

'ജലം ജീവാമൃതം'



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**KERALA WATER AUTHORITY**

Jalabhavan  
Thiruvananthapuram-695033  
Kerala

No. KWA/HO/OP-I/777/2020

Dated: 02.01.2021

From

The Managing Director

To

The Executive Engineer  
PH/WS/Project/HW Division  
Kerala Water Authority  
.....

Sir,

Sub:- Directions for entry in MARCH Software - Reg

As you may be aware, certain discrepancies have been noted in the claim related to wages of labourers engaged through contractor (HR labourers). This has mainly happened due to incorrect entry in the MARCH software which force us to defer the payment for want of justification. This often results in delay in payment to certain labourers who have actually done the work but not getting payment due to no fault of theirs. However, the payment as such cannot allow due to inapt entry of data. The MARCH software itself has been designed with intention to monitor the payments to all types of daily wage labourers of KWA linking their work to the components of schemes. The problem lately has happened only because this aspect has not been considered seriously and labourers whose wages has to be linked to the components of schemes has been not done so and claimed under non-scheme category. In order to have uniformity in procedure and to avoid such disparity from 2021, it is hereby directed to follow the instructions given below.

- **The labourers engaged in connection with operation of schemes shall be entered only against the components in that scheme**
- **Man Mazdoor employed in treatment plants and pump houses shall be marked as Worker (Plant/PH) and those Man Mazdoor engaged for Blue Brigade activities should be marked as Worker (BB).**



- The no. of operators and workers engaged in a scheme shall be limited to the number prescribed in Circular dated 30.12.1993 issued by the Technical Member (Tabulated in Annexure II)
- The EEs/PAs who issue certificates shall obtain the requirement of HR labourers for a month before hand .After receipt of the same, prior approval shall be given by 25<sup>th</sup> to 28<sup>th</sup> of a month for engaging HR labourers for the succeeding month. The copy of approval form duly signed by EE has to be furnished along with the certificate (Annexure- I). Similarly the Divisional Accounts Officers shall verify the HR claims and certify before payment.
- HR labourers shall not be engaged against sanctioned post as per Circular No. 753/E3/2015/KWA dated 18/06/2020 of the CE (HRD&GL)
- The copy of Certificate (Annexure-III) along with Annexure I signed by EE shall be mailed to kwaoperations2020@gmail.com every month before 7<sup>th</sup> of every month.
- With respect to meter reading staff, the following may be ensured from January 2021.

1. The names of permanent meter readers and permanent staff engaged for meter reading shall be updated in the eABACUS software.
2. The permanent readers has to take readings as instructed in the latest order relating to this (Order No: KWA/HO/RMC/R1/950/2020 dated 31.12.2020) and only the balance reading to be taken by staff engaged as HR. This has to be ensured.

Yours faithfully,  
Leena Kumary  
Chief Engineer (Projects and  
Operations)  
(For The Managing Director)

Encl:

Annexure I,II,III



## HR Requirement Summary Report

**Name of Division :**

**HR Requirement for the Month of .....2021 Date .....**

| Category                          | No. of HR Required |           |           |           |           |
|-----------------------------------|--------------------|-----------|-----------|-----------|-----------|
|                                   | Section 1          | Section 2 | Section 3 | Section 4 | Section 5 |
| Bacteriologist                    |                    |           |           |           |           |
| Chemist                           |                    |           |           |           |           |
| Lab Assistant                     |                    |           |           |           |           |
| Cleaner                           |                    |           |           |           |           |
| Cleaner Special                   |                    |           |           |           |           |
| Man Mazdoor-Heavy load mazdoor    |                    |           |           |           |           |
| Worker (Plant/PH)                 |                    |           |           |           |           |
| Worker(BB)                        |                    |           |           |           |           |
| Man Mazdoor (Employment)          |                    |           |           |           |           |
| Valve Operator                    |                    |           |           |           |           |
| Valve Operator (Special Rate)     |                    |           |           |           |           |
| Pump Operator                     |                    |           |           |           |           |
| Pump Operator employment Exchange |                    |           |           |           |           |
| Meter Reader (Corporation)        |                    |           |           |           |           |
| Meter Reader (Municipality)       |                    |           |           |           |           |
| Meter Reader (Rural)              |                    |           |           |           |           |
| Lineman                           |                    |           |           |           |           |
| Electrician                       |                    |           |           |           |           |
| Mechanic                          |                    |           |           |           |           |
| Plumber/Pipe Fitter               |                    |           |           |           |           |
| Worker Pump House                 |                    |           |           |           |           |
| Security Employment Exchange      |                    |           |           |           |           |
| Security Services                 |                    |           |           |           |           |
| Sweeper                           |                    |           |           |           |           |
| Sweeper (Part Time)               |                    |           |           |           |           |



| Category                                  | No. of HR Required |           |           |           |           |
|---|--------------------|-----------|-----------|-----------|-----------|
|   | Section 1          | Section 2 | Section 3 | Section 4 | Section 5 |
| Office Assistant                          |                    |           |           |           |           |
| Watcher                                   |                    |           |           |           |           |
| Gardner                                   |                    |           |           |           |           |
| Sewerman                                  |                    |           |           |           |           |
| Process Chemist for JICA                  |                    |           |           |           |           |
| Instrumentation Technician for JICA       |                    |           |           |           |           |
| Skilled Assistant for JICA                |                    |           |           |           |           |
| KEXCON Security only for PH Dn.(S) TVPM   |                    |           |           |           |           |
| Driver (Heavy)                            |                    |           |           |           |           |
| Driver (LMV)                              |                    |           |           |           |           |
| Driver (Employment Exchange)              |                    |           |           |           |           |
| Clerk (Employment Exchange)               |                    |           |           |           |           |
| Revenue Assistant/Computer Operator       |                    |           |           |           |           |
| Skilled Assistant                         |                    |           |           |           |           |
| Typist Employment Exchange                |                    |           |           |           |           |
| Typist                                    |                    |           |           |           |           |
| Computer Operator                         |                    |           |           |           |           |
| Data Entry Operator (Employment Exchange) |                    |           |           |           |           |
| Special Mazdoor for surveying             |                    |           |           |           |           |

*Note : Names of Sections may be indicated instead of Section1, Section 2 etc.*

Verified by

Approved by

Divisional Accountant

Executive Engineer



## Annexure II

## Norms for staff pattern for Operation and maintenance of Schemes

(Based on order dated 30-12-1993 of Technical Member)

| Category                              | Capacity  | Operator<br>(per<br>shift) | Mazdoor<br>(per<br>shift) | Watcher<br>(per<br>shift) | Additional<br>Staff   | Remarks |
|---------------------------------------|---|----------------------------|---------------------------|---------------------------|---|---------|
| <b>Pump<br/>House</b>                 | Upto 10 mld   | 1                          | -                         | -                         | -   |         |
| “                                     | Above 10<br>mld   | 1                          | 1                         | -                         | -   |         |
| <b>Water<br/>Treatment<br/>Plants</b> | Conventional<br>RSF /<br>Clarifiers<br>upto 20 mld                        | 1                          | 2                         | -                         | -   |         |
| “                                     | Conventional<br>RSF /<br>Clarifiers<br>Above 20<br>mld and<br>upto 50 mld | 1                          | 3                         | 1                         | <b>Only in<br/>general day<br/>shift.</b><br><br>O'seer Gr I – 1.<br><br>Mechanic – 1,<br><br>Electrician – 1,<br><br>Chemist -1,<br><br>Gardener -1, |         |
| “                                     | Conventional<br>RSF /<br>Clarifiers<br>Above 50<br>mld and<br>upto 75 mld | 1                          | 4                         | 1                         | <b>Only in<br/>general day<br/>shift</b><br><br>O'seer Gr I – 1.<br><br>Mechanic – 1,<br><br>Electrician – 1,   |         |



|                              |  |   |   |                |   |   |
|------------------------------|--|---|---|----------------|---|---|
|                              |  |   |   |                | Chemist -1,<br>Garderner -1,  |   |
| “                            | Conventional RSF / Clarifiers Above 75 mld | 2 | 5 | 1              | <b>Only in general day shift</b><br>O'seer Gr I – 1.<br>Mechanic – 1,<br>Electrician – 1,<br>Chemist -1,<br>Garderner -1, |   |
| “                            | Conventional slow sand filter              | - | 1 | -              | -   |   |
| <b>Electrical Substation</b> | -  | - | - | -              | AE Electrical (only in general day shift) – 1,<br>Overseer Gr I – 1 /each shift,<br>Electrician – 1/ each shift           | This staffing pattern is required only when more than one transformer is installed for parallel operation with 11KV OCB and connected accessories |
| <b>Service Reservoir</b>     | -  | - | - | 1 / each shift |   | 1) For watching as well as for opening and closing of valves.<br>2) No separate   |



|  |  |  |  |  |  |   |
|--|--|--|--|--|--|---|
|  |  |  |  |  |  | watcher is<br>required if<br>service<br>reservoir is<br>located in<br>Treatment<br>Plant/<br>Pumphouse<br>compound<br>itself. |
|--|--|--|--|--|--|---|

**General Instructions**

- In the case of Pumping mains/ Distribution systems, the repair and maintenance shall preferably be carried out on annual running contract basis. Supervision of these works can be done by the concerned section offices (Assistant Engineer).
- The staffing pattern is for one shift only as noted against the category of staff. When more than one shift is employed, the number of operating staffs may be increased accordingly.
- The above staffing pattern is of general nature and the possibility of reducing the same for economy may be considered as per operating conditions. In case where increase in operating staff is inevitable due to the difficulties and peculiarities of operation in individual water treatment plants, it should be clearly explained in the and sanction obtained for the same from the Chief Engineer.
- Required provision for off duties of operating staff may be included
- In pumphouses where pumping operation in a shift is less than four hours, the possibility of combining the pumping operation in more than one pumphouse with the same operator may be considered.



## Certificate

I have read the Circluar No. 753/E3/2015/KWA dated 18.06.2020 of the CE (HRD&GL) and hereby certify that for the month of .....,

1. No Casual Labourer or Labourer engaged through contractor (HR) is engaged in any vacancies against sanctioned posts in any of the sections under this Division
2. The number of Casual Labourer or Labourer engaged through contractor (HR) in the Sections under this Division is minimum required to run the scheme and I have verified this personally

Dated Signature of Executive Engineer

[Office Seal]

