



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE DEPUTY CHIEF ENGINEER (GL)

Present: Smt. Saiju Purushothaman

Sub:- KWA-TRG -Implementation of e-Office in Kerala Water Authority-training to the head office staff-.Orders Issued.

Kerala Water Authority

No: 39186/JS(TC)/2022/KWA

Dated, Thiruvananthapuram, 24.06.2023

- Ref:-*
1. Minutes of the review meeting of Administrative Wing held on 11.08.22&14.09.2022.
 2. This office proceedings of even No dated.17/12/2022.
 3. e mail received from the Nodal Officer eoffice Sri.Hemanth G R.

Order

As per the decision taken in the review meeting of Chief Secretary and on the basis of the review meeting of the Administrative wing of Kerala Water Authority, it has been decided to implement e-Office in Kerala Water Authority and a course of preliminary training was conducted in this regard to all the staff of Kerala Water Authority, Head office by Kerala State IT Mission at Training Centre, KWA from 17/12/2022 to 27/12/2022.

Hands on refresher training in e-office is being conducted in the Training Centre for few days in last months. The next training will be conducted on 26/07/2023 and 27.06.2023 Employees are requested to keep the user id and password ready.

In the above circumstances, sanction is hereby accorded to arrange the subject training as per the schedule attached. The training will be conducted by Sri. Hemanth G R, Nodal Officer, e-office, Head office, Kerala Water Authority. The expense will be met under the code 3461 - State Plan.

As the training has been made compulsory for the employees as per the Resolution No.8516 of the KWA, absenting from the training programme without obtaining prior sanction will be viewed seriously and disciplinary action will be initiated against those who have not participated in the training programme without valid



reason. The training period will be treated as duty. Controlling Officers shall relieve the employees under their control with direction to participate in the training programme as per the above schedule.

(Sd)

Deputy Chief Engineer(GL)

To

The incumbents through Controlling Officer

Copy To

1. Sri. Hemanth G R

Nodal Officer (e-Office)

Kerala Water Authority

Head Office , Thiruvananthapuram.

2.PA to MD/ TM, CA to CE (HRD&GL)/ CE (Projects & Operatons)/ FM&CAO,
Sr.AO.



Schedule

SINo.	Name of Employee	Designation	Section	Date and Time
1	Akhil A. S	Lascar	Legal	26.06.2023. 10.15 to 5.15
2	Akhila	LDT	Legal	26.06.2023. 10.15 to 5.16
3	Anoop	LDT	FC - Fin	10.15 to 5.17
4	Anoop B. Nair	JS	Accounts	26.06.2023. 10.15 to 5.18
5	Aparna Jayakumar	LDC	RMC	26.06.2023. 10.15 to 5.19
6	Aparna S	LDC	FC - Fin	26.06.2023. 10.15 to 5.20
7	Archana I	UDC	FUNDS	26.06.2023. 10.15 to 5.21
8	Archana M.S.	LDC	Accounts	26.06.2023. 10.15 to 5.22
9	Arya	LDT	Payslip & Pension	26.06.2023. 10.15 to 5.23
10	Beena C.	HC	Payslip & Pension	26.06.2023. 10.15 to 5.24
11	Charlin Sivaraj	Assistant Engineer	PIU IV	26.06.2023. 10.15 to 5.25
12	Deepa J.R	LDC	Accounts	26.06.2023. 10.15 to 5.26
13	Deepa.S	AE (Provisional)	PIU I	26.06.2023. 10.15 to 5.27
14	Dhanya G. Nair	LDC	FUNDS	26.06.2023. 10.15 to 5.28
15	Dileep V.R	U.D. Typist	Legal	26.06.2023. 10.15 to 5.29
16	Dileepkumar N.K.	AO	Payslip & Pension	26.06.2023. 10.15 to 5.30
17	Ganga Devi B	LA	Legal	26.06.2023. 10.15 to 5.31
18	Haritha S	LDT	FC - Admn	26.06.2023. 10.15 to 5.32
19	Jabir Shajahan	AE (Provisional)	PIU II	26.06.2023. 10.15 to 5.33



20	Jaleeb Khan M	UDT	FUNDS	26.06.2023. 10.15 to 5.34
21	Jayasree R.V	DAO	IA	26.06.2023. 10.15 to 5.35
22	Joy H. Jones	AEE	PIU I	26.06.2023. 10.15 to 5.36
23	Krishna Kumar	AO	RMC	26.06.2023. 10.15 to 5.37
24	Krishna kumar S.S	UDC	FUNDS	26.06.2023. 10.15 to 5.38
25	Krishnapriya R.S.	UDC	Payslip & Pension	26.06.2023. 10.15 to 5.39
26	Mahesh Babu K. B	LDC	Legal	27.06.2023. 10.15 to 5.40
27	Nazni.N	AE (Provisional)	PIU I	27.06.2023. 10.15 to 5.41
28	Nisha Fathima	LDC	RMC	27.06.2023. 10.15 to 5.42
29	Padmakumai.S	UDC	FUNDS	27.06.2023. 10.15 to 5.43
30	Prakash O	AO	FUNDS	27.06.2023. 10.15 to 5.44
31	Ragesh B.	JS	Accounts	27.06.2023. 10.15 to 5.45
32	Rashida R	LDC	RMC	27.06.2023. 10.15 to 5.46
33	Rayisa K	DLO	Legal	27.06.2023. 10.15 to 5.47
34	Renjith	SS	Vigilance&Account s	27.06.2023. 10.15 to 5.48
35	Roja Mustafa Abdul Maj	LDC	FUNDS	27.06.2023. 10.15 to 5.49
36	Roslet	FCS	FC - Admn	27.06.2023. 10.15 to 5.50
37	Santhosh Kumar M	FCS	FC - Fin	27.06.2023. 10.15 to 5.51
38	Saumi R. Hammed	LDC	FUNDS	27.06.2023. 10.15 to 5.52
39	Shaji A	AO	IA	27.06.2023. 10.15 to 5.53



40	Shakeela S	JS	RMC	27.06.2023. 10.15 to 5.54
41	Shamnad M.	LDT	FUNDS	27.06.2023. 10.15 to 5.55
42	Shani.V	Assistant Engineer	PIU IV	27.06.2023. 10.15 to 5.56
43	Sheeja	FSC	FC - Admn	27.06.2023. 10.15 to 5.57
44	Shine S.N.	UDC	FUNDS	27.06.2023. 10.15 to 5.58
45	Shobha Rani S. R	LA	Legal	27.06.2023. 10.15 to 5.59
46	Shyla Beevi	U.D. Typist.	FC - Fin	27.06.2023. 10.15 to 5.60
47	Sindhu Madhavan	JS	Accounts	27.06.2023. 10.15 to 5.61
48	Sini S. S	OA	Legal	27.06.2023. 10.15 to 5.62
49	Sreeja S	JS	Payslip & Pension	27.06.2023. 10.15 to 5.63
50	Sreejith S.	HC	IA	27.06.2023. 10.15 to 5.64
51	Sudarsana V.S	U.D. Typist.	Legal	27.06.2023. 10.15 to 5.65
52	Suku K.Jacob	LDC	RMC	27.06.2023. 10.15 to 5.66
53	V.Asuntha	AO	FUNDS	27.06.2023. 10.15 to 5.67
54	Valsala.P	AE	PIU I	27.06.2023. 10.15 to 5.68
55	Visakh S. Raveendran	OA	FUNDS	27.06.2023. 10.15 to 5.69

