



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram-695033
Kerala

No. E1/13534/2019

Dated: 25.10.2021

CIRCULAR

Sub:- KWA - Admn - Improve Performance of Employees - Awards and Incentives for the year 2020-21 - Inviting nominees.

Ref :- 1. Resolution No 10871 of the 410th Authority meeting held on 05/09/2019
2. Resolution No 11156 of the 420th Authority meeting held on 23.07.2021

Vide reference cited above, the authority has resolved to introduce a well thought out system of awards/incentives on key performance indicators to motivate performing employees with the aim of improving overall performance and service delivery.

An agenda submitted before the authority on its 414th, 420th meeting for the approval of an award committee and the guidelines to select nominees. Vide resolution 2 above the authority resolved to constitute the committee for selecting eligible candidates for the performance award for the year 2020 - 2021. In the above circumstances, nominations for Awards and Incentives for the year 2020-2021 are invited for the following categories.

SI No	Category	No of awards
1	Superintending Engineer	1
2	Executive Engineer	2
3	Accounts Officer	2
4	Revenue Officer	2
5	Divisional Accounts Officer	1
6	Assistant Executive Engineer	2



7	Assistant Engineer	3
8	Head Clerk	3
9	Draftsman/Overseer	3
10	Operator	3
11	Meter Inspector	2
12	Meter Reader	3
13	LDC/UDC	3
14	Office Attendant	3
15	Driver	2

GUIDELINES

- The award shall be a cash price of Rs. 10,000/-, a memento and a certificate.
- The period to be considered for selection is from April to March for the year 2020-2021
- The employee should be in service during the above period.
- Any punishment/disciplinary proceedings and any complaint against the employee in the said period leads to disqualification
- In case of tie in a category, weightage shall be given for the older candidate (age factor)
- The list of candidates for award in each category should be proposed by the Chief Engineers concerned. Each Chief Engineer shall submit nominees limiting the number to the number of awards to be given in each category. Supporting documents such as incumbency details, notable performance/achievements of the candidate etc. during the assessment period should be furnished with out fear or favour, affection or ill-will. **The proposal shall be submitted to the Chief Engineer (projects and Operations), KWA, Thiruvananthapuram, the convener of the award committee before 20-11-2021 in a sealed cover with mention over the cover as "Nomination for the performance award for the year 2020 - 2021".**
- The decision of the accepting authority is final and not appealable.

An award committee is constituted with the following members for selecting eligible employees for the award for the year 2020-2021

1. The Chief Engineer (Projects & Operations) - (Convener)
2. The Finance Manager and Chief Accounts Officer (Member)
3. Deputy Chief Engineer (General), (Member)
4. Deputy Chief Engineer (Vigilance), (Member)
5. Senior Administrative Officer, (Member)
6. Executive Engineer (Monitoring), (Member)



7. Accounts Officer (Administration & Establishment), (Member)

Convenor shall hold the meeting with above members on the first week of December 2021 for selecting eligible candidates for the performance award for the year 2020 - 2021 and to submit the proposal in a detailed note after affirming signature of all the members to produce before the Authority Board for the nominations for Awards and Incentives for the year 2020-2021.

General parameters to be considered for the evaluation of Superintending Engineers / Executive Engineers / Assistant Executive Engineers / Assistant Engineers

SI No	FACTORS	GRADE			
		A	B	C	D
1	Punctuality				
2	Initiative				
3	Discipline				
4	Responsibility and dependability				
5	Cooperation and public relations (public/Staff)				
6	Use of delegated powers				
7	Supervision and control				
8	Leadership and drive				
9	Job knowledge				
10	Analysis/Judgement of problems				
11	Notable performance/achievements of the candidate during the assessment period				
Total No of grades					

Marks for A Grade -5 , B Grade – 4 ,C Grade -3 ,D Grade -2



General parameters to be considered for the evaluation of other categories

SI No	FACTORS	GRADE			
		A	B	C	D
1	Punctuality and discipline				
2	Initiative				
3	Responsibility and dependability				
4	Job knowledge				
5	Analysis/Judgement of problems				
6	Notable performance/achievements of the candidate during the assessment period				
Total No of grades					

Marks for A Grade -5 , B Grade – 4 ,C Grade -3 ,D Grade -2

Special parameters to be considered

Superintending Engineers / Executive Engineers / Assistant Executive Engineers / Assistant Engineers

SI No	FACTORS	GRADE			
		A	B	C	D
1.	Achieving targeted revenue collection				
2.	Optimizing maintenance expenditure				
3.	Upkeep/maintenance of WTP/WSS/ensuring quality of water supplied				
4.	Timely complaint redressal				
5.	Preparation of estimates and execution of works on time				



6.	Detection of NRW/Theft/misuse				
7.	Co-ordination with other departments				
8.	Dealing with people's representative/public				
9.	Maintaining accounts/recording of M Book				
10.	Defending suits and vacating stays etc/ solving public disputes				
11.	Performance in JJM Implementation				

Marks for A Grade -5 , B Grade – 4 ,C Grade -3 ,D Grade -2

DRAFTSMAN/OVERSEER

SI No	FACTORS	GRADE			
		A	B	C	D
1.	Preparation of accurate estimate				
2.	Preparation and submission of DER on time				
3.	Monitoring of ongoing schemes				
4.	Scrutinising and submission of bills on time				
5.	Co-ordination/liaison work with other departments for smooth progress of the work				
6.	Action taken for getting sanction for road cutting /railway crossing etc.				
7.	Making available all the necessary documents for the bill				



8.	Proper monitoring and maintaining quality of works				
9.	Monitoring of project and correcting bottlenecks to achieve the target				
10.	Timely submission of technical and general reports				
11.	Performance in JJM Implementation				

Marks for A Grade -5 , B Grade – 4 ,C Grade -3 ,D Grade -2

OPERATOR

SI No	FACTORS	GRADE			
		A	B	C	D
1	Checking and reporting defects in machinery including safety equipment in time				
2	Proper dosing/adding of chemical/chlorine				
3	Upkeep of WTP /pump house/ prompt recording of log books				
4	Ability for preventive maintenance				
5	Efforts taken at the time of crisis / intervention at the time of failures				

Marks for A Grade -5 , B Grade – 4 ,C Grade -3 ,D Grade -2

METER INSPECTOR

SI No	FACTORS	GRADE			
		A	B	C	D
1	Cross checking of readings taken by meter readers				
2	Dealing with public				



3	Checking non domestic /industrial/ major connections				
4	Timely reporting of theft/ misuse				
5	Prompt action for disconnection/ restoration/replacement of water meter etc.				

Marks for A Grade -5 , B Grade – 4 ,C Grade -3 ,D Grade -2

METER READER

SI No	FACTORS	GRADE			
		A	B	C	D
1	Achieving targets				
2	Dealing with public				
3	Maintaining route books, serving bills, cut off notice etc.				
4	Timely reporting of defective water meter				
5	Reporting leakage/theft /misuse				

Marks for A Grade -5 , B Grade – 4 ,C Grade -3 ,D Grade -2

In the case of LDC/ UDC, Office Attendant and Driver general parameters alone can be considered.

Venkatesapathy S. IAS

Managing Director

To

1. The Chief Engineer (HRD&GL)/Projects & Operations/ Sewerage, PPD&WASCON, Thiruvananthapuram
2. The Chief Engineer, Southern/Central/Northern Region Thiruvananthapuram/Kochi/Kozhikode
3. Award Committee Members

Copy to:-

PA to MD/PA to TM / PA to AM/ CA to CE(HRD&GL)/ CA to FM&CAO/ CA to DCE(GL)/ CA to Secretary/ CA to DCE(GL)/ CA to SR. AO/ AO(Admn&Estt)/AO(Pay Slip&Pension)/ DAO (Admn&Estt)/ SS II/ JS(Admn)/ JS (Acct)/ File/ SF.

