



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

Renovation and Modernisation of the existing library at 6th floor, Vidyuthi Bhavanam, Pattom, Thiruvananthapuram – Extending the period of 2 persons having Master of Library & Information Science (MLISc) Degree, who are now working in the library, from 02.07.2020 to 31.12.2020 – Sanctioned – Orders issued.

Corporate Office (Human Resource Development Cell)

B.O (FTD) No.411/2020 (No.HRD.7/LIB/2020-2021/103) dated, Tvpm; 16.06.2020

- Read:
1. B.O (FTD) No.2571/2017(HRD.7/Library/Audit Commtt./17-18) dated, Tvpm: 19.10.2017
 2. B. O D (GC&HRM) No.2690/2017(HRD.7/Library/Audit.Commtt./17-18) dated, Tvpm: 28.10.17.
 3. B. O (FTD) No.3081/2017(HRD.7/Library/Audit.Commtt./17-18) dated, Tvpm: 13.12.2017.
 4. B. O (CMD) No.275/2018(HRD.7/Library/Audit.Commtt./17-18) dated, Tvpm: 27.01.2018.
 5. B. O (CMD) No.408/2018(HRD.7/Library/Audit.Commtt./17-18) dated, Tvpm: 14.02.2018.
 6. B.O (FTD) No. 1543/2018 (HRD.7/LIB/Audit Commtt. /18-19) dated, Tvpm; 21.06.2018.
 7. B.O (FTD) No.2050/2018 (No.HRD.7/LIB/18-19/842) dated, Tvpm; 29.12.2018
 8. B.O (FTD) No.456/2019(Est.5/4865/2018) Tvpm, dated: 14.06.2019
 9. B.O (FTD) No. 514/2019 (No.HRD.7/LIB/19-20/133) dated, Tvpm; 01.07.2019
 10. B.O (FTD) No.956/2019 (No.HRD.7/LIB/19-20/405) dated, Tvpm; 24.12.2019.
 11. Note No.HRD.7/LIB/2020-2021/103 dated 10.06.2020 of the Chief Engineer (HRM) submitted to the Full Time Directors. (Agenda – 23/6/20).

Order

KSEBL has, at its headquarters, a very rare and invaluable knowledge resource base consisting of acquired and in house developed reports, books, reference sources and other documents. The library comprises of books dating from 1931 onwards and is the most valuable treasures from a heritage view as well as technical.

Sanction was accorded as per orders read above for the following.

1. To utilize the service of Dr. Raman Nair, former University Librarian and Hon. Director, Centre for Informatics Research Development as consultant for the renovation (Board Order read 1st above).

2. To utilize the service of a team of senior Engineers from the Corporate office of KSEBL to supervise the segregation of the IS Codes and Gazettes available at the library (Board Order read 2nd above) without affecting their routine office work.
3. To close the library and reading room for a period of 6 months or till the completion of renovation whichever is earlier (Board Order read 3rd above).
4. To entrust the office of the HRD wing to arrange Automation, Digitization and renovation of the inventory by engaging 4 persons having Master of Library & Information Science (MLISc) degree for a period of 4 months or till the completion of work whichever is earlier (Board Orders read 4th & 5th above) in consultation with the Consultant Librarian.
5. To extend the period of renovation up to 31.12.2018 (Board Order read 6th above) by engaging 4 persons having Master of Library & Information Science (MLISc) Degree as a lot of unforeseen works were involved.
6. To extend the period of renovation up to 30.06.2019 (Board Order read 7th above) by engaging 4 persons having Master of Library & Information Science (MLISc) Degree as a lot of unforeseen works were involved.
7. To extend the period of the three M LISc Graduates who were engaged for the renovation of the library up to 31.12.2019 (Board Order read 9th above) to complete the pending work and carrying out trial run.
8. To extend the period of the three M LISc Graduates who were engaged for the renovation of the library up to 30.06.2020 (Board Order read 10th above) to continue the trial run and to complete the physical arrangements/setting location of library resources in the new book shelves/racks.

Cataloguing of books, finding DDC number of rare books, physical processing of books, preparation of accession register of books in excel format, providing accession number to physically damaged books, arranging IS, arranging general books as per DDC number, entry of physical location of books in KOHA, finalization of location of library, lay out setting etc. were accomplished as per target.

Physical arrangements and setting location for books/journals in the newly procured rack is a major work that involves shifting, rearranging and stacking of the resources. This is being done by these MLISc Graduates with the help of additional *Kudumbasree* workers. But the delay occurred in getting the bookshelves/racks and the unexpected Covid-19 pandemic adversely affected the work and hence the work could not be completed as expected. However, almost 80% of the work have been completed and the remaining work can be completed soon.

Digitization is another pending work that includes scanning of the identified library resources like project reports, drawings, maps, photos, rare books etc., installation of digital

library software, linking the digital library software to Online Public Access Catalogue (OPAC) and uploading these resources into the digital library software so that it can be accessed all over KSEBL. Since the resources identified for digitization are old and in extremely worst condition, expertise and professionalism are inevitable to meet the challenges that may come across during the process of digitization.

The Chief Engineer (HRM) through the Director (D, IT & HRM) has placed a detailed report as per the note read 11th above regarding the progress of work and remaining pending work before the Full Time Directors, KSEBL with the following suggestions.

- The period of M LISc graduates who were engaged for the renovation of the library expires on 30.06.2020. Services of these experienced MLISc graduates are inevitable for another 6 months (i.e. up to 31st December 2020) so that the remaining work of shifting, rearranging and stacking of the resources in the new book shelves/racks can be carried out under their supervision except digitization. Further, running the renovated library and to carry out the related task of issuing library resources, cataloging of new books/project reports etc. necessitates the service these M LISc graduates.
- The remuneration for the person engaged can be fixed based on the G.O adopted by KSEBL (read 8 above) as Rs. 810/person/day subject to a maximum daily wages payable in a month amounting to Rs.23490/- (the revised Government rate adopted by KSEBL applicable to the Librarian under category – V). The financial commitment at the above rate for engaging 2 persons for a period of six months would be Rs.2,81,880/- (Rupees Two Lakh Eighty One Thousand Eight Hundred and Eighty only) and can be met from the budget provision under the IDP fund.

Having considered the matter in detail, the Full Time Directors in the meeting held on 11.06.2020 resolved to accord sanction for the following.

1. To extend the period of 2 persons having Master of Library & Information Science (MLISc) degree, who are now working in the library, from 02.07.2020 to 31.12.2020 to run the library and to complete remaining work of physical arrangements/setting location of library resources in the new book shelves/racks
2. To fix the remuneration as Rs.810/person/day subject to a maximum daily wages payable in a month of Rs.23490/- (the revised Government rate adopted by KSEBL applicable to the Librarian under category – V).
3. To meet the expenditure amounting to Rs.2,81,880/- (Rupees Two Lakh Eighty One Thousand Eight Hundred and Eighty only) on account of engaging the two MLISc. Graduates from the budget provision earmarked 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.

Orders are issued accordingly.

By Order of the Full Time Directors

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

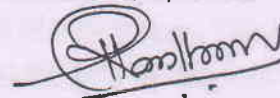
To

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