



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

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

CIN: U40100KL2011SGC027424

Website: www.kseb.in

Office of the Chief Engineer (HRM)

Phone No. 0471 2448948, Fax No. 0471 2441361

Web: www.kseb.in E-mail: cehrm@kseb.in

No. EB7/Working Arrangement Details/MLO/2024

Date: 07.08.2024

NOTE TO ALL ARU HEADS

Sub: General Transfer 2024 – Generation of final Index of Middle Level Officers – Non-entering of details of working arrangement in the HRIS – Direction to enter details – regarding.

The works of Online General Transfer, 2024 of Middle Level Officers are progressing and it is expected to publish the final Index of Middle Level Officers in a few days. Index points of officers for the period on working arrangement are calculated on the basis of the distance from the office on working arrangement. However, it has come to the notice of this office that the details of working arrangement in respect of a few Middle Level Officers are not entered in the HRIS.

Therefore all ARU Heads are directed to ensure that the details of working arrangement of all Middle Level Officers are entered in the HRIS on **or before 09.08.2024, 5:00 pm.**

Please treat the matter as most urgent.

Sd/-
CHIEF ENGINEER (HRM)