



# **KERALA STATE ELECTRICITY BOARD LIMITED**

*(Incorporated under the Companies Act, 1956)*

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

**Kerala**

**CIN :U40100KL2011SGC027424**

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No. PSI (B)/4031/2018

Date: 4.01.2019

## **CIRCULAR**

Sub: Threatened Strike by Trade Unions on 08.01.2019 and 09.01.2019 – Measures for dealing with the strike - Instructions issued-Regarding.

Ref: Nil.

Certain Trade Unions functioning in Kerala State Electricity Board Limited have informed that they propose to go on strike for 48 hours from 00:00 hours on 8<sup>th</sup> January 2019. The following instructions issued to meet the situation, in case the strike materialises.

1. No leave of any kind shall be granted to Board Employees who strike work on 08.01.2019 and 09.01.2019 except on the following grounds.
  - a) Sickness of the individual or near relatives ('near relative' consist of wife, husband, children and parents of the Board Employee).
  - b) Examination purpose of the employee.
  - c) Maternity purpose of the employee.
  - d) Other unavoidable reasons of a similar nature.
  
2. Head of Departments and other sanctioning authorities shall insist on Medical Certificates from Government Doctors in the proper form to be produced by the applicants for the leave applied for on medical grounds. In case of doubt on the bonafides of the Medical Certificates, the applicants are to be directed to appear before the Medical Board immediately. Irrespective of the reason given for the leave, the sanctioning authority will have the discretion to refuse the leave if such authority has reason to believe that the leave is meant for participation in the strike.

3. The applications for leave from the employees should be disposed of immediately and should not be kept without disposal. While taking decisions, the above instructions should be strictly adhered to.
4. Every Head of Office shall keep his immediate superior informed of the details of all employees under him who have been granted leave and should also be able to justify the granting of leave, if so required.
5. Leave sanctioning authorities may be directed to strictly observe the instructions regarding grant of leave to their subordinates. They may be informed that they are liable to be proceeded against in cases of violation of the instructions.
6. If the Head of an Office is on strike and as a result the office is closed, thereby preventing employees not on strike from attending the office, then such employees who are unable to enter the office may report before the next higher authority who shall in turn make immediate necessary arrangements for opening the office.
7. The Heads of Departments will take action:
  - (a) to give protection to those who are not on strike,
  - (b) to ensure unhindered access to Offices and
  - (c) to avoid over-crowding in front of the gates of the offices.
8. The Heads of Departments/Offices will keep the keys of the offices and of the gates in their personal custody. They should arrange for opening of the office sufficiently early to enable the employees not on strike to enter the offices.
9. Persons indulging in violence, destruction of public property and commit offence involving harassment against women employees or abuse of women employees will be prosecuted.
10. The provisional recruits in KSE Board Limited who absent themselves from official duty without sanction on the day of strike will be removed from service.
11. All Heads of Offices will ensure that the normal functioning of the Board's Offices under their control are not interfered with.
12. All Heads of Offices may obtain police protection to the offices of the Board, installation and buildings, so as to ensure safe passage of employees entering and leaving the office.

13. The Board's Scheme for the Maintenance of electricity supply during emergencies should be put into operation and steps taken for the protection of the vital installations as per the instructions in the scheme.
14. The Superintendent of Police concerned in the District and other Police Officers at the lower levels should be contacted immediately and a written request be given for police protection to the total installations (to be specified) and to the employees to enable them to attend to their duties.
15. A list of employees may be got prepared immediately and they may be pressed into service before the strike materialises.
16. Adequate vehicles should be kept in proper running condition along with Drivers. If the Drivers of these vehicles take part in the strike, the switch keys should be obtained from them well in advance and arrangements should be made for engaging drivers on daily wages basis on the day of strike.
17. Fault repair gangs should be set up at important locations to attend to emergencies without much loss of time. These gangs should be provided with vehicles. If vehicle in a particular office is not available for use for any reason, the Head of Office may hire any other suitable vehicle.
18. Engineers should be deputed to operate the Generation Stations and maintain the Sub-Stations wherever necessary.
19. Deputy Chief Engineers will collect information from the Field Offices regarding the strike situation, consolidate the same and pass it on to the Central Control Room (Cabin No. 324) in the Vidyuthi Bhavanam, Thiruvananthapuram (Phone Number 0471-2448948, 2514454, 2514376, Fax – 0471-2441361, carrier Phone Number -09331, CUG – 9446008825, E-mail – cehrm@ksebnet.com). The Central Control Room will function under the control of Chief Engineer (HRM). The Control Room will consolidate all the information received and communicate the same to the Chairman & Managing Director.
20. Situation reports will be sent to the Central Control Room from the Circle Offices twice on the day of strike at 10.30 AM and then at 3 PM giving information regarding the attendance position, supply interruption and other important items. However, major incidents should be reported to the Control Room immediately.

21. The Head of Departments/Offices may also go through the detailed instructions given in the Board's Scheme for the Maintenance of electricity supply during emergencies. They will make adequate arrangements for smooth functioning of the offices.
22. All concerned are requested to ensure that the above instructions are followed scrupulously.

  
Secretary (Administration)

To:

The Chief Engineer (HRM)

Copy to:

All Chief Engineers/All Deputy Chief Engineers/  
The Financial Adviser/Chief Internal Auditor  
Legal Adviser & Disciplinary Enquiry Officer/The Company Secretary  
The Chief Vigilance Officer/Deputy Chief Engineer (I T)  
Regional Audit Officers/ Public Relations Officer/Deputy Secretary (Admn.)  
The TA to Chairman & Managing Director  
The TA to Director (D & S)/Director (T & SO)  
The TA to Director (CP & SCM)/Director (Gen. Civil & HRM)  
The PA to Director (Finance)/CA to Secretary (Administration)  
The FC Superintendent/Record Section/Library/Stock File