



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE CHIEF ENGINEER (HRD & GENERAL)

Sub:- KWA - Admn - Duties and responsibilities of Head Surveyor for survey in
Electronic Total Station - Orders issued.

No: 17921/E1/2021/KWA

Dated: 22.10.2021

Read:- 1. Resolution No.10908 of the 410th meeting of the Board of Kerala Water
Authority held on 05.09.2019
2. Recommendation of the Technical Committee held on 28.09.2021

ORDER

As per the resolution read 1 above the Authority resolved to approve the revised analysis of rates for survey with Electronic Total Station as recommended by the Technical Committee. The Authority also resolved for inclusion of specific conditions and duties of Head Surveyors as recommended by the Technical Committee.

In compliance to the decision of the Authority, vide read 2 above, the Technical committee recommended the duties of Head Surveyor for survey in Electronic Total Station. Considering the same the duties of Head Surveyor in Electronic Total Station is ordered as follows ;

1. Co-ordinate the survey works among various surveyors and give them necessary instructions from time to time.
2. Keep the field book and other relevant data collected in safe custody and furnish the same to the higher authorities. The field book shall be authenticated.
3. Identify and start the survey work from the nearest permanent Bench Mark.
4. Preparation and maintaining the soft copy of LS, data collection, preparation of maps, drawings, contours, supervision of enlargement / reduction of maps after completing the survey work carried out by the Surveyor as per the direction of the controlling officer.
5. Ensure that the daily, weekly and monthly outcomes are achieved as per the target and maintain the records of outcome of the work.
6. Keep survey instruments always in good condition and take timely action for repairing the instrument.
7. Preparation and submission of daily reports and progress report for survey and investigation work to their controlling Officers.



8. Preparation of drawings for various schemes based on the design made by him/her or as per instructions received from the controlling Officers.
9. Check the accuracy of drawings, levels and calculations.
10. Carry out instruction and any other duties received from higher officers, from time to time in regard to the survey work without delay.
11. Overall supervision of survey activity.
12. He / She is the custodian of the total station instrument and shall be responsible to maintain the instrument in good condition.
13. Supervision and coordination in preparation of survey drawings based on GIS data for the preliminary design of sewerage network.
14. In case the survey work is outsourced, overall supervision and monitoring of the outsourced survey work.

Sd/-

SETHUKUMAR S
Chief Engineer (HRD&GL)

To

1. The Chief Engineer (Sewerage, PPD & Wascon), Thiruvananthapuram
2. The Chief Engineer (Southern Region), Thiruvananthapuram
3. The Chief Engineer (Central Region), Kochi
4. The Chief Engineer (Northern Region), Kozhikkode.

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