

SECRETARY
KERALA WATER AUTHORITY

KERALA WATER AUTHORITY



THE KERALA WATER AUTHORITY

(POWERS OF EMPLOYEES)

REGULATIONS, 1999

JALABHAVAN, THIRUVANANTHAPURAM- 695033

PROCEEDINGS OF THE MANAGING DIRECTOR

Sub: Kerala Water Supply and Sewerage Act, 1986- Regulations for the delegation of powers to the various officers- Kerala Water Authority (Powers of Employees) Regulation 1999-orders issued.

KERALA WATER AUTHORITY

No.KWA/HO/WN/33/97 Thiruvananthapuram, Date:14.09.1999

- Read:
1. G.O.(P) No. 558/97/Fin dated. 3.6.1997
 2. G.O.(P) No. 104/98/IrD dated. 21.10.1998
 3. G.O.(P) No. 55/99/IrD dated. 20.8.1999

ORDER

The limit of powers being exercised by KWA officers is the one amended long back. The quantum of work that can be sanctioned by officers reduced considerably due to increase in cost.

Hitherto, the engineers of Public Work Department and engineers of erstwhile P.H.E.D. and the present Kerala Water Authority were exercising the same powers. By the G.O cited under reference (1), the Government have enhanced the powers of P.W.D. officials. In principle the same powers have to be delegated to the engineers of Kerala Water Authority also.

Vide resolution no. 4323 of the 170th meeting of the Authority held on 28.7.1997, it was decided to revise the delegation of powers, in the light of the revision in P.W.D, incorporating necessary changes.

Considering the supporting staff position in subordinate offices, peculiar features of maintenance works for water supply, funds flow pattern of KWA etc. a draft regulation regarding enhanced delegation of powers was prepared on the basis of G.O (P) No. 558/97/Fin dtd. 3.6.97 and forwarded to the Government for approval (This was done as per the decision of Kerala Water Authority vide resolution no. 4583 of 178th meeting held on 5.3.1998).

In accordance with the provision of sub section (1) of section 65 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), Government have conveyed approval to the Kerala Water Authority for the Kerala Water Authority (Towers of Employees) Regulations, 1998 proposed to be issued under sub section (2) of section 65 of the Kerala Water Supply and Sewerage Act, 1986 vide Government order read as 2nd and 3rd above.

In this connection, sanction is hereby accorded to practice the enhanced delegation of powers with immediate effect.

Acc: Regulation with
Appendices I, II & III

Sd/-
Managing Director.

GOVERNMENT OF KERALA

Abstract

Finance Department - Delegation of financial powers to various officers of Public Works Department and Departments of the Administrative Secretariat

FINANCE (EXPENDITURE 'B') DEPARTMENT

G.O. (P) No. 558/97/Fin. Dated, Thiruvananthapuram, 3.6.1997

Read: Letter no. PL (2) 59340/90 dated 10.6.1992 from Chief Engineer, Public Works Department (R&B) Administration, Thiruvananthapuram

ORDER

The Chief Engineer in his letter read above has proposed to enhance the financial powers of the various officers in Public Works Department. The Empowered Committee on delegation of powers considered the proposal and made necessary recommendation.

2. Government while examining the case has decided to make corresponding enhancement of financial powers of Administrative Secretariat in sanctioning works.

3. In the above circumstances Government are pleased to order that the financial powers of the Departments of the Administrative Secretariat for sanctioning works to enhanced from Rs. 7.5 lakhs to Rs. 20 lakhs and that of officers in the Public Works Department as detailed in the Annexure to this Government order.

(By Order of the Governor)

ALOK SHEEL
Special Secretary (Fin, Expenditure)

GOVERNMENT OF KERALA

Abstract

Kerala Water Supply and Sewerage Act, 1986- Regulations for the delegation of powers to the various officers Kerala Water Authority- previous approval of Govt. under Sub Section (1) of Section 65-conveyed-orders issued.

IRRIGATION (WSC) DEPARTMENT

G.O.(P) No. 104/98/Ir D. Dated, Thiruvananthapuram, 21.10.1998

Read: Letter no. KWA/HO/WN/33/97 dt. 24.3.1998 from the Managing Director, Kerala Water Authority.

ORDER

In accordance with the provisions of sub section (1) of section 65 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), Government are pleased to convey approval to the Kerala Water Authority for the Kerala Water Authority (Water Supply Regulations, 1998 proposed to be issued under sub section (2) of section 65 of the said Act as per the draft appended to this order.

(By Order of the Governor)

ELIAS GEORGE
Secretary to Government

GOVERNMENT OF KERALA

Abstract

Kerala Water Supply and Sewerage Act, 1986 - Regulations for the delegation of powers to the various officers Kerala Water Authority - erratum - orders issued.

IRRIGATION (WSC) DEPARTMENT

G. O. (P) No. 55/99/IrD. Dated, Thiruvananthapuram, 20.08.1999

Read: (1) G. O. (P), No. 104/98/IrD dated 21.10.1998.

ORDER

"The words Kerala Water Authority (Water Supply) Regulation, 1998" occurred in the Government order read above is corrected and read as "Kerala Water Authority (Powers of Employees) Regulation 1998"
The Government order read above stands modified to the above extent.

(By Order of the Governor)

K. S. ANNAMMA
Addl. Secretary to Government

THE KERALA WATER AUTHORITY Head Office (Works North)

NOTIFICATION

Proceedings No: KWA/HO/WN/33/97, Thiruvananthapuram. Dated, 14.09.99

In exercise of powers conferred by Sub Section (1) and clauses (b) and (e) of sub-section (2) of section 65 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) and with the previous approval of Government as required by Sub-section (1) thereof conveyed in G. O. (P) 104/98/IrD, Dated 21.10.1998, the Kerala Water Authority hereby makes the following regulations namely:-

REGULATIONS

1. Short title and commencement:
 - (1). These regulations may be called the Kerala Water Authority (Powers of Employees) Regulations, 1999.
 - (2). They shall come into force at once.
2. Definitions: In these regulations, unless the context otherwise requires,
 - (i) "Act" means the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986)
 - (ii) "Authority" means the Kerala Water Authority constituted under section 3 of the Act;
 - (iii) "Chairman" means the Chairman of the Authority
 - (iv) "Employees" means officers and servants of the Authority and includes the Managing Director.
 - (v) "Managing Director" means the Managing Director of the Authority

(vi) "Power" means the Authority to take decision on a particular matter and implement the same in accordance with the provision of the Act, rules and regulations that may be, in force on the subject.

(vii) "High level committee means a committee comprising of Managing Director, Technical Member, Accounts Member. The quorum of the committee will be three.

(viii) "Rule" means the rules made under the Kerala Water Supply and Sewerage Act, 1986.

3. Administrative powers : The administrative powers of the various officers of the Authority are given in Appendix I to these regulations.

4. Financial Powers : Financial Powers of various officers of the Authority are given in Appendix II to these regulations.

5. Technical Powers : Technical powers of the various officers of the Authority are given in Appendix III to these regulations.

6. Power of delegations to Head of offices only:

The Powers delegated to Superintending Engineers, Executive Engineers, Assistant Executive Engineers, Assistant Engineers in these regulations shall be exercised by them only when they are functioning as the Heads of offices unless otherwise specifically mentioned. Regarding others working in any office specific delegation by the Authority is required for exercising these powers.

7. Exercise of powers by higher Authority:
in addition to the powers specifically assigned to them, the higher officers of and above the rank of Executive Engineers are competent to exercise the powers delegated to their sub-ordinates.

8. Certain powers considered as inherent powers:

The powers delegated to various officers of the Authority are given in the Appendices. In addition to the above the following powers must be considered as inherent in exercising the powers of each officer.

- (a). The controlling officers have the right to guide/instruct and direct the sub-ordinate officers in regard to the performance of their duties.
- (b). If any disobedience, malingering, insolence etc. is noticed on any sub-ordinate officer, it is open to the officer controlling him to initiate disciplinary proceedings after reporting the matter to the higher authority.
- (c). If there is any obstruction in the discharge of the duties of any officer by an outsider, it will be proper for the officer to have the obstruction removed either directly or with the help of Police.

9. Powers of the Managing Director to incur expenditure on extreme urgent cases:

- (i) In the case of extreme urgent cases the Managing Director shall be competent to incur expenditure up to Rupees Seventy five thousand with respect to recurring expenditure and upto Rupees three lakhs with respect to non recurring expenditure in any financial year without expenditure being included in the statements under sub-section (1) of section 28 of the Act.
- (ii) When any sum is expended under circumstances of extreme urgency a report thereon indicating the sources from which it is proposed to meet the expenditure shall be made, as soon as practicable, to the Government.

APPENDIX - I

Administrative Powers

1.01. Appointments

1. Managing Director, Kerala Water Authority

- (a) To make appointments up to and including the post of Executive Engineers in the technical branch and Administrative Gr. I in the Administrative branch and Internal Auditor in the Account branch subjected to rules.
- (b) To make appointments under dying-in-harness scheme where relaxation of rules are not involved. The guidelines raised by Government from time to time shall mutatis mutandis apply to such appointments in the Authority.

2. Chief Engineer (P, S & CI)

To make appointments up to and including the categories of Assistant Executive Engineers, Senior Superintendents and Divisional Accountants.

3. Chief Engineers (Regional & IPD)

To make appointment up to and including the categories of Assistant Executive Engineers, Senior Superintendents, Divisional Accountants other than the initial appointments and promotions.

4. Deputy Chief Engineer (CI)

To make appointments in the Technical posts of up to and below the rank of Assistant Engineers subjected to rules.

5. Deputy Chief Engineer (Regional)

To make appointments up to and including the Technical posts of Assistant Engineers other than the initial appointments and promotions.

6. *Superintending Engineers*
To make appointments up to and including the Technical post of Assistant Engineers other than the initial appointments and promotions and to make appointments of menials charged to office contingencies in sanctioned posts.
 7. *Executive Engineers:*
To make appointments up to and the rank of overseer Grade III/ Meter Reader etc. other than the initial appointments and promotions and to make appointments of menials charged to office contingencies in sanctioned posts.
 8. *Administrative Officer Grade I (HQ)*
To make appointments up to and including the posts of Junior Superintendents subject to rules.
 9. *Administrative Officer Grade II (Regional)*
To make appointments up to and including the posts of the Junior Superintendents other than initial appointments and promotions.
- 1.02. Transfers and Postings**
1. *Managing Director, Kerala Water Authority.*
To order transfer and posting of Officers up to and including the rank of Executive Engineers in the technical branch and Administrative Officer/Internal Auditor in the Administrative branch.
 2. *Chief Engineer (P, S & CI)*
To order transfer and posting of Officers up to and including the rank of Assistant Executive Engineers, Senior Superintendent and Divisional Accountant.

3. *Chief Engineers (Regional)*
To order transfer and posting of officers up to and including the rank of Assistant Executive Engineer, Senior Superintendent, Divisional Accountant.
 4. *Deputy Chief Engineer (CI)*
To order transfer and posting of Officers up to and including the rank of Assistant Engineers.
 5. *Deputy Chief Engineer (Regional)*
To order transfer and posting of Officers up to and including the rank of Assistant Engineers.
 6. *Superintending Engineer.*
To order transfer and posting of Officers up to and including the rank of Assistant Engineer, Junior Superintendent etc.
 7. *Executive Engineers.*
To order transfer and posting of Officers up to and including the rank of Draftsman Grade I, Head Clerk etc.
- 1.03. Leave.**
1. *Managing Director, Kerala Water Authority*
To sanction all kinds of leave including surrender leave of all officers and leave without allowance for taking employment abroad to all officers and also to order arrangements for additional charges as per rules.
 2. *Chief Engineer.*
To sanction all kinds of leave (including surrender of earned leave) other than study leave, disability leave and leave without allowance exceeding 4 months to all officers working under them and also to order additional charge arrangements and sanction charge allowance.

3. *Secretary*

To sanction all kinds of leave (including surrender of earned leave) except study leave, Hospital leave and leave without allowance exceeding 3 months at a time without substitute arrangements in respect of all employees in head office working under him.

4. *Deputy Chief Engineer/ Superintending Engineer.*

To sanction all kinds of leave (including surrender of earned leave) other than study leave, disability leave and leave without allowance exceeding 120 days to all officers working under them and also to order additional charge arrangements.

5. *Executive Engineer/P. A. to Superintending Engineers.*

To sanction all kinds of leave (including surrender of earned leave) other than study leave, disability leave and leave without allowance exceeding 120 days to all officers working under them.

6. *Administrative Officer Grade I (HO)*

To sanction all kinds of leave other than study leave, disability leave and leave without allowance exceeding 120 days up to and including the post of Administrative Assistant and Accounts Officer Gr. II.

7. *Administrative Officer Grade II (Regional)*

To sanction all kinds of leave including surrender of earn leave other than study leave, disability leave and leave without allowances exceeding 120 days up to and including the post of Senior Superintendent.

8. *Assistant Executive Engineers*

To sanction all kinds of leave including surrender of earned leave other than study leave, disability leave and leave without allowance exceeding 120 days to the officers working under them.

1. 04 Tour.

1. *Managing Director, Kerala Water Authority*

To sanction journey to all officers beyond jurisdiction including the journey within India. To perform Journey within India and draw advance TA for 15 days before the actual journey and to claim TA without counter signature.

2. *Finance Manager and Chief Accounts Officer.*

1. To perform journey within the State and draw advance TA
2. To sanction journey to all officers working under him in the Head Office.
3. To claim TA/ Advance TA without counter signature and counter sign TA, advance TA bill, to all Officers working under him in the head office

3. *Chief Engineers*

1. To perform journey within the State and also the adjoining districts of the neighbouring States and draw advance TA without counter signature and sanction advance TA to Superintending Engineers and Deputy Chief Engineers.
2. To claim TA, Advance TA without counter signature and to countersign TA, advance TA bills of Superintending Engineers and the Deputy Chief Engineers.

4. *Deputy Chief Engineers/ Superintending Engineers*

1. To sanction advance TA to all Technical officers up to and including the rank of Executive Engineer, to all ministerial officers up to and including the rank of Administrative officers Grade I and to countersign TA bills.
2. To perform journey within their jurisdiction and to claim TA, advance TA without counter sign.

5. *Secretary (Head Office)*

To perform journey within the State and claim TA, advance TA without counter signature.

To sanction journey within the State and counter sign TA bills in respect of employees working under him in the head office.

6. *Administrative Officer Grade I (Head Office)*

To perform journey within the State, to sanction journey within the State and to countersign TA bill in respect of Ministerial officers up to and including the category of Senior Superintendent.

7. *Administrative Officer Grade II (Regional)*

To perform journey within the jurisdiction, to sanction journey within the jurisdiction and to countersign the TA bill in respect of the ministerial officers up to and including the category of Senior Supt.

8. *Executive Engineers/P. A. to Superintending Engineer*

To perform journey within the jurisdiction and to sanction journey within the jurisdiction and to counter sign TA bills in respect of all subordinate officers under him.

1.05. Punishments

1. *Managing Director, Kerala Water Authority*

To initiate disciplinary proceedings against all officers whom he is competent to appoint and take decisions on such cases as per the provisions of Kerala Civil Services (Classification, Control & Appeal) Rules, 1960.

2. *Chief Engineers*

To initiate disciplinary proceeding against all officers whom he is competent to appoint and to take decision on such cases and impose any of the penalties as per the provisions of Kerala Civil Services (Classification, Control & Appeal) Rules, 1960.

3. *Superintending Engineers.*

To initiate disciplinary proceeding against any officers whom he is competent to appoint and impose any of the penalties as per the provisions of K.C.S (CC & A) Rules 1960.

4. *Executive Engineers*

1. To initiate disciplinary proceeding against any officers whom he is competent to appoint and impose any of the penalties as per provision of K.C.S (CC & A) Rules 1960
2. In serious case of fraud he may exercise the power to suspend any officer working under him provided all such cases should be reported to the Chief Engineer forth with for ratification.

5. *Assistant Executive Engineers*

To place NMR workers out of job for one month and also to reduce rank in seniority list.

1.06. Medical reimbursement

1. *Managing Director, Kerala Water Authority*

1. To sanction medical reimbursement claim of Chief Engineer/ FM & CAO and the Secretary
2. To sanction medical reimbursement to all officers in case where special sanction is involved as per the provisions of medical reimbursement rules

2. *Chief Engineers*

To sanction medical reimbursement of the Deputy Chief Engineer and the Superintending Engineers working under them in cases where special sanction is not involved.

3. *Deputy Chief Engineer/Superintending Engineers.*

To sanction medical reimbursement to all officers under him provided there is no involvement of special sanctions.

4. *Executive Engineers/P. A. to Superintending Engineer.*
To sanction medical reimbursement to all officers under them subject to rules.

5. *Assistant Executive Engineers.*
To sanction medical reimbursement to all officers under them subject to rules.

1.07. General Provident Fund.

1. *Managing Director, Kerala Water Authority.*
To sanction non-refundable and temporary advances to all subordinate officers subject to rules.

2. *Chief Engineers.*
To sanction non-refundable and temporary advance to all subordinate officers under him subject to rules.

3. *Deputy Chief Engineers/Superintending Engineers.*
To sanction temporary advance to all subordinate officers under him subject to rules.

4. *Executive Engineers/P. A. to Superintending Engineer.*
To sanction temporary advance to all subordinate officers under him subject to rules.

5. *Assistant Executive Engineers.*
To sanction temporary advance to all subordinate officers under him subject to rules.

1.08. Pension.

1. *Managing Director, Kerala Water Authority*
To sanction pension to all officers and to issue Non Liability Certificate after confirming that there are no vigilance cases, disciplinary action and liabilities.

2. *Chief Engineers.*
To sanction pension to all officers up to and including Deputy Chief Engineers and Superintending Engineers and to issue Non Liability Certificate after confirming that there are no vigilance cases, disciplinary action and liabilities.

3. *Deputy Chief Engineers/Superintending Engineers.*
To sanction pension to all officers up to and including the rank of Junior Superintendent in the Administrative branch and Assistant Engineer in the Technical branch and to issue Non Liability Certificate after confirming that there are no vigilance cases, disciplinary action and liabilities.

4. *Executive Engineers.*
To sanction pension to all officers up to and including the rank of Overseer Grade III in the Technical branch and L. D. Clerk in Administrative branch and to issue Non Liability Certificate after confirming that there are no vigilance cases, disciplinary action and liabilities.

1.09. Creation of post.

1. *Chief Engineers.*
To sanction creation of part time contingent post in accordance with the rules.

1.10. Installation of Telephones.

1. *Managing Director, Kerala Water Authority.*
To sanction installation of office and residential telephones to all officers.

1.11. Deputation of officers.

1. *Managing Director Kerala Water Authority.*
To sanction deputation of all officers in the Authority where relaxation of rules are not involved.

1.12. Issue of Non Objection Certificate.

1. *Managing Director Kerala Water Authority.*
To issue Non Objection Certificate relating to application for passport to all officers of the Authority.

2. *Chief Engineers.*

To issue NOC relating to application for passport to the officers up to and including of Assistant Executive Engineer in Technical branch and Administrative officer Grade II in the Administrative branch.

3. *Deputy Chief Engineers/Superintending Engineers.*

To issue NOC relating to application for passport to the officers of rank of Junior Superintendent, Assistant Engineer and below.

1.13. Interpretation.

1. *Finance manager & Chief Accounts officer.*

To interpret and to guidance to the questions relating to financial rules and account procedure.

1.14. Transfer of the Funds.

1. *Accounts Member.*

To transfer the Authority Funds from one treasury to another or treasury to bank and vice versa.

1.15. Release of Funds.

1. *Finance Manager and Chief Account Officer.*
To release funds according to availability and budget provisions.

1.16. Recovery from pay.

All Heads of officers are competent to effect recovery from pay of officers working under them.

1.17. Fixation of Pay.

1. *Finance Manager & Chief Accounts Officer.*

Pay fixation of all and above the rank of Assistant Executive Engineer in the Technical branch and Divisional Accountant/ Senior Superintendent in the Administrative branch.

2. *Administrative Assistant, Head quarters.*

To fix the pay of all officers up to and including the rank of Assistant Engineers in the Technical branch and Junior Superintendent in the Administrative branch.

3. *Administrative Officer Grade II / Administrative Assistant (Regional Chief Engineer's office).*

To fix the pay of all officers up to and including the Assistant Engineer in the Technical branch and Junior Superintendent in the Administrative branch.

4. *Executive Engineers/P. A. to Superintending Engineer*

To fix the pay of all officers other than Assistant Executive Engineers/ Senior Superintendent/ Divisional Accountant working under them.

5. *Assistant Executive Engineers.*

To fix the pay of all officers up to the rank of Draftsman Grade I/Overseer Grade I in the Technical branch and Junior Superintendent in the Administrative branch working under them.

1.18. **Service Books.**

The Service Books/ Cards of all officers and above the rank of Assistant Executive Engineer in the Technical branch and Senior Superintendent/Divisional Accountant in the Administrative branch are to be maintained by the Finance Manager and Chief Accounts Officer.

The Service Books of all officers up to the rank of Draftsman Grade I/ Overseer Grade I in the Technical branch and up to Junior Superintendent in the Administrative branch, NMR hands and part time contingent employees are to be maintained by the drawing officers concerned.

1.19 **Administrative Inspection.**

1. *Administrative Officer Grade II (Head Office) and Secretary*

To conduct Administrative Inspection including verification of cash balance etc. of all sub officers of the Authority.

1.20. Confidential records.

ANNEXURE - 1

List of Reporting Officers, Reviewing Officers, Accepting Officers.

Name of cadre	Reporting Officer	Reviewing Officer	Accepting Officer
<u>Technical Cadre</u>			
Assistant Engineer/ Head Draftsman	Assistant Executive Engineer	Executive Engineer	Superintending Engineer
Asst. Geologist	Geologist	-do-	-do-
Asst. Geophysicist	Geophysicist	-do-	-do-
Head Surveyor	Assistant Executive Engineer	-do-	-do-
Master Driller (HG)	-do-	-do-	-do-
Chief Driller (HG)	-do-	-do-	-do-
Mechanical Supdt (HG)	-do-	-do-	-do-
Assistant Executive Engineer	Executive Engineer	Superintending Engineer	Chief Engineer (Regional)

Technical Assistant	-do-	-do-	-do-
Hydro Geologist	-do-	-do-	-do-
Geo-physicist	-do-	-do-	-do-
Executive Engineer	Superintending Engineer/ Dy. Chief Engineer	Chief Engineer	Technical Member
Superintending Engineer	Chief Engineer	Technical Member	Managing Director
Dy. Chief Engineer	-do-	-do-	-do-
Chief Engineer	Technical Member	Managing Director	Chairman
<u>Ministerial Cadre</u>			
Junior Superintendent	Assistant Executive Engineer/ Executive Engineer	Executive Engineer/ Superintending Engineer	Superintending Engineer/ Chief Engineer
Fair Copy Supdt.	A.A./A.O. Gr. II	Deputy Chief Engineer	Chief Engineer
Divinl. Accountant	Executive Engineer	Superintending Engineer	FM & CAO
Senior Supdt.	Superintending Engineer	Chief Engineer	Managing Director

Divinl. Accountant in office other than Division office	Immediate Supervisory Officer	Dy. Accounts Manager	FM & CAO
P. A. to M.D.	Managing Director	-	-
Administrative Asst.	Dy. Chief Engr. (Regional)/ Superintending Engr.	Chief Engineer (Regional)	Managing Director
Accounts Officer Grade. II	Accounts Manager	FM & CAO	Accounts Member
Accounts Officer Grade. I	-do-	-do-	-do-
Finance Officer Grade II	Dy. Chief Engineer	-do-	-do-
Administrative Officer Grade II	-do-	Chief Engineer	Managing Director
Data Base Administrator	Accounts Manager	FM & CAO	Accounts Member
Cost Accountant	-do-	-do-	-do-
Internal Auditor	-do-	-do-	-do-
Dy. Accounts Manager	Accounts Manager	FM & CAO	-do-

Administrative Officer Grade I	Dy. Chief Engineer (GI)	Chief Engineer (GI)	Managing Director
Sr. Administrative Officer Grade	-do-	-do-	-do-
Accounts Manager	FM & CAO	Accounts Member	-do-
FM & CAO	Accounts Member	Managing Director	Chairman

-24

In respect of any cadres not included in the above list, the reporting shall be the immediate superior officer. The reviewing authority shall be the next superior officer and the counter-signing Authority, the officer above that next superior officer.

1.21 Audit Objection Review

1. Administrative Officer Grade I (Head Office)

To conduct fortnightly review of the register of establishment audit objections.

APPENDIX - II

DELEGATION OF ENHANCED FINANCIAL POWERS OF OFFICERS OF KERALA WATER AUTHORITY (with effect from 14.09.99)

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
(I) ADMINISTRATIVE SANCTION										
(A) Original works										
1.	Original Works	Rs. 50 Lakhs	Rs. 20 Lakhs	-	Rs. 15 Lakhs	Rs. 10 Lakhs	Rs. 8 Lakhs	Rs. 3 Lakhs	Nil	or 1.5 times budget provision whichever is higher
2.	Electrification/ Electronic works	-	Rs. 10 Lakhs	-	Rs. 7 Lakhs	Rs. 3 Lakhs	Rs. 2 Lakhs	Rs. 10,000	Nil	or 1.5 times budget provision whichever is higher
3.	Investigation of Schemes	Rs. 10 Lakhs	Rs. 5 Lakhs	-	Rs. 3 Lakhs	Rs. 2 Lakhs	Rs. 1 Lakh	Nil	Nil	
4.	Maintenance Work:-	Chief Engineers will accord initial sanction to maintenance work estimate in all cases and subsequent sanction will be accorded by the Executive Engineer concerned according to rules								

25

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
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(II) TECHNICAL SANCTION

1.	Original, Maintenance and investigation works.	-	-	Unlimited	Unlimited	Rs. 55 Lakhs	Rs. 15 Lakhs	Rs. 1 Lakh	Rs. 10,000	
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Note: For maintenance estimate initial sanction will be issued by the Chief Engineer in all cases and subsequent sanction will be accorded by the Division officers as per rules.

Note: For schemes under decentralized planning, powers of the immediate superior officer shall be exercised by each officer.

2.	Electrification/ Electronic Works	-	-	Unlimited	Unlimited	Rs. 6.5 Lakhs	Rs. 1.5 Lakhs	Rs. 20,000	Nil	
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Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
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(III) EXCESS OVER ESTIMATE

1.	Works except in projects	75%	50%	-	35%	25%	15%	10%	Nil	The power of passing excess applies to both over AS & TS subject to overall sanctioning power.
2.	Works in Projects	75%	50%	-	35%	25%	15%	10%	Nil	
					or Rs. 15000 whichever is higher	or Rs. 8000 whichever is higher	or Rs. 3000 whichever is higher	or Rs. 1500 whichever is higher		

(IV) SANCTION TO T & P ESTIMATE

Unlimited	Rs. 1 Lakh	Rs. 50,000	Rs. 2,500	Nil
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Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
(V) SANCTION FOR PURCHASE OF MATERIALS AND REPAIR OF STORES INCLUDING T & P										
1.	Sanction for T & P charged to work	-	Unlimited	-	Rs. 5 Lakhs	Rs. 2 Lakhs	Rs. 1 Lakh	-	-	
2.	Sanction for purchase of T & P not charged to work (excluding motor vehicles)	-	-	-	Unlimited	Rs. 1 Lakh	Rs. 25,000	Rs. 250	-	
3.	Sanction for materials other than T & P	Rs. 50 Lakhs	Rs. 20 Lakhs	-	Rs. 10 Lakhs	Rs. 2.5 Lakhs	Rs. 1 Lakh	Rs. 10,000	-	
4.	Sanction for repairs of motor vehicles L.M.V.	-	Rs. 50,000	-	Rs. 25,000	Rs. 15,000	Rs. 10,000	Rs. 3000	Rs. 1000	This limit is including cost of spare parts and will be subjected to the condition that the repairs should be done in a departmental or approved workshop. Annual limit
	Others	-	Rs. 1,00,000	-	Rs. 50,000	Rs. 25,000	Rs. 15,000	Rs. 10,000	Rs. 3000	
5.	Sanction to repairs and carriage of T & P	-	-	-	Unlimited	Rs. 3 Lakhs	Rs. 25,000	Rs. 10,000	-	

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
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(VI) SANCTION FOR SURVEY REPORTS

1.	For disposal of stores -		Rs. 20 Lakhs	Rs. 15 Lakhs	Rs. 10 Lakhs	Rs. 3 Lakhs	Rs. 70,000	Rs. 15,000	-	
Note 1.		A committee consisting of three officers will consider and recommend the assessed value and decision will be taken after examining the report of the committee.								
2.		Based on Book value or the value of land wherever available and if not, value assessed by the Executive Engineer concerned								
2.	For disposal of Building	-	Unlimited	Rs. 25 Lakhs	Rs. 15 Lakhs	Rs. 7 Lakhs	Rs. 2 Lakhs	Rs. 25,000	-	
Note -		Based on the land acquisition award and if not available, on value assessed by the Executive Engineer concerned.								

(VII) WRITE OFF

1.	Of stores on account of deficiency or deterioration									
	At a time	-		Rs. 30,000	Rs. 10,000	Rs. 3000	-	-	-	
	Annual limit	-		Rs. 3 Lakhs	Rs. 1.5 Lakhs	Rs. 30,000	-	-	-	
2.	Of irrecoverable amount		Rs. 15,000	AM Rs. 10,000	Rs. 5,000					At a time

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
(VIII) CONTRACTS AND TENDERS										
1.	Invitation of tenders and execution of agreements									
(A)	All Works	-	-	-	Unlimited	Unlimited	Upto his TS Powers	Upto his TS Powers	-	
(B)	Purchase of materials and Tools and Plants	-	-	-	Unlimited	Unlimited	Same as for sanction of purchase	Same as for sanction of purchase	Same as for sanction of purchase	
2.	Tender acceptance percentage excess (excluding cost of departmental materials)	60%	50%	-	35%	25%	15%	10%	-	C. M. G. of TWSS shall exercise the Powers of MO subject to the condition that the meeting should be attended by the CE, SE and one of the EEs and the work should be executed through one of the pre-qualified contractors.
3.	Waiving of Tender calls	-	Rs. 2 Lakhs	-	Rs. 50,000	Rs. 40,000	Rs. 10,000	Rs. 2,000	-	Crisis Management Group of TWSS will have powers upto 1 Lakh as a special case. Subject to the condition that the meeting should be attended by CE, SE and one of the EEs. The work should be executed through one of the pre-qualified contractors.

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
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(IX) MISCELLANEOUS POWERS

1.	Passing and payment of bills		Bills other than work bill, unlimited		Bills other than work bill, unlimited	-do-	All bills without monetary limit	1.* 2. 3.	Nil	
* 1. Part and final payments for contract entered into him including approved tender excess and excess over estimate 2. Alternate part bills upto 6.0 lakhs entered into by higher authorities. 3. All bills relating to supply and services with his competency of sanction and all contingent bill services (contingent and non recurring)										
2.	To draw temporary advance				To draw temporary advance for payment of vouchers within his powers of payment	-do-	-do-	-do-	-	

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
3.	Sanction of refund of revenue	-	-	Unlimited	Rs.5 Lakhs	Rs. 2 Lakhs	Rs.35,000	Nil	Nil	
4.	Office expense (non-recurring)		Rs.50,000 (in each case)	Secretary KWA Rs.30,000 (in each case) subject to budget provision requirement approved by CE (PS & GI)	Rs.20,000 (in each case)	Rs.10,000 (in each case)	Rs.5000 (in each case)	Rs.1000 (in each case)	Rs.100 (in each case)	
5.	a. Office expenses (recurring)		-	-	Expense relating to his office and those under his charge	do	do	do	do	
	b. Hospitality expenses		Rs.2 Lakhs	Secretary KWA Rs.1 lakh (A.L.) subject to orders of M.D	Rs.50,000 (A.L.)	-	-	-	-	

-32-

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
6.	Purchase of Books and Periodicals		Unlimited Subject to Budget provision	-	Unlimited subject to Budget provision	Rs.5,000 (at a time)	Rs.1000 (at a time)	-	-	
7.	Purchase of stationery		Unlimited Subject to Budget provision	Secretary KWA Rs.5000 (at a time)	Rs.20000 (at a time)	Rs.1000 (at a time)	Rs.5000 (A.L.) Rs.500 (at a time)	Rs.300 (at a time)	Rs.100 (at a time)	At a time
8.	Purchase of scientific and mathematical instruments		Unlimited	-	Unlimited	Rs.35,000	Rs.15,000	Rs.7,000	Rs.1000	Annual limit
9.	Sanction for purchase of office furniture		Unlimited	-	Unlimited	Rs.25,000 Rs.2.5 Lakhs	Rs.15,000 Rs.1.5 Lakhs	Rs.5,000 Rs.50,000	Rs.1000 Rs.3000	At a time Annual limit
10.	Printing of forms, Ammonia Printing etc. Reports, Pamphlets, Notices, Photocopying, Stenciling		Unlimited	Secretary KWA Rs.1 Lakh (A.L.)	Rs.25,000	Rs.10000	Rs.5000	Rs.2000	-	Annual limit

-33-

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
11.	Replacing of spares of Vehicles without consulting mechanical wing**			Secretary KWA Rs.3000 Rs.15000	Rs.3000 Rs.15,000	Rs.2,000 Rs.10,000	Rs.1000 Rs.5000	Rs.500 Rs.2500	Nil	At a time Annual limit
12.	Advertisement Charges			Secretary KWA Unlimited	Nil	Nil	Nil	Nil	Nil	
13.	Photographic charges	-	Rs.10,000	-	Rs.5000	Rs.2500 in each case	Rs.500 in each case	Rs.250 in each case	Nil	
14.	Demurrage/wharfage-charges	-	Rs.10,000 each case	-	Rs.5000 each case	Rs.2000	Rs.1000	Rs.500	-	
15.	Workmen's Compensation	-	Unlimited	-	Unlimited	Unlimited	-	-	-	
Note: Only legally fixed amount by a court of law shall be paid.										
16.	Renting of Private Building	-	Unlimited	-	Rs.15,000	Rs.8000	Rs.3000	Nil	Nil	Per month
17.	Rent fixation	-	-	Unlimited	Unlimited	Rs.15,000 per month	Rs.5000 per month	Rs.1000 per month	Nil	

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
18.	Valuation of Buildings -	-	-	Unlimited	Unlimited	Rs.55 Lakhs	Rs.15 Lakhs	Rs.6 Lakhs	Nil	
19.	Sanction (lease of usufructs of trees and land)	-	Rs.10 lakhs per year	-	Rs.7 lakhs	Rs.1.5 lakhs	Rs.70,000	Rs.35,000	-	Per year in each case not exceeding 3 years
20.	Sanction auction of right for conduct of Ferries/Canteens etc.	-	-	-	Unlimited	Upto Rs.1.5 Lakhs and powers for confirmation and remission of revenue on account of interruption	Upto Rs.70,000	Upto Rs.35,000	Nil	
21.	Auction of articles and Buildings a. Conduct of Auction -	-	-	-	-	Unlimited	Unlimited	Up to an assessed value of Rs.70,000	Up to an assessed value of Rs.7,000	

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
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b. Confirmation of Auction	-		Unlimited	-	Unlimited	Unlimited (Provided bid amount not less than 50% of assessed value)	-	-	-	
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Note: All officers are competent to confirm auction conducted by them if the bid amount is not less than 75% of the assessed value. If the bid amount is less than 75% next higher authority would confirm the auction.

22. a. Approval of designs for engineering structures (Monetary limit)	-	-	-	-	Unlimited	Rs.301 lakhs	Rs.151 lakhs	Rs.11 lakhs	-	
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b. Technical Consultancy	-		Rs.5 lakhs	-	Rs.1 lakh	Rs.20,000	-	-	-	
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Timing to be based implementation schedule approved at the time of issuing T.S.

Sl. No	Nature of Power (Item Description)	High Level Committee	Managing Director	Technical Member	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Executive Engineer	Assistant Engineer	Remarks
23.	Arranging works departmentally	-	Rs.501 lakhs	-	Rs.101 lakhs	Rs.41 lakhs	Rs.21 lakhs	Rs.11 lakhs	-	
24.	Expenses for conducting training	-	Rs.50,000 per course (AL Rs. 5,00,000)	-	-	CE (HRD) Rs.25,000 per course of two weeks subject to a minimum of 15 participants (Annual Limit Rs.2 Lakhs)				
25.	Expenses for conducting seminars and Technical Discussion	-	-	-	CE (Training) Nil	-	-	-	-	
26.	Sanction of estimate for eviction of encroachments	-	Unlimited	-	Rs.2 lakhs	-	-	-	-	
27.	Repairs to scientific and mathematical instruments	-	Unlimited	-	Unlimited	Unlimited	Unlimited	Rs.3000 at a time (AL Rs. 6000)	-	

28. Departmental Execution sanctioning percentage excess

High Level Committee	60%
MD	50%
CE	35%
SE	25%
EE	15%
AEE	10%
AE	-

29. The financial powers of KWA officers shall stand modified with every enhancement in schedule of rates by an amount proportionate to the average percentage increase in the schedule of rates. The Managing Director shall notify the actual limits of power in each item, proportionate to the increase in rate and inform Government within one month after every revision in schedule of rates is brought into effect.

30. Arrangement of maintenance and repair works costing upto Rs. 40,000

Since there is variation in PWD schedule of rates compared with the local rates, works costing minor amounts, for road patch works, maintenance and repairs of buildings, and all works related to water supply and sewerage normally be approved by the tender committee. This causes administrative inconvenience and undue delay. To avoid this, it is proposed to award the works costing upto Rs. 40,000 after inviting tender by following the procedure detailed below for acceptance.

- Executive Engineer shall issue order on January 1st every year fixing market rates of various items in his district (Prior approval of Superintending Engineer to be obtained)
- Tender shall be accepted by the tendering officer, comparing with the local rates, by recording his jurisdiction.
- If the rates cannot be justified by the Tendering Officer, the tender shall be forwarded to Higher Authorities for acceptance by following the normal procedure.

31. Tender Committee

MD office	NIL
CE office	Rs. 4 Lakhs

32. Administrative sanction under lump sum amount

MD	NIL
CE	Rs. 5 Lakhs

33. TA and Sitting fee of Authority Members

MD

Unlimited

34. Contribution work/ Deposit work

MD
CE
SE
EE

Rs. 10 Lakhs
Rs. 4 lakhs
Rs. 2 lakhs
Rs. 1 lakhs

For works under decentralized planning the EE will be competent to approve the deposit works costing up to Rs. 55 lakhs and the SE will be competent to approve works costing above Rs. 55 Lakhs without monetary limit.

35. Advertisement charges

Secretary

Unlimited - Subject to condition that only rates approved by the Authority shall be admitted.

I. CHIEF ENGINEER

1. *The power to grant permission for construction of building over sewers.*
To grant permission for the construction of any private street, building, wall or other structure over any sewer of the Authority.
2. *Power to remove unauthorised structure over sewers.*
To remove or otherwise deal with any private street constructed or any building, wall, fence or structures created on any sewer without permission.
3. *To recover expenses for the removal of the unauthorised structure over sewer.*
To recover the expenses incurred by the Authority for the removal of unauthorised structure over any sewer from the owner of the private street of the building, fence, wall of other structure.
Note: Technical Member will have all the Technical powers of Chief Engineer

II. EXECUTIVE ENGINEER

1. *Power to grant supply water for non-domestic purposes*
To grant supply of water for any purposes other than domestic purpose within his area of jurisdiction. Provision for fire hydrants
To provide fire hydrant as provided under section 41 of the Act.
2. *Issue of license to plumbers.*
To issue license to plumbers as per the provisions of rules/ regulations that may be in force in the Authority.

3. *Power to dismantle work by unauthorised persons.*
To dismantle the work done by a person other than licensed plumber.
4. *Power to repair and rectify defects and realisation of cost from consumer.*
Where the consumer does not carry out the repairs/ defects in service pipes or tap or other fittings or work connected therewith within the time allowed, to carry out such works and to realise the cost from the consumer.

III. ASSISTANT EXECUTIVE ENGINEER

1. *Supply of water for domestic purpose*
To grant supply of water for domestic purpose within his area of jurisdiction.
2. *Permission to empty sewage into sewer.*
To grant permission to empty sewers of any premises into a sewer within his area of jurisdiction.
3. *Require the owner to have sewer connection.*
To require the owner of premises to have sewer connection as provided under section 48 of the Act.
4. *Affixing of shaft etc. for ventilation of sewer or cesspool*
To affix shaft etc. for ventilation as provided under section 51 of the Act.
5. *Power to repair and rectify defects and realisation of cost from consumer.*
Where the consumer does not carry out the repair or defects in service pipes or taps or other fittings or work connected there with within the time allowed, to carry out such work and to realise the cost from the consumer.

IV. ASSISTANT ENGINEER

1. *To demand to make good defects and repairs*
To demand the consumer, by written notice to make good the defects in a service pipe, tap or other fittings, or work connected there with within the time fixed in the notice.
2. *To examine and test sewers believed to be defect.*
To examine the condition of a private sewer or a cesspool believed to be defected and to take further steps provided under section 52 of the Act.

V. FIRST GRADE OVERSEER/SURVEYOR.

Power of entry, survey, inspection etc.

To enter into or upon any premises in order to carry out the function provided under sub section (1) of section 53 of the Act.

VI. OVERSEER/WORK SUPERINTENDENT

Power to disinfect tanks, pools, wells.

Cleaning or disinfection of tanks, pools and wells as provided under sub section (1) of section 54 of the Act
