



# 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, 28.04.2023

- 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.19/04/23.
  3. Emails received from various section of the Head Office

### Order

As per the the proceedings read as 2nd paper above, a hands on refresher training in e-office was arranged on 02/05/2023. Due to some unavoidable reasons training cannot be conducted on that day. Hence, the proposed training programme is postponed to 03/05/2023. Employees are requested to keep the userid 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	PEN	Designation of employee	Date and Time
1	SUBASHKUMAR S	11617	Accounts Officer/ Administrative Officer	03.05.2023 10.15 to 5.15
2	Subha P S	10265	Junior Superintendent	03.05.2023 10.15 to 5.15
3	Suja V S	11654	Assistant Engineer/Head Draftsman	03.05.2023 10.15 to 5.15
4	SUJATHA V P	10608	Accounts Officer/ Administrative Officer	03.05.2023 10.15 to 5.15
5	SUKU K JACOB	10528	LD Clerk/Store Keeper/Cashier	03.05.2023 10.15 to 5.15
6	SUMI N	10616	Assistant Executive Engineer	03.05.2023 10.15 to 5.15
7	SWAROOP S P	48323	LD Clerk/Store Keeper/Cashier	03.05.2023 10.15 to 5.15
8	SYAM RAJ S S	11386	LD Clerk/Store Keeper/Cashier	03.05.2023 10.15 to 5.15
9	UNNIKRISHNAN M P	10307	Head Clerk	03.05.2023 10.15 to 5.15
10	USHAKUMARI G	10655	Assistant Engineer/Head Draftsman	03.05.2023 10.15 to 5.15
11	Vasanthakumar C	11300	Assistant Engineer/Head Draftsman	03.05.2023 10.15 to 5.15
12	VIDHYA U	47896	LD Clerk/Store Keeper/Cashier	03.05.2023 10.15 to 5.15
13	VIDHYA V S	10579	UD Clerk/ Senior store Keeper/ senior Cashier	03.05.2023 10.15 to 5.15
14	VIDYA J UDAYAN	11873	Operator	03.05.2023 10.15 to 5.15
15	VIJU KUMAR V N	10701	Assistant Executive Engineer	03.05.2023 10.15 to 5.15
16	VINODKUMAR R	10666	Assistant Engineer/Head Draftsman	03.05.2023 10.15 to 5.15
17	VISHNU C S	45883	Assistant Engineer/Head Draftsman	03.05.2023 10.15 to 5.15
18	Selesteena C		Assistant Engineer	03.05.2023 10.15 to 5.15
19	Sujatha D		Divisional Accounts Officer	03.05.2023 10.15 to 5.15
20	Dhanya G Nair.		LD Clerk/Store Keeper/Cashier	03.05.2023 10.15 to 5.15
21	Padmakumari		UD Clerk/ Senior store Keeper/ senior Cashier	03.05.2023 10.15 to 5.15



22	Arya R		Assistant Engineer	03.05.2023 10.15 to 5.15
23	Jithin V		Assistant Engineer	03.05.2023 10.15 to 5.15
24	Ajithkumar J		Assistant Executive Engineer	03.05.2023 10.15 to 5.15
25	Jeeja J		LD Clerk/Store Keeper/Cashier	03.05.2023 10.15 to 5.15
26	Bindu M C		Internal Auditor	03.05.2023 10.15 to 5.15
27	Lekshmy R		Divisional Accounts Officer	03.05.2023 10.15 to 5.15
28	Sreejith S		Head clerk	03.05.2023 10.15 to 5.15
29	Jayasree R V		Divisional Accounts Officer	03.05.2023 10.15 to 5.15
30	Suma K		Selection Grade Typist	03.05.2023 10.15 to 5.15
31	Athira Chandran C I		Office Attendant	03.05.2023 10.15 to 5.15
32	Gangaraj S		Assistant Engineer	03.05.2023 10.15 to 5.15
33	Jaleeb Khan M		UD Typist	03.05.2023 10.15 to 5.15
34	Zeenath R		UD Typist	03.05.2023 10.15 to 5.15
35	Shamnad M		LD Typist.	03.05.2023 10.15 to 5.15
36	Shyla Beevi S		Senior Grade Typist	03.05.2023 10.15 to 5.15

