



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

**Registered Office: Vydyuthi Bhavanam, Pattom  
Thiruvananthapuram - 695 004**

**CIN: U40100KL2011SGC027424**

Website: [www.kseb.in](http://www.kseb.in) Email: [pokseb@gmail.com](mailto:pokseb@gmail.com)

Phone No.: 0471-2514472 & 0471-2514455 Fax: 0471-2514472

### ABSTRACT

KSEBL - Guidelines for Online General Transfer of the Higher Level Officers - Approved - Orders issued.

### CORPORATE OFFICE (PERSONNEL)

**BO (FTD) No. 176/2023 [PS1(A)/OLGT-2023/GL for Higher Level Officers] Dated, TVPM: 31-03-2023**

Read: (1) Note No. EB7/Gnl/GT-2023/2022-23/294, Dated: 03-12-2022, of the Chief Engineer (HRM).

(2) Note No. PS 1 (A)/OLGT-2023/Guidelines for the Workmen & Officers, Dated: 18-01-2023 of the Chief Personnel Officer, submitted to the Chairman & Managing Director, KSEBL.

(3) Note No. PS 1 (A)/OLGT-2023/Guidelines for Workmen & Middle Level Officers of KSEBL, Dated: 03-02-2023 of the Chief Personnel Officer [Agenda Item No.40/2/23].

(4) Note No. PS 1 (A)/OLGT-2023/Guidelines for Higher Level Officers of KSEBL, Dated: 18-03-2023 of the Chief Personnel Officer [Agenda Item No.76/3/23].

### ORDER

Kerala State Electricity Board Limited [KSEBL] switched over to an 'Online General Transfer System' for carrying out the Transfer & Postings of its Officers up to and including the rank of Assistant Executive Engineer/ Assistant Accounts Officer/ Assistant Finance Officer/ Senior Fair Copy Superintendent/ Junior Personnel Assistant/ Regional Personnel Officer and Public Relations Officer of KSEBL, from 2017 onwards. However, the Transfer & Postings of 'Officers of and above the cadre of Executive Engineer/ Accounts Officer, which is extended up to Chief Engineer/ Other equivalent Cadres' were being done manually, causing misery/ agony to many Officers concerned.

As per the Note read as 1<sup>st</sup> above, the Chief Engineer (HRM) intimated that as instructed by the Chairman & Managing Director of KSEBL, during the meeting held on 02-12-2022; the 'Transfer & Postings' of the 'Officers of and above the cadre of Executive Engineer/ Accounts Officer, which is extended up to Deputy Chief Engineer/ Other equivalent Cadres' [hereinafter referred as Higher Level Officers of KSEBL], shall be brought under the purview of an Online General Transfer System.

Accordingly, from 2023 onwards, the 'Transfer & Postings of the Higher Level Officers of KSEBL' will be carried out by the Secretary (Administration), KSEBL, exclusively, through Online processing (in consultation with the Posting Committee, constituted for the purpose); strictly in adherence to various provisions of the 'Guidelines' to be formulated for 'Online General Transfer of the Higher Level Officers of KSEBL'.

Certain discussions were conducted on the aforesaid matter, with the Representatives of Associations of Officers functioning in KSEBL, by the Director [Generation (Electrical) & HRM], Chief Engineer (HRM), Chief Personnel Officer, etc. for arriving at a general consensus thereon/ for inviting their valuable suggestions, if any, on the same.

The Draft 'Guidelines for Online General Transfer of the 'Higher-Level Officers' based on the outcome of the discussions held on the matter were submitted to the Chairman & Managing Director of KSEBL, as per the Note read as 2<sup>nd</sup> above, along with the draft Guidelines for Online General Transfer of the 'whole Workmen & Middle-Level Officers of KSEBL' and it was ordered to place the same before the Full Time Directors of KSEBL. Accordingly, as per the Note read as 3<sup>rd</sup> above, the draft 'Guidelines for the Online General Transfer of the 'Higher-Level Officers' was submitted to the Full Time Directors of KSEBL, along with the draft Guidelines for Online General Transfer of the 'whole Workmen & Middle-Level Officers of KSEBL'.

After having discussed the same, in the FTD Meeting held on 17-02-2023, it was ordered to circulate an amended draft on the same, among the Full Time Directors, for seeking their further inputs. Accordingly, an amended draft was circulated among the Full Time Directors of KSEBL. Thereafter, the Chairman & Managing Director conducted a discussion regarding the amended draft, with the Representatives of Associations of Officers, on 01-03-2023.

In accordance with the direction received further, the 'Draft revised Guidelines for the Online General Transfer of the Higher Level Officers of KSEBL' was placed before the Full Time Directors, as per the Note read as 4<sup>th</sup> above. Having considered the matter in detail, the Full Time Directors in its meeting held on 27-03-2023; resolved to approve the newly formulated 'Guidelines for the Online General Transfer of the Higher Level Officers of KSEBL' and implementation of the same, from the General Transfer 2023 onwards.

The newly formulated 'Guidelines for Online General Transfer of the Higher Level Officers of KSEBL' as detailed hereunder, will come into force with immediate effect, superseding all Orders & Circulars, issued earlier in this regard, by KSEBL.

## **I. Definitions**

1. Station:- means either of the following regions:

- a. SOUTH - Covering the revenue districts: Thiruvananthapuram, Kollam, Pathanamthitta & Kottayam.
- b. CENTRAL - Covering the revenue districts: Alappuzha, Ernakulam, Idukki & Thrissur.
- c. NORTH - Covering the revenue districts: Malappuram, Palakkad & Kozhikode.
- d. NORTH MALABAR - Covering the revenue districts: Wayanad, Kannur & Kasaragod
2. Domicile Station:- The region in which the place of domicile of the Officer is located.
3. Adjacent Station:- Region sharing borders with the Station.
4. Place of domicile:- The area covered by the geographical jurisdiction of an Electrical Section which is declared by each officer as his place of domicile.
5. Index: - A unique number arrived as per the formula indicated in Clause-II (5) of these Transfer Guidelines.
6. Protection:- Retention/ posting of a Higher-Level Officer, irrespective of their index.
7. Assigned Posts:- Number of posts identified, in each category of the Higher Level Officers in a Station, based on the priority in filling those places during the ensuing General Transfer, for even distribution of the workforce. The Higher Level Officers can submit their requests for transfer only against the assigned posts existing in a station, excluding the posts to which Administrative Protection is being extended, by the Posting Committee.
8. Distance:- The shortest road distance in kilometers ( generated from Google Map/ GIS applications) between the office where the Higher-Level Officer has worked/ is working and the Electrical Section which is declared by the Higher-Level Officer as his/ her domicile section. In the case of the Higher-Level Officers working at the Liaison Office, Delhi; the distance taken for calculation of the index will be limited up to the longest road

distance across two places in the North and South of Kerala. Distance of below 8 km will be taken as 8 km for the purpose of Index calculation.

9. Period:-

The actual number of days spent on duty in a particular office by a Higher Level officer during his/her service in KSEBL. All kinds of leave taken more than 30 days in a calendar year will not be treated as duty for the purpose of General Transfer. The period spent on foreign employment will not count as qualifying service for the calculation of index for the General Transfer. Index during the period spent on deputation will be calculated at 8 km. However, the period spent on working arrangement in KSEBL will be considered for the calculation of index and in this case, the index will be calculated on the basis of the Office where he/ she is working on working arrangement. However, the transfer of all Higher-Level Officers will be effected from their lien office.

10. Posting Committee:-

The object of the Posting Committee is to select Higher Level Officers having proficiency as well as experience for providing suitable posting to them, as part of deploying the available Higher Level Officers in the key-posts of the firm. The 'Posting Committee' shall be constituted at the beginning of every year, including the following members:

- |                                     |   |          |
|-------------------------------------|---|----------|
| 1. The Chairman & Managing Director | - | Chairman |
| 2. The Secretary (Administration)   | - | Convener |
| 3. All Directors                    | - | Members  |

The 'Principles of Natural Justice' shall be upheld by the Committee, while fixing the Office-wise strength of each and every cadre of the Higher-Level Officers of KSEBL.

Note:

- i. The Office-wise strength in respect of each and every cadre of the Higher-Level Officers of KSEBL, shall be finalized and published, well before inviting applications for the ensuing Online General Transfer of the Officers concerned.
- ii. No change will be allowed, at any level, after finalization as well as publishing of the Office-wise strength. However, the Posting Committee is empowered to review and reassign the Office-wise strength once published, in exigencies.



- iii. Basic data for fixing the Office-wise strength of the Higher-Level Officers, prepared by the Secretary (Administration), KSEBL shall be placed before the Posting Committee. The necessary Module shall be prepared by the IT Wing of KSEBL, for this purpose.

## II. Transfer Norms

1. As far as possible, all General Transfer Orders of the Higher-Level Officers of KSEBL shall be issued by 31<sup>st</sup> March of every year to coincide with the academic annual vacation.
2. Generally, all requests from the Higher-Level Officers of KSEBL for Online General Transfer/ protection from the Online General Transfer shall be made, through the HRIS, on or before 15<sup>th</sup> February.
3. For the purpose of transfer, a Higher-Level Officer will be permitted to change the place of domicile only two times during his/ her entire service. However, ladies among Higher-Level Officers will be permitted to change their place of domicile, two more times in addition to the above two chances, on production of valid certificates.

In case the place of domicile of a Higher-Level Officer has been changed, consequent to the bifurcation of his/ her domicile section; the same will not affect his/ her eligibility for changing the place of domicile, twice, on valid grounds.

Request for including retrospective changes relating to the place of domicile in the HRIS will not be entertained, unless the fact of such domicile change had been recorded in the Service Book, in time. In order to change the domicile as per norms, the Higher-Level Officer who intends to change the domicile shall produce sufficient documents to prove the condition that he/ she has opted for. After having scrutinized the Application & allied documents submitted by the Higher-Level Officer, the Head of ARU shall upload the same in the HRIS, so as to make available the Application & allied documents to the Office of the Secretary (Administration) for perusal. The final approval in respect of the above, will be given by the Secretary (Administration), after due verification.

4. Any change required in the place of domicile of a Higher-Level Officer shall be made before 10<sup>th</sup> January i.e., before commencing the processes of the ensuing Online General Transfer.
5. The Online General transfer of the Higher-Level Officers of KSEBL will be conducted each year, based on the Index published during that year. The index of a Higher-Level Officer will be calculated for his/ her entire service, by applying the formula given below:

$$I = W1 [\text{Sum of } P_{ij}D_{ij} (r)^i], \text{ where}$$

$$i = 0 \text{ to } N - 1, (N \text{ is the total years of service})$$

$P_{ij}$  = Number of days of service at a particular station/ office in 'ith' year of service in the 'jth' spell.

$D_{ij}$  = Distance in 'ith' year of service in the 'jth' spell.

$r$  = A constant with a value of 0.75

Weightage will be given in the following cases:

Retirement Weightage ( $W_1$ ) – Retirement weightage will be calculated as per formula  $36/x$ , where 'x' is the number of months remaining for retirement. If an officer got service beyond 18 months at the time of calculating the index, the resultant weightage arrived in this regard will not be admissible. Part of a month will not be taken for calculating the index.

6. Protection will be provided for the Higher-Level Officers, in the following cases.

- a. Administrative protection in respect of the Higher-Level Officers, belonging to the Offices of the Chairman & Managing Director, Directors of KSEBL/ the Field Offices/ Ongoing Projects, if necessary, will be decided by the Posting Committee. Administrative protection will be provided only in Critical units. The Critical units as well as the positions in them will be decided based on rationale and need. The positions will be filled based on various parameters, such as: Qualification, Experience, Skills & Performance etc. Administrative protection will be given to some positions of certain Offices, transparently, based on evaluation and Out of zone of consideration. The List of Higher-Level Officers provided with Administrative protection shall be published before inviting applications for the ensuing General Transfer. As far as possible, the number of Administrative protection to be provided to the Higher Level Officers shall be limited only to the required minimum or as per the specific percentage suggested for particular critical units; without having exceeded 30% of the total strength of the Higher Level Officers existing at that critical unit.
- b. Differently abled Higher-Level Officers having more than 60% disability/ the Higher-Level Officers, whose Spouse having more than 80% disability. As far as possible, protection will be provided at their requested Office.
- c. Higher-Level Officers having Permanent disability due to accidents/ illness.
- d. Higher-Level Officers, having differently abled children.
- e. Higher-Level Officers suffering from severe illness.
- f. Higher-Level Officers, who's Spouse/Children suffering from severe illness.
- g. Protection on behalf of the Central Office bearers of the Recognized Associations of Officers, will be provided to the Higher-Level Officers of KSEBL, subject to a maximum

of 3 numbers from each Association, which is inclusive of the protection to be provided in this regard as per the related provisions of the existing Guidelines for the Online General Transfer of the Middle-Level Officers of KSEBL. The List of Central Office Bearers of the recognized Associations of Officers, to whom such protection is required should be submitted to the Chief Personnel Officer, every year, well before the date of inviting applications for the ensuing Online General Transfer of the Higher-Level Officers of KSEBL. The List of Higher-Level Officers, to whom protection is provided in this regard, shall be published prior to the invitation of applications for the ensuing Online General Transfer.

- h. As per G.O. (P) No. 11/90/P & ARD, Dated: 05-05-1990, there is a provision to protect the Officers belonging to Scheduled Castes & Scheduled Tribes, from the General Transfer. The same shall be applicable for the Higher-Level Officers of KSEBL, belonging to the Scheduled Castes & Scheduled Tribes. Accordingly, they will be retained in their domicile station for a continuous period of 5 years. The System itself will capture the details of Higher Level Officers belonging to Scheduled Castes & Scheduled Tribes, from the data available in the HRIS and protect them by default, as mentioned above. Hence, no need to apply for by the concerned, for securing such protection.

Note: -

Medical protection to the Higher-Level Officers will be limited to the region in which the place of domicile of the Officer is located or to the station at which the medical treatment is being carried out. The Posting Committee will decide upon the posting of a Higher-Level Officer, within a station other than the domicile, on medical grounds.

Applications for Medical protection under Clause-II (6) b, c, d, e & f, submitted through the HRIS, by the Higher-Level Officers of KSEBL, will be verified by the Office of the Secretary (Administration), based on the decision taken by the Posting Committee.

The protection to the Higher-Level Officers, on behalf of Central Office Bearers of Associations of Officers, will be granted by the Chief Personnel Officer. All other protections will be provided by the Secretary (Administration), in consultation with the Posting Committee.

Under any circumstances, the number of Officers to be protected, as per Clause-II (6) in a particular station shall not exceed 50% of the total strength of that station.

7. Posting of Higher-Level Officers to a Station will be done in the following order of priority.

- a. Administrative Protection, being extended to the Higher-Level Officers.
  - b. As far as possible, the Central Office bearers of recognized Associations of Officers, belonging to the category of Higher-Level Officers, will be posted conveniently, as per their choice.
  - c. A Higher-Level Officer, who is eligible to continue in a station where he/she is presently working, as per the transfer norms and has not completed 1 year in the present office, shall not be shifted from that office, in normal circumstances; even though another Higher-Level Officer having higher index, submits a request for transfer to that office. However, the Posting Committee will have a decisive role to transfer a Higher-Level Officer, in exigency of service and public interest.
  - d. As far as possible, posting of Higher-Level Officers under Clause-II (6) b & c; d; e & f will be done in the order of priority, as per their choice. Postings based on Medical grounds shall be limited to the domicile station or to the Station, where medical treatment is being carried out. Posting Committee will decide upon the posting of a Higher-Level Officer, within a station other than the domicile, on medical grounds.
  - e. As far as possible, the Higher-Level Officers belonging to the categories of Scheduled Castes & Scheduled Tribes will be posted conveniently, within their domicile station, each and every time he/ she returns from other station to his/ her domicile station and allowed to continue at their domicile station of posting for 5 years.
  - f. All other Higher-Level Officers will be posted, subject to the availability of vacancies/ exigency of service.
8. Posting of Higher-Level Officers to a station will be done in the following manner as per transfer requests and Index.
- i. 60% of the total posts will be filled up from among the Higher-Level Officers of KSEBL, who declare a station as their Domicile Station.
  - ii. 20% of the total posts will be filled up from the combined list of Higher-Level Officers belonging to a Domicile Station and Adjacent Stations.
  - iii. 20% of the total posts will be filled up from the combined list of Higher-Level Officers belonging to a Domicile Station and all other Stations within the State.

Note: - Transfer to each quota mentioned above will be considered purely based on the state wide index priority. If no sufficient eligible requests are received against the quotas mentioned under Clause-II (8) i & ii, such posts will be filled up from the State-wide quota.



9. A Higher-Level Officer, who is eligible to continue in a station where he/ she is presently working as per the transfer norms and has not completed 1 year in the present office, shall not be shifted from that office, in normal circumstances; even though another Higher-Level Officer having higher index, submits a request for transfer to that office. However, the Posting Committee will have a decisive role to transfer a Higher-Level Officer, in exigency of service and public interest.
10. A Higher-Level Officer, who is likely to be transferred out can request for transfer to any other districts. His/ her request will be considered subject to the norms formulated as per this Guidelines for the Online General Transfer of the Higher-Level Officers of KSEBL.

### III. General Conditions

1. All 'Transfer & Postings' in respect of the 'Higher-Level Officers of KSEBL' will be carried out exclusively through online processing; via HRIS.
2. A Higher-Level Officer applying for transfer will be transferred and posted in accordance with the index and the order of his/ her choice, subject to satisfaction of other conditions applicable, as per transfer norms. If any Higher-Level Officers, who are liable to be transferred in the ensuing General transfer, have not applied for transfer; they will be posted in any open place available adjacent to his/ her Lien Office and if no vacancies are available so, those officers will be posted in any open place, available near to his/ her domicile station.
3. As far as possible, the cut-off date for calculating the index will be on the previous day of the date of effect of the General Transfer Order and the cut-off date for retirement will be 31<sup>st</sup> May of every year.
4. Category-wise strength of posts in each station as well as the Region-wise total posts in each category of Higher-Level Officers will be published every year. As far as possible, publishing of the same will be done on or before 27<sup>th</sup> January and those places will be open to all Higher-Level Officers concerned, who wish to apply for transfer.
5. Any change in the place of domicile of all Higher-Level Officers shall invariably be recorded in their Service Books and in the HRIS software, from time to time. Higher-Level Officers shall not misuse the facility for changing their place of domicile. Any such instances noticed by KSEBL will be viewed seriously and proceeded against.
6. All requests of Higher-Level Officers for preference/ protection (disability/ illness) should be supported by the valid certificate issued by the competent authorities. If one or more claims of a Higher-Level Officer for protection exist/ are found to be considered, added priority will be given to that Officer.

7. Higher-Level Officers who have undergone training in any specialized area/higher studies at Board's expense will be posted to the concerned area for a minimum period of 2 years, subsequent to their return from training/ higher studies.
8. Trial/ Draft Transfer Order in respect of Higher-Level Officers shall be published before issuing the Final Transfer Order, so as to avoid the chances of any technical/ system errors.
9. As far as possible, a Timeline to be followed for the Online General Transfer of the Higher-Level Officers of KSEBL, as detailed hereunder, shall be published by the Secretary (Administration), on or before 1<sup>st</sup> December of every year.
  - a. Publication of the Draft index.
  - b. Publication of the List of Higher Level Officers provided with Administrative protection, Medical protection & Protection on behalf of the Central Office Bearers of Recognized Associations of Officers, functioning in KSEBL.
  - c. Publication of the Category-wise Assigned posts.
  - d. Invitation of applications for the Online General Transfer of the Higher-Level Officers of KSEBL, specifying the time limit for submitting the applications.
  - e. Publication of the Final Index.
  - f. Publication of the Draft Transfer Order.
  - g. Publication of the Last date for the filing of Complaints, if any.
  - h. Publication of the Final Transfer Order.
10. As far as possible, all General Transfer Orders and Grievance Redressal Orders, in respect of the Higher-Level Officers of KSEBL, shall be processed and published through the HRIS on or before 31<sup>st</sup> March, of every year, from 2023 onwards.
11. The Transfer Order shall be effective from 1<sup>st</sup> working day of June every year. Higher-Level Officers of KSEBL will not be allowed to continue in the office, from which they have transferred, after 15 days from the date of effect of their Online General Transfer Order.
12. The transfer requests of the Higher-Level Officers, received through online HRIS, which could not be considered during the General Transfer of a particular year, due to insufficient vacancies, will be kept pending and the same shall be considered for filling the vacancies subsequently arising before the next General Transfer, subject to eligibility.

13. Notwithstanding anything contained above, KSEBL reserves the right to transfer or retain any Higher-Level Officer in any place, for the best interest of KSEBL and in exigency of service and public interest.

**Orders are issued accordingly.**

**By order of the Full Time Directors**

**LEKHA. G.**

**Sd/-**

**Company Secretary**

To

The Secretary (Administration), KSEBL,  
Vydyuthi Bhavanam, Thiruvananthapuram.

Copy to:

All Chief Engineers / Deputy Chief Engineers / Executive Engineers.  
The Financial Adviser / The Chief Internal Auditor / The Company Secretary (i/c).  
The Legal Adviser & Disciplinary Enquiry Officer / The Chief Vigilance Officer.  
The Chief Personnel Officer / The Chief Public Relations Officer.  
TA to Chairman & Managing Director of KSEBL.  
PA to Director (Finance) / TA to Director (T SO, Planning & Safety).  
TA to Director (Distribution, SCM & Information Technology).  
TA to Director [Generation (Electrical) & HRM].  
TA to Director [Generation (Civil)] / TA to Director (REES, Soura, Nilaavu, Sports & Welfare).  
The Deputy Secretary (Administration) / Sr.CA to Secretary (Administration).  
The Fair Copy Superintendent / Record Section / Library / Stock File.

Forwarded/ By Order:

  
03/04/23

Senior Superintendent