



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE MANAGING DIRECTOR

PRESENT : Sri. Venkatesapathy S. I.A.S.

Sub:- KWA - Admin - Duties and Responsibilities of Deputy Accounts Manager
Posted in the Office of Regional Chief Engineers - Orders issued.

No: 10520/E1/2021/KWA

Dated: 04.02.2022

Read:- 1. This office proceedings No.10520/E1/2021/KWA dated 13.07.2021.
2. GO (P) No.47/99/Ir.D dated, 3.7.1999.
3. Resolution No. 11189 dated, 17.12.2021 of the 423rd meeting of the KWA

ORDER

Kerala Water Authority is a unique State wide public sector establishment for drinking water and sewerage sectors. The Authority has to improve management at various levels as regards financial matters, Auditing, Accounting and revenue related activities.

In the prevailing scenario of increasing tempo of taking up more important, especially time bound works in mission mode under JJM and the challenging assignment in Sewerage Sector with a leap in the quantum of financial transactions, restructuring of staff within the organization becomes essential for strengthening of finance wing and the speedy implementation of mission mode works.

In the above circumstances, vide order read above, the three existing posts of Deputy Accounts Manager at the Head Office, Thiruvananthapuram was shifted from Head Office and attached to the offices of Chief Engineer (Northern Region), Kozhikode, Chief Engineer (Central Region), Kochi and Chief Engineer (Southern Region), Thiruvananthapuram.

Deputy Accounts Manager Posted in the Office of Regional Chief Engineers are mainly responsible, for the Financial Matters, Revenue Mobilization and DCB Monitoring, finalization, reconciliation of the accounts of the monthly accounts under the Jurisdiction of the Office of Regional Chief Engineers.

Vide reference(2) cited above, the duties and responsibilities of all employees of KWA was issued on 3.7.1999. The duties and responsibilities of Deputy Accounts



Managers in KWA was illustrated in page 35 of reference (2). In view of the changed circumstances, the situation in which the Authority has undertaken major projects under JJM, the need to improve the financial position of the Authority, it has been submitted before the Board of KWA for timely revision of these functions. In the 423rd meeting held on 17.12.2021, the Authority considered the proposal and resolved to accept the revised duties and responsibilities of Deputy Accounts Manager posted in the office of Regional Chief Engineers. The Authority also directed that DCB monitoring shall also be added in the duties and responsibilities of Deputy Accounts Manager.

In the above circumstances following revised duties and responsibilities of Deputy Accounts Managers posted in the office of Regional Chief Engineers are ordered herewith with immediate effect in compliance to decision vide reference(3) above.

DUTIES AND RESPONSIBILITIES OF DEPUTY ACCOUNTS MANAGER (REGIONAL OFFICES of KWA)

1. To render necessary assistance to the Chief Engineers in all financial matters which have been brought before him for decision.
2. To supervise the works of all subordinate officers working in the Accounts branch in the Chief Engineer's office.
3. To take action to impart training to the subordinate officers in proper maintenance of accounts.
4. To comply with all directions issued by the Accounts Member/ Finance Manager and Chief Accounts Officer in financial matters, accounts procedure and revenue collection.
5. To attend to any work entrusted to him by the Chief Engineer on matters relating to accounts, audits and financial reports.
6. To monitor and communicate the Urgent fund requirement of the Circle Offices and Division Offices concerned to Head Office.
7. To supervise the timely completion of the accounts, resolve any accounting or documentation problems & discrepancies and month end analysis of the trail balance of the offices under their region.
8. To monitor the daily revenue collection including LSGD and Government departments and take necessary action for timely collection of revenue under their region.
9. Being the member of the Committee, to attend Tender Committee/ Revised Estimate Committee meetings and render all assistance for evaluation of financial documents and tenders submitted by the bidders in accordance with NIT/other relevant documents.
10. To convene the Revenue Meeting under the Region once in a month and forward proposals for improving efficiency in revenue collection to Head Office.
11. To convene the Audit Meeting under the Region once in a month for periodical auditing of works, accounts and revenue.



12. Prepare other periodic reports as requested, work closely with Finance Manager and Chief Accounts Officer for the initial working of forecast and budgeting process.
13. Ensure compliance with directions issued by the Tax authorities and other Regulatory bodies.
14. Ensure the efficient management of bank accounts and banking operations under their region.
15. Ensure the reconciliation of Bank statements and Utilisation certificates of all the offices under the Region.
16. To attend to any work entrusted by the Chief Engineer on matters relating to accounts, audits and financial reports.
17. To attend any other work entrusted to by the Managing Director/ Accounts Member/ Finance Manger and Chief Accounts Officer.
18. To Monitor DCB of all the Division Offices under the Region.
19. Any other works assigned by the Officer/s reported upon or by the higher authorities.

Sd/-

Venkatesapathy S. IAS
Managing Director

To

The Incumbents

Copy To

1. The Accounts Member, Kerala Water Authority
2. The Finance Manager & Chief Accounts Officer, Kerala Water Authority
3. The Chief Engineer, Northern Region, Kozhikode
4. The Chief Engineer, Central Region, Kochi
5. The Chief Engineer, Southern Region, Thiruvananthapuram
6. PA to MD / PA to TM / CA to CE (HRD & GL)/ CA to CE (P&O) / CA to DCE(GL) / DCE(Vig) / CA to SR AO / AO (Admn & Estt) / AO(Pay Slip & Pension) /DAO (Admn & Estt) SS I / SS II / JS I / JS II / E8 Section / File / SF

