



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

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

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Abstract

Training Calendar for Power Engineers' Training and Research Centre (PETARC), Moolamattom for the year 2020-21 and estimate for conducting online/class room training programme – Sanctioned – Orders issued.

Corporate Office (Human Resource Development Cell)

B.O (FTD) No. 503 /2020 (No.HRD.25/Trg. PETARC/2020-21/116) dated, Tvpm; 30. 07.2020

- Read: 1. B.O (FTD) No.670/2017(HRD.5/Training policy/2016-17) dated Tvpm 15.03.2017.
2. Office Order (D, IT&HRM) No.864 /2020 (No.HRD.7/Online Training/20-21) Tvpm, dated; 11 .06.2020
3. Note No. HRD.25/Trg.PETARC/2020-21/116.dated 17.06.2020 of the Chief Engineer (HRM) submitted to the Full Time Directors. (Agenda –41/7/20)

Order

KSEBL has formulated its Training Policy in step with the National Training Policy of Government of India dated 19th January 2012. The policy directs to look at the individual as a vital resource to be valued, motivated developed and enabled to achieve Organisation's mission and objectives and it is essential to match individual's competencies with the jobs they have to do and bridge competency gaps for current and future roles through training. The motto of the training policy is "Training for ALL".

The objective of the training is to develop professional impartial and efficient service personnel who is responsive to the needs of the citizens and that they have the requisite knowledge, skills and attitude to effectively perform the functions they are entrusted with.

The training programmes are being conducted in Power Engineers' Training and Research Centre (PETARC), Moolamattom as per the sanctioned training calendar and in accordance with the directions of the Board. Moreover, PETARC has been conducting several training programmes for outside Engineers on payment basis since 2015-16.

In view of the pandemic Covid 19 prevailing in the Country, the online/class room training period has been restricted to 10 months starting from June 2020.

The Deputy Chief Engineer, PETARC has forwarded a proposal for conducting training programme at PETARC, Moolamattom for the financial year 2020-21. The proposal comprises of 59 training programmes having 346 training days with an average of 25 participants/programme. The programmes have been designed based on the present training needs and feedback received from the participants and faculty members. The

Deputy Chief Engineer, PETARC may decide on the topics of online /class room trainings as per the requirement in view of the pandemic Covid 19 for PETARC and RPTIs.

KSEBL as per order read as 1st above has adopted a training policy and the training calendar is prepared as per the policy. The Credit evaluation system as per the policy is also introduced. Programmes having 1 to 6 credit points are included in the calendar.

The Chief Engineer (HRM) as per note read as 3rd above, has placed a detailed proposal before the Full Time Directors, KSEBL through Director(Dist,IT & HRM) regarding the training programmes to be conducted at the Power Engineers' Training and Research Centre (PETARC), Moolamattom for the financial year 2020-21 (Annexure I) with an estimate amounting to **Rs.2,93,14,310/- (Rupees Two Crore Ninety Three Lakhs Fourteen Thousand Three Hundred and Ten Only)**. The proposal includes 59 training programmes, comprising 346 training days with an average of 25 participants for each training programme. Several statutory Training Programmes are also required to be conducted as per various regulations of Central Electricity Authority.

The Budget for 2020-21 is as detailed below.

1. Training Expenditure	- Rs. 135,11,250/-
2. Recurring Expenditure	- Rs. 47,21,750/-
3. Expenditure for repairs and maintenance	- Rs. 9,81,310/-
4. Capital Expenditure	- Rs. 101,00,000/-

Grand Total - **Rs. 2,93,14,310 /-**

The following guidelines are also proposed regarding the conduct of training programmes.

- PETARC shall achieve an average capacity utilization of at least 50% of training capacity. Two lecture halls and one computer hall are to be considered for the available working days in a year. For computation of capacity utilization in lecture halls, the number of participants per training may be taken as 30 and for computer training, it can be taken as 20. External venues like circle conference halls etc. and rented venues shall also be availed if essential within the budget limit.
- The faculty fee at PETARC is retained by grouping the faculty members in to four categories as internal (regular employees of KSEBL), retired KSEBL, external & external experts with honorarium @ Rs.600/-,750/- Rs.1000/- and Rs.1750/- per hour respectively.
- The Deputy Chief Engineer, PETARC is authorized to limit/enhance the number of programmes in the calendar as per requirement and within the budget provision.
- The Deputy Chief Engineer, Generation Circle, Moolamattom is authorized to effect the payment for conducting these programmes and the amount required per month may be given as temporary advance on monthly basis.

- The TA & DA to the Trainers & Trainees shall be as per rules.

PETARC shall forward the list of participants and detailed monthly/half yearly/yearly reports to the HRD Cell, after each training programme.

Having considered the matter in detail, the Full Time Directors in the meeting held on 22.07.2020.

Resolved to accord sanction for the following.

1. To approve the training programme proposed in the PETARC calendar for the year 2020 – 21 attached as per Annexure I .
2. To approve the estimate amounting to **Rs.2,93,14,310/- (Rupees Two Crore Ninety Three Lakhs Fourteen Thousand Three Hundred and Ten Only)** for meeting the training and non-training expenditure of PETARC with a provision to meet from the proposed budget provision of Rs.600 Lakh earmarked for HRD activities under the Institutional Development Programme for the year 2020–2021 and to authorize the Deputy Chief Engineer, Generation Circle, Moolamattom to effect the payment in connection with the expenditure incurred for online/class room training programmes at PETARC, Moolamattom as and when required.
3. To allow the amount required per month as temporary advance on monthly basis and to permit consolidated account closure at the end of month.
4. To authorise the Deputy Chief Engineer, PETARC to limit/enhance the number of online/class room programmes in the calendar as per requirement and within this budget allocation and to decide the topics of online/class room training for PETARC from the already approved training programmes by the Board.
5. To suspend the online training once the class room training is started.
6. To approve the honorarium for faculty members at PETARC is @ Rs. 600/-per hour for internal faculty, Rs. 750/-per hour for retired KSEBL faculty , Rs.1000/- per hour for external technical faculty and Rs. 1750/- per hour for external management faculty members for the year 2020-21.
7. To approve the fee pattern as proposed by the Deputy Chief Engineer PETARC Moolamattom for the external fund collecting programmes as follows.
 - a) 3 day Training programme for Engineering College staff/faculty - **Rs.4000/- + GST** per day.
 - b) Engineers/Officials from outside KSEBL - **Rs. 3000/- + GST** per participant per day (attending the programmes scheduled for KSEBL officials).
 - c) Five day Training programme for Engineering PG students - **Rs. 3000/- + GST** per day.
 - d) Five day training programme for Graduate Engineers - **Rs.1000/- + GST** per day.

8. To authorise the Deputy Chief Engineer, PETARC , Moolamattom to hire vehicle for short training trips for PETARC if the mini bus attached to PETARC is in breakdown condition.
9. To authorise the Deputy Chief Engineer, PETARC , Moolamattom to conduct various statutory training programmes required by Central Electricity Authority and to issue certificates to the participants after completion & evaluation of each course and to take necessary action for the renewal of accreditation by Central Electricity Authority (CEA) as and when required.
10. To authorise the Chief Engineer (HRM) to apportion the expense based on the requirement of expense in connection with Central Electricity Authority (CEA) accreditation and need based training schedules.

Orders are issued accordingly

By order of the Full Time Directors

Sd/-

Lekha. G
Company Secretary (I/c)

Acc: Training Calendar and Detailed Estimate

To

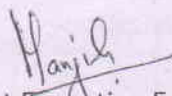
The Chief Engineer (HRM)

The Deputy Chief Engineer, PETARC, Moolamattom

Copy to

All Chief Engineers/The Deputy Chief Engineer, Electrical Circle, Thiruvananthapuram/Kottayam/Thrissur/Kozhikode/ The Executive Engineer, RPTI, Thiruvananthapuram/ Kottayam/ Thrissur/ Kozhikode /TA to Chairman & Managing Director/TA to the Director(CP,Gen-E,SCM&S)/TA to Director(Distr.&IT)/ TA to Director(Gen-C&HRM)/ TA to Director(T&SO)/ PA to Director(Finance)/The Financial Adviser/The Chief Internal Auditor/SCA to Secretary (Administration)/Fair Copy Superintendent/ Library/Stock file.

Forwarded/By Order


Assistant Executive Engineer-HRD Cell

Appended to B.O (FTD) No. 503 /2020 (No.HRD.25/Trg. PETARC/2020-21/116) dated, Tvpm; 30. 07.2020

Annexure I
Power Engineers' Training And Research Centre, Moolamattom
TRAINING CALENDAR for 2020-2021

No	Month	Name of training Program	Functional area	Training Type	days	Participants	Credit point
1	Aug	Capacity building on Distribution Planning - Dyuthy	Tech	Dist	3	All Technical Officers (Ele)	1
2	Aug	Induction cum statutory training for newly recruited Assistant Engineers (Ele)/ Sub Engineers (Ele)	Induction		66	Newly recruited AEs / SEs	6
3	Aug	Long Term Statutory Training Program for inservice Engineers Batch -II, phase -3	Statutory		6	Technical officers (Ele)	6
4	Aug	Capacity building on Design & Construction of Transmission Lines & Hot line Maintenance	Tech	Trans	4	Technical officers (Ele)	2
5	Aug	Capacity building on Transmission Planning	Tech	Trans	3	All Technical Officers (Ele)	1
6	Aug	Induction cum statutory training for newly recruited Divisional Accounts officers	Induction		14	Newly recruited DAs	3
7	SEP	Capacity building on Power System Protection	Tech	Power Sys Prtn	5	AE/AEE/EE (Ele)	3
8	SEP	Long Term Statutory Training Program for inservice Sub Engineers Batch -I	Statutory		6	Sub Engineers (Ele)	6
9	SEP	Orientation Training Program for Senior Superintendent	Orientation		6	SS	3
10	SEP	Orientation Training Program for Assistant Engineers (Ele)	Orientation		6	AE	3
11	SEP	Long Term Statutory Training Program for inservice Engineers Batch -II, phase -4	Statutory		6	Technical officers (Ele)	6
12	SEP	Long Term Statutory Training Program for inservice Engineers Batch -I, phase -6	Statutory		6	Technical officers (Ele)	6
13	SEP	Orientation Training Program for Assistant Executive Engineers (Ele)	Orientation		6	AEE (Ele)	3
14	OCT	Long Term Statutory Training Program for inservice Sub Engineers Batch -I	Statutory		6	Sub Engineers (Ele)	6
15	OCT	Course viva, project Presentation and valedictory function of ILSTP for newly recruited Assistant Engineers / Sub Engineers (Ele) (Distribution/Transmission)	Induction		3	Newly recruited Assistant Engineers (Ele)/ Sub Engineers (Ele)	6
16	OCT	Capacity building on Switch Gear & Transformer Maintenance of EHV Substations	Tech	Trans	5	Technical officers (Ele)	3
17	OCT	Capacity building on Banking & Taxation	Fin Admn &Mgt	Fin A&A	3	All officers	1
18	OCT	Long Term Statutory Training Program for inservice Engineers Batch -I, phase -7	Statutory		6	Technical officers (Ele)	6
19	OCT	Long Term Statutory Training Program for inservice Engineers Batch -II, phase -5	Statutory		6	Technical officers (Ele)	6
20	OCT	Capacity building on Non Conventional Energy	Tech	Gen	5	Technical officers (Ele)	3
21	NOV	Orientaion Training program for Executive Engineers	Orientation		4	EE (all branch)	3
22	NOV	Long Term Statutory Training Program for inservice Sub Engineers Batch -I	Statutory		5	Sub Engineers (Ele)	6
23	NOV	Capacity building on Project Management	Fin Admn &Mgt	Proj&Co ns.mgt	4	All officers	3

24	NOV	Capacity building on Design & Construction of EHV Sub Stations	Tech	Trans	5	Technical officers (Ele)	3
25	NOV	Long Term Statutory Training Program for inservice Engineers Batch -I, phase -8	Statutory		6	Technical officers (Ele)	6
26	NOV	Long Term Statutory Training Program for inservice Engineers Batch -II, phase -6	Statutory		6	Technical officers (Ele)	6
27	NOV	Course viva, project Presentation and valedictory function of ILSTP for newly recruited Assistant Engineers / Sub Engineers (Ele) (Generation)	Induction		3	Newly recruited Assistant Engineers (Ele)/ Sub Engineers (Ele)	6
28	NOV	Training program for Officers in Regional audit offices.	Refresher		5	RAO/AAO/SS	2
29	NOV	Capacity building on Inspection, Assessment and General Legal aspects for Distribution Engineers	Special Skill		4	Technical officers (Ele)	2
30	DEC	Capacity building of Anti Power Theft Suad	Special Skill		5	Technical officers (Ele)	3
31	DEC	Long Term Statutory Training Program for inservice Sub Engineers Batch -II	Statutory		5	Sub Engineers (Ele)	6
32	DEC	Safety & Disaster Management	Fin Admn & Mgt	Sfty & security	3	All Technical Officers	1
33	DEC	Capacity building of officers of CGRF	Special Skill		4	All officers	2
34	DEC	Long Term Statutory Training Program for inservice Engineers Batch -I, phase -9	Statutory		6	Technical officers (Ele)	6
35	DEC	Long Term Statutory Training Program for inservice Engineers Batch -II, phase -7	Statutory		6	Technical officers (Ele)	6
36	DEC	Capacity building on Design & Construction of Distribution Lines & Trnsformers	Tech	Distn	3	All Technical Officers (E&C)	1
37	JAN	Capacity building on LD & Power Management	Tech	PT&M	3	All Technical officers (Ele)	1
38	JAN	Long Term Statutory Training Program for inservice Engineers Batch -I phase-10	Statutory		6	Technical officers (Ele)	6
39	JAN	Long Term Statutory Training Program for inservice Engineers Batch -II, phase -8	Statutory		6	Technical officers (Ele)	6
40	JAN	Long Term Statutory Training Program for inservice Sub Engineers Batch -II	Statutory		6	Sub Engineers (Ele)	6
41	JAN	Capacity building on CEA Regulation 2010	Refresher		3	All officers	1
42	JAN	Capacity building on Human Resource Management	Fin Admn & Mgt	SM, PM, A&OA	3	All officers	2
43	JAN	Retirement Planning	Per Dvlpt	Plg Rtmt	3	All officers	3
44	JAN	Capacity building on Dam Safety Training	Tech	Dam Safety	2	Technical officers (Civil)	1
45	FEB	Service Rules, Legal Aspects & Disciplinary Proceedings	Fin Admn & Mgt	Service rules,	4	All officers	2
46	FEB	Capacity building on Electricity Metering & prevention of power theft	Tech	PT&M	4	All Technical officers (Ele)	2
47	FEB	Capacity building on Modern Relaying & Protection	Tech	Power Sys Prtn	3	All Technical officers (Ele)	1
48	FEB	Long Term Statutory Training Program for inservice Engineers Batch -I phase-11	Statutory		6	Technical officers (Ele)	6
49	FEB	Long Term Statutory Training Program for inservice Sub Engineers Batch -II	Statutory		6	Sub Engineers (Ele)	6

50	FEB	Long Term Statutory Training Program for inservice Engineers Batch -II, phase-9	Statutory		6	Technical officers (Ele)	6
51	FEB	Capacity building on Power Equipment Testing	Tech	SO	3	All Technical officers (Ele)	2
52	MAR	Electricity Act 2003 & Kerala Electricity Supply Code 2014	Refresher		3	All officers	1
53	MAR	Capacity building on Communication, SCADA, Fibre Optic Cables & Systems	Tech	SO	5	Technical officers (Ele)	3
54	MAR	Management Training	Per Dvlpt	Intr prsnl skill	3	All officers	1
55	MAR	Long Term Statutory Training Program for inservice Sub Engineers Batch - Final Evaluation	Statutory		3x2 Batches	Sub Engineers (Ele)	6
56	MAR	Long Term Statutory Training Program for inservice Engineers Batch -II, phase -10	Statutory		6	Technical officers (Ele)	6
57	MAR	Long Term Statutory Training Program for inservice Sub Engineers Batch -III	Statutory		6	Sub Engineers (Ele)	6
58	MAR	Long Term Statutory Training Program for inservice Engineers Batch -I (Final Evaluation)	Statutory		3	Technical officers (Ele)	6
59	MAR	Graduate Engineer Training	External		5	Engg Graduates	2
		Total Days			346		
		Expected training man days			8650		
		NB: 1. Training programs having 3 to 6 credit points & all external training programs include a visit to Moolamattom Power House also.					
		2. Deputy Chief Engineer, PETARC can limit or enhance the number of programs in the calendar as per requirement within the budget provision.					

Sd/-

Lekha G
Company Secretary(I/C)

Appended to B.O (FTD) No. 503 /2020 (No.HRD.25/Trg. PETARC/2020-21/116)

dated,

Tvpm; 30.07.2020

Annexure (II)

Detailed Estimate of the Training Calendar for PETARC

	Training Expenditures	Qty (nos)	Rate (Rs)	Amount
1	Food- (Breakfast,Lunch, Supper, 2 times Refreshment at 11 am and 3.30pm)	12000	470	5640000
2	Cost of Pen ,Note Books & Stationary	3000	110	330000
3	Group Photographs of training batch - Participants	100	200	20000
4	For arranging fire fighting and first aidfor training			25000
5	TA/DA for external and retired board staff			60000
6	Inaguration and Valedictory function of ILTP/ statutory trainings			50000
7	Purchase of Training aids (Simulator and softwares)			4000000
8	Simulator Training at NPTI , Alappuzha			800000
9	Expenses for field visits, accomodation for trainees for inplant training.			130000
10	Honorarium for internal faculty per hour	3000	600	1800000
11	Honorarium for retired KSEBL faculty per hour	300	750	225000
12	Honorarium for External faculty per hour	200	1000	200000
13	Honorarium for externalexpertfaculty per hour	75	1750	131250
14	Honorarium for Field visit per day	100	500	50000
15	ToT HRD			50000
	Total (a)			13511250
	Recurring expenditures			
1	Care taking ,Sweeping and cleaning, gardening Petarc Hostel & Office	3650	725	2646250
2	Security arrangements at Petarc office	1095	900	985500
3	Consumables for office and hostel			275000
4	Purchase of Plates, Cups and Utensils for Petarc hostel			30000
5	Purchase of bed ,Bed sheets,Pillows ,pillow over curtains for hostel			100000
6	Washing Bed sheets, Pillow cover,Window curtain, Towel			275000
7	Purchase of books and periodicals			10000
8	Office contingency,Internet,telephone			100000
9	Provision for hiring vehicles			250000
10	Repairs and maintenance of dept vehicle			50000
	Total (b)			4721750
	Expenditure for Repairs and maintenance			
1	Building Petarc hostel, office			200000
2	Repairs of office equipments			75000

3	Repairing and maintenance of Model Room			75000
4	Repair of bathroom door with PVC door at PETARC Hostel			150000
5	Repairs to furnitures and fixtures			100000
6	Repair and Maintenance of Circuit House Annex (painting floorinng etc)			100000
7	Repair and maintenance of Electrical , Plumbing and sanitary items (UPS electrical wiring of PETARC			250000
	Unforseen			31310
	Total (c)			981310
	Capital expenditures			
1	Construction of seminar hall,video conference room,information centre ,Workshop,meter gallery			5500000
2	Purchase of new chairs, tables, almirahs, cots, for Petarc hostel and Office,			200000
3	Providing new Store at the top of the office building-token provision			100000
4	Purchase of new fans,stabilizers,printer,5kVA ups,water heater			100000
5	Purchase of New Car			1000000
6	Purchase of 34 seater New bus			3000000
7	online training expenses			200000
	Total (d)		Total	10100000
	ABSTRACT			
1	Training expenses			13511250
2	Recurring expenses			4721750
3	Repairs and maintenance			981310
4	Capital Expenditure			10100000
	Total			29314310
	Grand Total			
*	Training fee for external training programs			

3days program for Engg college faculty & staff @ Rs 4000/day, outside engineers attend in the regular technical programs of PETARC @ Rs 3000/day,5 days program for Engg PG students Rs 3000/day, 5days training program for Graduate Engineers (fresh) Rs 1000/day, (Inclusive all Taxes)

Sd/-
Lekha G
Company Secretary(I/C)