Officer

ORDER

Kerala State Electricity Board Limited (KSEBL) switched over to 'Online General Transfer System' for carrying out the Transfer & Postings of its Officers up to and including the rank of Assistant Executive Engineer/Assistant Accounts Officer/Assistant Finance Officer/Senior Fair Copy Superintendent/Junior Personnel Assistant/Regional Personnel Officer & Public Relations Officer, from 2017 onwards. The procedures to be followed for ensuring the transparency and smooth conduct of the General Transfer of Officers through online processing, formulated as per the Board Order read as 1st above, are being revised year by year {vide the BO (FTD) No. 555/2018 [PS1 (A)/13/General Transfer/Officers/2018] dated 01.03.2018, BO- D (G, C & HRM) no. 714/2018 [PS1(A)/13/General Transfer/Officers/2018] dated 16.03.2018, BO (FTD) No. 323/2019 [PS1 (A)/64/2019/General Transfer/Officers] dated 12.04.2019 & BO (FTD) No. 120/2020 [PS1 (A)/3214/GT/Guidelines for Officers] dated TVPM 22.02.2020 with 2 Addendums, as per BO (FTD) No. 241/2020 [PS1 (A)/3214/GT/Guidelines for Officers] dated TVPM 27.03.2020, Office Order [D (D, iT & HRM)] No. 1012/2020 [PS1 (A)/3214/GT/Guidelines for Officers] Addendum II, dated TVPM 23.07.2020, BO

(FTD) No. 462/2021 [PS1 (A)/2998/GT/Guidelines for Officers] dated TVPM 22.06.2021 & BO (FTD) No. 84/2023 (PS 1(A)/OLGT-2023/GL for Middle Level Officers) dated TVPM 27.02.2023} and the existing Guideline for the Online General Transfer of the Officers (hereinafter referred as Guidelines for Transfer) was issued as per the Board Order read as 2nd above. The 'Transfer & Postings' in respect of the Officers of KSEBL was completed in time, exclusively through Online processing, with lesser no. of complaints, as against the previous years.

During the meeting held on 23.09.2023 the Chairman & Managing Director of KSEBL instructed the Chief Engineer (HRM) to process, complete and issue orders with respect to the Online General Transfer Orders of the '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 KSEBL (hereinafter referred as Middle Level Officers) on or before 31st March of every year.

Subsequently, as per the Note read as 3rd above, the Chief Engineer (HRM) insisted for some congenial changes, to be incorporated with the existing provisions of the Guidelines for Transfer considering the difficulties experienced while carrying out the Online General Transfer 2023 of the Middle Level Officers of KSEBL, along with the proposed Schedule for the ensuing Online General Transfer.

The draft Guidelines for the Online General Transfer of the Middle Level Officers of KSEBL, based on the suggestions put forth vide the note dated 23.09.2023 of the Chief Engineer (HRM), as well as the outcome of the discussions held on the matter, denoting the provisions to be revised, were submitted to the Chairman & Managing Director of KSEBL, vide the note read as 4th above and it was ordered to place the same before the Full Time Directors of KSEBL, for approval.

Accordingly, as per the Note read as 5th above, the 'Draft revised Guidelines for the Online General Transfer of the Middle Level Officers of KSEBL' was placed before the consideration of the Full Time Directors and it was resolved to accord sanction for modifying the existing Guidelines for the Online General Transfer of the Middle Level Officers of KSEBL, by incorporating the proposed congenial as well as viable changes.

As per the Note read as 6th above, The Chief Engineer (HRM) requested certain modifications in clauses and changes in Critical Seats and Deemed Domicile to be incorporated in the existing Guidelines. Having considered the orders issued in Note read 7th above, sanction is hereby accorded for effecting those modifications in the Transfer & Posting of Middle level Officers category in KSEB Ltd for the year 2024 with the revised annexures.

The Revised Guidelines for the Online General Transfer of the Middle Level Officers of KSEBL, as detailed hereunder, shall come into force with immediate effect, superseding all Orders & Circulars, earlier issued in this regard.

I. Definitions

1. Station: - Station means any Revenue District in Kerala.
2. Domicile Station: - Domicile Station means the revenue district in which the place of domicile of the Officer is located.
3. Adjacent Station: - Adjacent Station means the revenue district/s sharing borders with the Domicile Station [Annexure - I].
4. Place of domicile: - Place of domicile means the area covered by the geographical jurisdiction of an Electrical Section which is declared by each Middle Level Officer as his place of domicile.
5. Index: - Index is a unique number arrived as per the formula indicated in Sub Clause 8 in Clause II of these Transfer Guidelines.
6. Protection: - Protection means retention/ posting of an Officer irrespective of the index.
7. Cluster of Offices (Zonal): - Cluster of offices (Zonal) means all offices coming under the geographical jurisdiction of each Distribution Region (applicable only to Civil wing).
8. Distance: - The shortest road distance in kilometers (generated from the Google Map/ GIS

applications) between the office where the officer worked/ is working and the Electrical Section which is declared by the officer as his/ her domicile Electrical Section. In the case of Officers working at the Liaison Office, Delhi the distance taken for calculation of the index will be limited up to the longest road distance across two places in the North and South of Kerala. Distance of below 8 km will be taken as 8 km for the purpose of Index calculation.

9. 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 up to a maximum period of 30 days in a calendar year will be treated as duty for the purpose of transfer. The period spent on foreign employment will not count as qualifying service for the calculation of the 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 the index and in this case, the index will be calculated on the basis of the office where he/ she is working on the working arrangement. However, the transfer of all officers will be effected from their lien office.
10. Posting Strength: - The Online General Transfer Proceedings in respect of the Middle-Level Officers will be commenced only after deriving office-wise posting strength of each cadre, which is fixed temporarily on the basis of the working strength on a particular date, preferred by the Posting Strength Committee, purely for conducting the General Transfer of the Middle-Level Officers, for that year with the following members. The object of Posting Strength is the equal distribution of available manpower across the state on the exigency of service and public interest.
 - i. Chief Engineer (HRM) - Chairman
 - ii. Chief Personnel Officer - Convener
 - iii. T.A to the CMD - Member
 - iv. T.A/P.A of all Full Time Directors - Members
 - v. Deputy Chief Engineer (HRM) I - Member
 - vi. Administrative Officer, O/o CE(HRM)- Member
 - vii. A representative from IT wing - Member

The interest of KSEB Limited shall be upheld by the Committee, while fixing the office-wise Posting Strength of each and every cadre of the Middle-Level Officers of KSEBL.

Note:

- i. Posting Strength should be finalized and published, well before inviting applications for the ensuing Online General Transfer of the Middle-Level Officers of KSEB Limited.
- ii. No change will be allowed, at any level, after finalization as well as publishing of the Posting Strength of Middle-Level Officers of KSEB Limited. However, the Posting Strength Committee is empowered to review and reassign the Posting Strength once published, in exigencies.
- iii. Middle-Level Officers working as System Supervisors, System Administrators, Nodal Officers, critical seats and those who are posted on supernumerary basis as per the Rights of Persons with Disabilities Act have to be ensured while finalizing the Posting Strength.
- iv. Basic data for fixing the Posting Strength, prepared by the Chief Engineer (HRM) shall be placed before the Posting Strength Committee. The necessary Module shall be prepared by the IT Wing of KSEBL.

II. **Transfer Norms**

1. As far as possible, all General Transfer Orders shall be issued before 31st March of every year to coincide with the academic annual vacation.
2. Protection List as per Clause 9 (b) to (f) shall be published latest by **31st of December** every year. Applications for administrative protection shall be invited before **1st January** every year. After publication of administrative protection, all requests for protection/ transfer on medical grounds shall be made online with choice of option, in the HRIS on or before **15th January**. After publication of medical protection list, all general transfer applications with choices shall be invited before **15th February**. System-generated printouts of the transfer application along with attested copies of supporting documents for protection/preferential claim (if any) shall be submitted to the concerned ARU. The hard copy of the transfer request shall not be forwarded to the Chief Engineer (HRM). Transfer requests and supporting documents shall be kept in the safe custody of the ARU head for a period of 2 years and shall be disposed of, after 2 years. However, applications involving litigations shall be retained until the case is disposed of.
3. As far as possible, Middle-Level Officers will be posted near to their place of domicile.
4. For the purpose of transfer, a Middle-Level Officer will be permitted to change the place of domicile only two times during his/ her entire service. However, ladies will be permitted to change their place of domicile, two more times in addition to the above two chances, on production of valid certificates.

If the place of domicile of a Middle-Level Officer has been changed, consequent to the bifurcation of his/ her domicile section; the same will not affect his/ her eligibility for changing the place of domicile, twice, on valid grounds.

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 while working as workmen; one more chance will be given to them, being Officers, for changing their place of domicile.

Request for including retrospective changes relating to the place of domicile in the HRIS will not be entertained, unless the fact of such domicile change had been recorded in the Service Book, in time.

Note:

In order to change the domicile as per norms, the Middle-Level Officers 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 Middle-Level Officers, the Head of ARU shall upload the same in the HRIS, so as to make available the Application & allied documents to the Office of the Chief Engineer (HRM) for perusal and final approval in respect of the above shall be given by the Chief Engineer (HRM), after verification.

5. Any change required in the place of domicile shall be made **before 30th November**, i.e., before the commencement of the process of ensuing Online General Transfer.
6. The districts other than the domicile districts, wherein the Officers completed more than 3 years of continuous service at that station will be treated as their Deemed Domicile. The benefit of taking actual distance from the place of domicile of Officers to the deemed domicile office, wherein they are working, will be limited only for first 3 years of their service at that station. In

case an Officer who got transferred out from his/her deemed domicile station is posted again at the same station, after 2 years, as per his/ her request; provisions of deemed domicile will be set in motion, only after 3 years, from the date of his/ her rejoining at that station. Whereas, in the case of an Officer who returns to the deemed domicile station, within 2 years from the date of his/ her relieving from that station; provisions of deemed domicile will be activated right from the date of his/ her rejoining at that station. The provisions of Deemed domicile will not be applicable to those Officers who are working in the ongoing hydel projects/constructions and the Generating Stations, except KDPP & BDPP.[Annexure-II]

7. The restriction as stated in clause II (6) will be applicable to the Officers working in the Civil Wing, except the Officers, whose domicile station and working station are situated in the same cluster as mentioned under Clause III (7) and working in northern districts (Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasaragod).
8. The General transfer will be conducted each year on the basis of an Index published during that year. The index of an officer will be calculated for the entire service of an officer by applying the formula as given below:

$$I = W_1 \times W_2 \times W_3 \times (\text{Sum of } P_{ij} D_{ij} (r)^i \times K) \text{ where,}$$

$i = 0$ to $(N - 1)$, where N is the total number of years of service.

P_{ij} = Number of days of service at a particular station/ office in ' i 'th year of service in the ' j 'th spell.

D_{ij} = Distance in ' i 'th year of service in the ' j 'th spell.

r = A constant with value of 0.75

Weightage will be given in the following cases :

- i. Gender weightage (W_1)
 - i. Male - 1
 - ii. Female - 1.2
 - iii. Trans gender - 1.5
- ii. Medical Weightage (W_2) - It is calculated by the following formula

$1 + 0.5 \times bt/bk$, 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 ' W_2 ' may vary from 1 to 1.5.

Note:

- i. The weightage to be given in each case will be decided as per ranking made by the Committee constituted for this purpose.
- ii. In case there is only one applicant for medical weightage in a station, a value of 1.5 may be given to the applicant considering the severity of the disease.
- iii. Retirement Weightage (W_3) – 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 Multiplier (K) – The Official Committee constituted for the revision of K factor/ Office Preference Multiplier will conduct a comparative study based on the factors such as remoteness, terrain, ease/ difficulty of accessibility etc. and recommend realistic 'K values' for all the Offices of KSEBL, for the 'Online General Transfers in respect of the Officers of KSEBL' to be conducted from 2021 onwards. Index calculation will be based on the K factor value published by KSEBL from time to time.

9. Protection will be considered in the following cases, **as far as possible**.

- a. Administrative Protection.
- b. Central Office bearers / nominated persons of recognized Associations of Officers, subject to a maximum of 3 numbers from each Association, which is inclusive of the protection to be provided in this regard, as per the related provisions of the Guidelines for the Online General Transfer of the Higher Level Officers of KSEBL (if applicable). The List of Central Office Bearers / nominated persons of recognized Associations of Officers, to whom protection is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom protection is provided in this regard, shall be published prior to the invitation of application for the Online General Transfer.
- c. The 'Director Board Members' of Electricity Board Employees' Co-operative Societies belonging to the cadres of Middle Level Officers will be posted conveniently/ protected in their existing places, irrespectively in connection with the 'General Transfer of the Officers' or in connection with the promotion granted to them to the Higher Cadres of Middle Level Officers; strictly based on the requests received from the Secretaries of the concerned societies. List of 'Director Board Members' of the societies, to whom protection is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting medical applications for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom protection is provided in this regard should be published prior to the invitation of applications for the Online General Transfer. However, the Middle Level Officers concerned can enjoy the aforesaid benefit, only for a single term of 5 years (during his/her entire service), comprised with their first tenure, as Director Board Members' of Electricity Board Employees' Co-operative Societies. The fact of availing such protection shall invariably be recorded in the Service Book, by the concerned and 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 Middle Level Officers & Higher Level Officers) of KSEB limited are members].
- d. Active Sports Personnel (Middle Level Officers) will be protected from the

Online General transfer based on the specific recommendation of the Sports Co-ordinator, submitted to the Chief Personnel Officer, every year, well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom protection is provided in this regard should be published prior to the invitation of application for the Online General Transfer.

- e. (i) Officers in the IT Wing who are actually performing the duties of Programmers.
- (ii) Officers performing the duties of System Administrators, System Supervisors and Software Testers shall be protected for a period of 3 years from the date of appointment.
- f. Nodal Officers (Litigation) will be protected from the general transfer for a period of 2 years from the date of appointment.
- g. Differently abled Officer having more than 40% disability/ Spouse having more than 80% disability (as per choice)
- h. Middle Level Officers suffering from severe illness, whose spouse/children suffering from severe illness (as per choice)

The protection will be given on the basis of ranking in each case as decided by the Committee constituted for this purpose. Protection available to severe illness will be restricted to 3% of the posting strength in each category in a Station. The priority in fixing the protection, under this clause will be in the order of Officers and then spouse/children.

- i. Middle Level Officers, having differently abled children (as per choice)
- j. Officers who are pregnant/on maternity leave will be protected in their working office. Priority will be given to such Officers, for protection to their requested station (as per choice).
- k. Mother of baby will be protected till the child attains the age of 2 years (as per choice).
- l. Employees undergoing treatment for the primary infertility will be protected for a continuous term of 10 years from the date of marriage or the birth of a child, whichever is earlier. Medical Certificates from the appropriate authorities obtained within 6 months prior to the date of commencement of submission of application for general transfer only will be considered for the purpose (as per choice).
- m. Widow (till re-marriage) (domicile station protection)
- n. Widower (till re-marriage or for a term of 10 years from the date of demise of spouse, whichever is earlier) (domicile station protection)
- o. Those who are to retire from service within 31st May of the ensuing year will be protected within their domicile station. The System itself will capture the details of such Officers, from the data available in the HRIS and protect them at their working Office by default, as mentioned above. Hence, no need to apply for by the concerned, for securing such protection, unless otherwise any Office change to their domicile section is required.
- p. Officers belonging to Scheduled Castes & Scheduled Tribes will be retained in their working office for a continuous period of 5 years and the said protection will be provided during each and every time he/ she returns from other station to his/ her domicile station.

The System itself will capture the details of the Officers belonging to Scheduled Castes & Scheduled Tribes, from the data available in the HRIS and protect them by default, as mentioned above. Hence, no need to apply for by the concerned, for securing such protection (within domicile station).

- q. 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 (within domicile station)
- r. 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 (within domicile station).
- s. Inter-caste married officers for the first 5 years from the date of marriage (within domicile station).
- t. Ex-service men joining in KSEB Limited as officers will be protected from the general transfer for a period of 5 years from the date of entry into service once in their entire service (within domicile station)

Note:

- i. As far as possible, the persons eligible for nominated/applied protection (Clause 9) will be posted in the place recommended for, subject to availability of posting strength.
 - ii. While calculating the percentage of above Note, fractions, if any, will be rounded off as fraction 0.5 and above will be rounded to next higher integer, whereas below 0.5 will be rounded to the lower integer, subject to minimum of 1.
 - iii. Medical protection shall be limited to the domicile station or to the station at which the medical treatment is being carried out. The Chief Engineer (HRM) will be the Authority competent to protect an Officer within a station other than the domicile, taking into account the records relating to medical treatment.
 - iv. The officers coming under Clause 9 (g), (i), (j), (k), (l), (m), (n), (q) and (r) working in offices other than their domicile station shall be posted in their domicile station irrespective of their index.
10. Applications for the Medical protection under clauses 9(h), submitted through the HRIS, will be verified by the Office of the Chief Engineer (HRM), for fixing medical weightage, strictly based on their merit, so as to prepare a priority list of the most deserving, to whom the Medical protection can be extended, as per norms. The percentage of medical protection available to the officers working in the Corporate Office will be confined to the Posting Strength of the Corporate Office only.
 11. The protection on behalf of Central Office Bearers of Associations of Officers, Director Board Members of Electricity Employees' Co-operative Societies & Active Sports Personnel will be granted by the Chief Personnel Officer and protection in respect of all remaining categories of officers will be granted by the Chief Engineer (HRM), after proper scrutiny and district-wise list of officers eligible for protection will be published each year.
 12. The officers coming under the following categories shall be posted in the following order of priority.
 - a. Administrative Protection:

Administrative Protection is the system of granting protection/posting to an officer in a critical seat identified in a critical office in the exigency of service. The critical offices/seats where Administrative Protection is permitted to Officers are listed in the Annexure- III. All kinds of leave taken by an officer while serving in the office(s) identified for a particular Critical Seat up to a maximum period of 30 days in a calendar year will be counted as duty for the purpose of administrative protection. The period spent on foreign employment / deputation will not count as qualifying service for the purpose of administrative protection. The period up to the date of inviting application for administrative protection shall be reckoned for calculating experience. Granting administrative protection to officers shall be based on the Administrative Protection score of that officer arrived by the system on the basis of the following parameters:

Experience:

- i. The score of critical seat experience shall be calculated based on the data available in the HRIS.
- ii. Relative score out of 10 among applied officers based on highest experience
using formula, $\text{Score} = 10 * (\text{Experience} / \text{Highest Experience})$
- iii. Score is the calculated mark for each person
- iv. Experience is the similar experience in days for each person for that critical seat
- v. Highest Experience is the highest Experience in days among all applied officers.

Qualification:

- i. A score list out of 10 shall be prepared based on eligible qualifications (in the order of lower to higher).
- ii. User shall select his highest qualifications recorded in the Service Book.

Skill & Performance:

- i. Score out of 5 entered by ARU Head (Average, Good, Very Good, Excellent, Outstanding)

Attitude:

- i. Score out of 5 entered by ARU Head (Neutral, Positive, Optimistic, Assertive) **Total score: 30**

Note:

- i. Those who wish to work/continue in a critical seat shall invariably apply for Administrative Protection.
- ii. The maximum number of years an officer is eligible to continue in that office under Administrative Protection is 3 years.
- iii. Administratively protected officers shall continue in that critical seat for a minimum period of 3 years, unless otherwise decided by the Board.
- iv. After 3 years, the officer currently protected in the critical seat cannot reapply for this office.
- v. If no other officer applies for the critical seat, the officer currently protected in the critical seat, but has completed 3 years of service in that critical seat, may continue for up to 5 years. However, if no other officer applies for that critical seat even after 5 years, the officer currently protected shall be transferred out and that critical seat shall be filled from the general quota.
- vi. If an officer does not have enough experience to be considered for that particular seat, he/she cannot apply.

- vii. The officer who got administrative protection should be exempted from the deemed domicile concept.
- b. As far as possible, Central Office bearers / nominated persons of recognized Associations of Officers, will be posted conveniently, subject to a maximum of 3 numbers from each Associations. The total number of transfer-in Officers posted so during any particular General Transfer, as well as the Officers protected on behalf of the same during that year, should be maintained within the maximum limit of 3 numbers prescribed for each Association. The list of Central Office bearers / nominated persons of recognized Associations of Officers to whom transfer is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom transfer is provided in this regard, shall be published prior to the invitation of application for the Online General Transfer.
- c. Generally, 'Director Board Members' of Electricity Board Employees' Co-operative Societies belonging to the cadres of Officers will be posted conveniently/ protected in their existing places, irrespectively in connection with the 'General Transfer of the Officers' or in connection with the promotion granted to them to the Higher Cadres of Officers; strictly based on the requests received from the Secretaries of the concerned societies. List of 'Director Board Members' of the societies, to whom transfer is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers, to whom transfer is provided in this regard, shall be published prior to the invitation of application for the Online General Transfer. However, the Officers concerned can enjoy the aforesaid benefit, only for a single term of 5 years (during his/her entire service), comprised with their first tenure, as Director Board Members' of the Electricity Board Employees' Co-operative Societies. The fact of availing such protection shall be marked in the HRIS software by the Chief Personnel Officer. [Employees' Co-operative Society means Society registered under the Kerala Co-operative Societies' Act 1955 in which all categories of employees (Workmen and Officers) of KSEBL are members].
- d. Posting of Active Sports Personnel (Officers), will be done based on the specific recommendation of the Sports Coordinator of KSEBL, submitted well before the date of inviting application for the ensuing Online General Transfer of the Officers of KSEBL and the List of Officers posted so, shall be published prior to the invitation of application for the Online General Transfer.
- e. Officers in the IT wing who are actually performing the duties of Programmers, System Administrators, System Supervisors, Software Testers and Nodal Officers (Litigation).
- f. As far as possible, junior Officers will be posted conveniently, within their domicile station and allowed to continue at their place of posting for 3 years.
- g. As far as possible, posting of Officers under the sub clause of 9 (g) & (i) will be done as per their choice.
- h. As far as possible, posting of Officers under the sub clause 9 (h) will be done as per their choice.
- i. Officers who are pregnant/on maternity leave will be protected in their working office if necessary. Priority will be given to such Officers for transfer to their domicile station/requested station.
- j. Mother of baby, till the child attains the age of 2 years.

- k. Officers undergoing treatment for primary infertility for a continuous term of 10 years from the date of marriage or the birth of a child, whichever is earlier.
- l. Those who are working in their domicile station and are going to retire from service as on 31st May of the ensuing year shall be retained in their working office. If they apply for transfer with another choice, the same shall be considered only based on their index.
- m. Officers belonging to Scheduled Caste and Scheduled Tribe working in their domicile station shall be retained in their working office for a continuous period of 5 years. If they apply for transfer with another choice within the above said period of 5 years, the same shall be considered only based on their index.
- n. All officers working in their domicile station coming under Clause 9 (m), (n), (q), (r), (s) & (t) shall be considered for posting within their domicile station as per their requests based on transfer index, subject to availability of vacancies.
- o. (Deleted)
- p. If an officer does not apply for transfer and another officer with higher index and priority requests transfer to that place, the former is liable to be transferred out. In such cases, the former officer shall be posted in an office nearby his present working office, as far as possible, as per eligibility. In case, there is no office near his present working office, the incumbent shall be accommodated in an office near his domicile station, as per eligibility.
- q. The places intended for transfer protection as per clause 9(o) and 9(p) shall not be made available as choices for the posting of officers coming under medical protection.
- r. All other officers will be posted as per their transfer index, subject to availability of vacancies.

Note:

- i. The officers eligible for Medical Protection as per Clause 12 (g), (h), (i), (j) and (k) will not be eligible for a place intended for officers in the order higher than Medical Protection.
 - ii. Officers will be posted subject to the availability of vacancies, irrespective of the grounds, on which they are nominated.
 - iii. While calculating the percentage as stated above, fractions, if any, will be rounded off as fraction 0.5 and above will be rounded to next higher integer, below 0.5 will be rounded off to next lower integer, subject to minimum of 1.
 - iv. Postings based on Medical grounds shall be limited to the domicile station or to the Station, where medical treatment is being carried out. The Chief Engineer (HRM) will be the Authority competent to decide upon the posting of an Officer, within a station other than the domicile, on medical ground.
13. Applications for transfer of officers working outside domicile station and coming under Clause 9 (a) to (o) shall be considered for posting to their domicile station irrespective of their index. All applications for transfer of officers working outside domicile station and coming under Clause 9 except Clause 9 (a) to (o) shall be considered for posting to their domicile station only based on the index eligible to that station.
14. Posting to a station will be made in the following manner as per transfer requests and index.
- i. 80% of the total posting strength will be filled up from among the officers who declared a station as their Domicile Station.
 - ii. 5% of the total posting strength will be filled up from the combined list of officers

belonging to a Domicile Station and Adjacent Station/s.

- iii. 5% of the total posting strength 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 posting strength 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 based on the index. If no sufficient eligible requests are received against the quotas mentioned under 14 (i) to (iii), such posts will be filled up from the State wide quota.

- 15. An officer with sufficient index 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. This clause will not be applicable, if posting strength is revised.
- 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 8 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. Age of the Officer based on Date of birth.
 - ii. Seniority in service based on Date of entry in service

Note:

In the case of transfer out, junior in age will be transferred out. In the case of transfer in, senior in age will be considered.

- 17. An officer to be transferred out can request transfer to any other districts. His/ her request will be considered subject to the norms applicable in the transfer guidelines.

III. General conditions

- 1. All transfers and postings of officers will be done online through HRIS. **All officers should compulsorily submit application for transfer / protection, if they are to be considered for the same.** However, officers coming under Clause 9 (o) & (p) need not apply for protection and they should invariably apply for transfer, if they desire so.
- 2. 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.
- 3. The office reckoned for the purpose of transfer shall be the lien office.
- 4. As far as possible, the cut-off date for calculating the index will be on the previous day of the draft transfer order and the cut-off date for retirement will be 31st May of every year.
- 5. The change in place of domicile of all Officers shall invariably be recorded in their Service Books and in the HRIS software, from time to time. No Officers shall misuse the facility for changing place of domicile. Any such instances noticed by KSEBL will be viewed seriously and proceeded against.

6. When promotions are made, their posting will be made only after filling the vacant places in a station with officers who requested for a transfer to that Station. While filling the vacant places in a Station after General Transfer, the index of the officer who applied for transfer at the time of consideration will be taken into account.
7. 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 authorities. If one or more claims of an Officer for protection exists / found to be considered, added priority will be given to that officer. 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.
8. As far as possible, timeline to be followed for the General Transfer of Officers shall be as detailed below:
 - a. Draft index will be published before 10th February.
 - b. Medical protection/index will be published before 10th February.
 - c. Station-wise/category-wise posting strength will be published before 10th February.
 - d. Online application menu will be opened from 15th-25th of February.
 - e. Draft transfer list will be published before 15th March.
 - f. Final transfer order shall invariably published on or before 31st March every year.
9. 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 Online General Transfer. The Officers with domicile in the cluster of Thiruvananthapuram & Kollam will be considered as belonging to South zone and the Officers with domicile in the cluster of Alappuzha & Kottayam as belonging to the Central zone for the purpose of Online General Transfer.
10. Officers who are law graduates shall be given preference for posting, as far as possible in the O/o the Legal Adviser & Disciplinary Enquiry Officer.
11. Middle Level Officers continuing in an office for more than 3 years will be transferred, if valid request for posting to that office is received from another officer having higher index. Whereas, in spite of having higher index, those Officers continuing in an office for more than 5 years will be transferred, if valid request for posting to that office is received from another officer having comparatively lower index.
12. The transfer requests received which could not be considered in the General Transfer due to insufficient vacancies shall be kept pending and the same shall be considered for filling the vacancies subsequently arising before the next General Transfer, subject to eligibility.
13. All transferees shall invariably be relieved within 15 days from the date of issuance of the Final Order, except the Officers working in Generating stations. Failing which, the Officers shall be relieved of from their charges, automatically through the HRIS and the fact shall be intimated to the concerned officer and the controlling authority. However, officers working in Critical Seats identified for Administrative Protection, Generating Stations, 400/220 kV Substations, LD Stations shall be relieved only with proper substitute arrangement. The IT Wing of KSEBL shall

introduce suitable mechanism for ensuring the same, in the HRIS Software. The APAR pertaining to the period in the present office may be prepared and submitted before he/she is relieved. The ARU Head / Controlling Officer shall forward the countersigned CTC, Service Book and auto-generated Last Pay Certificate of the relieved officer to the posted office after ensuring proper handling over.

14. The Draft Transfer Order shall be published before issuing the Final Transfer Order, so as to avoid chances of any technical / system errors.
15. As far as possible, the Officers who are posted at the Offices situated at districts other than domicile district, during the period in between two consecutive General Transfers, will be retained at their respective Offices for a limited period of one year, provided such Officers have not completed one year of service in their working Office. However, if any of such Officers apply for transfer in the General Transfer, they should invariably apply for that place also in the online transfer as a choice else they may not be considered for one year protection in that place. A suitable alert in this regard will be given at the time of the submission of online transfer application.
16. Notwithstanding anything contained above, the Chairman & Managing Director, KSEB Limited reserves the right to transfer or retain any Officer in any place, for the best interest of KSEB Limited / public and in exigency of service.

Orders are issued accordingly.

By Order of the Chairman & Managing Director

Sd/-

SABITHA S
SECRETARY

To:

The Chief Engineer (HRM)

Copy to:

The Chief Engineer (IT) for publishing in the website.
All Chief Engineers/All Deputy Chief Engineers/All Executive Engineers/The Financial Adviser/Chief Internal Auditor/Legal Adviser & Disciplinary Enquiry Officer/The Chief Vigilance Officer/The Chief Public Relations Officer/The TA to Chairman & Managing Director /The TA to Director (D, Safety, SCM & IT)/The TA to Director (Generation (Civil)/The TA to Director (T, SO & Planning)/ The TA to Director (Generation – Electrical, REES, SOURA, Sports & Welfare)/The Company Secretary/The Deputy Secretary(Admn)/The PA to Director (Finance) [addition to the charge of Director (HRM)]/CA to Secretary (Admn)/The FC Superintendent/Record Section/Library/Stock File.

Forwarded / By Order



Senior Superintendent