



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under Companies Act, 1956)

CIN: U40100KL2011SGC027424

Registered Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695004 Website: www.kseb.in

Office of the Director (Generation- Electrical)

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

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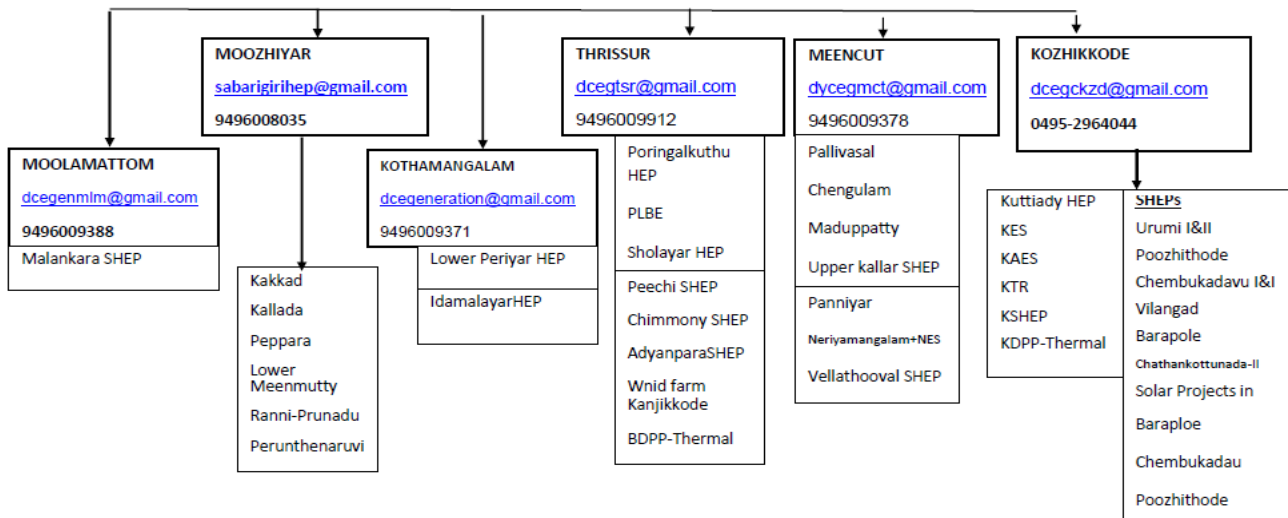
Annexure

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):