



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)
CIN:U40100KL2011SGC027424

Vydyuthi Bhavanam, Pattom, Thiruvananthapuram, Kerala-695004

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ABSTRACT

Establishment – Transfers and postings of employees of the Board – Principles to be followed – Revised orders issued.

CORPORATE OFFICE (PERSONNEL)

B.O.(CMD)No.2153/2016 (PSI(A)/Gl. Transfer/1809/2012/2083) TVPM, Dated:21.07.2016

- Read: 1. B.O. PSI.490/88 (28) TVPM dated 13.05.1988.
2. B.O. (CM) No.945/2013 (EB7/General transfer/2013) dated 24.04.2013.
3. B.O.(FM) No.1343/2013(EB.7/General Transfer/2013), Dated, Thiruvananthapuram, 24.06.2013.
4. Minutes of the meeting with the recognized trade unions held on 30.06.2016 and 11.07.2016.

ORDER

The Recognised General Trade Unions in Kerala State Electricity Board Limited representing the workmen demanded to implement online transfer and to modify the principles relating to transfers and postings to achieve the above objective. Consequently, discussions were held with the Recognised General Trade Unions on 30.06.2016 and 11.07.2016 in which the principles of effecting transfers and postings were reviewed. It has been agreed that the following principles will here after be followed in the ordinary course, in supersession of all existing orders on the subject:-

- I. As far as possible, the General Transfer will be made online and will be effected by April 30th every year coinciding with the academic annual vacation.

Note:- Only request for transfer received on or before 15th March every year will be considered during the General Transfer of that year. Request for transfers should be made through HRIS software. System generated printout of the application for transfer as well as protection duly signed by the applicant should be submitted

before the ARU head along with attested copy of the supporting documents to substantiate their claim, if any.

- II. As far as possible, employees may be posted either in office in that station situated in place of domicile or adjacent office, if necessary by transferring out persons who have put in longer continuous service in such stations.

Note (1): The place of domicile means the area covered by the Electrical Section Office where the employee resides.

Note (2): Every employee shall declare his/her place of domicile at the time of entry in service. Employees will not be allowed to change his/her place of domicile in the normal course except in the following circumstances:-

- (a) In the case of children getting admission in Professional College or for Post-Graduate Studies.
- (b) In the case of acquisition of immovable property for the purpose of establishing permanent residence.
- (c) In the case of marriage to a spouse having normal place of residence away from the place of residence of the employee.
- (d) In case of advanced and specialized medical treatment required for the Board employee or spouse or employee's children.
- (e) In case spouse of the Board employee is working in a different place in the following establishments.

- (1) State Government/Central Government/State and Central Public Sector undertakings.
- (2) Quasi Government undertakings/Universities/ Government Colleges.
- (3) Local Self Government Institutions.
- (4) Nationalised / Scheduled Banks.
- (5) Co-operative Societies recognized by Registrar of Co-operative Societies.
- (6) Aided schools/Affiliated Colleges.

- (7) Educational Institutions having statutory recognition.
- (8) Companies registered under Companies Act.

Note (3): Station means, service in all offices within a radius of 40 KMs from the office within which the domicile of the employee is situated and declared as the place of domicile by the employee for transfer. Total continuous service in all the offices within the station will be reckoned as the service at that station.

Note (4): Those who are under the zone of consideration for transfer out from the place of domicile the continuous service as mentioned in clause (II) shall include the periods spend on working arrangement/deputation/foreign service.

III. Request for mutual transfers will not be considered.

IV. As far as possible, Kerala State Electricity Board Limited employees who are husband and wife will be posted in the same station.

Note (1): In case where either the husband or wife only is an employee of the Kerala State Electricity Board Limited, the provision would be implemented to the extent possible.

Note (2): In case both the husband and wife are Kerala State Electricity Board Limited employees and where the husband or wife completes 3 years of service in a station and the other has not completed 3 years, the couple may be retained in the station until both the employees complete 3 years of service or any one of the employees completes five years of service in the station, whichever is earlier.

V. Normally, no workmen will be allowed to continue at a station for more than 3 years, if there is a valid request from some other employee for a posting at that station. However, if any out station employee is requesting for a transfer to the said station, then employees who have put in continuous service of 3 years or more at that station are liable to be

transferred out. Normally employees with longer service in the present station will be transferred out to distant places and those with lesser service will be posted to places of lesser distance.

Note (1): However, for workmen who are in pay scales equal to or below the pay scales of Lineman-GR I the above period will be relaxed to five years.

Note (2): All categories of employees from the executive side who are working in offices for more than 3 years may be posted to work in the field.

Note (3): Without prejudice to any of the above mentioned provisions, no employee will be allowed to work in the same section in an office for more than 3 years for ensuring job rotation.

VI. As a general policy any workmen working in Malabar area which is 250 Kilometers away from their place of domicile and persons working in remote/hill area are eligible for transfer on completion of 1 year continuous service. (List of hill areas enclosed as Annexure. Suitable modifications in this list shall be made every year after having discussion with Recognised General Trade Unions). Workmen working in any other areas which are beyond and within 250 Kilometers from their place of domicile are eligible for transfer only after the completion of continuous service of 2 years in that location.

However such request for transfer to a station will be considered in the order of priority given below:-

- (a) Victim of accident occurred during the course and out of employment/severe illness of employees.
- (b) Scheduled Caste / Scheduled Tribes.
- (c) Differentially abled workmen (40% and above disablement).
- (d) Those who are to retire from service within two years.
- (e) Widow till remarriage.
- (f) Mother having child below the age of 2 years.
- (g) Pregnant women.

- (h) Widower till remarriage.
- (i) Severe illness of spouse/children/dependant parents.
- (j) Parents of differentially abled children.
- (k) Parents of legally adopted children.
- (l) Employees undergoing infertility treatment for a term of 10 years from the date of commencement of treatment.
- (m) Ladies.
- (n) Inter caste/inter religion married couples.
- (o) Relationship with nearness of all military personnel working across India and paramilitary personnel working outside Kerala. (Details of relationship specified in Para VII clause (n).
- (p) Ex-service men.
- (q) Employees who are undergoing part time degree/ diploma courses in engineering with approval/sanction of Kerala State Electricity Board Limited.

For the purpose of this clause, while calculating the total continuous service, period spent on working arrangement/deputation/foreign service will be excluded.

Those who have been transferred out to far away places from the place of domicile should be given preference in giving postings to places near to their place of domicile.

VII. Protection from transfers will be permitted in the following cases:-

- (a) Protection from transfers will be given by the Kerala State Electricity Board Limited to the Recognised General Trade Unions at one percent of their membership strength subject to a maximum of 100 protected workmen for the entire establishment of the Kerala State Electricity Board Limited. The membership of the Unions will be verified from time to time in a referendum as prescribed for the purpose. The Chief Personnel Officer will obtain a list of eligible workmen from the Recognised General Trade Unions every year sufficiently in advance of the General Transfers, for declaring them as protected workmen. The

list of protected workmen declared by the Chief Personnel Officer, every year will remain in force for period of one year or till the next Annual General Body Meeting of the Recognised General Trade Union concerned is conducted or till the next referendum is held, whichever is earlier. The Recognised General Trade Union can withdraw the names of any of their members from the list of protected workmen at any time by giving due intimation to the Chief Personnel Officer, but they will have no right for substitution. As soon as the Chief Personnel Officer declares and notifies the list of protected workmen for any year, the previous list of Protected Workmen existing till then will cease to have any effect.

- (b) Employees who belong to Scheduled Caste/Scheduled Tribe will be retained in their place of domicile for a continuous period of 5 years.
- (c) Employees who enter into inter-caste/inter-religion marriage will be retained in their place of domicile for a continuous period of five years from the date of marriage.
- (d) Victim of major accidents during the course and out of employment.
- (e) Severe illness of employees/spouse/children/dependent parents.
- (f) Widow /widower will not be normally transferred out till their remarriage.
- (g) Mother of baby till the child attains the age of 2 years.
- (h) Pregnant women.
- (i) Differentially abled employees recruited on that ground.
- (j) Employees who have suffered permanent/partial disablement due to accidents (40% and above disablement) will be given protection from transfer on production of latest valid medical certificate.
- (k) Employees whose children are differentially abled which require the parent's presence for their movement will be protected. In this case, if both Father and Mother are Kerala State Electricity Board Limited employees, only one of them will be protected.
- (l) Parents of legally adopted children for a period of 5 years from the date of adoption.
- (m) Employees undergoing infertility treatment for a term of 10 years from the date of commencement of treatment.
- (n) Protection from transfer on grounds for near relationship to military personnel working across India/paramilitary personnel working outside

Kerala State will be allowed on receipt of application received through proper channel from the concerned Military/Paramilitary authorities. Only request of the following near relations will be considered.

- (i) Husband/Wife
- (ii) Son
- (iii) Unmarried daughter
- (iv) Brother (who looks after the parents)
- (v) Unmarried sister

Supporting documents in proof of any claim for protection or preference are to be produced along with the request. Period of protection in this case will not exceed five years.

- (o) Kerala State Electricity Board Limited employees who are undergoing part time degree/diploma course in engineering in Government engineering institutions, chartered accountancy and cost accountancy with prior approval/ sanction of competent authorities of Kerala State Electricity Board Limited. Submission of course certificate in each academic year is mandatory. However the protection granted will only be for a period of 4 years from the date of registration of the course at the place of location of the Chapter where ICAI/ICWAI course is enrolled and a maximum number of 5 persons only be provided protection from transfer during an year.
- (p) Employees who are elected to the Directors' Board of the Electricity Board Employees' Co-operative Societies will be granted protection from transfer in one term only during once in their entire service with the Kerala State Electricity Board Limited. Such employees if they are re-elected to the Directors' Board of such Electricity Board Employees' Co-operative Societies for the second term and onwards will not be eligible for protection from transfer.
- (q) Those who are to retire from service within two years may not be disturbed in the ordinary course.
- (r) Sportsmen/Sports women in the list of Active Sports persons prepared by the Chief Personnel Officer will be given protection from transfer subject to the conditions specified in the Board Order issued in this regard. The list of such Active Sports men/Sports women will be given to

the Recognised General Trade Unions by the Chief Personnel Officer for verification. Complaints, if any, thereof will also be heard and decided by the Chief Personnel Officer.

- (s) In case of promotion occurring at the time of General Transfer, if the promotee has not been completed in one year of service in the station, then he/she may be retained in the station, if necessary by transferring out workmen who have completed 3 years of service in the Station. This does not, however, entitle the promotee to claim that he/she should be retained at the same Office.

VIII. GENERAL

1. In all cases, a request for transfer and protection made under medical/disablement/illness/pregnancy & child birth/widow/widower/ adopted children/infertility treatment/inter caste- inter religious marriages/military/ paramilitary/ex-servicemen/part time degree and diploma courses/ dependent parents etc, supported by a valid certificate of eligibility issued by the competent authority is mandatory.
2. In the Civil Wing, employees who have already completed fifty (50) years of age will not normally be transferred to Investigation works.
3. While considering posting of employees who have requested for posting in Projects, those without Project service will be given preference. In case of two employees requesting for posting in Projects, the one with shorter project service will be given preference.
4. As far as possible, ladies may be posted to stations near their place of domicile.
5. An employee will be permitted to apply for general transfer only if he/she has put in an active service of not less than one year at a station, excluding all periods of leave other than Casual Leave.
6. As far as possible, the first posting of dependant spouses of Kerala State Electricity Board Limited employees will be to their places of domicile/choice.
7. For considering the transfer request to the place of domicile, the actual active service by an employee in the outstation only will be

considered. The actual service will not include period spent on working arrangements/ deputation services / foreign employment.

8. All transfers and postings in Kerala State Electricity Board Limited will be done through the HRIS software only.

IX. Notwithstanding anything mentioned above, the Kerala State Electricity Board Limited reserves the right to transfer any employee in the exigencies of service or in Public Interest.

Kerala State Electricity Board Limited accepts the above general guidelines and orders accordingly.

By Order of the Chairman & Managing Director

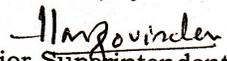
Sd/-

Rajthilakan.M.G
Secretary (Administration)

Copy to:

All Head of Departments/All Executive Engineers, Head of the ARU
All Chief Engineers (Electrical & Civil)/Chief Engineer (HRM)
Chief Internal Auditor/Financial Advisor/Accounts Officer, Pension Sanction
Legal Adviser & Disciplinary Enquiry Officer
The Chief Vigilance Officer/Deputy Chief Engineer (I T)
The Chief Public Relations Officer/Deputy Secretary (Administration)
The TA to Chairman & Managing Director
The TA to Director (D & S)/Director (T & SO)
The TA to Director (CP & SCM)/Director (G, Civil & HRM)
The PA to Director (Finance)/CA to Secretary (Administration)
The FC Superintendent/Record Section/Library/Stock File.

Forwarded/By order


Senior Superintendent