



KERALA STATE ELECTRICITY BOARD LTD.

Incorporated under the Companies Act, 1956 (No. 1/1956)
Corporate Identity Number : U40100KL201 ISGC0272424
Regd. Office : Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004
Office of the Chief Engineer (HRM), Vidyuthi Bhavanam, Pattom,
Thiruvananthapuram.

No. CE(HRM)/Online GT 2016/Prelm. Mtng/2016

08/06/2016

**MINUTES OF THE MEETING HELD IN THE CABIN OF THE CHIEF ENGINEER
(HRM), VYDYUTHI BHAVANAM, THIRUVANANTHAPURAM WITH
REPRESENTATIVES OF RECOGNIZED TRADE UNIONS, REGARDING ONLINE
GENERAL TRANSFER 2016, AT 11.30 AM ON 08/06/2016**

The meeting commenced at 11.30 AM with the Chief Engineer (HRM) in the chair. The Chief Engineer presided over the meeting and welcomed all the participants.

As an introduction, the Chief Engineer (HRM) informed that the meeting has been called for to discuss about Online General Transfer and to seek the suggestions of the trade unions on the System Requirement Specification (SRS) prepared for developing the software.

Concerned Senior Assistant in Establishment Section gave a brief description of the SRS prepared for developing the software. He informed that the SRS has been prepared considering all the workmen categories except Civil wing, since the details of staff pattern of Civil staff in each projects are not available. The present sanctioned strength of Sub Engineer (Civil) and Overseer (Civil) is not readily available. But civil wing has not been ignored from online general transfer. As a first phase, it is planned to process online general transfer with the available data.

In the online general transfer system, there is no reposting system and transfers and postings will be done by the system itself. Office wise posting will be there and the system will generate transfer orders to a single office. For this a clear and definite sanctioned strength of all the workmen categories is necessary for inputting to the system. Sanctioned strength has to be prepared in a tabular form and the same has to be put up to Board for approval in the form of a Board Order. Even though there is section wise sanctioned strength as per 2002 restructuring order, most of the Meter Testing Units are not functioning now. Hence for implementing the online transfer system in a full proof manner, a clear and definite picture of offices and staff strength is essential.

Criteria for transfer eligibility priority and transfer protection priority is inputted to the system. 250 Kms. is taken as criteria for distance and the concept of Malabar service is not considered in the SRS. All the applications will be considered as per the priority criteria mentioned in para 3 to 5 in the SRS. Item 1 to 3.9 in the SRS comes under processing stage and remaining items come under posting stage. All the applications under an Electrical Division will be processed and placed by the system and after that applications of those who are waiting for transfer within the division will be processed. Then requests under circle office will be processed and after that requests from one circle to another circle will be processed. Then requests within various wings under a particular circle will be done. I.e., General transfer will be done after the completion of internal transfers to open vacancies as per requests. Sanctioned strength in each office will be inputted to the system. Posting will be done in a uniform manner by evenly distributing the manpower in all the offices coming under a particular division subject to the availability of vacancies in each office.

Some modifications have to be made in the transfer application form. Place of domicile is essential for processing and the same has to be clearly declared by each and every employee. MIS has informed that the consumer number of the employee under which he remits his electricity bill will be sufficient for identifying the place of domicile by the system. Details of transfer protection are also to be inputted in HRIS.

KSEBWA opined that consumer number will not be practically suitable for identifying the place of domicile because there may arise chances of transfer out. Unnecessary transfer outs should be avoided.

KSEBWA (CITU) said that already there is a staff pattern exist in KSEB Ltd. as per 2002 restructuring order and vast changes have not been occurred in the staff pattern as mentioned in 2002 restructuring order. Hence it can be possible to process online general transfer of workmen category depending upon the existing staff pattern. It will take time for bringing the online general transfer system in a full proof manner. Online general transfer can be done to the maximum possible extent.

The Chief Engineer (HRM) requested for the valuable suggestions of the trade unions on the SRS.

UDEEF opined that **staff strength** of Cashiers should be examined. Place of domicile and **transfer protection** details should be declared in HRIS. They pointed out that in **page 7** of the SRS, it has been mentioned that "While considering the **total continuous** service outside the place of domicile the period spent **under all** kinds of leave including LWA

(excluding leave on medical certificate / deputation / working arrangements) shall be excluded". In this option, the case of Earned Leave should be examined. A person who does not surrender Earned Leave in his credit will not enjoy the benefit of transfer protection also. This should be looked into. A detailed description is needed as to how the figures mentioned as weightage for priority has been reached. Protection system of widow, legal divorcée, employees under infertility treatment, parents of adopted children etc. should be clearly mentioned. In the case of adoption, if both husband and wife are Board employees, both of them are eligible for transfer protection. In the case of widow and legal divorcée, widow is more eligible for transfer protection. In para 3.6, it should be clearly mentioned that "Protected workmen included in the list of **recognized** trade unions". Various protection clauses like society protection, trade union protection etc. should be clearly specified. This year online general transfer can be adopted at least in station sub unit (division) level and section wise online postings can be done in the next year. The issue of sanctioned strength exists only in the 30 newly formed section offices. The request of employee from one wing to another wing within a station unit should be perfectly processed in internal transfers.

KSEBWA (CITU) opined that employees who are enjoying trade union protection should be given the same eligibility even after they are promoted to officer category till they continue in the trade union of workmen category. They also said that SRS is not a matter to be discussed with trade unions. In the case of transfer protection on study purpose or part time courses, details of the particular courses having transfer protection, details of the NOC issuing authority, remark whether an employee has joined for the part time course etc. should be clearly specified as remarks in the software. On the basis of the above, a document can be developed and programming can be done. The software should have an authenticity. The logics come in the mind of the programmers should also be included in the SRS. Even minute details should also be discussed by the functional committee and included in the SRS. Transfer protection is given to recognized trade unions only. Trade union protection can be decided by Chief Personnel Officer on his discretion and trade union protection can be given according to the decision of the CPO. They also pointed out that they had given a representation demanding to modify the existing transfer guideline, especially in the case of distance 250 Km./Malabar service. That should be given prime priority. The decisions on modification of existing transfer guidelines and protection on part time courses are to be taken on Board level. Validity of medical certificates in the case of medical protection should be clearly specified.

KSEBWA also opined that MIS has developed a software for online posting of transferees. The same should be tested and the reliability of the software should be examined. If the software is found suitable, then the same can be used for posting purpose in section offices. There is no sufficient staff in most of the section offices. Internal Transfer and relieving and rejoining of promotees should be completed by June third week. So processing upto posting can be done manually and the process of posting can be done on online basis by applying the software developed by MIS, after checking the reliability of the same. Internal transfer orders in circles and divisions cannot be done in HRM office in this year and the same can be done as online in the field offices. A direction can be given to field offices that all transferees and promotees should be relieved within a prescribed time. Salary of the employees can be linked with HRIS and salary of transferred employees can be withheld if they do not join at the transferred place within a specific time limit. The working strength of employees in certain section offices are more than the sanctioned strength. Internal transfers as per requests should definitely be done within 25/06/2016. Since most of the employees have not given internal requests to Chief Engineer (HRM), this year, internal transfer can be done in field offices and from next year, a full proof transfer system can be adopted in the office of the Chief Engineer (HRM).

KEWF (AITUC) opined that if the internal requests are considered first, then vacancies can be ascertained only at the time of transfer out in General Transfer. Section wise vacancies can be ascertained at the time of internal transfer, if transfer out list is published first. AITUC also opined that if possible, internal transfers can also be done in the office of the Chief Engineer (HRM) and the power of section wise transfer can be vested with the Executive Engineers in division offices. All the promotees and transferees should be relieved from their present office before assessing vacancy position.

All the trade unions opined that vacancies of Cashiers and Sub Engineers (Ele.) should be immediately reported to PSC. KSEBWA also pointed out that places of Sub Engineer Trainees are to be treated as vacancies of Sub Engineer (Ele.) and the same should also be reported to PSC. UDEEF said that certain court cases exist in the case of Sub Engineer (Ele.).

KEWF (AITUC) opined that after General Transfer, the employee should be given one more chance to request to an open place internally. If there is no open vacancy in the requested place in the case of internal transfer, the request may be considered when an open vacancy arise in the requested place.

The A.O. (Administration) requested to replace the existing computer systems in Establishment section with new ones and also to install networking facility to all the systems.

All the trade unions unanimously opined that transfer protection norms should be strictly followed irrespective of trade unions. They also opined that administrative protection of any kind need not be entertained. The practice of protecting the staff working in a particular section on the strength of Board Orders specifying that transfers in and transfers out of that section should be done only with the consent of the section head should be stopped.

On the basis of the various comments and feedback from the trade unions, the following decisions were taken in the meeting.

01. The trade unions will give their comments and suggestions regarding the SRS prepared for developing online transfer software within 5 days from 08/06/2016 and the CE (HRM) will meet again with the trade unions on 15/06/2016.

02. A direction to be given to field offices from the office of the Chief Engineer (HRM) that all promotees and transferees shall be relieved within 15/06/2016 and the same should be reported to the office of the Chief Engineer (HRM).

03. A direction to be given to field offices (Circle offices and division offices) to process all the internal transfer requests to open vacancies received in their office within 25/06/2016 and update the HRIS and report the same to office of the Chief Engineer (HRM).

04. The software for online transfer prepared by MIS Wing is to be tested for verifying the reliability and a direction can be given to MIS Wing in this regard.

05. In this year processing of general transfer upto posting can be done manually and posting can be done online after testing the reliability of the software prepared by MIS Wing.

The meeting came to an end at 1.00 PM.


CHIEF ENGINEER (HRM)

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15/6/16