

against in cases of violation of the instructions.

6. If the Head of an Office is on strike and as a result the office is closed, thereby preventing employees not on strike from attending the office, then such employees who are unable to enter the office may report before the next higher authority who shall in turn make immediate necessary arrangements for opening the office.

7. The Heads of Departments shall take action:

- (a) to give protection to those who are not on strike,
- (b) to ensure unhindered access to Offices
- (c) to avoid over-crowding in front of the gates of the offices.

8. The Heads of Departments/Offices will keep the keys of the offices and of the gates in their personal custody. They shall make arrangements for opening of office sufficiently early to enable the employees not on strike to enter the offices.

9. Persons indulging in violence, destruction of public property and commit offense involving harassment against women employees or abuse of women employees will be prosecuted.

10. The provisional recruits in KSE Board Limited who absent themselves from official duty without sanction on the days of proposed strike will be removed from service.

11. The employees who are absent on the day of the strike without authorization shall be treated as "Dies non". Consequently, the salary for the day of strike shall be deducted from the monthly salary of February 2025.

12. All Heads of Offices shall ensure that the normal functioning of the Board's Offices under their control are not interfered with.

13. All Heads of Offices may obtain police protection to the offices of the Board, installation and buildings, so as to ensure safe passage of employees entering and leaving the office.

14. The Board's Scheme for the Maintenance of electricity supply during emergencies shall be put into operation and ample steps shall taken for the protection of the vital installations as per the instructions in the scheme.

15. The Superintendent of Police, concerned, in the District and other Police Officers at the lower levels should be contacted immediately and a written request be given for police protection to the total installations (to be specified) and to the employees to enable them to attend to their duties smoothly.

16. A list of employees shall be got prepared immediately and the employee may be pressed into service sufficiently in advance.

17. Adequate vehicles should be kept in proper running condition along with Drivers. If the Drivers of these vehicles take part in the strike, the switch keys should be obtained from them well in advance and arrangements shall be made for engaging drivers on daily wages basis on the day of strike.

18. Fault repair gangs shall be set up at all important locations to meet the emergencies without procrastination. These gangs shall be provided with vehicles. If vehicle in a particular office is not available for use for any reason, the Head of Office may hire any other suitable vehicle.

19. Engineers shall be deputed to operate the Generation Stations and maintain the Sub-Stations

wherever necessary.

20. Deputy Chief Engineers shall collect information from the Field Offices regarding the strike situation, consolidate the same and pass it on to the Central Control Room (Cabin No. 324) in the Vidyuthi Bhavanam, Thiruvananthapuram (Phone Number 0471-2448948, 2514454, CUG - 9446008825, E-mail - cehrm@kseb.in). The Central Control Room will function under the control of Chief Engineer (HRM). The Control Room will consolidate all the information received and communicate the same to the Chairman & Managing Director.

21. Situation reports shall be sent to the Central Control Room from the Circle Offices twice on the day of strike at 10.30 AM and then at 3 PM giving information regarding the attendance position, supply interruption and other pivotal items. However, major incidents should be reported to the Control Room immediately.

22. The Head of Departments/Offices may also go through the detailed instructions given in the Board's Scheme for the Maintenance of electricity supply during emergencies. They shall make adequate arrangements for smooth functioning of the offices.

23. All concerned are requested to ensure that the above instructions are followed scrupulously.



SABITHA S
SECRETARY