



KERALA STATE ELECTRICITY BOARD Ltd

(Incorporated under the Companies Act, 1956)

Registered Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004

CIN: U40100KL2011SGC027424 Web: www.kseb.in

Phone :0471 251 4456, 251 4575, 251 4501

Email :secretary@kseb.in

ABSTRACT

Part time studies by KSEBL Employees - Issuance of No objection Certificate - Revised guidelines - Sanctioned - Orders issued.

CORPORATE OFFICE (ADMINISTRATION)

B.O. (FTD) No.489/2024 (KSEBL/SEC/16/2024-S4)

Dated:20-11-2024

Thiruvananthapuram.

- Read:
1. B.O. (FB) No.1667/2006 (Estt.IV/Part Time/NOC/2005) dated 20.06.2006.
 2. B.O. (FB) No.1101/2007 (Estt.IV/7968/NOC/2006) dated 09.05.2007.
 3. B.O. (CM) No.1831/2013 (EB7/NOC/Part Time Courses/2013) dated 26.08.2013.
 4. Office Order (CMD) No.1556/2023(EB7/Gn/NOC/Part Time Studies/2023) dated 27.10.2023.
 5. Proposal/Suggestion for revision of guidelines submitted by Chief Engineer (HRM) dated 13.05.2024.
 6. Note No.KSEBL/SEC/16/2024-S4 dated 19.10.2024 of Secretary (Administration) submitted to the FTD approved on 24.10.2024 (Agenda No.46/10/24).
 7. Minutes of the meeting of Full Time Directors of KSEBL held on 24.10.2024 as per Resolution No.FTD/3/10/24/46.

ORDER

Regulations 6 and 7 of the CEA Safety Regulations 2010 has prescribed certain qualifications for Engineers, Supervisors and Technicians in Thermal and Hydro Power Plants and Transmission and Distribution system. Accordingly Government in exercise of the power conferred by Rule 116 has granted one time extension to acquire the necessary qualification for employees who were appointed in service of KSEBL after 31.10.2013 but before 13.02.2019 for a period of 5 years from the date of the order of provisional promotion to acquire the prescribed qualification of ITI/equivalent and a period of 7 years to acquire the prescribed qualification of Diploma/equivalent, subject to the condition that in the event of their failure to acquire the qualification within the extended period of time, they would be reverted to the post from which they were promoted.

But as per the existing Board Orders, NOC is issued only to limited number of candidates and does not cater to the enhanced requirement as insisted in CEA Regulations. Thus Chief Engineer (HRM) has proposed to enhance the number of NOCs permissible to undergo part time Diploma & B.Tech course in an academic year, in view of the large number of

requests for NOC from KSEBL employees. The present guidelines for issuing NOC for pursuing part-time courses are contained in the B.Os. read as 1st, 2nd and 3rd above. The Chairman & Managing Director has ordered to constitute a Committee with the Chief Engineer (HRM) as Chairperson comprising the Technical Assistants to the Directors of Distribution, Transmission and Generation-Electrical as other members for formulating a policy that allows for a higher number of NOCs to be issued for attending part time Diploma & B.Tech course without disrupting the official duties. It was also ordered to finalize this policy in consultation with the trade unions through the Chief Personnel Officer.

The committee, after detailed study and exhaustive deliberations prepared the draft proposal for revising the guidelines for issuing NOC for part time and other courses. The draft proposal was discussed with the recognized trade unions on 23.04.2024 and certain modifications were made in the proposal as per the request of the trade union representatives.

Accordingly the final proposal/suggestions for revising the existing guidelines of issuing NOC submitted by the Chief Engineer (HRM) was placed before the Full Time Directors for approval.

The Full Time Directors discussed the matter in detail and passed the following resolution

Resolved to accept the proposal/suggestions submitted by the Chief Engineer (HRM) with a modification in Clause (III) General (2) to include the condition that all NOCs upto middle level officers for part time studies shall be issued by the Chief Engineer (HRM), after obtaining concurrence from Full Time Directors. Further it is also instructed there is no need to route such files through the Secretary (Administration). The revised guidelines are furnished as detailed below

REVISED GUIDELINES FOR ISSUING NOC FOR STUDY PURPOSE

(i) Part-time B.Tech and Diploma in Engineering Courses (Electrical & Civil trades) with priority in transfer/protection

1. The condition that the applicant should have completed 1 year service after the date of declaration of probation in the entry cadre is dispensed with. Declaration of probation of the applicant in the entry cadre is required.
2. The condition that the applicant should have a minimum balance service of 10 years of retirement is dispensed with. The applicant should have a minimum balance service of 5 years for retirement .
3. The applicants with domicile/working office in a particular district are eligible for NOC for studying part-time B.Tech and Diploma courses in institutions situated in the nearby districts also without insisting that the institutions should be in the same/adjacent districts. Also, in General Transfers, they will be given transfer only if they change their domicile as per the transfer guidelines.
4. The maximum number of employees permitted to undergo part-time B.Tech (Electrical) course in an academic year is enhanced to 77 nos. (including 7 nos. for SC/ST employees). This include employees undergoing 'B.Tech for Working Professional (lateral entry)

course' also.

5. The maximum number of employees permitted to undergo part-time Diploma in Engineering (Electrical) course in an academic year is enhanced to 77 nos. (including 7 nos. for SC/ST employees).

6. For part-time B.Tech/Diploma (Civil trade) courses, the present quota of 11 nos. each (including 1 no. each for SC/ST employees) will continue.

7. The application for NOC along with the duly filled proforma with course details are to be submitted to the ARU Head before 30th April every year. The ARU Head should verify the eligibility of the employee for NOC, countersign the proforma and forward it to the Chief Engineer (HRM)

8. Priority in transfer protection will be given to technical staff/officers doing part-time Diploma/B.Tech in their respective streams.

(ii) Employees undergoing CA/ICWA (CMA) courses with priority in transfer/protection

Since transfer protection is envisaged for employees doing CA/ICWA (CMA) courses (limited to 5 employees in a year) the guidelines in Sl. Nos.1, 2, 3 & 7 in paragraph (i) above is made applicable to the employees pursuing CA/ICWA (CMA) courses with

In addition the following are also ordered

- The maximum number of employees permitted to undergo non-regular CA/ICWA (CMA) course every year is limited to 5.
- Priority in transfer protection will be given to non-technical staff/officers who obtain NOC for doing CA/ICWA (CMA) course.

(iii) Eligibility criteria for courses other than part-time B.Tech/Diploma in Engineering/CA/ICWA (CMA) without any preference/priority in transfer/protection

At present there exist no specific guidelines for issuing NOC for courses other than part-time B.Tech/Diploma. Since the organization encourages the continuous learning and development of its employees, it is ordered to issue NOC for study purpose to the employees for all other courses with the condition that the studies shall not affect their duties in KSEBL and that they are not eligible for protection/transfer by virtue of doing the course.

1. The probation of the employee in the entry cadre should be declared. But there is no need of any minimum period of service either after the date of declaration of probation or before the date of retirement.
2. The applicants with domicile/working office in a particular district will be given NOC for studying other courses, in institutions situated in the nearby districts also

without insisting that the institutions should be in the same/adjacent districts.

3. For courses other than part-time B.Tech/Diploma/CA/ICWA (CMA) courses, there will not be any fixed quota for number of applications in a year or any last date prescribed for submitting applications for NOC. But the application should be submitted along with the duly filled proforma to the concerned ARU Head. The ARU Head shall countersign the proforma and forward it to the Chief Engineer (HRM).
4. The course applied for need not necessarily have direct relevance to the employee's nature of work in KSEBL.
5. The ARU Head shall continue to issue NOCs for writing 10th and 12th equivalency exams for the employees of KSEBL.

(III) General

1. In case a newly joined employees had been pursuing any course of study prior to his/her joining KSEBL, NOC for continuing the course through part-time/distant/online mode will be given without insisting on completion of probation period. However, for continuing a regular course of study, the employee shall avail LWA for study purpose as per Appendix XIIB of KSR.
2. The ARU Heads is the competent authority to issue NOCs for all part-time/distance/online/private courses of 10th, 12th and ITI courses. All other NOCs for study upto middle level officers shall be issued by the Chief Engineer (HRM) after obtaining concurrence from Full Time Directors. The Secretary (Administration) will arrange NOCs for higher level officers.
3. For undergoing regular courses of studies by taking leave, the relevant leave rules in KSR is applicable.
4. The NOC for study purpose will be issued with the specific condition that the course of study shall not affect the normal duties and functions in KSEB Limited.

Orders are issued accordingly.

By Order of the Full Time Directors

Signed by
Lekha Geetha

Date: 20-11-2024 16:50:45

LEKHA G
COMPANY SECRETARY

To:

All Chief Engineers
All Deputy Chief Engineers
All Executive Engineers

Copy to:

The Company Secretary / Chief Engineer(IT,CR&CAPS) for publishing in the website/
Financial Advisor / Chief Engineer (Commercial & Tariff) / LA&DEO / Chief Internal
Auditor / Chief Vigilance Officer

The Chief Personnel Officer / Public Relations Officer

The TA to the Chairman & Managing Director

The TA to the Director (HRM, Sports, Welfare, Safety & Quality Assurance)

The TA to the Director (Generation-Electrical & Civil, REES & SOURA)

The TA to the Director (Transmission & System Operation)

The TA to the Director (Distribution & SCM)

The PA to the Director (Finance)

The Sr.CA to the Secretary (Administration)

The RCAO/ RAO

Stock File.

Forwarded / By Order


Senior Superintendent