

## 'ജലം ജീവാമൃതം'

### മാനേജിങ് ഡയറക്ടറുടെ നടപടിക്രമം നടപടിക്രമം

വിഷയം:- കേരള വാട്ടർ അതോറിറ്റി - ജീവനക്കാര്യം - ഹെഡ് ക്ലർക്കുമാരുടെ തസ്തിക പുനഃക്രമീകരണം നടത്തി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

### കേരള വാട്ടർ അതോറിറ്റി

നമ്പർ: 12131/E9/2020/കെ ഡബ്ല്യു എ

തീയതി, തിരുവനന്തപുരം, 25.02.2021

സൂചന:-

#### ഉത്തരവ്

കേരള വാട്ടർ അതോറിറ്റിയുടെ റവന്യൂ വരുമാനം വർദ്ധിപ്പിക്കുന്നതിനും, സെക്ഷൻ ഓഫീസുകളുടെ പ്രവർത്തനം കാര്യക്ഷമമാക്കി ഉപഭോക്താക്കൾക്ക് മെച്ചപ്പെട്ട സേവനം ലഭ്യമാക്കുന്നതിനും കേരളത്തിൽ ജലം ജീവൻ മിഷൻ പദ്ധതികൾ സമയബന്ധിതമായി നടപ്പിലാക്കുന്നതിനും കേരള വാട്ടർ അതോറിറ്റിയിലെ ഹെഡ് ക്ലർക്ക് തസ്തികകൾ സെക്ഷൻ ഓഫീസുകളിൽ താഴെ പറയും വിധം പുനക്രമീകരിക്കുന്നു.

POST SHIFTING OF HEAD CLERKS							
SL NO	Division	Sub Division	Post Shifted from	No. of posts	Post attached to	New Sanctioned Strength under Sub Division	Connections
1	PH Division Kaduthuruthy	PH Sub Division, Kaduthuruthy	PH Division, Kottayam	1	PH Section, Peruva	2	9700 & upcoming JJM Connections
2	PH Division,	PH Sub Division,	PH Division,	1	PH Section, T V	2	18700



	Kaduthuruthy	Vaikom	Kaduthuruthy		Puram		10700
3	PH Division Kozhikkode	RWS Sub Division Kozhokkode	PH Division Kozhikkode	1	RWS Revenue Section kozhikkode	2	55291
4	WS Division, Kannur	WS Sub Division, Mattannur	Accounts Section, Head Office, Tvpm	1	WS Section, Kolachery	3	6137 upcoming JJM Connections

The following duties should be strictly performed by the Head Clerks entrusted with Revenue Activities without fail.

1. The Head Clerks in charge of Revenue Sections is fully responsible for the proper monitoring and supervision of revenue related matters in Revenue Sections.
2. Monitoring the meter readings taken by the Meter Reader.
3. Verify Bill generated by the Billing Clerk and ensure the proper distribution of bills to the consumers.
4. Attending the complaints related to revenue matters and take suitable actions in time.
5. Verify the arrears bill and allotting instalments to eligible consumers as per Rules
6. In case of new water connections, verify that, all the details are properly recorded in the CPL / Eabacus and also confirm that necessary fees for new connection remitted by the consumers.



7. Monitoring the status of the faulty meters and issue the list of faulty meters to Meter Inspector and take necessary steps to replace the faulty meters.
8. Submit monthly status of the Faulty Meters to Revenue Officers before 5<sup>th</sup> of the every month.
9. Prepare the arrears details of consumers and submit the report to before the 5<sup>th</sup> of every month to Revenue officers concerned.
10. Monitor the status of the disconnection and confirm that the disconnection details are properly entered in Eabacus.
11. Submit the proposal for waving water charge arrears, fines, Leak Benefits, Wrong Reading etc to Revenue Officers concerned
12. Prepare monthly DCB statement and submit to Revenue Officer before 5<sup>th</sup> of every month.
13. Verify the applications submitted by the consumers for Ownership Change and submit to Revenue Officers concerned.
14. Monitor the collections received in Section office and ensure its prompt payment to Bank concerned.
15. Supervise the staff engaged in revenue related works in Section Office and submit monthly work report of each staff to Revenue Officer concerned.
16. All those works which are entrusting by the controlling officers.

(ഒപ്പ്)  
മാനേജിംഗ് ഡയറക്ടർ

സ്വീകർത്താവ്

Incumbents

ഉത്തരവിന്റെ പകർപ്പ്

- 1 . DBA Kerala Water Authority to Publish in Official Website
- 2 . PA to MD/PA to AM/PA to TM/CA to FM&CAO/CA to CE (HRD&GL)/CA to DCE(GL)/SR.AO/RAO/AO (Estt&Admn)/AO(Pension&Pay Slip)/SS-I/JS-I/G-SPARK/File/





The document is digitally approved. Hence signature is not needed.

PROCEEDING OF THE MANAGING DIRECTOR

Present Venkatesapathy S, IAS

Sub: KWA- Estt - Transfer and posting of Head Clerk - Orders issued.

## KERALA WATER AUTHORITY

No. 12131/E9/2020/കെ ഡബ്ല്യു എ  
Thiruvananthapuram 25.02.2021

Dated,

Read: 1. This Office proceedings even No. dated, 25.02.2021

ORDER

Kerala Water Authority is a unique state wide public sector establishment in drinking water sector with the aid of government. Jal Jeevan Mission (JJM) has been launched by Government of India which aims at providing Functional Household Tap Connection (FHTC) to every rural household by 2024, in collaboration with State Governments on a 50:50 cost sharing basis. This will increase the responsibility of KWA in drinking water sector of rural areas. State has ordered stringent financial control measures owing to the outbreak of Covid-19 pandemic and consequent lockdown. Hence it is required to strengthen revenue collection of authority. For the effective strengthening of revenue collection, it is necessary to rearrange existing staff pattern to strengthen section offices. The following transfers and shifting of Meter Readers are ordered herewith for ensuring sufficient staffs are available at the cutting edge level to increase revenue collection.

The above circumstances necessitated the re-arrangements of existing posts of Head Clerks to Revenue Sections for strengthening Section Offices of Kerala Water Authority. On the basis of facts said above transfer and posting Head Clerks is hereby ordered with immediate effect.

Sl. No.	Name & Present Office Working	Transferred to
1	Smt. Sudhakumari. K.S PH Division, kottayam	PH Section, Peruva under PH Sub Division, Kaduthuruthy
2	Smt. Bindu P.K PH Division, Kaduthuruthy	PH Section, TV Puram under PH Sub Division, Vaikom
3.	Sri.Maneeshkumar P RWS Sub Division, Kozhikkode	RWS Revenue Section, Kozhikkode under RWS Sub Division, Kozhikkode
4	Sri. Suneesh P WS Sub Division, Thaliparamba	WS Section, Kolachery under WS Sub Division,, Mattannur



The date of relieving and joining duty shall be reported to the under signed without fail. Before leaving the present offices all the officers transferred should hand over their charges along with the files and documents including 'Memorandum of Works' to the officers suggested by the Controlling Officers. The details of documents handed over and a hard copy of the 'Memorandum of Works' (soft copy to be emailed), are to be submitted to the Controlling Officers and the Controlling Officers should ensure that the incumbents are relieved with proper handing over of charges and submission of 'Memorandum of Works' to strengthen institutional memory and professional business continuity.

Controlling officers are directed relieve the incumbents with immediate effect without waiting for substitutes and to be informed to Head Office without fail.

Venkatesapathy S. IAS  
Managing Director

The Incumbents (Through Controlling Officers)

- Copy To
1. The Chief Engineer, Southern/Central/Northern Region , Thiruvananthapuram/Kochi/Kozhikode
  2. The Superintending Engineer, PH Circle .....
  3. The Executive Engineer PH/WS/HW Division.....
  4. The Asst. Executive Engineer PH/WS/HW/WW Sub Division.....
  5. The DBA to Publish in Official Website
  - 6 PA to MD/CA to TM/CA to CE(HRD & GL)/DCE(GL)/Sr. AO/AO(Adm)/SS I/SS II/JS(Estt)/E7)/E8/E10/File/Stock File

