



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

CIN:U40100KL2011SGC027424

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D (D, IT & HRM)/ COVID 19/ 2019 – 2020/23.03.2020

Circular

Sub: - Steps to combat the pandemic, COVID 19 — realignment of operations in various offices of the Kerala State Electricity Board Limited - regarding.

- Ref: -
1. Circular No. DGE/ Circular/ 2019 – 2020, dated 19.03.2020
 2. G.O. (MS) No. 54/2020/H&FWD, dated 21.03.2019, published in Kerala Gazette extraordinary dated 21/03/2019.
 3. Decisions taken in the meeting convened by the Chairman & Managing Director on 23.03.2020

The State government has put in place a rigorous regime to combat the threat of COVID19. As part of steps to curb community spread of the pandemic, all Saturdays up to 31.03.2020 have been declared holidays, a system of limiting employee turn out to 50% of the total strength has been introduced and a new regulation enabling serious restrictions including lockdown of affected areas has been notified.

Considering these steps taken by the Governments, seriousness of the threat posed by the pandemic, the necessity of eliminating chances of community spread and the commitment of ensuring uninterrupted power supply, realignment of functioning of offices of the Kerala State Electricity Board Limited is ordered as below.

Electrical Section Offices

1. The work of recording consumer meter readings is suspended in all offices till 31.03.2020. Average consumption is to be taken for generating bills if required, during this period.
2. Cash collection in offices and outstation centres is to be discontinued up to 31.03.2020.
3. Considering the absolute necessity in maintaining uninterrupted power supply, all services rendered from Electrical Section offices except that of providing uninterrupted power supply to all consumers and providing new service connections if required to installations connected with the combat of COVID 19 including isolation/ quarantine centres and hospitals are suspended. The staff on duty shall be deployed only to meet breakdown requirements, to provide new connections as mentioned above and to works for ensuring safety. All works other than breakdown maintenance activities shall be discontinued till 31.03.2020.

4. The duty structure of Electrical Section Offices is to be realigned in the following manner.

- Electrical Section offices are to ensure uninterrupted power supply giving special attention in maintaining power supply to hospitals, premises housing persons in quarantine and in providing new electricity connections to installations connected with the combat of COVID 19 including isolation/ quarantine centres, based on requirements of authorities.
- The staff of Electrical Sections is to operate in two shifts per day. One shift operating from 8:00 AM to 8:00 PM (Day shift) and the second from 8:00 PM to 8:00 AM (Night shift). The field staff of the office from Overseers to Electricity Workers is to be divided into six groups, three groups comprising of one Overseer, two Linemen and two Electricity Workers (Day groups - D1, D2 & D3) and another three groups comprising of one Overseer and two Linemen (Night groups – N1, N2 & N3). Day groups shall be in charge of day shifts for two days consecutively and night groups would handle two consecutive night shifts. D1 would be in charge of first two 'Day shifts' and N1 would handle the first two 'Night shifts'. After culmination of the two day period, D2 and N2 shall be in charge of the ensuing two days and D3 and N3 shall handle the following two days, in the manner detailed above. Sub Engineers of the Electrical Section shall also attend duty for two consecutive days, on rotation. The duty pattern is tabulated below.

Day	Day Shift (08:00 AM to 08:00 PM) (Ovr 1, LM 2, EW 2)	Night Shift (08:00 PM to 08:00 AM) (Ovr 1, LM 2)
Day 1 & 2	D1	N1
Day 3 & 4	D2	N2
Day 5 & 6	D3	N3
Cycle repeats every six days		

However in case of huge number of complaints due to inclement weather or any other circumstance, Deputy Chief Engineers of respective Electrical Circles are authorised to increase the shift strength up to 50% of staff strength per day and/ or to modify the shift pattern to suit the requirements appropriately.

There shall be no shuffling of the staff among these groups so that chances of intermingling of individuals are the minimum. Senior Superintendent, Senior Assistants, Cashiers and Meter Readers (Regular as well as on contract) shall attend duty during day shifts in a cyclic manner, to control the Front office and for liaison functions, along with the above three 'Day groups', maintaining group consistency.

On days where there is no assigned duty, the staff would be available at the respective headquarters on call. If there is paucity of staff to meet the above requirements, suitable substitute arrangements shall be made by the Assistant Engineer in consultation with the Executive Engineer concerned. The pattern above shall be modified suitably by the Executive Engineer concerned to meet exigencies if any.

The duty teams shall be accommodated in separate rooms as far as possible and with separate office telephone extensions, to eliminate chances of community spread.

- Official sunrise meeting and safety pledge shall be dispensed with, considering the risks in congregating.
- Fuse off calls shall be attended using official conveyance as far as possible to eliminate chances of public contact.

5. Executive Engineers of the Project Management Units shall urgently identify and prepare a pool of contract workers who can be pressed into duty whenever required. They shall also be in charge of deployment based on necessity. This is absolutely crucial in maintaining uninterrupted power supply in areas affected by disruptive summer rains. The services of Assistant Executive Engineers of Project Management Units, Assistant Engineers of Electrical Divisions and Sub Engineers of Electrical Divisions as well as Electrical Subdivisions shall be utilised in emergency situations. Official vehicles allotted to Anti Power Theft Squads, TMR Units, Electrical Divisions, Project Management Units, Transmission Wing etc., shall also be utilised in the event of exigencies
6. Executive Engineers of respective Electrical Divisions shall obtain the list of suspected persons under quarantine from the concerned Health Centres and provide it to Electrical Section offices for bestowing more attention in maintaining supply at these locations and to avoid chances of intermingling.

Generation wing

1. Proper sanitation facility shall be ensured in all power houses and offices.
2. All O&M Crew shall be available at the respective Head Quarters even when they are not on duty. Availability of a standby crew shall be ensured in the case of emergency.
3. Those who are leaving the HQ (in case of emergency) shall obtain prior permission from the controlling officer concerned.
4. Necessary re-arrangement in shift schedule as well as shift timings can be done, as and when required, by the Deputy Chief Engineer concerned, in consultation with the Chief Engineer(Generation & PED).The same shall be applicable to the Maintenance wing also.

5. The ongoing R&M works shall continue with the available contract personnel by ensuring that they are not leaving the HQ and no personnel are newly engaged for the work. It shall be ensured by the Project manager concerned and clear instructions shall be given to the contractor in this regard.
6. The contractor should ensure that their employees are strictly following the instructions issued by the Government as well as KSEB Ltd, to contain the spread of COVID-19.
7. Chief Engineers are authorised to take appropriate decision regarding continuation of works strictly based on the directives issued by the Government/ District Administration.
8. Chief Engineer (Generation) is authorised to take all appropriate steps to ensure uninterrupted generation of electricity.

Transmission wing

1. The Dy. Chief Engineer/Executive Engineer shall take all measures to ensure that operation of the Substations is not disrupted.
2. No visitors other than authorized persons shall be permitted in substations under any circumstances. Only operating crew are permitted inside the control room.
3. The functioning of the substations shall be limited to Operation/ Emergency Break down works. Constructional activities within the Substation premises shall be minimized as far as possible.
4. Shift duty timings may be re arranged as 9 am to 5 pm (shift-1) and 5 pm to 9 am (shift-2). The shift crew may be divided in to minimum two groups each consisting of two operators and two shift assistants. Each group shall be engaged for duty for two consecutive days – One team (One operator and one Shift Assistant) for day duty and one for night duty. After every two days, the next group may take charge and so on. Executive Engineers may alter shift timings in consultation with Dy. Chief Engineer considering geographical conditions, but it shall be ensured that minimum contacts occur between the groups. In remote stations/33 kV Substations up to 24 hour shifts may be permitted with the concurrence of the operating personnel. Once the shift arrangements are finalized, no shuffling among the group shall be permitted under any circumstances.
5. Assistant Executive Engineer in charge of the station shall arrange the shift duty. Executive Engineers shall ensure that sufficient arrangements are made well in advance.
6. Under no circumstances, the shift crew be allowed to use public conveyance. As far possible the shift and maintenance crew including contract staff may be accommodated in the substation premises itself. The controlling officers shall make use of available quarters/ IBs for this purpose. If anybody is allowed to commute by private conveyance, he may be specifically instructed not to mingle with public as far as possible.
7. All maintenance and shift crew shall be available in Headquarters on call.

8. List of standby operating team comprising at least 6 persons each, excluding existing staff (Operators & Shift Assistants), shall be prepared with contact details. For this, the services of personnel who worked in the station earlier/employees working in construction sections/ retired hands/ previously engaged contract staff can be considered. Maintenance crew can also be utilized for shift duty.
9. The operating staff may be instructed to take all precautionary such as washing hands/ using gloves and face masks for maintaining personal hygiene. The Supervisory officers shall ensure availability of sanitisation materials. Operating staff shall wash their hands with soap before and after taking the hourly readings.
10. Availability of vehicles shall be ensured to meet any emergency. Vehicles attached to TC sections/Subdivisions etc., can also be used for ensuring smooth operation of the substations. List of standby drivers also to be prepared.
11. Identity cards shall be issued to all permanent and temporary operating crew and other staff wherever necessary.
12. Everyone shall comply with the directions from the Health Department – Any symptoms of virus infection shall be promptly reported.
13. Execution of ongoing critical capital works/emergency works may be continued observing precautionary measures as ordered by the Government /Government Agencies until further specific orders from Board/Government. However, the contractors/site supervisors shall ensure that their workers take sufficient precautionary measures as announced by the health department. They shall also ensure that the workers are confined to the camp after the working hours.
14. Chief Engineer (Transmission System Operation) is authorised to take all appropriate steps to ensure unhindered operation of the Load Despatch Station.

General

1. All directives from the Government and concerned authorities shall be strictly adhered to.
2. Attendance register shall be handled only by the respective heads of offices or one person authorised by the head of office. Instead of each official affixing his/ her signature/ initials in the register, the authorised official shall mark attendance in the register.
3. Gatherings shall strictly be avoided, including that for retirement functions.
4. Heads of offices shall ensure that sufficient number of gloves, hand sanitizers and hand wash facilities are available in all offices.
5. Heads of offices shall ensure that all offices, vehicles, office premises, phones etc are sanitised at regular intervals.

6. All operation and maintenance staff shall be available at respective headquarters. Leave shall be granted only in extreme emergencies.
7. Apprentices, both paid and unpaid shall not report for duty upto 31.03.2020.
8. Every staff shall ensure that their personnel belongings including personnel protective equipments and safety equipments are sanitised after chances of exposure. Staff shall always keep their belongings in a clean condition and shall not in any case interchange tools, personnel protective equipments or other personal belongings.
9. Expenditure for COVID 19 mitigation activities in the office shall require no prior sanction. The limits of delegation of power shall not apply to COVID related expenses. Sanctioning authorities are empowered to permit extension of timelines for closing imprest accounts.
10. Officers in charge of staff canteens shall ensure that all facilities connected with canteens including the kitchen, utensils, dining hall, furniture etc are sanitised adequately.
11. All heads of offices shall monitor the physical condition of his subordinates and shall report any suspected symptoms immediately. If any official feel that he is having symptoms that resemble a virus infection, shall intimate the office and isolate himself immediately.
12. Identity cards shall be issued to all permanent and temporary operating crew and other staff wherever necessary
13. No bookings shall be allowed at the Inspection Bungalows for purposes other than official till further instructions.
14. All class room and field trainings shall be discontinued.
15. The Chief Engineer (IT, CR & CAPs) shall ensure seamless operation of Centralised Call Centre, DATA Centre and the SCADA Control Centre.
16. Employees below the category of Assistant Executive Engineer/ Assistant Accounts Officer/ Assistant Finance Officer and equivalent shall report for duty on alternate days, as decided by their respective Controlling Officers, in line with the State Government order dated 20.03.2020.
17. Sanitisation facilities shall be provided at all office entry points.
18. A COVID Cell has been formed for co ordinating COVID combat and allied activities. Newly identified issues requiring high level decisions shall be taken up with the Chief Personnel Officer, the Convener & Nodal Officer of the COVID Cell (CUG - 9496018669).

Sd / -

Chairman & Managing Director

To, All Heads of Departments