



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE DEPUTY CHIEF ENGINEER (GL)

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

Kerala Water Authority

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

Dated, Thiruvananthapuram, 05.05.2023

- Ref:-*
- 1.Minutes of the review meeting of Administrative Wing held on 11.08.22&14.09.2022.
 2. emails received from various sections

Order

Hands on refresher training in e-office is being conducted in the Training Centre for the last few days. The next training will be conducted on 09/05/2023. Employees are requested to keep the user id and password ready.

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.



Sl. No.	Employee Full Name	Designation of employee	Date and Time
1	Nisha B. V.	AO	09.05.2023 10.15 to 5.15
2	Sujitha S. K	UDC	09.05.2023 10.15 to 5.15
3	Manush M. R.	UDC	09.05.2023 10.15 to 5.15
4	Jithin K. R.	UDC	09.05.2023 10.15 to 5.15
5	Anjana M. A.	LDC	09.05.2023 10.15 to 5.15
6	Smitha Mohan	UDC	09.05.2023 10.15 to 5.15
7	Asha S. L.	LDC	09.05.2023 10.15 to 5.15
8	Dhannya R.	LDC	09.05.2023 10.15 to 5.15
9	Lekha P.	UDC	09.05.2023 10.15 to 5.15
10	Anu V.	HDC	09.05.2023 10.15 to 5.15
11	Asokakumar.	UDC	09.05.2023 10.15 to 5.15
12	Vinod kumar.	UDC	09.05.2023 10.15 to 5.15
13	Abish M. A.	UDC	09.05.2023 10.15 to 5.15
14	Arya Chandran A. R.	LDC	09.05.2023 10.15 to 5.15
15	Anju R.	LDC	09.05.2023 10.15 to 5.15
16	Anil Kumar.	JS	09.05.2023 10.15 to 5.15
17	Santhosh Kumar.	JS	09.05.2023 10.15 to 5.15



18	Hafees Mohammed.	LDC	09.05.2023 10.15 to 5.15
19	Smitha S Nair.	UDC	09.05.2023 10.15 to 5.15
20	Shamna C. P.	LDC	09.05.2023 10.15 to 5.15
21	Arathy.	LDC	09.05.2023 10.15 to 5.15
22	Diana.	LDC	09.05.2023 10.15 to 5.15
23	Kunjiraman K V.	A O	09.05.2023 10.15 to 5.15
24	Bindu R V.	Assistant Executive Engineer	09.05.2023 10.15 to 5.15
25	Lalithammal	Selection Grade Typist	09.05.2023 10.15 to 5.15
26	Sajeena	Selection Grade Typist	09.05.2023 10.15 to 5.15
27	Sheeja T.	U D Typist	09.05.2023 10.15 to 5.15
28	Subha V.	U D Typist	09.05.2023 10.15 to 5.15
29	Anitha Kumari S	Deputy Chief Engineer	09.05.2023 10.15 to 5.15
30	Sreekala L B	Executive Engineer	09.05.2023 10.15 to 5.15
31	Reshmi Krishna R	Assistant Executive Engineer	09.05.2023 10.15 to 5.15
32	Rajeela T V	UD Typist	09.05.2023 10.15 to 5.15
33	Valsala. P	AE, PIU1	09.05.2023 10.15 to 5.15

