



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

**Registered Office: Vydyuthi Bhavanam, Pattom**

**Thiruvananthapuram - 695 004**

**CIN: U40100KL2011SGC027424**

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### A B S T R A C T

KSEBL - Guidelines for Online General Transfer in respect of the Officers - Modifications suggested in connection with certain provisions of the existing Guidelines – Sanctioned – Orders issued.

### C O R P O R A T E O F F I C E ( P E R S O N N E L )

BO (FTD) No. 462/2021 [PS1 (A)/2998/GT/Guidelines for Officers] Dated, TVPM: 22-06-2021.

- Read: - (1) BO (FTD) No. 2062 [EB 7/General Transfer/Officers/2017] dated, TVPM, 11.08.2017.  
(2) BO (FTD) No.120/2020 [PS1 (A)/3214/GT/Guidelines for Officers] Dtd, TVPM: 22-02-2020.  
(3) Note No. EB7/General/ General Transfer/ Transfer Guidelines/ Modifications/2021-/03, dated: 11-01-2021 of the Chief Engineer (HRM), KSEBL.  
(4) B.O. (FTD) No.344/ 2021 (D.G.E./G3/General/2021-22) TVPM, Dated: 06-05-2021.  
(5) Note No. PS 1 (A)/GT/2021/Guidelines for the Workmen & Officers, dated: 11-06-2021 of the Chief Personnel Officer, submitted to the Full Time Directors of KSEBL.  
[Agenda Item No. 42/6/21].

### O R D E R

Kerala State Electricity Board Limited [KSEBL] had switched over to 'Online General Transfer System' for carrying out the Transfer & Postings of its Officers, from 2017 onwards. Procedures to be followed for ensuring the transparency and smooth conduct of the General Transfer of Officers through online processing, formulated vide the Board Order read as 1<sup>st</sup> above, were being revised year by year {vide the BO (FTD) No. 555/2018 [PS - I (A)/13/General Transfer/ Officers/ 2018] Dated: 01.03.2018, BO - D (G, C & HRM) No.714/2018 [PS - I (A)/13/General Transfer/Officers/ 2018] dated: 16.3.2018 & BO (FTD) No. 323/2019 [PS1 (A)/ 64/ 2019/General Transfer/Officers] dated: 12.04.2019} and the existing Guidelines for the General Transfer of Officers (herein after referred as Guidelines for Transfer) was issued as per the Board Order read as 2<sup>nd</sup> above. As so, the 'Transfer & postings' in respect of the Officers of KSEBL could be completed in time, exclusively through online processing, with the receipt of lesser no. of complaints, as against the previous years.

However, the Chief Engineer (HRM), as per the Note read as 3<sup>rd</sup> above, insisted for some congenial changes, to be incorporated with some provisions of the existing Guidelines for Transfer; based on the hardships experienced while carrying out the Online General Transfer 2020 of the Officers. Since, the matters pointed out vide the above Note, necessitate certain modifications with

respect to some provisions of the aforesaid Guidelines, for ensuring smooth conduct of the ensuing 'General Transfer of Officers', a discussion was arranged in this regard, by the Director (Distribution, IT & HRM), with the Associations of Officers functioning in KSEBL, on 16-04-2021, for inviting their valuable suggestions.

In the meantime, a joint meeting in respect of the representatives of Association Officers as well as the recognized General Trade Unions of KSEBL was conducted by the Director (Generation - Electrical & System Chain Management), on 16-04-2021, as part of the earnest attempts made for ensuring 50% of Staff (Both Workmen & Officers) at the Generating Stations (including those under construction), for effective functioning of the same, after the conduct of each General Transfer. A Draft Policy prepared, in pursuance of the above, was adopted by KSEBL, as per the Board Order read as 4<sup>th</sup> above.

Draft 'Guidelines for the General Transfer of Officers' incorporated with the outcome of the discussions held on the aforesaid matters, convened by the Director (Distribution, IT & HRM) [as detailed in the 'Minutes of the Meetings of the Associations of Officers' dated: 16-04-2021] and by the Director (Generation - Electrical & System Chain Management) [as detailed in the 'Minutes of the Joint Meeting in respect of the Associations of Officers as well as the Recognized General Trade Unions' dated: 16-04-2021] and in line with the Draft Policy relating to the 'General Transfer' of the Workmen & Officers attached to the existing Generating Stations and the new Generating Stations, under construction [as per the Board Order read as 4<sup>th</sup> above]; were forwarded to various Associations of Officers' functioning in KSEBL, for furnishing further suggestions, if any, on the same.

Draft 'Guidelines for the General Transfer of the Officers of KSEBL' based on the outcome of the discussions held on the matter, as mentioned above, and in line with the Draft Policy relating to the 'General Transfer' of the Officers attached to the existing Generating Stations and the new Generating Stations, under construction were submitted to the Director (Distribution, IT & HRM) for approval along with the Note No. PS 1 (A)/2998/OLGT/Guidelines for the Workmen & Officers, dated: 09-06-2021 and it was ordered to place the same before the Full Time Directors' of KSEBL.

The draft revised Guidelines for the General Transfer of 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, incorporated with the outcome of the discussions held on the matter, as mentioned above and in line with the Draft Policy adopted by KSEBL, as per the Board Order read as 4<sup>th</sup> above, were placed for consideration of the Full Time Directors' meeting held on 17-06-2021, as per Agenda Item No. 42/6/21 and it was resolved to approve the draft revised Guidelines for the General Transfer of the Officers' of KSEBL.

Accordingly, the revised Guidelines for the Online General Transfer of the Officers of KSEBL, are detailed hereunder, specifying that the same will come into force with immediate effect, superseding all Orders & Circulars issued earlier in this regard.

## I. Definitions

1. Station: - Station means any Revenue District in Kerala.
2. Domicile Station: - Domicile Station means the revenue district in which the place of domicile of the Officer is located.
3. Adjacent Station: - Adjacent Station means the revenue district/s sharing borders with the Domicile Station. [Annexure - I]
4. Place of domicile: - Place of domicile means the area covered by the geographical jurisdiction of an Electrical Section which is declared by each officer as his place of domicile.
5. Index: - Index is a unique number arrived as per formula indicated in Sub Clause 9 in Clause II of these Transfer Guidelines.
6. Flagged post: - Flagged post means the post identified in an office within a station, in a reasonable manner, by the Director of KSEBL, who holds the charge of the portfolio 'Human Resources Management', each year. The posting to the above place shall strictly be made from among the officers who are eligible either to get transfer to his/ her Domicile Station or retention in the Domicile Station as per the existing transfer norms. This posting shall strictly be made in the identified places for administrative convenience as per the discretion of the Director for 'Human Resources Management'. The posts so identified for flagging will be published in advance by the Chief Engineer (HRM) before inviting applications for General Transfer every year. Flagging of a particular post is normally for one year only. Protection for an Officer posted in a flagged post will normally cease on the expiry of one year, unless the same post is flagged for the subsequent year also. Officers who are posted in the flagged posts will not be eligible for the protection entitled to the Junior Officers. Maximum number of posts that can be flagged will be limited to 5 % of each category in each district. For the categories other than Assistant Engineer (Ele.), Senior Superintendent & Assistant Executive Engineer (Ele.) if district wise flagging of 5 % (arrived at by rounding off to the upper limit) is done then the overall total of flagging shall not exceed the 5 % State Quota.
7. Protection: - Protection means retention/ posting of an Officer irrespective of index.
8. Cluster of Offices (Zonal): - Cluster of offices (Zonal) means all offices coming under the geographical jurisdiction of each Distribution Region.
9. Assigned Post:- Assigned post is that number of posts identified in each category in a Station on the basis of priority in filling the places during a particular general transfer for even distribution of work force. The requests for transfer can be submitted only to the assigned posts existed in a station, excluding the medical/ other protected posts and flagged posts.

10. Distance: - The shortest road distance in kilo meters (generated from the Google Map/ GIS applications) between the office where the officer worked/ is working and the Electrical Section which is declared by the officer as his/ her domicile Electrical Section. In the case of Officers working at Liaison Office, Delhi the distance taken for calculation of 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.
11. Period: - The actual number of days spent on duty in a particular office by an officer during his/her service in KSEB Ltd. All kinds of leave, except Leave without Allowance, taken up to a maximum period of 30 days in a calendar year will also be treated as duty for the purpose of transfer. The period spent on foreign employment will not count as qualifying service for calculation of index for transfer. The index during the period spent on deputation will be calculated at 8 km. However, the period spent on working arrangement in KSEB Limited will be considered for calculation of index and in this case the index will be calculated on the basis of office where he/ she is working on working arrangement. However, the transfer of all Officers will be effected from their lien office.
12. Posting Strength: - The Online General Transfer Proceedings in respect of the Officers, will be commenced, only after deriving Office wise Posting strength of each Cadre, which is fixed temporarily on the basis of the working strength on a particular date, preferred by the Posting Strength Committee, purely for conducting the General Transfer of the Officers, for that year. The object of Posting Strength is the equal distribution of available man power across the state on exigency of service and public interest.
13. Excess re-posting: - If the Posting strength in respect of a particular category attached to an Office become lower than the working strength; the excess strength identified in this regard will be suitably deployed, through carrying out the process of Excess re-posting; i.e., by transferring the Officers belonging to the category, having low index, from that Office to the nearest offices, wherein sufficient vacancies are existed.

## II. Transfer Norms

1. As far as possible, all General transfers shall be made by 31<sup>st</sup> March of every year to coincide with the academic annual vacation.
2. Generally, all requests for general transfer/protection shall be made online in the HRIS on or before 20<sup>th</sup> February. System generated print out of the transfer application along with attested copies of supporting documents for protection/preferential claim (if any) shall be submitted to the concerned ARU on or before 25<sup>th</sup> February. Hard copy of transfer request shall not be forwarded to the Chief Engineer (HRM). Transfer requests and supporting documents shall be kept in the safe custody of the ARU head for a period of 2 years and shall be disposed off after 2 years. However, applications involving litigations shall be retained until final disposal of the case.

3. As far as possible, officers will be posted near to their place of domicile.
4. For the purpose of transfer, an officer will be permitted to change the place of domicile only two times during his/ her entire service. However, the ladies will be permitted to change their place of domicile, two more times in addition to the above two chances, on production of valid certificates.

If the place of domicile of an 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.

Note:-

In order to change the domicile as per norms, the Officer who intends to change the domicile shall produce sufficient documents to prove the condition that he/ she has opted. After having scrutinized the Application & allied documents submitted by the 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 Chief Engineer (HRM) for perusal and final approval in respect of the above, shall be given by the Chief Engineer (HRM), after verification.

5. Any change required in the place of domicile shall be made before 31<sup>st</sup> January i.e., before the commencement of the process of Online General Transfer.
6. Workmen who have been promoted to a post in the officer category will also be allowed to change the place of domicile twice if they have not enjoyed the facility while working as workmen. If they have already availed the facility twice while working as workmen; one more chance will be given to them, being Officers, for changing their place of domicile.
7. In the case of the Officers who have completed more than 3 years of service in the districts other than their domicile districts, wherein they have continued so will be treated as their Deemed Domicile. The benefit of taking actual distance from the place of domicile of Officers to the deemed domicile office, wherein they are working, shall be limited to first 3 years of their service at that station only.

Deemed domicile will not be applicable to:

1. Officers working in the Districts of Kasaragod, Wayanad, Idukki and the Generating Stations, except KDPP & BDPP.

2. However, if an Officer is posted at the deemed domicile station, by the System itself or as per his/ her request, after two years from the date of declaration of that station as deemed domicile; provisions relating to deemed domicile will be set in motion, only after 3 years, from the date of his/ her rejoining at the station.
8. The restriction as stated in clause II (7) will be applicable to the Officers working in the Civil Wing, except the Officers, whose domicile station and working station are situated in the same cluster as mentioned under III (7) and working in northern districts (Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur & Kasaragod).
9. The General transfer will be conducted each year on the basis of an Index published during that year. The index of an officer will be calculated for the entire service of an officer by applying the formula as given below:

$I = W1 * W2 * W3 (\text{Sum of } P_{ij}D_{ij} (r)^i * W4)$ , where

$i = 0 \text{ to } N - 1$ , (N 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 value of 0.75

Weightage will be given in the following cases:

- i. Gender weightage (W1)
  - i. Male - 1
  - ii. Female - 1.2
  - iii. Trans gender - 1.5
- ii. Medical Weightage (W2)- It is calculated by the following formula

$1 + 0.5 * bt/bk$ , where 'bt' is the number of applicants behind the particular applicant applied and accepted for medical protection in that Station and 'bk' is the total number of accepted applications for medical protection in that Station. The value of 'W2' may vary from 1 to 1.5.

*Note: - (i) The weightage to be given in each case will be decided as per ranking made by the Committee constituted for this purpose.*

(ii) In case there is only one applicant for medical weightage in a station, a value of 1.5 may be given to the applicant considering the severity of the disease.

- iii. Retirement Weightage (W3) – 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 index, this weightage will not be admissible. Part of a month will not be taken for calculation of index.
- iv. Office Preference Index (W4) - It is calculated with the formula  $W4 = 1 + K (\text{No. of requests for transfer out} - \text{No. of requests for transfer in}) / \text{Assigned Posts in the Office cluster}$ . The value of K will be taken from Annexure/ provided by the sub-committee.
- v. Office Preference Multiplier (K) – The Official Committee constituted for the revision of K factor/ Office Preference Multiplier will conduct a comparative study based on the factors such as remoteness, terrain, ease/ difficulty of accessibility etc. and recommend realistic 'K values' for all the Offices of KSEBL, for the 'Online General Transfers in respect of the Officers of KSEBL' to be conducted from 2021 onwards.

10. Protection will be considered in the following cases.

- a. Widow (Till re-marriage)
- b. Widower (Till re-marriage or for a term of 10 years from the date of demise of spouse, whichever is earlier)
- c. Differently abled Officer/Spouse, where the disability owing to illness in the case of spouse is more than 80 %.
- d. Officers having Permanent disability due to accidents/illness.
- e. Differently abled Children of officers.
- f. Officers suffering from severe illness.
- g. Spouse/Children of officers suffering from severe illness.
- h. The 'Director Board Members' of Electricity Board Employees' Co-operative Societies belonging to the cadres of Officers will be posted conveniently/ protected in their existing places, irrespectively in connection with the 'General Transfer of Officers' or in connection with the promotion granted to them to the Higher Cadres of Officers', strictly based on the requests received from the Secretaries of the societies,

concerned. However, the Officers concerned can enjoy the aforesaid benefit, only for a single term of 5 years (during his/her entire service), comprised with their first tenure, as Director Board Members' of Electricity Board Employees' Co-operative Societies. The fact of availing such protection shall invariably be recorded in the Service Book, by the concerned and marked in the HRIS software by the Chief Personnel Officer. [Employees' Co-operative Society means Society registered under the Kerala Co-operative Societies' Act 1955 in which all categories of employees (Workmen and Officers) of KSEB limited are members]. Inter-caste married officers for the first 5 years from the date of marriage.

- i. Central Office bearers of recognized Associations of Officers, subject to a maximum of 3 numbers from each Association.
- j. Officers belonging to Scheduled Castes & Scheduled Tribes will be retained in their domicile station for a continuous period of 5 years and the said protection will be provided during each and every time he/ she returns from other station to his/ her domicile station.
- k. Officers who have legally adopted child/children will be protected for a continuous period of 5 years from the date of adoption. If both the parents are Board employees, protection will be available to one employee only, of their choice.
- l. Officers who are pregnant/on maternity leave will be protected in their working office. Priority will be given to such Officers, for protection to their requested station.
- m. Mother of baby will be protected till the child attains the age of 2 years.
- n. Employees undergoing treatment for primary infertility will be protected for a continuous term of 10 years from the date of marriage or the birth of a child, whichever is earlier. Medical Certificates from the appropriate authorities obtained within 6 months prior to the date of commencement of submission of application for general transfer only will be considered for the purpose.
- o. Administrative protection in the offices of Directors/ Chief Engineer (HRM), if necessary, will be considered to one person only on recommendation of concerned Director/Chief Engineer (HRM). Administrative protection to the officers working in the field will be considered on case by case, only if the presence of that officer is inevitable for the completion of a particular work/project scheduled for completion during that year. The request for Administrative protection shall be submitted before the transfer orders are issued and no further requests shall be considered thereafter.
- p. Active Sports Personnel (Officers) will be protected from the General transfer based on the specific recommendation from the Sports Co - Ordinator.



- q. Those who are to retire from service within one year, as on 31<sup>st</sup> May will be protected within their domicile station.
- r. Legally divorced Officers, if he/she is the custodian of child/children, will be protected from general transfer in the place of domicile until re-marriage or the youngest child attains the age of 18 years, whichever is earlier.
- s. Ex-service men joining in KSEB Limited as officers will be protected from general transfer for a period of 5 years from the date of entry into service once in their entire service.
- t. Officers in the IT Wing who are actually performing the duties of Programmers, System Administrators, System Supervisors and those engaged for testing of software will be transferred within the IT Wing.
- u. Nodal Officers (Litigation) will be protected from general transfer for a period of 2 years from the date of appointment.

Note: -

- (i) *Protection available to differently abled officers/spouse under Clause 10 (c) and 10 (d) will be restricted to 2% of the assigned posts in each category in a Station. Priority in fixing the protection under this clause will be in the order of Officers and then Spouse.*
- (ii) Protection available to severe illness will be restricted to 3% of the assigned posts in each category in a Station. The priority in fixing the protection, under these clauses [10(f) and 10(g)] will be in the order of Officers and then Spouse.
- (iii) *As far as possible, the persons eligible for nominated protection will be posted in the place recommended for, subject to availability.*
- (iv) While calculating the percentage of above Note (i) and (ii), fractions, if any, will be rounded off as fraction 0.5 and above will be rounded to next higher integer, whereas below 0.5 will be rounded to the lower integer, subject to minimum of 1.
- (v) Medical protection shall be limited to the domicile station or to the station at which the medical treatment is being carried out. The Chief Engineer (HRM) will be the Authority competent to protect an Officer within a station other than the domicile, on medical treatment.
- (vi) Under any circumstances, the number of Officers to be protected in a particular station shall not be exceeded 50% of the posting strength.

11. Eligibility for Medical protection/Disabled protection under clauses 10 (c), (d), (f) & (g) will be decided by a Committee constituted in each district. This Committee is responsible for prioritizing the list for Medical Protection/Protection for differently abled/fixing medical weightage. The Deputy Chief Engineer working in the district head quarter of Distribution Wing will be the Convener of the Committee. Applications for medical protection/medical weightage/protection for differently abled in the district of Thiruvananthapuram shall be scrutinized by a Committee headed by the Deputy Chief Engineer (HRM-I). The percentage of medical protection available to the officers working in the Corporate Office will be confined to the Posting Strength in the Corporate Office only. The total protection available to differently abled/medical protection cases shall not exceed the limit prescribed in Clause 10 above.

The Committee consists of one representative from each recognized Association of Officers and two officials appointed by the Director (Distribution, IT & HRM). The requests for medical protection shall be forwarded to the concerned District Committee of his/her domicile Station, even if the officer is working in another Station. The Committee shall verify the requests for medical protection with supporting documents and prioritize the requests in the order of its merit. After prioritizing the requests, the Committee shall publish separate lists of medical cases (medical protection/medical weightage) and disabled cases (differently abled protection/ disability weightage) in the order of merit and bring it to the attention of all concerned to file any grievance against the decision of the Committee. The concerned officer shall lodge his complaint/grievance, if any, within 3 days from the date of publishing the list, to the Chief Engineer (HRM). The Committee shall finalize its formalities on or before 5<sup>th</sup> February every year. Applications filed before a District Level Medical Committee, by the officers working away from their domicile districts, for providing protection to them in the districts other than their domicile districts; shall be transferred to the domicile committee of the concerned districts, for processing. The District Level Medical Committees shall prioritize such applications, after processing and forward the same to the Chief Engineer (HRM). The eligibility for protection will be determined by the Office of the Chief Engineer (HRM); by limiting the same, as per the relevant provisions of the Guideline.

12. The protection on behalf of Central Office Bearers of Associations of Officers, Director Board Members of Electricity Employees' Co-operative Societies & Active Sports Personnel will be granted by the Chief Personnel Officer and protection in respect of all remaining categories of officers will be granted by the Chief Engineer (HRM), after proper scrutiny and district-wise list of officers eligible for protection will be published each year.

13. The posting to a Station will be done in the following order of priority.

a. Postings based on the Administrative Decisions arrived at.

The Postings necessitated in the offices of the Directors/Chief Engineer (HRM) etc. on the basis of the Administrative decisions, will be provided to one person only on the recommendation of concerned Director or the Chief Engineer (HRM). Postings in the

field offices with necessary backing of Administrative decisions will be considered on case by case, only if the presence of that officer is inevitable for the completion of a particular work/ project scheduled for completion during that year. Such postings shall invariably be done before the General Transfer orders are issued and no further cases on behalf of the same, will be considered thereafter.

Note:- All the important posts belonging to the Generating stations & other Offices of KSEBL, will be flagged under Administrative protection by the Full Time Directors, which would be outside the ambit of Online General Transfer.

b. The posting of Central Office bearers of recognized Associations/ Active Sports Personnel (Officers)/ Director Board Members of the Electricity Board Employees' Co-operative Societies.

(1) As far as possible, Central Office bearers of recognized Associations of Officers, will be posted conveniently, subject to a maximum of 3 numbers from each Association. The total number of transfer-in Officers posted so during any particular General Transfer, as well as the Officers protected on behalf of the same during that year, should be maintained within the maximum limit of 3 numbers prescribed for each Association.

(2) Posting of Active Sports Personnel (Officers), will be done based on the specific recommendation of the Sports Coordinator of KSEBL.

(3) Generally, Director Board Members' of Electricity Board Employees' Co-operative Societies belonging to the cadre of Officers will be posted conveniently, if necessary/ protected, on the basis of the requests received from the Secretaries of concerned societies, in connection with the General Transfers conducted during the entire 'tenure of 5 years' fixed for the 'Board of Directors' of aforesaid Societies. However, the Officers concerned can enjoy the aforesaid benefit, only for a single term of 5 years, comprised with their first tenure, as Director Board Members' of Electricity Board Employees' Co-operative Societies. The fact of availing such protection shall be marked in the HRIS software by the Chief Personnel Officer. [Employees' Co-operative Society means Society registered under the Kerala Co-operative Societies' Act 1955 in which all categories of employees (Workmen and Officers) of KSEBL are members].

c. Posting of Nodal Officers (Litigation) & Officers in the IT Wing.

(1) Nodal Officers (Litigation) will be posted conveniently.

(2) Officers in the IT Wing who are actually performing the duties of Programmers, System Administrators, System Supervisors and those engaged for testing of software, will be posted conveniently.

- d. Flagged posts [*as defined vide Clause I (6)*] will be identified and filled, in accordance with the Administrative decisions taken thereon, by the concerned.
- e. As far as possible, Junior Officers will be posted conveniently, within their domicile station and allowed to continue at their place of posting for 3 years. However, this facility will not be available to the Officers posted in Flagged posts, as defined vide Clause I (6).
- f. Those who are to retire from service within one year, as on 31<sup>st</sup> May of succeeding year will be posted conveniently, within their domicile station.
- g. Differently abled Officers will be posted conveniently, as per Clause 10 (c).
- h. Medical grounds falls under the Clauses 10 (d), 10 (f) & 10 (g) will be considered for the posting of Officers, in a convenient manner.
- i. Officers who are pregnant/on maternity leave will be protected in their working office if necessary/ posted conveniently. Priority will be given to such Officers, for transfer to their domicile station/requested station.
- j. Mother of baby will be posted conveniently, till the child attains the age of 2 years.
- k. Widow will be posted conveniently (Till re-marriage)
- l. Widower will be posted conveniently (Till re-marriage or for a term of 10 years from the date of demise of spouse, whichever is earlier)
- m. Officers belonging to the category 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 place of posting for 5 years.
- n. Inter-caste married officers will be posted conveniently, within the first 5 years of their date of marriage.
- o. Officers who have legally adopted child/children will be posted conveniently, for a continuous period of 5 years from the date of adoption. If both parents are Officers of KSEBL, this facility will be provided either to Father/Mother, as per their choice.
- p. Legally divorced Officers, if he/she is the custodian of child/children, will be posted conveniently in the place of domicile until re-marriage or the youngest child attains the age of 18 years, whichever is earlier.
- q. Ex-service men joining in KSEB Limited as Officers will be posted conveniently for a period of 5 years from the date of entry into service once in their entire service.
- r. As far as possible, Officers undergoing treatment for primary infertility will be posted conveniently and allowed to continue there for a continuous term of 10 years from the

date of marriage or the birth of a child, whichever is earlier. Medical Certificates obtained from appropriate authorities, submitted to the concerned 6 months prior to the date of commencement of the submission of application for the General Transfer only will be considered for the purpose.

s. All other Officers will be posted, subject to availability of vacancies/ exigency of service.

Note: -

- (1) Officers will be posted subject to the availability of vacancies, irrespective of the grounds, on which they are nominated.
- (2) While calculating the percentage as stated above, fractions, if any, will be rounded off as fraction 0.5 and above will be rounded to next higher integer, below 0.5 will be rounded off to next lower integer, subject to minimum of 1, except for the Flagged Posts [*as defined vide Clause I (6)*]
- (3) Postings based on Medical grounds shall be limited to domicile station or to the station where medical treatment is being carried out. The Chief Engineer (HRM) will be the Authority competent to decide upon the posting of an Officer, within a station other than the domicile, on medical ground.

13 (a):- Posting to a station will be made in the following manner as per transfer requests and Index.

- i. 80% of the total assigned posts will be filled up from among the officers who declared a station as their Domicile Station.
- ii. 5% of the total assigned posts will be filled up from the combined list of officers belonging to a Domicile Station and Adjacent Station/s.
- iii. 5% of the total assigned posts will be filled up from the combined list of officers working in a particular Domicile Station and the concerned Cluster of offices (Zonal).
- iv. 10% of the total assigned posts will be filled up from the combined list of officers belonging to a Domicile Station and all other Stations in the State.

*Note: -Transfer to each quota mentioned above will be considered purely on the basis of the index. If no sufficient eligible requests are received against the quotas mentioned under 13(a) (i) to (iii), such posts will be filled up from the State wide quota.*

14. An officer eligible to continue in the same station where he/she is presently working as per the transfer norms and has not completed 3 years in the presently working office, shall not be shifted in normal circumstances from that office, even if another officer having higher index

request transfer to that office. However, this clause will not be applicable to the Officers posted in the Flagged posts, as defined vide Clause I (6).

15. In each General Transfer, the gender ratio keeping the sequence of trans gender : female : male, belonging to all Domicile Stations will be estimated. After issuance of the orders of General Transfer also, that minimum number of female officers will be retained in each category in their domicile station even if the index of female officers is relatively less than that of male officers. If the percentage of Male/ Female officers in a particular station is more than that of the opposite gender; such station packing may be done based on the Male/ Female ratio calculated after limiting the percentage of highest gender to 50% of the posting strength. The remaining vacancies in respect of the Officers will be filled purely based on the index.
16. The transfer and posting of officers shall be done on the basis of a seniority list prepared as per the index calculated in Clause 9 above. Officers having low index will be transferred out from a Station. If the index are equal, the following criteria will be adopted for tie-breaking in the order as specified below:
  - i. ST employees
  - ii. SC employees
  - iii. Age of the Officer based on Date of birth
  - iv. Seniority in service based on Date of entry in service
17. An officer to be transferred out can request transfer to any other districts. His/ her request will be considered subject to the norms applicable in the transfer guidelines.

### III. General conditions

1. All transfers and postings of officers will be done online through HRIS.
2. As far as possible, the cut-off date for calculating index will be 20<sup>th</sup> February (the last date for submitting application for transfer) and cut-off date for retirement will be 31<sup>st</sup> May of every year.
3. Officers on leave shall also be considered for General transfer process, except Leave without Allowance taken for a continuous period of more than 6 months and maternity leave. Except on request, transfer will not be made during the currency of maternity leave.
4. Every year, category wise assigned posts in each station and the district wise ranking of the assigned posts in each category will be published. As far as possible, the date of publishing of assigned posts and ranking will be done on or before 31<sup>st</sup> January. These places will be open to all officers to apply for transfer.

5. The change in place of domicile of all Officers shall invariably be recorded in their Service Books and in the HRIS software, from time to time. No Officers shall misuse the facility for changing place of domicile. Any such instances noticed by KSEBL will be viewed seriously and proceeded against.
6. In each general transfer, at a time more than 50% officers working in the IT Wing as Programmers, System Supervisors & System Administrators shall not be transferred out. The vacancies thus arising in the said specialized wings will be filled up by suitable selection procedure fixed by KSEBL.
7. At least 1/3<sup>rd</sup> officers engaged in Operation & Maintenance works in Madakathara 400 KV Sub Station, LD Stations, Relay Sub Divisions and PET will be retained, in order to maintain continuity in the Operation & Maintenance Works, when majority of officers working in these offices get transferred out. For maintaining continuity, the Controlling Officers should give a list of Officers to be retained and such lists will be published by the Chief Engineer (HRM). In the absence of any such lists, Officers having lower index will be considered for the above retention.

To ensure safe and optimum performance of power utility, it is essential to deploy expert manpower judiciously by engaging the right person at the right place and continued utilization of knowledge and skill by competent personnel on specified jobs.

- a) Ensure availability of personnel in at least 50% of technical places in the Major power stations with required training and expertise, along with 10 to 20 years of experience in Hydro Power Plants at all times, provided that the maximum period for which such officers can be utilized for shall be limited to 10 years. Similar system shall be followed in Load Despatch Centers, Transmission Line Construction and operators of major Sub stations.
- b) Special conditions included for carrying out the General Transfer of Officers From 2021 onwards, in line with the Draft Policy adopted for the same, by KSEBL, as per the Board Order read as 4<sup>th</sup> above.
  - (i) In all General Transfers, 50% of the staff belonging to the categories of Officers of all Generating Stations (including those under construction), shall be retained. In such cases, the number of Officers to be transferred out from the station, as well as the number of Officers requested for transfer to that station must be adjusted to an aggregate of 50% of the total Officers attached to that station, so as to maintain the required staff pattern, after the conduct of each General Transfer.
  - (ii) In the cases where Officers attached to Generating Stations (including those under construction), have expressed their willingness to continue there, for the

subsequent year too; they may be allowed to continue there, only on the basis of a written consent, obtained in this regard from them.

Note:-

Circle Level Committees shall be constituted under control of the Deputy Chief Engineers' concerned, for selecting 50% of the Officers belonging to various categories, to be retained in line with the said Draft Policy, in each Generating Stations (including those under construction), involving the representatives of Associations of Officers and other Officers. All proposals in connection with the Section 7 (b) (i) & (ii) above, shall be placed before the Circle Level Committees and the recommendation of the Committee shall be forwarded to the Chief Engineer (HRM), along with necessary documents, through the Chief Engineer (Generation); prior to the publishing of the index, in connection with the commencement of General Transfer proceedings of each year.

8. An 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 in the transfer norms.
9. The percentage, as mentioned in Sub Clause (13 a) of Clause II will be reviewed annually, if situation demands.
10. When new recruitments and promotions are made, their posting will be made only after filling the vacant places in a station with officers who requested for a transfer to that Station. While filling the vacant places in a Station after General Transfer, the index of the officer who applied for transfer at the time of consideration will be taken into account.
11. All requests for preference/ protection (disability/ illness/ pregnancy & Child birth/ Widow/ Widower/ adoption of child/ infertility treatment/ inter-caste marriage/ inter-religious marriage etc.) shall be supported by valid certificate issued by the competent authority. In case any doubt arises regarding the genuineness of the certificate produced, it shall be referred to the Chief Vigilance Officer of KSEBL, so as to conduct a Formal Enquiry and submitting necessary Report before the concerned Director of KSEBL. Disciplinary action will be taken if any malpractice is detected.
12. As far as possible, Civil Engineers who have attained 52 years of age, will not be considered for posting at Hydel Projects/ Investigation works, without their requests.
13. As far as possible, the Electrical Engineers who have attained 54 years of age will not be considered for posting at Generating Stations, without their requests.
14. Officers who have undergone training in any specialized area/higher studies at the Board's expenses will be posted to the concerned area for a minimum period of 2 years on return from training/ higher studies.



- (a) From among the Officers posted at Generating Stations; the Engineers who have acquired 'Statutory Training' on 'Generation of Electricity' may be allowed to continue there, for more than 5 years; unless otherwise they have opted for transfer.
- (b) In the cases where husband and wife are Officers/ the spouse of an Officer is an employee of KSEBL; both of them may be allowed to continue at a Generating Station, for not less than 5 years, as per their request.

Note:-

Suggestions vide 14 (a) & (b) are in line with the Draft Policy adopted by KSEBL, as per the Board Order read as 4<sup>th</sup> above.

15. As far as possible, a Time line to be followed for the General Transfer of Officers shall be published by the Chief Engineer (HRM), as detailed below, on or before 15<sup>th</sup> December of every year.
- a) Station-wise assigned list & Category wise ranking of all assigned posts will be published by 31<sup>st</sup> January.
  - b) List of Flagged posts & Draft index will be published by 5<sup>th</sup> February.
  - c) Online application menu will be opened from 5 - 15<sup>th</sup> of February.
  - d) Medical protection/index will be published before 25<sup>th</sup> February.
  - e) Final Index will be published by 1<sup>st</sup> March.
  - f) Complaints, if any, can be filed up to 5<sup>th</sup> March.
  - g) Trial transfer list will be published by 15<sup>th</sup> March.
  - h) Final transfer order will be published by 31<sup>st</sup> March.
16. No officer shall be allowed to continue in an office after 15 days from the date of issue of transfer order. However, officers working in Generating Stations, 400/220 KV Substations, LD Stations shall be relieved only with proper substitute arrangement. The IT Wing shall develop suitable mechanism for ensuring that the transferees are relieved of from their charges, automatically through the HRIS.
17. In the case of Civil Engineers, the districts of Thiruvananthapuram and Kollam together will be considered as a cluster and the districts of Alappuzha and Kottayam together will be considered as another cluster for the purpose of General Transfer. The Officers with domicile in the cluster of Thiruvananthapuram & Kollam will be considered as belonging to South zone and the Officers with domicile in the cluster of Alappuzha & Kottayam as belonging to the Central zone for the purpose of General Transfer.

18. Officers working in the Hot Line Maintenance Wing shall not be normally transferred out before the expiry of bonded period.
19. Officers continuing for more than 5 years in an office will be transferred, if valid request for posting to that office is received from another officer, without considering index points except in Hydro-Electric Stations.
20. The transfer requests received which could not be considered in the General Transfer due to insufficient vacancies shall be kept pending and the same shall be considered for filling the vacancies subsequently arising before the next General Transfer, subject to eligibility.
21. As far as possible, all transfers (General Transfer and Grievance Redressal Orders) shall be published before 31<sup>st</sup> May, of every year.
22. All transferees shall invariably be relieved within 15 days from the date of issuance of the Final Order, except the Officers working in Generating stations. Failing which, the Officers shall be relieved of from their charges, automatically through the HRIS. The IT Wing of KSEBL shall introduce suitable mechanism for ensuring the same, in the HRIS Software. The APAR pertaining to the period in the present office may be prepared and submitted before he/ she is relieved.
23. Trial/ Draft Transfer Order shall be published before issuing the Final Transfer Order, so as to avoid chances of any technical / system errors.
24. In order to get transferred to an assigned post existing in the domicile station/ for being protected within the domicile station itself on eligible grounds, if any; Officers shall submit their online requests relating to the same, through the HRIS, as and when applications for Online General Transfer in respect of the Officers of KSEBL are invited.
25. As far as possible, the Officers who are posted at the Offices situated at districts other than domicile district, during the period in between two consecutive General Transfers, will be retained at their respective Offices for a limited period of one year, provided such Officers have not completed one year of service in their working Office. However, if any of such Officers apply for transfer in the General Transfer, they should invariably apply for that place also in the online transfer as a choice else they may not be considered for one year protection in that place. A suitable alert in this regard will be given at the time of the submission of online transfer application.
26. With a view to deploy the Officers belonging to the cadres of Assistant Engineers and Senior Superintendants, at various Offices of KSEBL situated within the territory of the State of Kerala, in a judicious manner; Electrical Section Offices, coming under the Distribution Wing of KSEBL, are ranked on the basis of several parameters such as: Total area spread over within the jurisdiction of each and every Section Offices, Total number of Consumers:

especially the Industrial Consumers, Factors like remoteness, terrain, ease/ difficulty of accessibility in respect of the Section Offices etc. after having arrived at a consensus with regard to the same, among various Associations of Officers functioning in KSEBL. The list of Section Offices, ranked as per the above parameters, will be published in the HRIS, by the Office of the Chief Engineer (HRM), from time to time.

27. Notwithstanding anything contained above, KSEBL reserves the right to transfer or retain any officer in any place for the best interest of KSEB Limited and in exigency of service.

**Orders are issued accordingly.**

**By order of the Full Time Directors**

Sd/-

**LEKHA. G.**

**Company Secretary (i/c)**


To

The Chief Engineer (Human Resources Management), 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 / PA to Director (Finance)  
TA to Director (Distribution, Information Technology & Human Resources Management)  
TA to Director (Transmission & System Operation)  
TA to Director (Generation-Electrical & System Chain Management)  
TA to Director (Generation-Civil)  
TA to Director (Planning & Safety) / The Deputy Secretary (Administration)  
Sr.CA to the Secretary (Administration)  
The Fair Copy Superintendent / Record Section / Library / Stock File.

Forwarded/ By Order:

  
22/06/2021  
Senior Superintendent

**ANNEXURE – I**

BO(FTD)No . 462/2021 [PS 1 (A) /2998/GT /Guidelines for Officers] Dated, TVPM: 22 -06-2021


**Clustering of Adjacent Stations**

1	Thiruvananthapuram	Kollam
2	Kollam	Thiruvananthapuram
		Pathanamthitta
		Alappuzha
3	Pathanamthitta	Kollam
		Kottayam
		Alappuzha
		Idukki
4	Alappuzha	Kollam
		Pathanamthitta
		Ernakulam
		Kottayam
5	Kottayam	Idukki
		Pathanamthitta
		Ernakulam
		Alappuzha
6	Idukki	Kottayam
		Ernakulam
		Pathanamthitta
7	Ernakulam	Alappuzha
		Kottayam
		Thrissur
		Idukki

Clustering of Adjacent Stations		
8	Thrissur	Ernakulam
		Palakkad
		Malappuram
9	Palakkad	Thrissur
		Malappuram
		Kozhikkode
10	Malappuram	Palakkad
		Thrissur
		Kozhikkode
11	Kozhikkode	Wayanad
		Malappuram
		Kannur
12	Wayanad	Kozhikkode
		Kannur
13	Kannur	Kasargode
		Wayanad
		Kozhikkode
14	Kasargode	Kannur

Sd/-  
LEKHA. G.  
Company Secretary (i/c)

Forwarded/ By Order

  
22/06/2021  
Senior Superintendent

## ANNEXURE - II

BO(FTD)No. 462/2021 [PS 1 (A) /2998/GT /Guidelines for Officers] Dated, TVPM: 22 -06-2021

### List of Investigation Offices

Sl. No.	Office Code	Name of Office
1	1034	Investigation Circle, Thrissur
2	1062	Civil Investigation and Planning, Thiruvananthapuram
3	1111	Investigation Division, Konni
4	1126	Investigation Division, Kozhikkode
5	1334	Meppady Investigation Sub Division
6	1335	Kothamangalam Investigation Sub Division
7	1338	Investigation Sub Division, Kondencheri
8	2309	Investigation Sub Division, Kannur
9	2311	Munnar Investigation Division
10	2314	Munnar Investigation Sub Division
11	2315	Nemmara Investigation Sub Division
12	2316	Nilambur Investigation Sub Division
13	2326	Vadasserikkara Investigation Sub Division.

Sd/-

LEKHA. G.

Company Secretary (i/c)

Forwarded/ By Order

  
22/06/2021  
Senior Superintendent

### ANNEXURE – III

BO(FTD)No . 462/2021 [PS 1 (A) /2998/GT / Guidelines for Officers] Dated, TVPM: 22 -06-2021

#### Generating Stations

Sl No	Office code	Name of office
1	2202	Geneneration Sub Division, Kallada, Thenmala
2	2204	Electrical Maintenance Sub Division, Moozhiyar
3	2205	Mechanical Maintenance Sub Division, Moozhiyar
4	2206	Maintenance Sub Division, Moozhiyar
5	2207	Civil Sub Division, Moozhiyar
6	2208	Turbine Maintenance Sub Division, Moozhiyar
7	2209	Water Conductor Sub Division, Moolamattom
8	2210	Governor System Maintenance Sub Division, Moolamattom
9	2211	Switch Yard Sub Division, Moolamattom
10	2212	Exciter & Controls Sub Division, Moolamattom
11	2213	Transformer Maintenance Sub Division, Moolamattom
12	2214	Generation Maintenance Sub Division, Moolamattom
13	2216	Geneneration Sub Division, Moolamattom
14	2217	Generation Sub Division, Chithirapuram
15	2218	Generation Sub Division Vellathooval
16	2219	Generation Sub Division, Panniyar
17	2221	Generation Sub Division, Sholayar
18	2222	Generation Sub Division,, Poringalkuthu
19	2224	Generation Sub Division, Kakkayam
20	2226	Maintenance Sub Division, Malankara
21	2227	Switch Yard Sub Division, Moozhiyar
22	2290	Generation Sub Division, Kallarkutty
23	2292	SCADA Sub Division, Vellathooval
24	2300	Generation Section, Meenmutty

Sl No	Office code	Name of office
25	2301	Operation Sub Division, Moozhiyar
26	2302	Generation Section, Peppara
27	2304	SCADA Governor & Exciter Maintenance Sub Division, Moozhiyar.
28	2321	SHEP Poringalkuthu
29	2329	SHEP Perunthenaruvi
30	2330	SHEP Ranni Perunad
31	2331	SHEP Upper Sengulam
32	2337	Electrical & amp M Sub Division, Sholayar
33	2338	Civil R & amp M Sub Division, Sholayar
34	2339	SCADA Sub Division, Poringalkuthu
35	2340	Mechanical Maintenance Sub Division, Kakkayam
36	2341	Electrical Maintenance Sub Division, Kakkayam
37	2342	SCADA G & amp, E Maintenance Sub Division Kakkayam
38	2344	SHEP Poozhithode
39	2345	SHEP Vilangad
40	2346	Tail Race Power House, Kuttiyadi
41	2347	SHEP Power House, Chimmini
42	2348	Civil Maintenance Section, Chempukadavu
43	2349	Power House Barapole
44	2513	SHEP Section, Urumi
45	2514	SHEP Peechi
46	2852	Tail Race & PSHP Maniyar

Sd/-

LEKHA. G.

Company Secretary (i/c)

Forwarded/ By Order

*[Signature]*  
22/06/2021  
Senior Superintendent



**ANNEXURE - IV**

BO(FTD)No . 462/2021 [PS 1 (A) /2998/ GT / Guidelines for Officers] Dated, TVPM: 22 -06-2021

**List of Diseases**

Anxiety Disorder Panic

Autism

AWMI

Bipolar Affective Disorder

Bipolar Mood Disorder

Brachial Plexopathy

Carcinoma Breast

Carcinoma Cervix

Carcinoma Lung

Carcinoma naso pharynx with right sided hemiplegia

Carcinoma Prostate

Carcinoma Supraglottis

Cerebral palsy

Cerebrovascular accident, Ischaemic stroke

Cervical disc prolapse

Chronic emotional disorder

Chronic Hepatitis B

Chronic kidney disease

Chronic Kidney disease, reflux nephropathy

Chronic liver disease

Chronic liver disease, cirrhosis, decompensated, portal hypertension, coagulopathy, thrombocytopaenia, esophageal varices

Chronic osteomyelitis of Femur

Coronary Artery Disease

Coronary Artery Disease, Acute Coronary Syndrome

Coronary Artery Disease, Cerebrovascular accident

Coronary Artery Disease, Inferior Wall Myocardial Infraction

Coronary Artery Disease, Systemic Hypertension, dyslipidemia

Coronary Artery Disease, Unstable angina, Effort angina

Degenerative disc disease

*List of Diseases*

Digeorge Syndrome, Refracotory seizure secondary to FCD

DM with vertigo

Fibromyalgia, Vascular Headache, hypothyroidism

Global Developmental Delay, Dandy Walker Malformation

Haemophilia

Hydronephrosis

Hydronephrosis, PUJ Obstruction

Infertility Treatment

Interstitial lung disease, respiratory failure, syst HTN, old AWTMI

Ischaemic heart disease, hypertension

Ischaemic stroke

Lumbar Disc Degeneration

Manic depressive psychosis

Mental Retardation, Seizure Disorder

Motor neurone disease, progressive limb weakness

Non-Hodgkin's Lymphoma

Osteoarthritis

Papillary Carcinoma Thyroid

Peptic Ulcer

Pierrie Robin Syndrome Mood Disorder

Post Encephalitic Sequelae

Post Polio Resident Paralysis

Post traumatic stiffness of hip

Progressive limb weakness, motor neuron disease

Prolapse Disc Intervertebral

Prostatitis

Psychiatric treatment

Recurrent depressive disorder

Renal Replantation

Repair and maxillo facial surgery

Sarcoma Uterus

Schezophnenia

Scoliosis DL spine

<i>List of Diseases</i>
Secondary Generalised Dystomia
Seizure Complex Partial
Seronegative Spondyloarthritis with Osteoarthritis (Auto Immune Disease)
Severe lumbar canal stenosis, rheumatoid arthritis
Solitary nodule thyroid and hypothyroidism
Spinal Muscular Atrophy
Stenosis Artery Pulmonary, CAD, TR
Young onset parkinsons disease

The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognized Associations of Officers.

**Sd/-**  
**LEKHA. G.**  
**Company Secretary (i/c)**

**Forwarded/ By Order**

  
22/06/2021  
**Senior Superintendent**

**ANNEXURE - V****BO(FTD)No. 462/2021 [PS 1 (A) /2998/GT /Guidelines for Officers] Dated, TVPM: 22 -06-2021**

<b>Sl. No.</b>	<b>List of Hospitals</b>
1	A J Hospital, Mangalore
2	AKG Memorial Hospital, Kannur
3	Al Shifa Hospital, Perinthalmanna
4	Amala Institute of Medical Science, Thrissur
5	Amrita Cancer Institute, Edappally
6	Amrita Institute of Medical Sciences, Edappally
7	Ananthapuri Hospitals & Research Institute, TVPM
8	Aravind Eye Hospital, Madurai, Tamil Nadu
9	Bharath Hospital, Kottayam
10	Cardinal Speciality Hospital, Kottayam
11	Christian Medical College, Velloor, Tamil Nadu
12	Credence Hospital, Thiruvananthapuram
13	CSI Medical College, Karakonam
14	Dhanalakshmi Hospital, Kannur
15	EMS Hospital, Perinthalmanna
16	Ganga Hospital. Coimbatheur.
17	General Hospital, Alapuzha
18	General Hospital, Ernakulam
19	General Hospital, Kasaragod
20	General Hospital, Neyyattinkara
21	General Hospital, Thalassery
22	General Hospital, TVPM
23	Govt. Ayurveda Medical College, Kottakkal
24	Govt. Homeo Medical College, Kozhikode
25	Govt. Maharaja's Hospital, EKM
26	Govt. TD Medical College, Alapuzha
27	Govt. W&C Hospital, Thycaud
28	Gowreesa Hospital, TVPM
29	Holy Cross Hospital, Kollam
30	ICCONS, Shoranur
31	ICH, Arpookkara, Kottayam.
32	Idukki District co-operative hospital, Thodupuzha
33	Indira Gandhi Co-operative Hospital, Thalassery
34	Indo American Hospital, Vaikom
35	Jubilee Mission Hospital, Thrissur
36	Karithas Hospital, Thellakam, Kottayam

Sl. No.	List of Hospitals
37	KIMS, TVPM
38	Kinder Women's Hospital & Fertility Centre, Cherthala
39	KMC, Mangalore
40	Koyili Hospital, Kannur
41	Laekshore Hospital, Ernakulam
42	Lissie Hospital, Ernakulam
43	Malabar Cancer Centre, Thalassery
44	Matha Hospital, Thellakam, Kottayam
45	Medical College, TVPM
46	Medical Trust Hospital, Ernakulam
47	Mental Hospital, TVPM
48	Mitra Hospital, Thachottukavu
49	NS Memoril Institute of Medical Sciences, Kollam
50	Pariyaram Medical College
51	Pariyaram Medical College, Kannur
52	Pushpagiri Medical College, Thiruvalla
53	RCC, TVPM
54	RIMS, Erattupetta
55	Sahrudaya hospital, Thathampally, Alapuzha
56	Samad Hospital, Thiruvananthapuram
57	Saraswathy Hospital
58	SAT Hospital, TVPM
59	Sri Chitra Tirunal Institute, TVPM
60	SUT Hospital, Pattom
61	Taluk Head Quarters Hospital, Cherthala
62	Thejaswini, Mangalore
63	All Government Hospitals and Medical Colleges not listed above

The Chief Engineer (HRM) shall submit proposal for modification to the above, if necessary, after conducting discussions with the recognized Associations of Officers.

Sd/-  
**LEKHA. G.**  
 Company Secretary (i/c)

Forwarded/ By Order

  
 22/06/2021  
 Senior Superintendent