

# **KERALA STATE ELECTRICITY BOARD LIMITED**

(Incorporated under the Indian Companies Act, 1956)  
Registered Office : Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695004.

## **PROCEEDINGS OF THE CHIEF ENGINEER (HRM), KERALA STATE ELECTRICITY BOARD LIMITED, THIRUVANANTHAPURAM**

Sub:- Establishment – Promotion of Office Attendants to the cadre of Cashier (Provisional) under 10% quota – Sanctioned – Orders issued.

**No.EB3/OA-Cashier/Promotion/16335/2014. Dated, Thiruvananthapuram, 01.11.2014'.**

Read:- (1) B.O. (CMD) No.2696/2014 (Estt.II/4406/2014) dated 18.10.2014.  
(2) WP (C) No.28009/2014 of the Hon'ble High Court of Kerala.

### **ORDER**

Kerala State Electricity Board Ltd. has accorded sanction for promoting 120 numbers of Office Attendants to Cashier based on their service seniority in the Office Attendant cadre, vide Board Order read above.

Accordingly, the following promotions of Office Attendants to the cadre of Cashiers are ordered (see Annexure) subject to the conditions prescribed hereinafter.

- 1) The promotion ordered are purely provisional as per Rule 31(a)(i) of KS & SSR (General) Rule as adopted by the Board and without prejudice to the claims of the seniors, if any.
- 2) The above promotions are ordered in the exigency of service and in public interest.
- 3) The above promotions are ordered from among eligible employees based on service seniority in the cadre of Office Attendants.
- 4) Name and date of birth of promotees may be verified with their Service Books and if any discrepancies noted, the fact should be reported to this office immediately. It should also be ensured that there is no adverse remarks in the Service Book of the promotees barring their promotions.
- 5) The controlling officers are strictly instructed to ensure that the probation of the promotees in the cadre of Office Attendants have been declared on or before 31.10.2014 otherwise the promotion shall not be effected.
- 6) The promotees in the order against whom disciplinary proceedings are in progress shall be affected without prejudice to the disciplinary action pending against them and the promotion will be reviewed if necessary based on the findings of enquiry/cases. If any promotees listed above are presently in Leave without Allowances, category change, already promoted, resigned, etc. may be reported to this office immediately.
- 7) The Deputy Chief Engineers may take adequate internal arrangements within their Circles so that Office Attendants (Cashier Trainees) under orders of promotion can be relieved without interruptions in the revenue collection process.
- 8) The promotion in respect of those who are placed under suspension/on Leave without Allowances as per Appendix XII.A, B & C, Part I, K.S.R shall not be effected and such cases should be intimated to this office.
- 9) Promotions of those Office Attendants who have availed joining time for more than 90 days may obtain sanction from Chief Engineer (HRM) before effecting the promotion.
- 10) Provisions of K.S.R. will govern the fixation of pay in respect of the promotees.
- 11) An amount of Rs.10,000/- (Rupees Ten Thousand only) has to be remitted as security deposit for Cashier and necessary Indemnity Bond may be obtained.

- 12) The promotees will be imparted with training for one week in the post of Cashier and will be regularized in that post on satisfactory completion of the training and prescribed probation period of six months on duty within a continuous period of one years.
- 13) An undertaking in the form prescribed below whll be obtained from each candidate at the time of their relief. The fact of having furnished the declaration may be noted in the Service Book of the incumbents and the Service Book along with the undertaking pasted thereon may be forwarded to the new offices.
- 14) Employees against whom disciplinary proceedings are pending before the Chief Vigilance Officer, KSE Board Ltd. should report the same to this office immediately and their promotion will not be effected and this order stands null and void.
- 15) Promotion ordered are purely provisional and the rank and seniority of the promotees will be in accordance with the direction of the Hon'ble High Court in WP (C) No.28009/2014(A).
- 16) If any promotee fails to report for duty in the promoted post within 15 days from the date of this order, he/she will be deemed to have not accepted promotion and next eligible person will be considered for promotion..
- 17) Deputy Chief Engineers shall arrange induction level training in respective training centres prior to engaging them in the promoted post as Cashier.
- 18) All promotees shall be relieved forthwith after verifying their name and date of birth with the Service Book and discrepancies if any may be reported to this office.
- 19) HRIS package may be updated before issuing LPC.

**Sd/-**  
**NANDAN. C.V,**  
**CHIEF ENGINEER (HRM).**

**Copy to:-**

- 1) The Secretary (Administration), K.S.E. Board Ltd., Tvpm.
- 2) The T.A to Chairman and Managing Director, K.S.E. Board Ltd., Tvpm.
- 3) The TA to Director (Dist. & Generation Electrical), KSE Board Ltd., Tvpm.
- 4) The TA to the Director (Trans. & System Operation), KSE Board Ltd., Tvpm
- 5) The TA to the Director (Generation Civil), KSE Board Ltd., Tvpm
- 6) The PA to the Director (Finance), KSE Board Ltd., Tvpm.
- 7) The Legal Advisor & Disciplinary Enquiry Officer, K.S.E. Board Ltd., Tvpm.
- 8) The Chief Vigilance Officer, K.S.E. Board Ltd., Tvpm.
- 9) The FA/CIA, K.S.E. Board Ltd., Tvpm.
- 10) The Regional Personnel Officer, KSE Board Ltd, Tvpm.
- 11) The Director of Public Relations, K.S.E. Board Ltd.,Tvpm.
- 12) All Chief Engineers concerned.
- 13) All Deputy Chief Engineers concerned.
- 14) All Executive Engineers concerned.
- 15) The Senior Superintendent, Gradation Section/Bill Section/  
EBV Section (Office).
- 16) Notice Board
- 17) Stock file.

**FORWARDED / BY ORDER**

  
**SENIOR SUPERINTENDENT.**

**UNDERTAKING**

I, .....  
(Name and Designation) now working as ..... in  
the scale of Pay Rs. .... am  
willing to be posed provisionally as Junior Assistant/Cashier. I fully understand that I am liable  
to be reverted to my original cadre, if persons senior to me join duty and that my provisional  
promotion will give me only the right to draw pay in the scale of Junior Assistant/Cashier  
during the period that I am holding that post. I also agree to abide by the above conditions  
without any reservations.

Signature:

Name:

Designation:

Place:

Date: