

Website: www.kwa.kerala.gov.in
Mobile/ Whatsapp: +919495998258

Tel. 0471-2738300
Consumer Helpline Number
1916 [24X7] [Toll Free]
1916cckwa@gmail.com



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala - India

PROCEEDINGS OF THE MANAGING DIRECTOR

PRESENT : Jeevan Babu K. IAS

Sub: KWA - Admn – Administration – ADB Assisted KUWSIP – Water Supply System – Operations and maintenance and system upgrade in Kochi – Kochi Distribution package – Formation of Dedicated PMU, Head Office, Thiruvananthapuram & PIU, Kochi – orders issued – reg.

No.KWA-JB/5699/2025-E2(A)

Dated:11-08-2025

Read: 1. G.O(MS) No.38/2025/WRD dated, 17.05.2025.

ORDER

The Government of Kerala vide reference cited has accorded approval and awarded the work ADB Assisted 24 x 7 Water Supply Project for Kochi Corporation. As stipulated in the Project Administration Manual dated 04.10.2025, the establishment of a dedicated Project Management Unit (PMU) and Project Implementation Unit (PIU) is mandated for the effective implementation of the project. Accordingly, it has been decided to establish a PMU at the Head Office, Thiruvananthapuram and PIU at Kochi with the following constitution:

KUWSIP ADB Project PMU staff Pattern

No	Designation	ADB Requirement	KWA Allocation/Responsibilities
1	Project Director	Head of the Institution	Managing Director
2	Deputy Project Director	Officer with sufficient Power of Technical Sanction	Chief Engineer (P&O)
3	Finance Manager	Finance Management	Finance Manager & Chief Accounts Officer
4	Project Coordinator	Technical Expert	Dy Chief Engineer - PIU IV in H O
5	Dy. Project Manager	Technical Expert	Assistant Executive Engineer
6	Dy. Project Manager	Procurement & Contract Management Officer	Assistant Executive Engineer
7	Dy. Project Manager	Procurement & Contract Management Officer	Assistant Executive Engineer
8	Safeguard Officer	Environmental, Social & Gender	Assistant Engineer
9	Accounts Officer & Administrative Officer		JJM -AO in Head office
10	Accounts Assistant		UD clerk

The role and responsibilities of the above officers will be issued subsequently.

The Public Health Division, Kochi, will be reorganized and dedicated to Project Implementation Unit (PIU). The Sewerage Sub-Division will function under the Sewerage Vertical, Kochi.

The additional roles and responsibilities of the officers designated in the PIU are as follows;

PIU-Kochi			
No	Designation	ADB's Requirement	KWA's Allocation

			Responsibilities
1	Deputy Project Director	Officer with sufficient power of Technical Sanction	Chief Engineer (CR) / Team Leader. His role and responsibility is listed in Annexure I
2	Asst.Project Director	Superintending Engineer	Superintending Engineer, P.H.Circle, Kochi
3	Project Manager - Executive Engineer, P.H.Division, Kochi	Executive Engineer	Oversee, coordinate and monitor works ensuring sound works supervision and high-quality control and any other technical matters and issue certificates for acceptance,approving all payments
4	Deputy Executive Engineer	Safe Guard officer (Environmental/ Social/Gender)	Assist the Executive Engineer
5	Assistant Executive Engineer I, Pallimukku	Supervision	Supervisory role : Overall monitoring and review of the progress of works in their respective zones and reporting the progress of works to PMU.
6	Assistant Executive Engineer II, Kaloor	Supervision	
7	Assistant Executive Engineer III, Karuvelippadi	Supervision	
8	Assistant Executive Engineer IV, Vyttila	Supervision	
9	Assistant Engineer Kaloor zone 1	Supervision	
10	Assistant Engineer Kaloor zone 2	Supervision	
11	Assistant Engineer Karuvellipady zone 3	Supervision	

12	Assistant Engineer Karuvellipady zone 4	Supervision	Supervise the site activities, Review the Measurement and records of works, checks contractor's /suppliers' invoices and payments in their respective zones
13	Assistant Engineer Pallimukku zone 5	Supervision	
14	Assistant Engineer Pallimukku zone 6	Supervision	
15	Assistant Engineer Pallimukku zone 7	Supervision	
16	Assistant Engineer Vyttila zone 8	Supervision	
17	Assistant Engineer Vyttila zone 9	Supervision	
18	Divisional Accounts Officer		Open and administer subproject account; Prepare monthly, quarterly, mid-term and final physical and financial progress reports; Submit payment details and documents to PMU for disbursement; Retain supporting documents for audit; and Complete all reporting requirements, including the annual audit report and financial statements.
19	Administrative Officer		

- The project has to be administered as per the Project Administration Manual and abiding to the G.O dated 17.05.2025 and as per the contract.
- This order is subject to amendment as per necessity during various stages of the implementation of the project.

ANNEXURE 1

CE[CR] will be the team leader of the PIU. He is responsible for the supervision of the work in Kochi Corporation which includes

- (a) Timely completion of the work
- (b) To ensure the quality of the work
- (c) Upkeepment of all records in digital / physical, in a systematic way
- (d) Positioning of HR / Capacitation of HR/administration of HR.
- (e) To facilitate and co-ordinate with other stake holders including Govt. agencies, viz; Kochi Corporation, DC, Police Authorities , other state agencies and public.
- (f) To oversee the progress of the work and give proper direction,so as to complete the work in time and to resolve the issues, which may cause hindrance to the smooth execution / progress of the work.
- (g) To ensure that release of payment is happening at the right time, complying with all procedures and rules in this regard.
- (h) To defend the litigation, including filing Statement of facts / Affidavit in consultation with PMU.
- (i) To ensure that public relation including print / digital media is strong and good and dissemination of information (only required) at the right time to the right population / people, for the effective execution of the project.
- (j) To ensure that reply / response to the vendor / other authorities are happening at the right / required time properly / factually / legally.
- (k) To ensure that no or less hindrance / nuisance / inconvenience is caused to the public during the execution of the work.
- (l) Delegation of functions / roles/ responsibilities to the team members, if necessary.
- (m) To update / communicate all relevant information / facts to the PMU at the appropriate time.
- (n) Seek advice / opinion / clarification from PMU in case of policy / ambiguity / instance, where there is chance for financial loss to Kerala Water Authority / retard the progress of the work / arbitration or litigation etc. lead to
- (o) All the liabilities / risks arising out of non-adherence / non-compliance of the above functions / responsibilities.
- (p) To ensure that periodical review is happening in the PIU and the members of the team is working as a cohesive team with a strong spirit of professionalism, accomplishment, integrity and commitment.
- (q) To follow / comply with the direction / instruction from PMU, for the effective and smooth execution of the project.

[r]duties enumerated in the project implementation manual

Jeevan Babu K. IAS
MANAGING DIRECTOR

Copy to 1. All Chief Engineers (SR) (CR) (NR)/ The Chief Engineer (Projects & Operations), Head Office Thiruvananthapuram.

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All team members ,PA to MD/PA to Joint MD/PA to TM/CA to CE(HRD & GL)/DCE(GL)/ Sr.AO/ AO(Admn.)/ JSI/File.

