



Minutes of the 415th meeting of Kerala Water Authority held on 21/07/2020 at 11.00 A.M. in
Conference Hall of CCU Building, Kerala Water Authority,
Thiruvananthapuram

Minutes of the 415th meeting of Kerala Water Authority held on 21/07/2020 at 11.00 A.M. in the Conference Hall of CCU Building, Kerala Water Authority, Thiruvananthapuram


<u>Present:</u>	
1. Sri. T.K. Jose IAS	Chairman, Kerala Water Authority & Additional Chief Secretary, Home, Vigilance, Water Resources, Coastal Shipping & Inland Navigation Department
2. Sri. K.Biju IAS	Special Secretary, Local Self Government Department (Through VC)
3. Smt. Joshi Mrunmai Shashank IAS	Executive Director, KRWSA (Through VC)
4. Sri. Venkatesapathy S. IAS	Managing Director, KWA
5. Smt. S.V.Kala	Additional Secretary, Finance Department (Through VC)
6. Sri. Sreekumar G.	Technical Member, KWA
7. Sri. Chettachal Sahadevan	Member
8. Sri. Alex Kannamala	Member (Through VC)
9. Sri. T.V. Balan	Member (Through VC)
10. Sri. Murugadas V.	Member (Through VC)
11. Sri. Gokul Sethuraj	Secretary, KWA
General Item No.1	<p>Sri. Venkatesapathy S. IAS, Managing Director gave a warm welcome to Sri.T.K.Jose IAS, the newly appointed Chairman and Sri. Sreekumar G., Technical Member of the Authority.</p> <p>Due to COVID 19 pandemic, the meeting has been arranged through video conferencing mode also so as to enable the members to attend.</p>
Item No. I (1)	Confirmation of Minutes of the 414 th meeting held on 29/05/2020.



Secretary


Managing Director


Chairman

Decision	The Authority confirmed the Minutes of the 414 th meeting held on 29.05.2020 by including the name of Smt.Joshi Mrunmai Shashank IAS, Executive Director, KRWSA in the list of participants
Item No. II (1)	Review of Action Taken on the decisions of the 413 th meeting of the Authority held on 18/02/2020
Decision	<p>The Authority reviewed the action taken on the decisions of the 413th meeting of the Authority and directed the following</p> <ol style="list-style-type: none"> 1. All the previous decisions of the Authority for which actions are pending should be placed in the Authority. 2. The action taken should be more specific and date of proceedings etc should be mentioned for closing the action. 3. Action for the decisions should be taken in a time bound manner. 4. The committee constituted to formulate proposal to streamline the procedure of HR employment shall expedite the process considering all aspect and relevant GOs.
Item No. III (1)	Jal Jeevan Mission – Annual Action Plan 2020-21 – Implementation of JJM – further course of action
Res. No.11044	The Authority perused the agenda note. The MD explained the action taken by KWA under JJM so far in achieving the goal ie. to provide 100% FHTC by 2024. It was pointed out that the total number of FHTCs planned to be given in 2020-21 is 21.42 lakhs. The district wise targets for the year 2020-21 are as mentioned below.


 Secretary


 Managing Director



 Chairman

Sl.No.	Name of District	FHTC Target 2020-21 (No.)
1	Thiruvananthapuram	193705
2	Kollam	303310
3	Pathanamthitta	27219
4	Alapuzha	240945
5	Kottayam	73530
6	Idukki	36413
7	Ernakulam	118546
8	Thrissur	136623
9	Palakkad	410496
10	Malappuram	258772
11	Kozhikode	138625
12	Wayanad	11776
13	Kannur	135495
14	Kasargod	56573
	TOTAL	2142028

The Authority after discussion resolved the following

1. The JJM project should be implemented in a Mission Mode.

- Personal charges to be given to concerned officers of the Authority to achieve the targets in time and their performance in JJM will become part of their ACR for 2020-21.
- A regular (may be daily / weekly) web based monitoring of progress to be done.
- Hurdles / constraints / obstacles in implementation should be anticipated solutions to be found out at district level. If it is not


Secretary


Managing Director


Chairman

	<p>possible to resolve them at district level, it should be brought to the attention of MD and WRD for early resolution of difficulties.</p> <ol style="list-style-type: none"> 2. The activities should be planned and phased so as to complete the tasks in a time bound manner. Year wise planning also to be done for successful implementation. 3. Close monitoring and review are necessary. Milestone based monitoring has to be done and deviations from the plan should be brought to the attention of higher authorities with reasons. 4. The participation of the members should be ensured in all the activities of JJM and the members in charge should be invited for the meetings in the District. 5. List of Panchayats not willing to execute the project by KWA should be handed over to Principal Secretary (LSGD) / Secretary (LSGD), GoK. 6. The panchayats which did not furnish resolution for the financial commitment should also be listed and the LSG Department in Government may be addressed in this regard. 7. Full Capacity utilisation of the existing schemes should be ensured and ongoing works taken up should be completed urgently. 8. Tender procedures shall be taken up urgently in phased manner if there is delay in consolidation of all projects / works required in the district.
Item No. III (2)	Selection of an IT Powered Core Banking Solution for Kerala Water Authority with cashless revenue collection, fund and accounts management system


 Secretary


 Managing Director


 Chairman

Res. No.11045	The Authority discussed the recommendation by the Technical Committee for an IT Powered Core Banking Solution in Kerala Water Authority with cashless revenue collection, funds and accounts management and resolved to engage SBI for implementing the same. A service level agreement should be executed incorporating conditions such as zero cost implementation, minimum trouble shooting time, giving training to concerned staff etc.								
Item No. III (3)	Setting up of Water Meter Testing Lab at SRI for Water Quality, Nettoor – Water Meter testing fee								
Res. No.11046	<p>The Authority discussed the agenda and resolved to collect the following fees for testing of new water meters and issue of test certificate as per Regulation 12 of Kerala Water Authority (WS) Regulations 1991.</p> <table border="1"> <thead> <tr> <th>Item</th><th>Fee / water meter</th></tr> </thead> <tbody> <tr> <td>For 15mm Water Meter</td><td>Rs. 60/-</td></tr> <tr> <td>For 20mm Water Meter</td><td>Rs.80/-</td></tr> <tr> <td>For 25mm Water Meter</td><td>Rs.100/-</td></tr> </tbody> </table> <p>The Authority also decided to deploy necessary staff for the water meter testing</p>	Item	Fee / water meter	For 15mm Water Meter	Rs. 60/-	For 20mm Water Meter	Rs.80/-	For 25mm Water Meter	Rs.100/-
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For 15mm Water Meter	Rs. 60/-								
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For 25mm Water Meter	Rs.100/-								
Item No. III (4)	Quality Management in KWA Projects – Pre-delivery Third Party Inspection and Post Delivery Testing – CIPET Sanction – Ratification								
Res. No.11047	The Authority discussed the note and resolved to								


 Secretary


 Managing Director


 Chairman

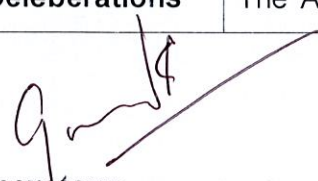
	<p>1. To ratify the action of Managing Director in engaging M/s.CIPET, Kochi a National Institute under Government of India, for the Third Party Inspection pre – delivery inspection of uPVC pipes, HDPE pipes, GRP pipes and fittings, metallic pipes and specials such as MS, GI, DI etc and post Delivery Testing Services for uPVC and HDPE pipes as per Indian Standards and post delivery non destructive testing of metallic pipes, to be procured for Kerala Water Authority to ensure the quality of materials.</p> <p>2. To ratify the action in exempting KWA officials from physical witnessing / inspection of pipes carried out by M/s. CIPET, taking in to consideration that the firm is a Government of India organization and also the decision for online witnessing of pre-delivery inspection of pumps and motors by Third Party Inspection agency, during the COVID-19 restriction period.</p> <p>The Authority also instructed MD to explore the possibility of testing by Government Institutions such as NIT, VSSC, Colleges under APJ Abdul Kalam Technical University, CUSAT, IIST etc</p>
Item No. III (5)	<p>കേരള വാട്ടർ അതോറിറ്റിയിലെ ഡിജിറ്റൽ ഫയൽ സംവിധാനം DDFS ൽ നിന്നും ഇ-ഓഫീസ് സോഫ്റ്റ് വെയറിലേക്ക് മാറ്റുവാനും ഇ-പെൻഷൻ ബുക്കും, ജി-സ്പാർക്കും, ഇ-കോൺഫിഡൻഷ്യൽ റിപ്പോർട്ടും നടപ്പിലാക്കുന്നതിനാവശ്യമായ നടപടികൾ സ്വീകരിക്കുന്നതിന് വാട്ടർ അതോറിറ്റി സെക്രട്ടറിയേയും സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസറേയും ചുമതലപ്പെടുത്തിയ നടപടി സാധൂകരണം ലഭ്യമാക്കുന്നത് സംബന്ധിച്ച്.</p>


 Secretary


 Managing Director


 Chairman

Decision	അതോറിറ്റി ഇ-ഓഫീസ് സംവിധാനം നടപ്പിലാക്കുന്നതിന് മുൻപ് സോഫ്റ്റ്‌വെയറിന്റെ ഗുണങ്ങളേയും ദോഷങ്ങളേയും പറ്റി താരതമ്യം ചെയ്ത് സാമ്പത്തിക പ്രതിബദ്ധത സംബന്ധിച്ച വിവരം സഹിതം അതോറിറ്റിക്ക് മുൻപാകെ സമർപ്പിക്കേണ്ടതാണ്.
Item No. IV (1)	Information Technology – Agenda note for taking Resource persons on contract basis in IT Unit of KWA
Res. No.11048	<p>The Authority discussed the agenda in detail and resolved to accord in principle approval for appointing the following resource persons on contract basis in Kerala Water Authority for a period of one year as part of the core development of a single RDBMS platform, with a monthly remuneration of Rs.35,300/- for software developers and system and network administrator respectively.</p> <p>1. Software Developer : 4 Nos 2. System and Network Administrator : 1 No</p>
Item No. IV (2)	AMC & Operations support of Digital Document Filing System
Res. No. 11049	The Authority discussed the agenda in detail and resolved to approve the AMC of DDFS software with M/s Keltron for the period 2019-20 and 2020-2021 at the rate of Rs.13,84,705/- per year (excluding tax). The payment shall be released at the end of each quarter on successful completion of AMC.
Item No. V (1)	Plan 30 – TSS rehabilitation of sewer line at Sreedevi Nagar – Tender - Reg
Deleberations	The Authority discussed the note in detail. It was observed that



Secretary




Managing Director



Chairman

<p>Res. No.11050</p>	<p>the subject tender was the second tender call and only a single offer has been received. The tender amount was 30% above TPAC. It was pointed out that the higher rate was quoted due to adverse site conditions.</p> <p>The Authority directed to incorporate aspects such as adverse site conditions as applicable while preparing estimates. The sewerage vertical wing already created in KWA should prepare realistic estimates, taking into consideration all these aspects. Remarks from the Chief Engineer of the sewerage wing shall also to be placed for sewerage works, if there is tender excess.</p> <p>The Authority resolved to award the work "TSS rehabilitation of sewer line at Sreedevi Nagar" to the single bidder Sri.P.Vijayan Nair for an amount of Rs.22,69,658.51/- (excluding GST) which is 30% above TPAC amount of Rs.17,45,891.16/- , subject to the approval of the Government.</p>
<p>Item No. VI (1) Item No. VI (2) Item No. VI (3)</p>	<p>Annual Accounts for the year 2015-16 Annual Accounts for the year 2016-17 Annual Accounts for the year 2017-18</p>
<p>Deliberations</p>	<p>The Authority noted that the Annual Accounts for the years from 2015-16 to 2017-18 has been finalized only now. The Authority opined that the performance of the finance wing should be improved and such delays should not be repeated in future. It is pointed out that updated status of accounts is essential for the effective management.</p>
<p>Res. No.11051</p>	<p>After discussion the Authority directed the following</p>


Secretary


Managing Director


Chairman

	<ol style="list-style-type: none"> 1. FM should prepare Receipt & Payment statement, Income & Expenditure statement, Balance Sheet and Demand, Collection & Balance (DCB) statement at the end of every month hereafter (from 31.7.2020). He should also prepare a 2 to 3 page overview of Finances in KWA and submit them to AM, TM and MD. MD, TM and AM should review the same. 2. To publish provisional accounts signed by the FM on quarterly basis in the website of KWA. 3. Annual stock verification should be carried out on the final working days of the FY. 4. To minimize suspense account, if at all needed. 5. Amounts due, if any from Gol should be realised at the earliest. <p>The Authority also resolved the following</p> <ol style="list-style-type: none"> 1. To approve the Financial Statements (Income & Expenditure Statement and Balance Sheet) for the financial years 2015-16, 2016-17 and 2017-18. 2. To authorize the Managing Director to make necessary corrections and modifications in the Accounts of the years 2015-16, 2016-17 and 2017-18 wherever required / suggested by the Accountant General. 3. To finalize the Annual Accounts for the financial years 2018-19 and 2019-20 by 30th September 2020.
Item No. VI (4)	Cash Flow statement for the period of 01/04/2016 to 31/03/2020
Decision	The Authority noted the details. The Authority after discussion has given the following directions


 Secretary


 Managing Director


 Chairman

	<ol style="list-style-type: none"> 1. To clarify the reason for the decreasing trend in the collection of water charges in 2018-19. 2. To furnish the reason for increased power charges in 2018-19 compared to 2019-20. 3. Water charge demand for stand posts should be served to LSGD on a regular basis say half yearly and reconciliation to be done. 4. Break-up details of other income to be mentioned. 5. Tariff enhancement proposal for non-domestic and industrial connection to be explored. 6. Modernisation of pumps should be taken up in a phased manner.
Item No. VII (1)	Rejoin duties after expiry of Leave Without Allowance – Sri.Bijesh.K, Operator, WS Sub Division, Thalassery.
Res. No.11052	The Authority resolved to accord sanction to regularize the period of absence of Sri.Bijesh.K, Operator from 24.4.2019 to 25.3.2020 as LWA, subject to conditions stipulated in KSR and Government orders.
Item No. VII (2)	ശ്രീ.സുധാകരൻ.പി.എ, എൽ.ഡി ക്ലാർക്കിന് ജോലി സമയത്ത് സംഭവിച്ച അപകടത്തിന്റെ ചികിത്സക്കായി പ്രത്യേക അവശതാ അവധി സംബന്ധിച്ച്.
Res. No.11053	പ്രോജക്ട് ഡിവിഷൻ പെരുമ്പാവൂർ ഓഫീസിൽ ജോലി ചെയ്യുന്ന ശ്രീ സുധാകരൻ.പി.എ, എൽ.ഡി ക്ലാർക്കിന് 21/07/2019 മുതൽ 28/11/2019 വരെ പ്രത്യേക അവശതാ അവധി കേരള സർവീസ് റൂളിലെ Part I 97ലെ ലീവ് നിയമങ്ങൾ അനുസരിച്ചു അനുവദിക്കുന്നതിനു അംഗീകാരം നൽകുവാൻ തീരുമാനിച്ചു.



Secretary



Managing Director



Chairman

Item No. VII (3)	Extension of contract period of Sri. Appukuttan Kani.S, Special officer (Electrical), Office of the Chief Engineer (SR) for one more year
Res. No.11054	The Authority resolved to extend the contract period of Sri. Appukuttan Kani.S, Special officer (Electrical), Office of the Chief Engineer (SR) for a period of one year on the same terms and conditions. The Authority directed that the details of incumbent should be included in the agenda for such cases in future.
Item No. VII(4)	സ്പെഷ്യൽ റൂൾ നിർദ്ദേശിക്കുന്ന അനുപാതം അനുസരിച്ച് മീറ്റർ റീഡർ, മീറ്റർ ഇൻസ്പെക്ടർ തസ്തികകൾ പുനക്രമീകരിക്കുന്നത് സംബന്ധിച്ച്.
Res. No. 11055	അതോറിറ്റി അജണ്ട ചർച്ച ചെയ്തു.സർക്കാർ നിർദ്ദേശ പ്രകാരം ആകെ തസ്തികയുടെ അനുപാതം നില നിർത്തേണ്ടതിനാൽ മീറ്റർ റീഡർ തസ്തികയുടെ എണ്ണം 375 -ൽ നിന്നു 29 തസ്തികകൾ കുറവ് ചെയ്ത് 346 ആയും മീറ്റർ ഇൻസ്പെക്ടർ തസ്തികയുടെ എണ്ണം 57 -ൽ നിന്നു 86 ആയി ഉയർത്താനും തീരുമാനിച്ചു. മേൽ വിവരം ബഹു ഹൈ കോടതിയെ അറിയിക്കാവുന്നതാണ്.
Item No. VIII(1)	സ്വന്തം വസ്തുവിൽ നിന്നും ജല അതോറിറ്റി സ്ഥാപിച്ച പൈപ്പുകൾ മാറ്റിക്കൊടുക്കണമെന്നു അഭ്യർത്ഥിച്ചു കൊണ്ട് തൃപ്പൂണിത്തുറ ഉദയംപേരൂർ ശ്രീ.പി.വി.ജോസഫ്, പൈനുംകൽ ഹൗസ്, അണ്ടനാട് ബഹുമാനപ്പെട്ട ജലവിഭവ വകുപ്പ് മന്ത്രിയ്ക്ക് സമർപ്പിച്ച അപേക്ഷ - സംബന്ധിച്ച്.
Decision	അതോറിറ്റി അജണ്ട വിശദമായി ചർച്ച ചെയ്ത് താഴെ സൂചിപ്പിക്കുന്ന വിശദാംശങ്ങൾ സമർപ്പിക്കുവാൻ നിർദ്ദേശിച്ചു.



 Secretary


 Managing Director


 Chairman


	<p>1. പ്രസ്തുത പൈപ്പ് ലൈൻ ഏത് പ്രോജക്റ്റിന്റെ ഭാഗമായി ഏതു വർഷം സ്ഥാപിച്ചതാണ് ?</p> <p>2. അപേക്ഷകന്റെ അനുമതിയോടെ ആണോ സ്ഥാപിച്ചിട്ടുള്ളത് ?</p> <p>3. സമാനമായ മറ്റ് കേസുകൾ പ്രസ്തുത പൈപ്പ് ലൈനിനെ സംബന്ധിച്ച് ഉണ്ടോ ?</p>
Item No. VIII (2)	414 th Meeting of the Authority – Explanation sought from Secretary, KWA
Delebrations	The Authority noted the explanation submitted by the then Secretary. Sri Chettachal Sahadevan reiterated that representation was submitted and action in this regard has to be taken up. The MD informed that the Officers Association 'AKWAO' was invited for a meeting on 16.7.2020 and based on the meeting a clarification has to be submitted to the Government and will be submitted soon. The member pointed out the issue of recognition for the Officers Association 'AKWAO' was pending for a long period.
Res. No.11056	<p>After discussion the Authority resolved</p> <ol style="list-style-type: none"> 1. To accord recognition for the Officers Association 'AKWAO' without waiting for Government approval, as KWA is competent to take this decision, subject to the condition that they satisfy the required conditions. The clarification sought from the Government shall be submitted immediately. 2. Acknowledgement should be given for the representations furnished by the Members.
Item No. VIII (3)	സംസ്ഥാന സർക്കാർ നടപ്പാക്കുന്ന ജല ജീവൻ മിഷൻ പദ്ധതി സമാരംഭത്തോടനുബന്ധിച്ച് ദിനപ്പത്രങ്ങളിൽ കാൽപ്പേജ് ബ്ലാക്ക് ആൻഡ് വൈറ്റ് പരസ്യം നൽകിയതു സംബന്ധിച്ച്.


Secretary


Managing Director


Chairman

Res No.11057	സംസ്ഥാന സർക്കാർ നടപ്പാക്കുന്ന ജല ജീവൻ മിഷൻ പദ്ധതി സമാരംഭത്തോടനുബന്ധിച്ച് ദി ഹിന്ദു, മലയാള മനോരമ, മാതൃഭൂമി, ദേശാഭിമാനി, കേരള കൗമുദി, മംഗളം, ജനയുഗം എന്നീ ദിനപത്രങ്ങളിൽ കാൽപ്പേജ് ബ്ലാക്ക് ആൻഡ് വൈറ്റ് പരസ്യം പ്രസിദ്ധീകരിച്ചു നടപടി സാധൂകരിക്കാനും ശരിവയ്ക്കാനും പരസ്യത്തുകയും പരസ്യ രൂപകൽപ്പനയ്ക്ക് ചെലവാക്കിയ തുകയും അനുവദിക്കാനും തീരുമാനിച്ചിരിക്കുന്നു.
Item No. VIII (4)	Housekeeping work of Training Centre and Hostel building (CWEd)- 2015-16- Revised Estimate.
Res No.11058	The Authority discussed the note in detail. It was noted that the excess amount is due to the continuation of the contract for another 591 days. The Authority resolved to approve the Revised Estimate amounting to Rs.31,01,674/- which is 125.80% above the estimate amount of Rs.13,74,000/-. The Authority also decided to have contract for 1 year period and the contract should be concluded at the end of every year in future.
Item No. IX(1)	Strategy to address issues related to inconsistent or inaccurate water meter readings - Note
Decision	The Authority decided to approve the proposal to constitute a committee under Technical Member comprising members from legal wing, experts in the field from water testing Institutes etc to formulate a strategy to address issues related to inconsistent or inaccurate water meter readings so as to reduce the NRW. The report of the committee shall be placed before the Authority within two months.



Secretary



Managing Director



Chairman

Item No. IX(2)	Procurement – Supply and Delivery of Alum Grade IV on Running Contract Basis to various Divisions of Kerala Water Authority for the treatment of water for drinking purpose for the year 2020-2021
Deliberations	The Authority in the 407 th meeting has accorded permission for the procurement of Alum Grade II. It was observed that however the tenders were invited for Alum Grade IV. The MD pointed out that the change was necessitated as it was subsequently noted that as per IS 299:2012, Alum Grade IV in solid form should be used for the treatment of water intended for drinking purpose. The Authority expressed displeasure for not bringing the change in Grade before the Authority so far.
Decision	The Authority decided that a technical report for the change describing various aspects, benefits, comparison with Poly Aluminum Chloride, financial implication etc has to be prepared and the same shall be placed in the next board for consideration.
Item No. IX(3)	Installation of CCTV Cameras in Major WTP's/ Pump Houses
Res.No.11059	The Authority resolved to accord sanction for the installation of CCTV cameras on Major Water Treatment Plants and Pump houses on a pilot basis. The MD and TM shall decide the list of locations and take necessary action.
Item No. IX(4)	കേരള വാട്ടർ അതോറിറ്റി - ജീവനക്കാര്യം - ആഡിറ്റ്, അക്കൗണ്ട്സ് & റവന്യൂ മോണിറ്ററിംഗിൽ സ്പെഷ്യൽ ഓഫീസർ ആയി കരാർ അടിസ്ഥാനത്തിൽ നിയമിച്ചു


Secretary


Managing Director


Chairman

	ശ്രീ.ഇ.വി.ബാലകൃഷ്ണന്റെ കരാർ കാലാവധി ദീർഘിപ്പിച്ചത് സാധൂകരിക്കുന്നത്
Res.No.11060	ആഡിറ്റ്, അക്കൗണ്ട്സ് & റവന്യൂ മോണിറ്ററിംഗിൽ സ്പെഷ്യൽ ഓഫീസർ ആയി കരാർ അടിസ്ഥാനത്തിൽ നിയമിച്ച ശ്രീ.ഇ.വി.ബാലകൃഷ്ണന്റെ കരാർ കാലാവധി ഒരു വർഷം ദീർഘിപ്പിച്ചത് സാധൂകരിക്കുന്നു. അദ്ദേഹത്തിന്റെ പ്രകടനത്തെ ക്രമമായ ഇടവേളകളിൽ വിലയിരുത്തേണ്ടതാണ്.
Item No. IX(5)	ശ്രീ.യു.വി.ഗിരീഷ് കുമാർ, അസിസ്റ്റന്റ് എഞ്ചിനീയർക്ക് ചികിത്സക്കായി പ്രത്യേക അവശതാ അവധി സംബന്ധിച്ച്.
Res No.11061	ശ്രീ.യു.വി.ഗിരീഷ് കുമാർ, അസിസ്റ്റന്റ് എഞ്ചിനീയർക്ക്, ഹെഡ് വർക്സ് സബ് ഡിവിഷൻ, കോഴിക്കോടിന് 19/02/2018 മുതൽ 18/02/2019 വരെ അനുവദിച്ചിരുന്ന പ്രത്യേക അവശതാ അവധി കേരള സർവീസ് റൂൾ 97 പാർട്ട് I കെ എസ് ആർ ലീവ് നിയമങ്ങൾ അനുസരിച്ചു ഒരു വർഷത്തേക്ക് കൂടി ദീർഘിപ്പിച്ച് അനുവദിക്കുന്നു.
General Item No.2	Period of Adv.Mary Benjamin, Standing Council
Decision	The Authority observed that the term of Adv.Mary Benjamin, Standing Council has expired. The Authority decided not to further extend the term of Adv.Mary Benjamin and the allocation of districts and cases shall be arranged suitably among other Standing Counsels.
General Item No.3	Preparation of agenda note
Decision	The Authority directed that the agenda to be placed should mention all details required for taking decision on the



Secretary



Managing Director



Chairman


	subject, The technical remarks and financial remarks are to be mentioned in the agenda note in future.
General Item No.4	Suggestions for improving performance of KWA
Decision	<p>The Chairman directed that following points should be considered for improving the performance of the organization</p> <ol style="list-style-type: none"> 1. Accuracy, Consistency and Precision should be there in the projects, finances, estimates and reports prepared by the organization. 2. The importance of Team Work should be emphasized in achieving the goals. 3. Time bound completion of projects should be adhered to and close regular periodic monitoring and review of projects are required. 4. The details including progress of ongoing projects should be published in the website with photographs 5. Modernisation and innovative techniques should be made applicable by technology updation / upgradation. 6. Division wise performance / efficiency has to be assessed and reported in the website. 7. The assets of KWA including land, buildings and machinery should be identified, documented and protected. The details shall be published in public domain (website) also. 8. Major achievements of KWA and landmarks should be published in media and website. 9. Website of KWA should be revamped and modified to suit to all the requirements of the Authority.


 Secretary


 Managing Director


 Chairman

	10. Website should be updated on a daily basis with visitors count and date and time of last updation on the top right side.



Secretary



Managing Director



Chairman