



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act, 1956)

CIN:U40100KL2011SGC027424

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CIRCULAR

Sub: The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 – Detailed guidelines – Issuing of – Regarding.

Kerala State Electricity Board Limited is committed to provide a work place free of sexual harassment, intimidation or exploitation of its women employees. All the employees of Kerala State Electricity Board Limited shall treat one another and visitors with respect. Sexual harassment against women is not only a crime against human rights but a crime against humanity as well.

The society has a pivotal role in ensuring safety of women at work place. Sexual harassment transcends all limits of decency and it results in violation of the fundamental rights of a woman to equality under Articles 14 and 15 of the Constitution of India, her right to life and to live with dignity under Article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which include a right to safe environment, free from sexual harassment. A woman has every right to work with dignity and she needs to be protected from any act of sexual harassment.

In order to provide a safe working environment to the women employees and to prevent sexual harassment against them, a Complaints Committee mechanism was put in place in Kerala State Electricity Board Limited in the year 2001 as per the guidelines issued by the Hon'ble Supreme Court of India in Visakha & Ors Vs State of Rajasthan & Ors (AIR 1997 SC 3011). Accordingly a Complaints Committee has been functioning in Kerala State Electricity Board Limited with its Head Quarters at Vydyuthi Bhavanam, Thiruvananthapuram.

To give more teeth in dealing with the cases of sexual harassment against women, Parliament has enacted **Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013** and the **Sexual Harassment of**

Women at work place (Prevention, Prohibition and Redressal) Rule, 2013. These are available on Kerala State Electricity Board Limited website. All Heads of Offices/Departments are called upon to give wide publicity of the above to the employees under their control and instill a sense of protection to all women employees working under them.

Recently in Kerala State Electricity Board Limited more Internal Complaints Committees have been constituted and they have been functioning at different levels i.e. at the Corporate Office, Circle Offices, Division Offices etc. In the absence of specific guidelines it has become all the more difficult for these committees to entertain and dispose of the complaints submitted to them. Sometimes same complaints are seen lodged with the Complaints Committee functioning at Vydyuthi Bhavanam, Thiruvananthapuram and other offices mentioned above making the process of dispensation of justice to the victim complex, besides bringing about delay in the whole process.

Since the Complaints Committee mechanism doesn't envisage and encourage any kind of lethargy on the part of the functioning of the Committee, Kerala State Electricity Board Limited has decided to streamline the constitution and functioning of Complaints Committee and to have a unified frame work to its constitution keeping in view of the organizational structure of Kerala State Electricity Board Limited.

In order to address the grievances of the complainants conveniently, without any time lag, it is decided to constitute a Complaints Committee as per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 at every District. A designated office of Kerala State Electricity Board Limited in each District shall constitute a Complaints Committee. The Deputy Chief Engineer (Transmission Circle) in each District is authorized to constitute the committee with respect to that District. The committee so constituted shall entertain complaints from the employees belonging to the offices of Kerala State Electricity Board Limited situated within the geographical area of that District for which the committee has been constituted.

The following detailed instructions and guidelines are issued. All concerned are strictly directed to comply with the instructions. The Deputy Chief Engineers (Transmission Circles) shall submit an action taken report regarding the constitution of Complaints Committee in their respective Districts.

Constitution of Internal Complaints Committee and its functions.

Instructions and guidelines

The Deputy Chief Engineer (Transmission Circle) in a District shall constitute an Internal Complaints Committee as the employer with respect to that District in which his office is situated.

The constitution and functioning of the Internal Complaints Committee shall be in accordance with the provisions of **Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Rule, 2013.**

I. The salient features of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 are provided below.

As per section 2 (f) of the Act

An "employee" means a person employed at a workplace for any work on regular, temporary, adhoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

As per Section 2(g) "employer" means

(i) in relation to any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organization, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i) any person responsible for the management, supervision and control of the workplace.

Explanation:- For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organization.

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees.

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker.

As per S. 2(n) of the Act

"sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:-

- (i) Physical contact and advances;
- (ii) A demand or request for sexual favours; or
- (iii) Making sexually coloured remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

Section 3 of the Act deals with prevention of sexual harassment

S. 3(1). No woman shall be subjected to sexual harassment at any workplace.

S. 3(2). The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:-

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat or detrimental treatment in her employment; or

- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

Section 4 of the Act, deals with the constitution of Internal Complaints Committee.

S. 4(1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee".

Provided that where the officers or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The internal Committees shall consist of the following members to be nominated by the employer, namely:-

- (a) A Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in Sub-section (1).

Provided further that, in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization.

- (b) Not less than two Members from amongst employee preferably committed to the cause of women or who have had experience in social work or have legal knowledge;
- (c) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment;

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer as may be prescribed.

- (5) Where the Presiding Officer or any Member of the Internal Committee,
- (a) contravenes the provisions of section 16; or
 - (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
 - (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
 - (d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

Section 9 deals with complaint of sexual harassment.

S. 9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Members of the Local Committee, as the case may be shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances

were such which prevented the women from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Section 12 deals with action during pendency of inquiry.

S.12 (1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may recommend to the employer to

- (a) transfer the aggrieved women or the respondent to any other workplace; or
- (b) grant leave to the aggrieved woman up to a period of three months; or
- (c) Grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be under sub-section (1) the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

Section 13 deals with Inquiry report.

13 (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be-

- (i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;
- (ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

Section 16 deals with prohibition of publication.

S.16. Notwithstanding anything contained in the Right to Information Act, 2015, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner.

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars that may lead to the identification of the aggrieved woman and witnesses.

Section 17 deals with penalty.

- S. 17.** Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

Section 19 deals with duties of employer.

- S. 19.** Every employer shall-

- (a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace.
- (b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub section (l) of section 4;
- (c) Organize workshops and awareness programmes at regular intervals for sensitizing employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- (d) Provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaints and conducting an inquiry;
- (e) Assist in securing the attendance of respondent and witness before the Internal Committee or the Local Committee, as the case may be;
- (f) Make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (l) of section 9;

- (g) Provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- (h) Cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- (i) Treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- (j) Monitor the timely submission of reports by the Internal Committee

II. Procedures to be followed by the committee

- a) The committee shall strive to complete the enquiry in the shortest possible time.
- b) The committee shall provide reasonable opportunity to the complainant and defendant for presenting and defending her/his case.
- c) For the purpose of making an enquiry the committee shall have the same powers as are vested in a civil court under the code of Civil Procedure, 1908 when trying a suit in respect of the following matters.
 1. Summoning and enforcing the attendance of any person and examining him/her on oath,
 2. Requiring the discovery and production of documents/ e-documents and
 3. Any other matter which may be prescribed

The enquiry shall be completed within a period of ninety days

- d) The committee may call any person to appear as a witness if it is of the opinion that it shall be in the interest of justice.
- e) The committee shall have the power to summon any official paper or documents/e-documents pertaining to the complainant as well as the defendant.

- f) The committee may consider as relevant any earlier complaints against the defendant.
- g) The committee shall have the right to summon as many times as required the defendant, complainant and any witness for the purpose of supplementary testing or clarifications.
- h) The committee shall terminate the enquiry proceedings and give an ex-parte decision on the complaint should the defendant fail, without valid ground to present herself/himself for three consecutive hearings convened by the committee.
- i) The committee shall inform the defendant and the complainant that counselling service can be made available if so desired.
- j) The committee shall prepare a summons containing details of the complaint such as the location, date and time on which the alleged incident occurred and shall hand over the same to the complainant as well as the defendant along with details of procedure to be followed. It shall also intimate the defendant and the complainant the contact details of all members of the complaints committee. The committee shall also make available to the defendant a true copy of the original complaint lodged by the complainant.
- k) Within not more than two working days on the receipt of the first intimation of the enquiry the complainant and the defendant shall submit to the committee in writing a list of witnesses together with their contact details that she/he desires the committee to examine.
- l) The committee shall intimate the complainant, the defendant and witness at least seventy two hours in advance in writing about the date, time and venue of the hearing.
- m) If the complainant, defendant or witness desire to appear before the committee accompanied by one companion of their choice they shall communicate to the committee the name of that person. Such person shall have only observer status and her/his presence shall be restricted to the testimony of the individual she/he is accompanying.
- n) Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint, the identity and addresses of the aggrieved person, respondent and witness or any information relating

to conciliation and enquiry proceedings, recommendations of the committee and the action taken by the employee under the provisions of the SH Act shall not be published, communicated, made known to the public, press or any media in any manner.

Provided that information may be disseminated regarding the justice secured by any victim of sexual harassment under SH Act without disclosing the name, address, identity or any other particulars that may lead to the identification of the aggrieved person and witness.

- o) The complainant and the defendant or any other person on her/his behalf (Nominee) shall have the right to examine written transcripts of the recording with the exclusion of witnesses' names and identity. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The complainant/defendant should inform the committee specifically if he/she desires to exercise this right. The committee may allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time can the parties concerned take the documents outside the office of the committee.
- p) The complainant and the defendant shall have the right of cross-examination of all witnesses. Such cross-examination shall be conducted in the form of written question and responses via the committee.
- q) The defendant/complainant shall submit to the committee a written list of questions that she/he desires to pose to the witness. The committee shall have the right to disallow any question that it has reason to believe to be irrelevant, mischievous or gender-sensitive. Any behavior verbal or otherwise on the part of the defendant or his nominee that is designed to intimidate or subject the complainant to mental and physical trauma shall be construed as a violation of the order of Restraint issued by the committee.
- r) All proceedings of the committee shall be recorded in writing and the same together with the statement of witnesses shall be endorsed by the persons concerned in token of authority thereof.

- s) All persons heard by the committee shall take and observe an oath of secrecy about the proceedings. Any violation of the oath of secrecy may invite penalties as enshrined in the SH Act.
- t) If the complainant or the defendant desires to tender any documents by way of evidence the committee shall supply true copies of such documents to the defendant/complainant as the case may be.
- u) In the event that committee thinks it proper to have a supplementary testimony of the complainant, defendant or any witness, the committee may proceed with such supplementary testimony.
- v) After concluding its investigation the committee shall submit a detailed report of its findings to the employer who constituted the committee within a period of ten days. In the event that it finds the defendant guilty of sexual harassment it shall also recommend the nature of penalty to be imposed on the defendant. The employer in turn forward the recommendation and the report to the Disciplinary Authority of the defendant. If the committee finds no merit in the complaint it shall write to the employer giving reasons for its conclusions.
- w) The Disciplinary Authority concerned shall take action on the recommendations of the Complaints Committee as per the provisions contained in Kerala Civil Services (Classification, Control & Appeal Rules) 1960, without having to appoint an Enquiry Officer to investigate the case afresh for the reason that the recommendations of the committee shall be considered as the recommendation of an Enquiry Officer appointed as per the relevant rules.
- x) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.
- y) In conducting the inquiry a minimum of three Members of the Complaints Committee including the Chairperson shall be present.

The complaints committee may also recommend to deduct, notwithstanding anything in the service rule applicable to the respondent, from the salary or wages of the respondent such sum as it may consider

appropriate, to be paid to the aggrieved person or to her legal heirs as it may determine in accordance with the section of the SH Act.

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct the respondent to pay such sum to the aggrieved person.

Provided further that in case the respondent fails to pay the sum referred to above, the committee may forward the order for recovery of the sum as an arrear of land revenue to the District Officer concerned

III. Restraint Order

The committee shall issue a 'Restraint Order' giving a summary of the complaint date (s) time and location (s) of the alleged incident (s). It shall warn the defendant (s) that any attempt on his part or by person (s) acting on his behalf to contact or influence or intimidate or exert pressure on the complainant or any person in the complainants' confidence may prove prejudicial to his case.

The complainant is at liberty to intimate in writing the committee of any violation of the order of restraint by the defendant (s) or any person acting on his behalf.

In cases where the committee is convinced of the truth of such allegations the chairperson or any member of the committee authorized by the chairperson may summon the defendant (s) in person and issue a verbal and written warning that such behavior may lead to an adverse inference being drawn against him. The Complaints Committee shall retain the right to close the enquiry proceeding and to give an ex-parte decision on the complaint. The Complaints Committee shall consider all violations of the restraint order when determining the nature of offence of a defendant found guilty of sexual harassment.

IV.**Recording of complaints**

- a) The Internal Complaints Committee shall receive and record complaints of sexual harassment and it shall carefully study the complaint and may hear the complainant and the defendant to decide whether an enquiry by the committee is required to be instituted.
- b) At no time in the complaints receiving and recording procedure shall the defendant and the complainant be placed face to face, or put in a situation where they may be face to face (e.g. they shall not be called at the same time and be made to wait at the same place) keeping strictly in view the need to protect the complainant from facing any serious health or safety problems.
- c) At no time in the complaint receiving and recording procedure shall the past sexual history of the complainant be probed into, as such information shall be deemed irrelevant to a complaint of sexual harass.

V.**Withdrawal of complaint**

- a) The complainant may withdraw her complaint in writing at any time during the complaints receiving or enquiry procedure.
- b) The enquiry procedure, on such withdrawal be terminated, save in instances in which the committee is informed of or has reason to believe that the reasons for such withdrawal are the consequences or effect of material inducement, coercion and intimidation exerted by the defendant (s) or any person on his behalf on the complainant. In such an instance the enquiry proceedings shall continue in accordance with the procedure outlined in the SH Act.

VI.**Disqualification of Chairperson and Members**

All members of the committee will sign an oath of confidentiality and any breach of such confidentiality shall cause to be disqualification of the member from the committee. All members are expected to work in a non-partisan manner totally committed to the mandate of the Sexual Harassment Act.

A person shall be disqualified for being appointed, elected, nominated or designated as, or for being continued as a member of the Complaints

Committee if there is any complaint concerning sexual harassment pending against him, or if he has been found guilty of sexual harassment/serious misconduct/breach of confidentiality by an internal enquiry by the committee. The Complaints Committee would take suo moto cognizance of breach of code of conduct/confidentiality. In case of proven serious breach of confidentiality by a member or chairperson, the competent authority can initiate stricter action.

Members of the committee shall be intimated of the meeting in writing or by electronic communication by the chairperson. Minutes of the meetings of the Complaints Committee shall be prepared, confirmed, adopted and kept as record.

The complaint may be oral or in writing. If the complaint is oral, it shall be recorded in writing by the committee members receiving the complaint and get it authenticated by the complainant under her dated signature or thumb impression as the case may be.

VII. False complaint/Deposition

- a) In event of the committee arriving at a decision that the complaint is malicious or doesn't have any merit, the committee may issue a show cause notice to the complainant/witness (es). The show cause notice shall cite the bases of the committee's conclusions and require the complainant/witness (es) to explain within seven days in writing or in person as to why disciplinary action shall not be taken against her. In the event of no or insufficient or unconvincing explanation, the committee shall forward its findings to the disciplinary authority concerned of the complainant. In such cases the committee may recommend to the Appropriate Authority to take action against the person who has made the complaint in accordance with the provisions of the Service Rules applicable to her or where no such service rule exist, in such manner as may be prescribed.
- b) Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section.

- c) Provided further that the malicious intent on the part of the complaint shall be established after a detailed enquiry before action is recommended.
- d) Where the committee arrives at a conclusion that during the enquiry any witness has given false evidence or produced any forged or misleading document it may recommend to the Appropriate Authority to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

VIII.**Miscellaneous**

- a) The proceedings as mentioned above shall not, in any way, be affected by any other proceedings against the defendant preferred by the complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law.
- b) The provisions of these Rules and Procedures mentioned above shall not restrict the powers of the complainant to proceed against the defendant for any other misconduct or pursue criminal or civil remedies whether or not connected with the misconduct within the purview of these rules.

IX**Annual Report**

The Internal Complaints Committee shall prepare in triplicate an Annual Report stating its activities, complaints attended, complaints pending disposal etc and forward it to the Chairman & Managing Director.

The Complaints Committee will ensure sufficient publicity of the constitution of the committee in all offices of Kerala State Electricity Board Limited in the District such as O/o the Chief Engineer, Circle Office, Division Offices, Sub Division Offices etc. The committee shall ensure widespread publicity of the contact details (both official and Personal) of the chairperson and of all its members.

The committee is empowered to take suo moto notice of grave violations of the basic principles of gender sensitivity and justice at any office of Kerala State Electricity Board Limited in the District concerned.

The Deputy Chief Engineer (Transmission) concerned should forward to the Chief Personnel Officer, KSEBL the details of the members of the Committee such as name, official address, phone numbers (official and personal) etc.

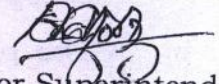
Sd/-

Secretary (Administration)

Copy to:

All Chief Engineers/All Deputy Chief Engineers/All Executive Engineers
The Financial Adviser/Chief Internal Auditor/Legal Adviser & Disciplinary Enquiry Officer
The Company Secretary (In charge)
The Chief Vigilance Officer/Deputy Chief Engineer (I T)
Regional Audit Officers/Chief Public Relations Officer/Deputy Secretary (Admn.)
The TA to Chairman & Managing Director
The PA to Director (Finance)/ The TA to Director (CP & SCM)
The TA Director (G-C & HRM)/The TA to Director (D, S & G-E)
The TA Director (T & SO)/CA to Secretary (Administration)
The FC Superintendent/Record Section/Library/Stock File.

Approved for issue



Senior Superintendent