



# KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

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## CIRCULAR

Sub:- Suspension - Unauthorised absentees and other employees - Procedure - Guidelines - Regarding -

- Ref:-
- 1) Manual for Disciplinary Proceedings.
  - 2) The KSEB Employees ( Classification, Control & Appeal) Regulations, 1969.
  - 3) The Standing Orders for Workmen, 1996.

It is noticed that number of disciplinary cases are increasing, where suspension of employees are resorted to, in relation to misconduct, dereliction of duty, disobedience etc; without assessing the gravity of the case and / or evaluating the necessity to keep the employee out of service as the delinquent may influence the enquiry proceedings or tamper the evidences. In many cases, disciplinary proceedings could be initiated right earnestly and punishment imposed on proven charges without suspending the employee. The basic principle is that suspension shall be resorted to when continuance of the delinquent in service is likely to influence / affect the enquiry proceedings against him / her. Suspension shall not be used or construed as a measure of punishment.

Though unauthorised absence of an employee exceeding 10 days is a misconduct warranting disciplinary action, such an employee need not necessarily be placed under suspension because his / her continued absence will, in no way affect enquiry or disciplinary proceedings. Even if he/she is readmitted for duty as per para 53(6) of Manual for Disciplinary Proceedings, that may not be detrimental to the ongoing enquiry proceedings. Keeping an unauthorised absentee under suspension with due payment of subsistence allowance and then prolonging the enquiry proceedings will put unnecessary financial burden on KSEBL. There were instances where lakhs of rupees have been paid as subsistence allowance to suspended absentees without concluding the disciplinary proceedings expeditiously. The tendency has to be done away with.

In this regard, attention of all disciplinary authorities are also invited to Para 16 of Manual for Disciplinary Proceedings and Regulation-10 of KSEB Employees' C.C & A Regulations, 1969 dealing with suspension of employees for guidance in this matter. Also, it is all the more important that disciplinary proceedings against suspended employees are expeditiously concluded by the disciplinary authorities as mandated in Para 14 (3) of Manual for Disciplinary Proceedings. The field officers who are appellate authorities shall dispose of the appeals in hand within 60 days of receipt, especially if it is in relation to workmen as required in Clause 33 of Standings Orders for Workmen, 1996.

SECRETARY (ADMINISTRATION)