

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
PIN-695 004.*

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

Dated: 19.01.2015.

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 Officers 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.
(3) Full Time Directors decision dated 26.11.2014.

The applications for transfer/protection from transfer are invited from the officers 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 officers who wish to apply for transfer or apply for protection from transfer shall log in using 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 officers 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. Officers 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 officer is working.
- (9) All online applications submitted by officers shall be verified online by the Sr Assistant and the Sr Supdt of the respective Pay Roll Bill Section (EB). After verification, the Online application shall be marked as 'Verified' by the respective Sr Assistant and the Sr Supdt. Instances have come to the notice of the undersigned during last year that major information like place of domicile, which is a basic criteria for fixing the norms has been entered in the online application wrongly by many employees. This creates a lot of disputes between the employee, trade union and this office. The ARU head must pay much attention to confirm the right entry of such vital information with respect to the employees.
- (10) After the online verification by the Sr Supdt, the Head of ARU shall forward applications to the Chief Engineer (HRM) through online, immediately.
- (11) The last date of submission of online application for officers except Assistant Engineer (Ele.) will be **15.03.2015**, after this date the facility for online application will not be available in the website. **In view of the shortage of Assistant Engineer (Ele.) in Electrical Section offices Board has decided vide reference (3) above, to complete the transfer process of Assistant Engineer (Ele.) on or before 31.03.2015. Hence, last date of submission of Online Application in the case of Assistant Engineer (Ele.) will be 15.02.2015.**
- (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 or the anomaly rectification orders subsequent to this. It is the responsibility of an individual officer that his/her application is uploaded online. In turn he/she will get an acknowledgement SMS message on his/her mobile phone after acknowledging the same at this office. Those who does not get a confirmation must check his/her online application process and find immediate solution. Applications in all respects received

through online in the Establishment Section of the undersigned will be acknowledged by providing the above confirmation message to the applicants mobile.

(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 officers in the application to the concerned ARU Head. The ARU Head shall verify and countersign such applications submitted by the officer 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 **15.02.2015** in the case of Assistant Engineer (Ele.) and **22.03.2015** for all other officers.

(14) For any clarification on the process of applying, verifying or forwarding the Online Application, officers may contact the helpline in Vydyuthi Bhavanam, Thiruvuanthapuram at the following numbers:

- a. 0471- 2514216
- b. 9496012184
- c. 0471-2514463
- d. 0471-2514235

(email address: esthrm@ksebnnet.com)

Yours faithfully,


CHIEF ENGINEER (HRM).

Copy to:

1. The Secretary (Admn.), 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).
9. The PA to Director (Finance) KSEB Ltd.