



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

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

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### Abstract

Digitisation of the library (existing at 6<sup>th</sup> floor, Vidyuthi Bhavanam, Pattom, Thiruvananthapuram ) following the Renovation and Modernisation–Extending the contract period of 2 persons having Master of Library & Information Science (MLISc) Degree who are now working in the library from 04.01.2021 to 30.06.2021–Revising rates–Sanctioned – Orders issued.

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

**B.O (FTD) No.783/2020 (No.HRD.7/LIB/2020-2021/267) dated, Tvpm; 24 .12.2020**

Read:

1. G.O. No. 81/2019/dhanakaryam dated 09.07.2019
2. B.O (FTD) No.2571/2017(HRD.7/library/Audit Committ./17-18) dated, Tvpm: 19.10.2017
3. B.O (FTD) No.456/2019(Est.5/4865/2018) Tvpm, dated: 14.06.2019
4. B.O. (FTD) No.67/2020 (Est.V/5838/2019) dated 30.01.2020
5. B.O (FTD) No.411/2020 (No.HRD.7/LIB/2020-2021/103) dated, Tvpm; 16.06.2020
6. Note No.HRD.7/LIB/2020-2021/267 dated 15.12.2020 of the Chief Engineer (HRM) submitted to the Full Time Directors. (Agenda – 67/12/20).

### Order

Renovation and modernisation work is being carried out at the existing KSEBL Library at VI<sup>th</sup> Floor, Vidyuthi Bhavan, Thiruvananthapuram. Cataloging of 17948 books in the library including recently added Project Reports and KSEBL publications in KOHA Library Automation Software has been completed. 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. 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. Patron creation for the members in KOHA had been completed and trial run was commenced on 18<sup>th</sup> September 2019. Library Online Public Access Catalogue (OPAC) and Automation Library software KOHA have been linked to KSEBL website with the coordination of IT wing. As per the B.O. read (2) above, KSEBL had accorded sanction to arrange 2 persons having Master of Library & Information Science (MLISc) degree and subsequently extended their period to complete the above tasks since 15.01.2018 till date . 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 expires on 31.12.2020

The Chief Engineer (HRM) through the Director (D, IT & HRM) has placed a detailed report as per the note read 6<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 04.01.2021 to 30.06.2021 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.
- The remuneration be fixed as Rs.830/person/day subject to a maximum daily wages payable in a month of Rs.22,410/- (by adopting the revised Government rate applicable to the Librarian under category – V).
- The present remuneration may be revised with retrospective effect since 22.01.2020 i.e. the date of applying the rate revision, in the B.O. read as (4), in which Board has adopted the G.O.
- The expenditure amounting to Rs. 2,68,920/- (Rupees Two Lakh Sixty Eight Thousand Nine Hundred and Twenty 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 may 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.

Having considered the matter in detail, the Full Time Directors in the meeting held on 16.12.2020 resolved to accord sanction for the following.

1. To extend the contract period of 2 persons having Master of Library & Information Science (MLISc) degree (who are now working in the library), from 04.01.2021 to 30.06.2021 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 fix the remuneration as Rs.830/person/day subject to a maximum daily wages payable in a month of Rs.22,410/- (by adopting the revised Government rate applicable to the Librarian under category – V).
3. To revise the present remuneration with retrospective effect since 22.01.2020 i.e. the date of applying the rate revision, in the B.O. dated 30.01.2020 in which Board has adopted the G.O.
4. To meet the expenditure amounting to Rs. 2,68,920/- (Rupees Two Lakh Sixty Eight Thousand Nine Hundred and Twenty only) on account of engaging the two MLISc. Graduates from the budget provision ear marked HRD activities under Institutional Development (IDP) Fund.
5. 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.
6. 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.
7. 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.

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)/TA to Director (Gen-Ele. & SCM)/TA to Director (TSO&REES)/ The Financial Adviser/Chief Internal Auditor/ Company Secretary (I/c)/Fair Copy Superintendent/ Library/ Stock file.

Forwarded/By Order



Assistant Engineer -HRD