



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

Reg. Office: Vidyuthi Bhavanam, Pattom,

Thiruvananthapuram-695 004, Kerala

Website: www.kseb.in. CIN: U40100KL2011SGC027424

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### Abstract

Digitization of Library & Record room - Engaging 2 persons as Project Associate having degree for facilitating the work - from 09.05.2022 upto 31<sup>st</sup> October 2022 or till completion of work whichever is earlier-Ratified - Orders issued.

### **Corporate Office (Human Resource Development Cell)**

B.O (FTD) No.586/2022(HRD/ Digitisation-Lib-Rec Room/22-23/) Tvp.m, dated  
07.07.2022

- Read:
1. B.O (DB) No.971/2021(HRD/Library Digitisation-Lib-RecRoom/21-22) dated 30.12.2021
  2. Office Order(CMD) No. 29/2022(HRD/Library Digitisation-Lib-Rec Room/ 21-22/ 29.12.21) Tvp.m, dtd 06.01.2022
  3. Proceedings No. HRD/Digitisation-Lib-Rec Room/2021-22/201 dated 06.01.2022 of the Chief Engineer (HRM)
  4. B.O (FTD) No.192/2022 (No. HRD/Digitisation-Lib-Rec Room/2021-22) Tvp.m, dated: 18.03.2022
  5. Office Order(CMD)No.587/2022(HRD.7/Digi-Lib-RecRoom/22-23) dated: 04.05.2022
  6. Note No.HRD/Digitisation Lib-Rec Room/22-23/ dated 17.05.2022 of the Chief Engineer (HRM) to the Full Time Directors (Agenda 3/6/22)

### ORDER

Sanction was accorded as per the orders read 1<sup>st</sup> and 2<sup>nd</sup> above. Proceedings read 3<sup>rd</sup> above for the digitisation of library and record room in Vidyuthi Bhavanam, Pattom, Thiruvananthapuram and limited tender was called for. Subsequently, sanction was accorded as per B.O read as 4<sup>th</sup> above to issue work order for the 'Digitisation of Library and Record Room' at Vidyuthi Bhavanam, Thiruvananthapuram, to the lowest bidder M/s KELTRON.

M/s KELTRON in the presentation of their work plan on 13.04.2022 has intimated that they are planning to set up initially 8 scanning systems and which is likely to be increased to around 20. The output of each scanning system is expected to be 3000 pages per day while operating during the working hours. The quality, quantum and accuracy of the job has to be verified manually by comparing it with physical documents (like pension/service book) and approved from KSEBL side preferably on weekly basis. M/s KELTRON has suggested a monthly payment schedule based on the quantum of scanned documents. The quantum of the scanned documents will be about 1,20,000 pages per week and hence the manual verification of these scanned documents will be a huge task. In view of the above, it is suggested to facilitate the primary verification of these scanned documents by engaging 2 persons having degree

qualification as 'Project Associates' for a period 6 months or till the completion of work whichever is earlier and fix their remuneration as Rs. 755/person/day subject to a maximum daily wages payable in a month of Rs.20,385/- by adopting the Government rate applicable to the remuneration for Daily wages/Contract employees as in the G.O. (P).No. 29/2021/dhana dated 11.02.2021 (under the Category III). The expenditure amounting to a maximum of Rs. 2,44,620/- (Rupees Two Lakh Forty Four Thousand and Six Hundred and Twenty only) on account of engaging the two Graduates as Project

Associates for the digitisation of record room and library be met from the budget provision earmarked for HRD activities under Institutional Development (IDP) Fund allocated to Chief Engineer (HRM) and the Deputy Chief Engineer HRM-II be authorized to issue work orders/effect the payment on monthly basis on submission of voucher certified by the Executive Engineer, HRD Cell. The above matters were presented before the Chairman and Managing Director and as per the Office Order read as 5<sup>th</sup> above sanction was accorded for the following, with direction to ratify the same by placing before the Full Time Directors:


1. To engage on contract basis two persons having degree qualification as 'Project Associates' for the work of 'Digitisation of Library and Record room' for a period of 6 months or till the completion of work whichever is earlier and
2. To fix their remuneration as Rs.755/person/day subject to maximum daily wages payable in a month as Rs.20,385/- by adopting the Government rate applicable to the remuneration for Daily wages/Contract employees as in the G.O. (P).No.29/2021/dhana dated 11.02.2021 (under the Category III).
3. To authorise the Chief Engineer(HRM) to engage two persons having degree qualification as 'Project Associates' on contract basis for the work of 'Digitisation of Library and Record room' for a period 6 months or till the completion of work whichever is earlier by inviting quotations to facilitate the work by observing all procedures to ensure transparency and fairness
4. To meet the expenditure amounting to a maximum of Rs. 2,44,620/- (Rupees Two Lakh Forty Four Thousand and Six Hundred and Twenty only) on account of engaging the two Graduates as Project Associates on contract basis for 6 months for the work of digitisation of record room and library, from the budget provision earmarked for HRD activities under Institutional Development (IDP) Fund allocated to Chief Engineer (HRM) and
5. To authorise the Deputy Chief Engineer HRM-II to issue work orders/effect the payment on monthly basis on submission of voucher certified by the Executive Engineer, HRD Cell.
6. To direct the Chief Engineer (IT, CR and CAPs) to arrange twodesktop machines with latest version web browser and high speed network connectivity to facilitate the temporary storage of scanned documents at the earliest, before the work initiation either by direct purchase or deployment.

As directed by the Chairman and Managing Director, the Chief Engineer (HRM) placed the matter before Full Time Directors as per the note read as 6<sup>th</sup> above.

Having considered the above, the Full Time Directors in the meeting convened on 13.06.2022 resolved to ratify the issuance of the Office Order(CMD)No.587/2022(HRD.7/Digi-Lib-RecRoom/22-23) dated 04.05.2022 (in connection with engaging 2 persons having degree qualification as Project Associates for facilitating the work, Digitization of Library & Record room for a period 6 months or till the completion of work whichever is earlier.

Orders are issued accordingly.

By Order of the Full Time Directors

  
Lekha G.

Company Secretary

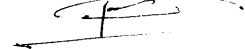
To

The Chief Engineer (HRM)/ Deputy Chief Engineer (HRM-II)

Copy to

TA to Chairman & Managing Director/ PA to Director (Finance,IT &HRM)/ TA to Director (D&SCM)/TA to Director (Gen-Civil)/TA to Director (Gen-Ele. )/TA to Director (T,Planning&Safety)/ TA to Director (REES including Nilaavu,SOURA, Sports & Welfare) The Financial Adviser/Chief Internal Auditor/ Company Secretary (I/c)/Sr.CA to the Secretary/Fair Copy Superintendent/ Library/ Stock file.

Approved for issue



Assistant Engineer-HRD Cell