



KERALA STATE ELECTRICITY BOARD Ltd

(Incorporated under the Companies Act, 1956)

Registered Office: Vidyuthi Bhavanam, Pattom,

Thiruvananthapuram – 695 004

CIN: U40100KL2011SGC027424

Website: www.kseb.in

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ABSTRACT

Restoring Power Station visit permission - KSEBL power Houses - sanctioned - Orders issued.

BO (FTD)No.388/2022(DGE/G3/Power House Visit)

Thiruvananthapuram,Dated: 07.05.2022

- Read: 1.B.O.(FTD) No.542/2018 (DGE/G3 /General /2017-18) dated 28.02.2018.
2.Letter No.CEG/SCA/Power Station Visit/2022-23/172 dated 29.04.2022 of the Chief Engineer (Generation).
3.Note No. DGE/G3/ Power House Visit/94 dated 29.04.2022 of the Director (Gen.-Ele.) (Agenda item No.116/4/22).

ORDER

Generating Stations of KSEBL are major area of interest to the visitors, especially students and teachers from educational institutions.The Industrial visit is mandatory in Technical institutions and it is a part of their curriculum. Being a public sector organization, KSEBL is bound to promote Institution-Industry coordination and allowed students to visit generating stations on academic interest. Visitors were permitted to enter power stations under KSEBL, except Idukki Under Ground Power Station and Malampuzha SHEP and the facility was temporarily stopped due to the COVID pandemic.

But, based on the requests from institutions, Clubs, Residential Associations, General Public etc. and considering the prevailing COVID scenario which is under control in and around the State, it is suggested to restart the facility by complying the prevailing COVID protocols. It is reported that the Managers of Power Stations had faced difficulties in managing the crowd especially during the execution of Annual Maintenance works and other major maintenance works in the Stations. Further, the safety of the visiting individuals and station assets are of paramount importance. Therefore, a staff or an officer at the power station, need to be spared exclusively for the guidance. With scarcity of the staff and officers in the Generating stations ,sparing of staff/officers for guiding the visitors do have some commercial impact in the establishment cost.

Considering the above, it was decided to impose a nominal entry fee from the visitors to compensate the time and effort put in by KSEBL, for facilitating the visitors in these strictly secure installations of KSEBL with close monitoring and supervision. Though Employees (both retired & live) of KSEBL are exempted from the charging entry fee, the exemption is not applicable to relatives of KSEBL employees. A separate Head of account was also allotted to collect the entry fee, through ONLINE /ARU / section office, based on the approval from the authority. The Chief Engineer (Generation) has now recommended to restart the permission except Moolamattom, Sabarigiri & Malampuzha Power Houses . Also, suggested to increase the entry fee @₹250/- per person for general public and a concessional rate of @₹50/- for students and staff and to limit the number of persons allowed inside the Power House as 10 persons per batch at a time.

In the above circumstances it was recommended to restart /restore the facility with a revised entry fee @₹250/- for General public and @50/- per students/ staff from educational institutions, applicable GST is also included in the entry fee. As the Power Stations under KSEBL are distributed among six Generation Circles. the previous practice of issuing

permission from the Corporate office has been recommended to be changed for convenience and suggested to entrust the same to the Deputy Chief Engineer concerned as per the general conditions of visit and the approved format attached as Annexure. Also recommended to incorporate facility for Online application in KSEBL website, once the arrangements are made after developing the web page. The matter was placed before the Full Time Directors as per note read as 3rd above.

Having considered the matter in detail, the Full Time Directors meeting held on 30.04.2022 resolved to accord sanction for the following.

1. To restore/restart the power house visit and to permit the visitors to visit power stations under KSEBL, except Idukki HEP, Sabarigiri HEP & Malampuzha SHEP.
2. For collecting the revised entry fee from the visitors other than KSEBL employees (retired & serving) @₹250/- (inclusive of GST) per head and @₹50/- (inclusive of GST) per students/staff from educational institutions.
3. To collect entry fee through Online payment / directly to any ARU / Section offices / collection centers of KSEBL, to the designated account head "62.940".
4. To facilitate the ONLINE payment of entry fee along with application in KSEBL web page and to authorise the Chief Engineer (IT & CAPS) for developing the same.
5. To authorise the Deputy Chief Engineer of the concerned Generation Circles to give permission letters in the approved format as per the general conditions of visit attached as Annexure
6. To publish the contact details of generation circles for submitting the application in the website along with the Annexure.

Orders are issued accordingly.

By Order of the
Full Time Directors

Sd/-

LEKHA G
Company Secretary

To:

- 1) The Chief Engineer (Generation), Moolamattom.
- 2) The Chief Engineer (IT & CAPS)

Copy to: The Financial Adviser/The Chief Internal Auditor/Company Secretary
The Deputy Chief Engineer, Generation Circle, Moolamattom/Moozhayar/
Thrissur/Kothamangalam/Meencut/Kozhikode
The TA to CMD/D(GE)/ D(T&SO)/ D(D&IT)/D(GC)/D(PS& SCM)/D(RSS&W)
The PA to Director (Finance)
The CA to Secretary (Administration)
Library/Stock File

Forwarded / By Order

Assistant Executive Engineer

DESPATCH
No.: 292
Date: 09-05-22



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Office of the Director (Generation- Electrical)

Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala, India.

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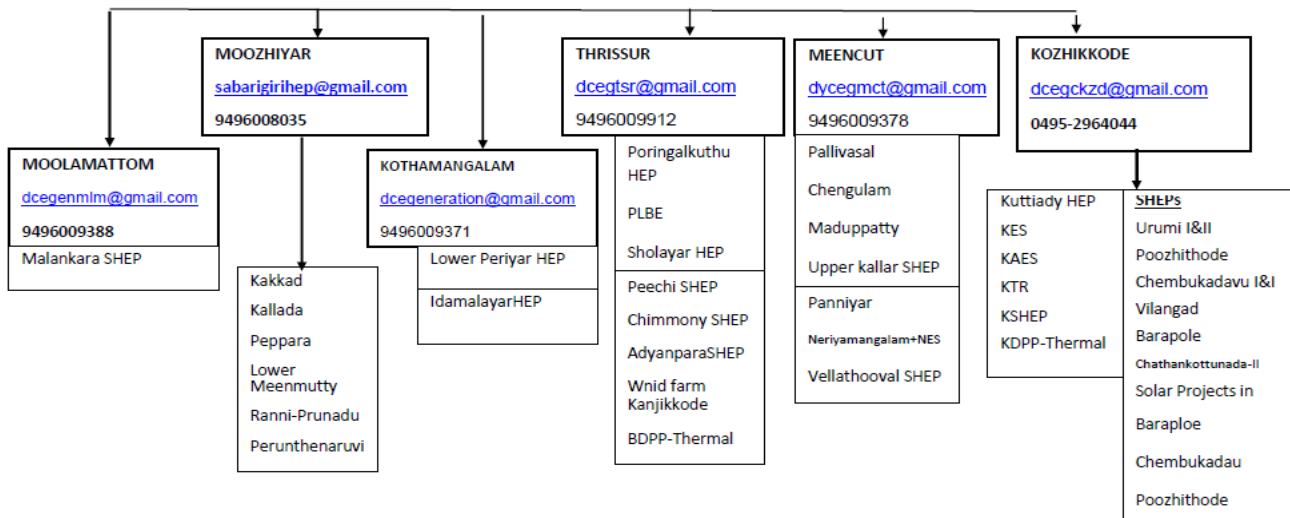
Annexure

General Instructions

- Application for visit, specifying the name of power station, date of visit, the list of visitors & valid e-mail ID, contact number may be submitted to the Deputy Chief Engineer of the respective Generation circles, at least two days prior to the proposed date of visit. For Industrial Visits, request may be submitted in the letter head of the institution duly signed by the Principal /HOD of the respective institution, along with list of students and staff accompanying the visit or forwarded the scanned copy of the same to the concerned generation circles, officially from the respective institution, the request should reach the concerned, at least two days prior to the proposed date of visit.
- Entry fee (inclusive of applicable GST) @ Rs.250/- for general public and @Rs.50/- for Students and staff from Educational Institutions, within the State. Retired & Live Employees of KSEBL are exempted from entry fee. In the case of live employees, request should be forwarded officially through their controlling officers and for retired employees their PPO number should be provided in the request, for availing the fee exemption. The fee exemption may not be applicable to the relatives of KSEBL employees.
- Permission is restricted to working hours from 08:00 AM to 05:00 PM except Sundays and other calendar holydays.
- Number of visitors per power station is limited to 10 at a time and 50 per day.
- Availability of date / slot shall get confirmed before forwarding the request, the confirmation shall be obtained from the respective offices, on all office working days, between 10:00 AM and 05:00 PM.
- Industrial Visits are restricted to those Institutions within the State of Kerala.
- Permission will be issued, on first come first serve basis, subject to availability and the copy of permission letter will be sent to the e-mail ID concerned or hard copy can be collected from the office concerned. KSEBL will not take any responsibility on account of any delay / non-receipt of the permission letters, caused by Network / software related issues. In the case of online mode the permission letter may be downloaded from the site.
- Copy of the Permission letter obtained from the O/o the Deputy Chief Engineer concerned /downloaded may be produced along with the proof of remittance of the prescribed entry fee, at the time of visit and gate pass may be collected at the respective stations. Entry fee remitted is Non-Refundable.
- Children below the age group of 10 years are not allowed to enter the power station.
- The visitors are permitted to enter the power houses in small groups, maximum 10 at a time without making any disturbance to the O&M activities of the power station.
- The original photo identity proof of visitors should be produced on demand at the time of visit.
- Visitors shall enter the Power House under the strict guidance of a KSEBL officer /competent employee, entrusted for the guidance, after getting the local permission /gate pass from the respective officers / Project managers of the respective stations.
- Photography inside the Power House and premises are strictly prohibited, any breach of this is a punishable offence.
- The permission will be cancelled without any prior intimation, in case of emergency.
- In the case of complaints in connection with the visits, the decision of the Director concerned, is final.
- All correspondence may be addressed to the O/o the Deputy Chief Engineer of the concerned Generation Circle under which the power station is functioning.

Power Houses where Visit is permitted

Generation Circle Offices headed by Deputy Chief Engineers



Sd/-
Director (Generation-Electrical)

Sample format

No.

Date:

PERMISSION TO VISIT POWER HOUSE

- Ref:- 1.B.O.(FTD) No.542 / 2018 (DGE/G3 /General /2017-18) dated: 28 -02-2018
2. B.O.(FTD)No.388/2022(DGE/G3/Power House Visit) dated 07-05-2022
3.(Request)

Considering the request under reference, the Deputy Chief Engineer, Generation Circle, Moolamattom/ Moozhiyar/ Thrissur/ Kothamangalam/ Meencut/ Kozhikode has granted permission for the following Power House visit as per B.O.(2) referred above.

Name of Power Station	
Date of visit	
Name & Address of Applicant/visitor /Firm/ Institution	
Name of Course/Semester/Batch	
Students (Nos.)	
Staff (Nos)	
Total Visitors (Nos)	
*Whether the visitors are KSEBL employees (Retired/Live)	
**Amount to be remitted (INR)@	

*KSEBL employees (Retired /Live) are exempted from remitting the entry fee

** Amount may be remitted in any of the Generation Circle offices/KSEBL section offices / collection centres of KSEB Ltd/ARUs., (permission letter should be produced at the time of remittance), obtain the receipt and produce the same along with this permission letter at the time of visit.

Deputy Chief Engineer
Generation Circle,
Moolamattom/Moozhiyar/ Thrissur/
Kothamangalam/ Meencut/ Kozhikode

To
The Station Engineer
Copy to: the applicant

Note:

1. The original identity proof of visitors should be produced, on demand, at the time of visit.
2. Visitors should abstain from wearing loose cloths and should be in formal dress
3. The list of visitors should be produced on demand
4. The permission will be cancelled without any prior intimation, in case of emergency.
5. Entry fee remitted is Non-Refundable

-----**For office use only**-----

Payment particulars: (Account Code 62.940):