



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – 695 004, Kerala

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### Abstract

Kerala State Electricity Board Limited – Transfer guidelines of Officers – Modification - Sanctioned – Orders issued.

### CORPORATE OFFICE (PERSONNEL)

B O (FTD) No. 555 /2018 (PS-I (A)/13/General Transfer/Officers/2018) Dated, TVPM 01.03.2018

Read:- 1. BO (FTD) No. 2062 (EB 7/General Transfer/Officers/2017) dated 11.08.2017

2. Decision of the Full Time Directors' Meeting held on 01.03.2018

### ORDER

Orders were issued by Kerala State Electricity Board Limited regarding transfer and posting of Officers of the Board vide B O (FTD) No. 2062 (EB 7/General Transfer/ Officers/2017) dated 11.08.2017. As against previous years, transfer and posting of Officers of K S E Board Limited was conducted online in the year 2017. For this purpose, a software was developed indigenously. However, while actually conducting online transfer, certain unforeseen inadequacies were noticed which necessitated modifications in the said software. In order to bring changes to cater to the smooth conduct of transfer and posting, proposals were called for from the recognised Associations of the Officers and two discussions were held on 19.12.2017 and 25.01.2018 respectively. The outcome of the discussions held with the Associations of Officers was taken up with the Full Time Directors and it was directed to issue orders revising the existing transfer guidelines of Officers up to and including the rank of Assistant Executive Engineer/Assistant Accounts Officer/Assistant Finance Officer/Senior Fair Copy Superintendent/ Junior Personnel Assistant/ Regional Personnel Officer and Public Relations Officer of the Board as detailed below.

### I. Definitions

1. Station:- Station means any Revenue District in Kerala.
2. Domicile Station:- Domicile Station means the revenue district in which the place of domicile of the Officer is located.

3. Adjacent Station:- Adjacent Station means the revenue district/s sharing borders with the Domicile Station. (Appendix-1)
4. Place of domicile:- Place of domicile means the area covered by the geographical jurisdiction of an Electrical Section which is declared by each officer as his place of domicile.
5. Index:- Index is a unique number arrived as per formula indicated in Sub Clause 9 in Clause II of this transfer guidelines.
6. Flagged post:- Flagged post means the post identified in an office within a station by the Director (G, C & HRM) each year. Posting to the above place shall strictly be made from among the officers who are eligible either to get transfer to his/her Domicile Station or retention in the Domicile Station as per the transfer norms. This posting shall strictly be made in the identified places for administrative convenience as per the discretion of the Director (G, C & HRM). The posts so identified for flagging will be published in advance by the Chief Engineer (HRM) before inviting applications for general transfer every year. However, the maximum number of posts that can be flagged will be limited to 5 % of each category in each district.
7. Protection:- Protection means retention/posting to an office for a period between two consecutive general transfers.
8. Cluster of Offices (Zonal):- Cluster of offices (Zonal) means all offices coming under the geographical jurisdiction of each Distribution Region.
9. Assigned Post:-Assigned post is that number of posts identified in each category in a Station on the basis of priority in filling the places during a particular general transfer for even distribution of work force. Applications for transfer can be submitted to assigned posts excluding protected and flagged posts in a Station.
10. Distance:-Shortest road distance in kilometers (generated from Google Map/GIS applications) between the office where the officer worked/is working and the Electrical Section which is declared by the officer as his/her domicile Electrical Section. In the case of Officers working at Liaison Office, Delhi the distance taken for calculation of index will be limited upto the longest road distance across two places in the North and South of Kerala.
11. Period:- The actual number of days spent on duty in a particular office by an officer during his/her service in KSEB Ltd. All kinds of leave taken upto a maximum period of 30 days in a calendar year will also be treated as duty for the purpose of transfer. The period spent on foreign employment will not count as qualifying service for calculation of

index for transfer. The index during the period spent on deputation will be calculated at 8 km. However, the period spent on working arrangement in KSEB Limited will be considered for calculation of index and in this case the index will be calculated on the basis of office where he/she is working on working arrangement.

## II. Transfer Norms

1. All General transfers shall be made by April 30 every year to coincide with the academic annual vacation.
2. All requests for general transfer/protection shall be made online in the HRIS on or before 28<sup>th</sup> February. System generated print out of the transfer application along with attested copies of supporting documents for protection/preferential claim (if any) shall be submitted to the concerned ARU on or before 10<sup>th</sup> March. Hard copy of transfer request shall not be forwarded to the Chief Engineer (HRM). Transfer requests and supporting documents shall be kept in the safe custody of ARU head for a period of 2 years and shall be disposed off after 2 years. However, applications involving litigations shall be retained until final disposal of the case.
3. As far as possible, officers will be posted near to their place of domicile.
4. For the purpose of transfer, an officer will be permitted to change the place of domicile only two times during his/her entire service. In the case of ladies, they will be permitted, on production of valid certificates, to change their place of domicile two more times in addition to the above two times on the matters related to their pregnancy.
5. Change in place of domicile, if any, shall be done before the due date for submitting online application for general transfer.
6. Workmen who have been promoted to a post in the officer category will also be allowed to change the place of domicile twice if they have not enjoyed the facility while working as workmen. If they have already availed the facility twice while working as workmen, they will not be permitted to change the place of domicile further.
7. Officers who are transferred/posted to the districts of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Ernakulam (except offices at Idamalayar), Thrissur (except offices coming under the geographical area of Poringalkuthu and Sholayar Generating Stations) and Kozhikkode (except offices falling within the geographical area of Electrical Divisions, Vatakara and Nadapuram and Civil Division, Kakkayam), from other Stations without changing their place of domicile and worked in these districts for a period beyond 3 years continuously, then their service in these Stations will be taken for

calculation of index upto a maximum period of 3 years (the first 3 years on all occasions of transfer to such stations) only.

If they have continued in these stations beyond 3 years, these stations will be treated as their deemed domicile stations for the limited purpose of calculation of index. Upto the stipulated maximum period of 3 years, distance from their actual place of domicile to the office they worked/is working will be taken for calculating the index, thereafter the distance will be restricted upto a maximum of 8 kilometers. The above conditions are also applicable to those officers who belong to these districts and got transfer/posting to any districts of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Ernakulam (except offices at Idamalayar), Thrissur (except offices coming under the geographical area of Poringalkuthu and Sholayar Generating Stations) and Kozhikkode (except offices falling within the geographical area of Electrical Divisions, Vatakara and Nadapuram and Civil Division, Kakkayam) other than their Domicile Station.

8. (Deleted)

9. The General transfer will be conducted each year on the basis of an Index published during that year. Index of an officer will be calculated for the entire service of an officer by applying the formula as given below:

$I = W1 * W2 * W3 (\text{Sum of } P_{ij} D_{ij} (r)^i * W4)$ , where

$i = 0$  to  $N-1$ , ( $N$  is the total years of service)

$P_{ij}$  = Number of days of service at a particular station/office in 'ith' year of service in the 'jth' spell.

$D_{ij}$  = Distance in 'ith' year of service in the 'jth' spell.

$r$  = A constant with value of 0.75

Weightage will be given in the following cases:

i. Gender weightage (W1)

i. Male-1

ii. Female-1.2

iii. Trans gender-1.5

ii. Medical Weightage (W2)- It is calculated by the following formula

$1 + 0.5 * bt/bk$ , where 'bt' is the number of applicants behind the particular applicant applied and accepted for medical protection in that Station and 'bk' is the total

number of accepted applications for medical protection in that Station. The value of 'W2' may vary from 1 to 1.5.

*Note:- (i) The weightage to be given in each case will be decided as per ranking made by the Committee constituted for this purpose.*

*(ii) In case there is only one applicant for medical weightage in a station, a value between 1 and 1.5 may be given to the applicant considering the severity of the disease.*

- iii. Retirement Weightage (W3) – Retirement weightage will be calculated as per formula  $36/x$ , where 'x' is the number of months remaining for retirement. If an officer got service beyond 18 months at the time of calculating index, this weightage will not be admissible. Part of a month will not be taken for calculation of index.
- iv. Office Preference Index (W4) - It is calculated with the formula  $W4 = 1 + K$  (No. of requests for transfer out - No. of requests for transfer in)/Assigned Posts in the Office cluster.
- v. Office Preference Multiplier (K) - This office weightage will be given to each office in accordance with the classification of offices.

10. Protection from transfer will be considered in the following cases.

- a. Widow (Till re-marriage)
- b. Widower (Till re-marriage or for a term of 10 years from the date of demise of spouse, whichever is earlier)
- c. Differently abled Officer/Spouse, where the disability owing to illness in the case of spouse is more than 80 %.
- d. Officers having Permanent disability due to accidents/illness.
- e. Differently abled Children of officers.
- f. Officers suffering from severe illness.
- g. Spouse/Children of officers suffering from severe illness.

- h. Director Board Members of Electricity Board Employees' Co-operative Society for a single term. If protection from transfer under this clause is not availed earlier, he/she can avail the benefit of protection for a single term even if he/she will be re-elected in subsequent terms.
- i. Inter-caste married officers for the first 5 years from the date of marriage.
- j. Central Office bearers of recognised Associations of Officers, subject to a maximum of 3 numbers from each Association.
- k. Officers belonging to Scheduled Caste/Scheduled Tribe for a continuous period of 5 years. This protection will be available each time he/she returns from out of place of domicile to his/her place of domicile.
- l. Officers who have legally adopted child/children will be protected for a continuous period of 5 years from the date of adoption. If both the parents are Board employees protection will be available to one employee only, of their choice.
- m. Officers who are pregnant/on maternity leave will be protected in their working office.
- n. Mother of baby will be protected till the child attains the age of 2 years.
- o. Employees undergoing treatment for primary infertility will be protected for a continuous term of 10 years from the date of marriage or the birth of a child, whichever is earlier. Medical Certificates from appropriate authorities obtained within 6 months prior to the date of commencement of submission of application for general transfer only will be considered for the purpose.
- p. Administrative protection in the offices of Directors/Chief Engineer (HRM), if necessary, will be considered to one person only on recommendation of concerned Director/Chief Engineer (HRM). Administrative protection to the officers working in the field will be considered on case by case, only if the presence of that officer is inevitable for the completion of a particular work/project scheduled for completion during that year.
- q. Active Sports Personnel (Officers) will be protected from transfer on specific recommendation from the Sports Co-ordinator.
- r. Officers left with remaining service of 1 year or less to retirement will normally be protected in their place of domicile from general transfer.

- s. Legally divorced Officers, if he/she is the custodian of child/children, will be protected from general transfer in the place of domicile until re-marriage or the youngest child attains the age of 18 years, whichever is earlier.
- t. Ex-service men joining KSEB Limited as officers will be protected from general transfer for a period of 5 years from the date of entry into service once in their entire service.
- u. Officers in the I T 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 I T Wing.
- v. Nodal Officers (Litigation) will be protected from general transfer for a period of 2 years from the date of appointment.

*Note:-*

*(i) Protection available to differently abled officers/spouse (Clause 10(c) will be restricted to 2% of assigned posts in each category in a Station. Priority in fixing protection under this clause will be in the order of Officers and Spouse.*

*(ii) Protection available to severe illness will be restricted to 3% of assigned posts in a Station. The priority in fixing the protection under these clauses [10(d) & 10(f)] will be in the order of Officers, Spouse and then Children.*

*(iii) As far as possible, the persons eligible for nominated protection will be posted to the requested place, subject to its availability.*

*(iv) While calculating the percentage as stated above, fractions, if any, (of and above 0.1) will be rounded off to the next higher integer.*

11. Eligibility for Medical protection/Disabled protection under clauses 10 (c), (d), (e) & (f) will be decided by a Committee constituted in each district. This Committee is responsible for prioritising the list for Medical Protection/Protection for differently abled/fixing medical weightage. The Deputy Chief Engineer working in the district head quarter of the Distribution Wing will be the Convener of the Committee. Applications for medical protection/medical weightage/protection for differently abled in the district of Thiruvananthapuram shall be scrutinised by a Committee headed by the Deputy Chief Engineer (HRM-I). The percentage of medical protection available to the officers working in the Corporate Office will be confined to the Posting Strength in the Corporate Office

only. The total protection available to differently abled/medical protection cases in the Corporate Office and field offices in Thiruvananthapuram district shall not exceed the limit prescribed in Clause 10 above.

The Committee consists of one representative from each recognised Association of Officers and two officials appointed by the Director (Generation-Civil & HRM). The requests for medical protection shall be forwarded to the concerned District Committee of his/her domicile Station, even if the officer is working in another Station. The Committee shall verify the requests for medical protection with supporting documents and prioritise the requests in the order of its merit. After prioritising the requests, the Committee shall publish separate lists of medical cases (medical protection/medical weightage) and disabled cases (differently abled protection/ disability weightage) in the order of merit and bring it to the attention of all concerned to file any grievance against the decision of the Committee. The concerned officer shall lodge his complaint/grievance, if any, within 3 days from the date of publishing the list to the Chief Engineer (HRM). The Committee shall finalise its formalities on or before 25<sup>th</sup> March every year.

12. Protection in respect of Central Office Bearers of Associations of Officers, Director Board Members of Electricity Employees' Co-operative Societies and active Sports Personnel will be granted by the Chief Personnel Officer and protection in respect of all remaining categories of officers will be granted by the Chief Engineer (HRM), after proper scrutiny and district-wise list of officers eligible for protection will be published each year.
13. Posting to a Station will be made in the following manner as per transfer requests and index
  - i. 80% of the total assigned posts will be filled up from among the officers who declared a station as their Domicile Station.
  - ii. 5% of the total assigned posts will be filled up from the combined list of officers belonging to a Domicile Station and Adjacent Station/s.
  - iii. 5% of the total assigned posts will be filled up from the combined list of officers working in a particular Domicile Station and the concerned Cluster of offices (Zonal).



- iv. 10% of the total assigned posts will be filled up from the combined list of officers belonging to a Domicile Station and all other Stations in the State.

*Note:- Transfer to each quota mentioned above will be considered purely on the basis of index. If no request is made to quota mentioned 13 (ii) to 13 (iv), the posts available in these quota will be made available to officers in the respective domicile Station.*

14. An officer eligible to continue in the same station where he/she is presently working as per the transfer norms and has not completed 3 years in the presently working office, shall not be shifted in normal circumstances from that office, even if another officer having higher index request transfer to that office.
15. In each general transfer, the ratio between male and female officers belonging to a Domicile Station will be estimated. After issuing the orders of General Transfer also, that minimum number of female officers will be retained in each category in their respective Domicile Station in such a way that the same ratio between male and female officers estimated as above shall be maintained throughout the list even if the index of female officers is relatively less than that of male officers. On any account the number of female officers so retained in a Station shall not exceed 50% of total Assigned Posts. If the percentage of female officers in a particular station is more than the male officers and the female officers have sufficient index to retain in that station, then the 50% restriction is not applicable. In the case of postings within a station also, the female/male ratio shall be maintained in accordance with the choice and index.
16. The transfer and posting of officers shall be done on the basis of a seniority list prepared as per the index calculated in Clause 9 above. Officers having low index will be transferred out from a Station. If the index are equal, the following criteria will be adopted for tie-breaking in the order as specified below:
  - i. ST employees
  - ii. SC employees
  - iii. Age of the Officer based on Date of birth
  - iv. Seniority in service based on Date of entry in service
17. The transferred out officer can request transfer to any other districts. His/her request will be considered subject to the norms applicable in this transfer guidelines.

### III. General conditions

1. All transfers and postings of officers will be done online through HRIS.
2. The cut-off date for each general transfer will be the last date for submitting application for general transfer.
3. Officers on leave shall also be considered for General transfer process, except Leave Without Allowance taken for a continuous period of more than 6 months and maternity leave. Except on request, transfer will not be made during the currency of maternity leave.
4. Every year the priority of places to be filled in each category based on the Assigned Post will be published. These places will be open to all officers to apply for transfer.
5. Any change in place of domicile shall be noted in the HRIS/Service Book invariably.
6. In each general transfer, at a time more than 50% officers working in the IT Wing as Programmers, System Supervisors & System Administrators shall not be transferred out. The vacancies thus arising in the said specialised wings will be filled up by suitable selection procedure fixed by the Board.
7. At least 1/3rd officers engaged in Operation & Maintenance works in Generating Stations (except in BDPP and KDPP), Madakathara 400 KV Sub Station, LD Stations, Relay Sub Divisions and PET shall be retained in these offices in order to maintain continuity in the Operation & Maintenance Works, when majority of officers working in these offices get transferred out. Officers having lower index will be considered for the above retention.
8. An officer applying for transfer will be transferred and posted in accordance with the index and the order of his/her choice, subject to satisfaction of other conditions applicable in the transfer norms.
9. The percentage mentioned in Sub Clause (13) of Clause II will be reviewed annually, if situation demands.
10. When new recruitments and promotions are made, their posting will be made only after filling the vacant places in a Station with officers requested for a transfer to that Station.

While filling the vacant places in a Station after general transfer, the index of the officer who applied for transfer at the time of consideration will be considered.

11. All requests for preference/protection (disability/illness/ pregnancy & Child birth/Widow/Widower/ adoption of child/infertility treatment/inter-caste marriage/inter-religious marriage etc) shall be supported by valid certificate issued by the competent authority. In case any doubt arises regarding the genuineness of the certificate produced, it shall be referred to the Vigilance Wing of KSEB Limited. Disciplinary action will be taken if any malpractice is detected.
12. Officers working in the Civil Wing and have completed 50 years of age will not be posted to investigation works without their requests.
13. Electrical Engineers who have completed 54 years of age will not be posted in Generating Stations without their requests.
14. Officers who have undergone training in any specialized area/higher studies at the Board's expense shall be posted to the concerned area for a minimum period of 2 years on return from training/higher studies.
15. Time line to be followed every year for general transfer
  - a) Station-wise assigned list will be published by 10<sup>th</sup> February
  - b) Online application menu will be opened from 15-28 February
  - c) Medical protection/index will be published by 15<sup>th</sup> March
  - d) Index will be published by 20<sup>th</sup> March
  - e) Complaints, if any, can be filed upto 30<sup>th</sup> March
  - f) Trial transfer list will be published by 10<sup>th</sup> April
  - g) Final transfer order will be published by 15<sup>th</sup> April
16. No officer shall be allowed to continue in an office after 15 days from the date of issue of transfer order. However, officers working in Generating Stations, 400/220 KV Substations, LD Stations shall be relieved only with proper substitute arrangement. The I T Wing shall develop suitable mechanism to ensure the relieving of transferees in time.

17. In the case of Civil Engineers the districts of Thiruvananthapuram and Kollam together will be considered as a cluster and the districts of Alappuzha and Kottayam together will be considered as another cluster for the purpose of general transfer.
18. Officers working in the Hot Line Maintenance Wing shall not be transferred out before the expiry of bonded period.
19. Officers continuing for more than 5 years in an office will be transferred if valid requests for posting to that office is received from another officer, without considering index points.
20. Notwithstanding anything contained above, KSEB Limited reserves the right to transfer or retain any officer in any place for the best interest of KSEB Limited and in exigency of service.

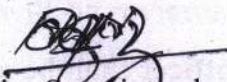
By Order of the Full Time Directors  
Sd/-  
**P G UNNIKRISHNAN**  
SECRETARY (ADMINISTRATION)

To  
The Chief Engineer (HRM)

Copy to:-

1. The Financial Adviser.
2. The Chief Internal Auditor.
3. The Chief Engineer (IT).
4. The TA to Chairman & Managing Director/Director (Distn.& IT/  
Director (Trans. & System Operation)/Director (Gen.Civil & HRM)/  
Director (Corporate Planning, Gen.-Ele.,SCM & Safety).
5. The PA to Director (Finance)/Senior CA to Secretary (Administration).
6. The Chief Personnel Officer.
7. The Chief Public Relations Officer.
8. The Company Secretary-in charge.
9. The Regional Audit Officer.
10. The Resident Concurrent Audit Officer.
11. Secretary (Admn.).
12. The Fair Copy Superintendent/Library/Stock file.

Approved for issue

  
Senior Superintendent