



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 to the head office staff-.Orders Issued.

Kerala Water Authority

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

Dated, Thiruvananthapuram, 19.04.2023

- 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.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. Now several requests have been received from the employees for a hands on refresher training in e-office.

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)

Public Information officer and
Executive Engineer Training

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	AAJISH L G	58681	Overseer Gr.III/Tracer	20.04.2023 10.15 to 5.15
2	ABDUL BASHEER T K	11961	Internal Auditor	20.04.2023 10.15 to 5.15
3	ABHISHEK J	14953	LD Clerk/Store Keeper/Cashier	20.04.2023 10.15 to 5.15
4	Ajith Jose J S	11775	Assistant Executive Engineer/ Technical Assistant	20.04.2023 10.15 to 5.15
5	AKHILA V L	48166	LD Clerk/Store Keeper/Cashier	20.04.2023 10.15 to 5.15
6	ALAN JAISON MATHEW	46021	LD Clerk/Store Keeper/Cashier	20.04.2023 10.15 to 5.15
7	Ambily M K	44345	Divisional Accounts Officer	20.04.2023 10.15 to 5.15
8	AMITHA A S	47887	LD Clerk/Store Keeper/Cashier	20.04.2023 10.15 to 5.15
9	AMMUKUTTY A	43482	Assistant Executive Engineer	20.04.2023 10.15 to 5.15
10	Aneesh Kumar J	44842	Assistant Engineer	20.04.2023 10.15 to 5.15
11	ANIL P	10255	Divisional Accounts Officer	20.04.2023 10.15 to 5.15
12	ANIL R	10619	Assistant Engineer/Head Draftsman	20.04.2023 10.15 to 5.15
13	Anilkumar A	10523	LD Clerk/Store Keeper/Cashier	20.04.2023 10.15 to 5.15
14	ANJU K	10703	Assistant Executive Engineer	20.04.2023 10.15 to 5.15
15	ANUROOP B S	10567	Head Clerk	20.04.2023 10.15 to 5.15
16	APARNA JAYAKUMAR	70135	LD CLERK	20.04.2023 10.15 to 5.15
17	ARAVIND R KUMAR	10562	Senior Superintendent/ Revenue Officer	20.04.2023 10.15 to 5.15
18	ARCHANA M S	48322	LD CLERK	20.04.2023 10.15 to 5.15
19	ARSHAD H	10319	UD Clerk/ Senior store Keeper/ senior Cashier	20.04.2023 10.15 to 5.15
20	ARUN B S	10654	Assistant Engineer/Head Draftsman	20.04.2023 10.15 to 5.15
21	ARUN T A	44065	LD Clerk/Store Keeper/Cashier	20.04.2023 10.15 to 5.15



22	ARUNA M R	52638	LD Clerk/Store Keeper/Cashier	20.04.2023 10.15 to 5.15
23	ARYA R	45663	Assistant Engineer/Head Draftsman	20.04.2023 10.15 to 5.15
24	Baiju S	11418	Operator (8 years TBHG)	20.04.2023 10.15 to 5.15
25	BALAKRISHNAN A P K	12771	Accounts Officer/ Administrative Officer	20.04.2023 10.15 to 5.15
26	BALU A S	10338	Head Clerk	20.04.2023 10.15 to 5.15
27	BEENA B NAIR	10660	Assistant Engineer/Head Draftsman	20.04.2023 10.15 to 5.15
28	BEENA C	10280	Head Clerk	20.04.2023 10.15 to 5.15
29	BEENA T K	12919	Assistant Executive Engineer/Technical Assistant	20.04.2023 10.15 to 5.15
30	BEJOY JUSTIN	10540	UD Clerk/ Senior store Keeper/ senior Cashier	20.04.2023 10.15 to 5.15
31	BIJU S	10550	Accounts Officer/ Administrative Officer	20.04.2023 10.15 to 5.15
32	BIJU S R	43433	Senior Superintendent/ Revenue Officer	20.04.2023 10.15 to 5.15
33	Biju V	11633	Electrical Overseer Gr.I	20.04.2023 10.15 to 5.15
34	BIJUKUMAR K	10658	Divisional Accounts Officer	20.04.2023 10.15 to 5.15
35	BINDU J R	10581	Divisional Accounts Officer	20.04.2023 10.15 to 5.15
36	BINDU L	10626	Assistant Executive Engineer/Technical Assistant	24.04.2023 10.15 to 5.15
37	BINDU M C	11531	Internal Auditor	24.04.2023 10.15 to 5.15
38	Bindu S	10662	Assistant Engineer/Head Draftsman	24.04.2023 10.15 to 5.15
39	BINDU THOMAS	10584	Junior Superintendent	24.04.2023 10.15 to 5.15
40	DARZAN A	10582	LD Clerk/Store Keeper/Cashier - Unqualified (27 years TBHG)	24.04.2023 10.15 to 5.15
41	DEEPA J R	47891	LD Clerk/Store Keeper/Cashier	24.04.2023 10.15 to 5.15
42	DHANYA E C	46619	Confidential Assistant Gr.II	24.04.2023 10.15 to 5.15



43	DHANYA G NAIR	46020	LD Clerk/Store Keeper/Cashier	24.04.2023 10.15 to 5.15
44	DIPIN P	47898	LD Clerk/Store Keeper/Cashier	24.04.2023 10.15 to 5.15
45	GANGADHARAN A	45188	Assistant Executive Engineer/Technical Assistant	24.04.2023 10.15 to 5.15
46	HAMSATH S	10534	Head Clerk	24.04.2023 10.15 to 5.15
47	Hazeena Basheer	11400	Assistant Executive Engineer/Technical Assistant	24.04.2023 10.15 to 5.15
48	HENNA S	48163	LD Clerk/Store Keeper/Cashier	24.04.2023 10.15 to 5.15
49	JAYANTHY KRISHNAN	12137	Assistant Engineer/Head Draftsman	24.04.2023 10.15 to 5.15
50	JAYASREE S	11243	Senior Superintendent/ Revenue Officer (DA(HG))	24.04.2023 10.15 to 5.15
51	JEEJA J	47912	LD Clerk/Store Keeper/Cashier	24.04.2023 10.15 to 5.15
52	JIJIN S	47908	LD Clerk/Store Keeper/Cashier	24.04.2023 10.15 to 5.15
53	Jisha S G	12068	Assistant Engineer/Head Draftsman	24.04.2023 10.15 to 5.15
54	JITHIN V	12753	Assistant Engineer/Head Draftsman	24.04.2023 10.15 to 5.15
55	JOTHIKUMAR G D	43867	Assistant Engineer/Head Draftsman	24.04.2023 10.15 to 5.15
56	Krishnakumar S S	11247	UD Clerk/ Senior store Keeper/ senior Cashier	24.04.2023 10.15 to 5.15
57	KrishnaPriya R S	10327	UD CLERK	24.04.2023 10.15 to 5.15
58	LAKSHMY R	14230	Divisional Accounts Officer	24.04.2023 10.15 to 5.15
59	MAHESH BABU K B	14197	LD Clerk/Store Keeper/Cashier	24.04.2023 10.15 to 5.15
60	Maneesh C R	11246	Assistant Executive Engineer/Technical Assistant	24.04.2023 10.15 to 5.15
61	MANEESH MOHAN	44821	Assistant Engineer/Head Draftsman	24.04.2023 10.15 to 5.15
62	MAYA S DEVI	14271	Assistant Executive Engineer/Technical Assistant	24.04.2023 10.15 to 5.15



63	MINI KUMARI S	13692	Senior Administrative Officer	24.04.2023 10.15 to 5.15
64	MOHANAKUMAR R	12743	Accounts Officer/ Administrative Officer	24.04.2023 10.15 to 5.15
65	NISHA FATHIMA A S	52642	LD CLERK	24.04.2023 10.15 to 5.15
66	NISHA LIZ W	14412	Assistant Executive Engineer/Technical Assistant	24.04.2023 10.15 to 5.15
67	PADMA KUMARI S	11334	UD Clerk/ Senior store Keeper/ senior Cashier	24.04.2023 10.15 to 5.15
68	PRAKASH S	10532	LD Clerk/Store Keeper/Cashier	24.04.2023 10.15 to 5.15
69	PRASANTHKUMAR P R	10309	UD Clerk/ Senior store Keeper/ senior Cashier	24.04.2023 10.15 to 5.15
70	PREMANANDAN P K	11981	Accounts Officer/ Administrative Officer	24.04.2023 10.15 to 5.15
71	Presanna Kumari Y R	12214	Assistant Executive Engineer/Technical Assistant	27.04.2023 10.15 to 5.15
72	RAGESH B	12111	Junior Superintendent	27.04.2023 10.15 to 5.15
73	RAJESH B S	43745	Assistant Executive Engineer/Technical Assistant	27.04.2023 10.15 to 5.15
74	Ranjeev S	10252	Divisional Accounts Officer	27.04.2023 10.15 to 5.15
75	RASHIDHA R	47894	LD Clerk/Store Keeper/Cashier	27.04.2023 10.15 to 5.15
76	Ratheesh babu G	11674	Operator	27.04.2023 10.15 to 5.15
77	RAVIKUMAR K	14773	Assistant Executive Engineer(CAS)	27.04.2023 10.15 to 5.15
78	REHANA V KAMAL	10535	Junior Superintendent	27.04.2023 10.15 to 5.15
79	REMLA SELIN J B	15110	Assistant Engineer/Head Draftsman	27.04.2023 10.15 to 5.15
80	RESHMA M V	10257	UD CLERK	27.04.2023 10.15 to 5.15
81	RESHMI K R G	10496	UD Clerk/ Senior store Keeper/ senior Cashier	27.04.2023 10.15 to 5.15
82	ROJA MUSTHAFA ABDUL MAJEED	68513	LD Clerk	27.04.2023 10.15 to 5.15
83	SANDHYA M S	11570	Junior Superintendent	27.04.2023 10.15 to 5.15



84	SANKAR P	10555	Accounts Officer/ Administrative Officer	27.04.2023 10.15 to 5.15
85	Santhosh Kumar C S	11927	Junior Superintendent	27.04.2023 10.15 to 5.15
86	SARITHA A	46040	LD Clerk/Store Keeper/Cashier	27.04.2023 10.15 to 5.15
87	SAUMI R HAMEED	70078	LD CLERK	27.04.2023 10.15 to 5.15
88	Saumya G	10627	Assistant Executive Engineer	27.04.2023 10.15 to 5.15
89	SELESTEENA BAI C	11358	Assistant Engineer/Head Draftsman	27.04.2023 10.15 to 5.15
90	SHAJILA A S	12832	Assistant Executive Engineer	27.04.2023 10.15 to 5.15
91	SHAKEELA S	14417	Junior superintendent	27.04.2023 10.15 to 5.15
92	SHAMLA H	44603	Junior Superintendent	27.04.2023 10.15 to 5.15
93	SHANTI V P	10674	Assistant Executive Engineer	27.04.2023 10.15 to 5.15
94	Sheebha K P	45231	Assistant Executive Engineer	27.04.2023 10.15 to 5.15
95	Sherly S	11165	Divisional Accounts Officer	27.04.2023 10.15 to 5.15
96	Shine S N	11321	UD CLERK	27.04.2023 10.15 to 5.15
97	SIBI V	48161	LD Clerk/Store Keeper/Cashier	27.04.2023 10.15 to 5.15
98	SINDHU MADHAVAN	11162	JUNIOR SUPERINTENDENT	27.04.2023 10.15 to 5.15
99	SINDHU P S	10610	Confidential Assistant Sel.Gr.	27.04.2023 10.15 to 5.15
100	Sindhu V	10638	UD Clerk	27.04.2023 10.15 to 5.15
101	SIVAKUMAR S V	45723	Head Clerk	27.04.2023 10.15 to 5.15
102	SREEDEVI R	12625	Assistant Executive Engineer	27.04.2023 10.15 to 5.15
103	SREEJITH S	10283	Head Clerk	27.04.2023 10.15 to 5.15



104	SREEMA V S	10395	LD Clerk/Store Keeper/Cashier	27.04.2023 10.15 to 5.15
105	SRUTHI LAKSHMI S J	58663	Overseer Gr.III/Tracer	27.04.2023 10.15 to 5.15
106	SUBASHKUMAR S	11617	Accounts Officer/ Administrative Officer	02.05.2023 10.15 to 5.15
107	Subha P S	10265	Junior Superintendent	02.05.2023 10.15 to 5.15
108	Suja V S	11654	Assistant Engineer/Head Draftsman	02.05.2023 10.15 to 5.15
109	SUJATHA V P	10608	Accounts Officer/ Administrative Officer	02.05.2023 10.15 to 5.15
110	SUKU K JACOB	10528	LD Clerk/Store Keeper/Cashier	02.05.2023 10.15 to 5.15
111	SUMI N	10616	Assistant Executive Engineer	02.05.2023 10.15 to 5.15
112	SWAROOP S P	48323	LD Clerk/Store Keeper/Cashier	02.05.2023 10.15 to 5.15
113	SYAM RAJ S S	11386	LD Clerk/Store Keeper/Cashier	02.05.2023 10.15 to 5.15
114	UNNIKRISHNAN M P	10307	Head Clerk	02.05.2023 10.15 to 5.15
115	USHAKUMARI G	10655	Assistant Engineer/Head Draftsman	02.05.2023 10.15 to 5.15
116	Vasanthakumar C	11300	Assistant Engineer/Head Draftsman	02.05.2023 10.15 to 5.15
117	VIDHYA U	47896	LD Clerk/Store Keeper/Cashier	02.05.2023 10.15 to 5.15
118	VIDHYA V S	10579	UD Clerk/ Senior store Keeper/ senior Cashier	02.05.2023 10.15 to 5.15
119	VIDYA J UDAYAN	11873	Operator	02.05.2023 10.15 to 5.15
120	VIJU KUMAR V N	10701	Assistant Executive Engineer	02.05.2023 10.15 to 5.15
121	VINODKUMAR R	10666	Assistant Engineer/Head Draftsman	02.05.2023 10.15 to 5.15
122	VISHNU C S	45883	Assistant Engineer/Head Draftsman	02.05.2023 10.15 to 5.15

