

# KERALA STATE ELECTRICITY BOARD

Office of the Chief Engineer (Human Resources Management)

Vydyuthi Bhavanam

Pattom Palace Post

Trivandrum 695004

**Date: 30.01.2012**

**No.EB7/Genl.Transfer-2012/12**

To

1. All Chief Engineers.
2. All Deputy Chief Engineers.
3. All Executive Engineers.

Sir,

Sub: General Transfer 2012 – Category-wise incumbency details of employees – called for – regarding.

All Deputy Chief Engineers are requested to forward the consolidated category-wise incumbency details (incumbency details from all offices under your jurisdiction consolidated category-wise and not division-wise) of all employees, pertaining to the last 10 years of service in the proforma attached, so as to reach this office ***on or before 28.02.2012***. All other

Controlling Officers not coming under the jurisdiction of the above Deputy Chief Engineers are requested to forward the consolidated category-wise incumbency details from all offices under their control. Special attention should be given to the following points while preparing the incumbency details.

1. A separate proforma shall be used for each category. The details of two different categories should not be typed either on the same page or on both sides of the same paper.

2. The incumbency details shall be prepared at Division level, and consolidated category-wise at Circle level and the same should be forwarded to this office by the Deputy Chief Engineers concerned along with the Consolidated Statements.

***3. The Controlling Officers shall send the consolidated category-wise details of each category in a separate tag, and not the incumbency details of all field offices as such.***

4. All the columns of the proforma should be properly filled up. Special care should be taken in filling up Item 5, i.e., the date from which continuing in the present station which should include the service in all offices within a radius of 40 km and Item 13 may be properly filled up in the case of Assistant Engineer/Assistant Executive Engineer.

5. The Controlling Officers shall ensure the correctness of the details furnished in the proforma and omission of names, incorrect details etc. may be avoided. The name and initials of the Senior Assistant who has prepared the statement and the Section Head who has checked the details shall be given on the bottom left hand side of the statement.

***To ensure that the incumbency details include each and every sub offices under their control, the Deputy Chief Engineers shall furnish a list of all offices under their control (including the name of Sections) along with the covering letter.***

6. In the case of Assistant Engineers and Assistant Executive Engineers, details of service in Generation Wing/Malabar service (for those residing outside Malabar area only) of K.S.E.Board put in by them during their entire service shall be furnished.

7. In case transfers are ordered to places beyond 40 km, within the jurisdiction of Circles and Divisions after 28.02.2012, it will affect the accuracy of the details furnished. Hence the Field Officers are directed not to order such transfers. In case such transfers become unavoidable, prior sanction should be obtained from this office. The incumbency of the re-designated categories should be given along with the original categories to which they belong.

***8. The HRIS package may be properly updated regularly.***

A copy of the incumbency details may be sent by *e-mail also*. Please note that the incumbency details of a particular employee should be typed in a single row in an Excel file, in the proforma attached (for example: Name, Date of Birth, Nativity, Male/Female in the 2nd column of the proforma, in a single row). As the general transfer process is to be completed in time, please ensure that there is no laxity in forwarding the details in time.

Only those transfer applications submitted ***on or before 15.03.2012*** in the proforma enclosed, will be considered for the General Transfer 2012. (email address: [esthrm@ksebnet.com](mailto:esthrm@ksebnet.com))

**Sd/-  
CHIEF ENGINEER (HRM)**