

**PROCEEDINGS OF THE CHIEF ENGINEER (HRM),**

**KERALA STATE ELECTRICITY BOARD LIMITED**

**PRESENT : NARAYANAN M K**

Sub:- Establishment – Transfer Appointment of Office Attendants to the cadre of Cashier under 10% quota- Not Joining Duty – Sanctioned – Orders issued.

**CORPORATE OFFICE (HUMAN RESOURCES MANAGEMENT)**

**No.EB3/OA-10%/Promotion/06/2021/**

**Dated, Thiruvananthapuram: 22-06-2021.**

- Read: 1. B.O.No.1439/95( Estt.II-2185/95) dated 14-07-1995.  
2. G.O.(P) No.1/2014/P& ARD dated 03-01-2014.  
3. B.O. (DB) No.132/2021 (Estt.II/6510/2018) dated 15-02-2021.  
4. This Office Order No.EB3/OA-10%/Promotion/2021 dated 15-02-2021.

**ORDER**

In compliance with the Board Order, read as 3<sup>rd</sup> above, 76 Office Attendants were appointed by transfer to the Cadre of Junior Assistant/Cashier under 10% in service Quota, vide order read as 4<sup>th</sup> above. From the 76 such appointments, 11 vacancies due to Not Joining Duty and cancellation of appointment have arisen subsequently.

Against such vacancies as mentioned above, the following persons are appointed by transfer to the cadre of Junior Assistant/Cashier, as per Annexure to this order, subject to the conditions prescribed hereunder.

- 1) The appointment ordered are purely provisional as per Rule 5 of Kerala State & Subordinate Service Rules (General) as adopted by KSEBL and without prejudice to the claims of the seniors, if any and they are probationers in the post appointed now.
- 2) The above appointments are ordered in the exigency of service and in public interest.
- 3) The juniors of the appointees in this order Sl.No.1 & 2 were already appointed to the cadre of Cashiers, vide order read as 4<sup>th</sup> paper above. Hence they are serials placed above Sl. No. 1 in this office order read as 4<sup>th</sup> above. They are eligible for notional promotion with effect from 15-02-2021 and monetary benefits only from the date of assuming duty in the cadre of Cashiers.
- 4) The above appointments are ordered from among eligible employees based on seniority in the cadre of Office Attendants.
- 5) The appointees will be a workman in the Kerala State Electricity Board limited and the *Kerala State Electricity Board Standing Orders for Workmen* engaged in clerical and allied works as amended or modified from time to time shall be applicable to them.
- 6) The appointment as Cashier will be in the scale of pay of ₹22085-905/2-23895-1115/2-26125-1365/5-32950-1605/6-42580-1745/3-47815 (pre- revised).

- 7) The appointees will be eligible to get the allowances admissible to the post held by them from time to time.
- 8) The appointees will be a probationer in the post of Cashier from the date of their joining duty in that post and the period of probation is fixed as six months on duty within a continuous period of one year. The period of probation is liable to be extended for another six months if it is deemed necessary.
- 9) The appointment as Cashier is purely provisional during the period of probation and they shall be regularized only on satisfactory performance of the duties assigned to them during the period of probation. Their services are liable to be terminated at any time during the period of probation or at the end of probation as the case may be including any extended period of probation if their performance of duties are found to be unsatisfactory.
- 10) The Name and date of birth and qualification of the candidates shall be verified with their Service Books and if any discrepancies noted, promotion should not be effected. The fact should be reported to this office immediately. It should also be ensured that there are no adverse remarks in the Service Book of them barring their appointments.
- 11) The controlling officers are strictly instructed to ensure that the probation of the appointees in the cadre of Office Attendants has been declared otherwise they shall not be relieved/effect their appointment.
- 12) The appointees in the order against whom disciplinary proceedings for misappropriation of KSEBL money/against whom punishment has been imposed for such reasons/ban entered in Service Books against dealing with cash shall not be effected and the matter taken up immediately with this office for further directions.
- 13) The appointment in respect of those who are placed under suspension/on Leave without Allowances as per Appendix XII A, B & C, Part I, Kerala Service Rules shall not be effected and such cases should be intimated to this office.
- 14) The appointment of those Office Attendants who have availed joining time for more than 90 days in the early cadre may obtain sanction from Chief Engineer (HRM) before effecting the promotion.
- 15) The appointees are directed to report for duty as Cashier before the Executive Engineer of the Electrical Divisions in which they are posted within 15 days from the date of this order. If any appointee fails to report for duty as Cashier within 15 days from the date of this order, he/she will be deemed to have not accepted appointment and next eligible person will be considered for appointment.
- 16) An amount of ₹10,000/- (Rupees Ten Thousand only) has to be remitted as security deposit for Cashier and necessary Indemnity Bond shall be obtained.
- 17) The appointees shall compulsorily attend the Induction Level Training Programme for Junior Assistant/Cashiers, which is mandatory, as and when arranged by the Regional Power Training Institute.
- 18) The Successful completion of Induction Level Training Programme for Junior Assistants/ Cashiers is a prerequisite for the successful completion of probation period as Junior Assistant/Cashier.
- 19) An undertaking in the form prescribed below will be obtained from each candidate at the time of their relief from the duty of Office Attendants. The fact of having furnished the declaration shall

be noted in the Service Book of the incumbents and the Service Book along with the undertaking pasted thereon shall be forwarded to the new offices.

- 20) The duties and functions in general as Cashier shall be in accordance with the orders in force in Kerala State Electricity Board Limited from time to time. They shall have to attend such works entrusted to them from time to time by superior officers.
- 21) They are bound to work anywhere in Kerala as and when required by the Kerala State Electricity Board Limited Authorities including Project Sites, Hilly/Mountainous/Forest areas/Generating Stations/Substations/Distribution Offices/ Other offices during their service as per the requirement of Kerala State Electricity Board Limited.
- 22) Their further promotions will be based on the policies/rules/regulations framed and adopted by KSEBL from time to time.
- 23) The appointment ordered is purely provisional and the rank and seniority of the appointees will be in accordance with the direction of the Hon'ble High Court in WP(C)No.28009/2014 (A).
- 24) All appointees shall be relieved forthwith.
- 25) The HRIS package shall be updated before issuing Last Pay Certificate.

Sd/-  
**CHIEF ENGINEER (HRM)**

Copy to:-

- 1) The Secretary (Administration), Kerala State Electricity Board Limited.
- 2) The Financial Advisor/Chief Internal Auditor, Kerala State Electricity Board Limited.
- 3) The Company Secretary-in-Charge/ Legal Adviser & Disciplinary Enquiry Officer.
- 4) The Chief Vigilance Officer/Chief Personnel Officer/Deputy Chief Engineer (IT).
- 5) The TA to Chairman & Managing Director, Kerala State Electricity Board Limited.
- 6) The TA to Director (Distribution, IT & HRM)/ TA to Director (Transmission, System Operation & REES/TA to Director (Generation - Civil/TA to Director (Planning and Safety)/ TA to Director (Generation (Ele) &SCM)/ PA to Director (Finance).
- 7) All Chief Engineers/Deputy Chief Engineers / Executive Engineers Concerned.
- 8) The Senior Superintendent, Gradation/EBVS/Bill/Fair Copy, Record Sections.
- 9) The Deputy Chief Engineer, PETARC, Moolamattom.
- 10) The Executive Engineer, RPTI, Thiruvananthapuram/Kottayam/Thrissur/Kozhikode.
- 11) Stock File.

FORWARDED/BY ORDER



**SENIOR SUPERINTENDENT**

## UNDERTAKING

I, ..... (Name and Designation) now working as ..... in the Scale of Pay ₹ ..... am willing to accept the appointment as Cashier as per B.O.(DB)No.132/2021(Estt.II/6510/2018) dated 15-02-2021 ordered vide No.EB3/OA-10%/promotion/06/2021 dated 22-06-2021 of the Chief Engineer (HRM). I am fully conversant that I am liable to be reverted to my original cadre, if persons senior to me join duty and or I am not successfully completed probation in the appointed post with in time frame. I know that my appointment will give me only the right to draw pay in the scale of Junior Assistant/Cashier only during the period that I am holding that post. I also agree to abide by the above conditions.

Signature :

Name :

Designation :

Place:

Date:

**Annexure to Order No. EB3/OA-10%/Promotion/06/2021 Dated, Tvp., 22-06-2021 Office Attendent to JA/Cashier**

SL No	Emp. Code	Name of Employee [DOB]	Present Office	Office to which posted	Remarks
1	1034582	USHAKUMARI P 20-05-1969 Gradation No. 37	Electrical Circle (Urban)Thiruvananthapuram	Electrical Section Chaliserry [ARU: Electrical Division Pattambi]	
2	1046880	SINDHU K A 22-05-1972 Gradation No. 125	Electrical Division Angamaly	Electrical Section Kalloorkad [ARU: Electrical Division, Moovattupuzha]	
3	1057801	NISHA VELAYUDHAN 04-01-1983 Gradation No. 380	Civil Circle, Meencut	Electrical Section Aymanam [ARU: Electrical Division, Pallom]	
4	1056522	VIKAS C AYROOR 25-05-1983 Gradation No. 381	Electrical Section Ayroor	Electrical Section Chattiparamba [ARU: Electrical Division, Manjeri]	
5	1056457	UNNIKRISHNAN P 07-03-1978 Gradation No. 383	Director (Finance)	Electrical Section Ayroor [ARU: Electrical Division, Pathanamthitta]	
6	1056521	SUNIL K K 25-05-1968 Gradation No. 384	Electrical Section Arthunkal	Electrical Section Velluvambrom (P) [ARU: Electrical Division, Manjeri]	
7	1057826	SHAHIDA N 14-05-1974 Gradation No. 386	APTS Unit Kollam	Electrical Section Kadampuzha [ARU: Electrical Division, Tirur]	
8	1055063	GIRIMOL G V 02-04-1982 Gradation No. 387	Electrical Section Kadakkal	Electrical Section Pengattiri [ARU: Electrical Division, Shornur]	
9	1055185	ASHA MOL K S 06-04-1985 Gradation No. 388	Electrical Division Cherthala	Electrical Section Cherthala [ARU: Electrical Division, Cherthala]	
10	1056471	PRATHAPACHANDRAN A 12-05-1974 Gradation No. 390	Chief Engineer (Supply Chain Management)	Electrical Section Eloor [ARU: Electrical Division, Aluva]	
11	1056453	UDAYA KUMAR R 10-05-1973 Gradation No. 391	Financial Advisor	Electrical Section Pandikkad (P) [ARU: Electrical Division Wandoor]	

*m. N. N. N.*

**CHIEF ENGINEER (HRM)**



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