



# KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

CIN:U40100KL2011SGC027424

**Regd. Office - Vidyuthi Bhavanam, Pattom,  
Thiruvananthapuram, Kerala-695004.**

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No. PSI (B)/69/2019

Date: 30.03.2022

## CIRCULAR

Sub: Unauthorized absence of Officers of KSEBL - off jurisdiction / out of state travels - issuing instructions - Regarding.

Ref: Note no. CMD/106/Absence/2022 dtd. 28.03.2022 of the Chairman & Managing Director, KSEBL.

It has come to the notice of KSEBL that there persists an unlawful as well as impermissible practice of Heads of offices of KSEBL proceeding on personal tours or attending to personal affairs without properly applying for eligible leave or taking orders to hold charge formally from the reporting officer or competent authority of KSEBL, which offers a statutory essential service.

The said practice is highly irregular and such movement out of jurisdiction / state without due approval of the authorities concerned, needs to be treated as unauthorized absence.

Under the circumstances, it is hereby ordered that no officer or staff of KSEBL shall proceed to self availing leave or proceed out of jurisdiction without formal granting of leave through orders and specific charge arrangements to be ordered by the competent superior authority. Any infringement to this will be viewed very seriously and stringent disciplinary action for major penalty shall be initiated against the delinquent officer in this regard.

Sd/-  
Secretary (Administration)


To:

The Chief Engineer (HRM)

Copy to:

All Chief Engineers/All Deputy Chief Engineers/All Executive Engineers/  
The Financial Adviser/Chief Internal Auditor/Legal Adviser & Disciplinary Enquiry  
Officer/The Chief Vigilance Officer/The Chief Public Relations Officer, The TA to  
Chairman & Managing Director /The TA to Director (D & IT)/The TA to Director (Trans.  
& SO) The TA to Director (Plg, Safety & SCM)/The TA to Director {Generation &  
Electrical/The TA to Director {(Generation (Civil)/The TA to Director (REES, Saura,  
Sports & Welfare) The Company Secretary (l/c)/The Deputy Secretary (Admn)/The PA  
to Director (Finance)/CA to Secretary (Admn)/ The FC Superintendent/Record  
Section/Library/Stock File.

Approved for issue

  
Senior Superintendent

