

KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

Office of the Chief Engineer (Human Resources Management)

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Vydyuthi Bhavanam,
Pattom Palace Post,
Thiruvananthapuram- 695 004.

No. EB.7/OnlineGenl.Transfer/2015.

Dated: 24.03.2015

To

1. All Dept. Heads.
2. All Chief Engineers.
3. All Deputy Chief Engineers.
4. All Executive Engineers.

Sir.

Sub: General Transfer 2015 – Online application of Workmen called for – regarding.

Ref: (1) B.O.(CM) No.945/2013 (EB.7/General Transfer /2013) Dated 24-04-2013
(2) B.O.(CM) No.1183/2013(EB.7/General Transfer /2013) Dated 30-05-2013

The applications for transfer/transfer protection are invited from the workmen for the year 2015 as per the following guidelines.

- (1) All requests for transfer or requests for protection from transfer shall be filed online.
- (2) There are two different application formats, one for applying transfer and another for protection from transfer.
- (3) The Application format for filing 'Transfer requests' or 'Protection from transfer' requests are available in www.hris.kseb.in
- (4) All employees who wish to apply for transfer or apply for protection from transfer shall log in their username and password and file their applications online.
- (5) Username is the employee Code. The Local Administrative User (LAU) of the respective ARU will provide all employees with their passwords.
- (6) A 'Help' document is also available in the website www.ksebnet.com. If necessary employees can take a print out of the document and follow the instruction for filing the application.
- (7) All-head of offices shall nominate one employee in each office who is dexterous in using computers to help and hand hold other employees in the office who are not conversant with online filing of applications.
- (8) The 'Basic User' of Pay Roll Application is given the privilege to file transfer/protection application on behalf of employees belonging to his/her establishment section. Employees who find it extremely difficult to file online application even with the help of another employee may entrust the Basic User in the ARU to file transfer/protection application online on their behalf by giving a written authorization to the Head of Office where the employee is working.
- (9) **The last date of submission of online application will be 25-04-2015 at 5.00 P.M.** after this date and time the facility for online application will not be available in the website.

- (10) All online applications submitted by employees shall be verified online by the Senior Assistant and the Senior Superintendent of the respective Pay Roll Bill Section (EB). After verification, the Online application shall be marked as 'Verified' by the respective Senior Assistant and the Senior Superintendent.
- (11) After the online verification by the Senior Superintendent, the Head of ARU shall forward applications to the Chief Engineer (HRM) through online, immediately. **The last date of uploading the online applications of Workmen by ARU Heads will be 28-04-2015 at 5.00 P.M.** after this date and time the facility for uploading the online applications will not be available in the website.
- (12) Only those Applications forwarded online to the Office of the Chief Engineer (HRM) by the Head of ARU will be considered for the General Transfer.
- (13) A print out of the confirmed copy shall be given to the employee and another copy signed by the employee should be submitted with all documents required to substantiate any claims made by the employee in the Application to the concerned ARU Head. The ARU Head shall verify and countersign such applications submitted by the employee and shall sort out the hard copy of the countersigned applications **category wise**, with accompanying documentary proof, and forward the **same in a single packet** by speed post/courier so as to reach the Office of the Chief Engineer (HRM) on or before 30-04-2015. Even if the online applications are received and acknowledged by this office on or before the date mentioned above, the transfer orders will only be issued after the conduct of "REFERENDUM" of trade unions in KSEB Ltd.
- (14) For any clarification on the process of applying, verifying or forwarding the Online Application, employees may contact the helpline in Vidyuthi Bhavanam, Thiruvananthapuram at the following numbers:
- 0471- 2514216
 - 9496012184
 - 0471-2514463
 - 0471-2514235

(email address: esthrm@ksebnet.com)


CHIEF ENGINEER (HRM)

Copy to:

1. The Secretary, K.S.E.Board Ltd
2. The LA&DEO/CVO KSE Board Ltd
3. The Chief Internal Auditor, K.S.E.Board Ltd
4. The Regional Personnel Officer, K.S.E.Board Ltd
5. The Chief Public Relations Officer, K.S.E.Board Ltd
6. All Regional Audit Officers.
7. The Dy.Chief Engineer (MIS), K.S.E.Board Ltd.
8. The T.A. to CMD / Director (D&S), (T&SO),(G-C.)/(SCM&GE),(RE&P)/ PA to Director (Finance) KSEB Ltd.