



# KERALA WATER AUTHORITY

Jalabhavan  
Thiruvananthapuram – 695033  
Kerala – India

## PROCEEDINGS OF THE MANAGING DIRECTOR

Sub:- KWA - Admn - Deploying the senior most Head Operators by entrusting Supervisory Charges and Reassigning the duties of Head Operator entrusted with Supervisory Charges - Orders issued.

No: KWA/JB/E5/19253/2015

Dated: 29.10.2021

- Read:-
1. Meeting held on 11-01-2016 and 12-01-2016 with recognized Trade Unions and Suggestions received from other Trade Unions of KWA.
  2. Meeting held on 14.6.16 & 11.07.2016 with Recognized Trade Unions of KWA
  3. Resolution No. 10357. Dated: 20.02.2016 of KWA
  4. This office orders of even No. dated: 02/03/2016 & 26/05/2016 of the Managing Director, KWA, Thiruvananthapuram
  5. This office orders of even No. dated: 09/08/2016 of the Managing Director, KWA, Thiruvananthapuram
  6. Resolution No. 10575 of the 395th meeting dated: 23.02.2021 of KWA
  7. This office orders of even No. dated: 04.10.2017 of the Managing Director, KWA, Thiruvananthapuram
  8. Resolution No. 11134 of the 419th meeting dated: 23.02.2021 of KWA

## ORDER

Kerala Water Authority vide its resolution No. 10357 dated: 20-02-2016 had resolved to “entrust supervisory charges in connection with the Operation and Maintenance activity in pump houses and treatment plants to Head Operators on experimental basis for a period of Six months commencing from 10-03-2016 which will be automatically cancelled on expiry of six months period ending on 31-08-2016. The Managing Director was entrusted to issue necessary orders in this regard. The performance evaluation of the Schemes / Pump Houses / Treatment Plants including the efficiency achieved, reduction in maintenance cost, reduction in power charges etc. shall be placed in the Authority meeting during September 2016 for further decision. The Authority also resolved that no extra wages in account of overtime / leave shall be incurred due to the above reassigning of duty”.

Based on the facts above this office order of even No. dated: 02-03-2016 was issued assigning the responsibilities delegated to Head Operators who were entrusted with supervisory charges. It was also decided to obtain willingness from the Head Operators for deployment in above mentioned Supervisory post which is to be submitted in the prescribed proforma on or before 06/03/2016. Accordingly 211 nos. of Head Operators submitted their willingness. Out of which 18 nos. Head Operators are not in service consequent to superannuation.

As per this office order of even No. dated: 26-05-2016 the locations identified for deploying Head Operator by entrusting Supervisory Charges was published. Recognized Trade Union



raised complaints that some of the Sections and plants of various Districts were excluded in the location identified and some of them were not at all necessary for entrusting Supervisory charges to Head Operators.

Based on the complaint raised by the Recognized Trade Unions it is requested to submit a detailed proposal for the above facts. As per reference 2<sup>nd</sup> read above a detailed discussion with recognized Trade Unions were held and finalized the locations for deploying the Head Operators by entrusting Supervisory charges and the Head Operators, who submitted their willingness in writing for entrusting Supervisory charges, were posted to those locations vide order read 5 above.

Later vide resolution no. 10575 dated, 24.08.2017, entrusting Head Operators as Supervisory changes regularized by the board and permitted to continue the system up to 31.10.2017. The board also directed to submit an evaluation report on the arrangement based on the duties and targets allotted to the incumbents after 6 months. Vide order read 7 above a committee constituted to evaluate the performance of Head Operators entrusted as Supervisory charges. The committee called for report from divisional officers and submit a detailed report before the 411th board meeting. The board considered the same and directed to submit a detailed report on the additional financial commitment due to this arrangement. The matter was again placed before the board with a report to overcome the additional financial commitment on its 419th meeting.

Vide resolution 11134 dated, 23.02.21 (419th meeting), the board discussed the agenda and resolved to continue the existing system with 86 Head Operator Supervisory posts and directed to submit a quantitative assessment before the board. Accordingly 86 locations were identified from reference 5 such that these offices included WTP of minimum capacity of 9MLD.

At present, as on 01.10.2021 there are only 43 Head Operators are entrusted as Supervisory charges. In the above circumstances orders are issued to newly entrust 43 Head Operators as supervisory charges and to rearrange the existing 43 personals as shown below strictly based on seniority.

Sl. No.	Sl. No. in Seniority as on 01.07.2020	Name & Office	Category	Date of Birth	Posted to
1	2	Subhash.C Sew Sub Division North Pattoor Sew.Maintenance Division Pattoor	Head Operator Supervisory	1-May-67	Medical College Section Thiruvananthapuram
2	3	Elias Kunju.J W.S.Sub Division, Kollam P H Division Kollam	Head Operator Supervisory	29-May-66	PH Section Kollam
3	4	Suresha.P.R WSP SUB Division, KASARAGOD P H Division Kasargod	Head Operator Supervisory	14-Apr-67	W S Section Payyannur
4	5	Ravi.K P.H. SUB Division, KANHANGAD P H Division Kasargod	Head Operator Supervisory	4-May-66	WSP Section Kasaragod
5	6	Anand.K.G P.H Sub Division,Ponnani P H Division Edappal	Head Operator Supervisory	1-Jun-67	PH Section Tirur



6	8	Raveendranathan.C P.H Sub Division, Tirur P H Division Edappal	Head Operator Supervisory	30-May-66	PH Section Kottakkal
7	9	Muraleedharan.P PH Sub Division, Perinthalmanna P H Division Malappuram	Head Operator Supervisory	1-Apr-67	PH Section Perinthalmanna
8	10	Unnikrishnan M V {H Section Manjeri PH Sub Division Manjeri	Head Operator	3-May-68	PH Section Manjeri
9	11	Rajeevan.K.K P.H Sub Division Parappanangadi P H Division Malappuram	Head Operator Supervisory	15-May-66	PH Section Tirurangadi
10	13	Prakash.P.G P.H. Sub Division, Edathua P H Division Thiruvalla	Head Operator Supervisory	10-May-67	PH Section Nedumpuram
11	17	Sunil Viswan WS Sub Division Varkala W S Division Attingal	Head Operator Supervisory	15-May-66	WS Section No. I Attingal
12	18	Najimu.P W.S.Sub Division, Kollam P H Division Kollam	Head Operator Supervisory	29-Apr-67	PH Section Chavara
13	19	Suresh.T W.S.Sub Division, Punaloor P H Division Kottarakkara	Head Operator Supervisory	25-Apr-67	WS Section, Punalur
14	20	Ramesh Kumar.K W.S.Sub Division, Aruvikkara H W Division Aruvikkara	Head Operator	10-May-67	W.S.Sub Division, Aruvikkara
15	22	Suresh.S P H Sub Division Kollam P H Division Kollam	Head Operator Supervisory	10-May-67	PH Section Oachira
16	23	Abdul Latheef.P.Y WS Sub Division Pallimukku P H Division Kochi	Head Operator	6-Oct-65	W.S.Section, Muppathadam
17	24	Anil Kumar.K.K P.H Sub Division Parappanangadi P H Division Malappuram	Head Operator Supervisory	1-Jun-66	PH Section Mankada
18	25	Sajeev.C.Pulikkottil P H Sub Division Guruvayur P H Division Thrissur	Head Operator Supervisory	22-Apr-66	PH Section Guruvayoor
19	26	Santhosh Kumar.T.R PH Sub Division, Irinjalakuda P H Division Irinjalakkuda	Head Operator Supervisory	30-May-66	PH Section Mathilakom
20	28	Ramankutty.K P.H Sub Division Malappuram P H Division Malappuram	Head Operator Supervisory	30-May-67	PH Section Kondotty
21	30	Padmanabhan.N V WSP SUB Division, Kanhangad P H Division Kasargod	Head Operator Supervisory	22-Oct-66	PH Section Kumbala
22	31	Varghese Mathew P H Sub Division Mallappally P H Division	Head Operator	5-May-66	PH Section, Thiruvalla



		Thiruvalla	Supervisory		Thiruvalla
23	32	Manoharan.U.V P H Sub Division Koyilandy P H Division Vadakara	Head Operator Supervisory	31-May-66	P H Section Perambra
24	33	Ali.K RWS Sub Division, Kozhikode P H Division Kozhikode	Head Operator Supervisory	25-May-66	HW Sub Division Peruvannamuzhi
25	34	Gireesh Kumar.K PH Sub Division,Manjeri P H Division Malappuram	Head Operator Supervisory	26-May-66	P H Section, Ottapalam
26	40	Anil.M.R PH. Sub Division Thodupuzha P H Division Thodupuzha	Head Operator Supervisory	26-May-66	PHSection No: I Thodupuzha
27	41	Raghu.T.S PH Sub Division, Painavu P H Division Thodupuzha	Head Operator Supervisory	15-May-66	P H Section No 1, Kothamangalam
28	42	Asokan.V.K PH Sub Division, Painavu P H Division Thodupuzha	Head Operator Supervisory	6-Nov-65	PH Section Peerumade
29	47	Rajendran. V P.H Sub Division,Tirur P H Division Edappal	Head Operator Supervisory	31-May-67	P.H. Section, Thrithala
30	48	Abdul Gafoor. K.V W.S.Sub Division, Mattanur W S Division Kannur	Head Operator Supervisory	15-Mar-68	HW Section, Chavasseryparamba
31	51	Santhilal.K.K. RWS Sub Division, Kozhikode P H Division Kozhikode	Head Operator Supervisory	10-May-66	H W Section, Mavoor
32	55	Ashraf.S. HQ Sub Division Vellayambalam P H Division South Thiruvananthapuram	Head Operator Supervisory	30-Nov-65	Filter House Section. Thiruvananthapuram
33	56	Biju.P. Sew. Project Section Pattoor, Plamoodu, Sew. North Sub Division Pattoor	Head Operator Supervisory	8-May-69	Sew. Project Section Pattoor, Plamoodu
34	58	Ramesh.P. P H Sub Division Palakkad P H Division Palakkad	Head Operator	16-Jan-67	PH Section Kuzhalmandam
35	59	Noushad.P.M. WS Sub Division,North Paravoor W S Division Kochi	Head Operator	25-May-67	WS Section Choondi
36	61	Mohandas.D. P H Sub Division Palakkad P H Division Palakkad	Head Operator	15-May-66	PH Section Nenmara
37	63	Kunhikrishnan.T. P.H Sub Division Malappuram P H Division Malappuram	Head Operator Supervisory	31-May-69	PH Section Peechi
38	64	Saji.P.G. P.H. Sub Division, Thodupuzha P H Division Thodupuzha	Head Operator Supervisory	16-May-67	PH Section Chiranikal Adoor
39	66	Mohandas.K. P H Sub Division, Shoranur P H Division Shoranur	Head Operator	10-Jan-66	PH Section, Pattamhi



		General P H Division Operator	Supervisory		Attendant
40	67	Govindan Unni.P.S. P H Sub Division Palakkad P H Division Palakkad	Head Operator Supervisory	2-Mar-67	PH Section Kozhinjampara
41	68	Juju. P. George PH Sub Division Palakkad P H Division Palakkad	Head Operator Supervisory	18-May-68	PWSS Section, Malampuzha
42	69	Francis.M.M. P.H.Sub Division,Kalpetta P H Division Sulthan Bathery	Head Operator Supervisory	30-Apr-66	P H Section Mananthavadi
43	70	Abdul Basheer.K.T. P.H Sub Division Malappuram P H Division Malappuram	Head Operator	1-May-66	P H Section Cheruppulasserry
44	71	Sudheer Kumar.K.P. PH Sub Division, Perinthalmanna P H Division Malappuram	Head Operator Supervisory	29-Nov-66	P H Section Cherpu
45	72	Ajith Kumar.T.K. P.H Sub Division Malappuram P H Division Malappuram	Head Operator	2-Jul-66	PH Section No. I, Chalakkudy
46	73	Prakash.K.M PH Sub Division,Manjeri P H Division Malappuram	Head Operator	31-May-67	PH Section Kodungalloor
47	74	Sajeev.K.K P.H.Sub Division Perumbavoor P H Division Aluva	Head Operator Supervisory	5-May-66	P.H. Section, Perumbavoor
48	76	Ashraf.T.A WS Sub Division Pallimukku P H Division Kochi	Head Operator	28-Nov-66	PH HW Section Aluva
49	77	Harish Babu.P.P P.H. Sub Division,Sulthan Bathery P H Division Sulthan Bathery	Head Operator Supervisory	2-Feb-66	P H Section No. 1, Kalpetta
50	78	Prakashan.V.V W.S.Sub Division, Kannur W S Division Kannur	Head Operator Supervisory	20-May-67	H W Section, Chavasseryparambu
51	79	Padmakumar.E.P P H Sub Division Alappuzha P H Division Alappuzha	Head Operator Supervisory	20-May-67	PH Section, Edathua
52	81	Chandra Babu.M.M P.H. Sub Division Kottayam P H Division Kottayam	Head Operator Supervisory	20-May-66	P H Medical College Section, Gandhinagar , Kottayam
53	84	Sajeev.R P H Sub Division Kollam P H Division Kollam	Head Operator Supervisory	25-May-68	W S Section No II, Sasthamcotta
54	87	Shajahan.P.A P H Sub Division Angamaly P H Division Aluva	Head Operator	14-Feb-68	PH Section Muvattupuzha
55	88	Muhammed Najeeb.K.P PH Sub Division,Manjeri P H Division Malappuram	Head Operator	1-May-68	PH Section Mala
		Balogopalan.K PH Sub	Head		W S Section



56	97	Division, Manjeri P H Division Malappuram	Head Operator	27-Mar-66	PH Section, Vadakara
57	99	Balaram.M. PH Sub Division, Manjeri P H Division Malappuram	Head Operator	14-May-66	W S Section No. I Peralassery
58	100	Raman Kutty.C PH Sub Division, Manjeri P H Division Malappuram	Head Operator	1-Jun-66	WS Section Mattannur
59	101	Antony.K.J PH Sub Division, Perinthalmanna P H Division Malappuram	Head Operator	29-Dec-66	PH Section No. I, Malappuram
60	102	Vinod Kumar.P.M P.H Sub Division Malappuram P H Division Malappuram	Head Operator	10-May-67	PH Section No. II, Malappuram
61	103	Mohankumar.K Sew Sub Division North Pattoor Sew.Maintenance Division Pattoor	Head Operator	21-May-66	WW Section Thirumala
62	105	Shaji.Y.K WS Sub Division Neyyattinkara W S Division Neyyattinkara	Head Operator	31-May-70	WS Section Kattakkada
63	107	Manojkumar.K.R H W Sub Division, Aluva P H Division Aluva	Head Operator	24-Jun-71	HW Section Chowara
64	108	Shibu.M.K WSP Sub Division, Chalakudy P H Division Irinjalakkuda	Head Operator	8-Feb-75	PH Section Kunnathunadu
65	110	Anilkumar.B WW East Sub Division PTP Nagar P H Division South Thiruvananthapuram	Head Operator	27-May-67	WS Section Kanjiramkulam
66	111	Raghavan.K P.H. Sub Division, KANHANGAD P H Division Kasargod	Head Operator	4-Jan-68	PH Section Kanhangad
67	114	Anilkumar.N.T P H Sub Division Alappuzha P H Division Alappuzha	Head Operator	26-May-66	HW Section Thycauttusseri
68	115	James.K.A PH Sub Division, Irinjalakuda P H Division Irinjalakkuda	Head Operator	8-May-68	Kolachery Section, Kannur
69	116	Jayakumaran.T.K Sew Sub Division North Pattoor Sew.Maintenance Division Pattoor	Head Operator	30-May-69	Sew. Mechanical Section Kuriathy
70	117	Shaji.A.A P H Sub Division Alappuzha P H Division Alappuzha	Head Operator	12-Oct-70	WSP Section Alappuzha
71	118	Shaji.M.K P.H.Sub Division Muvattupuzha P H Division Muvattupuzha	Head Operator	14-May-66	PH Section Mulamthuruthy
		Pramod.P. P H Sub Division	Head		PH Section



72	119	Alappuzha P H Division, Alappuzha	Head Operator	28-Jan-77	PH Section, Kayamkulam
73	120	Antony.J W.S.Sub Division, Aruvikkara H W Division, Aruvikkara	Head Operator	15-May-67	PH Section Kallara
74	123	Babu.P.K W S Sub Division, Puthencruz W S Division Kochi	Head Operator	2-May-69	PH Section Kottayam
75	124	Shajan Abraham Sewerage Sub Division kochi P H Division Kochi	Head Operator	21-Jul-69	H W Section, Panakuttimala
76	125	Rajeesh.R W.S.Sub Division, Aruvikkara H W Division, Aruvikkara	Head Operator	28-May-77	WS Section Nedumangad
77	126	Ullas.K.B PH Sub Division, Aluva . P H Division Aluva	Head Operator	25-May-74	P H Section, Kundara
78	127	Madhu.T.S PH Sub Division, Painavu P H Division, Thodupuzha	Head Operator	16-Apr-73	WW Section No II, Thiruvanchoor
79	128	Sajimon.P.J P.H.Sub Division, Peermade P H Division, Thodupuzha	Head Operator	27-May-76	W S Section Irikkur
80	129	Ansar.M.P PH Sub Division, Aluva . P H Division Aluva	Head Operator	9-May-74	P H Section Peruva, PH Sub Division Kaduthuruthi
81	130	Rajagopalan.S W.S.P.Sub Division, Haripad P H Division, Alappuzha	Head Operator	14-Apr-67	PH Section Pathanamthitta
82	132	Shahul.K.H PH. Sub Division, Thodupuzha P H Division, Thodupuzha	Head Operator	1-Aug-66	W S Section Kezhallur
83	133	Thulaseedharan.K W.S.P.Sub Division, Haripad P H Division, Alappuzha	Head Operator	17-May-66	W S Section, Aralummoodu
84	134	Babu.K.K P.H.Sub Division, Muvattupuzha P H Division, Muvattupuzha	Head Operator	25-May-69	W S Section No II, Attingal
85	135	Varghese.P.D WS Sub Division, North Paravoor W S Division Kochi	Head Operator	14-Feb-66	W S Section Varkala
86	136	Sudheer Kumar.A.B Distribution Sub Division, No. II, Kozhikkode	Head Operator	25-May-66	W S Section Kothuparambu

In the sonority list as on 01.07.2020, SI No 1,7,12,14-16,21,27,29,35-39,43-44,46,49-50,52-54,57,60,62,65,75,80,82-83,85-86,89-96,104,106,109,112,113,122,131 had already retired from service, SI. No. 45 Sri Mohanan K. K. SI no. 121 Sri. Joe Joseph have expired, SI No 98 Sri Jose K. P. was promoted as Mechanical Superintendent. So they are exempted from this order.

**Any of the above Head Operators who were entrusted Supervisory Charges may relinquish if they are unwilling to perform the duty. In such case next senior most Head Operator will be considered for the same.**



The locations for the system is hereby rearranged as per the allotted numbers as per resolution no. 11134 dated 23.02.2021. The Incumbents shall perform following duties under the supervision of the Assistant Engineer concerned.

1. Guiding and controlling the work of staff in the Water Treatment Plants (WTP) and Pump Houses (PH) including operator, cleaner, worker, fitter, electrician etc. working under him.
2. Reporting and supervising of rectification of defects of pump, motor and other electrical installations and pipelines inside the premises of WTP and PH within his jurisdiction (from power connection point to inlet point of flow meter) to ensure water supply.
3. Conducting periodical inspection of all electrical and mechanical installations under his control and submitting reports to the Assistant Engineer
4. Supervising Periodical maintenance of WTP/PH and allied equipment.
5. Safe maintenance of equipment and installations in WTP/PH under his control.
6. Assisting the Assistant Engineer for the preparation of estimates for electrical and mechanical works after observing existing rules and regulations.
7. Ensuring the correctness of energy meter reading by KSEBL or other agencies and conducting periodical checking of installations and taking timely action for rectification of defects, if any.
8. Maintain and update Register for Electrical and mechanical installations regarding supply, maintenance, replacements of spare parts such as bearings, HRC fuses etc., guarantee of supplied items etc.
9. Assign Shift Duties to operating and non operating staff one month in advance on consultation with Assistant Engineer in WTP/PH.
10. Arrangement of duty on leave of operating and non operating staff in WTP/PH.
11. Maintain and update Register of chemicals daily and plan for one month in advance and report requirement to Assistant Engineer.
12. Ensure the quality of water at pumping station/ WTP on daily basis and report quality issues if any to Assistant Engineer.
13. Maintain the register for Electricity bill
14. Ensure that all installations are working properly and power factor is maintained at par with KSEBL requirement so as to avoid Power Factor penalty. Such requirements should be reported to the Assistant Engineer concerned periodically.
15. Planning preventive maintenances of pump houses & Substations periodically .
16. Check transformer oil level in substations at regular intervals.
17. Intimating the Assistant Engineer for the generation and uploading of Incidence Report (IR) for the electrical/ mechanical works at WTP/ PH in the O&M Portal of KWA.
18. Check and report the defects of pumps and motors to Assistant Engineer and confirm the burning of motors.
19. Prepare and maintain the register of Unserviceable materials for preparing the survey report of such unserviceable materials at pump houses /plants and submit the same to the Assistant Engineer.
20. Carrying out any other duties that may be specifically assigned to him by his superior officers.

The Controlling officers concerned shall note and compare the following factors before and after the implementation of the supervisory charges. The quantitative report shall be prepared by the Executive Engineer based on the field report and the same shall be submitted before the under signed after six months from the date in which the individual joins.

1. Monthly Power Charge in the Pumphouse/ WTP
2. Month wise Power Factor





3. Month wise expenditure on Electrical maintenance works
4. Month wise expenditure on Mechanical maintenance works
5. Check whether registers are maintained as per duties.
6. Month wise consumption of chemicals.
7. Monthly additional Human Resource expenditure for the Operations of Pump Houses/WTPs

Sd/-

Venkatesapathy S. IAS  
Managing Director

To

The incumbents (Through controlling Officer)

Copy To

1. The Chief Engineer (SR) / (NR) / (CR) / Thiruvananthapuram / Kozhikode/ Kochi.
2. All Superintending Engineers
3. All Executive Engineers, P H / W S / H W Divisions
4. All Assistant Executive Engineer, P H / W W / W S /HW Sub Divisions
5. PA to MD/PA to TM/PA to AM/Ca to FM & CAO/CA to CE (HRD & GL)/Ca to Dy Ce (GI)/ CA to Sr.AO/DCE(Vigilance)/IA/AO (Admn&Estt)/AO (Funds) /A O (Acts)/ DAO (Admn & Estt)/SS I & II/JS (Estt) I & II / JS (Acts)/ File/S F.
6. Official Website

