

**KERALA STATE ELECTRICITY BOARD LTD.**

(Incorporated under the Indian Companies Act, 1956)

CIN : U40100KL2011SGC027424

Office of the Chief Engineer (HRM), Vydyuthi Bhavanam, Pattom,  
Thiruvananthapuram, Kerala – 695004.

Phone No.0471-2514235, 2448948

Web: [www.kseb.in](http://www.kseb.in) e-mail: [cehrm@kseb.in](mailto:cehrm@kseb.in)**No.EB6 (b)/ Pro/01/2014****Dated: 03.01.2024**

To,

All Chief Engineers/Deputy Chief Engineers/Executive Engineers

Sub:- Promotion to the cadre of Assistant Engineer (Civil) in 30% Diploma quota – Incumbency details of Sub Engineer (Civil) published and Performance Appraisal Report called for - reg

Ref:- 1.B.O (FB) No. 395/2012 (Estt.III/CR-Rules/2006) dated 8.02.2012

2.B.O (CMD) No.1579/2015 (Estt.III/CR-Rules/2006) dated 27.06.2015

Incumbency details of Sub Engineers (Civil) who are likely to be included in the field of choice to be submitted before the Departmental Promotion Committee (Lower) for promotion to the cadre of Assistant Engineer (Civil) in 30% Diploma quota are published herewith for verification. ARU heads concerned are requested to go through it and communicate errors of omission/commission, if any, regarding name, date of birth, gradation number, employee code and present office of the employees figured in the list within 15 days from the date of this communication to the undersigned. That apart, their Performance Appraisal Reports for the last six months are also required to be forwarded to the Deputy Chief Engineer (HRM) - I in a sealed cover keeping the above mentioned time frame. Template of the Performance Appraisal Report is attached. ARU heads concerned are requested to bestow special attention to communicate the date of declaration of probation of the employees in the cadre of Sub Engineer (Civil) also, after verification of their service books.

Sl.No.	Gr.No.	Emp. Code	Name	Date of Birth	Present office	Remarks
1	860	1049651	Rejil.P.P	23-12-1972	Civil Sub Division Kozhikode	Gradation No 859 not in HRIS

2	861	1049396	Lali.P.John	31-05-1969	Dam Safety Division No II, Vazhathope	
3	862	1049460	P.G.Vincy	03-04-1971	Generation Division Lower Periyar	
4	863	1049303	Sujithkumar.K	15-02-1971	Investigation Division Kozhikode	
5	865	1049100	Jancy Paul.K	08-04-1971	HEP Mangulam	Gradation No 864EXPIRED
6	866	1049967	Anilkumar.K	25-05-1971	Generation Circle Kozhikode	
7	867	1049597	Sunili Mathew	31-05-1971	Dam Safety Division IV, Pambla	
8	868	1049816	Salim.K	15-02-1970	SHEP Ommasari Olikkal & Poovaramthodu	Gradation No 869 already promoted
9	870	1049459	Shirly.P.A	28-05-1969	Chief Engineer (Distribution Central) Ernakulam	Gradation No 871 not in HRIS
10	872	1049911	Rajesh.K.N	10-05-1976	Transmission Division Chittur[	
11	873	1049230	R.K.Prasanaku mari	25-03-1974	Chief Engineer(Civil Construction - South), Thiruvananthapura m	
12	874	1049103	Thara.V.A	30-05-1971	Head works & Tunnel Division, Pallivasal Extension Scheme, Munnar	
13	875	1049241	Sandhya.S.San kar	20-05-1974	Chief Engineer(Civil Construction - South), Thiruvananthapura m	

14	876	1049427	K.Prasad	16-03-1968	Transmission Division Nallalam	
15	877	1049488	Anilkumar.M	03-05-1971	MF-II Mechanical Unit Sub Division Kozhikode	Gradation No 878 retired
16	879	1050144	Shyni.A.A	15-05-1970	Investigation Circle Thrissur	
17	880	1049462	Syaliny.M.T	26-05-1972	Civil Circle Kothamangalam	
18	881	1049134	Pradeep.S.P	15-05-1971	SPIN & CONSULTANCY Thiruvananthapuram	
19	882	1049693	C.T.Vijaya	06-05-1970	Electrical Circle Irinjalakuda	
20	883	1049623	Mathew George	22-09-1974	SHEP LADRU AND MARMALA	
21	884	1050050	Jeemon Joseph	26/09/1975	TNMS Sub Division Kalamassery	
22	885	1049803	P.Sasankan	25/05/1971	Generation Circle Moolamattom	
23	886	1049657	A.Anoopkumar	25/12/1971	Design & Consultancy (North) Kozhikode	
24	887	1049392	Afsal.A	23/04/1970	Transmission Circle Alappuzha	
25	888	1049039	Stella Poullose	26/05/1971	Surge & Penstock Division, Pallivasal Extension Scheme, Meencut	
26	889	1049831	Binoy.P.K	21/05/1973	Dam Safety Sub Division, Poringalkuthu	
27	890	1049862	Sajeevkumar.S	02/04/1975	Dam Safety Sub Division,	Gradation No 891 retired

					Seethathode	
28	892	1049527	Seema.S.Nair	26/06/1972	Central Mechanical Sub Division-1 Pallom	
29	893	1049870	Rajasree.M.P	20/05/1975	Chief Engineer (TransGrid) Shoranur	
30	894	1049682	Sibi.M.Paul	04/05/1973	Civil Sub Division Vellathoova	
31	895	1049397	Soba.N.D	17/05/1975	Civil Subdivision Shoranur	
32	896	1048865	Prakashan.M.P	31/05/1969	SHEP Chavassery Pazhassi Sagar	
33	897	1049627	Salim.M	02/05/1975	Electrical Circle Alappuzha	
34	898	1049529	Jayasree.T.S	04/11/1969	R & DSO and DRIP, Pallom	
35	899	1049223	Biju.K.P	15/05/1973	Generation Division Kakkad Seethathode	
36	900	1049671	Kavitha.L	30/05/1975	Project Execution Team Kollam Region	
37	902	1049115	Mallika.S	25/05/1976	Head works & Tunnel Division, Pallivasal Extension Scheme, Munnar	
38	903	1049381	Vinitha.N.P	20/12.1970	Transmission Division, Irinjalakkuda	Gradation No 904 retired 905 expired 906 not in HRIS
39	907	1049659	Ashref.K	31/05/1975	TransGrid TC Sub Division Tirur	
40	908	1049116	S.Beenakumari	05/03/1970	Transmission Sub Division Veli	Gradation No 909 retired

41	910	1049973	Denny.P.T	18/04/1970	Electrical Division Pattambi	
42	911	1049494	Jayasing.G	24/05/1976	Project Execution Team Kollam Region	
43	912	1049678	Pradeep.A.S	04/05/1970	Dam Safety Sub Division, Kochu Pampa	Gradation No 913 retired
44	914	1049498	Shaji.T.P	20/01/1971	Investigation Circle Thrissur	
45	915	1049691	Anil.M.Manikk amangalam	06/03/1971	Head works & Tunnel Division, Pallivasal Extension Scheme, Munnar	
46	916	1049500	Shibu.P	01/01/1972	Investigation Division Kozhikode	Gradation No 917 retired
47	918	1049304	M.C.Bindhu	27/04/1972	Electrical Circle Kannur	
48	919	1049912	Suma.T	02/05/1974	Transmission Circle Kozhikode	Gradation No 920 already promoted
49	921	1049220	L.Sheena	25/05/1972	Chief Engineer (Civil Invest & Construction Central)	
50	922	1049423	Anil.K	30/04/1972	Dam Safety Sub Division, Thariode	
51	923	1049436	Manoj.T.P	01/01/1970	SHEP Chavassery Pazhassi Sagar	

  
CHIEF ENGINEER (HRM)



Copy to:

C. A to the Deputy Chief Engineer (HRM) -I. (Duly filled in and signed performance appraisal report of the Sub Engineers (Civil) listed above for the last six months may be collected and made available as and when required)

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

website: www.kseb.in. CIN :U40100KL2011SGC027424

**Abstract**

Promotion of employees in workmen category to officer category - Implementing Performance Appraisal Reporting system - orders issued.

**CORPORATE OFFICE (ADMINISTRATION)**

B.O.(CMD) No.1579/2015 (Estt.III/CR-Rules/2006), Dated, Thiruvananthapuram, 27/06/2015.

Read : 1. Circular No. Estt.III/CR- Rules/2006 dated 9.7.2008 of the Chairman, KSEB.  
2. B.O. (FB) No. 395/2012 (Estt.III/CR- Rules/2006) dated 18.02.2012.

**ORDER**

Kerala State Electricity Board has constituted two Departmental Promotion Committees namely DPC (Higher) and DPC (Lower) for recommending select list for promotion to various categories of posts in the cadre of officers. With effect from 1.4.2012, Board has implemented a Performance Appraisal Reporting system to evaluate the performance of officers. But such appraisal system has not so far been implemented for promotion from the posts of workmen category to officers' category. As the Board has started functioning in a corporate set up it is a need of the hour that the employees should be made competent enough to work in a competitive environment for which Board should start evaluate the ability of those candidates who are to be posted to the Middle Management Level also. Therefore it was suggested to have a Performance Appraisal Reporting system for promotion from the posts of workmen category to officers' category with immediate effect. Board has decided to collect Performance Appraisal Reports (PAR) of the workmen concerned, in a prescribed format (as given in the annexure Form I to this BO) from the immediately superior controlling officers of the workmen concerned. The employee concerned shall submit to his immediately superior controlling officer, a self appraisal report in brief with regard to the nature, quantity etc. of the works entrusted with him and as to his overall performance.

However since the PAR is being introduced among workmen category for the first time, the performance relating to the six months' period immediately prior to the date of reporting need only be reported, for this time. All other formalities presently being followed in the officer category including obtaining of vigilance clearance may be followed in these categories also. In future the guidelines for maintenance of PAR for workmen and officers will be modified suitably considering all aspects. Chief Engineer (HRM) will collect Performance Appraisal Reports (PAR) in the format prescribed in the annexure (Form I) to this BO, by circulating the proforma, among all the offices concerned. Chief Engineer (HRM) shall then place the PARs along with the other relevant details for consideration of the DPC (Lower) for recommending select list for promotion from the posts of workmen category to officers' category.

By Order of the  
Chairman & Managing Director

Sd/-  
R. RAJASEKHARAN NAIR,  
Secretary (Administration)

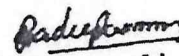
To

The Chief Engineer (HRM).

Copy to:

The Chief Engineer (IT).  
The LA & DEO / Chief Vigilance Officer.  
The Financial Adviser / Chief Internal Auditor.  
The Deputy Chief Engineer (HRM-I) / Deputy Secretary (Administration).  
The T.A. to Chairman & Managing Director / Director (Distribution & Safety) /  
Director (Transmission & System Operation) / Director (Generation & HRM) /  
Director (CP & SCM).  
The PA to Director (Finance) / CA to Secretary (Administration) /  
The Legal Liaison Officer, Kochi / Fair Copy Superintendent / Stock file.

Forwarded/ By Order



Senior Superintendent





(Annexure to B.O.(CMD) No:1579/2015(Estt.III/CR-Rules/2006),  
Dated Thiruvananthapuram, 27/06/2015).

Form I

PERFORMANCE APPRAISAL REPORT

(For employees of Workmen category)

PART – I Self Appraisal Report

(Employee shall submit here a duly signed and dated self appraisal report to his immediate superior controlling officer. The report should be brief and clear and either be in English or in Malayalam)

## PERFORMANCE APPRAISAL REPORT

### PART – II Report of the Controlling Officer

[Controlling Officer shall fill up the following and forward it along with the self appraisal report of the employee concerned, to the Chief Engineer (HRM)]

1. (a) Name of employee reported upon -
- (b) Designation -
- (c) Employee Code -
2. Post held and name of Office -
3. The period for which the employee reported upon is working in the present post -
4. Signature of the employee reported upon -
5. Appraisal by the Reporting Officer (please tick mark in the grade column applicable) -

Factors	Grade A Excellent	Grade B Good	Grade C Satisfactory	Grade D Below Average
Integrity				
Professional Knowledge				
Organisational Knowledge				
Departmental Experience				
Ability to complete a task despite difficulties				
Interpersonal skills (Ability to relate to others, particularly in obtaining and giving cooperation; effective team member.)				
Communication skill: Ability to express ideas clearly				
Ability to accept responsibility				
Dependability in job performance				
Dependability in punctuality and attendance				
Total number of items under				

6. General remarks

Station:  
Date:

Signature:  
Name:  
Designation of the Reporting Officer  
Office seal