



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

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

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### Abstract

"Renovation and Modernisation of the existing library at 6<sup>th</sup> floor, Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – Opening of library/ Extending the period of 3 persons having Master of Library & Information Science (MLISc) Degree who are now working in the library from 01.07.2019 to 31.12.2019 – Sanction accorded – Orders issued.

### **Corporate Office (Human Resource Development Cell)**

B.O (FTD) No. 514/2019 (No.HRD.7/LIB/19-20/133) dated, Tvpm; 01.07.2019

- Read: 1. B.O (FTD) No.2571/2017(HRD.7/library/Audit Commtt. /17-18) dated, Tvpm: 19.10.2017.
2. B.O D (GC&HRM) No.2690/2017(HRD.7/Library/Audit.Commtt./17-18) dated, Tvpm: 28.10.17.
3. B.O (FTD) No.2812/2017(Est.5/3059/2017) Tvpm, dated: 10.11.2017.
4. B. O (FTD) No.3081/2017(HRD.7/Library/Audit.Commtt./17-18) dated, Tvpm: 13.12.2017.
5. B. O (CMD) No.275/2018(HRD.7/Library/Audit.Commtt./17-18) dated, Tvpm: 27.01.2018.
6. B. O (CMD) No.408/2018(HRD.7/Library/Audit.Commtt./17-18) dated, Tvpm: 14.02.2018.
7. B.O (FTD) No. 1543/2018 (HRD.7/Library/Audit Commtt. /17-18) dated, Tvpm; 21.06.2018.
8. B.O (FTD) No.2050/2018 (No.HRD.7/LIB/18-19/842) dated, Tvpm; 29.12.2018
9. Note No.HRD.7/LIB/19-20/133 dated 24.06.2019 of the Chief Engineer (HRM) submitted to the Full Time Directors. (Agenda – 80/06/19)

### Order

KSEBL has, at its headquarters, a very rare and invaluable Knowledge Resource base consisting of acquired and in house developed reports, books, reference sources and other documents. The library comprises of books dating from 1931 onwards and is the most valuable treasures from a heritage view as well as technical.

Vide the Board orders read above, sanction was accorded for the following.

1. to utilize the service of Dr. Raman Nair, former University Librarian and Hon. Director, Centre for Informatics Research Development as consultant for the renovation (read 1 above).
2. to utilize the service of a team of senior Engineers from the Corporate office of KSEBL to supervise the segregation of the IS Codes and Gazettes available at the library (read 2 above) without affecting their routine office work.
3. to close the library and reading room for a period of 6 months or till the completion of renovation whichever is earlier (read 4 above).
4. entrusted the office of Executive Engineer (HRD) to arrange automation , digitization and renovation of the inventory by engaging 4 persons having

Master of Library & Information Science (MLISc) degree for a period of 4 months or till the completion of work whichever is earlier (read 5&6 above) in consultation with the Consultant Librarian.

5. to extend the period of renovation by engaging 4 persons having Master of Library & Information Science (MLISc) Degree up to 31.12.2018 (read 7 above).
6. further to extend the period of renovation by engaging 4 persons having Master of Library & Information Science (MLISc) Degree up to 30.06.2019 (read 8 above).

Cataloguing of books, finding DDC number of rare books, physical processing of books, preparation of accession register of books in excel format, providing accession number to physically damaged books, arranging IS, arranging general books in the shelf as per DDC number, entry of physical location of books in KOHA, physical arrangements and entering location for books in the existing shelves, finalization of location of library, lay out setting, enclosures for books etc. were almost accomplished as per target.

Physical arrangements and setting location for books/journals in the newly procuring rack is a major pending work that involves shifting, rearranging and stacking of the resources. Due to space constraints, this work has to be carried out under the strict supervision of knowledgeable persons preferably M LISc graduates in order to avoid further mix up in the already allocated locations in the KOHA software. Action is being taken by the Executive Engineer, Civil Division, Vidyuthi Bhavanam, Pattom, Thiruvananthapuram for procuring new racks as requested by the Chief Engineer (HRM).

The Chief Engineer (HRM) through the Director (Gen Civil & HRM) has placed a detailed report of progress of work and remaining pending work before the Full Time Directors, KSEBL with the following suggestions.

- a) Open the library as such from August - 2019 onwards after completing the pending automation work like cataloging, physical processing etc. In such case, shifting, rearranging and stacking of the resources in the new racks can be done later depending on the availability of racks.

Or

Open the library after completing all the works including painting, re-wiring, replacing faulty tube light fittings/Ceiling fans, shifting, rearranging and stacking of the resources in the new racks etc. except digitization.

- b) the period of 3 persons having Master of Library & Information Science (MLISc) degree who are now working in the library be extended from 01.07.2019 to 31.12.2019 or till the completion of physical arrangements and setting location for books/journals in the newly procuring rack whichever is earlier.
- c) The remuneration for the person engaged can be fixed based on the G.O adopted by KSEBL (ref.3) as Rs.790/person/day subject to a maximum daily wages payable in a month amounting to Rs.22850/- (the revised Government rate adopted by KSEBL applicable to the Librarian under category - V).
- d) The financial commitment at the above rate for engaging 3 persons for a period six months would be Rs.4,11,300/- (Rupees Four Lakh Eleven Thousand

and Three Hundred only) and can be met from the budget provision under the IDP fund.

The matter was discussed by the Full Time Directors in the meeting held on 28.06.2019 as per note read (9) above and the FTD resolved to accord sanction for the following.

1. To open the library as such from August - 2019 onwards after completing the pending automation work like cataloguing, physical processing etc. and shifting, rearranging and stacking of the resources in the new racks be done later depending on the availability of racks.
2. To extend the period of 3 persons having Master of Library & Information Science (MLISc) degree who are now working in the library from 01.07.2019 to 31.12.2019.
3. To fix the remuneration as Rs.790/person/day subject to a maximum daily wages payable in a month of Rs.22850/- (the revised Government rate adopted by KSEBL applicable to the Librarian under category - V).
4. To authorise the Deputy Chief Engineer HRM-II to issue work orders/effect the payment on monthly basis on submission of voucher certified by the Executive Engineer, HRD Cell.

Further resolved that the work shall be completed on or before 31.12.2019 any cost. Orders are issued accordingly.

By Order of the Full Time Directors

Sd/-

Lekha. G

Company Secretary (I/c)


To

The Chief Engineer (HRM)  
The Deputy Chief Engineer-HRM -II  
Executive Engineer, Civil Division, Vydyuthi Bhavanam, Thiruvananthapuram

Copy to

TA to Chairman & Managing Director/ TA to the Director(CP, G-E, SCM & S)/TA to Director(Distr.&IT)/TA to Director(Gen-C&HRM)/TA to Director(T&SO)/PA to Director(Finance)/The Financial Adviser/The Chief Internal Auditor/SCA to Secretary (Administration)/Fair Copy Superintendent/Library/ Stock file.

Forwarded/By Order

  
Assistant Engineer-HRD Cell