

KERALA STATE ELECTRICITY BOARD

ABSTRACT

Establishment – Guidelines/Norms for transfers and postings of officers of KSE Board –
Revised orders issued.

ESTABLISHMENT SECTION

B.O. (CM) No.1183/2013 (EB.7/General Transfer/2013). Dated, Thiruvananthapuram, 30.05.2013.

ORDER

The various Associations of the officers of KSE Board demanded that the principles relating to transfers and postings require review and modifications. Consequently, discussions were held with Associations of officers on 15.01.2013 and 13.02.2013 in which the principles of effecting transfers and postings were reviewed and it has been agreed that the following principles will hereafter be followed in the ordinary course, in supersession of all existing orders on the subject. B.O (CM) No.945/2013 (EB.7/General Transfer/2013) dated 24.04.2013 contains the general principles now being followed for the transfers and postings of employees as well as officers.

The guidelines/norms for the transfers and postings of officers of the KSE Board are furnished below.

1. As far as possible, all general transfers will be made from April to May every year to coincide with the academic annual vacation. All the requests for transfer should be applied online.
2. The officers may be posted in offices near their native place or place of choice by reason of domicile, as far as possible.

Note: The native place of an officer will be taken as the place of nativity shown in the Service Book. Domicile change shall be allowed only twice in the whole service. Change of domicile exercised shall be recorded in the Service Book.

3. Normally an officer shall not be transferred before completing three years continuous service in a station. On completion of three years in a station the officer is liable to be transferred out to accommodate valid requests for transfer to that station. This transfer shall be effected to the extent just sufficient to satisfy the eligible requests

only on the basis of the length of service in the station. i.e., First in First out. On completion of five years continuous service in a station, an officer shall be compulsorily transferred out of the station except on medical grounds supported by certificates from Medical Board.

4. Normally only those officers who have completed a minimum of two years active service (service excluding leave other than casual leave) in a station shall be eligible to be considered for a transfer.
5. When more than one officer, eligible for transfer as per clause 4 above requests for transfer to the same place, the eligibility will be decided in the following priority.
 - i. Officers who have completed the required service in project area/generating stations.
 - ii. Severe illness of employees, spouse or children.
 - iii. Widow/Widower (till remarriage).
 - iv. Pregnant Woman.
 - v. Mother, who is breastfeeding her baby (upto 1 year).
 - vi. Parents of legally adopted children.
 - vii. Employees undergoing infertility treatment for a term of 10 years.
 - viii. Ladies.
 - ix. Scheduled Caste and Scheduled Tribe.
 - x. Officers who have only two years or less to retire on superannuation.
 - xi. Officers who are working at place more than 250 KM away from their place of nativity or of domicile.
 - xii. Officers studying for part time courses with the approval of the Board.

Note: When other conditions are equal, the following priority shall be applied.

- i. On medical grounds. In case a transfer to the requested station is absolutely necessary for the medical treatment of the officer. In such cases, certificates from the Medical Board shall be insisted.
- ii. Officers whose spouse is a Board employee working at the place of request.

- iii. Officers whose spouse is employed in Government/Quasi Government institutions at the place of request.
- iv. Officers with more out station service (total out station service) shall be given priority over those with less out station service.

6. Protection from transfer will be permitted in the following cases.

- (i) Widow/Widower will not normally be transferred out till remarriage.
- (ii) Handicapped officers and officers who have suffered permanent partial disablement due to accidents/who suffer from severe illness will be given protection from transfer.

Note :- In the case of the above categories of officers whose handicap or permanent/partial disablement due to accidents is obvious, normally no medical certificate will be insisted upon. However, in doubtful cases, certificates from Medical Board can be insisted. All other cases seeking protection from transfer on medical grounds will be decided and disposed of by the Chief Engineer (HRM), on the basis of the Medical Certificates obtained from the concerned Competent Medical Officer.

- (iii) Officers whose children are permanently disabled or retarded which require the parents' presence for their movement will be protected. In this case, if both Father and Mother are Board officers, only one of them will be protected.
- (iv) Officers who have one year or less to retire on superannuation.
- (v) Director Board Member of Board Employees Co-operative Societies, for a single term.
- (vi) Inter caste married employees for the first five years of their marriage.
- (vii) Central office bearers, subject to a maximum of three officers, of recognized organizations.
- (viii) Protection will also be given by the KSE Board on administrative reasons, to retain certain officers who are engaged in a particular project or venture. The list of such officers for retention will be published in the website.
- (ix) Officers who are studying for part time courses with the approval of the Board. This protection will be confined to one part time course in the whole service.

- (x) Officers who belong to Scheduled Caste/Scheduled Tribe will be retained in their native place/place of domicile for a period of 5 years.

Note: For item (ii) above, medical certificate issued by the Medical Board certifying the disability 40% and above. In case of disability of child certificate showing the necessity of assistance of parent at home should be produced. This protection shall be availed by one person only at a time.

7. GENERAL

- i. In the Civil Wing, officers who have completed 50 years of age shall not be normally transferred to investigation work.
- ii. Every Engineer in the Civil Wing shall be posted in the field (actual execution of work) for a minimum period of two years before he is promoted to the post of Executive Engineer.
- iii. Every Engineer in the Electrical Wing shall be posted to Generation for a minimum period of two years in his career before he is promoted to the post of Executive Engineer.
- iv. Officers who have undergone training in any specialized area/higher studies at Board's expense shall be posted to the concerned area for a minimum period of three years on return from training/ higher studies.
- v. Every Senior Superintendent shall be posted to Electrical Major Section for a period of 2 years before he is promoted to the post of Assistant Accounts Officer.
- vi. Officers may be posted suitably in different jobs as part of career planning.
- vii. Posting of Electrical Engineers to and from Generating Stations may be done on the following guidelines.
 - a. New recruits and promotee Assistant Engineers shall be compulsorily posted to Generation Stations to fill the vacancies.
 - b. The places of Assistant Executive Engineers and Executive Engineers in Generating Stations shall be filled by promotees. In this case, those without previous generation experience may be posted first.

- c. In making posting under item (a) & (b) above, Engineers may be posted to Generating Station nearer to their native places or place of domicile as far as possible.
- d. Engineers posted to Generating Stations shall invariably be transferred back to the plains on completion of 2 years of service if they request for a transfer. As far as possible, attempts will be made to post to their place of choice, subject to general guidelines.

viii. Posting of Civil Engineers:-

New recruits and promotee Assistant Engineers shall be compulsorily posted to projects/field offices. The vacancies in the projects will be filled first.

- 8. Notwithstanding any thing mentioned above, the Board reserves the right to transfer or retain any officer in any place in the interest of career planning, or considering the exceptional skill, qualification in a specialised area of an officer or in exigencies of service or public interest.

BY ORDER OF THE BOARD
Sd/-
N. MADHUSOODANAN ASARI,
SECRETARY.

To

The Chief Engineer (HRM), KSE Board, Thiruvananthapuram.

Copy to:-

Heads of All Departments.

All Chief Engineers.

All Deputy Chief Engineers.

Heads of All ARUs.

The TA to Chairman/Member (Generation Operation)/Member (Transmission)/

Member (Distribution)/Member (Generation).

The PA to Member (Finance)/Secretary.

Stock File.

FORWARDED / BY ORDER

ADMINISTRATIVE OFFICER.