



KERALA STATE ELECTRICITY BOARD LIMITED

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

Office of the Chief Personnel Officer, Personnel Department,
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CIRCULAR

Sub: Transfer guidelines of Workmen-detailed instructions issued -
Regarding

Ref: BO (CMD) No 2153/2016 (PS-1(A)/Gl. Transfer/1809/2012/2083)
Dated 21.07.2016

The principles relating to general transfer of workmen of KSEB Ltd were issued as per Board Order referred above. It was also decided to implement online transfer of general transfer from the year 2016 onwards. In order to avoid any ambiguity which may arise during its implementation, the following instructions are issued for its effective operation.

1. The entire process involved in the general transfer, from submission of application for transfer/protection to relieving of transferees, shall be done online.
2. Every year all orders of general transfer shall be issued by 30th April.
3. Facility for submitting application for transfer/protection shall be enabled in HRIS from 1st February every year.
4. Request for transfer/protection shall be submitted on or before 15th March each year. All requests for transfer/protection will be permitted only through online application facility provided in the HRIS. Requests for transfer, in any other forms will not be entertained.
5. Duly signed system generated print out of the application for transfer/protection shall be submitted to the concerned ARU before 15th March every year. The system of submitting hard copy of application may be dispensed with in future consequent on successful implementation of online transfer.
6. The ARU head shall verify the applications for transfer/protection thoroughly which may be submitted to the Chief Engineer (HRM) on or before 30th March. The concerned officials in the ARU will be responsible for proper verification of the applications.
7. If the applicant is desirous of claiming any preference for transfer, he/she shall submit attested copy of the supporting document to establish his/her claim. The employee is bound to produce the originals of the documents, if it is required so by the concerned authority.
8. Workmen seeking protection from transfer shall submit their applications online. The print out of the request for protection shall be submitted to the concerned ARU with necessary attested copy of the

documents on or before March 15th of every year. The request for protection from transfer is to be submitted every year in the same manner as stated above.

9. The Chief Engineer (HRM) shall publish the list of protected workmen on or before 30th March every year. Complaints, if any, shall be filed immediately with the Chief Engineer (HRM). Complaints received after issuing the general transfer order will not be entertained.
10. Every employee shall declare his/her place of domicile at the time of entry in service in the prescribed format available in the HRIS. If any employee fails to declare his place of domicile in the prescribed format, he/she will not be permitted to apply for transfer/protection from transfer.
11. Change of domicile will not be permitted in normal course, except in the following circumstances:
 - a. Admission of children in professional college or post-graduate courses
 - b. Acquisition of immovable property for the permanent residence
 - c. Shifting of residence to the place of domicile of spouse on marriage
 - d. Advanced or specialised treatment of Board employee, spouse or children
 - e. The place where the spouse of the employee works. (It will be applicable for the institutions as mentioned under Clause II 2 (e) of Board Order dated 21.07.2016.)

Note: In the case of 11.a and 11.d, on completion of the said purposes, one can change the place of domicile, if so desired.

12. No employee shall misuse the above facility for changing place of domicile. Any such instances noticed by the Board will be viewed very seriously.
13. Required facility will be provided for submitting applications in the HRIS to change the place of domicile. The fact of each change in place of domicile shall invariably be recorded in the Service Book of the employee. Necessary supporting documents shall be produced along with the request to the ARU head.
14. For the purpose of transfer, the seniority of a workman who changed the place of domicile will be from the date of submission of application for changing the place of domicile in the HRIS.
15. Seniority in a station will only be the criterion for transferring out an employee. First come-first go will be the basis for transfer out.
16. The total service in all the offices situated within a radius of 40 kilo meters from the place of domicile will be taken for determining station seniority. The shortest rail/road distance will be taken for calculating radial distance.

17. While calculating seniority in a station as stated above, the period spent on deputation/working arrangement/foreign service/LWA availed for purposes other than on medical ground will not be excluded. In such cases, the date of seniority will be the same as if the employee had continued in service but on deputation/working arrangement/foreign service/LWA availed for purposes other than on medical ground.
18. All employees will be posted directly to the concerned office where they are supposed to work. They shall report for duty directly at the office where they have been posted. The system of reposting is totally dispensed with.
19. Considering the exigency of service, if any transfer is to be made within the jurisdiction of the concerned Controlling Authority, such matter shall be reported to the Chief Engineer (HRM). The Chief Engineer (HRM) shall consider such requests positively and required action shall be taken at the earliest.
20. All transferees shall be relieved forthwith. No transferee shall be allowed to remain in the station under any circumstance for more than 15 days from the date of issue of transfer order.
21. If an employee is not relieved within 15 days from the date of order, he/she shall automatically be relieved through the system and the fact shall be intimated to the concerned employee/controlling authority. If his/her salary is not claimed as on the date of relief in the concerned ARU where he/she last worked, his/her next salary shall be claimed in the ARU where he/she was transferred out, subject to reporting for duty in the new office within the stipulated time.
22. As far as possible ladies shall be posted to convenient places.
23. If the husband and wife are Board employees, they shall be posted in the same station as far as possible. In such case, both the employees shall choose the same place of domicile for the applicability of this clause. The above fact shall be recorded in the service book of both the employees. In the event where either husband or wife is transferred out from the place of domicile and the husband/wife, as the case may be, also requests for a transfer to the same station of the transferred spouse, they need not change the actual place of domicile.
24. If the husband and wife are Board employees, they shall be retained in the same station till both the employees complete 3 years in the same station or either of the employee completes 5 years in the station, whichever is earlier.
25. Request for mutual transfer will not be considered on any account.
26. Normally an employee will not be allowed to continue at a station for more than 3 years.
27. An employee can apply for transfer to the place of domicile declared by him/her.

28. Employees having longer service in a station will be transferred to distant place while employees having lesser service will be posted in the nearer place. If an employee prefers to work in a distant place, it will be considered on merit.
29. If the period of service rendered outstation is same and no preference, as stipulated in the transfer guidelines are applicable, the person having higher age will get priority over the other for transfer to the domicile station.
30. Workmen in pay scales of and below the pay scale of Lineman- Grade I will be allowed to work in the office situated in the domicile station for a period of 5 years in relaxation of 3 years period specified in the guidelines.
31. Those workmen belonging to technical side and who are engaged for office works will be posted to field duty on completion of 3 years' service in the office. Such posting shall be made only during general transfer.
32. In order to acquire skill and competency in all fields of works, all employees shall be subjected to job rotation within the office/station on completion of 3 years' service in the same office/department. Strict norms shall be complied with while effecting job rotation. The Controlling Authority is competent to effect job rotation of the staff within the same office/department. If job rotation is made outside the jurisdiction of the present Controlling Authority or change of office is involved, it shall be done only by the Chief Engineer (HRM).
33. The principles for general transfer are applicable in the case of internal transfers also.
34. In case if a workman is posted to any office outside his domicile station owing to dearth of vacancies in his domicile station, his/her request to the domicile station shall be considered on prime priority while issuing orders of general transfer.
35. If there is a valid request for transfer from an employee to his/her domicile station, it will be considered based on their place of choice and availability of vacancy in the station. If there is no vacancy to accommodate the valid request the senior-most workman in the requested station shall be transferred out.
36. Protection from transfer will be considered in the following cases only
 - a. Representatives of Recognised Trade Unions (Subject to a maximum number of 100 for the entire establishment of K S E B L). The recognised Trade Unions shall submit the list of workmen to the Chief Personnel Officer on or before 1st March and the Chief Personnel Officer in turn shall provide the list to the Chief Engineer (HRM) on or before 15th March.
 - b. Workmen belong to Scheduled Caste/Scheduled Tribe will be protected for a continuous period of 5 years. This protection will be available on each occasion after returning from each transfer.

- c. Inter-Caste/Inter-Religion married Workmen (for a maximum continuous period of 5 years during his/her entire service).
- d. Victims of major accidents occurred during the course and out of employment. Its veracity will be examined by the Chief Personnel Officer.
- e. Severe illness of employees/spouse/children/dependant parents. (Certificate from a competent medical authority shall be produced). Doubtful cases will be considered after proper verification by the Chief Engineer (HRM).
- f. Widow/Widower (will be protected normally up to their re-marriage).
- g. Mothers having children below the age of 2 years. (Protection will be given till the children attains 2 years of age)
- h. Pregnant women.
- i. Differently abled employees.
- j. Employees who suffered permanent disability due to accidents. (They shall produce latest valid medical certificate from competent medical authority)
- k. Parent of differently abled children. (If both the father and mother of the child are employees of the KSEB Ltd, one among them, at their choice, will be protected from transfer. In such case they shall submit an option and the option shall be recorded in the Service Book of both the employees). They shall produce a certificate from a competent medical authority regarding the disability and necessity of presence of parents for the movement of the child.
- l. Parents of adopted child (Protection for a maximum period of 5 years will be allowed from the date of adoption during the entire service)
- m. For infertility treatment, a maximum period of 10 years will be allowed from the date of commencement of treatment. The employee shall produce a medical certificate in this regard with specific details of commencement of treatment. The date of commencement of the treatment shall be recorded in the service book.
- n. The following near relatives of military personnel working across India/Para military personnel working outside Kerala:
 - i. Husband/Wife
 - ii. Son
 - iii. Unmarried daughter
 - iv. Brother (who looks after the parents)
 - v. Unmarried sister

Note: Every year the employee shall produce necessary certificate from the competent revenue authority showing his/her relation with the military/para military personnel. This protection will be given only for a maximum period of 5 years during his/her entire service.

- o. Employees undergoing Part Time degree/diploma courses in Engineering in Government/Aided Institutions or undergoing Chartered Accountancy/Cost Accountancy, with prior sanction from KSEB Limited, will be protected from transfer for a maximum period of 4 years from the date of registration of the course. The protection available to the workmen under going Chartered Accountancy/Cost Accountancy courses will be limited to a maximum number of 5 persons per year.
- p. The number of workmen to be protected from transfer as said in para 35 (o) in each year will be decided in the order of date of registration for the particular course and production of course certificate from the Competent Authority. The employee registered first will get preference over the employee registered late.
- q. Elected members of the Director Board of Electricity Employees Co-operative Society. This protection will be available for one term only during his/her entire service. The fact of availing the protection shall be got recorded in the Service Book.

Note: Employees' Co-operative Society means Society registered under The Kerala Co-operative Societies' Act 1955 in which all kinds of employees (Workmen and Officers) of KSEB Ltd are members

- r. Normally, workmen due to retire from service on superannuation within 2 years will not be transferred out. However, this protection may not be available during promotion.
- s. Active Sports persons will not be transferred out. The list of such persons to be protected from transfer will be decided by the Chief Personnel Officer after discussion with recognized Trade Unions. The Chief Personnel Officer shall forward the list to the Chief Engineer (HRM) on or before 15th March.
- t. In the case of workmen who do not complete 3 years' service in the domicile station and get promotion in between two general transfer periods, such workmen shall be retained in the station by transferring out the workmen who completed 3 year service and having longest service in the station in the promoted cadre. But no employee can claim this protection as a matter of right.

37. All transfers and postings including transfers on promotions shall be made through the HRIS. Employee Code shall be furnished invariably in all orders of transfers.

38. The workmen who have requested for transfer/protection will be communicated properly the stages of processing of his/her request for transfer/protection.
39. In the case of fresh appointments the employee shall report for duty before the Controlling Authority with necessary documents. In such case the order of reposting will be issued by the Controlling Authority. The appointment order of new recruits will be issued through HRIS.
40. The Controlling Authority shall ensure timely updating of incumbency of all employees in the HRIS. Any lapse in this regard will be viewed seriously and all concerned will be held responsible and strict disciplinary action taken against them.
41. All Workmen who request for preference/protection from transfer shall produce attested copies of the required documents. Requests without supporting documents will not be considered on any account.

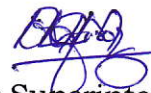
Sd/-

Secretary (Administration)

Copy to:

All Chief Engineers, Ele. & Civil
LA & DEO, All Deputy Chief Engineers, Ele. & Civil
All Executive Engineers, Ele. & Civil
The Financial Adviser/The Chief Internal Auditor
The TA to Chairman & Managing Director
The TA to Director (D&S)/Director (T&SO)
The TA to Director (CP & SCA)/Director (G & HRM)
The PA to Director (Finance)/CA to Secretary (Administration)
The FC Superintendent/Record Section/Stock - File.

Approved for issue



Senior Superintendent