

**KSEB**

കേരളത്തിന്റെ ഊർജ്ജം



ഇടയാക്കുന്ന ഊർജ്ജം

**KERALA STATE ELECTRICITY BOARD LIMITED**

(Incorporated under the Companies Act, 1956)

Reg. Office: Vydyuthi Bhavanam, Pattom,

Thiruvananthapuram - 695 004, Kerala

CIN :U40100KL2011SGC027424 website: [www.kseb.in](http://www.kseb.in)

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No.Estt.III/3117/2017

01.02.2022

**CIRCULAR**

Sub: Establishment – Duties and Functions of Director (Finance).

The following are the functions and duties which shall be discharged by the Director (Finance) till further orders.

1. All delegations meant to Director (Finance) under the Company's Act, Memorandum of Association, byelaws, vesting and re-vesting schemes and delegations effected in the Company.
2. Cases pertaining to HRM of all workers and Officers of KSEB Ltd upto and including the rank of Assistant Executive Engineer/equivalent pay scale provided that cases for imposing major penalties may be circulated to the Chairman & Managing Director, and appeal to be placed before the Full Time Directors/Full Board.
3. All routine administrative matters pertaining to Vydyuthi Bhavanam Thiruvananthapuram including facilities/officers and staff discipline.
4. Monitoring of following IT projects.
  - a. Implementation of e-office and ERP including digitization of APAR, Service Book and unified salary disbursement.
5. Co-ordination of amendments to Special Rules and restructuring proposals of KSEB Ltd.
6. Chairing purchase/other adhoc committees and FTD as and when indicated by the CMD on his behalf.
7. Authorizing fair communication on matters approved by CMD as legal representative in Courts/Governments where a Director is authorized on behalf of the Company.

**SECRETARY (ADMINISTRATION)**

To

The Director (Finance), KSEB Ltd.

The TA to CMD/Directors, KSEB Ltd.

The Chief Engineer (HRM)/Chief Engineer (IT) KSEB Ltd.

The Company Secretary, KSEB Ltd.

The Financial Advisor/Chief Internal Auditor, KSEB Ltd

Sr.CA to Chief Vigilance Officer/Legal Advisor and Disciplinary Enquiry Officer

Sr.CA to Secretary (Administration)/Stock file.