



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, 17.12.2022

Ref:- 1.Minutes of the review meeting of Administrative Wing held on 11.08.22&14.09.2022.

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. So, training in this regard has to be given to all the staff in Kerala Water Authority. As a first step, it has been decided to impart training to the staff of Kerala Water Authority, Head office by Kerala State IT Mission at Training Centre, KWA as per the attached schedule. The expense will be met under the A/C 3461 - State Plan.

In the above circumstances, sanction is hereby accorded to arranged the subject training as per the schedule attached.

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. Sri. Nikesh P

Implementation & Support Lead

(e-Office)

KSITM, Thiruvananthapuram.

3.PA to MD,TM,CA to CE (HRD&GL), CE(Projects & Operatons), FM&CAO,

DCE(GL), Sr.AO.



SI No	Name	PEN	Designation	Date & Time
1	ANU A JOSEPH	G10316	Head Clerk	19.12.2022 10.15 to 05.15
2	ABDUL BASHEER T K	G11961	Internal Auditor	19.12.2022 10.15 to 05.15
3	ABHISHEK J	G14953	LD Clerk/Store Keeper/Cashier	19.12.2022 10.15 to 05.15
4	AJITHKUMAR G	G10602	Accounts Manager	19.12.2022 10.15 to 05.15
5	Ambily M K	G44345	Divisional Accounts Officer	19.12.2022 10.15 to 05.15
6	ANIL P	G10255	Divisional Accounts Officer	19.12.2022 10.15 to 05.15
7	ANOOP S K	G48158	LD Typist	19.12.2022 10.15 to 05.15
8	ASWATHY V	G10573	Office Attendant	19.12.2022 10.15 to 05.15
9	BALAKRISHNAN A P K	G12771	Accounts Officer/ Administrative Officer	19.12.2022 10.15 to 05.15
10	BALU A S	G10338	Head Clerk	19.12.2022 10.15 to 05.15
11	BIJU S R	G43433	Senior Superintendent/ Revenue Officer	19.12.2022 10.15 to 05.15
12	BINDU M C	G11531	Internal Auditor	19.12.2022 10.15 to 05.15
13	DEEPA J R	G47891	LD Clerk/Store Keeper/Cashier	19.12.2022 10.15 to 05.15
14	DHANYA G NAIR	G46020	LD Clerk/Store Keeper/Cashier	19.12.2022 10.15 to 05.15
15	JALEEB KHAN M	G10437	UD Typist	19.12.2022 10.15 to 05.15
16	Krishnakumar S S	G11247	UD Clerk/ Senior store Keeper/ senior Cashier	19.12.2022 10.15 to 05.15
17	LAKSHMY R	G14230	Divisional Accounts Officer	19.12.2022 10.15 to 05.15
18	PRASANTHKUMAR P R	G10309	UD Clerk/ Senior store Keeper/ senior Cashier	19.12.2022 10.15 to 05.15
19	PREMANANDAN P K	G11981	Accounts Officer/ Administrative Officer	19.12.2022 10.15 to 05.15
20	SAJITH KUMAR S S	G10601	Accounts Manager	19.12.2022 10.15 to 05.15
21	SANTHOSH M	G44949	Fair Copy Superintendent	19.12.2022 10.15 to 05.15
22	SEENATH R	G10427	UD Typist	19.12.2022 10.15 to 05.15



23	Sherly S	G11165	Divisional Accounts Officer	19.12.2022 10.15 to 05.15
24	Suma K	G 43840	Selection Grade Typist	19.12.2022 10.15 to 05.15
25	SHYLA BEEVI S	G44322	Senior Grade Typist	19.12.2022 10.15 to 05.15
26	SIVAKUMAR S V	G45723	Head Clerk	19.12.2022 10.15 to 05.15
27	SOUMYA V	G10596	Deputy Accounts Manager	19.12.2022 10.15 to 05.15
28	SREEJITH S	G10283	Head Clerk	19.12.2022 10.15 to 05.15
29	SUJATHA V P	G10608	Accounts Officer/ Administrative Officer	19.12.2022 10.15 to 05.15
30	SWAROOP S P	G48323	LD Clerk/Store Keeper/Cashier	19.12.2022 10.15 to 05.15
31	SHAMLA H	G44603	Junior Superintendent	19.12.2022 10.15 to 05.15
32	SHAMNAD M	G49411	LD Typist	19.12.2022 10.15 to 05.15
33	Shine S N	G11321	UD CLERK	19.12.2022 10.15 to 05.15
34	ARAVIND R KUMAR	G10562	Senior Superintendent/	19.12.2022 10.15 to 05.15
35	ARSHAD H	G10319	UD Clerk/ Senior store	19.12.2022 10.15 to 05.15
36	ARUNA M R	G52638	LD Clerk/Store Keeper/	19.12.2022 10.15 to 05.15
37	AKHILA O J	G48159	LD Typist	20.12.2022 10.15 to 05.15
38	ANITHA KUMARI S	G10553	Deputy Chief Engineer / Superintending Engineer/Project Director	20.12.2022 10.15 to 05.15
39	ARYA VIJAYAN	G46334	LD Clerk/Store Keeper/Cashier	20.12.2022 10.15 to 05.15
40	BEENA C	G10280	Head Clerk	20.12.2022 10.15 to 05.15
41	BIJU S	G10550	Accounts Officer/ Administrative Officer	20.12.2022 10.15 to 05.15
42	BIJUKUMAR K	G10658	Divisional Accounts Officer	20.12.2022 10.15 to 05.15
43	BINDU THOMAS	G10584	Junior Superintendent	20.12.2022 10.15 to 05.15
44	DILEEP V R	G10451	UD Typist	20.12.2022 10.15 to 05.15
45	HAMSATH S	G10534	Head Clerk	20.12.2022 10.15 to 05.15



46	Hazeena Basheer	G11400	Assistant Executive Engineer/Technical Assistant	20.12.2022 10.15 to 05.15
47	HIMA A K	G10526	Junior Superintendent	20.12.2022 10.15 to 05.15
48	JAYASREE S	G11243	Senior Superintendent/ Revenue Officer(DA(HG))	20.12.2022 10.15 to 05.15
49	JEEJA J	G47912	LD Clerk/Store Keeper/Cashier	20.12.2022 10.15 to 05.15
50	NISHA K NAIR	G10592	Principal Information Officer	20.12.2022 10.15 to 05.15
51	PADMA KUMARI S	G11334	UD Clerk/ Senior store Keeper/ senior Cashier	20.12.2022 10.15 to 05.15
52	Praseeda N	G46566	Office Attendant	20.12.2022 10.15 to 05.15
53	RAJEELA T V	G10583	UD Typist	20.12.2022 10.15 to 05.15
54	RAYISA K	G45726	Legal Assistant	20.12.2022 10.15 to 05.15
55	REEJA J	G10714	Assistant Executive Engineer/Technical Assistant	20.12.2022 10.15 to 05.15
56	RESHMI KRISHNA R	G10614	Assistant Executive Engineer/Technical Assistant	20.12.2022 10.15 to 05.15
57	SAJEENA BEEGOM A S	G10449	Senior Grade Typist	20.12.2022 10.15 to 05.15
58	SANDHYA M S	G11570	Junior Superintendent	20.12.2022 10.15 to 05.15
59	SARITHA A	G46040	LD Clerk/Store Keeper/Cashier	20.12.2022 10.15 to 05.15
60	SOUMYA G	G48165	LD Clerk/Store Keeper/Cashier	20.12.2022 10.15 to 05.15
61	SREEKALA L B	G10697	Executive Engineer/ PA To Superintending Engineer	20.12.2022 10.15 to 05.15
62	SREELEKHA V R	G10700	Assistant Executive Engineer(CAS)	20.12.2022 10.15 to 05.15
63	SREEMA V S	G10395	LD Clerk/Store Keeper/Cashier	20.12.2022 10.15 to 05.15
64	SUDHARSANA V S	G11225	UD Typist	20.12.2022 10.15 to 05.15
65	UNNIKRISHNAN M P	G10307	Head Clerk	20.12.2022 10.15 to 05.15
66	VIDHYA V S	G10579	UD Clerk/ Senior store Keeper/ senior Cashier	20.12.2022 10.15 to 05.15



67	MAHESH BABU K B	G14197	LD Clerk/Store Keeper/Cashier	20.12.2022 10.15 to 05.15
68	Rekha K	447342	LAW OFFICER	20.12.2022 10.15 to 05.15
69	KrishnaPriya R S	G10327	UD CLERK	20.12.2022 10.15 to 05.15
70	Lalithammal M	G10434	Selection Grade Typist	20.12.2022 10.15 to 05.15
71	AKHILA V L	G48166	LD Clerk/Store Keeper/Cashier	23.12.2022 10.15 to 05.15
72	AMITHA A S	G47887	LD Clerk/Store Keeper/Cashier	23.12.2022 10.15 to 05.15
73	AMMUKUTTY A	G43482	Assistant Executive Engineer/Technical Assistant(AE(DR-8yrs TBHG))	23.12.2022 10.15 to 05.15
74	Anil Kumar G	G12652	Junior Superintendent	23.12.2022 10.15 to 05.15
75	ANUROOP B S	G10567	Head Clerk	23.12.2022 10.15 to 05.15
76	ARUN T A	G44065	LD Clerk/Store Keeper/Cashier	23.12.2022 10.15 to 05.15
77	Baiju S	G11418	Operator (8 years TBHG)	23.12.2022 10.15 to 05.15
78	BEJOY JUSTIN	G10540	UD Clerk/ Senior store Keeper/ senior Cashier	23.12.2022 10.15 to 05.15
79	BINDU L	G10626	Assistant Executive Engineer/Technical Assistant	23.12.2022 10.15 to 05.15
80	BINDU R V	G10643	Assistant Engineer/Head Draftsman	23.12.2022 10.15 to 05.15
81	BINUKUMAR G S	G43778	Assistant Executive Engineer/Technical Assistant(AE(DR-8yrs TBHG))	23.12.2022 10.15 to 05.15
82	DIPIN P	G47898	LD Clerk/Store Keeper/Cashier	23.12.2022 10.15 to 05.15
83	GOPAKUMAR G S	G10697	Executive Engineer/ PA To Superintending Engineer	23.12.2022 10.15 to 05.15
84	JAYANTHY KRISHNAN	G12137	Assistant Engineer/Head Draftsman	23.12.2022 10.15 to 05.15
85	JITHENDRIYAN S V P	G10269	Assistant Data Base Administrator	23.12.2022 10.15 to 05.15
86	KRISHNAKUMAR R	G44695	Junior Superintendent	23.12.2022 10.15 to 05.15



87	MINIMOL L	G10492	UD Typist	23.12.2022 10.15 to 05.15
88	MOHANAKUMAR R	G12743	Accounts Officer/ Administrative Officer	23.12.2022 10.15 to 05.15
89	PRAKASH S	G10532	LD Clerk/Store Keeper/Cashier	23.12.2022 10.15 to 05.15
90	Ranjeev S	G10252	Divisional Accounts Officer	23.12.2022 10.15 to 05.15
91	Ratheesh babu G	G11674	Operator	23.12.2022 10.15 to 05.15
92	REHANA V KAMAL	G10535	Junior Superintendent	23.12.2022 10.15 to 05.15
93	RESHMI K R G	G10496	UD Clerk/ Senior store Keeper/ senior Cashier	23.12.2022 10.15 to 05.15
94	SHANTI V P	G10674	Assistant Executive Engineer/Technical Assistant	23.12.2022 10.15 to 05.15
95	SHEEJA T	G10433	UD Typist	23.12.2022 10.15 to 05.15
96	SIBI V	G48161	LD Clerk/Store Keeper/Cashier	23.12.2022 10.15 to 05.15
97	SUJATHA B	G11175	Divisional Accounts Officer	23.12.2022 10.15 to 05.15
98	SURESH K G	G10611	Senior Superintendent/ Revenue Officer(DA(HG))	23.12.2022 10.15 to 05.15
99	VIDHYA U	G47896	LD Clerk/Store Keeper/Cashier	23.12.2022 10.15 to 05.15
100	VIMAL DAS H	G45795	Lascar	23.12.2022 10.15 to 05.15
101	REHANA S	G48215	LD Typist	23.12.2022 10.15 to 05.15
102	ABISH M A	G14543	UD Clerk/ Senior store Keeper/ senior Cashier	24.12.2022 10.15 to 05.15
103	ANILKUMAR S	G45665	Junior Superintendent	24.12.2022 10.15 to 05.15
104	ANJANA M A	G47893	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
105	ANJANA O S	G46023	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
106	ANJU R	G47956	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
107	ANU V	G10281	Head Clerk	24.12.2022 10.15 to 05.15
108	ANUPAMA G S	G47915	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15



109	ARYA CHANDRAN A R	G47962	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
110	ASHA S L	G46493	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
111	ASOKA KUMAR G	G10593	UD Clerk/ Senior store Keeper/ senior Cashier	24.12.2022 10.15 to 05.15
112	Dhannya R	G46379	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
113	DHANYA E C	G46619	Confidential Assistant Gr.II	24.12.2022 10.15 to 05.15
114	HAFEES MOHAMMED A	G46446	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
115	HEMANTH G R	G10287	UD Clerk/ Senior store Keeper/ senior Cashier (15 years TBHG)	24.12.2022 10.15 to 05.15
116	JITHIN K R	G10293	UD Clerk/ Senior store Keeper/ senior Cashier	24.12.2022 10.15 to 05.15
117	KRISHNA U D	G46481	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
118	LEKHA P	G10577	LD Clerk/Store Keeper/Cashier	24.12.2022 10.15 to 05.15
119	MANUSH M R	G10328	UD Clerk/ Senior store Keeper/ senior Cashier	24.12.2022 10.15 to 05.15
120	MAYA E S	G10559	Confidential Assistant Sel.Gr.	24.12.2022 10.15 to 05.15
121	MINI KUMARI S	G13692	Senior Administrative Officer	24.12.2022 10.15 to 05.15
122	NISHA B V	G10254	Accounts Officer/ Administrative Officer	24.12.2022 10.15 to 05.15
123	SAIJU PURUSHOTHAMAN	G14229	Deputy Chief Engineer / Superintending Engineer/Project Director	24.12.2022 10.15 to 05.15
124	SAUPARNIKA R	G46500	Confidential Assistant Gr.II	24.12.2022 10.15 to 05.15
125	SHOUKATHALI N	G10624	Fair Copy Superintendent	24.12.2022 10.15 to 05.15
126	SIVASANKARAKURUP R	G10587	Senior Superintendent/ Revenue Officer	24.12.2022 10.15 to 05.15
127	SMITHA MOHAN J	G10256	UD Clerk/ Senior store Keeper/ senior Cashier	24.12.2022 10.15 to 05.15



128	SREELATHA KUMARI S	G10669	Fair Copy Superintende	24.12.2022 10.15 to 05.15
129	Sujitha S K	G19105	UD Clerk	24.12.2022 10.15 to 05.15
130	VINEETHA NAIR	G43652	UD Clerk/ Senior store	24.12.2022 10.15 to 05.15
131	VINOD KUMAR K	G10411	LD Clerk/Store Keeper/	24.12.2022 10.15 to 05.15
132	Ajith Jose J S	G11775	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
133	Aneesh Kumar J	G44842	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
134	ANIL R	G10619	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
135	Anilkumar A	G10523	LD Clerk/Store Keeper/Cashier	26.12.2022 10.15 to 05.15
136	ANUJA B	G10543	LD Clerk/Store Keeper/Cashier	26.12.2022 10.15 to 05.15
137	ARUN B S	G10654	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
138	ARYA R	G45663	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
139	Asha Letha	G44550	Deputy Chief Engineer / Superintending Engineer/Project Director	26.12.2022 10.15 to 05.15
140	ASHA RAJ N	G11191	Executive Engineer/ PA To Superintending Engineer	26.12.2022 10.15 to 05.15
141	BEENA T K	G12919	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
142	Biju V	G11633	Electrical Overseer Gr.I	26.12.2022 10.15 to 05.15
143	CHANDRAKUMAR C R	G12729	Executive Engineer/ PA To Superintending Engineer	26.12.2022 10.15 to 05.15
144	DARZAN A	G10582	LD Clerk/Store Keeper/Cashier - Unqualified (27 years TBHG)	26.12.2022 10.15 to 05.15



145	GANGADHARAN A	G45188	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
146	HARIKRISHNAN M	G43498	Executive Engineer/ PA To Superintending Engineer	26.12.2022 10.15 to 05.15
147	Hazeena Basheer	G11400	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
148	HEMA S V	G14236	Deputy Chief Engineer / Superintending Engineer/Project Director	26.12.2022 10.15 to 05.15
149	JAYAN K	G10375	Office Attendant	26.12.2022 10.15 to 05.15
150	JJI N	G12100	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
151	Jisha S G	G12068	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
152	JITHIN V	G12753	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
153	JOTHIKUMAR G D	G43867	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
154	KRISHNAKUMAR V S	G45787	Executive Engineer/ PA To Superintending Engineer	26.12.2022 10.15 to 05.15
155	MANEESH MOHAN	G44821	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
156	MAYA S DEVI	G14271	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
157	NARAYANAN NAMBOODIRI T V	G45200	Deputy Chief Engineer / Superintending Engineer/Project Director	26.12.2022 10.15 to 05.15
158	NAUSHAD A	G44805	Deputy Chief Engineer / Superintending Engineer/Project Director	26.12.2022 10.15 to 05.15
159	NEENU GOPINI	G10271	Confidential Assistant Gr.I	26.12.2022 10.15 to 05.15



160	NISHA LIZ W	G14412	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
161	NOORJAHAN P Y	G10564	PA to Managing Director/ Technical Member/ Accounts Member	26.12.2022 10.15 to 05.15
162	Presanna Kumari Yesudas Retnabai	G12214	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
163	RAHUL K R	G43698	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
164	RAJESH B S	G43745	Assistant Executive Engineer/Technical Assistant	26.12.2022 10.15 to 05.15
165	Ratheesh Kumar M S	G44486	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
166	RAVIKUMAR K	G14773	Assistant Executive Engineer(CAS)	26.12.2022 10.15 to 05.15
167	REMLA SELIN J B	G15110	Assistant Engineer/Head Draftsman	26.12.2022 10.15 to 05.15
168	Santhosh Kumar C S	G11927	Junior Superintendent	27.12.2022 10.15 to 05.15
169	Saumya G	G10627	Assistant Executive Engineer/Technical Assistant	27.12.2022 10.15 to 05.15
170	SELESTEENA BAI C	G11358	Assistant Engineer/Head Draftsman	27.12.2022 10.15 to 05.15
171	SHAJILA A S	G12832	Assistant Executive Engineer/Technical Assistant	27.12.2022 10.15 to 05.15
172	SHEEBA U	G10447	Senior Grade Typist	27.12.2022 10.15 to 05.15
173	Sheebha K P	G45231	Assistant Executive Engineer/Technical Assistant	27.12.2022 10.15 to 05.15
174	SHEEJA RANI C R	G13138	Secretary	27.12.2022 10.15 to 05.15
175	SREEDEVI R	G12625	Assistant Executive Engineer/Technical Assistant	27.12.2022 10.15 to 05.15
176	Suja V S	G11654	Assistant Engineer/Head Draftsman	27.12.2022 10.15 to 05.15
177	SUMI N	G10616	Assistant Executive Engineer/Technical Assistant	27.12.2022 10.15 to 05.15



178	USHAKUMARI G	G10655	Assistant Engineer/Head Draftsman	27.12.2022 10.15 to 05.15
179	Vasanthakumar C	G11300	Assistant Engineer/Head Draftsman	27.12.2022 10.15 to 05.15
180	VIDYA J UDAYAN	G11873	Operator	27.12.2022 10.15 to 05.15
181	VIJU KUMAR V N	G10701	Assistant Executive Engineer/Technical Assistant	27.12.2022 10.15 to 05.15
182	VINODKUMAR R	G10666	Assistant Engineer/Head Draftsman	27.12.2022 10.15 to 05.15
183	VISHNU C S	G45883	Assistant Engineer/Head Draftsman	27.12.2022 10.15 to 05.15
184	AAJISH L G	G58681	Overseer Gr.III/Tracer	27.12.2022 10.15 to 05.15
185	SRUTHI LAKSHMI S J	G58663	Overseer Gr.III/Tracer	27.12.2022 10.15 to 05.15
186	Bindu S	G10662	Assistant Engineer/Head Draftsman	27.12.2022 10.15 to 05.15
187	BOBAN C J	G48336	LD Typist	27.12.2022 10.15 to 05.15
188	JIJIN S	G47908	LD Clerk/Store Keeper/Cashier	27.12.2022 10.15 to 05.15
189	RASHIDHA R	G47894	LD Clerk/Store Keeper/Cashier	27.12.2022 10.15 to 05.15
190	SUBASHKUMAR S	G11617	Accounts Officer/ Administrative Officer	27.12.2022 10.15 to 05.15
191	SUKU K JACOB	G10528	LD Clerk/Store Keeper/Cashier	27.12.2022 10.15 to 05.15

