



കേരളത്തിന്റെ ഊർജ്ജം



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

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

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### **Abstract**

"Digitisation of the library (existing at 6<sup>th</sup> floor, Vydyuthi Bhavanam, Pattom, Thiruvananthapuram ) following the Renovation and Modernisation- Purchasing heavy duty A3 scanner- Extending the period of contract of 2 persons having Master of Library & Information Science (MLISc) Degree who are now working in the library from 05.07.2021 to 31.12.2021-Revising rates-- Sanctioned - Orders issued.

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

**B.O (FTD) No.555/2021 (No.HRD.7/LIB/2021-2022/ 91) dated, Tvpm; 16.07.2021**

- Read:
1. G.O. (P) No. 29/2021/dhana dated 11.02.2021
  2. B.O (FTD) No.2571/2017(HRD.7/library/Audit Committ./17-18) dated, Tvpm: 19.10.2017
  3. B.O (FTD) No.328/2021(Est.5/925/2021) Tvpm, dated: 06.05.2021
  4. B.O (FTD) No.783/2020 (HRD.7/LIB/2020-2021/267) dated, Tvpm; 24.12.2020
  5. Note No.HRD.7/LIB/2021-22/91 dated 02.07.2021 of the Chief Engineer (HRM) submitted to the Full Time Directors. (Agenda - 14/07/21)

### **Order**

The renovation and modernisation work is being carried out at the existing KSEBL Library at the VI<sup>th</sup> Floor, Vydyuthi Bhavan, Thiruvananthapuram. The cataloging of 17968 books in the library including recently added Project Reports and KSEBL publications in KOHA Library Automation Software has been completed. The tasks like First DDC (Dewey Decimal Classification System) Number was drawn out from Online Computer Library Centre (OCLC), details of books, DPRs, project reports estimates etc. were entered in KOHA and physical processing tasks like affixing book pockets etc were completed. The physical arrangement of books was also completed, accession register was prepared as per standards. The approved consultant has tested and verified the total library automation work. The patron creation for the members in KOHA had been completed and trial run was commenced on 18<sup>th</sup> September 2019. The Library Online Public Access Catalogue (OPAC) and the Automation Library software KOHA have been linked to KSEBL website with the coordination of IT wing. As per the B.O. read as 2<sup>nd</sup> above, KSEBL had accorded sanction to engage 2 persons having Master of Library & Information Science (MLISc) degree and subsequently extended their period of contract to complete the above tasks since 15.01.2018 till date . The trial run of the library is also being successfully managed by these MLISc Graduates. The contract period of the M LISc graduates who are engaged for the renovation of the library expired on 30.06.2021.

The Chief Engineer (HRM) through the Director (D, IT & HRM) has placed a detailed report as per the note read as 5<sup>th</sup> above regarding the progress of work and remaining pending work before the Full Time Directors, KSEBL with the following suggestions.

- The contract period of 2 persons having Master of Library & Information Science (MLISc) degree who are now working in the library be extended from 05.07.2021 to 31.12.2021 to run the library and to refine the work of shifting, rearranging and stacking of the resources in the new book shelves/racks to perfection.
- to adopt the Government rate applicable to the remuneration for Daily wages/Contract employees under the Category of Librarian as in the G.O. (P).No. 29/2021/dhana dated 11.02.2021 which was not included in the B.O read (3) above which adopted the G.O. and hence
  - a. The remuneration be fixed as Rs.850/person/day subject to a maximum daily wages payable in a month of Rs.22,950/- (by adopting the revised Government rate applicable to the Librarian under category - V).
  - b. The present remuneration be revised with retrospective effect since 01.02.2021 i.e. the date of applying the rate revision, in the B.O. read as 4<sup>th</sup>, in which KSEBL has adopted the G.O. with an additional financial liability totalling to R.4,060/- (maximum) for two persons from 01.02.2021 to 30.06.2021.
- The expenditure amounting to Rs. 2,75,400/- (Rupees Two Lakh Seventy Five Thousand and Four Hundred only) on account of engaging the two MLISc. Graduates be met from the budget provision ear marked HRD activities under Institutional Development (IDP) Fund.
- 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 digitization work including scanning of the identified library resources like project reports, drawings, maps, photos, rare books etc., and uploading these resources into the digital library software be carried out by the librarians engaged and privileged access be provided to the digitised documents for the officials concerned to save the valuable time and resources spent for fetching the documents physically.
- a heavy duty type A3 scanner be purchased at an estimated cost of Rs.60,000/- for scanning the documents to be digitised.

Having considered the matter in detail, the Full Time Directors in the meeting held on 12.07.2021 resolved to accord sanction for the following.

1. To extend the period of contract of 2 persons having Master of Library & Information Science (MLISc) degree (who are now working in the library), from 05.07.2021 to 31.12.2021 to run the library and to refine the work of shifting, rearranging and stacking of the resources in the new book shelves/racks to perfection .
2. to adopt the Government rate applicable to the remuneration for Daily wages/Contract employees under the Category of Librarian as in the G.O.

(P).No. 29/2021/dhana dated 11.02.2021 which was not included in the B.O read (3) above which adopted the G.O. and hence

- a. To fix the remuneration as Rs.850/person/day subject to a maximum daily wages payable in a month of Rs.22,950/- (by adopting the revised Government rate applicable to the Librarian under category - V).
  - b. To revise the present remuneration with retrospective effect since 01.02.2021 i.e. the date of applying the rate revision, in which Board has adopted the G.O. with an additional financial liability totalling to R.4,060/- (maximum) for two persons from 01.02.2021 to 30.06.2021.
3. To meet the expenditure amounting to Rs. 2,75,400/- (Rupees Two Lakh Seventy Five Thousand and Four Hundred only) on account of engaging the two MLISc. Graduates from the budget provision ear marked HRD activities under Institutional Development (IDP) Fund.
  4. To authorize 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.
  5. To carry out the digitization work including scanning of the identified library resources like project reports, drawings, maps, photos, rare books etc., and uploading these resources into the digital library software by the librarians engaged and to provide privileged access to the digitised documents for the officials concerned to save the valuable time and resources spent for fetching the documents physically.
  6. To purchase a heavy duty type A3 scanner at an estimated cost of Rs.60,000/- for scanning the documents to be digitised and spare the scanner for digitisation of records in Records room

Orders are issued accordingly.

By Order of the Full Time Directors

Sd/-  
Lekha. G  
Company Secretary (I/c)


To

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

Copy to

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

Forwarded/By Order

  
Assistant Engineer -HRD