

KERALA STATE ELECTRICITY BOARD

Vydyuthi Bhavanam,
Pattom, Thiruvananthapuram.

No. Estt.III/CR-Rules/2006.

Dated : 09.07.2008

CIRCULAR

Sub : Promotion to the posts in Managerial Cadre – Implementation of revised system for regulating promotion – reg.

In order to ensure that only competent officers are promoted to higher levels, it has been decided to implement a revised system for promotion of officers. This system is applicable to all officers from the level of Assistant Engineers and above. Since these guidelines are in the process of being validated they will apply initially (with effect from 01.04.2009) to promotions from the ranks of Executive Engineers and Deputy Chief Engineers. Once the guidelines have been validated they would be made applicable to promotions of all cadres of officers.

1. Seniority will continue to be the basis of promotions. Based on seniority officers from the feeder category who have obtained vigilance clearance equal to 3 times the number of available vacancies will be examined for the appraisal for promotions. The appraisal will be done by a Committee constituted by the Board. This will consist of 2 officers from the Department and a member of Kerala Public Service Commission. The Committee will prepare a short list of eligible officers for vacancies likely to arise in the next one year. Officers from the shortlist will be absorbed against the vacancies as and when they arise based on their seniority in the short list. As soon as 50% of the short list is exhausted the committee shall begin work to prepare the shortlist for future vacancies. The next shortlist shall be made available before new vacancies arise. If the shortlist is not available within seven days from the date of arising of a vacancy it will be filled up by provisional promotion which will be reexamined when the committee for promotions meet again.
2. The revised form of Appraisal Report attached to this circular will be implemented in the Board. The draft report had been circulated to the officers organisations and has been revised based on their comments. This will be implemented with effect from the financial year from 01.04.2008 to 31.03.2009 and should be completed by the officers before 30.04.2009. The Reporting Officer and Reviewing Authority should complete forms and submitted to the Chief Engineer (HRM) by 31.05.2009.
3. As requested by the Officers' Organizations the normative targets will be fixed with the technical support of Centre for Management Development, Thiruvananthapuram. These will be finalized in consultation with the Officers' Organizations and communicated to the officers during the course of the year. Hence for this year officers will not be fixing targets at the commencement of the financial year. From the next year onwards the targets will be fixed by the officers at the beginning of the year and agreed to with the superior officer.

4. With a view to protecting the promotional avenues of officers belonging to Scheduled Castes and Scheduled Tribes, if the Promotion Committee deems fit it may relax performance targets to be met by Scheduled Caste/Scheduled Tribe officers.
5. As per B.O. No. 3071/96(HRD)86/96-97 dated 23.12.1996 every Engineer in the Civil Wing shall have a minimum period of 2 years in field (actual execution of works) before he/she is promoted to the post of Executive Engineer. This is modified and every Assistant Engineer in the Civil Wing should have a minimum of 2 years of posting in the field (investigation/project execution) before he/she is promoted to the post of Assistant Executive Engineer and every Assistant Executive Engineer should have worked at least for a period of 2 years as Assistant Executive Engineer in the field before being promoted to the rank of Executive Engineers. Similarly an Executive Engineer should have worked for 2 years in the field before being promoted to the next level.
6. Every Assistant Engineer in the Electrical Wing shall have a minimum of 2 years of experience in the Generation Wing before he/she is promoted to the rank of Assistant Executive Engineer. Every Assistant Executive Engineer should have one year experience in Generation Wing as Assistant Executive Engineer before being promoted to Executive Engineer.
7. Officers who are due for promotion after May 2009 who do not have the requisite field postings in Civil and Generation postings in Electrical should immediately apply to be posted in the field or Generation Division as the case may be. A waiver of one year in this condition will be granted for promotions in the year 2009. These officers will be given posting in the field jobs and generating stations if necessary by transferring out the incumbent officers who have fulfilled their quota of working in generating stations.
8. The assessment of performance of officers will be intimated to the officer concerned. Any officer adversely affected by the assessment will have the option to appeal to a Committee constituted by the Board for redressal of grievances.

CHAIRMAN.

Encl: Proforma for Appraisal Report.

To

All Heads of Departments.
All Trade Unions in the Board.
All Officers Organizations.

Copy to:

The Deputy Chief Engineer (HRM -I &II)/The Joint Secretary (Law).
The Director (MIS).
The Deputy Secretary (Admn.)/The Personnel Officer.
The Public Relations Officer.
The TA to Chairman/Member (Gen.)/Member (Distn.)/Member (Tran.).
The PA to Member (Finance)/Secretary.
Stock File/General Stock File/Records/Library.