

KSEB

കേരളത്തിന്റെ ഉതകപ്പം

**15 YEARS OF
CELEBRATING
THE MAHATMA****KERALA STATE ELECTRICITY BOARD LIMITED***(Incorporated under the Companies Act, 1956)***Registered Office: Vidyuthi Bhavanam, Pattom****Thiruvananthapuram - 695 004****CIN: U40100KL2011SGC027424****Website: www.kseb.in Email: pokseb@gmail.com****Phone No.: 0471-2514472 & 0471-2514455 Fax: 0471-2514472****ABSTRACT**

KSEBL - Guidelines for Online General Transfer in respect of the Workmen - Modifications suggested in connection with certain provisions of the existing Guidelines – Sanctioned – Orders issued.

CORPORATE OFFICE (PERSONNEL)

BO(FTD)No. 322/2019 [PS1(A)/64/2019/General Transfer/Workmen] Dated, TVPM 12-04-2019.

- Read: - (1) BO (FTD) No. 848/2017 [PS - I (A)/3879/2016] Dated, TVPM, 31.03.2017.
(2) B O (FTD) No. 552/2018 [PS - I (A)/3879/2016] Dated, TVPM, 01.03.2018.
(3) Note No. EB7/Genl./GT 2019/ Guideline Modification/02, dated: 04-01-2019.
(4) Note No. PS 1 (A)/64/2019, dated: 11-04-2019 (Agenda Item No. 26/4/19).

ORDER

Kerala State Electricity Board Limited [KSEBL] had issued orders detailing the procedures to be followed for the Transfer & Postings of its Workmen, vide the Board Order read as 1st paper above. After modification of certain provisions, vide the Board Order read as 2nd paper above, the 'General Transfer 2018 of the Workmen' was completed in time by KSEBL, exclusively by online processing. However, certain modifications are necessitated with regard to some provisions of the aforesaid Guidelines, for ensuring smooth conduct of the ensuing General Transfer 2019 of the Workmen. Modifications suggested in this regard, vide read as 3rd paper above, by the Chief Engineer (HRM), as well as the proposals put forth by the recognized Trade Unions of KSEBL, were examined in detail, at the meetings convened with the representatives of recognized Trade Unions and the Management of KSEBL on 15.01.2019, 12.02.2019, 28.02.2019 & 15.03.2019.

The draft revised Guidelines for 'General Transfer 2019 in respect of Workmen' incorporated with the outcome of the discussions held in this regard were placed for consideration of the Full Time Directors' meeting held on 11-04-2019, vide agenda Item No. 26/4/19 and it was resolved to approve the draft Revised Guidelines for General Transfer 2019 in respect of Workmen of KSEBL and to proceed with the Online General Transfer 2019. Further resolved to approve the Schedule for Online General Transfer 2019. Accordingly, the following revised guidelines are issued which will come into force with immediate effect, superseding all Orders/ Circulars issued earlier in this regard.

- 1 Beginning from the year 2017, the Kerala State Electricity Board Limited started conducting online General Transfer. Orders will be issued by April 30th of every year coinciding with the academic annual vacation.

Note: - Requests for transfer received on or before 15th March of every year will only be considered during the general transfer of that year. Request for transfers should be made only through the HRIS software. Facility for submitting application for transfer/protection shall be enabled in HRIS from 1st February every year. Duly signed system-generated print out of the application for transfer/protection shall be submitted to the concerned Account Rendering Unit before 15th March every year along with attested copies of supporting documents to substantiate their claim, if any. The Account Rendering Unit 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 Account Rendering Unit will be responsible for proper verification of the applications. Requests for transfer/protection, in other forms will not be entertained on any account.

- II. As far as possible, employees may be posted as per his/her choice, either in the office situated in their place of domicile, adjacent office within the station or adjacent station, if necessary, by transferring out persons who have put in longer continuous service in that station (Annexure-I).

Note 1. The place of domicile means the area covered by the Electrical Section Office declared as place of domicile by the employee. For this purpose, the place of domicile in the HRIS Software at the time of submitting application will only be considered.

Note 2. It is mandatory for every employee to declare his/her place of domicile at the time of entry in service. Permission to change domicile is restricted to four times in the entire service. Any exemption to this shall only be with the approval of the Board of Directors. Employees will not be allowed to change his/her place of domicile in the normal course except in the following circumstances:

- a. In the case of children/*spouse* obtaining admission in Professional College or for Post-Graduate studies.
- b. In the case of acquisition of immovable property for the purpose of establishing permanent residence.
- c. Upon marriage, to a spouse residing away from the place of residence of the employee.
- d. If advanced and specialized medical treatment is required for KSEBL employee, spouse or children.
- e. In case the spouse of the Board employee is working in a different place in the following establishments:

1. State or Central Government Departments/ State or Central Public Sector Undertakings.
2. Quasi Government Undertakings/Universities/Government Colleges.
3. Local Self Government Institutions.
4. Nationalized/ Scheduled Banks.
5. Co-operative Societies recognized by the Registrar of Co-operative Societies.
6. Aided Schools/Affiliated Colleges.
7. Educational Institutions having statutory recognition.
8. Companies registered under the Companies Act.

Note 3. Station means all offices within the geographical area of Electrical Division. The total continuous service in all the offices within the station will be reckoned as the service at that station. For calculating station seniority, stations within the domicile district are also to be considered, the seniority of station and stations within the domicile district will be reckoned as combined seniority. Distance - Days - Value (DDV) based Seniority List will be published well in advance, every year, in connection with the General Transfer.

Note 4. The change in place of domicile of all employees shall invariably be recorded in their Service Books and in the Online Transfer module of HRIS. No employee shall misuse the facility for changing place of domicile. Any such instances noticed by the Board will be viewed seriously and proceeded against.

- III. Requests for mutual transfers will not be considered.
- IV. In cases where the husband and wife are employees of the Board, they may be posted to the same station to the maximum possible extent.

Note. If both the husband and wife are employees of Kerala State Electricity Board Limited and where the husband or wife completes 3 years of service in a station and the other has not completed 3 years, the couple may be retained in the station until both the employees complete 3 years or any one of the employees completes 5 years of service in the station, whichever is earlier.

- V. Workmen will not be allowed to continue in a station for more than 3 years, if there is a valid request from another employee for a posting at that station. In order to consider valid requests for transfer to a station where open vacancies do not exist, employees who have put in continuous combined service of 3 years or more at that station and stations within the domicile district are liable to be transferred out. Employees with longer service in the station where they are presently working will be transferred out to

distant places and those with lesser service in such stations will be posted to places of lesser distance.

Note 1. However, for workmen who are in or below the cadre of Lineman Grade I, the above period will be 5 years.

Note 2. All categories of employees from the executive side who are engaged for office works for more than 3 years will be posted to field duty.

Note 3. Without prejudice to any of the provisions mentioned above, workmen who are in or below the cadre of Lineman Grade I / other workmen will not be allowed to work in the same section/ office for more than 5/3 years respectively.

Note 4. Electricity Workers will not be allowed to apply for transfer out of the district to which they are recruited.

VI. Workmen working in northern Kerala which is 250 kilometers away from their place of domicile and persons working in annexed remote/hill area are eligible for transfer on completion of 1 year's continuous service (Annexure-II). Workmen working in any other areas which are away from and within 250 kilometers from their place of domicile are eligible for transfer to their place of domicile only after completion of continuous service of 2 years in that station. If an employee returns to his place of domicile without completing the mandatory period of 1 year/2 years, except in cases mentioned under Clause VI (b) and VI (f) of this order, his/her station seniority shall be reckoned from the date from which he/she has been working in his/her domicile station before such transfer. However, the female employees belonging to workmen categories, working away from their place of domicile of and above 100 kilometers, who have rendered continuous service of 1 year; are exempted from the said clause. For the purpose of calculation of distance mentioned above, distance by road will only be reckoned. The cut-off date for eligibility for general transfer shall be decided by the Chief Engineer (HRM) in consultation with the recognized General Trade Unions. Requests for transfer to domicile station will be considered in the order of priority as given below:

- a. Workmen may be posted to nearby offices within the station in the absence of sufficient vacancies as per their place of choice and if it is not possible to provide posting to nearby offices within the station, a queuing facility will be provided. In such cases, he/she will be accommodated in the queue, to be considered whenever vacancies arise in the domicile station. Accordingly, those who are waiting in the queue for posting in the domicile station will get first priority. Those waiting in this queue will be eligible for transfer against vacancies arising subsequently.

- b. Victim of accident occurred during the course and out of employment/ employees having severe illness/ widow/ widower. Where such accident or illness (including those of spouse and /or children) happens while the employee is working away from his/her domicile station, the required minimum period of 1 year/2 years need not be insisted upon. The percentage of disability shall not be less than 40 %.
- c. Scheduled Tribe.
- d. Scheduled Caste.
- e. Differently abled workmen (40 % or more disability).
- f. Those who are to retire from service within two years in which case the required minimum period of 1 year/2 years need not be insisted upon.
- g. Mother having child below the age of 2 years.
- h. Pregnant women.
- i. Widow, till remarriage.
- j. Widower, till remarriage.
- k. Severe illness of spouse/children/dependent parents on condition that the employee is the only child of dependent parents.
- l. Parents of differently abled children.
- m. Parents of legally adopted children.
- n. Employees undergoing treatment for primary infertility, for a term of 10 years from the date of commencement of treatment (supported by valid certificate).
- o. Ladies.
- p. Inter-caste/Inter-religion married couples. (Certificate from competent authority proving Inter-caste/Inter-religion marriage is mandatory).
- q. Relatives of military personnel working across India and paramilitary personnel working outside Kerala. [Details of relatives specified in Clause VII (n)].
- r. Ex-service men.
- s. Employees who are undergoing part-time degree/diploma courses in Engineering, CA/ICWAI with prior approval/sanction from Kerala State Electricity Board Limited for joining the said course.
- t. While considering request for transfer of employees to domicile station, priority shall be in the order of Remote area, Hilly area and northern Kerala.

Note 1. For the purpose of this clause, while calculating the total continuous service, the period spent on working arrangement/foreign service will be treated as if the employee has been working in the domicile station itself. In such cases, he/she has to complete the stipulated minimum required service in order to become eligible for transfer to domicile station.

Note 2. Those who have been transferred out to far-away places from the domicile station should be given preference in giving postings to places near to their place of domicile. Sufficient provision is made in the software for choosing the desired place of posting. An employee is eligible for transfer in any office within the domicile station or in the adjacent station, as the case may be, only if he/she opts for the same at the time of submitting application for transfer.

VII. Protection from transfer will be permitted in the following cases:-

- a. Protection from transfer will be given to the recognized General Trade Unions at one percent of the workmen employed in the entire establishment of the Kerala State Electricity Board Limited subject to a maximum of 100. The membership of the Unions will be verified from time to time in a referendum as prescribed for the purpose. However, requests received from the protected representatives of Trade Unions and Director Board Members of Electricity Employees' Co-operative Societies for transfer to other offices shall be considered as far as possible. The list of employees to be protected from transfer shall be submitted to the Chief Personnel Officer every year on or before the last date for submission of application for transfer. The list of protected workmen declared by the Chief Personnel Officer, every year, will remain in force for a period of one year or till the next Annual General Body Meeting of the recognized General Trade Union or till the next referendum, whichever is earlier. The recognized General Trade Union can withdraw the names of any of their members from the list of protected workmen at any time by giving due intimation in writing to the Chief Personnel Officer, but they will have no right for substitution. As soon as the Chief Personnel Officer declares and notifies the list of protected workmen for any year, the previous year's list of protected workmen will cease to exist.
- b. Employees who belong to Scheduled Caste/Scheduled Tribe will be retained in their domicile station for a continuous period of 5 years.
- c. Employees who enter into inter-caste/inter-religion marriage will be retained in their domicile station for a continuous period of five years from the date of marriage. This protection will apply only once during his/her entire service. Protection under this clause shall be granted only if the incumbent produces inter-caste/inter-religion Marriage Certificate from the competent authorities.
- d. Victim of major accidents during the course and out of employment.

- e. Differently abled employees. In this case, employees will be protected in the domicile office and limited within the 3% quota applicable under the provisions of Persons with Disabilities Act 1995.
- f. Employees who have suffered permanent/ partial disability due to accidents (40% or more disability) will be given protection from transfer on production of valid medical certificate issued each year by a competent authority. Protection under this clause will be limited to domicile station only.
- g. Employee/ spouse/ children/ dependent parents/ unmarried and disabled sibling (if the Board employee is the only sibling of the unmarried and disabled brother/sister), having severe illness. This facility will be restricted to domicile office only.
- h. Employees whose children are differently abled and require the presence of parents for their movement will be protected. In this case, if both father and mother are employees of Kerala State Electricity Board Limited, both of them will be protected.
- i. Widow/widower/legally divorced employees will not normally be transferred out till remarriage.
- j. Mother of baby, till the child attains the age of 2 years.
- k. Pregnant women.
- l. Parents of legally adopted children for a period of 5 years from the date of adoption.
- m. Employees undergoing treatment for primary infertility, from the date of commencement of treatment to the birth of the first child (supported by valid certificates).
- n. Protection from transfer shall be granted on grounds of relationship to military personnel working across India/ paramilitary personnel working outside Kerala State. The required certificate/ recommendation shall be addressed to the Chief Engineer (HRM) directly by the concerned Military/Paramilitary authorities. For this purpose, relative means:
 - 1. Husband/ Wife
 - 2. Son
 - 3. Unmarried daughter
 - 4. Brother (whom, parents are dependent upon)
 - 5. Unmarried sister
 - 6. Father/ Mother

For claiming protection or preference under Clause VII (n) (4) above, a Dependency Certificate issued by the concerned Revenue Authority is mandatory. Period of

protection, during entire service, in this case shall not exceed 5 years under any circumstance.

- o. Employees undergoing Part-time Degree/ Diploma course in Engineering in Government Engineering Institutions, Chartered Accountancy and Cost Accountancy, with prior approval/ sanction of competent authorities of Kerala State Electricity Board Limited will be granted protection from transfer. Submission of attendance certificate in each academic year is mandatory. The maximum number of protection that can be permitted shall be restricted to 50 in the case of Part-time Electrical Engineering Degree course, 50 in the case of part-time Civil Engineering Degree course, 50 in the case of Part-time Diploma course in Electrical Engineering, 50 in the case of Part-time Diploma course in Civil Engineering and 5 in the case of Chartered Accountancy and Cost Accountancy courses. In addition, 5 numbers for Electrical Engineering Part-time Degree course, 5 numbers in Civil Engineering Part-time Degree course, 1 number in Part-time Diploma course in Electrical Engineering and 1 number for Part-time Diploma course in Civil Engineering will be allowed to employees belonging to SC/ST communities. However, the protection granted will be limited for a period of 4 years from the date of registration of the course.
- p. Elected members of the Directors' Board of Electricity Employees' Co-operative Society. This protection will be available for one term only during his/ her entire service. However, requests received from protected members of Director Board Members of Co-operative Societies for transfer to other offices within the station shall be considered as far as possible. The fact of availing this protection shall be marked in the HRIS software by the Chief Personnel Officer. [Employees' Co-operative Society means Society registered under The Kerala Co-operative Societies' Act 1955 in which all categories of employees (Workmen and Officers) of KSEB limited are members].
- q. Those who are to retire from service within two years, as on December 31st will be protected.
- r. Sports men/Sports women in the list of active sports persons prepared by the Chief Personnel Officer will be given protection from transfer, subject to the conditions specified in the Board Order issued in this regard. The list of such active sports men/ sports women will be given to the recognized General Trade Unions by the Chief Personnel Officer for verification. Complaints, if any, will be heard and eligibility decided by the Chief Personnel Officer. Such lists of Sports men/ Sports women will be published in the website of KSEBL.
- s. In case of promotion occurring at the time of general transfer, if the promotee has not completed 3 years of service in the domicile station, he/ she may be retained in the station, if necessary, by transferring out workmen who have completed 3 years of service in the station. This does not, however, bestow any right upon the promotee to claim that

he/ she should be retained at the same Office. Protection on administrative grounds will not be granted except those mentioned under clause VIII (21).

- t. In the case of internal transfer, protection for retention in the same office will be granted to employees belonging to following categories.
 - 1. Protected workmen of recognized General Trade Unions
 - 2. Directors' Board Members of Electricity Employees' Co-operative Society
 - 3. Retirement from service within 2 years, as on December 31st.
 - 4. Sports men/ Sports women included in the list approved by the Chief Personnel Officer
 - 5. Employees with severe ailments and parents of differently abled children. Protection under this clause will be limited to domicile section/station only.
- u. In order to avail protection from transfer vide clause VII, appropriate and valid certificates from competent authorities shall be produced. Scanned copies of certificates shall be uploaded in the HRIS software at the time of applying for transfer/protection and originals of the same shall be attached to the application submitted to the Account Rendering Units. In the case of protection under medical grounds, certificate for treatment of illness (Annexure-IV) at specified hospitals will only be considered (Annexure-V). The above list shall be updated periodically after discussion with the recognized General Trade Unions. Requests not supported by valid certificates will not be entertained under any circumstance.
- v. The Chief Engineer (HRM) shall publish the list of protected workmen on or before 30th March every year. Complaints, if any, shall be filed with the Chief Engineer (HRM) within 1 week of publication of the said list. Complaints received after this date will not be entertained.

VIII. GENERAL

- 1. In the process of posting employees during general transfer and internal transfer, the following order of priority shall strictly be complied with. While posting employees during general transfer, priority shall be given based on a combined index of geographical area and consumer strength of Section Offices.

In the case of executive staff, the order of priority will be:

- a. Electrical Section
- b. Generating Station
- c. Sub Station

- d. Division Office
- e. Circle Office
- f. Corporate Office
- g. Other Offices

The order of priority regarding the ministerial employees will be:

- a. Division Office
- b. Circle Office
- c. Regional Audit Office
- d. Chief Engineer Office
- e. Corporate Office
- f. Section Office
- g. Other Offices

While posting employees in Civil Wing, the following order of priority shall be adhered to:

- a. Generation Project Construction
- b. Investigation Works
- c. Dam Safety
- d. Transmission Project Construction
- e. Other Office

2. If two or more employees become eligible for transfer and sufficient number of vacancy is not available, weightage may be given considering a combination of age, period and distance.
3. Female employees and employees who have completed 52 years of age, in the Civil Wing, will not normally be posted for investigation works.
4. While considering posting of employees who have requested for posting in projects, those without project service will be given preference. If in case two or more employees request for posting in projects, the employee with shorter project service will be given preference.
5. As far as possible, ladies may be posted to stations near their place of domicile. In the case of women employees who are transferred out, posting may be done in the following order of priority.
 - a. Vicinity to Railway Station

- b. District Taluk Head Quarters
- c. Taluk Head Quarters
- d. Vicinity to Bus Station

(A list of offices coming under sub clause a, b, c & d above are enclosed as Annexure - III)

6. An employee will be permitted to apply for general transfer only if he/she has put in an active service of not less than 1 year at a station. The periods of Half Pay Leave and Earned Leave accrued and availed during the period he/she has served in that station/ Casual Leave/ Special Casual Leave/ Special Disability Leave/ Maternity Leave/ Paternity Leave will be treated as if on duty.
7. As far as possible, the first posting of dependents of employees of Kerala State Electricity Board Limited under the Compassionate Appointment Scheme will be to their domicile station/ place of choice.
8. For considering request for transfer to the domicile station, actual active prescribed service by an employee in the outstation only will be considered. The actual service will not include period spent on working arrangements/ foreign employment and periods of leave other than Half Pay Leave and Earned Leave accrued and availed during the period he/ she has served in that station/ Casual Leave/ Special Disability Leave/ Maternity Leave/ Paternity Leave. In the case of employees who were on working arrangement/ foreign service to their domicile station while on out station duty, the period spent by them in the domicile station on working arrangement/ foreign service shall not be reckoned as out station service for the purpose of General Transfer.
9. Apart from request to domicile station, employees are eligible to request for transfer to Remote/ Hilly areas which will be considered if vacancies are available in offices situated in such areas. Further, a maximum of 10 % of the working strength of Senior Assistants in Vydyuthi Bhavanam, Thiruvananthapuram will be reserved for the Senior Assistants belonging to all districts of the state, except Thiruvananthapuram and who are working out of their respective domicile districts and are eligible for transfer to domicile station as per these transfer guidelines. For this purpose, Senior Assistants belonging to districts other than Thiruvananthapuram will become eligible to apply under the said quota of 10 % only if they apply to all offices within their respective domicile districts. However, Senior Assistants belonging to the cluster containing Karunagappally, Kundara and Kottarakkara are exempted from applying to Electrical Division, Punular in order to avail the benefit of the said quota of 10 %. So also, in all General transfers, Senior Assistants working in Vydyuthi Bhavanam, Thiruvananthapuram and having their domicile stations in districts other than Thiruvananthapuram will be kept in a queue and transferred to their respective domicile stations even if they do not apply for the same.

- 9 (a) Senior Assistants who have applied for transfer to their own domicile stations during the last General transfer, but posted in Vydyuthi Bhavanam, Thiruvananthapuram, due to lack of vacancies in their domicile stations, by considering their subsequent choices against 10% quota allowed in the Head Quarters as per the existing provisions, will be preferentially considered first in the queue formed for transfer to their own domicile districts, during the ensuing General transfer, even if they do not apply for the same. In the case of the Senior Assistants working in other domicile stations for more than 3 years, without applying for transfer to their own domicile stations; their existing domicile shall be treated as deemed domicile. Employees unable to obtain transfer to their own domicile stations even though applied for the same consecutively, during the last 3 General Transfers will not be included in the list of deemed domicile and kept in queue for being considered for transfer to their own domicile stations on DDV priority.
- 9 (b) In the case of Senior Assistants, the Electrical Circle Office, in which his/ her place of domicile is situated shall be treated as domicile station and he/ she will be permitted to apply for the vacancies available within any 2 adjacent Circle Offices belonging to Distribution/ Transmission/ Generation wings, situated within their domicile district if any, along with the vacancies existing within their own domicile station.
- 9 (c) Employees with domicile station within the jurisdiction of Thiruvananthapuram District will be permitted to apply for the vacancies available at Vydyuthi Bhavanam, TVPM.
10. Workmen who are retained in the Section Offices of KSEBL as per the provisions of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 will be accommodated in supernumerary posts.
11. All transfers and postings in Kerala State Electricity Board Limited will be done only through the HRIS software.
12. Considering exigency of service, if any transfer is essential within the jurisdiction of a 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.
13. 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. If an employee is not relieved within 15 days from the date of order, he/ she shall automatically be relieved through HRIS and the fact shall be intimated to the concerned employee and controlling authority. If his/ her salary is not claimed in the concerned Account Rendering Unit where he/ she has last worked as on the date of relief mentioned

above, his/her next salary shall be claimed in the Account Rendering Unit where he/she was transferred out, subject to reporting for duty in the new office within the stipulated time. All transferees shall invariably be relieved on or before 15th June.

14. Different stages of processing of requests for transfer/ protection will be communicated to the workmen who have applied for the same.
15. In the case of fresh appointments, the employee shall report for duty before the Controlling Authority with necessary documents. In such cases the order of reposting will be issued by the Controlling Authority. The appointment order of new recruits will be issued through HRIS.
16. 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.
17. The employees in each category shall be distributed to all areas of the state and to all functional units in accordance with the order of priority mentioned in Clause VIII (1) of this order respectively keeping proportional strength of staff throughout the state to ensure effective utilization of man power.
18. Deleted (As existed in the BO (FTD) No. 848/2017 [PS - I (A)/3879/2016] Dated, TVPM, 31.03.2017)
19. Irrespective of choice/option, there will be a shuffling within the station, of workmen of all offices of KSE Board Limited who have completed 3 years in a particular office as on the last date for submitting online application for transfer.
20. In the case of Confidential Assistant, Senior Fair Copy Assistant & Junior Fair Copy Assistant belonging to the category of Workmen and in the case of Executive staff working in the Civil Wing; the district in which the domicile office declared by the employee is situated, will be treated as domicile station.
21. Workmen in the IT Wing who are actually performing the duties of Programmers, System Administrators, System Supervisors and those engaged for testing of software will be transferred within the IT Wing.
22. While transferring women employees out of their domicile station, first preference of posting shall be given to them in offices mentioned in the list of offices based on Clause VIII (5).
23. On-line applications for General Transfer, which were not considered due to insufficient vacancies will be kept pending for filling the vacancies that arise, on priority basis, before the succeeding General Transfer.

24. On-line General Transfer shall be completed before 31-05-2019, by issuing Transfer Orders in respect of all workmen categories, including the Grievance Redressal Orders. However, the Management reserve the right to make necessary changes in the time schedule of General Transfer, as and when seems necessary.
25. The minimum period of continuous service of one year, stipulated to apply for General Transfer to a transferee may be exempted in respect of those workmen deployed at Sub Stations, Generating Stations etc., who acquired adequate experience from the works assigned to them or attained expertise through the specialized training provided to them, through the renowned external agencies within India / abroad, at the cost of KSEBL. The minimum period of continuous service insisted for them to apply for General Transfer will be 3 years, subject to the condition that only 50% of such skilled workmen deployed at aforesaid stations shall be transferred each year.
26. No request for review of transfer order shall be accepted after 31-05-2019.
- IX. Notwithstanding to anything contained above, KSEBL reserves the right to transfer or retain any employee, in any place in the exigencies of service / or in public interest.

Orders are issued accordingly.

By order of the Full Time Directors

**Sd/-
L E K H A. G.
Company Secretary (i/c)**

To

The Chief Engineer (Human Resources Management), KSEBL,
Vydyuthi Bhavanam, Thiruvananthapuram.

Copy to:

All Chief Engineers / Deputy Chief Engineers / Executive Engineers
The Financial Adviser / The Chief Internal Auditor / The Company Secretary (i/c)
The Legal Adviser & Disciplinary Enquiry Officer / The Chief Vigilance Officer
The Chief Personnel Officer / The Chief Public Relations Officer
TA to Chairman & Managing Director / PA to Director (Finance)
TA to Director (Distribution & Information Technology)
TA to Director (Transmission & System Operation)
TA to Director (Generation-Civil & Human Resources Management)
TA to Director (Corporate Planning, Generation-Electrical, System Chain Management & Safety)
Sr.CA to the Secretary (Administration)
The Fair Copy Superintendent / Record Section / Library / Stock File.

Forwarded / By Order:

Senior Superintendent.

ANNEXURE - I

BO(FTD)No. 322/2019 [PS 1 (A) /64/2019/ General Transfer / Workmen] Dated, TVPM 12-04-2019

List of Adjacent Stations

Sl. No.	Names of Stations
1	Neyyattinkara, Thiruvananthapuram, Kazhakuttom
2	Kattakada, Nedumangad, Attingal
3	Karunagappally, Kundara, Kottarakkara
4	Kollam, Chathannoor, Punalur
5	Alappuzha, Cherthala
6	Chengannur, Harippad, Mavelikkara
7	Thiruvalla, Pathanamthitta, Adoor
8	Moozhiyar
9	Vaikom, Pala
10	Ponkunnam, Chanaganacherry, Pallom
11	Tripunithura, Aluva
12	North Paravur, Angamaly
13	Mattancherry, Ernakulam
14	Moovattupuzha, Perumbavoor
15	Thrissur West, Thrissur East
16	Kodungallur, Irinjalakkuda
17	Kondotty, Manjeri

The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognized Trade Unions of KSEBL.

By Order of the Full Time Directors

Sd/-

LEKHA. G.

Company Secretary (i/c)

Forwarded/ By Order

Senior Superintendent

ANNEXURE - II

BO(FTD)No .322/2019 [PS 1 (A) /64/2019/ General Transfer / Workmen]Dated,TVPM 12-04-2019

List of Remote and Hilly Areas

Sl. No.	Offices coming under Remote Area	Jurisdiction
1	Idamalayar	All Offices
2	Kakkayam	All Offices
3	Kochu Pampa	All Offices
4	Kottathara Section	Section only
5	Mangulam	All Offices
6	Moozhiyar	All Offices
7	Periya Bazar Section	Section only
8	Poringalkuthu	All Offices
9	Sholayar	All Offices
10	Thriveni Pampa	All Offices
Sl. No.	Offices coming under Hilly Area	Jurisdiction
1	Adimaly Division	All Offices
2	Agaly Section	Section only
3	Alakkode Section	Section only
4	Cherupuzha Section	Section only
5	Iritty Division	All Offices
6	Kalpetta Division	All Offices
7	Karthikapuram Section	Section only
8	Kattappana Division	All Offices
9	Kulathupuzha Section	Section only
10	Kuttikole Section	Section only
11	Mananthavady Division	All Offices
12	Mulleria Section	Section only
13	Nallompuzha Section	Section only
14	Nelliampathy Section	Section only
15	Pampa DRIP Sub Division	Section only
16	Parali Section	Section only
17	Peermade Division	All Offices
18	Thenmala Section	Section only
19	Thottipalam Section	Section only

20	Padiyattuchal Section	Section only
21	Vengoor Section	Section only
22	Keerampara Section	Section only
23	Adyanpara	SHEP
<p><i>The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of KSEBL.</i></p>		

By Order of the Full Time Directors

Sd/-

LEKHA. G.

Company Secretary (i/c)

Forwarded/ By Order:


Senior Superintendent

ANNEXURE - III

BO(FTD)No.322/2019[PS1(A)/64/2019/General Transfer/Workmen]Dated,TVPM 12-04-2019

Sl. No.	List of Offices applicable to Clause VIII (5)
1	Adoor Electrical Division
2	Alappuzha Electrical Circle
3	Alappuzha Electrical Division
4	Alappuzha Transmission Circle
5	AlappuzhaTransmission Division
6	Alathur Electrical Division
7	Aluva Electrical Division
8	Angamaly B & S Division
9	Angamaly Electrical Division
10	Attingal Electrical Division
11	Beach Electrical Section
12	Chalakkudy Electrical Division
13	Changanacherry Electrical Division
14	Chathannoor Electrical Division
15	Chengannur Electrical Division
16	Cherthala Electrical Division
17	Chittur Electrical Division.
18	Ernakulam Appellate Authority
19	Ernakulam CGRF
20	Ernakulam Chief Engineer (Distribution Central)
21	Ernakulam Electrical Circle
22	Ernakulam Electrical Division
23	Feroke Electrical Division
24	Harippad Electrical Circle
25	Harippad Electrical Division
26	Irinjalakkuda Electrical Circle

Sl. No.	<i>List of Offices applicable to Clause VIII (5)</i>
27	Irinjalakkuda Electrical Division
28	Kalamasserry CE (System Operation)
29	Kalamasserry CE (Transmission)
30	Kalamasserry System Operation Circle
31	Kalamasserry Transmission Circle
32	Kalpetta Electrical Circle
33	Kalpetta Electrical Division
34	Kanhangad Electrical Division
35	Kannur Chief Engineer (Distribution Kannur Region)
36	Kannur Electrical Circle
37	Kannur Electrical Division
38	Kannur System Operation Circle
39	Kannur Transmission Circle
40	Karunagappally Electrical Division
41	Kasargod Electrical Circle
42	Kasargod Electrical Division
43	Kattakkada Electrical Circle
44	Kattakkada Electrical Division
45	Kodungallur Electrical Division
46	Kollam Electrical Circle
47	Kothamangalam Civil Circle
48	Kothamangalam Generation Circle
49	Kottarakkara CGRF
50	Kottarakkara Electrical Circle
51	Kottarakkara Electrical Division
52	Kottarakkara Transmission Circle
53	Kozhikkode CGRF
54	Kozhikkode Chief Engineer (Distribution North)
55	Kozhikkode Chief Engineer (Transmission North)

Sl. No.	<i>List of Offices applicable to Clause VIII (5)</i>
56	Kozhikkode Electrical Circle
57	Kozhikkode Electrical Division
58	Kozhikkode Transmission Circle
59	Kunnamkulam Electrical Division
60	Malappuram Transmission Circle
61	Mananthavadi Electrical Division
62	Manjeri Electrical Circle
63	Manjeri Electrical Division
64	Mannarkad Electrical Division
65	Mavelikkara Electrical Division
66	Mavelikkara Transmission Division
67	Moolamattom Chief Engineer (Generation)
68	Moolamattom Generation Circle
69	Moovattupuzha Electrical Division
70	Nedumangad Electrical Division
71	Neyyattinkara Electrical Division
72	Nilambur Electrical Circle
73	Nilambur Electrical Division
74	North Paravur Electrical Division
75	Pala Electrical Circle
76	Pala Electrical Division
77	Palakkad Electrical Circle
78	Palakkad Electrical Division
79	Palakkad Transmission Circle
80	Pallom Electrical Circle
81	Pallom Electrical Division
82	Pathanamthitta Electrical Circle
83	Pathanamthitta Electrical Division
84	Pathanamthitta Transmission Division

Sl. No.	<i>List of Offices applicable to Clause VIII (5)</i>
85	Pattambi Electrical Division
86	Payyannur Electrical Division
87	Perinthalmanna Electrical Division
88	Perumbavoor Electrical Circle
89	Perumbavoor Electrical Division
90	Pettah Electrical Section
91	Ponkunnam Electrical Division
92	Ponnani Electrical Division
93	Poovanthuruthu Transmission Circle
94	Punalur Electrical Division
95	Shoranur Electrical Circle
96	Shoranur Electrical Division
97	Shoranur Transmission Division
98	Thalasserry Electrical Division
99	Thiruvalla Electrical Division
100	Thiruvananthapuram Electrical Circle
101	Thiruvananthapuram Chief Engineer (Distribution South)
102	Thiruvananthapuram Electrical Division
103	Thiruvananthapuram Vaidyuthi Bhavanam
104	Thodupuzha Electrical Circle
105	Thodupuzha Electrical Division
106	Thodupuzha Transmission Circle
107	Thrissur Electrical Circle
108	Thrissur Generation Circle
109	Thrissur Investigation Circle
110	Thrissur Transmission Circle
111	Tirur Electrical Circle
112	Tirur Electrical Division
113	Tirurangadi Electrical Division

Sl. No.	List of Offices applicable to Clause VIII (5)
114	Tripunithura Electrical Division
115	Vaddakkancherry Electrical Division
116	Vaikom Electrical Division
117	Vatakara Electrical Circle
118	Vatakara Electrical Division
The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of KSEBL.	

By Order of the Full Time Directors

Sd/-

LEKHA. G.

Company Secretary (i/c)

Forwarded/ By Order

Senior Superintendent

ANNEXURE - IV

BO(FTD)No. 322/2019 [PS 1 (A) /64/2019/General Transfer /Workmen]Dated,TVPM 12-04-2019

List of Diseases

Anxiety Disorder Panic
Autism
AWMI
Bipolar Affective Disorder
Bipolar Mood Disorder
Brachial Plexopathy
Carcinoma Breast
Carcinoma Cervix
Carcinoma Lung
Carcinoma naso pharynx with right sided hemiplegia
Carcinoma Prostate
Carcinoma Supraglottis
Cerebral palsy
Cerebrovascular accident, Ischaemic stroke
Cervical disc prolapse
Chronic emotional disorder
Chronic Hepatitis B
Chronic kidney disease
Chronic Kidney disease, reflux nephropathy
Chronic liver disease
Chronic liver disease, cirrhosis, decompensated, portal hypertension, coagulopathy, thrombocytopaenia, esophageal varices
Chronic osteomyelitis of Femur
Coronary Artery Disease
Coronary Artery Disease, Acute Coronary Syndrome
Coronary Artery Disease, Cerebrovascular accident
Coronary Artery Disease, Inferior Wall Myocardial Infraction
Coronary Artery Disease, Systemic Hypertension, dyslipidemia
Coronary Artery Disease, Unstable angina, Effort angina
Degenerative disc disease

List of Diseases

Digeorge Syndrome, Refracotory seizure secondary to FCD

DM with vertigo

Fibromyalgia, Vascular Headache, hypothyroidism

Global Developmental Delay, Dandy Walker Malformation

Haemophilia

Hydronephrosis

Hydronephrosis, PUJ Obstruction

Infertility Treatment

Interstitial lung disease, respiratory failure, syst HTN, old AWWI

Ischaemic heart disease, hypertension

Ischaemic stroke

Lumbar Disc Degeneration

Manic depressive psychosis

Mental Retardation, Seizure Disorder

Motor neurone disease, progressive limb weakness

Non-Hodgkin's Lymphoma

Osteoarthritis

Papillary Carcinoma Thyroid

Peptic Ulcer

Pierrie Robin Syndrome Mood Disorder

Post Encephalitic Sequelae

Post Polio Resident Paralysis

Post traumatic stiffness of hip

Progressive limb weakness, motor neuron disease

Prolapse Disc Intervertebral

Prostatitis

Psychiatric treatment

Recurrent depressive disorder

Renal Replantation

Repair and maxillo facial surgery

Sarcoma Uterus

<i>List of Diseases</i>
Schezophnenia
Scoliosis DL spine
Secondary Generalised Dystomia
Seizure Complex Partial
Severe lumbar canal stenosis, rheumatoid arthritis
Solitary nodule thyroid and hypothyroidism
Spinal Muscular Atrophy
Stenosis Artery Pulmonary, CAD, TR
Young onset parkinsons disease
The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of KSEBL.

By Order of the Full Time Directors

Sd/-

LEKHA. G.

Company Secretary (i/c)

Forwarded/ By Order:

Senior Superintendent

ANNEXURE - V

BO(FTD)No. 322/2019 [PS 1 (A) /64/2019/General Transfer / Workmen]Dated,TVPM 12-04-2019

Sl. No.	List of Hospitals
1	A J Hospital, Mangalore
2	AKG Memorial Hospital, Kannur
3	Al Shifa Hospital, Perinthalmanna
4	Amala Institute of Medical Science, Thrissur
5	Amrita Cancer Institute, Edappally
6	Amrita Institute of Medical Sciences, Edappally
7	Ananthapuri Hospitals & Research Institute, TVPM
8	Aravind Eye Hospital, Madurai, Tamil Nadu
9	Bharath Hospital, Kottayam
10	Cardinal Speciality Hospital, Kottayam
11	Christian Medical College, Velloor, Tamil Nadu
12	Credence Hospital, Thiruvananthapuram
13	CSI Medical College, Karakonam
14	Dhanalakshmi Hospital, Kannur
15	EMS Hospital, Perinthalmanna
16	Ganga Hospital. Coimbathur.
17	General Hospital, Alapuzha
18	General Hospital, Ernakulam
19	General Hospital, Kasaragod
20	General Hospital, Neyyattinkara
21	General Hospital, Thalassery
22	General Hospital, TVPM
23	Govt. Ayurveda Medical College, Kottakkal
24	Govt. Homeo Medical College, Kozhikode
25	Govt. Maharaja's Hospital, EKM
26	Govt. TD Medical College, Alapuzha
27	Govt. W&C Hospital, Thycaud
28	Gowreesa Hospital, TVPM
29	Holy Cross Hospital, Kollam
30	ICCONS, Shoranur
31	ICH, Arpookkara, Kottayam.
32	Idukki District co-operative hospital, Thodupuzha
33	Indira Gandhi Co-operative Hospital, Thalassery
34	Indo American Hospital, Vaikom
35	Jubilee Mission Hospital, Thrissur
36	Karithas Hospital, Thellakam, Kottayam
37	KIMS, TVPM
38	Kinder Women's Hospital & Fertility Centre, Cherthala
39	KMC, Mangalore

Sl. No.	List of Hospitals
40	Koyili Hospital, Kannur
41	Laekshore Hospital, Ernakulam
42	Lissie Hospital, Ernakulam
43	Malabar Cancer Centre, Thalassery
44	Matha Hospital, Thellakam, Kottayam
45	Medical College, TVPM
46	Medical Trust Hospital, Ernakulam
47	Mental Hospital, TVPM
48	Mitra Hospital, Thachottukavu
49	NS Memoril Institute of Medical Sciences, Kollam
50	Pariyaram Medical College
51	Pariyaram Medical College, Kannur
52	Pushpagiri Medical College, Thiruvalla
53	RCC, TVPM
54	RIMS, Erattupetta
55	Sahrudaya hospital, Thathampally, Alapuzha
56	Samad Hospital, Thiruvananthapuram
57	Saraswathy Hospital
58	SAT Hospital, TVPM
59	Sri Chitra Tirunal Institute, TVPM
60	SUT Hospital, Pattom
61	Taluk Head Quarters Hospital, Cherthala
62	Thejaswini, Mangalore
63	All Government Hospitals and Medical Colleges not listed above
<p>The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognised Trade Unions of KSEBL.</p>	

By Order of the Full Time Directors

Sd/-

LEKHA. G.

Company Secretary (i/c)

Forwarded/ By Order

Senior Superintendent