

**KERALA WATER SUPPLY AND
SEWERAGE ACT
(ACT 14 OF 1986)**



**REGULATIONS
AND
RULES**

KERALA WATER AUTHORITY

CONTENTS

<u>ACT</u>	Page No.
1. Kerala Water Supply and Sewerage Act (ACT 14 of 1986) with Amendments.	1
 <u>REGULATIONS</u>	
2. The Kerala Water Authority (Water Supply) - Regulations, 1991.	75
3. Authentication of Orders, assurance of Property and Execution of Contracts) Regulations, 1992.	151
4. Conduct of Business - Regulations, 1992.	159
5. Management and Allotment of Quarters and Building - Regulations, 1995.	169
6. Kerala Water Authority (Water Supply) - Amendment Regulations, 1997.	209
7. Powers of Employees Regulation 1998 (with Amendment).	217
8. The Duties and Responsibilities of Employees of Kerala Water Authority (The Regulation of 1999).	243
9. (Sewer Connections) Regulations, 2000.	319
10. Eviction of Unauthorized Occupation and Removal of Unauthorized Constructions Regulations 2014.	349

RULES

Page No.

11. Kerala Water and Waste Water Authority Employees (Reimbursement of Medical Expenditure) Rules, 1985.	363
12. The Revolving Fund water connection to Low-income households' Rules, 1992.	371
13. Payment of Travelling Allowance, Daily Allowance and Sitting Allowance to the Members of the Authority Rules, 1992.	377
14. Powers of Auditor and Publication of Accounts Rules, 1993.	383
15. Operation of Funds, Rules, 1993.	387
16. Depreciation, Reserve and its Utilisation, Rules, 1992.	391
17. Water Supply Through Public Hydrants, Rules, 1993.	399
18. Revolving Fund (Land Acquisition by Local Bodies) Rules, 1999.	409
19. Kerala Water Authority Administrative, Ministerial and Last grade Service Rules, 2011 (with amendments).	421
20. Kerala Water Authority Technical Special Rules, 2023 (with amendments).	445

Government of Kerala
1986

Reg. No. KL/TV(N)/12



KERALA GAZETTE
EXTRA ORDINARY
PUBLISHED BY AUTHORITY

Vol. XXXI]

Trivandrum, Monday,

4th August 1986
13th Sravana 1908

No. 736

GOVERNMENT OF KERALA

Law (Legislation-C) Department

NOTIFICATION

No. 10540/Leg. C2/84/Law

Dated, Trivandrum, 4th August, 1986
13th Sravana, 1908.

The following Act of the Kerala State Legislature is hereby published for general information. The Bill as passed by the Legislative Assembly received assent of the President on the 4th day of August, 1986.

By order of the Governor,

E.J. ANTONY PANNJIKARAN.
Special Secretary (Law).

THE KERALA WATER SUPPLY AND SEWERAGE ACT, 1986

Arrangement of Sections

PREAMBLE

Sections:

CHAPTER I

PRELIMINARY

1.	Short title, extent and commencement	9
2.	Definitions	

CHAPTER II

ESTABLISHMENT, CONDUCT OF BUSINESS, FUNCTIONS AND POWERS OF THE AUTHORITY

3.	Establishment of Kerala Water Authority	15
4.	Constitution of the Authority	
5.	Disqualification for being a member	
6.	Term of office of Chairman, Managing Director and non-official members	
7.	Remuneration of the Chairman, the Managing Director, the Technical Member and Accounts Member	
8.	Appointment of officers and staff	
9.	Supervision and control of employees	
10.	Authentication of orders and other instruments of the Authority	
11.	Delegation of powers	
12.	Disqualification for participation in the proceedings of the Authority on account of interest	
13.	Acts not to be invalidated by irregularity, vacancy etc.	
14.	Functions of the Authority	
15.	Powers of the Authority	
15A.	Manufacture and marketing of packaged drinking water, mineral water etc.	

CHAPTER III
VESTING OF PROPERTIES, ASSETS, LIABILITIES AND OBLIGATIONS
AND TRANSFER OF EMPLOYEES

Sections:

16.	Vesting of property in Authority	24
17.	Decision of Government on the vesting of property to be final	
18.	Vesting of existing water supply and sewerage services under local bodies	
18A.	Power of Government to retransfer certain Water Supply and Sewerage Services	
18B.	Power of Authority to transfer Water Supply and Sewerage Services to Local Bodies	
19.	Transfer of employees to the Authority	
20.	Transfer of employees of local bodies to the Authority	

CHAPTER IV
PROPERTY, CONTRACT, FINANCE, ACCOUNTS AND AUDIT

21.	Execution and registration of contracts etc.	34
22.	Funds of Authority	
23.	General principles for the Authority's finance	
24.	Grants, subventions, capital contributions and loans to the Authority	
25.	Power of Authority to borrow	
26.	Depreciation Reserve	
27.	Guarantee for loans	
28.	Estimates of income and expenditure	
29.	Accounts and Audit	
30.	Surcharge	

CHAPTER V
TAXES, FEES AND CHARGES

Sections:

31.	Cost of Water	40
32.	Cost of collection and disposal of waste water	
33.	Meter rent	
34.	Security Deposit	
35.	Fees	
36.	Recovery of taxes and other sums due	

CHAPTER VI
WATER SUPPLY

37.	Definition of supply of water for domestic purposes	42
38.	Supply of water by the Authority	
38A.	Water Supply to Flats and Multi-storied buildings	
38B.	Control over Water Supply connections	
39.	Water supply for domestic purposes not to be used for non-domestic purposes	
40.	Provision of public hydrants	
40A.	Punishment for illegal use of public hydrants	
41.	Provision of fire hydrants	
42.	Provision of water meters	
42A.	Presumption as to correctness of meters	
43.	Works relating to water connection to be done by Licensed plumbers and as per specifications etc.	

Sections:

- 43A. Offence by Licensed Plumbers
- 44. Prohibition of wastage of water
- 45. Power to cut off water supply
- 45A. Non-liability of the Authority to pay penalty or damages
- 46. Prohibition of certain Acts
- 46A. Prohibition of construction of buildings etc., over land, pipes etc.
- 46B. Punishment for tapping or making illegal connection
- 46C. Punishment for certain other illegal activities
- 46D. Assessment of water charges in the case of unauthorized use
- 46E. Appeals and Appellate Authority

CHAPTER VII
SEWERAGE

- 47. Right of owner or occupier to obtain sewer connection 55
- 47A. New premises not to be erected without drains
- 47B. Work relating to sewer to be done by Licensed Plumber and as per specifications etc.
- 48. Power to require owner to have sewer connection
- 49. Prohibition of connection with sewer
- 49A. Certain matters not to be passed into Authority Sewers
- 50. Prohibition of construction of buildings etc. over sewer
- 50A. Prohibition of certain Acts
- 51. Power to affix shaft etc. for ventilation of sewer or cess-pool
- 52. Power to examine and test sewer etc. believed to be defective
- 52A. Penalty for the violation of the provisions in this Chapter

CHAPTER VIII GENERAL PROVISIONS

Sections:

53.	Power of entry, survey, inspection etc.	60
54.	Power to disinfect tanks, pools, wells	
55.	Directions by the State Government	
56.	Annual report statistics and returns	
57.	Duty of local bodies to assist	
58.	Protection of acts done in good faith	
59.	Members officers and servants of the Authority to be public servants	

CHAPTER IX PENALTIES AND PROCEDURES

60.	General Penalty	64
61.	Offences by companies	
61A.	Cognizance of offences	
62.	Composition of offences	
63.	Duties of police officers and employees of local bodies	

CHAPTER X RULES, REGULATIONS AND BYE-LAWS

64.	Power to make rules Regulation	66
65.	Regulation	

CHAPTER XI

TRANSITORY PROVISIONS AND REPEAL

Sections:

66.	Transitory provisions	69
67.	Exclusion of powers of local bodies under certain enactments	
68.	Amendment of Act 15 of 1971	
69.	Amendment of Act 19 of 1970	
70.	Removal of difficulties	
71.	Repeal and saving	

AMENDMENTS

- * - The Kerala Water Supply and Sewerage (Amendment) ACT, 1993 (6 of 1993).
- ** - The Kerala Decentralisation of Powers ACT, 2000 (16 of 2000).
- # - The Kerala Water Supply and Sewerage (Amendment) ACT, 2005 (45 of 2005).
- ## - The Kerala Water Supply and Sewerage (Amendment) ACT, 2008 (8 of 2009).

THE KERALA WATER SUPPLY AND SEWERAGE ACT, 1986
ACT 14 OF 1986 AND AMENDMENTS

An Act to provide for the establishment of an Autonomous Authority for the development and regulation of Water Supply and Wastewater collection and disposal in the State of Kerala and for matters connected therewith.

Preamble: - Whereas it is considered necessary to provide for the establishment of an autonomous authority for the development and regulation of water supply and wastewater collection and disposal in the State of Kerala and for matters connected therewith.

BE it enacted in the Thirty-seventh' Year of the Republic of India as follows: -

CHAPTER I
PRELIMINARY

1. *Short title, extent and commencement:* -

- (1) This Act may be called the Kerala Water Supply and Sewerage Act, 1986.
- (2) It extends to the whole of the State of Kerala.
- (3) It shall be deemed to have come into force on the 1st day of March, 1984.

2. *Definitions:* - *In this Act unless the context otherwise requires,*

- (i) "Authority" means, the Kerala Water Authority constituted under section 3;
- (ii) "cess-pool" includes a settlement tank or other tank to receive or dispose of foul matters from any premises;
- (iii) "Chairman" means the Chairman of the Authority;

- (iv) "communication pipe" means any pipe or system of pipes, along with all fittings thereto, by means of which water is supplied to any premises from the main, and includes a connection pipe service pipe, meter or other fittings;
- (v) "connection pipe" means any water pipe from a ferrule to stop cock connecting the distribution main with the service pipe;
- (vi) "Consumer" means any person getting the benefit of any water supply or waste water service from the Authority;
- ## (vii) "domestic sewage" means waste water from any house or residence arising out of personal and normal human activities such as drinking, bathing, ablution, washing and cooking;
- (viii) "drain" means every part of any conduit laid through, under or above a street, way or land whether public or private by or at the expense of the owner or occupier of any premises for the carriage there from of and waste water to any sewer;
- (ix) "ferrule" means a ferrule connecting the connection pipe with the main;
- (x) "fire hydrant" means hydrant fixed on the water main other than the trunk main for affording supply of water for extinguishing any fire;
- ## (xa) "flat" means buildings/independent villas having ten or more dwelling units or buildings having a total plinth area of one thousand square metres or more in a premise;
- ## (xb) "licensed plumber" means a plumber who is provided with a license by the Authority to execute works relating to any water connection or domestic or non-domestic sewer connected to sewerage of the Authority, under sections 43 and 47B;
- (xi) "local area" means the area falling within the jurisdiction council, a township or a Panchayat.

- (xii) "local body" means a city corporation, a municipal council, a township or a Panchayat;
- (xiii) "main" means a pipe laid by Authority for the purpose of giving a general supply of water as distinct from a supply to an individual consumer, and includes any apparatus used in connection with such a pipe;
- (xiv) "Managing Director" means the Managing Director of the Authority;
- (xv) "member" means a member of the Authority;
- ## (xva) "Multistoried building" means buildings in a premise having five or more units or having a total plinth area of five hundred square metres or more used for non-domestic activities with or without any dwelling unit;
- ## (xvb) "non-domestic sewage" means sewage other than domestic sewage and includes industrial sewage;
- (xvi) "occupier", in relation to any premises, includes
 - a) any person for the time being paying or liable to pay rent or any portion thereof to the owner in respect of those premises;
 - b) the owner who is in occupation of the premises;
 - c) a tenant of the premises who is exempt from payment of rent;
 - d) a licensee who is in occupation of the premises;
 - and
 - e) any person who is liable to pay damages to the owner in respect of use and occupation of the premises;
- (xvii) "owner", in relation to any premises, means the person who receives the rent of that premises or who would be entitled to receive the rent thereof if the premises were let, and includes,

- a) an agent or trustee who receives such rent on account of the owner;
 - b) an agent or trustee who receives the rent of, or is entrusted with the management of, any premises devoted to religious or charitable purposes;
 - c) a receiver or manager appointed by any court of competent jurisdiction to have the charge of or to exercise the rights of an owner of the said premises; and
 - d) a mortgage in possession;
- (xviii) "Premises" means any land or building and includes
- a) the garden, land and outhouses, if any, appertaining a building or a part of a building; and
 - b) any fittings affixed to a building or a part of a building for more beneficial enjoyment thereof:
- (xix) "prescribe" means prescribed by rules made under this Act;
- (xx) "private street" means any street, road, square, court, alley, passage or riding- path which is not a "public street", but does not include a pathway made by the owner of premises on his own land to secure access to or the convenient use of such premises;
- (xxi) 'public hydrant' means hydrant meant for a supply of water to the public within local area;
- (xxii) 'public street' means by street, road, square, court alley, passage or riding-path over which the public have a right of way, whether a thoroughfare or not, and includes
- a) the roadway over any public bridge or causeway;
 - b) the foot-way attached to any such street public bridge or causeway; and
 - c) the drains attached to any such street, public bridge or causeway and the land, whether covered or not by any pavement, verandas, or other structure, which lies on either side of the

roadway up to the boundaries of the adjacent property, whether that property is private property or property belonging to the Government;

- (xxiii) 'regulations' means regulations made by the Authority under this Act;
- (xxiv) 'rules' means rules made under this Act;
- (xxv) 'service pipe' means any pipe other than the connection pipe beyond the stop-cock by means of which the water is supplied to any premises;
- (xxvi) 'sewage' means night-soil and other contents of a water closets, latrines, privies, urinals, cess-pools or drains and polluted water from sinks, bath-rooms, stables and the like places and includes trade effluents;
- (xxvii) 'sewer' means a closed conduit for carrying sewage, offensive matter, polluted water, waste water or sub-soil water;
- (xxviii) 'sewerage' means a system of collection of waste water from a community from its houses, institutions, industry and public places, the pumping, treatment and disposal of such waste water, its effluent, sludge, gas and other end products;
- (xxix) 'State' means the State of Kerala;
- (xxx) 'stop-cock' means a stop-cock fitted at the end of a connection pipe way from the main for the purpose of switching off and regulating the water supply to any premises;
- (xxxi) 'street' means a private street or a public street;
- (xxxii) 'trade effluent' means by liquid either with or without particles of matters in suspension therein, which is wholly or in part produced or discharged in the course of any trade or industry, including agriculture and horticulture, but does not include domestic sewage;

- (xxxiii) 'waste water' shall include domestic sewage, spent water and all waste, water let out from any industries or by any other source;
- (xxxiv) 'water connection' includes
- a) tank, cistern, hydrant, stand-pipe, meter or tap, situated in any private property and connected with a main or other pipe belonging the Authority;
 - b) the water pipe connection such a tank, cistern, hydrant, stand-pipe, meter or tap with such main or pipe;
- (xxxv) 'water supply' means a system of providing water to a community for meeting its requirements both domestic and non-domestic, but does not include providing water or irrigation purposes;
- (xxxvi) 'water works', includes water channel (including stream lake, spring, river or canal, well, pump, galleries, reservoir, cistern, tank), duct, whether covered or open, treatment units, sluice supply main, culvert, engine, water-truck, hydrants, stand-pipe, conduit and machinery, land, building or other things for supplying or used for supplying water or for protecting sources of water supply or for treatment of water ^{##}and units for manufacturing, marketing and storing of packaged drinking water, mineral water, aerated water or any other processed water or of goods or articles necessary for the water supply^{##}.

##

CHAPTER II
ESTABLISHMENT, CONDUCT OF BUSINESS, FUNCTIONS AND
POWERS OF THE AUTHORITY

3. *Establishment of Kerala Water Authority:* -

- (1) The Government shall, by notification in the Gazette and with effect from such date as may be specified therein, establish an autonomous authority to be called the 'Kerala Water Authority.
- (2) The Authority shall be a body corporate by the name aforesaid having perpetual succession and a common seal, with power to acquire, hold and dispose of property, both movable and immovable, and to contract and shall by the said name sue and be sued.
- (3) The Authority shall for all purposes be deemed to be a Local Authority.
- (4) The Authority shall have its head office at Trivandrum and may have offices at such other places as it may consider necessary.

4. *Constitution of the Authority:* - The Authority shall consist of the following members, namely:

- (a) a Chairman appointed by the Government;
- (b) a Managing Director, who possesses experience in management and administration or who is a qualified Engineer not below the rank of a Chief Engineer having sufficient experience in management and administration in water supply and sewerage works, appointed by the Government: Provided that no person who is more than fifty-five years of age shall be appointed as Managing Director;
- ## (c) the Secretary to Government in-charge of Water Resource Department, ex-officio;

- (d) the Finance Secretary to Government, ex-officio;
- ## (e) the Secretary to Government in-charge of Local Self Government Department, ex-officio;
- (f) the Secretary to Government in-charge of Development Department, ex-officio;
- (g) two members representing the local bodies in the State, appointed by the Government.

Provided that if for any reason there are no elected members in office in any of the local bodies in the State, the Government may appoint a person who had been a member of any such local body;

- * (h) two members appointed by the Government, one of whom shall be a member belonging to a Scheduled Caste or Scheduled Tribe;
- (i) a technical member, who shall be a qualified Public Health Engineer not below the rank of a Chief Engineer, appointed by the Government.
- * (j) An Accounts Member, who shall be qualified Chartered Accountant having a minimum of fifteen years of experience in responsible position in a reputed commercial organisation or public sector undertaking or who shall be a member of the Accounts Service of the Central Government, appointed by the Government.

5. ***Disqualification for being II member:*** -A person shall be disqualified for being chosen as, and for being a member if he-

- (a) has been convicted of an offence involving moral turpitude;
- (b) is an undischarged insolvent;
- (c) is of unsound mind and stands so declared by a competent court;

- (d) holds, except as provided in sections 6 and 7, any office of profit under the Authority;
- (e) has directly or indirectly by himself or by any partner, employer or employee, any share or interest, whether pecuniary or of any other nature, in any contract or employment with, by or on behalf of the Authority;
- (f) absents himself without excuse, sufficient in the opinion of the Authority from three consecutive meetings of the Authority.

6. ***Terms of office of Chairman, Managing Director and non-official members: -***

- (1) * The Chairman, the Managing Director and the member referred to in clause (g), clause (h) or clause (i) or clause (j)*, of section 4 shall hold office for a period of three years unless their term is terminated earlier by the Government by notification in the Gazette, and shall be eligible for reappointment:

Provided that an elected member in office in any of the local bodies appointed under clause (g) of section 4, shall cease to be a member of the Authority, when he ceases to be a member in office of such local body.

- (2) The Chairman, the Managing Director and the members referred to in sub-section (1) shall hold office on such terms and conditions as the Government may, by order, specify.
- (3) The member including the Managing Director shall be entitled to such traveling and daily allowances as may be prescribed.
- (4) The Managing Director or the members referred to in sub-section (I) may resign his office by writing under his signature addressed to the Chairman and on such resignation being accepted, by the Authority and approved by the Government he shall be deemed to have vacated his office.

7. ***Remuneration of the Chainman, the Managing Director, the * Technical Member and Accounts Member*:*** - shall be paid from the Authority's fund such remuneration as may be fixed by the Government from time to time.
8. ***Appointment of officers and staff:*** -
- (1) Subject to the provisions of sub-section (2), the Authority may appoint for the purpose of enabling it to carry out its powers, duties and functions under this Act, a Secretary and such other officers and staff as may be required against posts duly sanctioned by it:

Provided that the Authority shall obtain the previous approval of the Government for the creation of post above the rank of the Executive Engineer.
 - (2) The Authority may, with the previous approval of the Government, appoint on deputation a servant of the Central Government of the State Government as an employee of the Authority on such terms and conditions as it thinks fit.
 - (3) Except as provided in this section, the appointment and conditions of service of the officers and employees of the Authority shall be governed by rules made by the Government from time to time.
9. ***Supervision and control of employees:*** - Subject to the superintendence of the Authority, the Managing Director shall be the chief executive and shall have the general control and direction over all the employees of the Authority.
10. ***Authentication of orders and other instruments of the Authority:*** -
- (1) All proceedings of the Authority shall be authenticated by the signature of the Chairman and all orders and other instruments of the Authority shall be authenticated by the signature of such

officer of the Authority as may be authorized in this behalf by regulations.

- (2) The Authority may invite any person to attend a meeting of the Authority for the purpose of assisting or advising it on any matter and the persons so invited may take part in the proceedings of the Authority, but shall have no right to vote.

11. ***Delegation of powers:*** - Subject to the provisions of this Act, the Authority may, by general or special order, delegate either unconditionally or subject to such conditions as may be specified in the order, to any sub-committee appointed by it or to the Chairman, or the Managing Director or any other officer or Committee of officers of the Authority such of its powers and duties under this Act as it deems fit, not being its powers and duties under sections 25, 28, 29 and 65.
12. ***Disqualification for participation in the proceedings of the Authority on account of interest:*** - The Chairman or any other member of the Authority or of a sub-committee appointed by the Authority who has acted professionally, in relation to any matter on behalf of any person having any share or interest whether pecuniary or of any other nature in any contract or employment with, by or on behalf of the Authority, or any other personal interest in any area in which it is proposed to acquire land for any of the purposes of this Act, shall not vote or take part in any proceedings (including any discussion on any resolution or question) of the Authority or of any sub -committee thereof relating to such matter.
13. ***Acts not to be invalidated by irregularity, vacancy, etc.:*** -
No act done or proceeding taken under this Act by the Authority or a sub-committee appointed by the Authority shall be invalidated merely on the ground of

- (a) any vacancy in, or defect in the constitution of the Authority or any sub-committee thereof, or;
- (b) any defect or irregularity in the appointment of a person acting as a member thereof or;

14. ***Functions of the Authority:*** - *The Authority shall perform all or any of the following functions, namely:*

- (i) preparation, execution, promotion, operation, maintenance and financing of the schemes for the supply of water and for the disposal of waste water;
- (ii) rendering all necessary services in regard to water supply and collection and disposal of waste water to the Government and on request to private institutions or individuals;
- (iii) preparation of State plans for water supply and collection and disposal of waste water on the directions of the Government;
- (iv) fixation and revision of tariffs, taxes and charges of water supply and maintenance service in the areas covered by the water supply and waste water systems of the Authority;
- (v) establishment of State standards for water supply and waste water services;
- (vi) all functions, not stated herein which were being performed by the Public Health Engineering Department of the Government before the commencement of this Act;
- (vii) assessment of the requirements for manpower and training in relation to water supply and sewerage services in the State;
- (viii) carrying out applied research for the efficient discharge of the functions of the Authority;
- (ix) Making provision for the supply of wholesome water and efficient sewerage services to the people in the state;

- ## (x) taking such other measures as may be necessary to ensure water supply in times of emergency;##
- ## (xa) making provision for manufacture and marketing of packaged drinking water, mineral water, aerated water or any other processed water and of goods or articles necessary for water supply and sewerage;
- ## (xb) any other matter supplemental, incidental or consequential to any of the above functions of the Authority; and
- (xi) such other functions as may be entrusted to the Authority by the Government by notification in the Gazette.

15. Powers of the Authority: -

- (1) The Authority shall, subject to the provisions of this Act, have power to do anything which may be necessary or expedient for carrying out its functions under this Act.
- (2) Without prejudice to the generality of the foregoing provisions, such power shall include the power--
 - (i) to obtain such periodic or specific information from any local body as it may deem necessary;
 - (ii) to prepare and carry out schemes for water supply and sewerage and to exercise all powers and perform all functions relating thereto:
 Provided that the power of sanctioning schemes costing more than rupees Five crore[#] shall be exercised only with the previous approval of the Government;
 - (iii) to lay down the schedule of fees for all services rendered by the Authority to the Government, local bodies, institutions or individuals, to fix or amend tariffs and changes for water supply and sewerage services and

collect all such fees and charges for these services as may be prescribed;

Provided that any revision of tariffs and charges for water supply and sewerage services shall be made only with the previous approval of the Government;

- (iv) to enter into contract or agreement with any person, firm or institution as the Authority may deem necessary, for performing its functions under this Act:

Provided that any contract or agreement involving more than rupees Five crore[#] shall be entered into by the Authority only with the previous approval of the Government.

- (v) to adopt its own budget annually subject to the previous approval of the Government;
- (vi) to abstract water for drinking purpose from any natural source and with the permission of the Government for other purposes and dispose of waste water;
- (vii) to borrow money, issue debentures, to obtain subventions, capital contributions, loans and grants, to incur expenditure and manage its own funds;
- (viii) to grant loans and advances to such persons or authorities as the Authority may deem necessary for performing the functions under this Act;

- ## (viiia) to invest funds, with the previous approval of the Government, in any public sector undertakings or public sector companies that are involved in the production of goods or articles utilized for the functions of the Authority;
- (ix) to acquire, possess and hold lands and other property and to carry any water or sewerage works through, across, over or under any highway, road, street or place and, after

reasonable notice in writing to the owner or occupier, into, through, over or under any building or land;

- (x) to accept gifts in kind and in cash with the previous approval of the Government.

15A. ***Manufacture and marketing of packaged drinking water, mineral
water etc.: -***

Notwithstanding anything contained in any other provisions of this Act, the Authority shall have the power to manufacture, market and sell packed water, mineral water, aerated water or any other processed water and of goods or articles necessary for the water supply and sewerage in such manner as may be provided by regulations.

CHAPTER III

VESTING OF PROPERTIES, ASSETS, LIABILITIES AND OBLIGATIONS AND TRANSFER OF EMPLOYEES

16. *Vesting of property in Authority etc: -*

As from the date of establishment of the Authority, (hereinafter in this Chapter referred to as "the appointed day"),

- (a) (i) all properties and assets (including water works, buildings, laboratories, stores, vehicles, furniture and other furnishing), all the existing water supply and sewerage services, sewerage works and sewage farms including, as the case may be, all plants, machineries, water works, pumping stations, filter beds, water mains and public sewers in, along, over or under any public street and all buildings, lands and other works, materials, stores and things appertaining thereto; and
- (ii) so much of the sub-soil appertaining to the said water mains and sewers as may be necessary for the purpose of enlarging, deepening or otherwise repairing or maintaining any such water mains and sewers or any pipes and other appliances and fittings connected with such water supply and sewerage services and sewerage works and sewage farms which immediately before the appointed day were vested in the Government for the purposes of the Public Health Engineering Department, shall vest in and stand and transferred to the Authority;
- (b) (i) all the water supply and sewerage services, sewerage works, sewerage farms including all the plants, machineries, pumping stations, distribution lines and public sewers in, along, over or under any public street and all buildings, lands and other works, materials, stores and things appertaining thereto; and

- (ii) so much of sub-soil appertaining to the said distribution lines and sewers as may be necessary for the purpose of enlarging, deepening or otherwise repairing or maintaining any such distribution lines and sewers or any pipes and other appliances and fittings connected with such water supply and sewerage services and sewerage works vested in any local body and in respect of which maintenance of sewerage services and sewerage works, management and distribution or water supply or collection of charges which immediately before the appointed day were attended to by the Public Health Engineering Department, shall vest in and stand transferred to the Authority;
- (c) all the rights, liabilities and obligations of the Government or the local body as the case may be whether arising out of any contract or otherwise appertaining to the said department including the right to recover arrears of water tax and sewage tax water charges, meter hire and of any cost or fees relating to water supply and sewerage services shall be the rights, liabilities and obligations of the Authority; and
- (d) (i) all the assets, rights, liabilities and obligations of the Kerala State Rural Development Board constituted Kerala State Rural Development Board Act, 1971 (15 of 1971), in so far as they pertain to execution or water supply and sewerage schemes in the Panchayat areas including the right to recover arrears of annual instalments from Panchayats towards expenditure on water supply and sewerage schemes under section 13 of the said Act, shall be the assets, rights, liabilities and obligations of the Authority.
 - (ii) The properties, assets, rights, liabilities and obligations referred to in sub-section (i) shall be valued in such manner as the Government may determine.
 - (iii) All suits and other legal proceedings instituted or defended or which might but for the vesting and transfer under sub-section (1) have been instituted or defended by or against the Government or

the local body or the Rural Development Board, as the case may be, may be continued or instituted or defended by or against the Authority.

17. ***Decision of Government on the vesting of property to be final: -***

Where any doubt or dispute arises as to whether any property or asset has vested in the Authority under section 16 or any rights, liabilities or obligations have become the rights, liabilities and obligations of the Authority under that section, such doubt or dispute shall be referred to the Government whose decision thereon shall be final.

18. ***Vesting of existing water supply and sewerage services under local bodies: -***

- (1) As from the date following the expiry of a period of three years from the appointed day or such further period as may be specified by the Government in this behalf by notification in the Gazette,
 - (a) all the water supply and sewerage services, sewerage works and sewage farms including all the plants, machineries, pumping stations, distribution lines and public sewers in, along, over or under any public street and all the buildings, lands and other works, materials, stores and things appertaining thereto;
 - (b) so much of the sub-soil appertaining to the said distribution lines and sewers as may be necessary for the purpose of enlarging, deepening or otherwise repairing or maintaining any such distribution lines and sewers or any pipes and other appliances and fittings connected with such water supply and sewerage works;
 - and (c) all rights, liabilities and obligations including the right to recover arrears of water charges, meter hire and of any cost or fees relating to water supply and sewerage services, which immediately before the above mentioned date vested in any local body shall vest in and stand transferred to the Authority.

- (2) The properties, assets, rights, liabilities and obligations referred to in sub-section (1) shall be valued in such manner as the Government may determine.
- (3) Where any doubt or dispute arises as to whether any property or asset has vested in the Authority or any right, liability or obligation has become the right, which for the time being governs his service: Provided that nothing contained in this sub-section shall apply to an employee in the cadres of the Administrative Officers, Financial Assistants, Divisional Accountants, Typists and Stenographers, who, by notice in writing given to the Government and the Authority within such time as the Government may, by general or special order, specify, intimates his intention of not becoming an employee of the Authority:
- Provided further that an employee referred to in the preceding proviso shall continue to be an employee under the Government and shall be provided elsewhere in any post or other service under the Government.

18A. *Power of Government to retransfer certain Water Supply and Sewerage Services: -

- (1) Notwithstanding anything contained in this Act, on a request by a resolution passed in this behalf, by the local body which has its own electricity distribution system, the Government may, if they consider it necessary so to do, by notification in the Gazette declare that the water supply and sewerage services and other items mentioned in clauses (a) and (b) of sub section (1) of section 18, which had been vested in the Authority under the said section shall, on and from the date specified in the notification, revest in and stand retransferred to such local body, subject to such terms and conditions as may be mentioned therein and thereupon the

local body shall exercise all powers and perform all functions relating thereto.

- (2) All rights, liabilities and obligations relating to the water supply and sewerage services revested under sub-section (1), including the right to recover arrears of water charges, meter hire and of any cost or fees which were due to the Authority immediately before such revesting, shall vest in and stand transferred to the local body.
- (3) Where any doubt or dispute arises as to whether any property or asset has revested in such local body under sub section (1) or any right, liability or obligation has become the right, liability or obligation of the local body under this section, such doubt or dispute shall be referred to the Government whose decision thereon shall be final and binding on the Authority and the local body concerned.
- (4) The Authority shall lend the services of such number of employees as may be necessary, to do the work in connection with the water supply or sewerage services or sewerage works revested in the local body under sub-section (1) and the salary, allowances, and contributions, if any, due to such employees shall be paid by the local body.
- ** (5) The Authority shall render necessary technical services to the local bodies for planning, execution and running of water supply and sewerage schemes in the manner prescribed by Government.
- ** (6) Every local body is free to start their own water supply and sewerage scheme either individually or as group of local bodies and to fix their own user charges as may be prescribed.

18B. ***Power of Authority to transfer water supply and sewerage services to local bodies:-***

- ** (1) Notwithstanding anything contained in this Act, the Authority,

- (a) shall transfer any water supply scheme or sewerage service covering the area of a single village panchayat; and
 - (b) may transfer any water supply scheme or sewerage service covering the area of a single municipality; on a request from such village panchayat or the municipality, as the case may be in the manner, as may be prescribed.
- ** (2) The Authority may, if they consider it necessary to do so, transfer any water supply or sewerage services to the village panchayat or the municipality concerned in the manner as may be prescribed.
- ** (3) The Authority shall render all necessary technical services to the local bodies for planning, execution and running of water supply and sewerage services of which are transferred under sub-sections (1) and (2) in the manner as may be prescribed.
- ** (4) The Authority may collect from the local bodies concerned necessary tariff for street taps provided by it within the local limits of the said local bodies at the rates as may be fixed by Government.

19. ***Transfer of employees to the Authority: -***

- (1) Save as otherwise provided in this section, every person who was employed in the Public Health Engineering Department of the Government shall, on and from the appointed day become an employee of the Authority and shall hold his office or service therein by the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension, gratuity and other matters as he would have held the same on the appointed day if this Act had not come into force and shall continue to do so until his employment in the Authority is terminated or until his remuneration or other terms and conditions of service are revised or altered by the Authority under or in

pursuance of any law or in accordance with any provision condition\$ of their service.

- (2) The sums standing in the credit of the employees referred to in sub-section (1) in any pension, provident fund, gratuity or other like funds constituted for them shall be transferred by the Government to the Authority along with any accumulated interest due till the appointed day and with the accounts relating to such funds and the Authority shall, to the exclusion of the Government be liable for payment of pension, provided fund, gratuity or other like sums as may be payable to such employees at the appropriate time in accordance with the liability or obligation of the Authority under this section, such doubt or dispute shall be referred to the Government whose decision thereon shall be final and binding on the Authority and the local body concerned.
- (3) Notwithstanding anything contained in the Industrial Disputes Act. 1947 (Central Act 14 of 1947), or in any other law for the time being in force, the transfer of service of an employee to the Authority under sub-section (1) shall not entitle any such employee to any compensation under that Act or such other law and no such claim shall be entertained by any court, tribunal or other authority.
- (4) Every permanent or temporary employee of the Public Health Engineering Department of the State Government under sub-section (1) shall on and from the appointed day, be a permanent or temporary employee, as the case may be, of the Authority, against a permanent or temporary post which shall stand created in the establishment of the Authority with effect on and from the appointed day.
- (5) An employee referred to in the first proviso to sub-section (1) shall be deemed to have continued in the service of the Government between the appointed day and the date of relief from the establishment of the Authority after receipt of his notice in writing

addressed to the Authority in that proviso and the Authority shall be entitled to reimbursement from the Government of the remuneration paid by it to such employee for such period.

- (6) Nothing in any rule, regulations or order applicable to Government servants in relation to retrenchment or abolition of posts shall apply to any employee referred to in sub-section (1).
- (7) Notwithstanding anything contained in the forgoing sub-section, the Authority shall be competent to take such disciplinary or other action as it thinks fit or to continue and such action already initiated against or in respect of any employee who becomes an employee of the Authority under sub-section (I) in respect of any act or omission or conduct or record of such employee while he was III the service of the Government.

20. ***Transfer of employee of local bodies to the Authority: -***

- (1) Save as otherwise provided in this section an employee who was employed exclusively in connection with water supply or sewerage service or sewerage works under a local body whose properties assets and water supply and sewerage services have been transferred to the Authority under section 18 shall, on and from the date of transfer of such property and assets to the Authority, become an employee of the Authority.
- (2) Notwithstanding anything contained in sub-section (1) but subject to any express agreement to the contrary, any employee referred to therein other than a workman as defined in the Industrial Disputes Act, 1947 (Central Act 140f 1947), who becomes an employee of the Authority shall be liable for transfer from any establishment or undertaking in which he was employed immediately before the said date to any other establishment or undertaking belonging to the Authority at the same remuneration

and on the same terms and conditions as were applicable to them immediately before such transfer.

- (3) If any question arises to whether any person was exclusively employed in connection with the water supply or sewerage service or sewerage works under a local body immediately before the said date, such question shall be decided by the Government.
- (4) The sums standing to the credit of the employees referred to in sub-section (1) In any pension provident fund, gratuity or other like funds constituted for them shall be transferred by the local body concerned to the Authority along with any accumulated interest due till the said date and with the accounts relating to the said fund and the Authority shall, to the exclusion of the local body, be liable for payment of pension provident fund, gratuity or other like sums as may be payable to such employees at the appropriate time in accordance with the conditions of their service.
- (5) Notwithstanding anything contained in the Industrial Disputes Act, 14 of 1947 (Central Act, 14 of 1947) or in any other law for the time being in force, the transfer of services of an employee to the Authority under sub- section (1) shall not entitle any such employee to any compensation under that Act or such other law and no such claim shall be entertained by any court, tribunal or other authority.
- (6) Every permanent or temporary employee of a local body becoming an employee of the Authority under sub-section (1) shall on and from the said date, be a permanent or temporary employee as the case may be of the Authority, against a permanent or temporary post which shall stand created in the establishment of the Authority with effect the said date.
- (7) Nothing in any rule, regulations or order applicable to employees of the local bodies in relation to retrenchment or abolition of posts shall apply to any employee referred to in sub-section (1).

- (8) Notwithstanding anything contained in the foregoing sub-sections, the Authority shall be competent to take such disciplinary or other action as it thinks fit or to continue any such action already initiated against or in respect of any employee who becomes an employee of the Authority under sub-section (1) in respect of any act or omission or conduct or record of such employee while he was in the service of the local body.

CHAPTER IV
PROPERTY, CONTRACT, FINANCE, ACCOUNTS AND AUDIT

21. *Execution and registration of contracts etc: -*

Every contract for assurance of property on behalf of the authority shall be in writing and executed by such officer and in such manner as may be provided by the regulations.

22. *Funds of Authority: -*

- (1) The Authority shall have its own fund to be called the "Kerala Water Authority Fund" which shall be deemed to be a local fund and to which shall be credited all moneys received otherwise than by way of loans by or behalf of the Authority.
- (2) The Authority shall also have another fund to be called the "Kerala Water Authority's Loan Fund" which shall also be deemed to be a local fund and to which shall be credited all moneys received by or on behalf of the Authority by way of loans.
- (3) Without prejudice to the provisions of sub-sections (1) and (2), the Authority may, with the previous approval of the Government, constitute such other funds as may be necessary for the efficient performance of its functions under this Act.
- (4) All moneys specified in the foregoing provisions and forming part of the funds of the Authority shall be deposited under such detailed Heads-of Accounts as may be prescribed
 - a) into the Public Account of the Government; or
 - b) in the State Bank of India constituted under the State Bank of India Act, 1955 (Central Act 23 of 1955); or
 - c) in Subsidiary Bank as defined in section 2 of the State Bank of India (Subsidiary Banks) Act, 1959 (Central Act 38 of 1959);or

- * d) in any Scheduled Bank as defined in the Reserve Bank of India, Act, 1934 (Central Act 2 of 1934) or in any Co-operative Bank* or in any Nationalized Bank coming within the scope of the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (Central Act 50 of 1970) or the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980 (Central Act 40 of 1980); and the said account shall be operated upon by such officers of the Authority as may be authorized by the Authority and in such manner as may be prescribed:

Provided that the Authority may invest any sums not required for immediate use in such securities or debentures as may be approved by the Government.

23. ***General Principles for the Authority's finance:*** - The Authority shall not, as far as practicable and after taking credit for any grants or subventions or capital contributions or loans from the Government under section 24, carry on its operations under this Act at a loss and shall so fix and adjust its rates of taxes and charges under this Act as to enable it to meet as soon as feasible the cost of its operations, maintenance and debt service and where practicable to achieve an economic return on its fixed assets.
24. ***Grants, subventions, capital contributions and loans to the Authority:*** *The* Government may, after due appropriation by law of the State Legislature, from time to time make grants, subventions, capital contributions and advance loans to the Authority for the purposes of this Act on such terms and conditions as the Government may determine.
25. ***Power of Authority to borrow:*** -
- (1) Notwithstanding anything contained in law for the time being in force under which any local body is constituted, the Authority shall with effect from the date of its establishment be the only

local authority authorized to borrow any sum of money for water supply and sewerage works.

- (2) Without prejudice to the provisions of sub-section (I), the Authority may, from time to time, with the previous sanction of the Government and subject to the provisions of this Act and to such conditions as the Government may, by general special order, determine, borrow any sum required for the purposes of this Act whether by the issue of bonds or stock or otherwise or by making arrangements with Banks or other bodies or institutions approved by the Government in that behalf.
- (3) Stocks issued by the Authority under this section shall be issued, transferred, dealt with and redeemed in such manner as the Government may, by general or special order, direct.

26. ***Depreciation Reserve:*** - The Authority shall create a Depreciation Reserve and make annual provision therefore in accordance with such principles as may be prescribed.

27. ***Guarantee for loans:*** -

- (1) Government may guarantee the repayment of any loan and Payment of interest on all loans made or transferred to the Authority for the purposes of this Act.
- (2) The Government shall, so long as any such guarantee is in force, lay before the State Legislature in every year during the budget session, a statement of the guarantees, if any, given during the current financial year and up-to date accounts of the total sums, if any, which have been paid out of the Consolidated Fund of the State by reason of any such guarantee or paid into the said Fund towards repayment of any moneys so paid out.

28. *Estimates of income and expenditure: -*

- (1) The Authority shall before the commencement of, and may at any time during, a financial year prepare a statement or a supplementary statement, as the case may be, of the programme of its activities during the year as well as a financial estimate in respect thereof and the same shall be submitted in such manner, in such form and by such date as the Government may, by general or special order, direct, for the previous approval of the Government:

Provided that in the event of such previous approval not being received before the commencement of the financial year for which such financial statement has been submitted, the Authority shall be entitled to expend on all accounts up to an amount not exceeding the amount approved for the corresponding period of the previous financial year and such amount shall not include any sum spend out of grants and subventions during the said period.

- (2) Every financial estimate referred to in sub-section (1) shall make provision for the due fulfilment of all the liabilities of the Authority and for the efficient administration of this Act.
- (3) Save where in the opinion of the Authority circumstances of extreme urgency have arisen, no sum exceeding one lakh of Rupees on account of recurring expenditure or exceeding five lakhs of Rupees on account of non-recurring expenditure shall be expended by the Authority in any year of account unless such sum has been included financial estimate submitted under sub-section (1) to the Government.
- (4) Where any such 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.

- (5) The Government shall cause the financial estimates of the Authority received by it under sub-section (1) to be laid annually before the State Legislature.

29. *Accounts and Audit:* -

- (1) The Authority shall cause to be maintained such books of accounts and other books in relation to its accounts and prepare an annual statement of account and balance sheet in such form and in such manner as the regulations may require.
- (2) The accounts of the Authority shall be audited by such auditor, in such manner and at such time as the Government may, by general or special order direct and the Audit so appointed shall have such powers of requiring the production documents and the furnishing of information respecting such matters, and shall have such powers in respect of disallowance and surcharge as may be prescribed.
- (3) The accounts of the Authority as certified by the Audit together with the audit report thereon shall be forwarded annually to the Government who may issue such directions to the Authority as they may deem fit and the Authority shall comply with such directions.
- (4) The Government shall,
 - a) cause the accounts of the Authority together with the Audit report thereon received by it under sub-section (3) to be laid annually before the State Legislature; and
 - b) cause the accounts of the authority to be published in such manner as may be prescribed.

30. *Surcharge:* -

- (1) The Chairman or the Managing Director or any other member, officer or employee of the Authority shall be liable to surcharge for the loss, waste or misapplication of any money or property of the Authority if such loss, waste, or misapplication is a direct

consequence of his neglect or misconduct while acting as such Chairman or Managing Director or other member of officer or employee.

- (2) Procedure of surcharge under sub-section (1) shall be such as may be prescribed.
- (3) Any amount found due from any person as surcharge under sub-section (1) as a result of proceedings for surcharge shall be recoverable as arrears of land revenue.
- (4) Nothing in sub-section (3) shall prevent the Authority from deducting any amount referred to therein from any sum payable by the Authority on amount of remuneration or otherwise to such Chairman or Managing Director or other member, officer or employee.

CHAPTER V
TAXES, FEES AND CHARGES

31. ***Cost of water:*** -

- (1) The Authority shall, by notification in the Gazette, fix the cost of water to be supplied by it according to volume and also the minimum cost to be charged in respect of each collection.
- (2) The Authority may in lieu of charging the cost of water according to volume accept a fixed sum for a specified period on the basis of expected consumption of water during that period.

32. ***Cost of collection and disposal of waste water:*** -

- (1) The Authority shall, by notification in the Gazette, fix the cost of collection and disposal of waste water according to its volume (which shall be such percentage of the volume of total water supplied to the consumer as may be prescribed and also the minimum cost to be charged in respect of such collection and disposal
- (2) The Authority may, in lieu of charging the cost of collection and disposal of waste water according to the basis referred to in sub-section (1) accept a fixed sum for a specified period on the basis of expected collection and disposal of waste water during that period.

33. ***Meter rent:*** -

- ## The Authority may charge meter rent for the meters provided by the Authority at such rates as may be provided by regulations.

34. ***Security deposit:*** -

The Authority may demand such sum as security from any consumer in connection with the supply of water or for sewer connection as provided in the regulations;

Provided that the Authority shall pay interest at such rates as the Government may from time to time determine on any sum so deposited with the Authority.

35. ***Fees: -***

The Authority may charge such fees for connection, disconnection and re-connection of any water supply or sewer for testing or supervision or for any other service rendered or work executed or supervised as may be provided in the regulations.

36. ***Recovery of taxes, fees and other sums due: -***

- (1) Any sum due to the Authority on account of any tax, fee, cost of water, cost of collection and disposal of waste water, meter rent, penalty, damage or surcharge under this Act shall be recoverable as arrears of land revenue.
- (2) Nothing in sub-section (1) shall affect the power of the Authority to cut off in accordance with the regulations the connection of water supply in the event of non-payment of by the consumer of any dues referred to in that sub-section.

CHAPTER VI

WATER SUPPLY

37. *Definition of supply of water for domestic purposes: -*

The supply of water for domestic purposes under this Act means supply of water for any purpose except the following, namely:

- (a) for any commerce or trade, manufacture or business;
- (b) for gardens or for purposes of irrigation;

Explanation: - In respect of premises used solely for residential purposes and having attached kitchen and domestic gardens, such domestic gardens shall not be treated as gardens for the purpose of this clause.

- (c) for building purposes;
- (d) for fountains, swimming bath, public bath or tanks or for any ornamental or mechanical purposes;
- (e) for animals where they are kept for sale or hire or for the sale of their produce or any preparation there from;
- (f) for the consumption and use at restaurants, or by inmates of hotels, boarding house, lodging-cum-boarding houses or residential clubs and for baths used by such inmates;
- (g) for the consumption and use by persons resorting to theatres and cinemas; for making or watering streets; for washing vehicles where they are kept for sale or hire.

38. *Supply of water by the Authority: -*

- ## (1) The authority shall on an application made to it by the owner of any premises or by the occupier with the consent in writing of the owner thereof, grant supply of water for domestic purposes on such terms and conditions as may be provided by regulations.

- ## (2) The Authority may on application made in that behalf, grant supply of water for any purpose other than domestic, purposes.
- ## (3) The supply of water for domestic or other purposes shall be subject to such tanks and conditions as may be provided by regulations.
- ## (4) Notwithstanding anything to the contrary contained in the regulations referred to the subsection (5), the Authority may supply water to the Government or any local Authority or other statutory corporation or to any educational or charitable institution on such terms as to payment and as to the period and conditions of supply as may be agreed upon.
- ## (5) The ownership and control over the pipe line up to the meter point shall vest with the Authority even though the cost of any connection or part thereof has been borne by the applicant.

38A. *Water supply to flats and multi-storied buildings:* - ##

- ## (1) Notwithstanding anything contained in this Act, and subject to sub-section (2), the Authority may supply water through cisterns, tanks, sumps and ground level reservoirs to multi-storied buildings and flat type buildings, subject to such terms and conditions as may be provided by regulations.
- ## (2) The supply of water referred to in sub-section (1) shall not be made from a distribution main having diameter of 150 mm or less.

38B. *Control over water supply connections:* - ##

- ## All water connections, irrespective of ownership shall be under the control of the Authority and shall be maintained properly and altered or repaired only in such manner as may be provided by regulations.

39. ***Water supply for domestic purposes not to be used for non-domestic purpose: -***

No person shall, except in such circumstances or subject to such conditions as may be provided by the regulations, use or allow to be used water supplied for domestic purposes for any other purpose.

40. ***Provision of public hydrants: -***

- (1) The Authority shall, subject to the payment by a local body, of such charges as the Authority may determine provide supply of wholesome water to the public through the public hydrants within its local area.
 - (2) The Authority may, at the request of the local body and shall, if Government so directs, subject to payment of such contribution towards its cost in such manner as may be prescribed, provide and maintain within the local area public hydrants together with all incidental works for the supply of water at such places as may be considered necessary by the local body.
 - (3) The local body shall pay to the Authority quarterly such sum as may be fixed by the Authority, towards the cost of water supplied by it through the public hydrants within its local area on the basis of expected consumption of water and accordance with such principles as may be prescribed.
 - (4) Where any doubt or dispute between any local body and the Authority arises in regard to any matter mentioned in sub-section (1) to (3) such doubt or dispute shall be referred to the Government whose decision thereon shall be final and binding on the Authority and the local body concerned.
- ** (4a)** For schemes operated by the Authority, necessary tariff for street taps may be collected from the local bodies at the rate fixed by the Government. Government may deduct the tariffs from grants due to the local bodies. Where any doubt or dispute arises between the

local body and the Authority in regard to the assessment of the tariff, such doubt or dispute shall be referred to an appellate authority prescribed by the Government and its decision thereon shall be final.

- ## (5) The water from any public hydrant shall not be used for any non-domestic purpose.
- ## (6) No external instruments or pipes or hose or other devices shall be connected to any public hydrants for tapping water.
- ## (7) No cleaning or washing of any animal, vehicle, cloth, utensils or any other materials shall be done under or near any public hydrants.

40A. ***Punishment for illegal use of public hydrants: -##***

- ## Any person who unlawfully draw off or take or use water from a public hydrant shall be punishable with fine extending to three thousand rupees and with imprisonment for a term not exceeding one month or with both.

41. ***Provision of fire hydrants: -***

- (1) The Authority may, at the request and expense of the owner or occupier of any factory or any shop or commercial establishment provide and maintain fire hydrants, together with all incidents; work for the supply of water in case of fire in such factory, shop or commercial establishment and in any such case charge from such owner or occupier the cost of water supplied in connection therewith.
- (2) The Authority shall provide and maintain fire hydrants together with all incidental works for the supply of water in case of fire at such other places as may be considered necessary by a joint committee of the officers of the Authority and the Fire Services Department of the Government and supply water connection therewith.

42. ***Provision of water metres: -***

- ## (1) The consumer shall provide a water meter and attach the same to the service pipes in premises connected with the water works of the Authority after obtaining approval from the Authority.
- ## (2) The consumer shall repair or replace water meters installed in his premises, at his own cost whenever required to do so by the Authority.
- ## (3) Notwithstanding anything contained in sub-section (1), the Authority shall have the power to install its own water meters to any connection wherever the Authority deems fit.
- ## (4) The provision of water meters and the transfer of connection thereto, the use, maintenance and testing of such meters and the expense of installation thereof and their rents and the furnishing of security, if any, in connection therewith shall be regulated by Regulations.

42A. ***Presumption as to correctness of meters: -##***

- ## Whenever water is supplied under this Act through a meter, it shall be presumed that the quantity indicated by the meter has been consumed, until the contrary is proved.

43. ***Works relating to water connection to be done by licensed plumbers and as per specifications etc.: -##***

- ## (1) No person other than plumber licensed by the Authority or person duly authorized by it shall execute any work relating to a water connection, not being a work of a trivial nature and no person shall permit any such work to be executed by a person other than such a person;
- ## (2) Every person who employs a licensed plumber to execute any such work shall when so required furnish the details of work executed

or to be executed in the manner such as may be provided by regulations;

- ## (3) No licensed plumber shall contravene any of the specifications or standards relating to execution of such works provided in the Regulation or specified by the Authority or execute such works using sub-standard materials, appliances or fittings;
- ## (4) Where any such work is executed in contravention of sub section (1), (2) and (3), such connection is liable to be refused or disconnected;
- ## (5) The Authority may, from time to time, fix the charges to be paid to licensed plumbers for each such kind of work through regulations.
- ## (6) No licensed plumber shall, demand or receive charge for any such work in excess of the rate fixed by the Authority under sub-section (5).
- ## (7) If any licensed plumber executes any such works in contravention of the provisions of this section or the regulations, his license shall be suspended or cancelled irrespective of the fact whether any criminal proceedings is taken against him or not.
- ## (8) Complaint against any licensed plumber of the Authority, regarding violation of the provisions of this Act, shall be filed before the Executive Engineer, within thirty days, from the date of notice of the violation.
- ## (9) The Executive Engineer after making such inquiry as he deems fit and giving the parties concerned a reasonable opportunity of being heard shall dispose of the complaint referred to in sub-section (8) within thirty days of receipt of its date of receipt.
- ## (10) Any person aggrieved by the orders of the Executive Engineer, under the foregoing sub-section may appeal to the Superintending Engineer, having jurisdiction over the area and he shall dispose of

the appeal after affording a reasonable opportunity of being heard to the persons concerned. His decision thereon shall be final.

43A. ***Offences by licensed Plumbers: -##***

Whoever, being a licensed plumber, contravenes sub-sections (3) or sub-section (6) of section 43, shall be punishable with imprisonment for a term which may extend to six months or with fine which may extend to ten thousand rupees or with both.

44. ***Prohibition of wastage of water: -***

- (1) No owner or occupier of any premises *to* which water is supplied by the Authority shall cause or suffer any water to be wasted or cause or suffer the service pipe or any tap or other fitting or work connected therewith to remain out of repair *so as to* cause wastage of water.
- (2) Whenever the Authority has reason *to* believe that as a result or defect in a service pipe or tap or other fitting or work connected therewith water is being wasted, the Authority may, by written notice require the consumer to repair and make good the defect within such time as may be specified in the notice.
- (3) If such repair is *not* carried out within the time specified, the Authority may without prejudice to any action against the consumer under any other provision of this Act cause such repair *to* be made and the cost of such repairs shall be realized from the consumer.

45. ***Power to cut off water supply: -***

- (1) The Authority may cut off the water supply from any premises.
 - (a) If any tax, fee, rental, cost of water or any charge or other sum due under this Act, is not paid within a period of thirty days after service of a bill for the same~ or

- (b) If after the receipt of written notice from the Authority requiring him to refrain from so doing, the consumer continues to use the water or to permit the same to be used in contravention of the provision of this Act or any rule or regulations made there under; or
 - (c) If the consumer damages or causes to be damaged to the water meter or any connection pipe or ferrule; or
 - (d) If the consumer refuses to admit any officer or servant of the Authority duly authorized in this behalf into the premises which he proposes to enter for the purpose of executing any work or placing or removing any apparatus or of making any examination or enquiry in connection with the water supply or prevents any such officer or servant from executing any work, or placing or removing any apparatus or making such examination or enquiry; or
 - (e) If the service pipe or any tap or other fitting or work connected therewith is found on examination by an officer or servant of the Authority duly authorized in that behalf to be out of repair, to such an extent as to cause wastage or contamination of water and immediate prevention thereof is necessary; or
 - (f) If the consumer causes or allows to be caused the service pipe or any tap or other fitting or work connected therewith to be placed, removed, repaired or otherwise interfered with, in contravention of the provisions 'of this Act or of the rules or regulations made there under; or
 - (g) If, by reason of leakage in this service pipe or any or other fitting or work, damage is caused to a public street and immediate prevention thereof is necessary.
- (2) No action taken under or in pursuance of this section shall release a person from any penalty or liability which he may otherwise have incurred.

- (3) The Authority may re-connect the supply of water disconnected under sub-section (1) on payment of such charges and on such terms and conditions as may be provided by regulations.

45A. ***Non- liability of the Authority to pay penalty or damages: -##***

The Authority shall not be liable in any way for any loss or damage or sufferings caused to any person by the cutting off the supply of water due to drought or accidents or works relating to re-laying or repairing of any water works or other unavoidable causes.

46. ***Prohibition of certain acts: -***

(1) No person shall.

(a) Wilfully obstruct any person acting under the orders of the Authority in setting out the lines of any work or pull up or remove any pillar, cost or stay fixed in the ground for the purpose of setting out the lines of such works, or deface or destroy any works made for the same purpose; or

(b) Wilfully or negligently break, injure, turn on, open, close, shut off or otherwise interfere with any lock, cock, valve, pipe, meter or other work or apparatus belonging to the Authority; or

(c) Unlawfully obstruct the flow' of or flush, draw off, or divert or take water from, any water works belonging to the Authority or any water course by which any such water is supplied ##with or without any mechanical or other device##; or

(d) Obstruct any officer or other employee of the Authority in the discharge of his duties under this Chapter or refuse or wilfully neglect to furnish him with the means necessary for the making of any entry, inspection, examination or inquiry there under in relation to any water works; or

(e) Bathe in, at or upon any water works, or wash or throw or cause to enter therein any animal, throw any rubbish, dirt or filth into

any water works or wash or clean therein any cloth, wool or leather or the skin of any animal, or cause water of any sink, or drain or any steam engine or boiler or any polluted water to turn or be brought into any water works or do any other act whereby the water in any water works is fouled or likely to be fouled.

- (2) Nothing in clause (b) of sub-section (1) shall apply to a consumer close in the stopcock fixed on the service pipe supplying water to his premises so long as he has obtained the consent of any other consumer whose supply will be affected thereby.

46A. *Prohibition of construction of buildings etc., over land, pipes etc.:-##*

- ## (1) No person shall without permission of the Authority construct any private street, building, wall fence or other structure over any land or pipes or mains belonging to the Authority.
- (2) If any private street is constructed or any building, wall, fence or other structure is erected on any land or pipes or mains belonging to the Authority, the Authority may remove or cause to remove the same as may be provided in the regulations.
- (3) The expenses incurred by the Authority in so doing shall be paid by the owner of the private street or of the building, fence, wall or other structure or as the case may be, by the person offending and shall be recoverable as arrears of land revenue.

46B. *Punishment for tapping or making illegal connection:-##*

- ## Whoever, with intent to draw water, taps or makes or causes to be made any connection with the mains or service pipes of the authority without obtaining prior permission of the authority shall be punishable, -
- (i) on first conviction with fine which may extend to ten thousand rupees, and in the event of a second or subsequent conviction with imprisonment for a term not exceeding six months and with fine

which may extend to twenty five thousand rupees if the water is intended to be used for domestic purpose;

- (ii) on first conviction with fine which may extent to fifty thousand rupees, and in the event of a second or subsequent conviction imprisonment for a term not exceeding two years and with fine which may extend to one lakh rupees, if the water is intended to be used for non domestic purpose.

46C. ***Punishment for certain other illegal activities: -##***

Whoever, being a consumer, with intention to get unlawful gain, damages or tampers a water meter, or uses any device or method which interferes with the accurate and proper metering of the water supply, shall be punishable, -

- (i) on first conviction with fine which may extend to ten thousand rupees, and in the event of a second or subsequent conviction with imprisonment for a term not exceeding six months and with fine which may extend to twenty five thousand rupees, if he is a domestic consumer;
- (ii) on first conviction with fine which may extent to fifty thousand rupees, and in the event of a second or subsequent conviction imprisonment for a term not exceeding two years and with fine which may extend to one lakh rupees, if he is a non-domestic consumer.

46D. ***Assessment of water charges in the case of unauthorized use: -##***

(1) If on inspection of any place or premises or water meters or any other devices, or any record maintained by any person, the authorized officer of the Authority comes to the conclusion that any consumer is indulging in unauthorized use of water, he shall, notwithstanding any criminal proceedings that may be taken against the consumer, provisionally assess to the best of his judgment the water charges payable on account of such unauthorized use of water.

- (2) The order of provisional assessment shall be served to the consumer in such manner, as may be provided by Regulations.
- (3) The consumer to whom a notice has been served under sub-section (2) shall be entitled to file objection, if any, against the provisional assessment before the authorized officer of the Authority who may, after affording a reasonable opportunity of hearing to such consumer, pass a final order of assessment of the water charges payable by such consumer.
- (4) Any consumer served with the order of provisional assessment may accept such assessment and deposit the assessed amount with the officer designated for the purpose within seven days of service of such provisional assessment order upon him.
- (5) If the assessing officer arrives at the conclusion that unauthorized use or theft of water has taken place, it shall be presumed that the unauthorized use has been continuing since the date of starting of the construction, in case the unauthorized use is for construction purpose or from a date which the assessing officer finds that the unauthorized use has been continuing in case the unauthorized use is for other purpose.
- (6) The assessment shall be based on the plinth area of the building, in case of unauthorized use for construction purpose or based on the number of inhabitants, in case of domestic purpose or based on the probable quantity, in case of other purposes.
- (7) The water charges under this section shall be assessed in accordance with the guidelines as may be provided by Regulations.

46E. *Appeals and Appellate Authority: -##*

- ## (1) Any person aggrieved by the final order passed under section 46D may, within thirty days of the said order, prefer an appeal to the Superintending Engineer of the Authority having jurisdiction over the area, in such form and in such manner and accompanied by such fee as may be provided by the regulations.

- (2) No appeal under sub-section (1) shall be entertained unless an amount equal to one third of the assessed amount is deposited within the period prescribed for the purpose.
- (3) The appellate authority referred to in sub-section (1) shall dispose of the appeal within thirty days after hearing the parties.
- (4) The orders of the appellate authority passed under sub-section (3) shall be final.

CHAPTER VII

SEWERAGE

47. ***Right of owner or occupier to obtain sewer connection: -***

The owner or occupier of any premises shall be entitled to empty sewage of the premises into a sewer of the Authority provided that before doing so he

- (a) obtains written permission of the Authority and pays connection fee in accordance with the regulations; and
- (b) complies with such other conditions as may be provided by the regulations.

Provided that nothing in this section shall entitle any person to discharge directly or indirectly into any sewer of the Authority any trade effluent from any trade premises except in the manner and subject to such conditions as may be provided by regulations.

47A. ***New premises not to be erected without drains: -##***

- ##
- (1) In areas where sewers of the Authority are available within a distance of 50 meters it shall not be lawful to construct or reconstruct any building or other structure unless a drain is constructed of such size, materials and descriptions, at such level and with such fall as may be provided by regulations.
 - (2) The drain so constructed shall be connected with the sewer of the Authority in such manner and subject to such terms and conditions and payment of such fees as may be provided by regulations.

47B. ***Work relating to sewer to be done by Licensed Plumber and as per specifications etc.: -##***

- ##
- (1) No person other than a licensed plumber or a person duly authorized by the Authority shall execute any work relating to any domestic or non-domestic sewer connecting to a sewer of the Authority and no

person shall permit any such work to be executed by a person other than such a person;

- (2) Every person who employs a licensed plumber to execute any such shall when so required furnish the details of such work executed or to be executed, in such manner as may be provided in the regulations;
- (3) No licensed plumber shall contravene any specifications or standards relating to the execution of such works, provided in the regulation or specified by the Authority or execute such work using sub-standard materials, appliances or fittings;
- (4) Where any such work is executed in contravention of sub-section (1), (2) and (3), such connection is liable to be refused or disconnected;
- (5) The Authority may, from time to time, fix the charges to be paid to licensed plumbers for each such kind of work by regulations.
- (6) No licensed plumber shall demand or receive charge for any such work in excess of the rate fixed by the Authority under sub-section (5);
- (7) If any licensed plumber executes any such in contravention of the provisions of this section or the regulations his license shall be suspended or cancelled irrespective of the fact whether any criminal proceedings is taken against him or not.

48. ***Power to require owner to have sewer connection: -***

Where any premises are, in the opinion of the Authority without sufficient means of effectual disposal of sewage and the sewer of the Authority is situated at distance of not more than fifty metres from any part of premises, the Authority may, by written notice, require the owner of the said premises to have sewer connection as provided may be regulations.

49. ***Prohibition of connection with sewer: -***

No person shall without the permission of the Authority make or cause to be made any connection or communication with any sewer of the Authority.

49A. ***Certain matters not to be passed into Authority Sewers: -##***

##

No person shall throw, empty, or turn into any Authority sewer or into any drain or sewer communicating with the authority sewer, -

- (a) any matter likely to damage the sewer or to interfere with the free flow of its contents or to affect prejudicially the treatment and disposal of its contents; or
- (b) any chemical refuse or waste steam or harmful liquid provided in the regulation as damaging the sewerage or causing nuisance or harmful to health;
- (c) any dangerous petroleum.
- (d) any other liquids or other materials, the discharge of which is prohibited by the regulations.

Explanation: - In this section, the expression “dangerous petroleum” has the same meaning as in the Petroleum Act, 1934 (Central Act 30 of 1934).

50. ***Prohibition of construction of buildings, etc., over sewer: -***

- (1) No person shall without the permission of the Authority construct any private street, building, wall, fence or other structure on any sewer of the Authority.
- (2) If any private street be constructed or any building, wall, fence or structure erected in any sewer as aforesaid without the written permission of the Authority, the Authority may remove or otherwise deal with the same as it thinks fit.
- (3) The expenses incurred by the Authority in so doing shall be paid by the owner of the private street or of the building, fence, wall or

other structure or as the case may be, by the person offending and shall be recoverable as an arrear of charges payable under this Act.

50A. ***Prohibition of certain Acts: -##***

##

No person shall, -

- (a) wilfully obstruct any person acting under the orders or directions of the Authority in setting out the lines of any sewerage or put up or remove any pillar, post or stake fixed in the ground for the purpose of setting out such lines, or deface or destroy any works made for the same purpose; or
- (b) wilfully or negligently break, injure, turn on, open, close, shut off or otherwise interfere with any lock, cock, valve, pipe or other apparatus of any sewerage of the Authority; or
- (c) unlawfully obstruct the flow of or flush, draw off or divert or take sewage from any sewerage of the Authority.

51. ***Power to affix shaft etc., for ventilation of sewer or cess-pool: -***

The Authority may for the purpose of ventilating any sewer or cess-pool, whether vested in the Authority or not erect upon any premises or affix to the outside of any building or to any tree any shaft or pipes as may appear to it to be necessary.

52 ***Power to examine and test sewer etc., believed to be defective: -***

- (1) Where it appears to the Authority that there are reasonable grounds for believing that a private sewer or cess-pool is in such condition as to be prejudicial to public health or to be public nuisance or that a private sewer communicating directly or indirectly with a sewer of the Authority is so defective as to admit sub-soil water or grit or other material, it may examine its condition and for that purpose may apply any test, not being a test by water under pressure and if it deems necessary, open the ground.

- (2) If on examination, the sewer or cess-pool so found to be in proper condition, the Authority shall, as soon as possible, re-instate any ground which has been opened by it.
- (3) If, the sewer or cess-pool so examined is found to be defective, the Authority may forthwith stop its functioning or disconnect it from the sewer of the Authority, or require the owner or occupier to take remedial action as directed and within such time as may be specified by the Authority and in any such event the Authority may recover the cost incurred by it from the owner or occupier, as the case may be.

52A. ***Penalty for the violation of the provisions in this Chapter: -##***

##

Any person who contravenes any provisions of this Chapter shall be punishable with fine extending to ten thousand rupees for the first conviction and for the second and subsequent convictions with fine extending to twenty thousand rupees or with imprisonment extending to six months or with both.

CHAPTER VIII

GENERAL PROVISIONS

53. *Power of entry, survey, inspection, etc.: -*

- (1) Any officer of the Authority authorized by it in that behalf may with or without assistance of workmen enter into or upon any premises in order
 - (a) to make any inspection, survey, measurement or enquiry;
 - (b) to take level;
 - (c) to dig or bore into the sub-soil;
 - (d) to set out boundaries and intended lines of work;
 - (e) to mark such levels, boundaries and lines by placing marks and cutting trenches; or
 - (f) to do any other thing necessary for the purpose of this Act or any rule of regulation made thereunder:

Provided that -

- (i) no such entry into a building shall be made between sunset and sunrise;
 - (ii) no dwelling house or place shall be so entered except with the consent of the occupier thereof or without giving the occupier at least twenty-four hours' notice of the intention to make such entry;
 - (iii) reasonable opportunity and facility shall be allowed to the women occupying any part of a dwelling house to withdraw; and
 - (iv) due regard shall, so far as feasible, be paid to the social and religious customs and usages of the occupants of the premises entered into.
- (2) Whenever any office of the Authority authorized under sub-section (1) enters into or upon any premises in pursuance of that sub-

section, he shall, at the time of such entry pay or tender payment for the damage, if any, to be caused by any act as aforesaid and in case of dispute as to the sufficiency of the amount of compensation, such dispute shall be referred to the Chairman whose decision thereon shall be final.

- (3) When any person is entitled to enter into or open any premises in exercise of the powers under sub-section (1) he may also enter in similar manner into or upon any adjoining premises for any work authorized by or under this Act, or for the purpose of depositing therein any soil, stone or other materials or for obtaining access to such work or for any other purposes connected with the execution of the same.
- (4) It shall be lawful for any officer authorized in this behalf by the Authority to make any entry into any place to open or cause to be opened any door, gate or other barrier,
 - (a) if he considers the opening thereof necessary for the purpose of such entry; and
 - (b) if the owner or occupier is absent, or being present refuses to open such door, gate or barrier.
- (5) Before making any entry into any such place or opening or causing to be opened any such door, gate or other barrier under sub-section (4), the person authorized in this behalf shall call upon to or more persons of the locality in which the place to be entered into is situated to witness the entry or opening and may, issue an order in writing to them or any of them so to do.
- (6) The officer so authorized shall in exercise of any power conferred by sub-section (4) do as little damage as may be possible and compensation for such damage shall be payable by the Authority to the owner or occupier of such premises or to both and in the case of any dispute as to the sufficiency of the amount of compensation, the dispute shall be referred to the Chairman whose decision thereon shall be final.

54. ***Power to disinfect, pools, wells: -***

- (1) An officer authorized by the Authority in that behalf may have any tank, pool or well cleaned or disinfected after notice to the owner or occupier, if any, when it appears that such cleaning or disinfection is necessary to prevent or choke the spread of any dangerous disease.
- (2) The cost of cleaning or disinfection referred to in sub-section (1) shall be recoverable from the owner or occupier of such tank, pool or well.

55. ***Directions by the Government: -***

- (1) In the discharge of its functions, the Authority shall be guided by such directions on questions of policy as may be given to it by the Government.
- (2) If any question arises as to whether any matter is or is not a matter in respect of which the Government may issue a direction under sub-section (1), the decision of the Government thereon shall be final.

56. ***Annual reports, statistics and returns: -***

- (1) The Authority shall, after end of each financial year, prepare and submit to the Government before such date and in such form of the Government may direct a report give in an account of the activities, if any, which are likely to be undertaken by the Authority in the next financial year and the Government shall cause every such report to be laid before the State Legislature as soon as possible after it is received by the Government.
- (2) The Authority shall furnish to the Government at such times and in such form and manner as the Government may direct such statistics and returns and such particulars in regard to any proposed or existing schemes or activities of the Authority or any other matter under the control of the Authority as the Government may from time to time, require.

57. *Duty of local bodies to assist:* -

- (1) All local bodies shall render such help and assistance and furnish such information to the Authority and shall make available for inspection and examination such records, maps, plans and other documents as it may require to discharge its functions under this Act.
- (2) Without prejudice to the other provisions of this Act and notwithstanding anything contained in any other law for the time being in force under which any local body is constituted, the Government may give to any local body such directions as in its opinion may be necessary or expedient for enabling the Authority to perform its functions under this Act and thereupon it shall be the duty of the local body to comply with such directions.

58. *Protection of acts done in good faith:* -

No suit, prosecution or other legal proceedings shall lie against the Government, the Authority or the Chairman, the Managing Director or other member of the Authority or any officer or servant of the Government or of the Authority for anything which is in good faith done or purported or intended to be done in pursuance of this Act or any rule or regulation made there under.

59. *Members, Officers and Servants of the Authority to the public servants:* -

The Chairman, Managing Director, members, officers and servants of the Authority shall be deemed when acting or purporting to act in pursuance of the provisions of this Act or any rule or regulation made there under to be public servants within the meaning of section 21 of the Indian Penal Code, 1860 (Central Act 45 of 1860) and the Prevention of Corruption Act, 1947 (Central Act 2 of 1947).

CHAPTER IX

PENALTIES AND PROCEDURE

60. ***General Penalty: -***

- ## (1) Whoever, in any case in which a penalty is not expressly provided by this Act or any rule or regulations made thereunder, contravenes the provisions of this Act or of any rule or regulation made thereunder or fails to comply with any notice, order or requisition issued under this Act or any rule or regulation made thereunder shall be punishable with fine which may extent to ##three thousand rupees## and in the case of a continuing failure or contravention, with an additional fine which may extent to ##one hundred rupees## for every day on which such contravention or failure continues after this first conviction.
- ## (2) All fines imposed under this Act or any rule or regulation made thereunder shall on realization be credited to the fund of the Authority.

61. ***Offences by companies: -***

- (1) If the person committing any offence under this Act is a company the company as well as every person in charge of and responsible to the company for the conduct of its business at the time of the commission of the offence shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly:
- Provided that nothing contained in this sub-section shall render any such person liable to any punishment, if he proves that the offence was committed without his knowledge, or that he exercised all the diligence to prevent the commission of such offence.
- (2) Notwithstanding anything contained in sub-section (1) where any offence under this Act, has been committed by a company, and it is proved that the offence has been committed with the consent or connivance of, or that the commission of the offence is attributable

to any neglect on the part of any Director, Manager, Secretary or other officer of the company, such Director, Manager, Secretary or other officer shall be deemed to be guilty of that offence and shall be liable to proceeded against and punished accordingly.

Explanation. - For the purpose of this section;

(a) 'Company' means anybody corporate and includes a firm or other association of individuals; and

(b) 'director', in relation to a firm, means partner in the firm.

61A. ***Cognizance of offences: - ##***

No court shall take cognizance of an offence punishable under this Act except upon a complaint in writing made by the Authority or an officer not below the rank of an Assistant Executive Engineer authorized by the Authority.

62. ***Composition of offences: -***

The Managing Director or any other officer of the Authority authorized by it by general or special order in that behalf may either before or after institution of the proceedings, compound any offence punishable under this Act on such terms including payment of such composition fee as fee may think fit.

63. ***Duties of police officers and employees of local bodies: –***

It shall be the duty of all police officers and of employees of the local body within whose local area any offence punishable under this Act is committed or attempted to be committed to give immediate information to the Authority or to any officer of the Authority authorized in that behalf, of the commission of, or of the attempt to commit such offence, as the case may be and to assist the officers of the Authority in the exercise of their Authority under this Act.

CHAPTER X

RULES, REGULATIONS AND BYE-LAWS

64. ***Power to make rules: -***

- (1) The Government may, by notification in the Gazette, make rules for carrying out the purposes of this Act.
- (2) In Particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:
 - (a) the salaries and allowances and other conditions of service of officers and employees of the Authority other than such officers and employees employed on contract basis;
 - (b) the manner of operation of funds by the Authority under sub-section (4) of section 22;
 - (c) the manner of making provision for Depreciation Reserve and for its utilization;
 - (d) the powers of the Auditor under sub-section (2) of section 29;
 - (e) the manner in which the accounts of the Authority shall be published;
 - (f) the producer in respect of surcharge under section 30 including the provision of appeal, if any, in respect thereof;
 - (g) the extent of contributions and manner of making such contribution by local bodies under section 40;
 - ## (ga) the form and manner in which an appeal to the Superintending Engineer is to be preferred under sub-section (1) of section 46E and the fee for such appeal;
 - (h) any other matter which is to be or may be prescribed.
- (3) Every rule made this Act shall be laid, as soon as may be after it is made, before the legislative Assembly while it is in session for a total period of fourteen days which may be comprised in one session or in two successive sessions and if before the expiry of the session in which it is so laid or the session immediately following, the Legislative Assembly makes any modification in the rule or decides that the rule should not be made, the rule shall thereafter have only

in such modified from or be of no collect, as the case may be; so however that any such modification or annulment shall be without prejudice in the validity of anything previously done under that rule.

65. **Regulations:** –

- (1) The Authority may, *with* the previous approval of the Government make regulations not inconsistent with this Act and the rules made thereunder, for the administration of the affairs of the Authority.
- (2) In particular and without prejudice to the generality of the forgiving power, such regulations may provide for all or any of the following matters namely:
 - (a) the summoning and holding of meetings of the Authority, the time and place where such meetings are to be held, the conduct business at such meetings and the number of persons necessary to home a quorum thereat;
 - (b) the powers and duties of the employees of the Authority;
 - (c) the management of property of the Authority;
 - (d) the execution of contracts and assurance of property on behalf of the Authority;
 - (e) the limits up to which the Managing Director shall be competent into incur recurring or non- recurring expenditure in any financial year without such expenditure being included in the statement under sub- section (1) of section 28;
 - (f) the maintenance of accounts and the preparation of annual statement of accounts and balance sheet by the Authority;
 - (g) the procedure for carrying out the functions of the Authority;
 - ## (ga) the manner in which the Authority shall manufacture, market and sell packaged drinking water, mineral water etc. and goods and articles relating to water supply and sewerage;
 - (h) the terms and conditions for supply of water for domestic or other purposes;
 - ## (ha) the terms and conditions subject to which water supply is to be provided to multi-storied buildings and flats;
 - ## (hb) the manner in which all water connections shall be maintained altered or repaired;

- (i) the installation of meters or transfer of their connection and their use, maintenance, testing disconnection and reconnection, the fees, the rent and other charges in respect thereof including the furnishing of security by the consumer and matters connected therewith;
- ## (ia) the manner in which the details of work executed or to be executed by licensed plumbers are to be furnished to the authority and the charges to be paid to licensed plumbers for each kind of work relating to water connection and sewer connection;
- (j) the fee to be paid for connection with a sewer of Authority and other terms and conditions for such connections;
- ## (ja) the manner of serving the order of provisional assessment in the case of unauthorized use or theft of water by the consumer and the guidelines for assessment of water charges in such cases;
- ## (jb) the manner in which, the details of the works relating to any sewer connected to the sewer of the Authority is executed or to be executed, is to be furnished to the Authority;
- ## (jc) the liquids and other materials, other than those specified in section 49A, the discharge of which into a sewer is to be prohibited;
- (k) (k) any other matter for which provision is to be or may be made in regulations.

CHAPTER XI

TRANSITORY PROVISIONS AND REPEAL

66. *Transitory provisions:* -

- (1) Any bye-laws by whatever name called made by the local body in relation to the provision of water supply and sewerage services under the Acts constituting such local bodies before the date of constitution of the Authority and in force immediately before the said date shall continue in force to the extent they are not inconsistent with the provisions of this Act, until such time as regulations are framed by the Authority under section (65).
- (2) Any water charge, fee or other item of receipt by whatever name called levied by the local body or by the officers of the Public Health Engineering Department before the date of constitution of the Authority and any notification, notice, order or direction in relation to such levy or to the provision of water supply and sewerage services issued immediately before the said date including any assessment of such levy order for exemption or connection, disconnection or re-connection made or granted or any penalty imposed in respect of the owner or occupier of any premises or any license issued to a plumber or any order made in connection therewith under any provision of law applicable to the local body having jurisdiction over such area and in force immediately before the said shall continue in force until other provision or order is made or other proceedings or action taken under this Act by the Authority for levy or assessment or fore-grant of such license or connection or provision of such services and any reference in such notification, notice, order, direction, bye-laws or license to the local body shall be construed as a reference to the Authority and in particular, proceeds of such charges or levy or other items of receipt shall go to the Fund of the Authority:

Provided that in respect of local bodies, this action shall have effect from the date referred in sub-section (1) of Section 18.

67. *Exclusion of powers of local bodies under certain enactments: –*

Except as provided in section 66, on and from the day on which the Authority is constituted, and in respect of local bodies, on and from the date referred to in sub-section (1) of Section 18,

- (a) any city constituted under the Kerala Municipal Corporations Act, 1961 (80 of 1961);
- (b) any Municipality constituted under the Kerala Municipalities Act, 1960 (14 of 1961);
- (c) Guruvayoor Township constituted under the Guruvayoor Township Act, 1961 (43 of 1961);
- (d) any Panchayat constituted under the Kerala Panchayats Act, 1960 (32 of 1960) shall have the powers, duties and functions under the said enactments as if the powers, duties and functions assigned by this Act to the Authority including the power to hold any property for purposes of the said duties and functions were excluded from the powers, duties and functions of the corporations, the municipal council, the township committee or the Panchayat as the case may be.

68. *Amendment of Act 15 of 1971: -*

With effect from the date on which this Act comes into force either in part or in full, the Kerala State Rural Development Board Act, 1971 (15 of 1971), shall have effect subject to the following amendments, namely:

- (i) in section 7, in sub-section (1), the brackets, letters and words
"(a) water supply schemes" and
"(b) sewerage schemes" shall be omitted; and
- (ii) in section 8, in the Explanation, the words "the Public Health Engineering Department shall be the Engineering Department of the Government in respect of water supply and sewerage schemes and" shall be omitted.

69. ***Amendment of Act 19 of 1970: -***

With effect from the date of publication of this Act, in the Gazette, the Kerala Public Service Commission (Additional functions as respect certain Corporations and Companies) Act, 1970 (19 of 1970) shall have effect subject to the following amendment, namely: in clause (a) of section 2, the words and figures "or the Kerala Water Authority" established under section 3 of the Kerala Water Supply and Sewerage Act, 1986;", shall be added at the end.

70. ***Removal of difficulties: -***

- (1) The State Government may, for the purpose of removing any difficulty, particularly in relation to the transition from the provisions of the enactments referred to in section 67 to the provisions of this Act by order, direct that the said enactments shall, during such period as may be specified in the order, have effect subject to such adaptations, whether-by way of modifications, addition or omission not affecting the substance, as it may deem to be necessary or expedient.
- (2) Every order made under sub-section (1) shall be laid before the State Legislature.

71. ***Repeal and saving: -***

- (1) The Kerala Water and Waste Water Ordinance, 1986 (27 of 1986), is hereby repealed.
- (2) Notwithstanding such repeal anything done or deemed to have been done or any action taken or deemed to have been taken under the said Ordinance shall be deemed to have been done or taken under this Act.



KERALA GAZETTE

EXTRA ORDINARY

PUBLISHED BY AUTHORITY

Vol. XXXI)

Trivandrum, Monday, 11th August 1986 [No.750

20th Sravana 1908

GOVERNMENT OF KERALA

Local Administration (F) Department

NOTIFICATION

G.O. (P) No. 8/86/LAD. Dated, Trivandrum, 8th August 1986.

S.R.O.No.1208/86.-In exercise of the powers conferred by sub-section (1) of section 3 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), read with section for thereof the Government of Kerala hereby change the name of the "Kerala Water and Waste Water to the 'Kerala Water Authority' and appoint Shri K. Ramachandran, Secretary, Local Administration Department, Secretariat as Chairman of the Authority for a period one years and consequently make the following amendments to the Notification published under GO (P) No.47/84/LA&SWD dated the 1st March 1984 as S.R.O. No.219/84 in the Kerala Gazette Extraordinary No.175 dated the 1st March, 1984, namely:

AMENDMENTS

In the said notification,

- (1) For the words "the Kerala Water and Waste Water Authority", the words "the Kerala Water Authority" shall be substituted:
- (2) For item (1) and the against it the following shall be substituted, namely:
"(1) Shri K. Ramachandran, Secretary, Chairman"
Local Administration Department
Secretariat

By order of the Governor,
V. RAMACHANDRAN,
Chief Secretary.

Explanatory Note

(This does not form part of the Notification but is intended to indicate the general Purport).

The Kerala Water Supply and Sewerage Act, 1986 has modified the name of the "Kerala Water and Waste Water Authority" as 'Kerala Water Authority'. It is considered necessary to make appropriate changes in the Notification constituting the Authority. Government have also since decided to appoint Shri K. Ramachandran, now Secretary, Local Administration Department, Secretariat as Chairman of the Authority. As per section 4(a) of the Kerala Water Supply and Sewerage Act, 1986, Government have to notify the appointment in the Gazette. This Notification is intended for the above purposes.

KERALA WATER AUTHORITY



KERALA WATER AUTHORITY (WATER SUPPLY) REGULATIONS, 1991

GOVERNMENT OF KERALA

Abstract

Kerala Water Supply and sewerage Act, 1986 - The Kerala Water Authority (Water Supply) Regulations, 1991 proposed to be issued under sub-section (2) of section 65 - Previous approval of Government under sub-section (1) of section 65 Conveyed-orders issued.

LOCAL ADMINISTRATION (F) DEPARTMENT

GO MS. No. 318/91/LAD Dated, Thiruvananthapuram, 4-12-1991

Read: Letter No. *KWA/FM/515/89* dated 28-12-1989 from the Managing Director, Kerala Water Authority.

ORDER

Under sub-section (1) of section 65 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) Government as pleased to convey its previous approval to the Kerala Water Authority for the Kerala Water Authority (Water Supply) Regulations, 1991 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,

V.K. SIVASANKARAN

Addl. Secretary to Government.

To

The Managing Director,
Kerala Water Authority,
Thiruvananthapuram

(Sd/-)

Forwarded/By Order

Section Officer

Stoke File

No. *KWA/FM/515/91*

Thiruvananthapuram, Dated: 9th December 1991

In exercise of the powers conferred by clauses (h) and (i) 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 the Government as required by sub-section (1) of the said section conveyed in G.O.MS No. 318/91/LAD dated 2-12-1991, the Kerala Water Authority hereby make the following regulations namely:

REGULATIONS

1. *Short title and commencement:* -

- (1) These regulations may be called "The Water Authority (Water Supply) Regulations, 1991".
- (2) They shall come into force at once.

2. *Definitions:* - In these regulations, unless the context otherwise requires

- (a) 'Act' means the Kerala Water Supply and Sewerage Act 1986 (14 of 1986);
- (b) 'Assistant Engineer' means the Assistant Engineer of the Authority in charge of the water supply in the area;
- (c) 'Assistant Executive Engineer' means the Assistant Executive Engineer of the Authority in charge of the Water Supply in the area;
- (d) 'average water charges' means, the water charges arrived at based on the average consumption of water noted for a period as may be decided by the Authority through a working meter that existed or installed later at the premises of a consumer;
- (e) 'casual connection' means a category of Water Supply connection provided from the main to a premise to supply water for building construction or other activities or any other demands, for a limited period, including the water supply needs of the workers and staff engaged in the above works or activities;
- (f) 'domestic connection' means a category of water supply provided from the main to premise to supply water for domestic purposes;
- (g) 'Executive Engineer' means the Executive Engineer of the Authority having administrative control over the Assistant Executive Engineer;

- (h) 'house connection' means the connection by pipes from the main to the limit of the premises concerned or to the meter whichever is further from the main;
- (i) 'inside installation', means all the pipes, specials, valves, cocks, taps, other fittings and appurtenances laid beyond the meter within the consumers premises and shall include the service pipe and water connection also;
- (j) 'licensed plumber' means a plumber or firm who has been provided with license issued by the Executive Engineer subject to the regulations made for the issue of plumbing licensees in Appendix A attached to the regulations;
- (k) 'meter' means a water meter which can be installed, directly in series or in parallel to a main connection pipe or service pipe and used for measuring the quantity of water by volume following through the main connection pipe or service pipe as the case may be and shall include;
 - (i) proportional type of water meter and
 - (ii) bulk flow meter
- (l) 'non domestic connection' means a category of water supply connection provided from the main to a premises to supply water for purposes other than domestic purposes and shall include a casual connection;
- (m) 'SME', means Street Main Extension and includes all kinds of extensions done to mains but excludes house connections;
- (n) 'Superintending Engineer' means the Superintending Engineer of the Authority having Administrative control over the Executive Engineer.

3. ***Responsibilities of the Authority:*** -Except in so far as is otherwise provided in the Act or any Rules issued thereunder or in these regulations the Authority shall be responsible for all the works connected with the supply of water to the consumers served by Water Supply Systems vested in or transferred to or acquired by the Authority.
4. ***Application for house connections:*** -
 - (a) Application for house connections from the mains shall be made by the owner or occupier of the premises, through licensed plumber to the Assistant Executive Engineer under whose jurisdiction the main comes in Form No. 6A1 for domestic, non domestic and casual connections:
 - (b) Application fee for house connection shall be such amount as may be prescribed by the Authority from time to time.
5. ***Connection fee for Domestic/Non-domestic connections has connections and Deposits:*** -
 - (a) on receipt of the application house connections with fee, the Assistant Executive Engineer shall arrange to inspect the feasibility of the house connection to the application's premises.
 - (b) When application for house connection includes requests for extension of main for granting the supply as laid in clause (a) and (b) of sub section (1) of section 38 of the Act, the Assistant Executive Engineer shall decide whether the main extension requested is necessary for effecting the house connection applied for.
 - (c) Where street main extension is not necessary, the applicant shall remit a connection fee of
 - (i) Rs. 250% in the case of application for domestic connection; and

- (ii) Rs. 500/- in the case of application for non-domestic and casual connections.
- (d) Applicants seeking house connection with extension of street main not exceeding 30 metres shall remit a fee of Rs. 500 over and above that prescribed in clause (c) of this regulation. If the length of such SME exceeds 30 metres the provisions contained in Appendix 'B' to these Regulations shall apply to such extensions.
- (e) Notwithstanding anything contained in the above regulations, applicant seeking casual connections shall deposit an amount equal to Rs. 5.00/m² of the plinth area of the building proposed to be constructed at the premises, for which the casual connection is applied for, subject to a maximum of Rs. 10,000/-

NOTE: -

- 1) If in a premise where a casual connection is provided by the Authority realizing a deposit from applicant as per clause (e) of this regulation, additional buildings are proposed to be built the consumer shall deposit additional amount based on the plinth area of the new construction proposed at the rates specified in the said clause subject to the maximum limit prescribed.
- 2) In cases of application for casual connection to premises where construction or any other activity not measurable on plinth area basis are proposed, the amount of deposit as per clause (c) above shall be fixed as decided by the Executive Engineer.
- (f) Applications for house connections shall be accompanied by detailed sketches for drawings or both, as the case may be, as prescribed in the Appendix A" to these Regulations dealing with issue of plumbing licenses.

6. ***Procedure on payment of connection fee and deposits: -***

- (a) If the amount as per regulation 5 of these Regulations is not remitted within the time fixed, or within such further time allowed by him, the Assistant Executive Engineer may reject the application. On receipt of the amount, the Assistant Executive Engineer shall accord sanction for the house connection and arrange to provide the connection as early as possible.
- (b) Notwithstanding anything contained in the above regulations, the deposits made by applicants seeking casual connections as per clause (c) of regulation 5 of these Regulations shall be adjusted towards the water charges if any, due from the consumer and the balance thereof shall be refunded to the consumer within three months of the disconnections of the casual connections.

7. ***House Connections: -***

- (a) No house connection shall be given to any applicant, if in the opinion of the Assistant Executive Engineer, the pressure in the main is not sufficient for providing the connection.
- (b) Not more than one house connection shall ordinarily be given to a premises.
- (c) Extension of house connection, the water connection, or service pipe of the above house connection from one premises to another without the permission of the Assistant Executive Engineer shall constitute a violation of the provisions of these regulations.
- (d) Separate house connections may be provided buildings situated in the same premises but bearing separate house numbers.
- (e) In the event of building provided with a house connection, is assigned two or more different house numbers at a later stage, separate house connections may be provided for the portions.

- (f) House connection given to a premises shall be in the name of applicant, originally applying for the house connection, the owner or occupier of the premises, which shall be entered in the revenue ledger sheet or record maintained by the Authority, transfer of the house connection to another person's name shall be made only on written application made by the owner of the premises, in Form No. 1 to the Assistant Executive Engineer accompanied with a fee of Rs. 15/-.
- (g) House connections using connection pipes of size exceeding 25 mm diameter shall ordinarily be allowed in respect of premises where water demand is estimated to be high such as residential complexes flat type of residential buildings or premises where bulk consumption of water is expected and where the service pipe is proposed to be connected directly to a storage tank facilitating a free discharge of water to it. In such cases where connections are to be given directly to storage reservoirs the provisions contained in Appendix 'C' to these Regulations shall apply.

8. ***Repairs or Alterations of the House connections: -***

- (a) Repairs or alterations to house connections shall be made only through the Authority or through plumbers duly licensed by the Authority and in such cases previous sanction for the repair or alteration, as the case may be, shall be obtained from the Assistant Executive Engineer.
- (b) Applications for alterations to house connections shall be made in form No. II to the Assistant Executive Engineer along with an application fee of Rs. 15/-
- (c) The application for such alterations shall be supported with the details as laid down in the Appendix 'A' to these Regulations dealing with the issue of plumbing licenses.

- (d) The Assistant Executive Engineer shall, on receipt of the application and fee, arrange to scrutinize the estimate and examine the feasibility of the alteration applied for and issue sanction subject to the receipt of the fee mentioned in clause (e) below and also subject to the modifications if any suggested by him, to carry out the repair or alteration. Such sanctions shall be issued in form No. RA 6.
- (e) In all cases mentioned in clause (d) above, the alteration fee shall be Rs. 100/- and the intimation to the party to remit the amount shall be in form No. RA 5.
- (f) The Assistant Executive Engineer or any one authorized by him may Suo moto undertake or arrange repairs or alterations to any house connections after issuing a notice in form No. III to the owner or occupier of the premises calling upon him to deposit the estimated cost of the repairs or alterations.
- (g) The Assistant Executive Engineer or anyone authorized by him may also undertake or arrange repairs to any house connection without issuing a notice to the owner or occupier of the premises. If in the opinion of the Assistant Executive Engineer, the situation warrants urgent repairs.

In all such cases, the cost of repairs shall be intimated to the owner or occupier of the premises in form No. IV calling upon him to remit the amount.

- (h) If the cost of repairs as called upon in clauses (f) or (g) above is not remitted within the period fixed in the notice, the Assistant Executive Engineer shall arrange to disconnect the water supply from the premises and realize the amount from the owner or occupier.

A reconnection of water supply to the premises shall be made only after the entire amount due from the owner or occupier of the premises as per demands made under this regulation and also clause (d) of regulation 14 are remitted.

- (i) If the actual cost of repair or alteration made as per clause (f) above is more than the amount remitted by the owner or occupier, a notice in form No. V shall be issued calling upon him to remit the balance amount with the Assistant Executive Engineer. If the amount so called for is not remitted within the time specified, the Assistant Executive Engineer shall disconnect the water supply from the premises.

A reconnection shall be made only if all sums due as per demands made vide regulation 7 and also clause (d) of regulation 14 are remitted

- (j) If the actual cost of repairs is less than the amount deposited as per clause (f) the difference shall be refunded to the owner or occupier.

9. ***Disconnection of the house connection: -***

- (a) Whenever the owner or occupier desires to have his house connection closed temporarily, he may apply in form No. RA4 to the Assistant Executive Engineer along with an application fee of Rs. 15/- and disconnection fee of Rs. 50/-. The applicant shall remit all the sums due from him to the Authority on account of meter hire, water charges, meter service charges, penalties etc. before applying for the temporary disconnection.
- (b) The Assistant Executive Engineer on receipt of the application with the necessary fees and on verification if satisfied that there are no sums outstanding to the Authority from the owner or occupier of the premises, shall arrange to temporarily disconnect the water supply from the premises.
- (c) A reconnection in the above case shall be made only if a reconnection fee of Rs. 50/- as envisaged in clause (d) of regulation 14 of these Regulations is made by the applicant. Application for reconnection shall be made in form No. RA-2 along with the application fee of Rs. 5/-.

- (d) Whenever the owner or occupier desires to have his house connection disconnected permanently, he shall apply in form No. RA4 to the Assistant Executive Engineer through a licensed plumber along with an application fee of Rs. 15/- and disconnection fee of Rs. 50/-. The owner or occupier shall also remit all sums due to the Authority on account of water charges, meter hire, meter service charges and penalties if any before applying for the permanent disconnection.
- (e) The Assistant Executive Engineer, on receipt of the application with fee, shall arrange to scrutinize the application and when satisfied that there are no sums due from the applicant to the Authority, issue sanction for the disconnection in form No. RA.7.

10. ***Casual Connections: -***

- (a) Casual connections shall be provided from the mains to a premises to supply water for building construction or other activities or any other demands including the water supply needs of the workers and staff engaged in the above works or activities for a limited period.
- (b) The application for casual connections shall be accepted by the Assistant Executive Engineer. The applicants seeking casual connections shall deposit the amount prescribed under clause (e) of regulation 5 of these Regulations.
- (c) The provisions under regulation 4 and clauses (a) and (b) of regulation 5 of these Regulations shall apply to casual connections, except that the sanction for casual connections and receipt and realized of deposits mentioned at clause (e) of regulation 5 of these Regulations shall be made only with the previous approval of the Executive Engineer.
- (d) One completion of the work/activity or one occupation of the building, as the case may be the consumer has to apply for closure or conversion of the casual connection to temporary or permanent domestic/non-domestic connection.

- (e) Temporary domestic conversion may be sanctioned only in case of buildings which have been occupied by the owner or occupier for domestic purpose. In all other cases the connection may be converted as temporary non-domestic.
- (f) Permanent conversion can be made only if the building under construction is assigned a building number by the Corporation/ Municipality Panchayat in which the building is situated. In such cases the casual connections may be converted as permanent domestic if the building has been occupied for domestic purposes by the owner or occupier. In all other cases where occupation is not for domestic purposes, the connection may be converted as permanent non-domestic.
- (g) Casual connections converted as temporary domestic/non-domestic connections shall have the prefix 'Temp' preceding the connection number. The serial number otherwise will be in continuation of the permanent connection.
- (h) No casual connections shall be connected with the inside installations without the sanction of the Assistant Executive Engineer for conversion as either temporary domestic/ non-domestic connection or permanent domestic/ non domestic connection.
- (i) Casual connections connected with the inside installations without the sanction of the Assistant Executive Engineer shall be treated as illegal extension and shall be disconnected by the Authority without notice. The consumer and the plumber making such illegal connections are liable to be fined in such cases.
- (j) All sums due to the Authority on account of water and other related charges and fines shall be remitted by the consumer/applicant before applying for the release of the deposit. Deposit shall be released only in cases of permanent conversion.

- (k) The entire quantity of water consumed by the owner/occupier of the connection shall be charged from the date of temporary conversion, at domestic or non-domestic rates as the case may be free allowance, if there is any, shall not be allowed in such cases.
- (l) No fresh application is necessary for converting a temporary connection to a permanent connection except the production of the Annual rental value certificate of the building provided with the above connection from the Corporation/ Municipality/ Panchayat as the case may be. The certificate along with a written request from the owner/ occupier of the premises shall be submitted to the Assistant Executive Engineer for sanction of the conversion.
- (m) A register shall be maintained in the office of the Assistant Engineer and Assistant Executive Engineer showing the above details in Form No. VI.

11. ***Construction, repair, alterations and extension of inside installations: -***

- (a) (i) No person, other than plumbers duly licensed by the Executive Engineer as provided under Appendix A to these Regulations, shall be employed by the owner or occupier for the construction, repairs, alterations or the extension of inside installations.
- (ii) Notwithstanding anything contained above, those plumbers already holding plumbing licenses issued by the Executive Engineer, before the date of coming to effect of the Regulations, under the Willington Water Works Rules, 1934, shall be employed in the construction, repairs, alterations or extensions of inside installations for a period of one year from the enforcement of these Regulations by which time they shall acquire eligibility to obtain fresh plumbing licenses under these Regulations as contained in Appendix A.

- (b) Inside installations at premises shall be laid only with the previous sanction of the Assistant Executive Engineer, in accordance with the provisions provided therefore, and in accordance with the plan and specifications approved by the Assistant Executive Engineer. No connection shall be established between any water supply main and the inside installations have been accepted and approved by the Assistant Executive Engineer or any other person authorized by him. Applications for sanctions to carry out inside installations shall be in form No. VII and the application fee shall be Rupees 50/- Sanction for construction repairs/alterations of inside installations shall be made in Form VII A.
- (c) No alteration or extension shall be made to the inside installations without the previous sanction of the Assistant Executive Engineer.

12. ***Installation of water meter and stop cock: -***

- (a) Every premises to which water is supplied, shall be provided with a separate house connection, separate stop cock and separate meter attached to the connection pipe.
- (b) In the case of domestic connection, the Assistant Executive Engineer may, subject to the availability of meter with the Authority provide the meter at the premises. The hire charge for such meter shall be Rs. 5/- per month. In the case non- domestic and casual connection the consumer shall provide water meter.
- (c) Applications for the water supply connection shall have the choice to install their own meter at their premises provided the meter is having Bureau of Indian Standards certification marks, and approved by the Authority and having a test certificate issued by the Assistant Executive Engineer regarding the accuracy of the meter. Meter shall

be proceed by the applicant and produced before the Assistant Executive Engineer for inspection and installation at site.

- (d) Every meter shall be provided with a meter boards and cover, of a type approved by the Authority made of good weather resistant and strong material like steel, cement concrete or HDPE, by the owner or occupier of the premises. The meter shall be placed above ground level, wherever practicable, in such a manner as to be easily read, repaired or serviced.
- (e) It shall be the responsibility of the owner or occupier of the premises to keep the meter, meter boards and its surrounding clean and easily accessible for taking meter readings, inspection and servicing by the Assistant Executive Engineer or anyone authorized by him to do so. The responsibility for the safe custody and sound condition of the meter shall also vest with the consumer. When a meter provided by the owner or occupier goes out of order, the same shall be got replaced or repaid as the case may be, within a period of 30 days of the report of the damage, by the Assistant Executive Engineer at the cost of the owner or occupier. The owner or occupier of the premises shall also inform the Assistant Executive Engineer. As soon as any defect is noticed in the meter or its recording.

Provided that the condition laid down in clause (b) above shall apply to cases mentioned in this clause where replacement of a meter damaged beyond repair has to be made.

- (f) An amount of Rs. 2/- per meter every month shall be levied from the owner or occupier of the premises provided with house connection where the meter installed is provided by the owner / occupier and where the facility for servicing the meter provided by the Authority, towards servicing charges of meters.

13. *Assessment of Water Charges: -*

- (a) The water consumed at the premises of a consumer shall be assessed at such intervals as decided by the Executive Engineer from time to time, based on meter readings taken from the meter fixed to the house connection at the premises of the consumer.
- (b) The Authority may also fix -the monthly rate of water charges of a consumer based on his average consumption of water for any previous six months in the case of existing connections and based on the estimated consumption in the case of new connections and issue a provisional card in Form No. VIII indicating therein the amount of water charges payable by the consumer every month, the date of payment and the institution at which the amount is to be remitted: The charges so fixed shall be revised if the consumption of water at the premises of the consumer is found to have increased or decreased based on the observations of the meter readings taken in the subsequent six months to the last period.
- (c) The Authority may also introduce a slab system for collection of water charges. The slab so fixed shall be revised if the consumption of water at the premises of the consumer is found to have increased or decreased as the case may be, based on observations of the meter readings taken in the subsequent six months to the last period. The initial average rate for the first six months shall be fixed on the average consumption or metered average consumption of any six month proceeding the date of coming into force of the slab system.
- (d) If the water charges as provided under classes (b) and (c) of this regulation, already remitted by the consumer is found to be in excess or short based on the meter readings taken subsequently, the consumer shall pay to the Authority the amount short remitted and the Authority shall adjust the amount collected in excess from the consumer in the subsequent payment. An adjustment bill in Form No. IX shall be issued once in every six months to the consumer indicating the excess or short remitted by the consumer.

14. ***Fine on default of Payments of Water Charges and Dues etc.: -***

- (a) The charges due for the water consumed in a month, subject to the minimum charge and the other levies fixed by the Authority vide section 31 and 33 of the Act as computed in the manner indicated in regulation 13 or in clauses (d) and (e) of regulation 17 of these Regulations shall be paid by the owner or occupier of the premises to the Assistant Executive Engineer or any other officer or agency authorized by the Authority on or before the date indicated in the bills or the slab cards, as the case may be.
- (b) A fine amounting to Rs. 5.00/ month in respect of domestic connections and Rs. 10.00/ month in respect of non domestic connections shall be levied by the Authority from consumers who fail to pay the water charges on or before the dates indicated in the bills or the slab card served. For the purpose of this clause a month shall be taken as 30 days and fractions of a month shall be treated as a full month.
- (c) If the charges are not paid within 30 days of the dates indicated in the bills or slab, the Assistant Executive Engineer shall have the power to cut off water supply from any premises without any notice.
- (d) The Assistant Executive Engineer may reconnect a supply disconnected under clause (c) if the charges due together with a disconnection fee of Rs. 50/- and reconnection fee of Rs 50/- are remitted by the consumer.

15. ***Complaints to the nature of accuracy of Water Charges: -***

- (a) Complaints if any, regarding the nature and/or accuracy of the water charges demanded, shall be made in writing to the Assistant Executive Engineer within 20 days of the delivery of the bill or receipt of the slab card as the case may be.

- (b) The Authority to exercise a revision of water charges in the demand bills already made and the corresponding corrections in water revenue accounts and ledgers shall be the Executive Engineer and in all such cases revision of water charge demands already made, the decision of the Executive Engineer shall be final.

Provided that clerical and other accounting errors found in the water charges demands and bills already made, shall be corrected by the Assistant Executive Engineer with necessary corrections in the ledger Accounts and records.

16. ***Conversion of Domestic Connection into Non-Domestic and Vice Versa:***

- (a) Whenever a change in the nature of occupancy of a premises occur entailing the owner or occupier of the premises a revision in water tariff~, the owner or occupier as the case may be shall bring the same to the notice of the Assistant Executive Engineer by a written application in Form No. X along with an application fee of Rs. 5.00. The revision in water tariff, if found eligible by the Assistant Executive Engineer, shall be effected from the date of application or from such date as he may deem fit.
- (b) The Assistant Executive Engineer shall convert a domestic to a non-domestic connection from such date as he may deem fit for the purpose of collecting water charges when the nature of occupancy of a premise is reported, by an officer duly authorized by him or the Authority, to have changed or the water supplied to the premises used for building purpose or other industrial, commercial or trade activities necessitating revision of tariff.

17. ***Testing of Water Meters already installed and their replacement: -***

- (a) If the owner or occupier of the premises entertains doubts about the accuracy of the meter installed at his premises may apply in Form No. RA.3 to the Assistant Executive Engineer or any person authorized by him, to have the meter tested. A meter-testing fee of Rs. 10.00 shall be paid along with the application.
- (b) On receipt of the application and fee the Assistant Executive Engineer shall arrange to get the meter tested. If on testing, it is found that the quantity registered by the meter differs from the actual quantity by plus or minus 10 percent or more the Assistant Executive Engineer shall arrange to get the meter repaired or replaced. The cost of such repair or replacement shall be borne by the Authority if the meter found defective was provided at the cost of the Authority. In all other cases, the cost of repair or replacement shall be borne by the owner or occupier.

Provided that the provisions under clauses (b) and (c) of regulation 12 of these Regulations shall be applicable in such cases of replacement of meters mentioned above.

- (c) The Assistant Executive Engineer may at his initiative arrange to test any water meter at any premises at any time between 8 a.m. and 5 p.m. on any day, after giving notice to the owner or occupier of the premises concerned, and if found defective, shall have the meter repaired or replaced at the cost of the owner or occupier if the above meter was provided at the cost of the owner or occupier. If the meter defective was originally provided at the cost of the Authority, the cost of repair or replacement shall be borne by the Authority.

Provided that the provisions under clauses (b) and (c) of regulation 12 of these Regulations shall apply also to such cases of replacement of meter mentioned above.

- (d) If on examination, any meter is found to be out of order and not registering correctly, the consumption dating from the reading previous to the last reading, till the repair or replacement of the meter be calculated at the average consumption registered for any previous period during which in the opinion of the Assistant Executive Engineer the meter installed at the premises was registering correctly and the consumption of water was abnormal. The Assistant Executive Engineer shall arrange to correct the bill and also slab card with corresponding corrections in the ledger sheets, accordingly. If the owner or occupier of the premises as any objection regarding the rate of consumption of water fixed by the Assistant Executive Engineer, he was a right to prefer an appeal to the Executive Engineer within 20 days of the date of receipt of the bill repaired as above. Such appeals shall be in writing and accompanied by a fee of Rs. 5.00. In all such cases the decision of Executive Engineer shall be final.
- (e) If, in the opinion of the Executive Engineer, the nature of appeal, made as per clause (d) above is exceptional, he may arrange a new meter to be fixed at the premises at the cost of the owner or occupier of the premises preferring the appeal and observe the readings on the same for a period not less than 60 days to arrive at the average charges and shall fix this average water charge with retrospective effect from a date from a which, in the opinion of the Executive Engineer, the change in the nature and pattern of consumption of water at the premises might have occurred. In all cases revisions made as per appeals mentioned in this clause, the decision of the Executive Engineer regarding the nature of the appeal, the date of effect of provisions and the average water charges shall be final.
- (f) Notwithstanding anything contained in clauses (d) and (e) of this regulation, no revision in water charges shall be allowed in the demand already made in cases coming under clauses (b) and (c) of this regulation

18. ***Repairs, Renewals of Main and Stoppage of Water Supply: -***

- (a) The Assistant Executive Engineer or any person authorized by him, may without any notice, reduce, restrict or stop the supply of water in any main for the purpose of repairs, renewals or under any exigencies, provided that when the stoppage is over an extensive area and the need for the stoppage can be foreseen, such previous intimation as is possible under the circumstances shall be given by publishing in newspapers or otherwise.
- (b) The Assistant Executive Engineer or any person authorized by him, may without any notice, reduce or restrict the supply of water in any house connection under exigencies.

19. ***Connection through Cisterns, Tanks and Sumps: -***

Every boiler for generating steam, every water heater or other electrical appliances requiring water for its functions, every flushing cistern used for flushing toilet, urinal water closet and every pump erected for boosting water shall be supplied with water from a cistern, tank or sump and not directing from the service pipe and every such cistern, tank or sump shall be provided with a float valve and proper means of access shall be provided for inspection thereof by the Assistant Executive Engineer or any person authorized by him.

20. ***Water for Domestic purposes cannot be used for any other purposes: -***

No person shall use or allow to be used, water supplied to domestic purposes for any other purposes except with the previous sanction of the Assistant Executive Engineer and only on such terms and conditions as fixed by the Assistant Executive Engineer with reference to the circumstances.

21. ***Disconnection of Non-domestic Connections on inadequacy of Water:***

The Assistant Executive Engineer or any person authorized by him may disconnect without notice from any premises, water supply given from the mains for non-domestic purposes, if due to natural calamities, water shortage or any other reasons the water supplied through the water supply system is found inadequate to meet the domestic requirements of the consumers.

In the event of such disconnection, the water supply shall be restored to the above premises as soon as normalcy in the system is restored and the disconnection and re-connection fees provided in clause (d) of regulation 14 of these regulations shall not be levied.

22. ***Disconnection of House Connection in certain cases: -***

The Assistant Executive Engineer may disconnect the house connection given from the mains to any premises,

- (a) if misuse or wastage of water is reported at the premises
- (b) if the building in a premises to which a house connection is given is demolished partly or fully so as to make it uninhabitable or
- (c) if on a later giving house connection to a consumer, it is established that the consumer has availed of the house connection by furnishing false details of statements to the Authority, which, in the opinion of the Assistant Executive Engineer would have prevented him from granting the house connection to the consumer at the time of application for the house connection.

23. ***Fine for Violation of the provisions of these Regulations and the Act: -***

- (a) The Assistant Executive Engineer may, in addition to disconnecting the water supply, also impose a fine ranging from Rs. 50.00 to Rs. 500.00 in respect of cases falling under Regulation 22 of these Regulations of section 45 of the Act, and also collect charges for the water loss as estimated by him wherever possible. The consumer

shall have the right to prefer an appeal to the Executive Engineer if he has any complaints against the fine imposed or the charges of water loss estimated, within 20 days of the receipt of the notice calling upon him to pay the fine and charges of water loss. The decision of the Executive Engineer shall be final in such cases of appeal.

- (b) The Assistant Executive Engineer shall impose such water charge amounting to Rs. 6.00/m² of the plinth area of the building for the construction of which water is reported to have been used from a street fountain or main or from a domestic or non-domestic connection where a non working meter exists or existed during the period of construction of the building or from a casual connection where the meter has ceased working during the construction period of the said building. The rate of Rs 6.00/m² is for the completed work of the building and in the cases where the building work is partially complete, the Assistant Executive Engineer may allow proportionate deductions for the incomplete portions of work with the approval of the Executive Engineer. The liability to pay the water charge mentioned vests with the owner or occupier of the buildings referred to above. A domestic or non- domestic connection to the above building shall be provided only if the entire charges are remitted to the Assistant Executive Engineer. The owner or occupier of the said building has a right to prefer an appeal, within 20 days of the receipt of the intimation of the charges to the Executive Engineer, in which case the decision of the Executive Engineer shall be final.
- (c) The Assistant Executive Engineer may also impose a fine ranging from Rs. 50.00 to Rs. 500.00 in all cases except those mentioned in clause (a) above, from the consumers whose act constitute or have constituted violation of the provisions contained in these regulations. The consumer has right to prefer an appeal to the Executive Engineer within 20 days from the date of receipt of intimation of fine and in all such cases the decision of the Executive Engineer shall be final.

APPENDIX 'A'
PROVISIONS REGARDING ISSUE OF LICENCES TO PLUMBERS
AND THEIR WORKS

1. (a) The Authority to grant licenses to plumbers shall be the Executive Engineers of the Kerala Water Authority to whom application for licenses be made.
(b) The licenses shall be in Form No. XI.

2. (a) Any person applying to the Executive Engineer for a license shall along with the application pay an examination fee of Rs. 100/-. The application shall be made in applications forms obtained from the Executive Engineer at a nominal cost of Rs. 5.00/form.
(b) A person applying for the license as per Para
(a) above shall be permit to sit for an examination provided he satisfies the following conditions:
 - (i) He/ She is a citizen of India
 - (ii) He/ She has completed 21 years of age
 - (iii) He/ She holds a Diploma in Civil Engineering or an equivalent qualification as approved by the All India Council of Technical Education or a certificate in plumbing or Sanitary Engineering recognized by the Institution of Engineers or by the All India Council of Technical Education and
 - (iv) He/ She produces a certificate to the effect that he/she has a minimum of 3 years' experience under a licensed plumber and that he/she has practiced plumbing under the supervision of a licensed plumber.

- (b) above he/ she holds a plumber's license issued by some other license authority and which in the opinion of the Executive Engineer maintain adequate standards in the issue of certificates.
- (c) Notwithstanding anything contained in the above paras the Executive Engineer may grant a plumbers license to an applicant without asking him to sit for an examination provided he/ she is a graduate in Civil Engineering and satisfies all the conditions except that laid down as condition (iiird) at sub para.
3. The Examination shall consist of one written paper and a practical test. The candidate shall be examined in accordance with the syllabus given as Annexure (I) to this Appendix. A candidate to qualify for the award of a license should obtain separate minimum 50% marks in theory and practical tests.
4. The Authority shall, for the purpose conducting the written examination for person to qualify for the plumbers license appoint a board of examiners consisting of a Health Officer of any local authority a P.H. Engineer not below the rank of Executive Engineer of the Authority and a registered plumber of high reputation.
5. The procedure for the conduct of the examinations of the applicants are laid down in Annexure (II) to this Appendix. The applications shall be made in Form No. XII. Applications received on or before the 30th June of a Calendar Year will only be accepted for examination in that year, Examination for the applicants of a particular year will be conducted in the first week of December of the same Calendar year.
6. The written examination will have common syllabus and common question paper throughout the state. The setting up of question papers and valuation of

answer papers of the written paper shall be got done centrally by the Controller of the Examination. The Controller of examination shall be an officer of the Authority nominated by the Managing Director from among officers not below the rank of Superintending Engineer.

7. The practical examinations will be conducted by the concerned Executive Engineer at the Division level based on the syllabus mentioned in Annexure (i) to this Appendix.
8. Candidates becoming eligible for the award of the license as per condition laid in para 3 of this Appendix will be intimated the matter and the license issued to them before the end of March of the succeeding year.
9. The candidate on becoming eligible for the award of the license, satisfying conditions laid in paras 2 and 3 of this Appendix should produce an agreement signed, by him in Form No. XIII on stamp paper with a security deposit of Rs. 500.00.
10. The licenses issued by the Executive Engineer shall be valid for a period of one year and shall expire on the date indicated in the license, but may renewed upon payment of Rs. 150 for further period of one year each at a time. The expired license not renewed within 15 days of the expiry of the license may be renewed upon payment of a fine of Rs. 100/- over and above the renewal fee prescribed above.
11. Notwithstanding anything contained in the above paras award of license will be subject to the relevant specifications contained in Annexure (iii) of this Appendix.

12. A list of plumbers licensed by the Executive Engineer shall be kept by the Executive Engineer in his office. This list shall be exhibited from time to time or made available or perusal of the public.
13. Every plumber shall keep a book in Form No. XIV supplied by the Authority in which he shall enter all details of works done by him in connection with any water supplying installation. Such books shall be produced before the Executive Engineer on or before 15th of every month for verification and return.
14. The plumbers shall carryout all water supply installation works (including new installation, alterations and repairs) subject to the provision contained in Annexure (III) to this Appendix and in accordance with the orders that may be issued from time to time by the Executive Engineer or any' other officer acting under his work order.
15. The plumber, selected by the owner-occupier of a house or premises for the construction of a new water supply installation or for extension or alteration or repairs to the existing water. Supply connection shall present to the Assistant Executive Engineer under whose jurisdiction the works are to be done an estimate (in duplicate) with a specification describing the work along with a dimensioned sketch plan of the proposed installation, alteration, extension or repairs as the case may be.
16. On approval by the Assistant Executive Engineer of the estimate presented under para 15 of this Appendix the plumber may collect all the materials of quality approved and prescribed by the Authority and commands works if satisfied that the owner or occupier has applied for the house connection.

17. (a) The Executive Engineer, Assistant Executive Engineer or any other officer of the Kerala Water Authority authorized in that behalf may inspect the works of plumber at any stage.

(b) If on inspection, it is found that any material used or works done is not of approved pattern or specification the plumbers shall, in accordance with the orders of the officer concerned, replace the materials with the materials of the approved pattern or reconstruct it as the case may be.
18. Any plumber requiring water to be shut off from or let on to any place in connection with his work may apply to the Assistant Executive Engineer or to the Assistant Engineer but shall on no account interfere with any street tap, cock valve for the purpose.
19. (a) The Executive Engineer may by a written order fine a licensed plumber, suspend or cancel with or without for future of security, the license of any plumber who is found quality or breaking or evading any provisions of the Regulation or specifications of the Authority or any of the foregoing provisions or any Government order relating to water supply and sewerage or who fail to comply with any reasonable order given to him by a duly authorized officer of the Authority or whose works in the opinion of the Executive Engineer is not satisfactory. Before the license is suspended or cancelled the license shall be given a notice in writing, enumerating the charges against and be entitled to a hearing, if he so desires. The license shall be given on opportunity to present testimony, oral or written before the Executive Engineer.

(b) The order of the Executive Engineer shall be final subject to the result of any appeal to the Superintending Engineer field, within 30 days of the communication of the order of the Executive Engineer to the plumber.

- (c) A person whose license has been revoked shall not be permitted to re-apply for a license within 2 years from the date of revocation.
 - (d) The amount of fine imposed as per sub-para (a) above shall be subject to a minimum of Rs. 100/- and a maximum of Rs. 500/-.
 - (e) The Executive Engineer shall notify the case of revocation or suspension of license.
20. If two or more plumbers form themselves into a company of partnership, any penalty imposed under the provisions of this Appendix shall be operative against every plumber constituting such company or partnership unless the order imposing the penalty specifies otherwise.
21. Any plumber whose license has been cancelled or suspended shall return his license to the Executive Engineer within 24 hours of the communication to him of such cancellation or suspension.
22. The Executive Engineer may grant a license to a company incorporated under the Companies Act, or a partnership firm engaged in the business of plumbing provided a person or persons connected with such company or partnership firm in responsible charge or plumbing work is/ are in possession of a plumbing license or licenses it will, however be the responsibility of the person or persons holding the license to inform the authorities when he/ they severs/ sever his/ their connection with the said companies or partnership firms. The Executive Engineer may in such cases even revoke the license of the company or the partnership firm can satisfy the Authorities that they have in the staff another person or persons in responsible charge of such plumbing work who is/ are in possession of plumbers' license.

ANNEXURE (I)
SYLLABUS FOR THE EXAMINATION

A. Following syllabus shall be followed for the examination for the grant of plumbers license with regard to written paper:

(a) Time 3 Hours

(b) Maximum Marks 100

(c) ***Section - I WATER SUPPLY***

- 1) Regulations governing supply of water, knowledge of procedure to obtain water connection in new premises.
- 2) A sound knowledge of codes of practice and specifications published by the Bureau of Indian Standards on Water Supply and Water Supply fittings.
- 3) Hydraulics - discharge through orifices, flow in open channel, flow in pipes, hydraulic gradient, design of distribution system for colonies or housing estates.
- 4) Pipes - materials, common sizes, pipe flow equations, instructions, pipe jointing, laying of pipes and selection of size.
- 5) Fixtures - specials, appurtenances etc.
- 6) Starting of mains ferrules, corporation cocks, matters etc.
- 7) Small size pumps - different types as may be required to plumbing of water to storage reservoirs, merits and demerits, selection of a type.
- 8) Storage reservoirs - underground, surface, overhead as may be needed for maintaining satisfactory supply of water within the premises, capacity, constructional features, and precautions to avoid contamination of water.
- 9) Public health hazards of faulty plumbing, cross connections, back-siphonage, etc. remedies.
- 10) Disinfection of pipes - Chemicals to be used, mode of disinfection.
- 11) Significances of routine chemical and bacteriological report on water samples.

Section - II DRAINAGE

- 1) Regulations governing drainage of buildings.
- 2) A sound knowledge of codes of practice and specifications published by the Indian Standards Institution of building drainage, septic tanks and the sanitary appliances and fittings.
- 3) Sewer materials - kinds, merits and demerits, factors governing choice.
- 4) Different types of sanitary latrines.
- 5) Hydraulics of flow in sewers a common formulations, use of pipe follow charts, hydraulic element charts, design of small sewerage system as may be required for housing estates and colonies.
- 6) Manholes, drop manholes, catch pits, gully pits, grease traps, various types of traps.
- 7) Ventilation of sewers.
- 8) Sewer laying and jointing - stoneword, concrete, brick.
- 9) Classification of house plumbing systems - two pipes, one pipe, single stack (partially ventilated) and single stack systems, their merits and demerits.
- 10) Testing of traps and fixtures-hydraulic testing and smoke testing of house drainage system.
- 11) Maintenance of house drainage clearing and testing.
- 12) Septic tanks for household design, construction, disposal of effluent; design, of soil absorption system.
- 13) Public health hazards of faulty plumbing for drainage.

B. Practical examination Maximum marks 100

Examination shall consist of a practical test relating to lumping operation. Field-testing may be laid out as may be considered suitable by the examiners. The candidate shall also appear for a viva vice before the examiners, which may cover all aspects of plumbing sciences as detailed in the syllabus for written paper.

ANNEXURE (ii)

PROVISIONS REGARDING THE CONDUCT OF THE EXAMINATION FOR ISSUE OF PLUMBING LICENCES

1. The examination for the issue of plumbing license shall be conducted by the authority once in an year.
2. The written examination shall be conducted in the month of December of every year.
3. Only applications received in the prescribed form available from the offices of the Executive engineer of the Authority against a cost of Rs. 5/- per/application form will be considered for examination.
4. Every application should be accompanied by an application fee Rs. 100/- which is not refundable.
5. Copies of certificates for proof of age, nationality, educational; qualifications and experience and conduct and character should accompany the application forms.
6. The examination shall consist of 2 parts viz. 1. Written and 2. Practical each carrying 100 marks. To become eligible for a license an applicant should secure separate minimum of 50% marks in the theory and practical examinations.
7. Application forms from eligible candidates should reach the executive engineers under whom licenses are sought on or before the 30th June every year. Application received thereafter will be considered only for the examination in the next Calendar year.

8. Hall tickets for the eligible candidates for the written examinations will be dispatched by the 1st week of November.
9. The candidates should strictly observe the instructions given on the hall ticket and produce them before the examiner on the date of examination. The hall tickets should have passport size photograph of the applicant affixed to the same duly attested by a person of reputation.
10. The Executive Engineers at each Division will be the Chief Examiners at each centre.
11. The Chief Examiner will be responsible for the smooth conduct of the examination. They may appoint Examiners under them for the supervision and smooth conduct of the examination.
12. The practical examinations shall be conducted in the first week of January. The practical examination will be conducted by the Executive Engineer / Chief Examiner at the various centres as per the approved syllabus and the guidelines issued by the Controller of Examinations.
13. The results of the practical examinations should be communicated to the Controller of examinations within one week of the holding of the examination, by the Executive Engineer / Chief Examiner.
14. The results of the candidates shall be released by the first week of March of the next year of the holding of the written examination.
15. In all matters relating to the conduct of the examinations the decision of the Controller of Examinations shall be final.

ANNEXURE (iii)

CODE OF CONDUCT FOR PLUMBERS AND PROCEDURE AND SPECIFICATIONS FOR CARRYING OUT WORKS BY THEM:

1. *CODE OF CONDUCT FOR PLUMBERS:*

- (i) Plumbers, licensed by the Kerala Water Authority will establish a show room easily accessible to the public. The show room, if forming part of a residential building shall have an opening to the front of the building so as to easily accessible to the customer and inspecting officers.
- (ii) The show room shall have all the tools and equipment necessary for carrying out plumbing works. The tools and equipment shall be kept ready for inspection at any time by the Executive Engineer or any other officer duly authorized by him.
- (iii) The show room shall have stocks of pipes, specials, fitting etc., for carrying out repairs, alternations etc. of any work of domestic plumbing nature.
- (iv) The name of the plumbing works, the name of the proprietor, the registration No. and date of expiry of the registration should be displayed inside the show room.
- (v) The name of the plumbing works and the registration No. of the plumber shall be prominently displayed in front of the show room for easy identification to the public and departmental authorities.
- (vi) The plumbers should maintain a register of all the works undertaken by then). This register should show the name of the customer, address, date of application, estimate amount, date of

payment of estimate fee and application fee with receipt Nos. date of commencement of work date of sanction of work date of completion of work, date of connection etc.

- (vii) The register mentioned in para (vi) above shall also contain the names of the workers or assistance engaged for a particular work and the dates on which they worked.
- (viii) The register shall be produced before the Executive Engineer or the Assistant Executive Engineer or any other officer duly authorized by them for
- (ix) Plumbers are required to have good cordial relations with the customers and the departmental officers. The Assistant Executive Engineer or any other officer duly authorized by him shall allow a consumer to change the plumber provided the consumer makes a written request for the same detailing the malpractices or other misconduct of the plumber. The plumber may appeal against the same before the Executive Engineer. The decision of the Executive Engineer shall be final in all such cases.

2. *PROCEDURE FOR CARRYING OUT WORKS:*

- (i) The plumbers shall submit details dimensioned sketches along with the application for installation, alteration or repairs of house connections as stipulated in para 15 of Appendix A. These sketches should be in triplicates and should show the plan of the house 1:100 scale with the identification of each rule. The position of the mains to which connections are to be made shall be shown in red ink up to meter point and the inside installations in blue

ink: where there are alterations or repairs or extensions to existing pipe lines these should be show in orange colour.

- (ii) The sketches mentioned in para (i) above should be neatly drawn on one side of the paper only. Either copies of the sketches be drawn or blue print made for additional copies.
- (iii) The position of the mains from which connection taken, plan of the street and the length of each street or bye-lanes if connection pipes are proposed to be taken through bye-lanes etc. should be marked on the sketch.
- (iv) The sketch should be authenticated by the applicant and the plumber with spaces for verification and authentication by the departmental officers.

3. ***SPECIFICATIONS FOR CARRYING OUT THE WORKS:***

For carrying out the work of providing new installations. repairs or alteration to existing installations for plumbing fixture inside buildings or pipe lines and other related works outside the buildings the specifications contained in IS 2065-1982 (2nd revision) shall be strictly followed

APPENDIX-B:

**GUIDELINES FOR THE SANCTION AND EDUCATION OF STREET
MAIN EXTENSION THROUGH CONSUMER CONTRIBUTION:**

1. Extension of street mains done through consumer contribution shall be known as Contribution SME or C- SME.
2. House connections from any C-SME shall be regulated by the same provisions existing for house connections from mains but also subject to para 18 below.
3. The beneficiaries or contributors of the C-SME shall apply to the Assistant Executive Engineer stating clearly the details of the proposed C-SME and the names and address of the persons who are willing to contribute and share the cost and the person responsible for the work.
4. The Assistant Executive Engineer shall examine the feasibility of the C-SME applied for considering future demand also if the line is liable to be extended under C-SME or SME and if found technically feasible shall recommend the same for sanction by the Executive Engineer. The recommendation shall be supported by necessary hydraulic calculation.
5. The Executive Engineer shall scrutinize the feasibility of the proposed C-S M E and if found feasible shall cause an estimate to be prepared,
6. If the C -SME is not feasible the applications shall be rejected by the Assistant Executive Engineer or the Executive Engineer as the case may be explaining the reasons for the rejection.
7. The estimate amount prepared as per para 5 above shall include 21½ % of the estimated cost towards supervision charges but shall exclude cost of materials other than those supplied by the Authority. No centage charge shall be levied.

8. The estimate amount prepared as per para 5 above shall be remitted with the Executive Engineer immediately or within 3 calendar months from the date of issue of the letter calling upon the contributors to remit the amount. The Executive Engineer may allow a further time beyond the said 3 calendar months up to period of 2 more calendar months to remit the estimate amount if an extension of time is sought by the applicants.
9. An agreement shall be executed by the contributors in FORM No. XV (on stamp paper) agreeing to abide by the rules, regulations, specifications etc. of the Authority with regard to quality of materials, workmanship, departmental specifications and ownership and control of the C.SME.
10. The responsibility of remitting the estimate amount and executing the agreement mentioned in para 5 and 9 above and for all future correspondence notice etc. between the Authority and the contributors shall vest with the person named first in the application form from along *the* contributors and in the event of his death or withdrawal from the group of contributors, the person named 2nd and so on.
11. On receipt of the estimate amount the Executive Engineer shall accord sanction for the work in FORM No. XV A and shall intimate action to get the work executed. The Executive Engineer or the Assistant Executive Engineer or anyone authorized by him shall arrange with the contributors to procure the required materials of quality approved and prescribed by the Authority for inspection by him or anyone authorized by him to do so. Subject to approval of the quality and quantity of materials he shall arrange for the execution of the work.
12. Pipes should be of the required class and no pipes having a pressure classification of less than 5 kg/ cm: shall be used. The quality and suitability of the pipes shall be certified by the Assistant Executive Engineer. He will also ensure that the class of pipes provided will withstand the maximum static pressure in the line during hours.

13. Before charging the line the Assistant Engineer should certify that the C-SME has been laid as per departmental specifications which should be verified checked and recorded by him and the certificate submitted to Executive Engineer.
14. After charging the line the C-SME should be unconditionally surrendered to the Authority. All such C- SMEs will form part of the assets of the Authority. The Assistant Executive Engineer will maintain a register for the C-SME lines in which he will keep the proper records of all the C-SME laid. Every month details of C-SME laid should be intimated to the Executive Engineer and these details should be maintained at the Executive Engineer's of office in a register.
15. The Account shall finally be settled in cases of works executed as per para 5.8 and II above between the Executive Engineer and the first signatory second signatory or the next as the case may be based on the actual expenditure this shall be collected and if sums are due to the contributors the same shall be refunded to them.
16. The Executive Engineer shall stop the water supply in the C-SME if the sums due from the contributors as per para IS above are not deposited with him within IS days of the issue of the noticed to the contributors to remit the same.
17. Supply shall restore only when the amount due to the authority together with disconnection fee and reconnection fee are remitted with the Executive Engineer.
18. Application for house connections form any C-SME received from persons other than the contributors shall be entertained only after a period of 6 months from the commissioning of the C-SME or non receipt of a written no objection from the contributors or their nominees mentioned in para 10 above.

APPENDIX 'C'

PROVISIONS FOR SANCTIONING AND PROVIDING WATER SUPPLY TO PREMISES THROUGH HOUSE CONNECTIONS DISCHARGING FREELY INTO STORAGE RESERVOIRS

1. Application for house connections coming under the provisions of clause (g) of regulation 7 of the Regulations shall be in Form No. RA. I.
2. The application shall be made by:
 - (i) The owner of the premises, if the premises belong to an individual or
 - (ii) The partners or a person from among the partners authorized by them, who have joint or several ownerships of the premises or
 - (iii) An officer vested or delegated with power of jurisdiction and control over the premises by an agency, firm, society, Board or any other institution or by Government to whom the premises belong or
 - (iv) a member, nominated or elected from owners and authorized to conduct business on their behalf in the case of small housing societies, co-operative or group of residents.
3. Along with the application an agreement in FORM No. XVI has to be executed by the applicant mentioned in para 2 above on stamp paper undertaking the responsibility and obligation to pay the water charges, meter hire, meter servicing charges, fines, levies etc. to the Authority as per demands made subjects to the provisions contained in the Regulations from time to time on account of the water supplied.
4. When ownership of the premises changes, the original applicant shall inform the same to the Assistant Executive Engineer in Form No. 1 along with an application fee of Rs. 5/- and an agreement from the new owner on stamp paper undertaking the responsibility and to pay the dues to Authority as mentioned in para 3 above.

5. When the change of ownership relate to only portions of the premises and the original applicant continues to be one of the owners the liability and obligation to pay the charges and levies mentioned in para 3 above shall continue to vest with the original applicant.
 6. Notwithstanding anything contained in the above paras submission of applications, fees, deposits, details to be furnished along with applications etc. shall be same as that provided in the regulations dealing with house connections.
 7. The provisions made in the regulations on all matters, other than those provided in this Appendix shall also apply mutates mutandis to all cases coming under the purview of this Appendix.
 8. Nothing contained in paras above shall prevent the Assistant Executive Engineer from granting a house connection, subject to feasibility, to owner or occupier of provisions of the premise if fee has a separate house-door No. and applies to the Assistant Executive Engineer for house connection as per provision contained in the regulations.
-

FORM NO. I
[Referred to at regulation 7 (f) & Para 4 Appendix 'C']
KERALA WATER AUTHORITY
Application for Transfer of Ownership

1. Name :
2. Address :
3. House No. :
4. Consumer No. :
5. Details of Previous Connection :
6. Other particulars :

I would request that the ownership of the water connection
may be transferred in the name of
address.....
as per the certificate issued by the Corporation/ Municipality/ Panchayat vide the
reference (enclosed
herewith the Certificate in original).

Signature of applicant

OFFICE USE ONLY

The ownership of connection
is transferred in favour of on
..... as per intimation of Corporation/ Municipality/ Panchayat
vide..... and entered in consumer ledger.

ASSTISTANT EXECUTIVE ENGINEER

FORM NO. II
[Referred to at regulation 8 (b)]
KERALA WATER AUTHORITY
Application for Alteration of Connection

1. Name :
2. Address :
3. Account No. :
4. Meter No. :
5. Sub Division :
6. Name and Address of Plumber :
7. Whether up-to-date water charge remitted, if so, details of receipt :
8. Reason for alteration :

I hereby agree the rules and conditions of Authority for connection.

Signature of the Applicant.

FOR OFFICE USE ONLY

1. Remarks of Water Works Inspector on feasibility of alteration of connection requested for
2. Estimate cost of work:
3. Recommendation of Assistant Engineer:
4. Approval of Assistant Executive Engineer:

(Form No. II contd...)

INIMATION TO THE APPLICANT

Kindly pay the estimate fee of Rs. and submit
the application to the undersigned along with the receipt.

ASSISTANT EXECUTIVE ENGINEER

To

.....
.....
.....

FORM NO. III

[Referred to at clause (f) of regulation 8]

No.

Office of Asst. Exe. Engineer
Water Works Sub Division
Date

From

The Assistant Executive Engineer

To

Sub: Attending leakages in Water Supply connections in A/c No
.....

Sri. / Smt.

A leakage is found in the Authority's portion of the above Water Supply connection and it is to be attended to by the Authority's Staff immediately.

You are requested to remit in this Office an amount of Rs..... towards the estimated cost of the repairs or alterations, repairs or alterations, required by the Authority in connection with the above work from the date of receipt of this letter as otherwise the Water Supply Connection is liable to be cut off without further notice.

Yours faithfully,

Assistant Executive Engineer

Details

A. COST OF MATERIALS

Rs. Ps.

- 1.
- 2.
- 3.
- 4.
- 5.

B LABOUR CHARGES

- 1.
- 2.
- 3.
- 4.
- 5.

C. CENTAGE

.....

Total:
=====

FORM NO. IV
[Referred to at regulation 8 (g2)]

No.

Date

From

To

THE ASSISTANT EXECUTIVE ENGINEER

.....

Office of the Assistant Executive Engineer,
Water Works Sub Division, Kerala Water Authority.

Sri/Smt.,

Sub: - Attending leakages in water supply Connection in A/c No.....

A leakage was found in the Authority's portion of the above Water Supply Connection and it was attended to by the Authority's staff during the month of

You are requested to remit in this office an amount of Rs. towards the labour charges and cost of materials incurred by the Authority in connection with the above work within a week from the date of receipt of this letter as otherwise the water supply connection is liable to be cut off without further notice.

Yours faithfully,

Assistant Engineer

Assistant Executive Engineer

Details:

A. Cost of Materials:	Rs.	Ps.

1.		
2.		
3.		
4.		

B. Cost of Labour:	Rs.	Ps.

1.		
2.		
3.		
4.		
5.		

C. Centage:	Rs.	Ps.

1.		

Total Rs.

FORM NO. V
[Referred to at regulation 8 (i)]

O/o the Assistant Executive Engineer,
Kerala Water Authority

No.

Date

From

THE ASSISTANT EXECUTIVE ENGINEER

To

Sri/Smt.,

Sub: - Attending leakages in water supply Connection in A/c No.....

A leakage was found in the Authority's portion of the above Water Supply Connection and it was attended to by the Authority's staff during the month of

You are requested to remit in this office the balance amount of Rs. towards the labour charges and cost of materials incurred by the Authority in connection with the above work within a week from the date of receipt of this letter as otherwise the water supply connection is liable to be cut off without further notice.

Yours faithfully,

Assistant Executive Engineer

FORM NO. VI

[Referred to at Regulation 10 (m)]

Water Supply Connection Register

Water Works Sub Division

Appd Section No.	Name & Address of Applicant	Rental value of Building	Name of plumber	Plumbers Estimate	Description of Work	Estimate Amount	Appln. Fee	Total Amount	Details of remittance	Work order No. & Date	Signature of Officer	Remarks

FORM VII

[Referred to at Regulation 11 (b)]

Application for construction / repairs / alteration / extension
of inside installations.

1. Name :
2. Address :
3. Account No. (if any) :
4. Meter No. (if any) :
5. Sub Division :
6. Name and Address of Plumber :
7. Receipt No of application remitted :

I hereby agree to abide by the rules, regulations and conditions of the
Authority for water connection.

SIGNATURE OF THE APPLICANT

FORM NO. VII (A)
[Referred to at Regulation 11 (b)]

O/o the Assistant Executive Engineer,
Kerala Water Authority

No.

Date

From

THE ASSISTANT EXECUTIVE ENGINEER

To

Sri/Smt.,

Sub: - Inside installation of water supply connection to Bg. No.

Ref: Your letter dated:

Your request for doing the inside installation to your building through plumber is approved. The approval will not be guaranteed for Water Supply connection to your premises. You may contact the plumber for carrying out the work. All sanitary rules should be followed.

(1) There should be Overhead tank connection to the water closet

(2) No direct connection should be given to the lavatory.

Yours faithfully,

Assistant Executive Engineer

Copy to Assistant Engineer, Section No. for information.

The approved plan is herewith enclosed for your inspection and report.

FORM NO. VIII
 [Referred to at regulation 13 (b)]
KERALA WATER AUTHORITY

Water Works Division: Section:

PROVISIONAL INVOICE CARD

Name:	Category: Non-Domestic
Address:	Consumer No.
	Ledger Folio No.
Monthly Amount to be Remitted	Place of Remittance
Rs.	
Period of Monthly Remittance: to of Every Month	

The arrears of Rs. due up to...../...../..... is to be remitted either in full n/..... or in three equal monthly installments as indicated below:

Arrear Amount to be remitted in Monthly installments		
..... /- Rs	 /- Rs	 /- Rs

Non payment of these amounts within due dates will entail penal charge and / or disconnection as per the regulations.

Assistant Engineer

PAYMENT SCHEDULE

Month of Consumption	Amount Remitted Rs. Ps.		Date of Remittance	Receiving Authority
April				
May				
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
TOTAL				

Note: The amount indicated for monthly payment is only provisional. The actual amount due will be ascertained on reading the meters and necessary adjustment bill showing amount due to / from you will be sent to you once in six months.

FORM NO. IX

[Referred to at regulation 12 (d)]

KERALA WATER AUTHORITY

WATER WORKS SUB DIVISION, SECTION:

BILL (Payable within 30 days)

Bill No.:	Date:	Consumer No.:						
Name: Period of Billing From: To								
Consumer Class: Domestic/ Non-Domestic / Industrial								
House No.	Street No.							
..... Free Allowance KL/month								
Present Reading KL	Meter not working / Not accessible							
Previous Reading..... KL	Period for which average Consumption has been reckoned							
Quantity Consumed..... KL								
Free Allowance if any KL	From To							
Chargeable Quantity..... KL	 KL/month							
Details of amount to be remitted Rs. Ps.								
	Rs.	Ps.						
1. Domestic Water Charges KL @Rs. /KL								
2. Non-Domestic Water Charges KL @Rs. /KL								
3. Service Charge for month @Rs. / month								
4. Other Charges								
TOTAL								
Arrears due from To								
Penalty and Fine								
ADJUSTMENT SCHEDULE								
Period reckoned upto	Amount due as above Rs. Ps.		Amount remitted Rs. Ps.		Balance amount due to consumer Rs. Ps.		Balance amount due from consumer Rs. Ps.	

REMARKS: - (Strike out whichever as not applicable)

- I. The excess amount of Rs. remitted by you is credited into your account and please pay your monthly amount as per the Provisional Invoice Card From..... (Month and Year) onwards.
- II. Please pay the balance amount of Rs. due from you up to..... (Month and Year) in addition to your monthly amount as per the Provisional Invoice Card in (Month and Year)

Ledger Clerk

Junior Superintendent

Assistant Engineer

INSTRUCTIONS TO THE CONSUMER

1. Non-payment of these amounts within the due date will entail penal charges and/or disconnections as per the Regulations.
2. Complaints regarding the adjustments, if any, shall be made by the consumers concerned within ten days of receipt of the bill, to the concerned Assistant Engineer.
3. No arrangement shall be proposed nor any objection preferred to the Inspector or the Meter Reader.
4. Application for any change of ownership along with relevant certificates from the Corporation/ Panchayat authorities shall be given to the Assistant Engineer, on whose approval alone will transfer of account be effected.
5. The water shall be used for the purpose for which the connection was given ie. either domestic or non-domestic. Application for any change in the purpose of usage as to non-domestic to domestic or vice versa shall be given to the Assistant Engineer, on whose approval alone will change be effected.
6. The consumer shall keep the meter box and the meter clean, tidy and easily accessible.
7. The Meter Card and Provisional Invoice Card shall be under the safe custody of the consumer and shall be produced whenever demanded by the Water Works authorities. Any loss of Meter Card/ Provisional Invoice Card shall be immediately reported to the Assistant Engineer. / Section and a new card will be issued on payment of the prescribed amount.

FORM NO. X

(Referred to at regulation 16 (a))

KERALA WATER AUTHORITY

Application for converting Domestic Connection to Non-Domestic
and Vice Versa

1. Name of Consumer :
2. Address :
3. Consumer No. :
4. Meter No. :
5. Name of Sub Division :
6. Name of Section :
7. Whether upto date water charge :
remitted and if so, details of receipt
8. Reason for request:
-
-
-

I hereby agree to abide by the Rules and Conditions of Kerala Water Authority.

Signature of the Applicant

For Office Use only

1. Remarks of Water Works Inspector :
2. Recommendation of the Assistant Engineer :
3. Approval of Assistant Executive Engineer :
4. Returned to Assistant Engineer for entering the :
details in Ledger
5. Enter the Ledger Folio on :
6. Initials of AE of the Applicant :

Intimation of the Applicant

Water Supply Connection is converted to Non domestic/Domestic with
effect from with initial Meter Reading

Assistant Engineer

2

FORM No. XI

(Referred to at para I Appendix A)

Kerala Water Authority

Public Health Division

Plumber's License



Photograph of the Licensee

(Seal)

(Signature and
Designation)

4

Instructions to Plumbers

1. The license issued is valid only for one financial year.
2. The license is to be renewed on expiry of its validity.
3. Renewal application is to be submitted before 1st January in the prescribed form together with the renewal fee.
4. A non-refundable fee of Rs. is payable, for renewal after getting the intimation from the licensing Authority.

3

No. Date:

Shri/ Messrs.
.....
.....

is issued license to carryout works on behalf of Kerala Water Authority as a Licensed Plumber.

No. being/

The license is valid upto

(Seal)

(Signature and
Designation)

5

5. While submitting application for works, the license No. shall invariably be referred to and the card produced when called for.
6. If the original license card issued is lost, the fact may be intimated to the under signed immediately.
7. Rs. 10.00 will be charged towards the issue of duplicate license card.

6

RENEWAL OF LICENSE

Renewed for the period from
..... to (vide letter
dated).

Renewal fee of Rs.
(Rupees)
collected as per receipt No.
dated

(Signature and Designation)

(Seal)

Date:

7

RENEWAL OF LICENSE

Renewed for the period from
..... to (vide letter
dated).

Renewal fee of Rs.
(Rupees)
collected as per receipt No.
dated

(Signature and Designation)

(Seal)

Date:

8

RENEWAL OF LICENSE

Renewed for the period from
..... to (vide letter
dated).

Renewal fee of Rs.
(Rupees)
collected as per receipt No.
dated

(Signature and Designation)

(Seal)

Date:

9

RENEWAL OF LICENSE

Renewed for the period from
..... to (vide letter
dated).

Renewal fee of Rs.
(Rupees)
collected as per receipt No.
dated

(Signature and Designation)

(Seal)

Date:

10

RENEWAL OF LICENSE

Renewed for the period from
..... to (vide letter
dated).

Renewal fee of Rs.
(Rupees)
collected as per receipt No.
dated

(Signature and Designation)

(Seal)

Date:

11

RENEWAL OF LICENSE

Renewed for the period from
..... to (vide letter
dated).

Renewal fee of Rs.
(Rupees)
collected as per receipt No.
dated

(Signature and Designation)

(Seal)

Date:

12

RENEWAL OF LICENSE

Renewed for the period from
..... to (vide letter
dated).

Renewal fee of Rs.
(Rupees)
collected as per receipt No.
dated

(Signature and Designation)

(Seal)

Date:

13

RENEWAL OF LICENSE

Renewed for the period from
..... to (vide letter
dated).

Renewal fee of Rs.
(Rupees)
collected as per receipt No.
dated

(Signature and Designation)

(Seal)

Date:

14

**REMARKS/ ENDORSEMENTS/
DISCIPLINARY ACTIONS etc.**

15

**REMARKS/ ENDORSEMENTS/
DISCIPLINARY ACTIONS etc.**

16

**REMARKS/ ENDORSEMENTS/
DISCIPLINARY ACTIONS etc.**

17

**REMARKS/ ENDORSEMENTS/
DISCIPLINARY ACTIONS etc.**

18

**REMARKS/ ENDORSEMENTS/
DISCIPLINARY ACTIONS etc.**

19

**REMARKS/ ENDORSEMENTS/
DISCIPLINARY ACTIONS etc.**

20

OTHER DETAILS

21

OTHER DETAILS

22

OTHER DETAILS

KERALA WATER AUTHORITY
FORM NO. XII
(Referred to para 5 of Appendix A)
APPLICATION FOR PLUMBERS LICENSE

Application issued on paid Rs. towards
the Application Form cost vide

Application Form issuing Clerk

1. Name of Applicant (in Block Letters) :
2. Full Address :
3. Nationality :
4. Qualification :
5. Age and Date of Birth :
6. Particulars of Experience on Plumbing works :
7. State whether he is Licensed Plumber of any other office :
8. Additional Particulars, if any :

I agreed to abide by the Rules and Regulations of Kerala Water Authority for issue of Plumbing License.

Station:

Date:

Signature of the Applicant

OFFICE USE ONLY

1. Name :
2. Address :
3. Details of amount remitted :
4. Registration No. :
5. Plumbers Test conducted on :
6. Practical Test conducted on :
7. Result :
8. Eligibility for License for Plumber :

OFFICER

FORM No. XIII
(Referred to at para 9 of Appendix A)
(on Stamp paper)

I, Sri. (here enter name & address) selected Licensed plumber having License No..... hereby agree to abide by Rules and Regulations of Kerala Water Authority under which the plumbing License is issued.

I also agree that no violations of Rules will be made by me and plumbing works will be carried out as per the directions and instruction of officials of Authority.

I shall keep the plumbers journals up to date and the same shall be made available to the inspecting officer as and when required.

I shall carry out the plumbing works only through the persons enlisted on the journal and in case the

License is not be used; I shall surrender the License to the Authority.

As a Security for the due and proper fulfillment of plumber's duties I herewith deposit a sum of Rs. 500/- (Rupees Five hundred only) and agree that the sum may be forfeited to the Kerala Water Authority in case I violate any of the Provisions of the Kerala Water Supply & Sewerage Act 1986) or the Rules & Regulations made there under in the discharge of my duties as a plumber.

Station:

Date:

Licensed plumber

FORM NO. XIV
(Referred to at Para 13 of Appendix A)
KERALA WATER AUTHORITY
WATER WORKS SUB DIVISION
PLUMBER'S JOURNAL

Sl. No.	File No. & Date	Name and address of the Applicant	Nature of work	Approval of Estimate		Work Order		Details of work done	Date of connection	Account No.	Remarks
				No.	Date	No.	Date				

FORM No. XV
(Referred to at para 9 of Appendix B)
Stamp Paper
AGREEMENT

..... മാണ്ട് മാസം
..... തീയതി താഴെ പേരെഴുതി ഒപ്പിട്ടിരിക്കുന്നവർ ചേർത്തു കേരളാ
വാട്ടർ അതോറിറ്റി സബ് ഡിവിഷൻ അസിസ്റ്റന്റ്
എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ പേർക്ക് എഴുതി കൊടുക്കുന്ന സമ്മതപത്രം.

നം.	പേര്	മേൽവിലാസം
1.		
2.		
3.		
4.		
5.		
6.		

1. അസി. എക്സിക്യൂട്ടീവ് എഞ്ചിനീയറുടെ ഉത്തരവിൽ പറഞ്ഞിരിക്കുന്ന നിബന്ധനകൾ ഞങ്ങൾ പൂർണ്ണമായി അംഗീകരിക്കുകയും, സമ്മതിക്കുകയും, ഈ നിബന്ധനകൾക്ക് വിധേയമായി മാത്രമേ സി.എസ്.എം.ഇ. ചെയ്തതീർക്കുകയുള്ളൂ എന്ന് ഉറപ്പുതരുകയും ചെയ്യുന്നു. (അസി. എക്സി. എഞ്ചിനീയറുടെ ഉത്തരവ് ഇതിനോടൊപ്പം വെക്കുന്നു.
2. ഞങ്ങളിൽ ഒന്നു മുതൽ വരെ ഒപ്പിട്ടിരിക്കുന്നവരുടെ വീട്ടിലേക്കു വേണ്ടി കുടിവെള്ളം എത്തിക്കുന്നതിനനുതകുന്ന പൈപ്പ് ലൈൻ ഞങ്ങളുടെ ചെലവിൽ ഇടുന്നതിനും ഇങ്ങനെ ഇട്ട പൈപ്പുകൾ വഴി ശുദ്ധജലവിതരണം ഉറപ്പുവരുത്തി കഴിയുന്ന മുറയ്ക്ക് ഈ പൈപ്പ് ലൈനിന്റെ മേൽ ഞങ്ങളിൽ ആർക്കും തന്നെ പ്രത്യേകമായി യാതൊരു അവകാശങ്ങളും ഉണ്ടായിരിക്കുന്നതല്ലെന്നു ഞങ്ങൾ ഇതിനാൽ പൂർണ്ണമായും സമ്മതിച്ചിരിക്കുന്നു.
3. ഈ വ്യവസ്ഥകൾ പ്രകാരം ഇടുന്ന പൈപ്പു ലൈൻ ആകമാനം കേരള വാട്ടർ അതോറിറ്റിക്ക് വിട്ടുതന്നതായി ഇതിനാൽ അംഗീകരിച്ചുകൊള്ളുന്നു.

എന്ന്

പേര്:
ഒപ്പ്:

FORM NO. XV A
PROCEEDINGS OF THE EXECUTIVE ENGINEER
KERALA WATER AUTHORITY
(Referred to at para II Appendix B)

No.

Dated:

Ref: - C.S.M.E.

2. Application by and others.

ORDER

Sanction is accorded to lay dia
..... pipes for a length of..... m and
..... dia of pipe for m subject to
the following conditions:

1. The dia meter of the pipes shall be same as the specified above.
2. The pipes shall be of superior quality and the same shall be capable to withstand the minimum working pressure of 6 kg/ cm².
3. The pipes shall be laid only after the inspection of the same by the undersigned to ensure the quality.
4. The applicants are liable to provide necessary Tees. Valves. Ferrule etc. as per the instruction of the Asst. Engineer.
5. Refilling the trenches and compacting/ consolidating may be carried out only after inspection of the work by the undersigned.
6. The pipeline shall be surrendered to Authority unconditionally immediately after completing the work and obtaining approval by the undersigned.
7. Testing of the lining to withstand the water pressure as instructed by the departmental officers will have to be done.
8. The line shall be charged only after the surrender of the line by the applicant unconditionally in the specified form to the Authority.

9. The Authority thereupon shall hold full right to extend deviate or do any other work or sanction any type of connection from that line as may be deemed fit. A copy of this proceedings shall be counter signed by all applications duly witnessed and shall be attached with the surrender agreement which shall also form part of the agreement.
10. The original bill of purchase of materials duly signed by two signatures is may be submitted along with surrender to form a part of the sale.

EXECUTIVE ENGINEER

Copy to: The Asst. Executive Engineer, PH Division, ...
for information.

Copy to: The Asst. Engineer, WW Section No.

FORM NO. XVI
(Referred to at para 3 of Appendix C)
KERALA WATER AUTHORITY
(STAMP PAPER)

I, ... (Here enter name & address) hereby agree that the Rules and Regulation of Kerala Water Authority by which the Water Supply to the sump is sanctioned for water supply arrangements to the Housing Complex / Industrial Complex / Other Complex will be strictly adhered to.

I, ... agree to provide a Bulk Water Meter to the pump to measure the volume of water supplied at rate (here mention Non-Domestic or Domestic) and water charges so arrived at shall be remitted on demand by the Kerala Water Authority.

I shall intimate the change of ownership of the premises if changed and from which time onwards the new owner of the premises shall undertake the liability to remit the water charges on demand by the Kerala Water Authority under the category (domestic / Non-domestic) fixed by the Authority.

I also hereby agree to clear off the arrear if any by way of water charges meter hire servicing charges etc. due to the Authority before the transfer of the premises to any other person.

Name of the Owner of the Complex

Place:

Date:

FORM NO. RA 1

(Referred to at Regulation 4)

KERALA WATER AUTHORITY

Application for Water/ Sewer Permanent / Casual New Connection
(Domestic/ Non-Domestic/ Casual/ Bulk connection to Housing Complexes)

1. Name :
2. Address :
3. House No. :
4. Details of Licensed Plumber for internal pipe laying :
 - a. Name :
 - b. Address :
 - c. License No. :
5. Consumer Category : Domestic/ Non-Domestic/ Casual
6. Division :
Sub Division :
7. Other Particulars :

I hereby agreed for the Rules and Conditions of Authority for connection.

Date:

Signature

INTIMATION TO THE APPLICANT:

Kindly pay estimate fee of Rs..... to the Cashier and submit this application to the undersigned along with receipt.

Date:

Assistant Executive Engineer

For Office Use Only

1. Estimate Fee: Rs. Receipt No. dt.....
2. Estimated Deposit Rs. Receipt No. dt.....
3. Special Deposit Rs. Receipt No. dt.....
4. Final Payment Rs. Receipt No. dt.....

FORM RA: 3
(Referred to at Regulation 17 (a))
KERALA WATER AUTHORITY

Number:

APPLICATION FOR METER TESTING

1. Name	:	Consumer Class:
2. Address	:	
3. Meter Number	:	
4. Consumer Number	:	
5. Division	:	
6. Meter Testing Fee paid Rs.	:	
7. Reason for request	:	
8. Other Particulars	:	

Date:

Signature of Applicant

FOR OFFICE USE ONLY

Forwarded to Assistant Engineer for meter testing

Date:

Assistant Executive Engineer

Reserve Meter No fixed on
with reading.....

Date:

ASSISTANT ENGINEER

Meter tested and found working/ other reasons

Date:

ASSISTANT ENGINEER

FORM RA: 4
[Referred to at Regulation 9(a) & (d)]
KERALA WATER AUTHORITY

Number:

APPLICATION FOR DISCONNECTION – Temporary/ Permanent

1. Name	:	
2. Address	:	
3. Consumer Number	:	Meter No.:
4. Consumer Class	:	
5. Division	:	
6. Reason for request	:	
7. Other Particulars	:	

Date:

Signature

INTIMATION TO THE APPLICANT

Kindly pay Disconnection fee of Rs. to the Cashier & submit this application to the undersigned along with receipt.

Date:

Assistant Executive Engineer

Paid vide Receipt No. Dated:

FOR OFFICE USE ONLY

Forwarded to Assistant Engineer for effecting disconnection.

Date:

Assistant Executive Engineer

Disconnection effected on

Date:

ASSISTANT ENGINEER

FORM NO. RA 5
[Referred to regulation 8(c)]

(Original/ Duplicate) party
Triplicate - File Copy

Kerala Water Authority
Provisional Approval Notice

Name Date:

Address

.....

With reference to your application number dated for Domestic/ Non-Domestic casual/ Alteration connection, you are requested to remit in this office during office hours on any working day, the following amount latest by along with the copies of this notice/ failing which the approval shall cancelled.

	Rs.	Ps.
1. Material Cost		
2. Labour for laying pipes and fittings		
3. Cutting and making good		
4. Masonry Work		
5. Erecting charges		
Total		
6. Centage Charges		
7. Total		
8. Length of line Metres		
9.		
10.		
11. Supervision Charges		
12. Deposit (Refundable)		
Total amount to be remitted		

Please note that this is only as estimate and that actual cost of pipe laying will be charged to you and necessary adjustments will be made on completion of work.

Yours faithfully,

Assistant Executive Engineer

For Office Use only

Receipt No. Date: Amount Rs.

FORM NO. RA 6

[Referred to at regulation 8 (d)]

Original to Assistant Engineer
Duplicate to Accounts Section
Triplicate to Licensed Plumber
Quadruplicate to Party

KERALA WATER AUTHORITY

WATER/ SEWER CONNECTION WORK ORDER

No.....

Name

Address

..... House No. Acc. No.

Application No. Dated

It is informed that application for Domestic/ Non-domestic/ Casual/ Alteration connection is approved and the work may be executed accordingly.

Date:

Assistant Executive Engineer

Remarks

.....

.....

Copy to: 1. Party

2. Licensed Plumber

FORM NO. RA 13
[Referred to at regulation 9 (c)]

Original to Assistant Engineer
Duplicate to Consumer
Triplicate to Account Section

KERALA WATER AUTHORITY
DISCONNECTION ADVICE

Ref:

It is informed that disconnection of water supply may be effected to the consumer.

Name:

Address:

.....

Consumer No.

For the following reasons:

.....

.....

.....

Date:

Assistant Executive Engineer

Approval of local body
(wherever applicable)

Date:

Signature and Seal of local body

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM- 695 033

**(Authentication of Orders, assurance of Property
and Execution of contracts)**

Regulations, 1992



GO (Rt.) No. 2430/92/LAD

Dated: 27/04/1992

GOVERNMENT OF KERALA

Abstract

Kerala Water Supply and Sewerage Act, 1986-the Kerala Water Authority (Authentication of Orders, Assurance of property and Execution of Contracts) Regulations, 1992 proposed to be issued under subsection (2) of section 65-previous approval of Government under sub-section (I) of section 65-Conveyed' orders issued.

LOCAL ADMINISTRATION (F) DEPARTMENT

GO (Rt.) No. 2430/92/LAD Dated, Thiruvananthapuram, 27/04/1992

Read: - Letter No. KWNHO/E 1/20433/90 dated 8-4-1991 from the Managing Director. Kerala Water Authority.

ORDER

Under sub-section (I) of section 65 of the Kerala Water Supply and Sewerage Act. 1986 (14 of 1986) Government are pleased to convey its previous approval to the Kerala Water Authority for the Kerala Water Authority (Authentication of Orders, Assurance of property and Execution of Contracts) Regulations, 1992 proposed to be issued under clause (d) of sub-section (2) of section 65 of the said Act. as per the draft appended to this order.

By order of the Governor,

K.G. BALACHANDRAN

Under Secretary to Government

To

The Managing Director, Kerala Water Authority, Thiruvananthapuram

KERALA WATER AUTHORITY

(An autonomous authority established under the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986))

No.

Thiruvananthapuram, Dated: 04/05/1992

In exercise of the powers conferred by sub-section (I) and clause (d) of sub-section (2) of section 65 of the Kerala Water Supply and sewerage Act, 1986 (14 of 1986) read with sub-section (I) of section 10 and section 21 thereof and with the previous approval of Government as required by subsection (I) of section 65 of the said Act, conveyed in G.O. Rt No. 2430/92/LAD dated 27/4/92 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 (Authentication of Orders, assurance of Property and Execution of contracts) Regulations, 1992.
- (2) They shall come into force at once.

2. DEFENITIONS: -In these regulations, unless the context otherwise requires

- (i) 'Act' means the Kerala Water Supply and Sewerage act, 1986 (14 of 1986).
- (ii) 'Assistant Executive Engineer' means the Assistant Executive Engineer of the Authority having charge of the Sub Division.
- (iii) 'Authority' means the Kerala Water Authority constituted under section 3 of the Act.
- (iv) 'Chief Engineer' means the concerned Chief Engineer of the Authority.
- (v) 'Deputy Chief Engineer' means the concerned Deputy Chief Engineer in charge of the Region concerned of the Authority;
- (vi) 'Executive Engineer' means the Executive Engineer of the Authority having charge of the Division.
- (vii) 'Managing Director' means the managing Director of the Authority.

3. AUTHENTICATION OF ORDER: -

- (1) All orders issued on the basis of the decisions of the Authority shall be issued in the name of the Managing Director and such orders shall be authenticated by his signature
- (2) All statutory orders other than those mentioned in sub-regulation above, shall be issued in the name of the Head of Office or any other officer who has been specifically delegated with such power under

these Regulations and shall be authenticated by the signature of the Head of Office or such other Officer as the case may be.

4. ASSURANCE OF PROPERTY: -

- (1) Every contract for assurance of property on behalf of the Authority shall be executed by the Executive Engineer in charge of the Division, under whose jurisdiction the property is situated.
- (2) A contract under sub-regulation (1) shall be executed by the Executive Engineer only if the Authority decides accordingly and a formal order has been passed by the Managing Director on the basis of the decision of the Authority.

5. EXECUTION OF CONTRACTS FOR WORKS AND PURCHASE OF MATERIALS, STATIONARY ARTICLES, FURNITURE ETC.

- (1) All agreements in respect of contracts for works and supply of materials shall be executed by the officers as per provisions hereinafter, contained, namely:
 - (i) Chief Engineers and Deputy Chief Engineers in respect of contracts without any monetary limit.
 - (ii) Executive Engineer and Assistant Executive Engineers shall have power to execute agreements in respect of contracts within their monetary limit to accord technical sanction.
- (2) All officers who have, power to purchase stationary articles, furniture etc. may execute agreements in respect of contracts for supply of the same within their monetary limit of purchase.
- (3) All agreements shall be executed for and on behalf of the Authority and the forms prescribed under the Stores purchase Manual, the P.W.D. Code or the K.F.C., as the case may be, shall mutatis mutandis apply to the execution of contracts under this regulation.

6. AGREEMENTS FOR ADVANCES SANCTIONED: -

- (1) The Deputy Chief engineers are authorized to execute agreements on the following- matters:
 - (i) Agreements in respect of advances sanctioned under the schemes for the grant of advances for House Construction or Motor Conveyance in the case of all employees of the Authority.
 - (ii) Reassignment of insurance policies offered as collateral security by the employees of the Authority for house construction advance;
 - (iii) Release deeds in respect of properties mortgaged to the Authority by its employees as security for House Construction Advance availed of by them.
- (2) The agreement forms prescribed for house construction and Motor conveyance advances under the Kerala Financial Code shall mutates mutandis apply to the execution of agreement under these regulation.

7. CONTRACT FOR RUNNING PRIVATE CANTEENS, SALE OF USUFRUCTS ETC: -

The Assistant Executive Engineers are authorized to execute agreements on the following matters:

- (i) Agreements with the successful bidders or tender, as the case may be, for the fulfillment of contract for running private canteens within the premises of the offices of the Authority's institutions.
- (ii) Agreements with the successful bidders in public auctions conducted by the authority provided that auctions are confirmed by the competent authority, for the sale of usufructs of the property of the Authority.

8. AGREEMENT IN RESPECT OF CONTRACT APPOINTMENTS:

Secretary of the Authority is authorized to execute agreements with the appointees in respect of contract appointments, approved by the authority, to any of the posts in the Authority.

Provided that the agreements form prescribed under Kerala service Rules for contract appointments shall mutates mutandis apply for execution of agreements under these regulation.

9. AGREEMENTS AND LEASE DEEDS IN RESPECT OF PRIVATE BUILDINGS: -

Executive Engineers are authorized to execute agreements or lease deeds in respect of private buildings taken on rent for which rent has been fixed by the competent authority, for providing accommodation to any of the offices of the Authority or for providing quarters to the employees of the Authority.

10. AGREEMENTS IN RESPECT OF ALLOTMENT OF QUARTERS:

The Assistant Engineer in charge of the residential quarters of the authority shall be competent to execute agreements on behalf of the Authority with the employees on allotment of quarters of them.

11. AGREEMENTS IN RESPECT OF ANY OTHER CONTRACT: -

All agreements not governed by the above regulations shall be executed by such officer as may be directed by the Authority.

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM - 695 033

**(Conduct of Business)
Regulations, 1992**



GO (Rt.) No. 2595/92/LAD

Dated: 04/05/1992

GOVERNMENT OF KERALA

Abstract

Kerala Water Supply and Sewerage Act, 1986 - The Kerala Water Authority (Conduct of Business) Regulations, 1992 proposed to be issued under sub-section (2) of section 65 Previous approval of Government under sub-section (1) of section 65 - Conveyed - Orders issued.

LOCAL ADMINISTRATION (F) DEPARTMENT

G. O. Rt. No. 2595/92/LAD Dated, Thiruvananthapuram, 04/05/1992

Read: - Letters No. KWA/HO/E1148 17/86 dated 5-6-1989, 18/08/1989 and 06/01/1992 from the Managing Director, Kerala Water Authority, Thiruvananthapuram.

ORDER

Under sub-section (I) of section 65 of the Kerala Water Supply and Sewerage Act, 1986. (14 of 1986) Government are pleased to convey its previous approval to the Kerala Water Authority for the Kerala Water Authority (Conduct of Business) Regulations, 1992 proposed to be issued under clause (a) of sub-section (2) of section 65 of the said Act, as per the draft appended to this order.

By Order of the Governor,

K.G. BALACHANDRAN

Under Secretary to Government.

To

The Managing Director, Kerala Water Authority, Thiruvananthapuram,
Stock File.

THE KERALA WATER AUTHORITY

(An autonomous authority established under
the Kerala Water Supply and Sewerage Act, 1986) (14 of 1986)

No. Thiruvananthapuram, Dated, 04/05/1992

In exercise of powers conferred by sub-section (I) of section 65 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) read with clause (a) of sub-section (2) thereof and in supersession of the Kerala Water and Waste Water Authority (Conduct of Business) Regulations, 1984 and with the previous approval of the Government as required by sub-section (1) of the said section, conveyed in G. O. Rt. No. 2595/92/LAD dated 4-5-93 the Kerala Water Authority hereby makes the following regulations, namely:

REGULATIONS

1. SHORT TITLE AND COMMENCEMENT: -

- (i) These regulations may be called the Kerala Water Authority (Conduct of Business) Regulations, 1992.
- (ii) They shall come into force at once.

2. DEFINITION: -

- (1) In these regulations, unless the context otherwise requires.
 - (a) "Act"; means the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986);
 - (b) "Agenda" means the list of business proposed to be transacted at a meeting of the Authority;
 - (c) "Government" means the Government of the State of Kerala;
 - (d) "Meeting" means meeting of the Authority whether ordinary or extraordinary;
 - (e) "Presiding Officer" means the Chairman or in his absence any member elected to preside over any meeting of the Authority, as provided in regulation 10 of these Regulations;
 - (f) "Secretary" means the Secretary of the Authority appointed under sub section (1) of section 8 of the Act.
- (2) All other words and expressions used herein and not defined in theses Regulations shall have the meaning respectively assigned to them in the Act.

3. TIME AND PLACE OF MEETING: -

- (1) The Authority shall meet at least once in a month. The date, time and place of meeting shall be fixed by the Managing Director in consultation with the Chairman.

- (2) The Managing Director may, with the approval of the Chairman, and shall, upon requisition in writing of not less than three members of the Authority, call an extraordinary meeting of the Authority.

4. NOTICE OF MEETING: -

- (1) Notice of every meeting shall be given to every member not less than 3 days before the date fixed for the meeting, specifying the place, date and time of the meeting, by the Secretary:

Provided that a meeting at the shorter notice for the transaction of any urgent business, shall be convened by the Managing Director with the approval of the Chairman.

- (2) The notice referred to above shall be served either by post or by delivery through the messenger. The necessity of notice may be waived if, the date, time and place of the ensuing meeting have already been fixed at the previous meeting.
- (3) In the case of a member who is out of India at the time fixed for the meeting, the notice to such member shall be dispensed with.

5. AGENDA: -

- (i) A copy of the agenda with notes if any, shall ordinarily be given to the members at least two days before the date of the meeting.

Provided that in the case of a meeting called for the transaction of urgent business, the agenda and notes, if any, shall be sent along with the notice of the meeting.

- (ii) Notwithstanding anything contained in sub-clause (1) the non-circulation of agenda and notes, if any, or the non-receipt of the agenda by any member shall not vitiate the meeting and the Authority may proceed to transact the business on the agenda at any meeting.
- (iii) Notwithstanding anything contained in sub-clauses (i) and (ii) above, any matter not included in the agenda of a meeting of the Authority

on which the decision of the Authority is urgently required, may, with the approval of the Presiding Officer, be placed before the Authority at such meeting and the Authority may consider such matters.

- (iv) The accidental omission to give notice to, or the non-receipt of notice by, any member shall not invalidate the proceedings at the meeting or any resolution passed at such meeting.

6. NOTICE BY MEMBER OR A PROPOSITION FOR DISCUSSION: -

- (1) Any member who desires that a certain matter should be discussed by the Authority shall send a notice of such proposition together with a brief note setting out the reasons in support of the proposition to the Secretary or to the Managing Director. Such proposition shall be included in the agenda of the next meeting to be held on a date not earlier than 15 days after the receipt of the notice. Provided that the Presiding Officer may allow such proposition to be included in the agenda of a subsequent meeting.

7. DISPOSAL OF URGENT BUSINESS PENDING A MEETING OF THE AUTHORITY: -

Any proposal on which the decision of the Authority is urgently required may be circulated to the members and if approved by not less than five members of the Authority may be deemed to have been passed by resolution at a meeting of the Authority duly convened. Such decision shall be placed before the next meeting of the Authority for ratification.

8. ORDER OF BUSINESS AT MEETING: -

The order in which any business may be transacted or any item taken up for consideration at any meeting shall be determined by the Presiding Officer.

9. QUORUM: -

- (1) Five members shall form the quorum: Provided that if for any reason there is more than one vacancy of members the quorum shall be four.
- (2) If within half an hour from the time appointed for holding the meeting, a quorum is not formed, the Chairman or the Managing Director shall adjourn the meeting.
- (3) If the Authority so resolves, the Managing Director shall adjourn any meeting to any future date or to any hour of the same day and if practicable an intimation in that behalf shall be given to all members who were not present at the meeting.
- (4) When a meeting is adjourned to a future date, any item in the agenda under discussion or remaining to be discussed at the time of such adjournment shall, unless the Managing Director directs otherwise, have the same precedence which it had in the agenda immediately before such adjournment, in the business of the adjourned meeting.

10. PRESIDING OFFICER WHEN CHAIRMAN IS UNABLE TO ATTEND: -

If the Chairman is for any reason unable to attend any meeting, the members present shall elect one among them to be the Presiding Officer for that meeting.

11. OTHER POINTS OF PROCEDURE: -

Any other points of procedure to be followed at any meeting shall be decided by the Presiding Officer.

12. ATTENDANCE OF THE SECRETARY: -

The Secretary shall ordinarily be present at all meetings but, shall have no right to vote.

13. DECISION BY THE AUTHORITY: -

The decision in the meeting shall be the majority decision. In the case of a tie, the Presiding Officer shall have a second casting vote and shall exercise the same.

14. MINUTES OF THE MEETINGS AND DECISION OF THE AUTHORITY ON RECORDING OF SUCH DECISION: -

- (1) Brief notes indicating the decision taken by the Authority at any meeting shall be recorded in a book which shall be signed by the Presiding Officer.
- (2) The decision shall be recorded and complied by the Secretary in an appropriate manner and these minutes circulated to the member within 10 days of the meeting. These minutes shall be recorded in a book and after they are confirmed by the Authority at its next meeting shall be signed by the Presiding Officer and it shall thereupon be prima facie evidence of the actual passing of the resolutions, for all purposes.

15. POWERS OF PRESIDING OFFICER TO CORRECT ERRORS OR MAKE ALTERATIONS IN THE MINUTES: -

The Presiding Officer shall have the power to correct any obvious errors and make alterations in the drafting of the minutes of the meeting provided that such corrections or alterations do not change the spirit of the decision taken at the meeting.

16. MODIFICATION OR CANCELLATION OF THE DECISION OF THE AUTHORITY: -

No decision of the Authority shall be modified or cancelled within 3 months from the date of such decision, except by a decision of seven members of the Authority.

17. ATTENDANCE OF THE MEETING: -

The Secretary shall keep record of the attendance of members present at every meeting.

18. INTERPRETATIONS: -

If any doubt arises at, to the interpretations of any of the provisions in these regulations, it shall be referred to Government whose decision thereon shall be final.

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM - 695 033

**(Management and Allotment of Quarters and Building)
Regulations, 1995**



GO (P) No. 94/95/LAD

Dated: 19/06/1995

Government of Kerala
കേരള സർക്കാർ
1995

രജി.നമ്പർ.

Reg. No. KL/TV (N)/13



KERALA GAZETTE

കേരള ഗസറ്റ്

EXTRA ORDINARY

അസാധാരണം

PUBLISHED BY AUTHORITY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

Vol. XL	Thiruvananthapuram, Friday തിരുവനന്തപുരം, വെള്ളി	23rd June 1995	No. നമ്പർ	602
		1995 ജൂൺ 23		
		2nd Ashadha 1917 1917 ആഷാഢം 2		

KERALA WATER AUTHORITY

G.O. (P) No. 94/95/LAD 19th June 1995

S.R.O. No. 804/95: - In exercise of the powers conferred by clause (c) of sub-section (2) of section 65 read with sub-section (1) thereof the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) and with the previous approval of Government as required by sub-section (1) of the said section conveyed in GO (P) No. 94/95/LAD, dated 19/06/1995 the Kerala Water Authority hereby makes the following regulations, namely:

REGULATIONS

1. Short title, extend and commencement: -

- (1) These regulations may be called the Kerala Water Authority (Management and allotment of Quarters and Building) Regulations, 1995.
- (2) They shall be applicable to all Quarters, Dormitories, Inspection Bungalows and Camp shed under the control of the Kerala Water Authority.
- (3) They shall come into force at once.

2. Definitions: -

In these regulations unless the context otherwise requires,

- (a) 'Act' means the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986);
- (b) 'allottee' in the case of Quarters means, an employee to whom quarters have been allotted by the Authority but not occupied and in the case of Buildings means, an employee or any other person to whom a room has been allotted but not occupied;
- (c) 'Applicant', in the case of Quarters means an employee of the Authority who is eligible for allotment of quarters and who submits an application for allotment of quarters and in the case of Building means an employee of any other person who applies for allotment of room in a Building;
- (d) 'Assistant Engineer' means the Assistant Engineer in charge of a Section of the Authority having jurisdiction of the area where the Quarters or the Buildings are situated;
- (e) 'Assistant Executive Engineer' means the Assistant Executive Engineer in charge of a Sub Division of the Authority having

jurisdiction over the area where the Quarters or the Buildings are situated;

- (f) 'Buildings' mean a Dormitory, Inspection Bungalow or Camp Shed constructed, leased or acquired by the Authority for being let out to the employees of the Authority or to the public on payment of daily rent;
- (g) 'Controlling Authority' means the Managing Director of the Authority or any other Authority subordinate to him who is so authorized by the Authority;
- (h) 'Day' means a whole day of twenty-four hours calculated from the hour of arrival of the occupant of the Buildings;
- (i) 'Executive Engineer' means the Executive Engineer in charge of division of the Authority having jurisdiction over the area where the quarters or the Buildings are situated or his subordinate officials who have been empowered to discharge his duties;
- (j) 'Family' means the father, mother, wife/husband/children of the employee and includes the stepchildren residing with him;
- (k) 'Government' means the Government of Kerala;
- (l) 'Occupant' means an allottee who takes position of quarters or room in a Building duly allotted to him after completing all formalities required by these Regulations;
- (m) 'Officer-in-charge' means, a steward, a caretaker or a watchman, as the case may be, who is authorized to be in charge of the Buildings;
- (n) 'pay' means, the pay as defined in item (25) of rule 12 of the Kerala Service Rules;
- (o) 'quarters' means, building constructed, based or acquired by the Authority for being let out to the employees for their residence on payment of rent;

- (p) 'rent' means, the monthly rent payable by the occupants for the quarters or the daily rent payable by the occupants for rooms in the building;
- (q) 'Reserving Authority' means, Executive Engineer having jurisdiction over the area or any other officer so empowered by an order of the Managing Director.

QUARTERS

3. Conditions for allotment of quarters: -

Quarters may be allotted to the employees of the Authority who satisfy the following conditions, namely:

- (1) Quarters shall be allotted only to those employees who do not have residential buildings within their Headquarters, Cities or Towns or within a radius of 15 (fifteen) Kilometers from their offices, either in their own names or in the names of their wife/husbands or in the name of their unmarried sons or daughters whether inherited or purchased or obtained otherwise, including that under any hire purchase scheme;
- (2) Non-availability of own accommodation facilities shall be clearly and specifically stated in the relevant column in the application for allotment of quarters. In case it is subsequently detected that the statement in the application form in this regard is not true to facts, the allottee shall be liable to pay from the date of occupation of the quarters, penal rent at three times the rate of standard rent fixed for the quarters and also to eviction from the quarters forthwith and in addition the allottee shall also be liable for disciplinary action;
- (3) In case any allottee or occupant of quarters subsequently acquires or obtains any residential building in any manner the fact shall be forthwith intimated by the allottee/ occupant to the Executive Engineer concerned. On such intimation the allotment shall stand cancelled. The Occupant shall without fail vacate the quarters

within one month from the date on which he/ she acquires or obtains residential buildings;

- (4) Failure to give timely intimation as required in clause (3) shall make the allottee/ occupant liable to pay penal rent, from the date of acquiring or obtaining such residential buildings till the date of vacating the quarters, at three times the rate of standard rent fixed for the quarters in addition to the other penalties including disciplinary action;

- (5) Unmarried employees are not eligible for quarters.

Note: - Married employees whose wife/ husband is no more or is legally separated, but having depended child/ children, are eligible to occupy quarters;

- (6) Employees who have been evicted from the quarters for violation of the provisions of these regulations or on other grounds are not eligible for allotment on a subsequent application;
- (7) Persons borne on daily wages/ work charged/ Contingent establishment are not eligible for quarters;
- (8) An employee whose wife/ husband has already been allotted quarters elsewhere is not eligible for further allotment and occupation of quarters.

4. Type of quarters eligible for: -

For the purpose of allotment, the quarters are classified into various types as given in Appendix I.

5. Allotment of quarters: -

- (1) All quarters except the quarters meant for the Executive Engineers, shall be allotted by the Executive Engineer in charge of the quarters. Sanction from the superintending Engineer concerned shall be obtained for occupation of the quarters meant for Executive Engineers.

- (2) The application for allotment of quarters shall be made in the form in Appendix II to the Executive Engineer through the head of office who shall verify the correctness of the information furnished in the application and countersign it and forward it to the Executive Engineer, as early as possible. If the applicant himself is the head of office he may forward the application to his immediate superior officer who shall forward it to the Executive Engineer.
- (3) The Executive Engineer shall scrutinize the applications received by him. Defective applications, if any, shall be rejected and the applicants informed accordingly, forthwith. If any application is found defective, the applicant shall be given an opportunity to rectify it within seven days and if he complies with the directions, it should be considered as valid application. All the valid applications shall be registered in a register of applications. If more than one application is received for specific type of quarters on the same day, priority shall be given to the applicant who has been working at the place for longer period and even that being equal in more than one case, to the applicant who is elder.
- (4) Separate registers or separate folios in a single book shall be maintained for each type of quarters. A separate register shall be maintained for registering the applications which have priority in allotment and such applications shall be registered in both the registers simultaneously.
- (5) An applicant or occupant who, due to promotion or otherwise becomes eligible for a higher type of quarters may submit a fresh application for that type of quarters and shall be eligible for allotment of the type of quarters in the normal course according to the seniority in that group. In the case of such an applicant, he shall have claim to get the original type of quarters applied for, when his turn comes in the normal course. In the case of an occupant, he shall be allowed to continue to occupy that quarters till he is allotted a higher type of quarters.

- (6) Quarters shall be allotted as soon as it falls vacant. In no case shall the allotment of a quarters be delayed for more than a week of its falling vacant.
- (7) The quarters shall be allotted strictly in accordance with the priority of applications in the respective group i.e., according to the priority of applications from the respective grades of officers for the type of quarters they are eligible for. In case a deviation from this provision is found absolutely indispensable to meet any extraordinary or exceptional circumstance which might justifiably warrant such a deviation, the Executive Engineer shall address the Authority pointing out the special circumstances of the case and shall obtain its prior orders in the matter.
- (8) The allotment orders shall be issued to the applicant through the head of office concerned and dated acknowledgement obtained. The Executive Engineer and the head of office shall see that there is no delay in dispatching the allotment order to the concerned employee. The liability on the part of the allottee for payment of rent for the quarters commences after 7 days from the date of receipt of allotment order or from the date of occupation, whichever is earlier. If by any chance the allottee does not require the quarters allotted to him, he shall intimate the fact to the allotting authority within three days from the date of receipt of allotment order. If such intimation is delayed, the allottee shall be liable to pay the rent of the quarters up to the date on which such intimation is received by the Executive Engineer subject to a minimum of one month's rent.

Note: - An applicant shall intimate the Executive Engineer in writing, if his application is to be cancelled due to his transfer to another station or on promotion to a cadre making him not eligible for the quarters or any other circumstances making him not in need of the quarters'. All such intimations shall be routed through the head of office with copy direct to the Executive Engineer

- (9) An employee to whom the quarters is allotted shall occupy the same within 10 days of the date of receipt of the allotment order failing which the allotment shall be cancelled and the quarters allotted to the next applicant without intimation to the original allottee. In that case, the original allottee shall be liable to pay rent for a minimum period of one month.
- (10) Applicant who is on leave/ under suspension/ on deputation to services other than those under the State Government/ on deputation for training at the time of issue of allotment orders shall be permitted to prolong the actual occupation of the quarters for the period of one year or till they rejoin duty whichever is earlier, if they so request in writing to the Executive Engineer. The advance rent payable shall be remitted within the time fixed and their liability to pay the rent of the quarters shall commence one week after the receipt of allotment order.
- (11) In case, where officers of the grade prescribed for a particular type of quarters are not available or where they do not require accommodation in quarters provided by the Authority, the fact being intimated to the allotting authority in writing, then such quarters may be allotted to other officers of a higher or lower grade, if any, who apply for such allotment, until an officer of the particular grade eligible for the particular type of quarters applies for allotment of that type of quarter. In the event of receiving such application, the allotting authority shall give notice to then occupant of the quarters to vacate the quarters within one month of the receipt of such notice and the occupant shall vacate the quarters within the timed limit, without raising any objection and the quarters shall then be allotted to such applicant or applicants on the basis of priority of applications, such applicant happen to be one who on any previous occasion did not want accommodation in the quarters and intimated the fact in writing to the allotting authority his application shall not be entertained and no re-allotment of quarters shall be made

in his favour. If a lower type of quarters is allotted to a higher-grade officer, the rent to be realised shall be 7.5 % of the maximum of the scale of pay of the officer who is eligible for the lower type of quarters or 7.5% of the pay of the officer, whichever is lower. If a higher type of quarters is allotted to a lower grade officer, the rent to be realised shall be 7.5% of the pay of the officer from time to time or standard rent whichever is higher.

- (12) If an occupant due to reversion or other reasons becomes ineligible for the type of quarters allotted to him, but only to any of the lower type of the quarters, he may submit a fresh application for the type of quarters for which he is eligible. He shall be permitted to continue to occupy the quarters, provided that he is willing to pay standard rent or 7.5% of the pay calculated at the rate of pay he was drawing immediately before the reversion whichever is higher. If he is not willing to this, he shall immediately vacate the quarters and wait for his turn for allotment of the quarters to which he is eligible for in the normal course.

6. Maintenance of register of allottees: -

The Executive Engineer in charge of the building shall maintain a register of the allottees with details of the date of occupation, the date on which the building is vacated, rent collected, list of equipment, fittings etc.

7. Priority for allotment: -

Priority for allotment of quarters shall be available to the following category of employees:

- (i) Employees who are wives of Jawans serving in border areas or who were killed in action or reported missing. (To be certified by the proper military authority);

- (ii) Officers who are physically handicapped. (To be certified by a Medical Officer not below the rank of an Assistant Surgeon/ Assistant Professor belonging to the particular specialty);
- (iii) Ten percent of the quarters inclusive of special priorities mentioned in this regulation shall be reserved for allotment to members belonging to the Scheduled Castes and the Scheduled Tribes and a ratio. of 1:1 shall be maintained between applicants belonging to the Scheduled Castes and the Scheduled Tribes;
- (iv) Employees of the Authority who have entered into inter caste marriage (This should be certified by a Revenue Officer not below the rank of a Tahasildar or by Misravivah Sangham);
- (v) Ex-serviceman (To be proved by certificate from competent authority).

Note: - Priority for classes (i), (ii), (iii), (iv) and (v) shall be 1: 1 with other non-priority applicants.

8. Execution of agreements: -

- (1) An agreement in the form Appendix III shall be executed by the allottees of the quarters before the quarters are actually occupied by them.
- (2) The agreement to be executed shall be on stamp paper. The Assistant Engineer. in- charge of the quarters shall be competent to execute the agreement on behalf or the Authority and these agreements shall be recorded in his office. duly numbered and entered in a separate register of agreements.

Note: - If the Assistant Engineer himself is the allottee the agreement on behalf of the authority shall be executed by the Assistant Executive Engineer in-charge of the quarters.

- (3) After all the requirements of these regulations for allotment of quarters are fulfilled by the allottee the key of the quarters shall be handed over to the allottee by the Assistant Engineer concerned.

9. Payment of electricity and water charges: -

- (1) Electric current charges and water charges, where such amenities are available, shall be payable by the occupants direct to the Kerala State Electricity Board and the Kerala Water Authority respectively or other bodies maintaining such system. Other taxes such as property tax and building tax shall be paid by the Assistant Executive Engineer in charge of the quarters;
- (2) An allottee shall deposit one month's rent payable by him/ her under sub-regulation (1) of regulation (12) of these regulation before the occupation of the quarters. This amount shall be returned to him/ her after deducting the dues to the Authority, if any, and on production of non-liability certificate from the Assistant Executive Engineer concerned when he/ she vacates the quarters.

Note: - The meter reading as on the date of occupation will be noted, and the occupant shall be responsible for payment towards further consumption charges. If, in the first bill received any charges pertaining for the period of occupancy of the previous occupant is seen included the Assistant Executive Engineer concerned shall collect the proportionate amount due from the present occupant and settle the bill, meeting the difference from Authority's funds. The amount so advanced shall be recovered from the previous occupant.

10. Furniture and other required materials: -

- (1) The occupants shall provide their own furniture, other required materials and electric bulbs.

Note: - Where any item of furniture is provided by the Authority, rent for the same as fixed by the Authority, shall be payable by the occupant in addition to the rent of the quarters. In such cases no option shall be available to the occupant for non-payment of additional rent on the plea that such furniture is not used/ required by the occupant.

- (2) An inventory of articles available in the quarters shall be prepared in duplicate by the Assistant Engineer concerned and signed by the occupant and the Assistant Engineer as soon as the allottee occupies the quarters. The original of the inventory shall be kept by the Assistant Engineer and the duplicate by the occupant. The occupant shall be responsible for all articles included in the inventory until they are handed over to the Assistant Engineer at the time of vacating the quarters and an acknowledgement obtained for the same.

Note: - If any articles are lost or damaged, while in the custody of the occupant, the cost thereof shall be recovered from the occupant, as if it is arrears of rent. The cost of articles shall be fixed by the Assistant Engineer, at book value or market value plus 10 percentage.

11. *Liability to make good the damages.* –

The occupant shall keep the quarters and premises neat and tidy and shall be liable to make good any damages to the building and its installations caused during his/ her occupancy other than by normal wear and tear. Damages caused due to carelessness or inadvertent of the occupant shall be repaired departmentally and cost recovered from the occupant, as if it is arrears of rent.

12. **Rent payable:** -

- (1) Rent payable by the occupant of the quarters shall be 7.5% of his/ her monthly emoluments or the standard rent whichever is lower or the amount fixed in accordance with the provision in force from time to time;
- (2) If both the husband and wife are employees of the Authority and are residing in the quarters, the allottee shall file an affidavit to the effect that both the husband and wife are employees of the Authority and that they are living together. In such cases the rent payable shall

be calculated on the basis of the emoluments of the person drawing higher pay and allowance. However, the rent shall be payable by the person in whose name the quarters are allotted. The allottee in such cases shall produce before the Executive Engineer the pay/ income certificate of both the husband and wife. He/ She shall intimate to the Executive Engineer concerned the change in the rate of pay of himself/ herself as well as his wife/ her husband. Failure to give timely intimation shall make the allottee liable to pay penal rent from the date change in pay till the date of intimation, at three times the normal rate or rent. Both the occupants shall be held jointly and severally liable for payment of rent and other requirements of these regulations

- (3) House rent allowance shall be denied only to the allottee of the quarters, whether it is husband or the wife, as the case may be.
- (4) The standard rent shall be fixed at 8% (eight per cent) of the capital costs of the quarters.

Explanation: - For calculating the standard rent for the purpose of these regulations, capital cost of the building shall be arrived at based on the rules followed in Public Works Department from time to time.

- (5) Payment of rent or arrears thereof shall be made by short-drawal in the salary bills of officers to whom quarters are allotted.
- (6) In the case of occupants who proceed on leave or are placed under suspension or are on deputation for training or higher studies, the rent payable shall be 7.5% of complete month's pay and allowances drawn by him immediately before he proceeds on leave or on deputation for training or higher studies or was placed under suspension, or standard rent, whichever is lower, and the amount shall be realized from the leave salary or subsistence allowance or deputation pay as the case may be.

13. Vacation of quarters on transfer or retirement: -

- (1) An employee occupying the quarters when transferred from the station shall vacate the quarters within a period of one month from the date of handing over charge of transfer. The Allotting Authority shall consider requests for grant of extension of time for occupation of the quarters on merits and may grant extension for a period not exceeding six months in all or, till the end of the academic year (30th of April), whichever is earlier on payment of rent at usual rates.
- (2) The occupant shall be evicted on the expiry of the extended period. If the officer is retransferred to the station within the permissible period, he/ she shall be allowed to continue without any fresh application.

Note: - This provision shall not apply, if the quarters are occupied by husband and wife who are both employees of the Authority and if only one of them is transferred from the station. If the quarters are allotted in the name of the person transferred it shall be re-allotted in the name of the other person and rent recovery shall be effected based on the emoluments of the occupant in such cases. The formalities regarding registration of application and allotment as detailed in regulation 5 shall not be applicable in such cases of re-allotment.

- (3) Employees of the Authority occupying the quarters who retire from service shall vacate the quarters on the date of retirement. If they wish to continue occupation on account of unavoidable circumstances, they shall apply to the allotting authority sufficiently early and in any case before fourteen days prior to the date of retirement. The allotting authority may consider the request for grant of extension for a period not exceeding six months in all or till the end of the academic year (30th April) whichever is earlier. No further extension shall on any score be allowed. Action shall be taken for eviction of the occupants after the extended period. If the request of the employee for continued occupation is granted, he/ she

shall pay the standard rent in advance before 5th of every month and also give an undertaking in writing to the allotting authority agreeing that the dues to the Authority, if any, shall be recovered from his/ her pensionary benefits, in case he/ she fails to pay the dues. If the occupant continues occupation of the quarters unauthorizedly after the date of retirement, action shall be taken to evict him/ her.

- (4) Where occupancy terminates due to the retirement or otherwise the officer's last pay shall be disbursed only on receipt of the certificate to the Executive Engineer concerned that no rent is due from the officer. Receipt of this certificate shall be condition precedent for the issue of non-liability certificate to or on behalf of the employee and the final settlement of his/ her retirement benefits or payment of gratuity/ pension to the family.
- (5) In case an officer goes on long leave for more than six months, previous sanction of the Authority shall be obtained for the continued occupation of the quarters. In such cases, rent shall be calculated and realized at the rate prescribed in regulation 12. For the purpose of this regulation, the amount of pay drawn by the officer immediately before the commencement of the leave shall be the basis for determining the amount of rent to be realized from the officer.
- (6) In the event of the death of the occupant the maximum period of continued occupation by the husband or wife who is not an employee of the Authority, or very near relative, is fixed as six months in all or till the end of the academic year, whichever is earlier from the date of death of the occupant. In such cases, rent shall be realised based on the last pay drawn by the occupant of the quarters,

Note: - The term 'very near relative' means the mother, father, daughter/ daughters and son/ sons who were wholly dependent on the deceased allottee at the time of his death.

- (7) The occupants of the quarters who proceed on deputation for training or higher studies for a period of more than one year shall be required to vacate the quarters allotted to them within one month from the date of commencement of such deputation. Such employees may on their return, get their applications re-registered for fresh allotment of residential quarters, if they so desire. In such cases priority shall be reckoned only from the date of receipt of the fresh application. Employees who apply for allotment of quarters before proceeding on such deputation but not allotted with quarters in their turn at the time of proceeding on such deputation, will be allotted quarters on their return, based on the priority originally assigned to them.
- (8) Any unauthorized occupant shall be evicted forthwith. For the period of unauthorized occupation, penal rent shall be levied at 3 times, the normal rate.

14. Advances information for vacating the quarters: -

- (1) Wherever possible, the occupant shall give advance intimation to the Executive Engineer concerned about vacating of quarters. Normally, this period shall be 30 days in advance of the proposed date of vacating. In any case, a minimum period of 7 days shall be insisted. If any occupant surrenders the key without any advance notice, he shall be liable to pay rent, for another 7 days also. The notice of vacating the quarters shall be sent simultaneously to the Executive Engineer and the Assistant Engineer concerned, specifying the date on which the quarters are proposed to be vacated.
- (2) The Assistant Engineer concerned shall arrange to verify the condition of the quarters and other amenities provided therein jointly with the occupant, with reference to the list prepared at the time of occupation. Proper charge papers shall be prepared in duplicate and signed by the occupant and the Assistant Engineer and one copy kept by each. If any damages or losses are noticed, the fact

should, be noted in the charge papers. These shall be assessed by the Assistant Engineer within one week and details intimated to the Executive Engineer for taking action for recovery from the occupant.

- (3) The occupant shall produce the latest bill and relative receipt in support of payment of electric current charges and water charges to the Assistant Engineer, at the time of vacating the quarters. The meter readings as on the date of vacating, shall then be taken by the Assistant Engineer and the amount yet to be paid by the occupant worked out. The occupant shall pay such amount to the Assistant Engineer, at the time of surrendering the key and obtain paper receipt. This amount shall be credited to the Authority's fund in the accounts of the Executive Engineer and payment of electric current and water charges shall be made or arranged to be made by the Assistant Engineer when the bills are actually received, by drawing from the said fund. Balance, if any, will be refunded to the occupant after settling all liabilities. If the amount recovered is found inadequate, the difference shall be met from the advance rent available in deposit and if that too is insufficient the required amount shall be met by the Authority and subsequently recovered from the occupant, as provided in regulation 26.

15. Demand statement: -

- (1) The demand statement for recovery of rent should normally reach the head of office by the 18th of each month. If due to any reasons, the demand statement is not received in time, the head of office shall effect the recovery based on the previous month's demand statement and intimate the fact to the Executive, Engineer, if the occupant continues to occupy the quarters during that month also.
- (2) It shall be incumbent upon the head of office to recover the amount as shown in the demand statement. If there is any real error or

mistake the demand made, it may be pointed out after effecting the recovery and got adjusted in the subsequent demand.

- (3) The advance rent paid by the occupant shall not normally be adjusted towards rent due. It shall be refunded, only on the basis of a certificate from the Assistant Engineer concerned that no-liabilities are due from the occupant, after the quarters are vacated and the key and other article handed over.

16. Cancellation of allotment or violation of the regulation or agreement: -

If any occupant contravenes any of the provisions of these regulations or conditions in the agreement executed by him. It shall be lawful for the Executive Engineer concerned to cancel the allotment of quarters in his favour. The Executive Engineer shall issue a memo to the occupant setting forth the irregularities noticed and get a statement from the occupant showing cause, if any, against the proposal to cancel the allotment. The occupant shall be bound to submit his reply within 7 days of receipt of the show cause notice. If the reply is found to be not satisfactory, the Executive Engineer shall serve a notice on the occupant through the Head of his office directing him to vacate the quarters within 30 days of the date of the notice.

Note: - For the period of stay in the quarters beyond the date permitted in this regulation, rent at five time the normal rate shall be recovered from the occupant.

17. Serving of the orders of eviction: -

- (1) Whenever it becomes necessary to vacate an occupant, the Head of Office shall serve the orders of eviction to the occupant as early as possible and direct him to vacate the quarters within the prescribed time and to produce clearance certificate to that effect from the concerned Assistant Engineer. If the occupant fails to vacate the quarters and to produce the certificate within a week of after the

expiry of 30 days fixed in the notice, the head of office shall issue orders placing the occupant under suspension with immediate effect. If the head of Office himself is not competent to place the officer under suspension he shall immediately take action to get the orders of the officer competent to do so, and in any case the suspension orders shall take effect from the date after seven days on which the eviction orders are served on the occupant.

- (2) The employees under suspension shall be reinstated in service only on receipt of a clearance certificate from the Assistant Engineer in charge of the quarters. He shall be deemed to have been reinstated in service the day following the day of production of certificate. The period of suspension may be regularized by the Authority competent as eligible leave excepting casual leave.

18. Appeal against the order of eviction: -

An appeal shall lie against the order of eviction to the Authority. But filling of such an appeal shall not in anyway entitle the occupant to continue to occupy the quarters. If the Authority after examining the facts of the case, set aside the order of eviction, the applicant shall be eligible for registration and shall be allotted quarters next falling vacant in preference to all other registered applicants.

19. Disciplinary proceedings against the occupant: -

If any occupant commits violation of any of the regulations and, the cancellation of allotment of eviction from quarters is not considered necessary, the Executive Engineer shall intimate the head of office about the violation of the provisions of the regulations with a request to intimate departmental disciplinary proceedings against the occupant. Thereupon the head of office shall intimate disciplinary proceedings, as per the rules in force and award appropriate punishments if the occupant is found guilty. The Head of office shall intimate the Executive Engineer about the outcome of the disciplinary proceedings and the final finds of the case. If

the Executive Engineer himself is the Head of office the disciplinary action may be taken by him.

20. Sharing or subletting of quarters: -

- (1) The quarters shall not on any account be sub-letting nor shall it be shared with anybody without the written permission of the Executive Engineer concerned. Even in case where such permission is granted, the liability for payment of rent shall rest on the person to whom the quarters is allotted.
- (2) In the event of the death of either the husband or wife (allottee of the quarters) occupying the same quarters with the family i.e., husband and wife with children the quarters shall be allotted the surviving person (husband or wife) in case he/ she is also an employee of the Authority.

21. Addition, alteration or repair not to be done by occupant: -

- (1) The occupants shall not make any additions, alterations or repairs to the quarters or any of the installations therein, even at their own cost. Repairs or replacements, required shall immediately be brought to the notice of the Assistant Engineer concerned for further action. Electrical wiring pipes laid etc. shall not be interfered or tampered with.
- (2) Additional amenities like installation of telephones, ceiling fans etc, at the cost of the occupant can be provided only under the written permission of the Executive Engineer.

Note: - The occupants may put up at their cost temporary fence within the area of the compound, if any set apart for the quarters, for protecting garden or other vegetable plantation from stray animals for which no special sanction is required. But this may be done in consultation with the Assistant Engineer concerned.

- (3) The occupant while living in quarters shall conduct himself/herself decently, without, in any way causing inconvenience to the neighbours. Unnecessary quarrels, state of drunkenness or other undesirable behavior shall be treated as misconduct, and such occupants shall be liable to be evicted on such grounds alone, without notice.

22. Special powers of the Authority: -

Without prejudice to any of the provisions contained in these regulations, the Authority shall have the right to refuse to register any application or to terminate any allotment already made, without assigning any reasons and in the latter case the occupant shall forthwith vacate the quarters and surrender possession as laid down in these regulations. No appeal shall be entertained on such orders.

23. Promotion, transfer etc., to be intimated to the Executive Engineer: -

The occupants shall keep the Executive Engineer concerned informed of their promotion, transfer and changes in pay, headquarters, address etc, during the period of their stay in the quarters.

Note: - When the occupant proceeds on leave, tour etc., for more than two weeks and leaves his headquarters with family, the fact shall be intimated to the Assistant Executive engineer-in-charge, in writing.

24. Residing without family or locking up of quarters: -

The occupant may reside in the quarters without his/ her family or keep it locked up for a maximum period of 3 months for reasons like hospitalization, confinement, vacation etc. This period may be extended up to six months in exceptional, cases, with the permission of the Executive Engineer in writing. But if such period exceeds six months the quarters shall be vacated and the key and building properly handed over, as provided in these Regulations. Failure to do so shall initial eviction as

well as departmental disciplinary proceedings and realisation of penal rent at 3 times.

25. Liability in excess of an advance: -

Liabilities, if any, against an occupant while vacating the quarters, shall be assessed and finalized within 14 days of the date of vacating. If the amount of liability is more than the advance rent available with the Executive Engineer, a special demand shall be issued to the head of office immediately. The amount as the special demand shall be recovered in cash from the pay of the occupant. If the occupant has been transferred the amount due shall be intimated to the new head of office in writing.

26. Recovery of arrears: -

Notwithstanding anything contained in these regulations any amount due to the Authority from any occupant or persons occupant shall also be recoverable from his/ her properties, movable or immovable under the Revenue Recovery Act, 1968, as amended from time to time, as if they are arrears of land revenue or in any other manner as the Authority may deems fit.

27. All occupants to be governed by the regulations: -

- (1) All occupants including, those who have been allotted quarters previously, shall be governed by these Regulations hereafter.
- (2) Notwithstanding anything contained in these Regulations, the Authority may, in deserving cases, dispense with or relax the provisions of any regulations to such extent or subject to such conditions as deems fit.

BUILDING

28. Reservation of accommodation, period of occupation, procedure of allotment etc.: -

- (1) Accommodation in the buildings may be reserved for a period of 3 days of a time for members of general public, and ten days for

employees of the Authority and Government Servants on Official duty, on formal application affixing a court fee stamp for value of 50 paise to the reserving authority at least 7 days in advance. The reserving Authority shall intimate the availability or otherwise of reservation to the applicant as well as the officer in charge of the Building. Employees of the Authority, Central and State Government Servants, Members of Parliament and Members of the Legislative Assembly of the State are exempted from payment of reservation fees. In the case of requests for reservation from outside the State and telegraphic request, intimation regarding the availability on reservation shall be given only if they are reply paid. In the case of persons applying for reservation from outside the State the reservation fee shall be sent by M. O. along with the application for reservation.

- (2) The full amount of the occupation fees for the entire period of reservation shall be paid in advance to the officer-in-charge of the building before the room is occupied. In the case of extension of reservation, the full fee for the extended period of reservation shall be paid in advance before the commencement of the period of extension. No refund of the full or part of the fee paid shall be made except under clause (7) of this regulation or when for any reason not due to the fault of the occupant, they are not allowed occupation for the full period of reservation.
- (3) Reservation shall not ordinarily be made for more than three days at a stretch except in the case of Ministers, Members of the Authority, employees of the Authority and Government Servants on official duty. In exceptional cases the Reserving Authorities are empowered to sanction reservation up to a maximum period of thirty days. Reservation of accommodation for periods over thirty days shall be sanctioned by the Managing Director.
- (4) The Inspection Bungalow and Camp Sheds are primarily intended for the use of the employees of the Authority traveling on official duty and shall have preferential claim for their occupation at all

times and if needed, be reserved in advance. The ten days' time limit for occupation of the rooms in Buildings, provided under clause (1) above shall not be applicable to employees of the Authority occupying rooms in Inspection Bungalows or Camp Sheds on official duty.

- (5) Rooms in dormitories may be allotted on monthly basis to the employees of the Authority working at the same stations where the Dormitory are situated. The monthly rent payable in such cases may be calculated on the basis of daily rent prescribed in regulation 29. The time limit prescribed under clause (1) above shall not be applicable in the case of employees availing accommodation in the Dormitories on monthly basis.
- (6) The allotment shall be made in the order of priority of applications and the order of precedence. The Reserving Authority shall communicate the order of reservation to the applicant as well as to the Officer-in-charge of the Building.
- (7) If it is not possible to reserve accommodation, the advance fee shall be refunded. If in any case the advance fee to be refunded has to be sent by Money Order, the Money Order charges shall be met from such advance fee and only the balance amount sent to the applicant. But the advance fee shall not be refunded if accommodation is reserved and paid for but not utilized without prior intimation.
- (8) If the applicant does not require the accommodation for the entire period already reserved and, gives intimation to that effect to the Reserving Authority or the officer-in-charge of the Building at least 24 hours in advance, rent shall be paid only for the actual period of occupation.
- (9) The Reserving Authority is competent to cancel the reservation once made, without assigning any reason whatsoever.
- (10) If the person who has reserved the room does not occupy the same within six hours on the first day of reservation to occupy the room,

the officer-in-charge of the building may allot such room to others, according to priority of applications and the order of precedence.

- (11) A person who has not reserved accommodation may be allowed to occupy a room if its available on his arrival if it is not reserved for anybody under proper authority. In such cases also the occupation fee in full for the period of occupation shall be paid in advance before commencement of occupation.

29. Rate of rent in Buildings: -

The rate of rent for occupation of room in the Buildings are as follows:

A. *Buildings other than Camp Shed at Sabarimala*

(a)	(i)	Chairman, Members of Kerala Water Authority, Ex-chairman, Ex-members of Kerala Water Authority, Officers of Kerala Water Authority, retired officers of Kerala Water Authority/ Public Health Engineering Department.	Rs. 5.00 per day
	(ii)	For additional member	Rs. 3.00 per day
(b)	(i)	Officers of Government Department and other Public Undertakings.	Rs. 10.00 per day
	(ii)	For additional member	Rs. 5.00 per day
(c)	(i)	Others	Rs. 15.00 per day
	(ii)	For additional member	Rs. 5.00 per day

B. *Camp Shed at Sabarimala*

(a)	(i)	Chairman, Members of Kerala Water Authority, Ex-chairman, Ex-members of Kerala Water Authority, Officers of Kerala Water Authority, retired officers of Kerala Water Authority/ Public Health Engineering Department.	Rs. 10.00 per day

(ii)	For additional member	Rs. 5.00 per day per head
(b)	(i) Officers of Government Department and other Public Undertakings.	Rs. 20.00 per day
	(ii) For additional member	Rs. 10.00 per day per head
(c)	(i) Others	Rs. 60.00 per day
	(ii) For additional member	Rs. 15.00 per day per head

C. Dining hall and Corridor

(i)	Kerala Water Authority Staff/ Officers of Government Departments	Rs. 5.00 per day per head
(ii)	Others	Rs. 15.00 per day per head

Note: - The number of additional members referred to above shall be limited to a maximum of 3 persons per suite or room. There shall be no charge for children below the age of 12, if no separated bed is used.

30. Safety of articles and installations in the building and penalty for damages caused: -

- (1) A list of articles available in each room showing the value of each article shall be kept in each room.
- (2) Persons occupying the room are expected to exercise due consideration and care for the rooms and furniture. Any defacing of the walls or willful damage to or spoiling of the furniture shall render the occupant liable to expulsion from the building besides payment of damages assessed by the Controlling Authority. The officer-in- charge of the building shall bring to the notice of the Controlling Authority or any other authority who is authorized by

the Controlling Authority in this behalf, any damage for fixing the cost of the damage.

- (3) The occupant shall bring to the notice of the officer-in-charge of the building any damage or fault noticed at the time of his occupation. Subsequent complaints regarding such damage or fault shall not be entertained.
- (4) The full value of the articles damaged or broken by the occupant or his servant shall be realized in cash from the occupant before vacating the room. The amount so paid shall be entered in the remarks column of the Register.

31. Payment of dues: -

The bills for the buildings, prepared and signed by the Controlling Authority shall be paid in cash on presentation. Under no circumstances occupants may leave or cause their luggage removed from the buildings before all accounts are finally settled.

32. Electric lights and fans: -

The occupants shall arrange to switch off the lights and fans in the room when not required or when absent from their rooms.

33. Electric Gadgets or contravenes: -

No electric appliance other than those supplied such as table fans and table lamps shall be fitted for operation in the rooms without first informing the officer-in charge of the building in writing and obtaining his written permission. Additional use of electric power shall be charged for as extra in accordance with the estimated consumption of electric energy.

34. Radios and Television: -

Radios and televisions or any other musical or noisy instruments shall not be played after 10 O'clock at night and even when played before that time, shall not create disturbance to other occupants in the same building.

35. Infection Diseases: -

Visitors who are suffering from infection diseases shall not be given accommodation or served meals in the building. In any resident gets an attack of any infection disease, he shall inform the fact to the officer-in-charge of the building so that necessary steps for assistance may be taken immediately. In such cases the officer-in-charge of the buildings shall immediately render whatever help he can in the matter.

36. Safety of money and valuable articles: -

Occupants shall not keep any articles of value or money carelessly in their rooms but, keep all such articles under lock and key. The Authority shall not be responsible for any loss in case of theft or damage done to the occupant's property in case of accident or fire or through any other cause.

37. Maintenance of accounts, issue of receipt etc.: -

The officer-in-charge of the building shall keep the accounts of the incomes received by him from the buildings properly. The officer-in-charge of the building shall issue proper printed receipt for each and every amount received by him. If there is any refund, the acknowledgement of the party and the amount refunded shall be got entered in the occupation register. Special fees payable if any, shall also be entered in the occupation Register.

38. Rates for pitching tents, vehicles, etc.: -

- (1) For pitching up tent in the premises of the building, the previous sanction of the Controlling Authority or his subordinates authorized

for the purpose, shall be obtained. Charges at the rate of 5 Rupees per day per tent up to 300 sq. ft. ground coverage and 7 Rupees per Lay for bigger tents shall be realized.

- (2) Vehicle shall be accommodated in the building compound free of charge to the extent of one vehicle per occupant.
- (3) Any traveler occupying the building with commercial vehicles for sale, vehicles loaded with articles intended for sale or advertisement shall in addition to the occupation fee pay for each such vehicle an amount equivalent to what he would have to pay for his occupation of the building.

39. General: -

- (1) Servants' quarters shall be provided if available and their accommodation shall be charged at the rate of Rs. 5 for each person per day.
- (2) Every occupier of a building on entry is required to write his full name and address in a register kept for the purpose in the building. He shall specify the number of persons occupying the room and their family relationship with the occupant. The date and time of arrival, time of departure, the total amount paid by him, etc., shall also be written. He shall also sign the register as an indication that he is willing to abide by these regulations.

Note: - The Controlling Authority shall maintain a Register providing columns for the above purposes and for other items if any, in each Building.

- (3) No articles shall be removed from the building except under the orders of the Controlling Authority nor shall the Building be occupied by any person other than bona fide travelers.
- (4) The articles provided in a room shall not be removed to other rooms for the convenience of the occupants.

- (5) A suggestion book shall be maintained in each building for the occupants to write their complaints, if any, and suggestions and recommendations etc., for the better working of the Travelers Bungalow. The Controlling Authority shall arrange to have these suggestions examined and important points brought to the notice of the Authority for orders, at least once in a year.
- (6) Authority employees attached to the buildings are forbidden from asking for tip from occupants. Visitors shall not pay any tip to the servants. Servants found soliciting for tips shall be liable for punishment. Any inconvenience or difficulty caused to the occupants by the act of the employees attached to the building should be brought to the notice of the Controlling Authority and remedy sought for.
- (7) No requisition from the occupants or visitors for the management of furniture, carpet etc. in the rooms shall be entertained.
- (8) Holding of conferences, seminars, meetings etc., in the buildings shall not be permitted.
- (9) A list showing the names and designation of the servants posted in the building shall be placed in a conspicuous place for the information of the occupants.
- (10) The rooms of the buildings shall be numbered and details regarding occupants in each room displayed in a convenient place for the information of the travelers. The details regarding the vacant rooms, if any, shall also be so displayed.
- (11) No dealers or their representatives are allowed to peddle their way or enter any residential or public rooms in the Buildings.
- (12) The rate of rent and other charges applicable to the Building shall be displayed in each Building in a conspicuous place for the information of the travelers.

(13) A copy of these regulations shall be kept in each building for the information of the occupant.

40. Special Powers of the Reserving Authority: -

Notwithstanding anything contained in these regulations, the Reserving Authority shall have powers to reserve the building for any person, to cancel the reservation once made and to direct the occupant to vacate at any time without giving any reason whatsoever.

41. Catering charges: -

Charges for catering, if any, provided in the Building and the share of the receipts creditable to the Authority shall be at the rates prescribed by the Authority from time to time. Bills shall be issued by the caretakers in the prescribed form.

42. Identification: -

The occupants/ visitors on tour or official duty are expected to prove their identity on the request of the Controlling Authority of the building presenting their identity card issued in the form given in 'Appendix IV'.

By order of the Governor,
N V. Madhavan
Secretary to Government

APPENDIX I

Classification of Residential Quarters for Authority Employees

Type No.	Grade of Officers	Plinth area	No. of family per quarters/ flat	Remarks
(1)	(2)	(3)	(4)	(5)
1	Single storied quarters			
	I. Officers drawing pay up to Rs. 900	37.42 M ²	families	Row type units
	II. Officers coming under pay scales of Rs. 901 to 1700	57.71 M ²	2 families	Duplex type
	III. - do - Rs. 1701 to 2500	84.10 M ²	- do -	- do -
	IV. - do - Rs. 2501 to 2700	109.43 M ²	- do -	- do -
	V. - do - Rs. 2701 to 3000	142.12 M ²	- do -	- do -
	VI. Officers drawing pay up to Rs. 3000	233.01 M ²	1 family	Single unit two storied
Approved design is inclusive of garage.				

APPENDIX II

[Referred to at sub regulation (2) of Regulation 5]

1. Name of applicant :
2. Office in which employee :
3. Pay & Scale of pay :
4. Date of birth :
5. Permanent Home address :
(With Village Taluk & District)
6. Whether married and proposes to occupy :
quarters if allotted with family
7. Whether husband/ wife is employed and if :
so, particulars regarding place of
employment, pay and scale of pay
8. Whether owns a house within his/ her :
headquarters, cities of Town or within a
radius of 15 (fifteen) kilometers from his/
her office either in his/ her/ wife/ husband as
the case may, or in the names of their
children, whether inherited or purchased or
obtained otherwise, including that under any
hire purchase scheme
9. Type of building required I or II or III or IV :

DECLARATION

I, ...(Name)(Designation) etc. have read and understood the provision of the regulation for the allotment and occupation of Quarters, I hereby declare that I shall abide by the said provision and all other rules, Authority may, from time to time, make in this regard. The information furnished by the above or all the particulars furnished are found to be incorrect or mala-fide. I shall be liable for disciplinary action under the relevant rules in force.

Place:

Signature:

Date:

Designation:

Countersigned by the Head of Office / Department

Name & Designation:

APPENDIX III
(Referred to at regulation 8)

THIS LEASE DEED executed on this the day of
one thousand nine hundred and between Sri/Smt.
..... Home Village Taluk
..... District..... now employed as
at..... (hereinafter called "the lessee") of the one part and
the Kerala Water Authority (hereinafter called "the lessor") of the other part.

WITNESS as follows:

In consideration of the rent herein reserved and the convenience on the part of the Lessee hereinafter contained the lessor both hereby demise unto the Lessee the building No. more particularly mentioned and described in the Schedule herein paying therefore a monthly rent of Rs..... subject to the terms and condition herein contained.

1. The Lessee hereby covenants with the Lessor as follows:

- (i) An inventory of articles if any, entrusted to the lessee will be prepared and got signed by him as soon as he occupies the house.
- (ii) The Lessee shall, during the continuance of the lease pay a monthly rent which will be the standard rent or 10% of the pay whichever is lower or the amount fixed in accordance with the rules from time to time. Provided that pay for the purpose of the calculation of rent, shall be that defined in rule 12 (23) Part I of Kerala Service Rules including Dearness pay.
- (iii) The payment of rent or arrears thereof shall be made by deduction from the pay bills of the lessee shall pay it to the Executive Engineer concerned before the 20th of the succeeding month failing which the lessee shall be liable to be evicted.
- (iv) In case both husband and wife occupying the quarter are employees of the Authority, rent will be calculated on the basis of the pay of the person drawing the higher rate of pay.

Provided the rent shall ordinarily be recovered only from the person in whose name the house standard allotted. Provided further that both shall be jointly liable for the payment of rent.

- (v) The lessee shall not sub-let the building. He shall also not accomplished date persons other than bona fide dependents whom he is expected to maintain or share the building with other employees of the Authority without the written sanction of the concerned Executive Engineer; Provided however that even in such cases, the liability or payment of rent shall vest with lessee.
- (vi) The lessee shall keep the concerned Executive Engineer informed of all changes in his official address promotion, transfer etc, during his stay in the quarters.
- (vii) The lessee when vacating the building shall hand over charge of the building to the concerned Assistant Engineer or to the office authorized by him for the purpose, signing a statement in duplicate to the effect that the' building and all other articles, entrusted to the lessee have been handed over to the Assistant Engineer or an other officer authorized by him for the purpose.
- (viii) The lessee when he/she retires from service shall vacant the quarters, on the date of retirement unless previous section is obtained sufficiently early, before the fort -night proceeding the date of retirement, In case the Authority sanction the continued occupation the lessee shall pay the rent in advance before the 5th of every month and shall be liable for the dues to the Authority and shall be recovered from his/her pension in case he/she fails to pay the rent to the Authority. He/she shall be liable to be evicted for the unauthorized occupation after the expiry of the period allowed.
- (ix) The lessee who intends to vacate the quarters shall, except in case of sudden transfer or other unforeseen circumstances intimate the fact to the Executive Engineer in charge of the building at least one month before the date on which he intends to vacate the quarters failing which he/she shall be liable to pay rent for the

period of one month from the date of vacating or till the date of occupation of the quarters by another person whichever is earlier.

- (x) The lessee when transferred shall vacate the quarters within one month of the date of transfer unless extended by the Executive Engineer for a further period not exceeding two months. In case lessee fails to vacate the quarters after the prescribed period he/she shall be liable to pay rent at three times the usual rate paid by him; Provided the above occupation shall be allowed only for further period three months after which he is liable to be vacated.
- (xi) The lessee shall pay all dues by way of water charges, current charges including hire for meters if any, and cleaning charges except property to the local body concerned in time.
- (xii) The lessee shall keep the quarters in neat condition and shall be liable for any damage caused to the quarters and the installations therein and shall may the post incurred by the Authority for repairing all such damages.
- (xiii) In case the lessee commits breach of all or any of the terms and conditions herein contained, the lessee shall cease to have any right of occupation of the quarters and the lesser shall thereupon take position of the quarters. The lessee shall be liable or disciplinary action also.
- (xiv) Notwithstanding anything herein contained, the lesser shall be competent to terminate the lease without assigning any reason whatsoever and lessee shall thereupon vacate the quarters within one month of the receipt of the notice of such termination.
- (xv) The lessee shall provide his own furniture, materials and electric bulbs,

2. The Lesser hereby covenants with the lessee as follows:

- (i) The lessees regularly paying the rent hereby reserve and agreed to be paid and on performing and observing all the covenants and stipulations herein contained to be observed on the lease hold quarters and premises attached thereto during the currency of the lease without any interruption by the Lesser except otherwise provided herein.

- (ii) The lessee further agrees that all amounts due from him or her on account of damages caused to the quarters and installations during his/her stay or any other dues for which he/she becomes liable to the Lesser under this deed shall be recovered by the Lesser by deduction from the lessee's pay.
- (iii) Without prejudice to the rights of the Authority under the preceding clauses, all sums found due to. Authority under or by virtue of this agreement shall be recovered from the lessee and his/her properties movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though they are arrears of land revenue or in the other manner as the authority may deem fit.
- (iv) The lessee further agrees to abide by the rules and conditions regarding the allotment and occupation of the quarters and also to such terms and conditions, which the Authority may prescribe from time to time in this regard.
- (v) The lesser shall bear the stamp duty with which documents is chargeable.

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM - 695 033

**Kerala Water Authority (Water Supply)
Amendment Regulations, 1997**



GO (P) No. 65/98/Ir.D

Dated: 20/06/1998

Government of Kerala

Reg. No. KL/TV (N)/13

Kerala Gazette No. 34 dated 25th August 1998.

PART I Section iv



**GOVERNMENT OF KERALA
Irrigation (WS-C) Department
NOTIFICATION**

GO (P) No. 65/98/Ir. D. Thiruvananthapuram, 20th June 1998.

S.R.O. No. 750/98 - In exercise of the powers conferred by clauses (g), (h) and (i) 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 the Government as required by sub-section (1) of the said section conveyed in GO (Ms) No.318/91/LAD dated 04/12/1991, the Kerala Water Authority hereby make the following Regulations further to amend the Kerala Water Authority (Water Supply) Regulations, 1991, namely:

REGULATIONS

(1) Short title and commencement: -

- (i) These Regulations may be called the Kerala Water Authority (Water Supply) Amendment Regulations, 1997.
- (ii) They shall come into force at once.

(2) Amendment of the Regulations: -

In the Kerala Water Authority (Water Supply) Regulations, 1991.

- (i) In regulation 2, after clause (h), the following shall be inserted, namely;

"(hh) 'industrial connection' means the connection provided from the main to a premises to supply water for manufacturing process which includes a Motor Vehicle Service Station, Printing Press, Laundry and where water is used as part of such manufacturing process and includes usage for air conditioning, refrigeration, washing and cleaning of the premises".

(ii) in regulation 5,

(a) In clause (c) in items (i) and (ii)

for the letters and figures "Rs.250" and "Rs. 500" the letters and figures "Rs. 500" and " Rs. 1000" shall respectively be substituted;

(b) for clause (e) the following shall be substituted, namely;

Not withstanding anything contained in the above regulations, applicants seeking casual connections shall deposit an amount equal to the cost of 2.5 kilo litres of water for each square meter of the plinth area of the building proposed to be constructed at the premises at prevailing non-domestic rates for such level of consumption for which the casual connection is applied for subject to a maximum of Rs. 20,000".

(iii) in regulation 9, for clause (a) the following shall be substituted, namely: -

"(a) Whenever the owner or occupier desires to have his house connection closed temporarily for a minimum period of three months and a maximum period of twelve months, he may apply in form No. RA4 to the Assistant Executive Engineer along with an application fee of Rs. 15 and disconnection fee of Rs. 50. The applicant shall remit all the sums due from him to the Authority on account of meter hire, water charges, meter service charges, penalties etc., before applying for the temporary disconnection".

(iv) in regulation 10,

- (a) in clause (a) after the words " for a limited period" the following words and figures shall be added, namely: -
 - "Not exceeding 1 year. This can be renewed annually on payment of a fee of Rs. 250".
- (b) in clause (d), for the words "non-domestic connection" the words non-domestic/industrial connection" shall be substituted.
- (c) in clause (e) for the words " non-domestic" the words and symbol "non-domestic/ industrial" shall be substituted.
- (d) in clause (f) for the words "non-domestic" the words and symbol "non-domestic/permanent industrial" shall be substituted.
- (e) in clause (h) for the words "non-domestic connection" the words "or industrial connection" shall be added at the end.
- (v) in regulation 12,
 - (a) For clause (b) the following clause shall be substituted, namely: -
 - "(b) In the case of all types of connection, the meter at the premises shall be provided by the consumer. Where, however, the meter has already been provided by the Authority, the hire charges for such meters shall be Rs. 10 per month",
 - (b) in clause (c), for the words - "Applicants for the water supply connection shall have the choice to install their own meter at their premises provided the meter is having the words, "The meter installed as provided in clause (a)" shall be substituted;
 - (c) in clause (e), for the words and figures, "when a meter provided by the owner or occupier goes out of order the same shall be got replaced or repaired, as the case may be, within a period of 30 days of the report of the damage by the Assistant Executive Engineer, at the cost of the owner or occupier" the words symbols and figures, "When a meter provided by the owner/ occupier of the premises, goes out of order, the same shall, within 30 days of

report of the damage by the Assistant Executive Engineer, be repaired or replaced by the owner or occupier of the premises at his own cost. In case of default a surcharge at the rate of 25% on the monthly water charges, as fixed in accordance with clause (b) of regulation 13, for the first month after the expiry of the period of notice, 50% for the next 2 months and 100% beyond that period that period shall also be levied. In case of continued default the Assistant Executive Engineer shall have the power to disconnect the water supply to the premises without further notice", shall be substituted;

(d) in clause (f); for the words "and where the facility for servicing the meter provided by the Authority, towards servicing charges of meters", the words "towards meter inspection charger" shall be substituted.

(vi) in regulation 13,

in clause (b) after the last sentence the following shall be added, namely:

"Duplicate copy of Provisional Invoice Card/ Meter Card or such records may be issued by the Authority for purposes of recording meter reading, billing and collection on request by the consumer, after charging of fee of Rs. 10. Such duplicate copies shall be issued by the Assistant Executive Engineer concerned".

(vii) in regulation 14,

in clause (b), for the letter, figures and word "Rs. 1000 month" the figure/ symbol and words "2% of the outstanding charges for every month" shall be substituted.

(viii) in regulation 17,

(a) in clause (b) for the words, "the Assistant Executive Engineer shall arrange to get the meter repaired or replaced. The cost of such repair or replacement shall be borne by the Authority if the meter found defective was provided at the cost of the Authority.

In all other cases, the cost of repair or replacement shall be borne by the owner or occupier," the words "the Assistant Executive Engineer shall direct the consumer to get the meter repaired or replaced. The cost of such repair or replacement shall be borne by the owner or occupier" shall be substituted,

(b) in clause (c), for the words, "shall have the meter repaired or replaced at the cost of the owner or occupier if the above meter was provided at the cost of the owner or occupier. If the meter found defective was originally provided at the cost of the Authority, the cost of repair or replacement shall be borne by the Authority" the words, "shall direct the consumer to repair or replace the meter at the cost of the owner or occupier," shall be substituted;

(c) in clause (d), after the words "within 20 days of the date of receipt of the bill prepared as above the following words, figures and symbol shall be inserted, namely: -

"The consumer shall deposit 50% of the demanded amount before filing the appeal. This shall be adjusted in future water charges, if the water charges so paid are found to be in excess."

ELLAS GEORGE,

Secretary to Government.

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM - 695 033

**Kerala Water Authority (Powers of Employees)
Regulations, 1998**



GO (P) No. 104/98/Ir.D

Dated: 21/10/1998

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)

ALOKSHEEL

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

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 (Powers 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

THE KERALA WATER AUTHORITY

NOTIFICATION

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) 104/98/1rD, Dated 21.10.1998, the Kerala Water Authority hereby makes the following regulations namely;

REGULATIONS

1. Short title and commencement: -

- (i) These regulations may be called the Kerala Water Authority (Powers of Employees) Regulations, 1999.
- (ii) 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 subordinates.

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 subordinate officers in regard to the performance of their duties.
- (b) If any disobedience, malingering, insolence etc. is noticed on any subordinate 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 up to 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 (PS & GL)*

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 (GL)*

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 Transfer 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 (PS & GL)*

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 (GL)*

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 Engineers*

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 Engineers*

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 Engineers/ 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 and also to order additional charge arrangements.

5. *Executive Engineers/ PA 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 earned 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 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 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/ PA to Superintending Engineers*

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 Punishment

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 forthwith for ratification.

5. *Assistant Executive Engineers*

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

6. Notwithstanding anything provided above, **Government** will have the authority to take disciplinary action under Kerala civil Service (Classification, Control and Appeal) Rules 1960 and for necessary action under Kerala Service Rules Vol. II Part III against any employee of Kerala Water Authority. (*Amendment as per GO (P) No. 28/2023/WRD dated 04/12/2023.*)

1.06 Medical Reimbursement

1. *Managing Director, Kerala Water Authority*

To sanction medical reimbursement claim of Chief Engineer/ FM & CAO and the Secretary.

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 Engineers/ Superintending Engineers*

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

4. *Executive Engineers/ PA to Superintending Engineers*

To sanction medical reimbursement to all officers under them subject to rules.

5. *Assistant Executive Engineer*

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/ PA to Superintending Engineers*

To sanction temporary advance to all subordinate officers under him subject to rules.

5. *Assistant Executive Engineer*

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 LD 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 and 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 Manager*

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 Accounts 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 and 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/ PA to Superintending Engineers*

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

5. *Assistant Executive Engineer*

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 I (Head Office) and Secretary*

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

1.20 Confidential Records

List of Reporting Offices, 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	Asst. Executive Engineer/ Executive Engineer	Executive Engineer/ Superintending Engineer	Superintending Engineer/ Chief Engineer
Fair Copy Supdt.	AO/ AA Gr. II	Dy. Chief Engineer	Chief Engineer
Divisional Accountant	Executive Engineer	Superintending Engineer	FM & CAO
Senior Supdt.	Superintending Engineer	Chief Engineer	Managing Director
Divisional Accountant in office other than Division office	Immediate Supervisory Officer	Dy. Accounts Manager	FM&CAO
PA to MD	Managing Director	-	-

Administrative Assistant	Dy. Chief Engineer (Regional)/ Superintending Engineer	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	-do-	-do-	-do-
Accounts Manager	FM & CAO	Accounts Member	-do-
FM & CAO	Accounts Member	Managing Director	Chairman

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

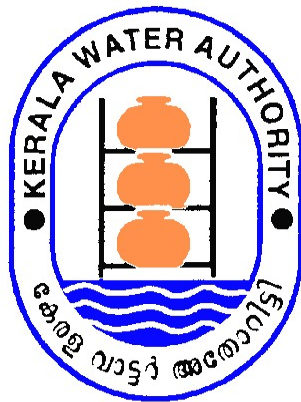
1. Administrative Officer Grade I (Head Office)

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

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM-695 033

The Duties and Responsibilities of Employees of Kerala Water Authority (The Regulation of 1999)



GO (MS) NO. 47/99/Ir.D

Dated: 03/07/1999

GOVERNMENT OF KERALA

Abstract

Kerala Water Supply and Sewerage Act 1986 - Regulations for the duties and responsibilities of the various cadres of officers of Kerala Water Authority - approval of Government under sub section (L) of section 65 - conveyed - Orders issued.

IRRIGATION (WSC) DEPARTMENT

G.O.(P) No. 47/99/Ir.D, Dated, Thiruvananthapuram: 03/07/1999.

Read: - (1) Judgment dated 24/08/1998 in OP No. 15631/99-J filed by Shri. Gopinathan Nair and another.

(2) D.O. letter No. KWA/JB/E2/16336/98 dated 07/11/1998 from the Managing Director, Kerala Water Authority.

ORDER

In accordance with the provisions of sub-section (1) of section 65 the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) Government are pleased to convey approval to the Kerala Water Authority for the Regulations of the duties and responsibilities of various cadres of officers in Kerala Water Authority, 1999 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.

To

The Managing Director, Kerala Water Authority (with C/L).

Law Department - UO No. 22360/Leg.B1/98/law Dt. 16.1.99 S/F & O/C.

Copy to: - PA to Secretary (Irrigation) CA to Addl. Secretary (WS)

Advocate General, Ernakulam -with C/L -vide

TVPM No. 15631/98/OP Dt. 19.6.1999.

Forwarded/By Order
SECTION OFFICE

KERALA WATER AUTHORITY

No.

Dated, ... 1999

Thiruvananthapuram

In exercise of the powers conferred by clause (b) 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) of the said section, conveyed in G.O (P) 47/99/RD dated 03/07/1999 the Kerala Water Authority hereby makes the following regulations, namely: -

REGULATION

1. Short titles and Commencement

These regulations may be called “THE KERALA WATER AUTHORITY (DUTIES OF EMPLOYEES) REGULATIONS, 1999”.

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) 'Duty' means what an employee is bound to do or cause to be done or what an employee is responsible for, either solely or jointly with such of his subordinate officers in the discharge of his official obligation, attached to the post in which he is an incumbent;
- (iv) 'Employee' means officers and servants of the Authority;
- (v) 'Managing Director' means the Managing Director of the Authority.

3. *General Provisions regarding the Duties of the Employees*

In addition to the duties specified under appendices of these regulations it shall be the duty of every employee of the Authority, to comply with the following, namely:

- (i) If called upon by his Superior Officers, to carry out as a temporary measure to perform the duties of another officer who is on leave or on training or otherwise not available; in addition to his normal duties;
- (ii) If an officer is absent from his post, owing to leave or for any other reasons, he or his superior officer should make necessary arrangements for the discharge of the duties of such officer;
- (iii) Every officer shall bestow adequate care for the protection of the Authority's properties entrusted to his charge;
- (iv) Every officer shall supervise and control the work of his subordinates;
- (v) Every officer shall carry out such work, as he may be called upon to do, from time to time, by the Board or the Managing Director or the Superior officers;
- (vi) Every officer must safeguard the interest of the Government and the Authority, particularly in emergencies and unforeseen circumstances;
- (vii) Every officer shall co-operate with other officers of the Authority and Offices and Departments of Government and other Government Institutions;
- (viii) Officers in charge of works of the Authority shall see that the provisions of the safety code and protection arrangements are strictly observed. Inspecting officers shall pay special attention in this matter;

- (ix) In case, a major accident, involving structures under construction or under maintenance or pipe laying or its maintenance by the Authority occurs, the following procedure shall be followed;
- (a) The work superintendent/ Overseer in charge shall inform the Assistant Engineer, Assistant Executive Engineer and the Executive Engineer of the accidents by the quickest possible means. The Police Inspector having jurisdiction over the area shall also be informed in case of death or serious injury to person and in cases where criminal offences are involved;
 - (b) The Assistant Engineer and the Assistant Executive Engineer in charge of the works shall on receipt of information about the accident either through message from the subordinate officers or through any other source proceed to the spot within the shortest time possible and either organise or assist in the rescue operations. The Assistant Executive Engineer or in his absence the Assistant Engineer shall send telegraphic or similar messages containing important details of the accident to the Executive Engineer, the Collector of the District, the Superintending Engineer and the Managing Director, whether the accident involves electrocution, the Electrical Inspector shall also be informed;
 - (c) The Executive Engineer on receipt of such information from any of his subordinates should send telegraphic or other similar message to the Secretary to Government in charge of the Water Authority giving in brief the details of the accident. He should also proceed to the spot within 24 hours of the accident or as short a time as possible and hold a preliminary enquiry on the cause of the accident etc., and submit a detailed statement report to the Superintending Engineer, the Chief Engineer and the Managing Director within three days. The enquiry should be independent of police enquiry, if any, in the matter;

- (d) The Superintending Engineer shall on receipt of information of the accident from the Executive Engineer or otherwise inspect the site within three days or as short a time as possible and ascertain by personal enquiry the causes of the accident, the adequacy of relief measures and also find out the best means of restoring normal activities in the affected area;
- (e) The Chief Engineer shall inspect the site as early as possible, but within a week of the occurrence of the accident and make such personal enquiries as he deems fit in order to furnish a full report of the accidents to the Managing Director and to the Government stating the causes, the action taken thereafter and action to be taken to restore normally in the area. In addition, his report shall contain information as to whether there is prima-facie negligence or dereliction of duty on the part of servants or officers of the Authority and if so, make recommendations regarding disciplinary proceedings to be initiated against the delinquents;
- (f) The Managing Director shall on receipt of the report from the Chief Engineer bring the matter before the Authority, during its next meeting that may take place after the receipt of report from the Chief Engineer. He shall also see that prompt action is taken to restore normally in the area and disciplinary proceedings is initiated against the delinquent;
- (x) The Chief Engineer in charge of the Regions shall assure the quality of water supplied by the Authority, through personnel in charge of water supply. The Chief Engineer IPD, shall, from time to time, prepare masterplan for water supply for whole state and also investigate and prepare design of various schemes to be taken up by the Authority. The Chief Engineer, IPD shall also have the responsibility to monitor the quality of water supplied utilising the services of the staff provided;

- (xi) The Chief Engineer attached to the Office of the Managing Director shall exercise administrative and technical control over various wings of the Authority. His duties shall include the following:
- (a) To give proper advice to the Managing Director on all matters referred to him;
 - (b) To ensure prompt action on important and urgent matters and where necessary, bring such cases personally to the notice of the Managing Director;
 - (c) To scrutinise the files, notes etc., from the section under his control on all matters which require the orders of the Managing Director and submit such cases promptly with his own remarks.

4. *Duties of Technical Staff*

Duties of the employees working in the technical wing are appended to these Regulations as Appendix 'A'.

5. *Duties of the Ministerial Staff*

Duties of the employees working in the ministerial wing are appended to these Regulations as Appendix 'B'.

6. *Exercise of the Delegated Powers*

All officers shall perform their functions in accordance with the powers that are delegated to them.

APPENDIX A

1. SUPERINTENDING ENGINEER

A Superintending Engineer in charge of a Circle has to exercise administrative and technical control over the various divisions under his jurisdiction in order to ensure efficient functioning of the departmental activities in that Circle. His responsibilities shall include;

- (1) Issue of appropriate instructions in regard to investigation for new works, wherever necessary;
- (2) Giving guidance in the matter of design to be followed for major works or works of a complicated nature;
- (3) Periodical recommendation for revision of schedules of rates in the various divisions for sanction of the authority;
- (4) Scrutiny of estimates and revised estimates, revised estimates requiring sanctions of authorities higher than the Executive Engineer sanctioning them or seeking sanction therefore, in accordance with the delegation of powers;
- (5) Inviting tenders and arranging contracts of works, supplies etc., in accordance with rules and the delegation of power;
- (6) Periodical inspection of all important works/schemes and also works which require his guidance in the matter of maintenance and execution. Inspections shall be purposeful and shall cover examination of quality, progress, difficulties in execution and maintenance etc. Inspection notes shall be prepared in the form prescribed and sent to the Chief Engineer.
- (7) Planning and arranging the supply of departmental materials, to be supplied for various works, tools, plants etc.;
- (8) Distribution of funds allotted in lump, between various. divisions according to rules;

- (9) Watching expenditure against budget grant as a subordinate controlling officer and taking timely steps to move for re-appropriations, surrender of funds or supplemental grant as may be found necessary;
- (10) Ensuring that sanctioned staff is made available in the various offices etc. under his jurisdiction by recruitment, promotion, transfer or otherwise as per the powers delegated;
- (11) Inspection of the division offices under his jurisdiction annually, with a view to see that the work in the divisions are carried out efficiently. The inspection shall cover the following: and result of such inspection noted in the questionnaire attached as annexure to these Regulations
- (12) In case when Superintending Engineer is posted as Deputy Chief Engineer in the office of the Managing Director/Chief Engineer, he shall exercise the administrative and technical control over the various wings attached to the office. As Deputy Chief Engineer his duties shall include the following:
 - (a) Giving proper advice to the Managing Director/ Chief Engineer on all matters referred to him;
 - (b) Ensuring prompt action on all important and urgent matters and where necessary, bring such cases personally to the notice of Managing Director/Chief Engineer;
 - (c) Scrutinising the files, notes etc., on all matters which require the orders of Managing Director/Chief Engineer and submit such cases promptly with his remarks;
 - (d) Guiding and supervising the work of all officers under him and see that they perform their duties promptly;
 - (e) The duties of Deputy Chief Engineer attached to the office of the Chief Engineer (IPD) will include the following:
 - (i) Advising the Chief Engineer or other technical officers of the authority on all matters referred to him relating to the preparation of Master Plan/DER/ PER.

- (ii) Issuing appropriate Instructions with regard to investigation and design of various schemes whenever necessary.
 - (iii) Scrutinising of plan and design which may have been made by some other officers and are referred to expert advice.
 - (iv) Advising the Chief Engineer and other technical officers in monitoring the quality of water supplied through various systems based on computer data processing.
- (13) Controlling the matters connected with the establishment under his jurisdiction such as leave, transfers and postings promotions, disciplinary actions etc.
- (14) Collecting and coordinating all necessary information for the preparation of budget estimates of the circle under his jurisdiction.
- (15) Giving technical advice or opinion on matters within his jurisdiction referred to him by Government and other heads of departments.
- (16) Directing relief and protection measures to be taken with the resources available under his jurisdiction in the event of unforeseen calamities like flood, fire etc., in the event of such activities being organised by other departments, co-operating with such work to the extent necessary.
- (17) Suggesting measures for improving the technical and administrative efficiency of the department taking into account the technical development which have taken place and other relevant matters;
- (18) The duties of the Superintending Engineer will include the following also:
 - (a) He shall exercise administrative and technical control over the various divisions under his jurisdiction to ensure preparation of

- technically sound and economically viable designs and project reports for various projects to be taken up by the Authority;
- (b) Fixing priority and conducting investigation of various projects according to priority fixed by the Chief Engineer;
 - (c) Proper planning and programming of investigation works;
 - (d) Scrutiny and sanctioning of investigation estimates;
 - (e) Selection of proper sources and the adequacy of sources so selected;
 - (f) Giving proper guidance to Executive Engineer and advise them correctly in all technical matters, preparation of designs, project estimate reports etc., as per the, prescribed guide lines, manuals etc.;
 - (g) Approval of designs, estimates, project reports, PER/DER and according sanction or seeking sanction in accordance with the delegation of Powers;
 - (h) Monitoring of water quality of all major water supply systems in the area coming under his jurisdiction with the help of Regional Laboratory when assigned so;
 - (i) Monitoring of chemicals used for treatment plant of water in major water supply projects;
 - (j) Planning and arranging materials, tools, plants and equipment;
 - (k) Conducting surprise inspections for evaluating description and proper arrangement of works, in order to ensure targets fixed as per the action plan;

2. EXECUTIVE ENGINEER

- (1) The Executive Engineer is responsible for the proper execution and maintenance of all works under his charge. For this purpose, he should take timely action on the following matters:
 - (a) Get estimates prepared and sanctioned.
 - (b) Move for acquisition and obtain possession of land required for the execution.

- (c) Predetermine the quantum and take steps to provide required materials and tools and plant for maintenance, departmental work and for meeting departmental obligation in contract work.
 - (d) Inspect works during execution and schemes in operation and give instruction when required.
 - (e) Invite tenders and make contract arrangement as per rules.
 - (f) Provide adequate staff for proper supervision.
 - (g) Arrange periodical payments and monitor expenditure against budget provision.
 - (h) Deal with such other matters, as may be found necessary, for proper execution and maintenance of the schemes.
 - (i) To prepare implementation schedule for each project under him which shall be got approved by the competent superior officers.
 - (j) To be personally responsible for limiting expenditure strictly within the budgetary provision approved by the authority.
- (2) He is also responsible for the proper maintenance and unkeep of all installations and structures under the maintenance charge of the divisions. In particular he should see that:
- (a) The installations and structures are systematically and carefully inspected by himself or through his subordinates particularly vulnerable portions thereof like pump houses, reservoirs, treatment plants, pipe lines etc.
 - (b) Timely action is taken to carry out essential works to maintain the systems in good condition;
 - (c) Regular maintenance works are carried out in appropriate time.
- (3) With regard to new works, the Executive Engineer is responsible for guiding and controlling proper investigation and design of works and preparation of estimates.

- (4) As the disbursing officer of the department in regard to work, supplies and services under his charge he has to exercise proper control over the expenditure on these items in accordance with the rules and orders in force and render accounts for the same to the Finance Manager and Chief Accounts Officer in the prescribed manner.

His responsibility in this regard is detailed in the relevant account code followed by the Kerala Water Authority.

- (5) The Executive Engineer shall exercise Administrative control over the entire establishment of his division and regulate the establishment expenditure in accordance with rules and orders in force. He shall also conduct periodical inspection of the sub-division offices under his control at least once in an year, with a view to see that the administration of the sub-division offices is carried on properly and in accordance with the rules and or special instructions.
- (6) As an ex-officio member of the District Development Council, the Executive Engineer shall keep the council informed of the progress of works and other activities of his division and also give technical advice on matters connected with works, if called upon. He should keep the Superintending Engineer informed of the decision of the council in regard to matters concerning his division.
- (7) In case of Executive Engineer in charge of the control of stores, he shall make use all the control measures required in the matter of procurement, stocking, issuing and accounting of stores as a divisional officer in charge of stores.
- (8) The Executive Engineer shall be responsible for the collection, remittance and accounting of Revenue realisable through the Division. He has to maintain proper DCB statements and furnish quarterly statements to the Finance Manager and Chief Accounts Officer in respect. of all revenue collected.

- (9) In case of emergencies such as serious natural calamities the Executive Engineer shall assist the District Collector and other authorities in protecting life and property threatened with damage within the limits of his jurisdiction,
- (10) Executive Engineer shall be responsible for the monitoring and ensuring the quality of water, controlled usage of chemicals and other consumables used for water purification.
- (11) He shall take timely action on the procurement of chemicals and other consumables for water treatments.
- (12) Executive Engineer shall be responsible for monitoring the collection of water charges and other revenues.
- (13) The Executive Engineer shall take timely action to procure arrange to procure materials required for the execution and maintenance of works under his jurisdiction.
- (14) When the Executive Engineer is posted as Personal Assistant to the Superintending Engineer, he shall exercise administrative and technical control over various officers attached to the circle and ensure efficient functioning of the departmental activities. As Personal Assistant his duties shall include the following;
 - (a) To give proper advice to the Superintending Engineer on all matters referred to him.
 - (b) To ensure prompt action on important and urgent matters and when necessary, bring such cases to the personal notice of the Superintending Engineer.
 - (c) To scrutinise the files, notes etc., on all matters which require the orders of the Superintending Engineer and submit such cases promptly with his own remarks.
 - (d) To carry out any other work specifically assigned to him by the Superintending Engineer.

3. EXECUTIVE ENGINEER (DESIGN ENGINEER) in CE's Office

The Executive Engineer (Design Engineer) shall be primarily responsible to Deputy Chief Engineer for making out design for various schemes based on general or special instructions received from Chief Engineer or Deputy Chief Engineer. During the course of evolution of a design he shall keep the Chief Engineer or Deputy Chief Engineer informed of the lines on which the design is being made and make such changes as are ordered to be made by them. If details for the proper evolution of a design are insufficient or are lacking, he must forthwith call for the same from the concerned officers and at the same time keep the Chief Engineer and Deputy Chief Engineer informed of the positions

- (1) He shall also be responsible for making an overall check of the design calculations of various schemes either prepared under his direction or received from the subordinate officers and detailed check particularly on vulnerable positions.
- (2) He shall distribute the design work between various Assistant Executive Engineers (Design) and give them instructions, from time to time, regarding the design.
- (3) Where the Design Engineer is in charge of scrutiny of estimate also, he shall distribute the work of scrutiny between various Technical Assistants under him and shall also exercise an overall check of the estimate, before they are put up to the Chief Engineer/Deputy Chief Engineer for further action.
- (4) Safe custody of security Maps, other valuable documents etc.
- (5) He shall also carry out any other work which may be assigned specifically to him by his superior officers.

4. ASSISTANT EXECUTIVE ENGINEER

- (1) An Assistant Executive Engineer in charge of a Sub Division is responsible for the proper execution of all works in the sub division. This will include the following matters,
- (a) Ensuring the quality of water supplied from water supply systems under his control. He shall also be responsible for the controlled use of chemicals and other consumables for water purification etc. This shall be ensured by periodic inspections.
 - (b) Arranging contracts within his powers following the prescribed rules.
 - (c) Forecasting the requirements of important materials to be supplied departmentally and making arrangements to procure them according to prescribed rules.
 - (d) Predetermine the requirements of various tools and plants.
 - (e) Checking and approving setting out of works.
 - (f) Inspecting and passing foundations of structures with open type foundations, excepting massive structures like dams.
 - (g) Conducting soil bearing and other tests wherever necessary as per general or special instructions.
 - (h) Personally supervising important items of works like reinforced concrete, pipe laying, pressure testing etc., which shall be arranged to be done in his presence. The prepared trenches for pipe laying works shall also be inspected and the soil classification approved by him wherever necessary.
 - (i) Ensuring quality control.
 - (j) Giving suitable guidance to subordinates in regard to work under construction.
 - (k) Watching and taking steps to see that progress as per programme is maintained.
 - (l) Administering the contract to ensure that the terms and conditions are adhered to.
 - (m) Check measuring works as per rules.
 - (n) Scrutinising and passing bills and making payment as per rules.

- (o) Obtaining timely orders regarding deviations from and additions or deletions to the works as per sanctioned estimates, if found necessary during execution and taking follow up action by submission of revised estimate, deviation statement etc.
 - (p) Maintaining the prescribed accounts and furnishing the concerned account returns to the appropriate authorities as per rules and instructions.
 - (q) Giving guidance in the matter of deployment of available labour and recruitment of fresh labour where unavoidable departmental works is undertaken.
 - (r) Watching performance of work by departmental labour and giving timely instructions where necessary.
 - (s) Passing departmental labour rolls and ensuring prompt payment.
- (2) The Assistant Executive Engineer is also responsible for conducting proper investigation and preparing plans and estimates for new works in accordance with general or special instructions in this regard. This shall include the following matters:
- (a) Giving suitable directions to subordinates regarding information to be collected and nature and extent of survey work to be done,
 - (b) Checking site surveys, levels, nature of soil, sub soil, results of borings and all field data.
 - (c) Verifying information about source and availability of principal construction materials and certifying the conveyance involved.
- (3) The Assistant Executive Engineer shall also be responsible for the proper maintenance of installations and structures under his charge and this shall include the following matters.
- (a) Periodical inspection of the WS Installations, structures, particularly the vulnerable parts like Intake and Treatment Plants, Reservoir, Pumphouse etc., in accordance with general or special instructions issued in this regard.

- (b) Initiating timely action for repairs where these are needed so as to keep the systems and structures intact.
 - (c) Making arrangements for the execution and maintenance works according to pre-determined time schedule to suit the conditions.
 - (d) Maintaining standard measurement books, as prescribed in rules with regard to items of works regularly required to be done.
- (4) The Assistant Executive Engineer is responsible for the administrative control of subordinates in his sub-division and this shall include the following:
- (i) See that subordinate staff and labour, as required, are posted in the concerned sections and if any vacancies exist, move for the same being filled up while at the same time make interim arrangements for carrying out the work;
 - (ii) Periodically examine the adequacy or otherwise of the subordinate executive staff and labour and move for additional staff or for transfer of surplus staff according to the circumstances;
 - (iii) Control the work of the subordinate staff and see that lapse in regard to proper discharge of duties by any such personnel are dealt with promptly according to rules.
 - (iv) See that the subordinate staff and labour are paid their dues promptly;
 - (v) Periodically examine whether Government materials, tools plant etc., under the control of his sub division are properly looked after and where necessary take steps to correct inadequacies;
 - (vi) See that the necessary equipment are provided for testing the availability of water in the plants/schemes under his jurisdiction;

- (vii) Monitoring the test reports, forwarding the reports/ data as per instructions, monitoring the usage of consumables;
 - (viii) Ensuring the timely collection of water charge and its prompt remittance, as per rules;
 - (ix) See that the water connections/drainage connections to applicants are sanctioned as per rules;
 - (x) Timely action is to be taken to procure the chemical and other consumable for the water treatments.
- (5) When an Assistant Executive Engineer is posted as stores officers, he is responsible for the proper functioning of the stores under his control. This will include the following.
- (i) Ensuring that adequate and suitable accommodation is available for the various articles to be stored.
 - (ii) Ensuring security for the stores through suitable watch and ward arrangement.
 - (iii) Predetermine the requirements of different article to be stocked and taking timely action for the procurement of the same, in accordance with rules or instructions in this regard.
 - (iv) Placing orders for supply of articles in accordance with rules or instructions and processing all orders either made by himself or by superior authority, so that all the requisite procedures are completed in time for receipt of articles.
 - (v) Making arrangements for transport and handling of articles from points of supply such as Railway station, Harbour etc., to the stores on contract basis or otherwise.
 - (vi) Making arrangements for handling of stores within the store premises.
 - (vii) Check measuring of articles received.
 - (viii) Giving suitable instructions to custodians of stores and other subordinates regarding operation of the stores.

- (ix) Scrutinising the indents received and passing them for issue or otherwise dealing with them in accordance with rules and taking follow up action through invoice etc.
 - (x) Passing and payment of bills connected with stores transactions, in accordance with rules.
 - (xi) Frequently inspecting the stores and making surprise checks of a few articles in the stores now and then and taking follow up action based on such checking.
 - (xii) Taking timely action to prevent deterioration, if any, of the items stocked in the stores;
 - (xiii) Arranging disposal of unserviceable articles, as per rules.
 - (xiv) Maintaining accounts and rendering the required accounts to the Finance Manager and Chief Accounts Officer and other authorities as per rules.
- (6) Assistant Executive Engineer when posted as Technical Assistant to Executive Engineer, he shall exercise technical control over various offices attached to the division and ensure efficient functioning of the departmental activities. As Technical Assistant his duties shall include the following:
- (a) To give proper advice to the Executive Engineer on all technical matters referred to him.
 - (b) To ensure prompt action on important and urgent matters and when necessary, bring such cases to the personal notice of the Executive Engineer.
 - (c) To scrutinise the files, notes etc., on all technical matters which require the orders of Executive Engineer and submit such cases promptly with his own remarks.
 - (d) Carry out any other work specifically assigned to him by the Executive Engineer.

ASSISTANT EXECUTIVE ENGINEER (DESIGN) CE's Office

- (1) The Assistant Executive Engineer (Design) working in the Chief Engineer's Office is responsible for the following:
 - (i) Preparing design for various schemes as per general or special instructions received from his superior officers and based on field data received from the subordinate officers;
 - (ii) Preparing drawings for various schemes based on designs made by him or as per instructions received from his superior officer;
 - (iii) Checking the design calculation of various schemes received from subordinate officers;
 - (iv) Scrutinising drawings of various schemes received from subordinate offices with particular emphasis on the adequacy and stability of various aspects with reference to the design;
 - (v) Arrange for the scrutinising of estimate received from subordinate officers. Test checking the estimate prepared by subordinate technical staff under him. In making scrutiny or test check, important items should be selected;
 - (vi) Arranging the issue of timely reminders on technical references remaining unanswered from subordinate offices;
 - (vii) Distributing the work among the staff under him and giving them necessary and timely instructions regarding the work to be done;
 - (viii) Giving directions for the monitoring as to the quality of water supplied by formulating the computer data process;
 - (ix) Carrying out any other work that may be specifically assigned to him by his superior officers.

ASSISTANT EXECUTIVE ENGINEER (Research & Development)

- (i) Giving advice on optimisation of use of the chemicals for treatment of water.
- (ii) Monitoring and reporting the quality of water supplied.

- (iii) Pointing out defects in treatment, functioning of treatment plants etc., in time.
- (iv) Giving guidance to subordinates in respect of Research and Development works.
- (v) Predetermine the quantum of materials and equipment required for Research and Development works.
- (vi) Procuring and maintaining the tools, equipment etc.
- (vii) Disposing of unserviceable/surplus materials and equipment in time.
- (viii) Initiating organising new research and development programmes.
- (ix) Any other duties specifically assigned by the superior officers.

5. ASSISTANT ENGINEER

- (1) Assistant Engineer posted in-charge of a section shall be responsible for the following matters
 - (a) The proper execution of all works in his section or under his charge. In particular this shall include the following.
 - (i) Setting out or checking the same as to see that works are carried out according to approved plan;
 - (ii) The primary responsibility for quality control rests with the Assistant Engineer who is in charge of the works, the execution of which are carried out through contractors. Assistant Engineers shall be very vigilant in taking action on the reports of his subordinates in this regard; Assistant Engineer must shall apportion his *time* between the several works suitably in accordance with the importance of the items of works under execution. Considering other important item of works shall be so arranged that he is present when such works are carried out. He shall also inspect the prepared trenches for pipe laying work and give approval for pipe laying works and the classification of soil has to be got approved by the Assistant Executive

Engineer before measurements are taken. He shall also invariably be present when pressure testing of pipe lines are done.

- (iii) Predetermining and reporting the requirements of materials, tools, Plants etc., required for works, sufficiently early so that they could be arranged for and got supplied in time;
 - (iv) Taking and recording measurements and assisting in check measurements;
 - (v) Scrutinising contractors bills and recording accounts of materials issued for works;
 - (vi) Watching the progress of works and taking steps to remove bottle necks, if any,
 - (vii) Ensuring, in the case of contract works, that all the conditions of contract are properly observed and taking appropriate action, if any of conditions is violated;
 - (viii) Keeping close watch of departmental works and taking necessary steps for efficient performance of the same;
- (b) The upkeep and maintenance of structures and other installations under his charge.
 - (c) Survey and investigation and collection of all field data necessary for construction of new works or alternations and additions/augmentation to existing works for maintenance of existing structures/schemes, which fall within his jurisdiction;
 - (d) To see that subordinate executive staff are posted in the required places and that these persons are well acquainted with their duties;
 - (e) Controlling the work of subordinate staff;
 - (f) The safe custody and rendering of proper accounts (as per rules) of cash, materials, scientific instruments, tools, plant etc., entrusted to him or which pass through the section accounts;

- (g) Making arrangements for claiming and disbursing pay and allowances for the subordinate staff and labourers as per rules;
 - (h) Arranging urgent necessary action in case of an emergency to protect life and government property.
 - (i) Furnishing information required, in so far as they relate to his section, to answer interpellations in the assembly, Parliament etc.;
 - (j) Making on the spot enquiries and submitting reports on matters referred to the Assistant Engineer by his Superior Officers;
 - (k) Making timely arrangements for disposal of unserviceable surplus materials, tools and plants, Scientific instruments etc.
 - (l) Preparing and submitting valuation report of buildings and structures when called upon to do so.
- (2) ***When an Assistant Engineer is posted in charge of a Water Supply Section***, he shall also be responsible for the following matters;
- (a) The proper upkeep and maintenance of the water supply systems and distribution of water, subject to any general or special instructions issued in this regard by higher officers;
 - (b) Closely watch the consumption of water, so as to assess the water requirements of different areas, from time to time;
 - (c) Test or arrange for the testing of the quality of water supplied from the schemes under his charge periodically, as per the prescribed norms and instructions, from time to time, and submit reports to his higher authorities;
 - (d) Watch the proper use of chemicals and other consumables, regulate its use as per requirements and keep accounts of the same. He shall be primarily responsible for the quality of water supplied through the systems under his control;
 - (e) To see that all the components of the water supply schemes and area belonging to the Authority are well maintained and no damage is caused to them;

- (f) To see that drainage connections/water connections to applicants are recommended, subject to feasibility and the rules in force and water/drainage connections are given, as per rules;
 - (g) To see that the invoices/ bills to the water consumers are given in time and pursue action on non-payments by the consumers, as per rule.
- (3) ***When an Assistant Engineer is posted as custodian of stores***, he shall be responsible for the following matters:
- (a) To receive articles ordered to be stocked in stores, verify the quality with specifications, and the quantity, as per the order and keep them under safe custody in suitable places in the stores;
 - (b) To record measurements of such receipts and compiles the goods received maintain sheets and Bin Card in accordance with the rules;
 - (c) Ensure proper storage of articles in the stores by taking necessary precautions to. prevent deterioration due to storage, damages due to fire and other hazards and loss due to unauthorised removal of stores;
 - (d) To ensure the accuracy of measuring instruments like weighing balances, tapes etc., by frequent checks and adjustments;
 - (e) Ensure that only articles covered by proper indents and approved by the stores officer are issued out of the stores and that the issue is made-to the person authorised to receive the same;
 - (f) To keep proper accounts and submit proper returns; as per rules of the receipts, issue and balance of different articles;

- (g) To arrange for taking delivery of goods consigned to the stores and authorised to be received there in from railway stations, harbour, transporting agents premises etc., in accordance with general or special instructions, without causing delay, demurrage or any avoidable expenses;
 - (h) To control the work of labour employed in handling of stores, within the stores premises, and keep such accounts, records, as are necessary and prescribed from time to time, for any payment that may have to be made to the labourer either directly or indirectly;
 - (i) To bring to the notice of higher authorities, articles which are in short supply so that action may be taken for procurement of the same in time;
 - (j) To report to higher authorities the availability of surplus articles which have not been indented for the last 6 months or more, so that steps may be taken for their early disposal;
 - (k) To bring to the notice of higher authorities, cases where article are likely to get deteriorated;
 - (l) To inspect frequently the different stores to detect deterioration of articles, if any, and to arrange for their disposal, as per rules;
 - (m) To control the work of subordinates in the stores;
 - (n) To verify the bills pertaining to stores, transactions and process the same in accordance with rules.
- (4) ***Duties and responsibilities of Assistant Engineer (Design) Chief Engineer's office.*** An Assistant Engineer (Design) working in the Authority is responsible for the following:
- (i) Preparing designs and various schemes, subject to general or special instructions received from the higher technical officers, based on field data received from the DER etc.,
 - (ii) Scrutinising drawings prepared by Draftsmen working under him.

- (iii) Scrutinising drawings and design received from subordinate offices;
- (iv) Reducing and plotting levels based on field data furnished to him. Mark any contours and proposals in such drawings;
- (v) Scrutinising plotting work done by Draftsmen working under him.
- (vi) Checking plotted sections and surveys received from subordinate officers, with corresponding field book entries, including reduction of levels;
- (vii) Checking detailed estimate received from subordinate offices,
- (viii) Preparing detailed estimate based on approved drawings and designs.
- (ix) Preparing notes on technical matters referred to him.
- (x) Checking the work of Draftsman or other technical subordinate working under him.
- (xi) He will be in charge of computer processing whenever it was provided especially in monitoring the quality of water supplied to under survey-lance programme.
- (xii) He should also carry out any other work that may be specifically assigned to him by his superior officers etc.

Duties of Assistant Engineer when posted in the Research and Development Unit shall be particularly Responsible for:

- (i) Monitoring of water quality of major water supply schemes by arranging regular and periodic testing of water samples;
- (ii) Proper collection of water samples and samples of chemicals etc., for analysis;
- (iii) Giving advice on optimisation of chemicals used for treatment and disinfection, in major water supply schemes;
- (iv) Guiding and directing chemists to conduct tests properly;

- (v) Predetermining and reporting of the periodic requirements of materials, tools, plants etc;
- (vi) Proper maintenance and upkeep of laboratory equipment;
- (vii) Initiating proposals for Research and Development
- (viii) Safe custody and rendering of proper accounts (as per rules) of cash, materials, equipment etc., to his superiors.

ASSISTANT ENGINEER (ELECTRICAL)

The General responsibilities defined for an Assistant Engineer shall apply mutatis mutandis to the Assistant Engineer (Electrical) also. In addition, he shall be responsible for:

- 1) Guiding and controlling the work of staff including staff (Electrical) working under him;
- 2) Arranging rectification of defects within his jurisdiction to restore power supply;
- 3) Safe maintenance of equipment and installations under his control.
- 4) Preparing the estimates of electrification works etc. observing the rules and regulations of the electricity authorities;
- 5) Ensuring the correctness of readings by conducting periodical testing of installations and taking timely action for rectification of defects;
- 6) Inspecting works and giving necessary instructions;
- 7) Preparing of tender documents and preparation of papers for tabulation, allocation and execution of agreements as per the rules in the code followed in the authority.
- 8) Conducting periodical inspection of all installations and machineries under his control;
- 9) Carrying out any other duties that may be specifically assigned to him by his superior officers;

6. MASTER DRILLER/ CHIEF DRILLER

1. He shall, hold the charge of the drilling section;
2. Be responsible for the administration of the drilling section and shall control all the staff working in that section;
3. Arrange the duties of his subordinates suitably;
4. See that all machines and equipments are kept in good working condition and repairs done then and there;
5. Maintain proper accounts of all materials;
6. He shall report any kind of loss or damage to materials or equipments and bring the necessity of materials or equipments to the notice of superiors;
7. Ensure that there is no misuse of any kind of materials, including the daily consumption of various items;
8. Attend to all other duties and responsibilities that are to be attended to by Assistant Engineer in a section in connection with administrative matters, are equally applicable to Master Driller/Chief Driller also;
9. Attend to any other duties assigned by the superiors.

7. GEOPHYSICIST/ HYDROGEOLOGIST

1. He shall, be in charge of the sub division for ground water investigation and development works;
2. Suitably assign duties to the various staff in his office;
3. Give necessary guidance to the subordinates such as Assistant Geologist /Assistant Geophysicist etc., in the investigation and identification of ground water resources to be utilised, supply of drinking water and ensure proper supervision;
4. See that all the survey equipments and machines are kept in good working condition and shall arrange for their timely requires;
5. Report any requirements or any loss or damage to survey equipments and machines, to the Executive Engineer;

6. Periodically verify the use of materials including the consumption of items like diesel, oil etc.;
7. Attend to all other duties and responsibilities that are to be attended to by an Assistant Executive Engineer, in the capacity as the head of office, in the Sub-Division.

**8. MECHANICAL SUPERINTENDENT/
CHIEF MECHANICAL FOREMAN**

1. He shall, be in-charge of all pump houses within his jurisdiction;
2. Be responsible to see that the mechanical and electrical installations under his control are functioning properly and he shall arrange for their timely repair;
3. Be responsible for the supervision of all the staff including operating staff under his control;
4. Ensure that pumping is done without interruption;
5. Report any major defects of installations or machineries to the superiors then and there, and
6. Be responsible for all other duties and responsibilities that are to be attended to by an Assistant Engineer in the capacity as head of office of the section.

9. CHEMISTS/ SANITARY CHEMISTS/ SENIOR CHEMIST

1. 'The Chemist/Sanitary Chemist/Senior Chemist, the quality of water supplied to the public and also to optimise the use of chemicals for treatment, by assisting in the purchase of quality chemicals and fixing appropriate chemical dosing;
2. Testing all types of materials and chemicals used for treatment;
3. Conduct physical, chemical and bacteriological analysis of all raw water and treated water samples and point out defects;
4. Be responsible for the correctness of test results and defects pointed out.

5. Keep proper watch on the safety of the lab equipments, chemicals and the glass wares;
6. Furnish test results in the proper manner required by rules and guidelines;
7. Maintain proper accounts of all types of chemicals or materials issued in the lab and furnish necessary returns to Assistant Engineer in time;
8. Predetermine the quantum of chemicals or materials or equipments required for the use in the lab and report the same;
9. Attend to any other duties, specifically assigned to him by the Superior Officers.

10. LIFE GUARD-CUM-COACH

1. The Life Guard-cum-Coach shall be in overall charge of the swimming pool during his shift duty
2. His shift duty ends only after he handover the charge to his counterpart for the next shift duty.
3. He shall be the custodian of all the lifesaving materials, instruments like lifebuoys, Nylone ropes, bamboo stocks, artificial respirator, first aid kit, stretchers etc.
4. He shall conduct the minimum required tests such as chlorine content test, PH Value test, quality test.
5. He shall supervise the subordinates in charge in the swimming pool.
6. He shall render coaching in swimming, whenever necessary
7. He shall also attend to any other duties assigned to him by his superiors.
8. He shall be responsible for the cash collection, including the cash received by issuing passes, tickets and reservation charge and for the prompt remittance of such amounts under the supervision of the Assistant Executive Engineer, Water Works Central Sub Division.

11. DRAFTSMAN

A Draftsman in any of the office of the Authority shall carry out the following duties:

- (a) Prepare drawings based on instructions given to him by the Assistant Engineer, Assistant Executive Engineer or other higher Technical Officers;
- (b) Prepare tracings of drawings;
- (c) Plot survey work, reduce and plot level sections etc., based on filed data furnished to him and mark contours in survey drawings;
- (d) Check plotted sections and surveys received from subordinate officers with filed book entries, including checking reduction of levels;
- (e) Calculate the volume of various items of work involved, from the designs and drawings of structures and prepare detailed estimate;
- (f) Prepare data for each item of work based on schedule of rates, and information received from field regarding leads, lifts involved etc.;
- (g) Check the estimates received from subordinate officers;
- (h) Check issue of materials and hire charges of tools and plants issued on works, against requirements, as per data in the contractor's bills;
- (i) Assist in preparing annual indent of principal materials, tools, plant etc.;
- (j) Assist in drafting and checking tender schedules and agreements;
- (k) Tabulate tenders, if called upon to do so;
- (l) maintain registers connected with supply orders, agreement, sanctioned estimates etc., and make or cause to be made safe custody of drawings and drawing instruments.

12. OVERSEER

1. Overseers are employed either for supervision of work or for survey and investigation or for technical work in offices.

2. When employed for supervision of works their duties will be similar to that in respect of Work Superintendents. It may sometimes happen particularly in important works, that Overseers and Work Superintendents are both posted for supervision in the same work site at the same time. In such cases, the more important items of work shall be under the charge of the Overseer or Overseers, while the comparatively less important item shall be the dealt with by the Work Superintendent. Overseer shall be responsible for the quality of works executed under his supervision. The senior most officer posted at any work sight for direct supervision shall be the Overseer who shall, in addition to supervision co-ordinate the work of other subordinates.
3. When Overseers are posted for survey and investigation, checking, setting out etc., they shall be responsible for the correctness of the survey work, levelling or any other field work or collection of data entrusted to their charge.
4. An Overseer posted for technical work in an office shall have the responsibilities and duties analogous to that of a draftsman in the respective office.
5. When an Overseer is posted in charge of any Water Treatment Plant or in charge of maintenance of water supply systems, he shall be responsible for ensuring the quality of water supplied and the controlled use of chemicals and other consumables.

13. WORK SUPERINTENDENT

1. When a Work Superintendent or other technical subordinate is posted to the supervision of works, carried out on contract, he shall exercise proper care over the execution of work and in particular, attend to the following:
 - (a) See that the plans and specifications are followed in the execution of each item of work and shall assist in setting out or in checking setting out of the structure;

- (b) Check the quality of materials on arrival at site and at the time of utilisation to see that they comply with the specifications;
 - (c) Watch the proportion of ingredients in mortars, concrete etc., and see that they are as per the standards specified for the particular item of work concerned;
 - (d) Check and see whether the workmanship in the execution of work is good.
 - (e) Check whether proper care and protection is taken to avoid accident or danger to workmen and third parties or to adjacent properties
 - (f) Watch whether the general conditions of contract are correctly observed by the contractor.
 - (g) Report the matter to the Assistant Engineer then and there and abide by his orders, in the event of violation of any of the items (a) to (f) above;
 - (h) Keep work spot order book, as per rules.
 - (i) Keep an account of the daily use of departmental materials for the work and record the same in work spot order book;
 - (j) Take charge of unserviceable or dismantled materials obtained during the execution of a work and arrange for their disposal, as per the orders of the higher officers;
 - (k) Keep a watch over the proper use of tools and plant, if any, issued to the contractor.
 - (l) Carry out any instructions received from higher officers, from time to time, regarding proper execution of the work. He shall also be responsible for the quality of works executed under his supervision.
2. When a Work Superintendent or other Technical Subordinate is posted to supervise execution of works through departmental labour, his duties shall also include the following:
- (a) Rendering assistance to the Assistant Engineer or higher officers in setting out the work;

- (b) Sending timely intimation to the Assistant Engineer regarding the requirements of materials, tools, plant etc., so that there is no interruption or slackening due to lack of such items;
- (c) Receiving, temporarily storing, accounting and issuing departmental materials required for execution of the work;
- (d) Receiving, temporarily storing and issuing departmental tools and plant to the labour, as and when required, and returning them to the store or such other place as may be directed by the Assistant Engineer when the tools and plant are no longer required for the time being;
- (e) Mustering the labour twice every day and keeping the Nominal Muster Roll, as per rules;
- (f) Allotting work to individual workmen or groups of workmen, in such a manner as will ensure efficient performance of the work;
- (g) Taking such protective measures as are necessary to ensure safety of workmen and of third parties, as also of properties likely to be affected by the execution of the work;
- (h) Keeping close watch of the performance of the work and if necessary, re-arrange work and/or regroup workers to improve performance;
- (i) Maintaining a record of the out turn of work every day, including issue of departmental materials, if any, period of working of departmental machinery, if any. All these information's may be noted down in a work spot order book and the duplicate and triplicate copies of the same sent as daily reports;
- (j) Assisting the Assistant Engineer or other departmental officers in disbursing wages to the workmen, after identifying them;
- (k) Carry out any instructions received from higher officers, from time to time, regarding execution of work.

3. When a Work Superintendent or other technical subordinate is posted in general charge of the maintenance of water supply/sewerage schemes, buildings or other structures, then his duties shall also include:
- (a) Making systematic examination of the various works under his charge and reporting the condition and maintenance of requirement to the Assistant Engineer.
 - (b) Where urgent steps are to be taken for restoring the water supply/drainage system, it has to be carried out then and there and the fact reported to the Assistant Engineer and Assistant Executive Engineer. Departmental labours shall, as far as possible, be employed for each purpose.
 - (c) Supervising maintenance works and keeping accounts of materials used, departmental tools and plant employed etc.
 - (d) Control the works of the staff under him.
 - (e) Carryout supervisory and other duties in respect of new works on original or and in respect of maintenance works done under his charge;
 - (f) Arrange the control of valves, appurtenance etc., in time, as per the directions of the Assistant Engineers in accordance with the approved norms.
 - (g) General:

The Work Superintendent shall also assist the departmental; officers in all matters regarding execution of work, investigation and preparation of estimate, taking measurements, investigation of matters referred to in petitions from public, preparation of plans and collection of details of schemes etc.

14. METER INSPECTOR

1. The Meter Inspector shall, conduct periodical inspection of water meters and submit reports regarding the proper maintenance and correctness of the meter readings;
2. Keep a record of working areas of the meter readers, under his control, and make a minimum check of 5% of the reading taken by the Meter Readers and submit weekly progress report;
3. See that special attention is given in inspecting the major connection (both domestic and non-domestic such as hotels, lodges, Cinema theatres, factories etc.) at least once in a month and ensure proper working of the water meters;
4. If in-charge of the service station or meter testing units, conduct overall supervision of such units;
5. Prevent misuse of water and other irregularities, if any and any such incident noticed shall be reported to the superiors then and there;
6. Ensure that the cut off notices against the defaulters/misusers are served and the disconnection effected in time;
7. Maintain the Inspection Diary along with a personal register to ensure that the complaints are attended to and other irregularities are rectified in time;
8. Furnish a list of domestic and non - domestic and defective meters every month.
9. Give necessary guidance to the Meter Readers in the performance of their work. It shall also be ensured that the new connections are read by the Meter Readers in time;
10. Supervise the working of the Meter Readers working under him and check records kept by the Meter Readers every month;
11. Be responsible for disconnection, restoration and replacement of water meters. He shall also check any kind of unauthorised use of water;
12. Carryout the instruction from the superior officers, from time to time.

15. METER READER

1. Meter Reader shall be responsible to take readings of water meters within jurisdiction, on a specific date, and submit the reading book in time through the Meter Inspector.
2. Maintain route books, with copy to concerned Meter Inspector.
3. Ensure that the consumer card with all entries are kept in the premises of the consumer.
4. See that the bills, cut off notice etc., are served promptly.
5. Maintain a list of defective meters with all relevant details and shall be submitted every month.
6. Maintain a diary of his day-to-day work and maintain separate lists of domestic and non - domestic connections.
7. Report all violation of Water Works Rules in the water supply distribution system by outsiders and plumbers, through the Meter Inspector.
8. See that the new connections are read within a period of 3 months from the date of connection.
9. Also carry out the instructions given by the superiors, from time to time.

16. OPERATOR/ HEAD OPERATORS

1. The Head Operators/ Operator shall be in full charge of the pump house, Operation and Maintenance of pumps;
2. Maintain the log book of the pump house;
3. Check the defects, if any, in any of the Machinery such as abnormal sound, vibration etc., and shall bring it to the notice of the superiors, then and there;
4. Bring power failure, if any to the notice of the Kerala State Electricity Board authorities and the superior officers of the Authority at once;
5. Checking and take Electrical Meter readings;
6. Check the water levels in wells and tanks;

7. Checking of oil, grease, gland packing and shall take preventive measures for the proper maintenance of the pumps and machinery;
8. Arrange for the proper cleaning of the machinery and pump house;
9. Supervise the Cleaners/ Workers working under him and see that they discharge their duties promptly;
10. See that the premises of the pump house are maintained neat and clean;
11. Check the cooling system of the pump;
12. Check and see before starting the operations all the equipments are in working conditions and there is sufficient voltage and the phase indicators are working and shall follow the sequence of operation as per instructions;
13. Be responsible for the cleaning of machinery and pump house if he is in-charge of rural scheme;
14. Not leave the pump house on any account after his shift duty, without handing over charge to the operator for the next shift;
15. Not leave the pump house without noting the time in the log book;
16. Pump houses where chlorine doses are provided in; add the fixed amount of chlorine and maintain the equipment in good condition;
17. Operate the valves in the distribution system of Rural Water Supply Schemes, as per the instructions of the superior officers, as and when required, for regulating the supply.

17. PLUMBING INSPECTOR

1. Plumbing Inspector shall Supervise the work of the plumbers.
2. Allocate the work to the plumber, working under him.
3. Report defects, irregularities, if any, noticed to the superiors, then and there.
4. Arrange for the timely repairs of plumbing fixtures and installations.

18. DRILLER

1. Operation of the Drilling equipments.
2. Daily maintenance of the machinery and equipments;
3. Reporting of the defects of machinery, equipments and stock position
4. To carry out the work entrusted to him
5. Collection and recording of preliminary data of the wells including strata details;
6. Preparation and submission of daily progress report of the works, including the consumption of materials, consumables etc.
7. Controlling the field staff.
8. Maintenance of the log statement of each equipment machinery in the prescribed form and report discrepancies, If any, to the superiors;
9. Impart training/guidance to the subordinates/drilling crew etc., as and when required.
10. Any other duties assigned to him by his superiors.

19. PLUMBER

1. The Plumber shall carryout all plumbing works;
2. Inspect the inside installation, before giving connections and make reports to the higher authorities;
3. Carry out the plumbing works, Whenever the department undertakes any such work;
4. Maintain the plumbing installation of the building of the Authority.

20. HEAD FITTER

1. He shall be vested with all the duties and responsibilities of a fitter and shall be in-charge of 2 or more gangs under divisions or sections, as the case may be;

2. He shall have perfect knowledge of valve position in relation to the opening of the valve and the feeding (flow) pattern and shall provide field support for valve throttling and other connected works, when so required by superiors;
3. He shall attend major repair works and complete them properly;
4. He shall impart the knowledge of the network, to the fitters under him;
5. He shall ensure least interruption, by speedy rectification of defects;
6. He shall keep sufficient stock of spares and specials, well in advance.

21. MECHANIC

1. The Mechanic shall attend all repairs and servicing of pumps, starters, motors etc.;
2. He shall attend the servicing including the greasing, oiling etc., of the machinery.

22. FITTER

1. Fitters shall responsible for the repairs connected with the fittings at site and all installations.
2. Carry out the works relating to maintenance as per the orders of the superiors.
3. Fit and maintain the borings to the water mains provided for house connections;
4. Supervise and carry out the works connected with the providing of the water supply connections;
5. Remove the covering earth, with the assistance of workers so as to detect the nature of leakage in lines for listing out specials required and ensure that damage is not caused to the rest of line during the process;
6. Be familiar with the position of the valves and shall also supervise the closing and opening of the valves done by the turncocks, cleaning and maintenance of valves etc.;

7. Shall render necessary assistance to the Head Fitter and Mechanics in their works;
8. They shall be in overall charge of the group of workers entrusted with a particular site work.

23. SURVEYOR

His main duties shall be the survey of Water Supply Schemes, Drainage Schemes or other survey works connected with the functioning of the Authority.

In this regard their main duties and responsibilities shall include the following:

1. Preparation of the maps, drawings, contours enlarging/reducing of the maps/ drawings after completing the survey work, as per the directions of the Assistant Engineers;
2. He shall be responsible for the correctness of the survey work, levelling or any other field work or collection of data entrusted to him;
3. Collection of, all the relevant data required for the water supply /drainage schemes during the course of the survey work;
4. Keep the filed books in safe custody and other data collected and furnish to higher authorities as and when required;
5. Keep registers for the works carried out, drawings, survey instruments, tracing etc.;
6. Take tracing of the drawing, if required;
7. Prepare the rolls of the workers and assist the Assistant Engineer/Other Officer in disbursing wages to the worker;
8. Maintain record for out turn of the work, including issue of departmental materials, if any;
9. Minor adjustments of the survey instrument, to be carried out in time;
10. To keep the survey instruments always in good condition;
11. Taking timely action for repairing the survey instruments;

12. Carryout the instructions received from higher officers, from time to time, in regard to the survey work/ other work;
13. Preparation and submission of daily reports, on labour envisaged for survey and investigation works.

When posted to work in the field/ office the duties and responsibilities are analogous to that of an overseer/ draftsman.

24. LIFE GUARD

1. Life Guard shall assist the Life Guard Cum Coach in all matters;
2. He shall be responsible for the lifesaving activities in the swimming pool;
3. On the advice of the Life Guard Cum Coach, he shall attend to the current duties of Life Guard Cum Coach for the smooth functioning of the swimming pool;
4. Any other duties assigned to him by the Life Guard Cum Coach or other superior officers.

25. ELECTRICIAN

1. Electrician shall, check the installation and arrange for the rectification of faults and petty maintenance of works found necessary;
2. Attend to such works of urgent nature, for immediate restoration of supply;
3. Collect details for the preparation of estimates;
4. Keep watch over progress of work and report the same to the superior officer;
5. Maintain work spot water book, as per rules and a work diary noting the details of works attended, along with details of materials issued and received.

26. ELECTRICAL OVERSEER

Electrical Overseer shall render necessary assistance to the Assistant Engineer in charge of the section with regard to the execution and maintenance of works commenced with the scheme.

1. Original Works: Electrical Overseer shall

- (a) be responsible for the proper preparation of electrical estimates with reference to the existing data, rates and rules and regulations of electricity authorities;
- (b) prepare tender documents and papers for tabulation, allocation and execution of agreements as contemplated in PWD, Manual;
- (c) supervise works and ensure the use of approved materials, duly certified by competent authority and see that the work carried out are in accordance with the specifications and rules. He shall also be responsible for the proper preparation of proper accounts of all materials and for the keep of the same.

2. Maintenance Works:

- (a) Duties and responsibilities mentioned under para (i) above with respect to original work shall be applicable in the case of maintenance works as well.
- (b) He shall maintain of Materials & Sight Accounts, Tools & Plant accounts;
- (c) He shall also conduct periodical inspection of all Low-Tension installations, and the report of inspection brought to the notice of the Controlling Officer, He shall also be responsible to see that regular preventive maintenance check of Low-Tension installations, as contemplated in Manufacturer's Manual, are done;
- (d) He shall also attend any other duties, specifically assigned to him by the superior officers.

27. BLUE PRINTER/ AMMONIA PRINTER/ PHOTO COPY OPERATOR

A Blue Printer attached to any of the office of the Authority shall carry out the following duties:

- (a) Take Ammonia Prints of all drawing as instructed by higher technical officers;
- (b) Keep an account of ammonia papers and liquid used;
- (c) Post the details of the drawings of which the prints are taken;
- (d) Report to the higher technical officer the requirements of materials required for taking prints;
- (e) Keep the ammonia printing machine neat and tidy and report to the superior officers, if the machine require any repairs, immediately when it is noticed;
- (f) Take Xerox copies, in photo copying machine, as instructed by higher officers;
- (g) Maintain the photo copying machine in proper condition and report defects, if any, noticed to the higher officers;

Keep an account of stationery articles used.

28. TRACER

The tracer shall carry out the following duties:

- (a) Prepare drawings as directed by higher technical officers;
- (b) Prepare tracings of drawings;
- (c) Keep tracings of all drawings intact and keep a register of tracings, serially numbered;
- (d) Keep the instruments necessary for drawing and tracing work in safe custody and to keep an account of stationery articles used for preparation of drawing and tracing;
- (e) Take prints of tracings as and when instructed by higher technical officers;
- (f) Carryout any other duty specifically assigned by superior officers.

29. BINDER

1. Binder shall attend binding works of Registers, periodicals and other important records.
2. He shall maintain the binding machine and allied instruments in proper condition.
3. He shall also attend to any other works assigned to him by superior officers.

30. DRIVER

His duties shall be:

1. To drive the vehicle carefully within the prescribed speed limits, observing all the traffic regulations;
2. To Keep the vehicle in road worthy condition. This shall include washing and cleaning of vehicle, except in the case of lorries for which special cleaners will be appointed to assist him. When cleaners are appointed, the driver shall supervise the work of cleaners to see that the vehicle is properly cleaned and kept fit for operation;
3. To check water levels in radiator and battery, oil level in crank case fuel level in fuel tank and tyre pressure every day, before the vehicle is taken out;
4. To make fortnightly check of oil level in gear box and crank case;
5. To attend to routine maintenance as prescribed, such as topping up of oil, filling radiator, cleaning of oil and fuel filters, inflating tyres, applying grease, etc., when required;
6. To point out any items which need special attention when the vehicle is taken out for servicing and be present at the servicing station or workshop to see that servicing is done properly;
7. To assist in the completion of the repairs when the vehicle is taken for maintenance or for special repairs or carryout such other jobs as are ordered to be done by the officer in charge of the vehicle;

8. To report the matter to the nearest police station in case of accidents and the officer in charge of the vehicles abide by the instructions of the Police in regard to further movement of the vehicle;
9. To be in charge of the tools and spare parts of the vehicle entrusted to him;
10. To keep the accounts of materials like fuel, lubricating oil etc., entrusted to his custody.;
11. To maintain log book, as prescribed;
12. To take orders from the officer in charge of the vehicle, in regard to trips to be made, passengers or materials to be carried etc.;
13. To carry out any other duties that may be specifically assigned to him by their superior officers.

Drivers of Road Rollers

Their duties shall be:

1. To drive the road rollers with care and safety, observing traffic regulations, to the site where rolling work is to be done;
2. To keep the roller in working condition and report to superior officers defects, if any, for necessary repair work being arranged;
3. To make a routine checking of all the points where daily inspection is needed, such as fuel level, in the case of diesel engines, water level in the boiler, in the case of steam engines, lubricating oil levels and such other features, as may be prescribed either generally or for a particular equipment;
4. To carry out the rolling work, in the prescribed manner, making as many passes as are necessary and are directed to be done;
5. To attend to the routine maintenance, as prescribed, such as topping up of oil, applying grease where required etc.
6. To see that the danger light is put in front of the roller, whenever the rollers are left at roadside after the day's work to avert the chances of other vehicles colliding against the roller;

7. To assist in the completion of the repairs or carryout such other jobs as are ordered to be done by the officer in charge of the roller, when the roller is taken for maintenance or for special repairs.
8. To be in charge of the tools and spares of the roller entrusted to him;
9. To keep the account of materials like fuel, lubricating oil etc., entrusted to his care.
10. To maintain log books in the prescribed manner.
11. To carry out any other duties that may be specifically assigned to him by his superior officer;

Boat Driver

His duties shall be:

1. To drive the boat carefully, within the prescribed speed limits observing all the regulations;
2. To keep the boat in good sailing condition. This shall include washing, cleaning of boat, and when cleaners are appointed, supervise the work of the cleaners to see that the boat is properly cleaned and kept fit for operation;
3. To observe strictly the seating capacity of boats;
4. To attend to the routine maintenance in the prescribed manner, such as cleaning of oil and fuel filters, applying grease where required etc;
5. To assist in the completion of the repairs or carryout such other jobs as are ordered by the officer in charge of the boat, when the boat is taken for maintenance or for special repair;
6. To report the matter in the case of accidents to the nearest police station and to the officer in charge of the boat etc.;
7. To be in charge of the tools and spares of the boat entrusted to him;
8. To keep the account of materials like fuel, lubricating oil etc., entrusted to his case;
9. To maintain log book in the manner prescribed;

10. To take order from the officer in charge of the boat in regard to the trips to be made, passengers or materials to be carried etc.;
11. To carry out any other duties that may be specially assigned to him by his superior officer.

31. CARE TAKER

1. It shall be of the duty of the Caretaker to see that proper accommodation is given to the occupiers of the Guest House, Inspection Bungalow etc., in which he is posted;
2. He shall ensure that allotment of rooms are done in accordance with the rules in force, in the Authority;
3. He shall guide and control and cook in the proper cooking of foods;
4. He shall attend to any other work entrusted to him by the controlling officers.

32. COOK

1. It shall be the duty of the Cook to prepare food in accordance with the choice of the consumers and serve them at the proper time;
2. He shall take timely action to collect and store goods, such as rice, vegetables etc., for proper cooking;
3. It shall be his duty to see that food materials are not wasted;
4. He shall attend to any other work entrusted to him by the controlling officers.

33. GARDEN SUPERINTENDENT

He shall supervise the Gardeners and make design of gardens.

34. GARDENER

1. He shall be responsible for the proper upkeep of plants in the gardens and the compounds;

2. He shall water and manure the plants and remove the weeds, trim and prune off shrubs etc., and shall maintain the pots and plants in good condition.

35. SEWER CLEANER

His duties shall be:

1. to clean the wells and grit chambers and manholes;
2. to clear of blockages, both in the sewers and in manholes;
3. to ascertain the alignment of the sewers and the position of the manholes;
4. to attend to all types of blockages and other works in the main branch and sub branch sewers.

36. UNSKILLED WORKER/ LASCAR

He shall attend to any kind of manual labour (which do not require special skill) depend upon the place of work as per the instructions of the departmental officers.

QUESTIONNAIRE

(Referred at item 1 of the duties of Superintending Engineers)

1. Is the division having adequate staff? If not, indicate where it is deficient.
2. Are the technical and ministerial staff distributed properly according to requirements?
3. Are there sanctioned posts left vacant? if so, why?
4. Are there sufficient number of scientific and mathematical instruments? Are they in good working condition? If there is deficiency, indicate the same.
5. Are the tools and plants and the staff to man them adequate?
6. Have steps been taken to predetermine and procure the requirements of departmental materials through the district stores?
7. Are the arrangements for conveyance of the required materials from the stores to different work sites adequate?
8. Has action been taken and followed up, in all cases where land acquisition is involved? if not, indicate cases where delay are noticed.
9. Have estimates been prepared for all budgeted works? If not, what are the steps taken?
10. Have steps been taken to regularise works started without adequate funds? Give details.
11. Are there works started without administrative sanction or technical sanction? If so, give details and reasons.
12. Has a review of expenditure vis-a-vis budget provision been made with regard to work; under various heads? If so, where performance budget has been introduced? Has the review of the performance been made in accordance with the performance budget?
13. Have estimates been prepared and sanctioned for all budgeted works? If not, indicate the present position regarding estimates as given below:
 - (a) No. of works not yet investigated.
 - (b) No. of works investigated and in the design stage.

- (c) No. of works where estimate is under preparation or scrutiny.
 - (d) No. of works where investigation, design or estimate is held up on account of some special reasons.
14. Has a test check of the designs approved by the Executive Engineer been made? If so, are these in accordance with the standards followed in the Department? Where type designs are available, are these being adopted?
 15. Are there cases where the actual cost of work has exceeded or is likely to exceed the sanctioned estimate by more than 50% ? If so, make a case study and indicate the principal reasons for the excess and how such huge excess can be avoided in future.
 16. Has all safety precautions been taken in the works under execution?.
 17. Have the various registers like Revenue Register, Tender Register, Maintenance Register, Acquittance Roll been examined? What are the general conclusions after a review of the registers?
 18. Are service books kept up-to-date?
 19. Has a test check of overtime allowances paid been made? If so, does this disclose any abnormalities or irregularities?
 20. Has a test check been made regarding wages of workers to whom Factory Act, year is applicable? If so, does this disclose any irregularity?
 21. Has the Executive Engineer inspected the sub division office and stores, if any under his control during the year? If so, review any one of the inspection registers of the Executive Engineer and indicate the findings.
 22. Are the maintenance gang in different sections adequate?
 23. Are sufficient materials for maintenance of scheme available?
 24. Is scheme statistics conducted, updated and details kept in proper form?
 25. Are there replies pending to remarks in audit reports, inspection reports and reports on Public Accounts Committee, Estimates Committee etc.? If so, give details.
 - (i) The adequacy of staff in the Division.
 - (ii) The distribution of technical and ministerial staff.
 - (iii) Reasons for not filling up sanctioned posts in time.

- (iv) The adequacy of scientific and mathematical instruments and their conditions.
- (v) The adequacy of tools and plant and the staff to man them.
- (vi) Predetermining the requirements of departmental materials and steps taken to procure them through the division.
- (vii) Adequacy of arrangement for conveyance of the required materials from the stores to different work sites.
- (viii) List of works in which land acquisition will be involved and the action taken in each case.
- (ix) Number of budgeted works for which estimates have to be prepared and sent and steps taken.
- (x) Works started without adequate funds and steps taken to regularise them.
- (xi) Works started without administrative sanction or technical sanction.
- (xii) Review of expenditure vis-a-vis budget provision with regard to works under various heads,
- (xiii) Stage of investigation of new works, number of new works to be investigated etc.
- (xiv) Test check of designs and estimate etc., sanctioned by Executive Engineer.
- (xv) Adherence to type designs wherever necessary.
- (xvi) Case study of estimates which have exceeded by more than 50% with a view to eliminate such excesses in future estimates.
- (xvii) Safety precautions taken for works.
- (xviii) Examinations of various registers like Revenue Registers, Tender Registers, Monthly Accounts Statements Register, Acquittance Roll etc.
- (xix) Test check of entries in service books, verification of leave sanctioned, etc.
- (xx) Review of overtime allowance paid, if any.

- (xxi) Examination of wages paid, if any, with reference to rules under Factories Act.
- (xxii) Verification of registers relating to the road charts etc., of various systems including pipe lines.
- (xxiii) Adequacy of maintenance gangs in different sections.
- (xxiv) Review of pending replies, if any, to remarks of audit reports, inspection reports and reports of Public Accounts Committee, Estimates Committee etc.
- (xxv) Review of Inspection notes of the Executive Engineers of the subordinate offices.

APPENDIX B

1. FINANCE MANAGER AND CHIEF ACCOUNTS OFFICER

The Finance Manager and Chief Account Officer shall, respectively, be the Chief Controlling Officer in respect of the finance and accounts of the Authority. It is his duty to give proper advice to the Managing Director and to the Authority on all financial matters referred to him and to give proper guidance to the officers dealing with financial matters or accounts as the case may be. Their duties will include the following matters also.

1. It shall be the duty of the Finance Manager and Chief Accounts Officer to see that the funds of the Authority mentioned at section 22 of the Act., are maintained and operated in accordance with the provisions of the Act or Rules made thereunder;
2. The Finance Manager shall take action, from time to time to revise the water charges and charges for the Collection and disposal of waste water, in accordance with the provisions of the Act.;
3. Finance Manager shall be responsible for the proper maintenance of accounts of money received by the Authority, by issuing bonds or stocks or otherwise, as provided under the Act.;
4. It shall be the duty of the Chief Accounts Officer to see that depreciation reserve accounts are properly maintained in the Authority, in accordance with the rules and shall be responsible for the preparation of statement and supplementary statement, as the case may be, and financial estimate as provided under Section 28 of the Act, within the time limit;
5. It is the duty of the Finance Manager and Chief Accounts Officer to see that the annual statement of accounts and balance sheet are prepared in accordance with the provisions under the Act, and the rules and regulations issued thereunder;
6. The chief Accounts Officer shall be responsible for the following namely:

- (a) To submit the Accounts of the Authority to the Auditor for audit within the prescribed time;
 - (b) To see that the accounts of the Authority, as certified by the Auditor, have been forwarded to Government annually;
 - (c) To guide and control the work of all subordinate officers working under him including the Accounts Manager and Deputy Accounts Manager;
 - (d) To make temporary arrangements for carrying out the work of subordinates, who may be on leave;
 - (e) For the prompt remittance and withdrawal of moneys from the funds of the Authority;
7. Finance Manager and Chief Accounts Officer shall also make necessary arrangements for imparting proper training to the subordinates, who are dealing with accounts and financial matters;
 8. Finance Manager and Chief Accounts Officer shall conduct or cause to be conducted periodical inspection of accounts of subordinate officers, including revenue collection units, to see that accounts are properly maintained and to ensure that proper utilisation of Authority's funds is done;
 9. They shall carryout any other duties specifically assigned to them by the Managing Director or the Authority;
 10. They shall be personally responsible for budgetary control over expenditure so as to limit expenditure strictly within the budget provisions, approved by the Authority;
 11. The Finance Manager and Chief Accounts Officer shall exercise technical control of all Divisional Accountants in Authority and Accounts Officers working under them;
 12. They shall prepare cash flow statement for each month and submit to the Authority through the Managing Director;
 13. They shall report to the Authority every month, the expenditure figures for each plan scheme against the budgetary provisions.

2. SECRETARY

The Secretary is responsible for the proper submission of all details before the Authority on all matters which have been brought before the Authority for its consideration. His duties will also include the following:

1. He shall scrutinise the agenda notes prepared by the various sections of the Authority for submission before the Authority and see that the notes contain sufficient information;
2. The agenda notes must be circulated to the Members and to the Chairman of the Authority within the time prescribed;
3. He shall prepare the minutes of the meeting of the Authority within the time prescribed and shall submit to the Chairman for proper authentication;
4. The decisions of the Authority shall be communicated to the relevant sections as early as possible;
5. It is the duty of the Secretary to see that notice of the meeting is given to all Members of the Authority within the time prescribed in the Kerala Water Authority (Conduct of Business) Regulations in accordance with the procedure contained therein;
6. Scrutinising files, notes etc., from sections in his charge on all matters requiring the orders of the Managing Director and submitting such cases promptly with his own remarks;
7. Taking proper action for the maintenance of vehicles in head office;
8. Carrying out any other work specifically assigned to him by the Managing Director.

3. ACCOUNTS MANAGER

It shall be the primary duty of the Accounts Manager to assist the Finance Manager and Chief Accounts Officer in the discharge of their official duties. His duties shall also include the following matters, namely:

1. Scrutiny of proposals involving financial commitment sent to the Managing Director and the Finance Manager and Chief Accounts Officer:

2. Review progress in the disposal of audit objections and properly deal with audit report of the auditor;
3. Guide and control the work of all the ministerial staff under him including the Accounts Officers/Finance Officers;
4. Ensure that prompt action is being taken on important and urgent matters and where necessary, bringing such cases to the personal notice of the Managing Director/Finance Manager and Chief Accounts Officer;
5. Scrutiny of files, notes etc., on financial matters, requiring orders of the Finance Manager and Chief Accounts Officer or the Managing Director and submit such cases promptly with his own remarks;
6. Authorisation of pensionary claims of all officers of the Authority.
7. To see that the provident fund accounts of the employees of the Authority are maintained properly;
8. Assist the Finance Manager and Chief Accounts Officer for the prompt remittance and withdrawal of money from the funds of the Authority, in the manner required by the Finance Manager and Chief Accounts Officer;
9. Supervise the work of the Internal Auditors and ensure proper action on their report;
10. Carry out any other work specifically assigned to him by the Finance Manager and Chief Accounts Officer or by the Managing Director.

4. DEPUTY ACCOUNTS MANAGER

Deputy Accounts Managers are mainly responsible for the proper maintenance of accounts in the office of the Chief Engineers (Region). His duties shall include the following.

1. To render necessary assistance to the Chief Engineers in all financial matters which have been brought before him for decision;
2. To supervise the works of all subordinate officers working in the accounts branch in the Chief Engineer's Office;

3. To take proper action to impart training to the subordinate officers in proper maintenance of accounts;
4. To comply with all directions issued by the Finance Manager and Chief Accounts Officer in financial matters, accounts procedure and revenue collection;
5. To attend to any work entrusted to him by the Chief Engineer on matters relating to accounts and audits;
6. To attend any other work entrusted to him by the Managing Director or the Finance Manager or Chief Accounts Officer or the Chief Engineer.

5. ADMINISTRATIVE OFFICER

- I. The Administrative Officer shall assist the Managing Director/ Chief Engineer in exercising administrative control over the working of the Authority. His duties shall include the following matters, among others,
 1. Guiding and controlling the work of all ministerial staff in the office and ensure that the provisions under the Manual of Office Procedure/ Business Rules are strictly followed;
 2. Reviewing the work of Administrative Assistants and section heads under his control to see that they carry out their work systematically and promptly;
 3. Ensuring that prompt action being taken on important and urgent matters and where necessary, bringing such case to the personal notice of the Managing Director/Chief Engineer;
 4. Making temporary arrangements for carrying out the work of subordinate ministerial officers, who may be absent on leave etc.;
 5. Scrutinising files, notes etc., from sections in his charge, on all matters requiring orders of Managing Director/ Chief Engineer/ Deputy Chief Engineer and submitting such cases promptly, with his own remarks;
 6. Ensuring prompt action on disciplinary cases and vigilance cases, in accordance with the rules in force in the Authority;

7. Ensuring prompt action in cases pending before the courts by producing the statement of facts and other required materials to the Advocate conducting the Authority's cases;
 8. Conducting or cause the conducting of Organisation & Method inspection in all subordinate offices and see that each office has been inspected once in two years;
 9. Ensuring prompt action on all pending cases and see that pensionary benefits are sanctioned to retired officers, within the time limit prescribed;
 10. Carrying out any other work specifically assigned to him by the Managing Director/ Chief Engineer.
- II. The Administrative officers working in the Regional office shall also attend to the following duties, namely:
- (a) Ensuring timely preparation, encashment and disbursement of pay and allowances in the Chief Engineer's office. seeing that registers, books, accounts etc., as per the prescribed rules are maintained and kept up to date and checking accuracy of postings at intervals, including the submission of the monthly accounts etc. as scheduled. Keeping safe custody of documents and other valuables entrusted to his care;
 - (b) exercising supervisory control over the custodians of typewriter, stationery and other valuables.

6. INTERNAL AUDITOR

It shall be the duty of the Internal Auditor to assist the Finance Manager and Chief Accounts Officer and Accounts Manager in exercising financial control over the working of the organisation. His duties shall include the following matters.

1. To conduct internal audit of all the offices of the Kerala Water Authority, in accordance with the rules in force in the Authority, and to see that all offices of the Authority are covered by the internal audit party at least once in two years;
2. To prepare quarterly audit programme, in advance, for the approval of Finance Manager and Chief Accounts Officer and to ensure that the approved programmes are strictly adhered to;
3. To submit audit report in respect of every office, where the internal audit was conducted, as soon as the audit of that office is completed;
4. To take necessary follow up action on the matters reported in his audit report and suggest appropriate action to be taken on the irregularities, omissions, mistakes etc., reported;
5. To submit a consolidated internal audit report to Finance Manager and Chief Accounts Officer for every financial year, within a period of six months from the last date of the financial year;
6. To take appropriate action on audit enquiries of Residential Audit Officer, for which any action is required to be taken by the Finance Manager and the Chief Accounts Officer;
7. To keep a record of the audit enquiries and draft paragraphs of the auditor appointed by Government, for which replies are to be given by the Finance Manager and Chief Accounts Officer (Accounts wing) and to collect all details and information required for furnishing replies to such Auditor by Finance Manager and Chief Accounts Officer;
8. To attend to all matters relating to Subject Committee meetings relating to Finance and Accounts and shall submit suitable replies for approval of Finance Manager and Chief Accounts Officer;
9. To carry out any other duties specifically assigned to him by the Managing Director or the Finance Manager or Chief Accounts Officer or the Accounts Manager.

7. FINANCIAL OFFICER/ ACCOUNTS OFFICER

The Finance Officer/ Accounts Officer shall assist the Managing Director/ Finance Manager and Chief Accounts Officer/ Chief Engineer/ Superintending Engineer in exercising financial control over the working of the Authority/ Chief Engineer's Office/ Circle, as the case maybe.

His responsibilities shall include.

1. Preparation/ scrutiny/ finalisation of budget estimate, in accordance with rules in force, and the orders of the Managing Director/ Superintending Engineer/ Finance Manager & Chief Accounts Officer/ Chief Engineer.
2. Make arrangements for distribution of (LS) allotments in the sanctioned budget, based on directions of the superiors;
3. Reconciliation of accounts with figures booked in the registers in the offices of the Finance Manager & Chief Accounts Officer.
4. Assisting the Managing Director/Finance Manager and Chief Accounts Officer/ Chief Engineer/ Superintending Engineer in controlling the revenue and expenditure which includes;
 1. Watching the progress of revenue and expenditure and issuing instructions to the subordinate officers to keep the expenditure within the allotment when any likelihood of excess is anticipated;
 2. Reporting to the Managing Director/ Finance Manager and Chief Accounts Officer/ Chief Engineer/ Superintending Engineer, deviations from rules relating to expenditure noticed on the part of the Subordinate officers;
 3. Initiating and dealing with proposals relating to re-appropriations, reallotments, supplementary grants, surrender of savings etc.;
 4. Preparing expenditure statement relating to plan schemes;
 5. Scrutiny of all cases involving:
 - (a) Abandonment of revenue
 - (b) Refund of revenue
 - (c) Enhancement of revenue and
 - (d) Write off of dues and liabilities of the organisations;

6. Scrutiny of all proposals involving financial commitments to be sent to Government/ Managing Director/ Finance Manager and Chief Accounts Officer/Chief Engineer/ Superintending Engineer;
7. Review of progress in disposal of audit objections and dealing with audit inspection reports;
8. Internal audit of the accounts of the Managing Director/Chief Engineer/ Superintending Engineer's office;
9. Inspection of accounts of subordinate offices, under orders of the Managing Director/ Finance Manager & Chief Accounts Officer/Chief Engineer/Superintending Engineer and submission of notes of such inspection for his perusal and orders.
10. Verification of claims for pension or gratuity;
11. Issue of instructions to subordinate officers regarding;
 - (a) Maintenance of accounts and observance of accounts rules and
 - (b) Correct accounting of stores and observance of store rules;
12. Proper maintenance of accounts relating to loans sanctioned and/or disbursed by the department and to watch the prompt recovery of such loans;
13. Advising the Managing Director/ Chief Engineer/ Superintending Engineer on all matters relating to Finance, Accounts and application of code rules.
14. Guidance and control over the work of all the ministerial staff under him properly.
15. Review the work of the section heads under his control, to see that they carry out their work systematically and promptly;
16. Ensuring prompt action being taken on important and urgent matters and, where necessary, bringing such cases to the personal notice of the Managing Director/ Chief Engineer/ Deputy Chief Engineer/ Superintending Engineer;

17. Examination of relevant documents and notes and issuing orders on purely routine matters, subject to the general or special instructions of the Managing Director/ Finance Manager and Chief Accounts Officer/ Chief Engineer/ Deputy Chief Engineer/ Superintending Engineer.
18. Making temporary arrangements for carrying out the work of subordinates who may be absent, on leave or otherwise.
19. Scrutinising files, notes etc., on matters requiring orders of a higher authority and putting up such cases promptly, with his own remarks;
20. Carry out any other duties specifically assigned to him by his superior officers.

8. ADMINISTRATIVE ASSISTANTS

The Administrative Assistant shall assist the Head of Office in the management of the office work. His responsibilities shall include;

1. Guidance and control over the work of all the ministerial staff in the office, to ensure that Business Rules/Manual of Office Procedure are properly observed
2. Reviewing the work of the section heads under his control, to see that they carry out their work systematically and promptly.
3. Ensuring Prompt action being taken on important and urgent matters and, where necessary, bringing such cases to the personal notice of the Chief Engineer/Deputy Chief Engineer/Administrative Officer.
4. Examining relevant documents and notes and issue orders on purely routine matters, subject to the general or special instructions of the Managing Director/ Chief Engineer/ Finance Manager & Chief Accounts Officer/ Deputy Chief Engineer/ Administrative Officer.
5. Making temporary arrangements for carrying out the work of subordinate ministerial or Class IV Officers who may be absent, on leave etc.

6. Maintaining order and discipline in the Office, in accordance with instructions of the Managing Director/Chief Engineer/Deputy Chief Engineer/Administrative Officer;
7. Ensuring timely preparation, encashment and disbursement of pay and allowances;
8. Seeing that registers, books, accounts etc., as per prescribed rules, are maintained and kept up-to-date and checking the accuracy of postings at intervals, including the submission of the monthly accounts as scheduled;
9. Keeping safe custody of documents and other valuables entrusted to his care;
10. Scrutinising files, notes etc., on matters requiring orders of higher authorities and submitting such cases promptly, with his own remarks;
11. Ensuring safe custody of office furniture and maintenance of accounts there of;
12. Exercising supervisory control over the custodian of typewriter, stationary and other valuables;
13. Carrying out any other duties specifically assigned to him by his superior officers.

9. SENIOR SUPERINTENDENT/ JUNIOR SUPERINTENDENT

Senior Superintendents/ Junior Superintendents shall function as the heads of section, in accordance with the procedure prescribed in the Manual of Office Procedure and shall assist the Head of Office in the administrative control of the ministerial staff working in that section.

Their responsibilities shall include:

1. The proper distribution of work among the staff under their control, with the approval of the Head of the office;
2. Marking of papers received to the concerned clerks and seeing that the papers are duly delivered to them;

3. The scrutiny of the papers and files attended to by the clerks in their sections; Putting up notes on papers requiring orders of superior authorities;
4. Ensuring the safe custody of cash and other valuables and documents entrusted to their care by the head of office, proper remittance of cash to the treasury, and maintenance of cash book and other accounts in the proper form, as per rules;
5. Security of personal registers and such other registers needed for the prompt transaction of business of every office, in the manner detailed in the Manual of Office Procedure and relevant codes;
6. Making temporary arrangements for carrying out the work of the section by suitably distributing the work attended to by a clerk or other subordinate who is absent on leave or otherwise, for short periods;
7. Ensuring that prompt action being taken on urgent matters;
8. Ensuring the orderly arrangement of files, registers etc., by the clerks, to enable any file to be traced out easily;
9. Periodically reviewing the old files and records with a view to close them as per rules laid out in the Manual of Office Procedure;
10. Controlling the work of class IV employees;
11. Carrying out any other duty specially assigned to them by their Superior Officer.

10. DIVISIONAL ACCOUNTANT

1. The Divisional Accountant's main function shall be to assist the Executive Engineer/ Divisional Officer in exercising financial control over the transactions of the division and in maintaining accounts of the transactions correctly in accordance with the rules in force.
2. The functions of the Divisional Accountant shall be threefold; namely:

- (i) As Accountant, ie. as the compiler of the accounts of the division, in accordance with the prescribed rules and from the data furnished to him;
 - (ii) As Internal Auditor, charged with the responsibility of applying certain preliminary checks to the initial accounts, vouchers etc.;
 - (iii) As Financial Assistant ie. as the General Assistant and Adviser to the Divisional Officer in all matters relating to the accounts and budget estimates, or to the operation of financial rules generally.
3. In the discharge of the duties, he shall keep himself fully conversant with all sanctions and orders, passing through the office and with other proceedings of the Divisional Officer and his subordinates, which may effect the estimate or accounts of actual or anticipated receipts and charges. He shall advise the Divisional Officer on the financial effect of all the proposals for expenditure and keep a watch, as far as possible, over all the liabilities against the grants of the division, as they are incurred.
4. The Divisional Officer shall see that he is given the maximum opportunity of becoming conversant with these sanctions, orders and proceedings to enable him to discharge his duties efficiently, the Divisional Accountant shall be treated as the senior most member of the office establishment of the division.
5. The Divisional Accountant shall see that the rules and orders in force, are observed in respect of all the transactions of the division which come within his sphere of duties. If he considers that any transaction or order affecting receipts or expenditure is such as would be objected to by the Finance Manager and Chief Accounts Officer, it would be his duty to bring this fact to the notice of the Divisional Officer, with a statement of his reasons, and to obtain the orders of that officer. It shall be his duty to comply with the orders of the Divisional Officer; but if his action has been over ruled and if he feels that such decision is erroneous, he shall, at the same time, make a brief note of the case

in the Register of Divisional Accountant's Audit objections and lay the Register before the Divisional Officer, so that the latter may have an opportunity either to accept the Divisional Accountants advice on reconsideration and order action accordingly, or of recording, his reasons for disregarding that advice. An objection entered in this register shall not be considered as finally disposed of, until it has been reviewed by the Finance Manager and Chief Accounts Officer for which purpose and extract there from should be sent in the month of April.

6. The Divisional Accountant shall see that satisfactory, and efficient arrangements are made for checking computed tenders.
7. He shall conduct sufficient personal test check of the computed and checked tenders to satisfy himself reasonably that the checking work has been properly done.
8. He shall see that the comparative statement correctly incorporates the totals as checked on the individual tenders.
9. The Divisional Accountant shall bring to the notice of the Divisional Officer all instances in which subordinate officers exceed the financial limitation on their powers placed by the Divisional Officer or higher authority.

Note: -

- i. If the Divisional Officer is allowed a lumpsum appropriation for expenditure on a group of works and he has made out of it appropriations for individual works, expenditure should be watched against individual appropriations and excess brought to the notice of the Divisional Officer. But, if a lumpsum appropriation is made for a group of works or items of expenditure of a division the total expenditure there on will be audited against the lumpsum placed at the disposal of the Divisional Officer for the purpose.
- ii. The check against any specific re-appropriation which the Divisional Officer may make out of any lumpsum placed at his

disposal shall be conducted by the Divisional Accountant on his behalf.

10. He may further be required by the Divisional Officer to undertake on his behalf, such other scrutiny of the accounts of the receipts and disbursements of subordinate officers, falling within the Divisional Officer's own powers of sanction, as the latter may consider necessary.
11. The Divisional Accountant shall further be required to inspect, at least once a year, under the orders of and at the same time as that of the Divisional Officer, the accounts, records, of sub-divisional officers and to check a percentage of the initial accounts. The defects noticed should be reported to the Divisional Officer for orders, but the Divisional Accountant shall be responsible, as far as possible, for explaining personally, the defects in procedure and for imparting necessary instructions there on to the Sub Divisional Officers and their staff.

Note: -

- i. The results of the inspections should be placed on record for the inspection of the Finance Manager and Chief Accounts Officer, but serious financial irregularities should be reported at once, for the information of that officer, even though it has been set right under the orders of the competent authority. All defalcations or losses of public money, stores or other property shall be reported immediately to the Finance Manager and Chief Accounts Officer and other authorities concerned.
- ii. The accounts of interest bearing securities maintained by sub divisional officers shall be examined, to see that the rules relating to them are observed and that the register prescribed is correctly maintained and with this object a few transactions in the register shall be compared with the entries in the cash book or other accounts and vice versa. The securities certified in the last annual account of interest bearing securities on hand shall be verified by inspection, as far as possible, and it should be seen, in respect of such of them

as are not produced for inspection, that there are in existence either the original acknowledgements of the depositors, bearing dates subsequent to the dates of the last account, and are the acknowledgements of the authorised custodians, as the case may be.

12. Two sets of questions for the guidance of the Divisional Accountants in carrying out inspections are the following:

Part I of the questions contains the subjects which should necessarily be examined by the Accountants. Part II refers to matters about which the Accountants should obtain, before commencing their inspections, the specific orders of the Divisional Officer, in writing, as to whether they should examine them or whether the Divisional Officer would take them up. The Accountants shall then take up those subjects in part II which the Divisional Officer has ordered them to do so. The remaining points there in shall be examined by the Divisional officers himself.

13. The Divisional Officer has a right to seek the advice of the Finance Manager and Chief Accounts Officer in all matters connected with the accounts of his division or the application of financial rules and orders in respect of which there may be any doubt. It would be desirable, however, that he shall first obtain the advice of the Divisional Accountant who is specially trained for this duty and this should be made in writing in all important cases.

14. All other duties and responsibilities specified in the relevant codes relating to the accounts in the Authority.

15. The Divisional Accountant shall also be in overall control of the ministerial establishment of the division office. In capacity his responsibilities shall include,

- (a) Proper distribution of work with the approval of the Head of office;
- (b) Marking of papers received in his office to the concerned clerks;
- (c) Preparation of budget, making proposals for re-appropriations etc., under instructions from the Executive Engineer;

- (d) Scrutiny of all papers involving or relating to financial transactions and other important papers dealt within the divisional office.
- (e) Putting up notes on papers requiring orders of superior authorities;
- (f) Controlling the work of subordinate entrusted with the safe custody of cash, valuables, documents etc.
- (g) Making temporary arrangements for carrying out the work in the section by suitably distributing the work attended to by a clerk or other subordinate officer absent, on leave or otherwise etc., for short periods;
- (h) Ensuring that prompt action is being taken on urgent matters;
- (i) Carrying out any other duties specially assigned to him by the superior officers.

11. FAIR COPY SUPERINTENDENT

The Superintendent, fair copy section shall be directly responsible for ensuring to the prompt work of fair copying, comparing and despatching of papers received by him/ her, including the registering and distribution of tapals and efficient working of the section generally.

12. LEGAL ASSISTANTS/ SPECIAL ASSISTANT (ARBITRATION)

The Legal Assistants/ Special Assistant (Arbitration) shall be responsible for the proper conduct of cases pending before the courts, by furnishing relevant information to the advocates, who appear on behalf of the Authority. His duties shall also include the following:

1. He shall prepare draft statement of facts for defending the cases filed against the Authority by collecting details from other sections and/or subordinate offices.
2. The statement of facts prepared shall be got approved by the Managing Director or by any other officer, authorised in this behalf , and shall see that the statement of facts is forwarded to the Standing Counsel/Advocate within the time limit.

3. He shall maintain O.P/suit register and shall enter all details regarding the cases pending before the courts, and the register shall be got attested by the Administrative Officer.
4. It shall be his duty to get legal advice from the Standing Counsel or legal consultant of the Authority, if any higher officer insists for such advice on any matter.
5. When any case is disposed of by the court against the interest of the Authority he shall bring such cases to the notice of the Managing Director, through higher officers, and shall take action to get opinion regarding the scope for appeal, from the Standing Counsel or the Advocate who conducted the case for and on behalf of the Authority, and shall take timely action to file appeal, if it is so decided.
6. Carrying out any other work specifically entrusted to him by his higher officers.

13. LOWER AND UPPER DIVISION CLERKS/ ACCOUNTANTS

1. Clerks shall carry out all or any of the ministerial duties involved in the transaction of business of the office to which they are attached, as prescribed in the Manual of Office Procedure. The real nature of their work in any office shall be decided by the Head of the Ministerial section with the approval of the Head of office Clerks (LD Clerks and UD Clerks) shall have to function as Accountants/Cashiers also if occasions so demand;
2. The responsibilities of the Clerks shall include,
 - (i) Maintaining files and registers up to date;
 - (ii) Safe custody of registers, files, papers; documents, books or any other valuables entrusted to their care;

- (iii) Putting up of papers including correspondence files, connected files, notes etc., for orders of competent authority, without delay;
 - (iv) Bestowing special attention on the disposal of urgent references by specially bringing such matters to the personal notice of their superior officers wherever necessary;
 - (v) Taking prompt action on unanswered reference by issuing timely reminders, putting up draft D.O. letters etc.;
 - (vi) Carrying out the accounting work in the office such as checking bills, posting of accounts, maintaining various account registers, compiling accounts, preparation of returns etc., as prescribed in the relevant code, when posted as Accountants;
 - (vii) Safe custody of cash, timely remittance of cash to treasury, maintenance and rendering of prescribed accounts etc., as per rules, while holding posts involving handling of cash;
- Carrying out any other duties of a ministerial nature, assigned to them by the superior officers.
3. Where a clerk holds the post of a Head Clerk having supervisory control over the ministerial staff of the office, he shall also be responsible for:
- (i) The distribution and scrutiny of the work of each Clerk;
 - (ii) The scrutiny of bills, and other files attended to by the Clerks, submission of returns on the due date, maintenance of accounts etc.;
 - (iii) Ensuring that cash and other valuables are kept in safe custody and that cashbook and other records, as prescribed in the rules, are properly maintained;
 - (iv) The Clerks shall also carry out any other specific work assigned to them by their superior officers.

14. TYPIST

The duties of a Typist are the following:

1. Before he begins to copy a paper for issue, he shall verify that it bears the initials of a Gazetted Officer or an Officer authorised to approve the draft.
2. Any fair copy extending over more than one page shall be typewritten on both sides of the paper.
3. All copies must be made neat and legibly.
4. Copying must be done with care, erasures and corrections and interlineations being avoided.
5. In copying the first word of a separate item in the preamble to a proceedings and the first word of every paragraph in a communication to be issued, a five or six letter space should be left between the word and the prescribed margin.
6. The margin to be left blank shall be on the left-hand side of the front page and right-hand side of the back page of a sheet of paper. The margin may be encroached upon only if statements have to be copied in the body of a communication and are too big to be typed on the portion on which the communication is copied.
7. Marginal entries, unless they are very small, shall be inserted by an indenture made on the side on which the communication is copied and should be separated from such communication by three lines ruled or typed on the top, bottom and the side facing the body of the communication.
8. All fair copies shall be typed with single spacing.
9. If there are enclosures accompany a communication they should be indicated by an oblique line in the margin against the paragraph in which they are referred to.
10. Copies should be made on the smallest sheet consistent with the dignity and requirements of the communication. The appropriate form, if prescribed, shall should be followed.

11. The typist shall invariably type his initials with date at the left-hand corner at the end of a fair copy and shall also initial with date, in ink on the left-hand top corner of the draft or in the appropriate place in the page if such a place is provided in the form.
12. All addresses shall be entered in fair copies of orders, memoranda etc., but this rules shall not apply to the orders on petitions, in which case, only the address entry pertaining to the petitioner shall be typed in the copy intended for him.

15. CONFIDENTIAL ASSISTANT

1. Take down dictation from the officer to whom the Confidential Assistant is attached and type the drafts.
2. Take fair copies of D.O Letters.
3. Sort out the files in Priority and put up them to the officer concerned.
4. Maintain Confidential Files and Confidential Records including personal files as and when required.
5. Maintain appropriate registers to watch the business transactions of the Confidential Assistant.
6. Attend the Conferences/Meetings convened by the concerned officer and take down draft minutes.
7. Proper safe custody of the Confidential records.
8. Attend/ arrange telephone called to the officers concerned.
9. Arrange meetings of the officer with the visitors.
10. Any other duties assigned by the superior officers.

16. DUFFADAR

1. Work as peon of the head of office.
2. To supervise the Peons working in his office.
3. Arrange and allot the duties of Peons in various sections of the office; with the approval of the Administrative Assistant/Administrative Officer.
4. Arrange for holiday duty of the peons.
5. Any other duties that may be assigned to him by his superior officer.

17. PEON

The duties of peons shall be the following:

1. Render assistant to the officers and staff in the upkeep of office records, distribution of stationary articles among staff etc.
2. Assist in the distribution of tapals to different sections and in the proper movement of files among section/officers.
3. Attend treasury/bank duties.
4. Attend local delivery of letters.
5. Work as special messenger in the delivery of urgent communications to various places, when so required.
6. Attend telephone calls.
7. Assist the despatch clerk in his work.
8. Any other duties that may be assigned to him by the superior officers.

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM-695 033

Kerala Water Authority (Sewer Connections)

Regulations, 2000



GO (MS) NO. 47/99/Ir.D

Dated: 03/07/1999

Kerala Water Authority (Sewer Connections) Regulations, 2000

In exercise of the powers conferred by sub-section (1) of section 65 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) read with clause (j) of sub-section (2) thereof and with the previous approval of the Government conveyed in G.O.(P) No.81/2000/Ir.D. dated 01-12-2000 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 (Sewer Connections) Regulations, 2000.
- (2) They shall come into force at once.

2. *Definitions:* -

- (a) 'Act' means the Kerala Water Supply and Sewerage Act; 1986 (14 of 1986);
- (b) 'Appurtenance' means structures such as silt traps, nanny traps, gully traps, grease traps, silt pits, junction pits, manholes, lamp holes, vent pipes or such other constructions required for the proper upkeep and maintenance of inside installations, drains, sewers, branch sewers, intercepting sewers or main sewers;
- (c) 'Assistant Engineer' means the Assistant Engineer of the Authority having charge of the Sewerage Service in the area;
- (d) 'Assistant Executive Engineer' means the Assistant Executive Engineer of the Authority having administrative control over the Assistant Engineer in charge of the area;

- (e) 'Branch Sewer' means a sewer laid along a private or public street or road for the purpose of giving sewer connections and shall not include an intercepting sewer or main sewer;
- (f) 'Casual Sewer Connection' means a system of drains and appurtenances temporarily provided to the sub branch or branch sewer to convey domestic sewage from a premises used for camps, carnivals, circus, conventions, travelling cultural troops or construction sites, etc. for a limited period;
- (g) 'Domestic Sewer Connection' means a system of drains and appurtenances for conveying domestic sewage to the sub branch or branch sewer from a premises to which water supply for domestic purpose is given and shall not include inside installations;
- (h) 'Executive Engineer' means the Executive Engineer of the Authority having administrative control over the Assistant Executive Engineer;
- (i) 'Form' means a form appended to these Regulations;
- (j) 'Industrial sewer connection' means a system of drains and appurtenances for providing sewer connections to any premises from where industrial wastes are collected and disposed;
- (k) 'Intercepting Sewer' means a sewer laid along a public or private lane/ street/ road/ branch collects the waste water from the sub branch/ branch sewers leads them to the main sewer;
- (l) 'Inside water installation' means the pipes and appurtenances laid for the collection and conveyance of waste water from the premises and includes the drains laid up to the silt traps at the boundary of the premise;
- (m) 'Licensed Plumber' means a plumber or a firm who has been provided with license under the regulations;

- (n) 'Main Sewer' means a sewer laid along a private or public lane, street or road for collecting and conveying waste water from one or several intercepting sewers to the Treatment Station or Pumping Station.
- (o) 'Non-domestic sewer connection' means a system of drains and appurtenances for carrying waste water to the sub branch or branch sewer from any premises to which water supply for non-domestic purpose is given and shall not include inside installations;
- (p) 'Sewer connections' means a system of connections for carrying the waste water from any premises to the sub branch sewer. or branch sewer and shall include domestic connections, non-domestic connections, casual connections and Industrial connections, but shall not include installations;
- (q) 'Sewer extension' means and includes all types of extensions done to the sub branch sewer, branch sewer, intercepting sewer or main sewer, but shall not include domestic, non-domestic. casual or industrial connection;
- (r) 'Sub branch sewer' means a sewer laid to collect and convey waste water from domestic connections, on-domestic connections, or casual connections, industrial connections and shall not include branch sewers, intercepting sewers or main sewers;
- (s) 'Superintending Engineer' means Superintending Engineer of the Authority having administrative control over the Executive Engineer;
- (t) All words and expressions used but not defined in these regulations, but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. *Application for sewer connection: -*

- (1) Application for domestic, non-domestic, casual or industrial sewer connection to the sub branch/ branch sewer shall be made

in Form No. 1 by the owner or occupier of the premises to which the connection is sought. through a licensed plumber, to the Assistant Executive Engineer under whose jurisdiction the sewerage comes:

Provided that where the occupier applies for the sewer connection, he shall obtain and produce along with the application, a written consent from the owner of the premises expressing his no objection to provide sewer connection to the premises.

- (2) Fee for application under sub-regulation (1) shall be Rupees 50/- (Rupees fifty only).
- (3) Application for sewer connections under sub-regulation (1) shall be accompanied by detailed dimensioned sketches or drawings or both along with the estimates and specification for the work. The estimate shall include cost of materials, labour charges and supervision charges.
- (4) The sketches or drawings mentioned in sub-regulation (3) shall be triplicate and shall show the plan for the house in 1:100 scale with identification of each room. The plan shall contain the following particulars, namely: -
 - (a) Every floor of the building In which inside installations are proposed.
 - (b) The position, invert level and arrangement of the various parts of such building including the roof thereof.
 - (c) All inside installations as proposed with the sizes and gradients of the pipes and drains.
 - (d) The invert levels of the proposed drains at the boundary of the premises with corresponding ground levels.
 - (e) The portion of every manhole, gully, soil and waste pipe, ventilating pipe, water closet, urinal, latrine, bath lavatory, sink traps or other appliances in the premises proposed to be connected to the domestic sewer connection.

- (5) The portion of the branch or sub branch sewer on the plan in which sewer connection is to be made shall be shown in green ink up to the silt trap at the boundary of the premises, the inside installations shall be shown in red ink and rain water pipe and its drain shall be shown in blue ink.
- (6) The application shall include a site plan of the premises on which the building is situated or any such work is to be carried out, drawn to a scale not less than 1:500. The site plan shall show,
 - (a) adjoining plots and streets with their names;
 - (b) the position of the street sewer and the direction of flow in it;
 - (c) the invert level of the branch/sub branch sewer, the road level and the level at which connection is proposed to the sewer connecting the premises in relation to the branch/sub branch sewer;
 - (d) the angle at which the sewer connections from the premises Join the branch/sub branch sewer: and
 - (e) the alignment, sizes and gradients of the sewer connection.
- (7) Application for industrial sewer connection shall accompany the recommendations. the detailed process chart and analysis report of Government Chemical Examination Laboratory regarding endorsed waste.

(4) *Connection fees and deposits: -*

- 1) On receipt of an application, the Assistant Executive Engineer shall arrange to inspect the feasibility of the connection to the applicant's premises.
- 2) If a sewer connection, as applied for, is not feasible to the applicant's premises, the Assistant Executive Engineer shall reject the application and the applicant shall be Informed accordingly.
- 3) If a sewer connection, as applied for is feasible to the applicant's premises, the Assistant Executive Engineer shall scrutinise the estimate submitted by the applicant, and If such estimate is

inadequate, he shall cause to prepare a revised estimate by the Assistant Engineer and the revised estimate shall be intimated to the applicant.

- 4) On accepting the estimate submitted by the applicant or after preparing the revised estimate as provided under sub-regulation (3), the Assistant Executive Engineer shall issue a notice in Form No.4 to the applicant demanding him to remit the connection fee.
- 5) The connection fee shall be 10% (ten percent only) of the estimate/ revised estimate subject to a minimum of Rs.500/- (Rupees five hundred only) in case of domestic sewer connections and Rs. 1000/- (Rupees one thousand only) in the case of non-domestic sewer connections and casual sewer connections and Rs.2500/- (Rupees two thousand and five hundred only) in case of industrial sewer connections.
- 6) In addition to the connection fee, the applicant shall remit an amount of Rs.500/- (Rupees five hundred only) in the case of domestic sewer connections. Rs. 1000/- (Rupees one thousand only) in the case of non-domestic sewer connection, Rs.2500/- (Rupees two thousand and five hundred only) in the case of casual sewer connections and Rs.3000/- (Rupees three thousand only) in the case of industrial sewer connections as security deposit.
- 7) On remittance of the connection fee and the security deposit. the Assistant Executive Engineer shall sanction the sewer connections; provided that casual sewer connections and industrial sewer connections shall be made only with the previous approval of the Executive Engineer.

5. *Procedure on payment of connection fee and deposits: -*

- 1) If the connection fee and the security deposits are not remitted within the time fixed. or within such further time allowed by him, the Assistant Executive Engineer may reject the application. On receipt of the amount, the Assistant Executive Engineer shall issue work order in Form No.5.

- 2) On receipt of the work order as provided under sub-regulation (1). The Plumber may collect all materials of quality approved and prescribed by the Authority and commence the inside sewer installation work under the supervision of the Assistant Engineer or any other officer authorised by the Assistant Executive Engineer for the purpose.
- 3) On completion of the Inside sewer installation, the Plumber shall Intimate the fact to the Assistant Engineer and the Assistant Engineer shall prepare completion report in Form No.6 and submit the same to the Assistant Executive Engineer.
- 4) On receipt of completion report from the Assistant Engineer, the Assistant Executive Engineer shall Issue connection order in Form No.8 and shall direct the Assistant Engineer to effect the connection.
- 5) All the materials with ISI mark shall be supplied by the applicant for providing the connection.
- 6) The Assistant Executive Engineer after effecting the connection, shall prepare and issue a connection work completion notice In Form No. 7 appended to these regulations to the party concerned.

6. *Conditions for sanctioning sewer connections: -*

- 1) No sewer connections shall be provided or sanctioned to an applicant if in the opinion of the Assistant Executive Engineer the receiving sub branch/branch sewer has not enough capacity to accommodate the waste water from the applicant's premises.
- 2) Not more than one sewer connection shall ordinarily be given to a premise.
- 3) Inside sewer installation shall not be extended without the prior sanction of the Assistant Executive Engineer.
- 4) Separate sewer connections shall be provided to building situated in the same premises but bearing separate house numbers and having separate water supply connections.

- 5) If a building provided with a sewer connection is assigned two or more different house numbers subsequently then separate sewer connections may be granted for the 'different portions, provided such portions have separate water supply connections.
- 6) Sewer connection provided to any premises shall be in the name of the applicant originally applied for, the owner or the occupier of the premises, which shall be entered in the sewer connection ledger sheet or record maintained by the Assistant Executive Engineer. If the owner or occupier of the premises is changed subsequently, the change in name shall be made on application presented by the owner of the premises in Form No.9 to the Assistant Executive Engineer accompanied with a fee of Rs. 100/- (Rupees one hundred only).
- 7) When an owner or occupier of any premises in whose name the sewer connection is provided expires, that connection may be transferred to the name of the legal heir of the deceased person to whom the ownership or occupation right of the premises passes, on application presented to the Assistant Executive Engineer, in Form No. 1 accompanied with a fee of Rs. 50/- (Rupees fifty only). All amounts due to the Authority by way of charges for collection and disposal of waste water and fines and other dues if any up to the date of request for transfer shall be paid by the original owner or occupier or the applicant in whose name the connection is to be transferred.
- 8) Sewer connections using connection pipe of size exceeding 100 mm (one hundred mm) diameter shall not ordinarily be allowed in respect of premises where the domestic sewerage production is estimated to be not as high as in residential complexes and flat type residential buildings.
- 9) Casual sewer connections given to premises where residential complexes and flat type building construction is proposed shall not be connected to the inside sewer installation when the construction

is completed, without sanction from the Assistant Executive Engineer.

- 10) When a change in the nature of occupancy occur in the case of residential complexes and flat type buildings and the owner or occupier of the premises to whom a casual, non-domestic or industrial sewer connection is granted desires to convert such casual, non-domestic or industrial sewer connection into a domestic sewer connection, he shall bring the same to the notice of the Executive Engineer by a written application in Form No. 12 along with an application fee of Rs. 50/- (Rupees fifty only) and, If, the Executive Engineer is convinced that the request is genuine, he may convert such casual, non-domestic or industrial sewer connection into domestic sewer connection from the date of application or from such date, as he may deem fit, and the same procedure shall be followed for the conversion of domestic sewer connections into non-domestic or industrial sewer connection and vice versa;

Provided that excess amount, if any, in the connection fee and deposit provided under Regulation 4 shall be remitted by the applicant for such conversion.

- 11) Sewer connection shall not be provided to premises from where the nature of the waste water collection is likely to cause adverse condition on the treatment and disposal of the sewerage.

7. *Application for sewer connections to residential complexes and flat type residential buildings: -*

- (1) Application for sewer connections to residential complexes and flat type residential building shall be made in Form No. 1.
- (2) Fee for application under sub-regulation (1) shall be Rs.200 (Rupees two hundred only).
- (3) The application under sub-regulation (1) shall be made by,
 - (i) the owner of the premises, if the premises belong to an individual; or

- (ii) the partners or any of the partners authorised by other partners;
or
 - (iii) an officer vested or delegated with the power of jurisdiction and control over the premises by an agency, firm, society, board or any other institution to whom the premises belong; or
 - (iv) a member, nominated or elected by the owners and authorised to conduct business on their behalf in the case of small societies, co-operatives or group of residents.
- (4) Along with an application an agreement in Form No. IO shall be executed by the applicant on stamp paper duly stamped undertaking the responsibility and obligation to pay the charges for the collections and disposal of waste water, fines and levies that may be levied by the Authority in accordance with the provisions contained in these regulations or under the Act and Rules made thereunder.
- (5) When the ownership of the premises changes, the original applicant shall inform the same to the Assistant Executive Engineer in Form No. 1 along with an application fee of Rs. 150/- (Rupees one hundred and fifty only) for change of name. He shall produce an agreement from the new owners on stamp paper in Form No.2 undertaking the responsibility and obligation to pay the charges, fines and levies to the Authority.
- (6) All amounts due to the Authority by way of charges for collection and disposal of waste water and other levies, if any, up to the date of request for transfer of connection to any other person's name shall be paid by the original applicant in whose name the connection stands, for considering the application for transfer;
- Provided that when the change of ownership is related only to a portion of the premises and the original applicant continues to be one of the owners, the liability and obligation to pay the charges, fines and levies shall continue to rest with the original applicant.

- (7) The amount of connection fee and the deposit shall be the same as provided by sub-regulations (3) and (4) of regulation 4.
- (8) The Assistant Executive Engineer may, on application and subject to feasibility, grant sewer connection to any owner or occupier of portions of the premises if he has a separate house/ door No.

8. *Repairs, extension or alterations of connections: -*

- (1) Repairs, alterations or extension to sewer connections shall be made only through plumbers licensed by the Authority and with previous sanction from the Assistant Executive Engineer.
- (2) Application for repairs, alterations or extension of connections shall be made in Form No. 11 to the Assistant Executive Engineer along with an application fee of Rs.50/- (Rupees fifty only).
- (3) The application for repairs, alterations or extension shall be supported with the detailed estimate with a specification describing the work on a dimensioned sketch, plan of the proposed repairs, alterations or extensions. The sketch, plan and drawing shall be as specified in sub-regulations (4) and (5) of regulation 3, but the position of the branch sewer/ sub branch sewer inside installation and domestic connection requiring alterations or repairs shall be shown in broken fines. Provisions under sub-regulations (4) and (5) of regulation 3 shall be deemed to be satisfied in case of alterations and additions to an existing building if the plan furnished convey sufficient information of the proposal to be readily identified with the previous sanctioned plan.
- (4) The Assistant Executive Engineer shall on receipt of the application and fee under sub-regulation (2) arrange to scrutinise the estimate and examine the feasibility of the repairs, alterations, or extensions applied for and issue sanction in Form No.5;

Provided that such sanction shall not be given if the applicant has not submitted the fee for repairs, alterations or extension specified in sub-regulation (6).

- (5) If the estimate produced by the applicant. on scrutiny is found to be inadequate, the Assistant Executive Engineer shall cause to prepare a revised estimate by the Assistant Engineer or any other person authorised for the purpose and the revised estimate so prepared shall be intimated to the applicant In Form No.4.
- (6) The fee for repairs/alteration/extension shall be 10% of the estimate submitted by the applicant or 10% of the estimate as revised by the Assistant Executive Engineer/ Assistant Engineer or other person authorised for the purpose as the case may be, subject to a minimum of Rs. 100/- (Rupees one hundred only).
- (7) On approval of the estimate by the Assistant Executive Engineer, the plumber shall collect the materials and commence the work.
- (8) If on inspection by the Assistant Executive Engineer or any other officer authorised by him, it is found that the materials used or the work done is not of approved pattern or specification the plumber shall replace the materials with the materials of the approved one or re-construct in approved quality pattern.
- (9) The Assistant Executive Engineer or any other person authorised by him may undertake or arrange repairs or alterations to any sewer connection after issuing a notice in Form No. 13 to the owner or occupier of the premises calling upon him to remit the estimated cost of the repairs or alterations.
- (10) If in the opinion the Assistant Executive Engineer the situation warrants urgent repairs, the Assistant Executive Engineer or any one authorised by him may also undertake or arrange repairs to any sewer connection without issuing a notice to the owner or the occupier of the premises.
- (11) In the case of repairs or alterations under sub-regulations (9) and (10) the estimated cost of the repairs or alterations shall be intimated to the owner or occupier of the premises In Form No. 14 calling upon him to remit the amount: Provided that such intimation be made within a reasonable time. not exceeding four weeks, after

undertaking the repairs in the case of urgent repairs under the above clause.

- (12) If the cost of repairs or alterations demanded as per sub-regulation (11) is not remitted within the time fixed in the notice, the Assistant Executive Engineer shall cut off sewer connection to the premises and arrange to recover the amount as arrears of land revenue. A re-connection of sewerage connection shall be made to the premises only after the entire amount due from the owner or occupier of the premises as per demands made under this regulations and dues, if any, under the Kerala Water Authority (Water Supply) Regulations, 1991 are remitted.

9. *Disconnection of sewer connections: -*

- (1) Whenever the owner or the occupier of any premises desires to have his sewer connection disconnected permanently. he shall apply in Form No.3 to the Assistant Executive Engineer through a licensed plumber along with an application fee of Rs.50/- (Rupees fifty only) and disconnection fee of Rs.200/- (Rupees two hundred only). The application shall also be accompanied by drawings and estimate of the installations. The owner or occupier shall also remit all amount due to the Authority on account of the connection and disposal of waste water and other dues, if any. while filing the application.
- (2) If on receipt of application and fee and on verification, the Assistant Executive Engineer is satisfied that there are no amount due from the applicant to the Authority he shall arrange to disconnect sewer connection permanently from the applicant's premises. Permanent disconnection is to be done by dismantling the sewer connection from the down stream and of the inside sewer installation upto the Junction where the sewer connection Joins sub branch or branch sewer. The security amount deposited under regulation 4 shall also be returned to the owner/occupier of the premises in whose name the connection stands.

- (3) Whenever the owner or occupier of any premises desires to have his sewer connection closed temporarily he may apply in Form No.3 to the Executive Engineer through a licensed plumber along with an application fee of Rs.50/- (Rupees fifty only) and disconnection fee of Rs.200/- (Rupees two hundred only). The owner or occupier shall also remit all amounts due to the Authority on account of the connection and disposal of waste water and other dues, if any, while filing the application.
- (4) If on receipt of the application with necessary fee and on verification, the Assistant Executive Engineer is satisfied that no amount is due to the Authority from the owner or occupier of the premises he shall arrange to temporarily disconnect the sewer connection from the premises.
- (5) Temporary disconnection shall be done by removing only the last pipe before the silt pit from the down stream side of the inside sewer installation.
- (6) An application for re-connection under the clause shall be made by the owner or occupier of the premises to the Assistant Executive Engineer through a licensed plumber in Form No.2 along with an application fee of Rs.50/- (Rupees fifty only) and reconnection fee of Rs. 100/- (Rupees hundred only).
- (7) Permanent disconnection shall be made in all cases where the existing inside sewer installations are made unserviceable or the structure to which the connection given is demolished. In all such cases, the owner or occupier of the premises shall apply for disconnection of the sewer connection to the Assistant Executive Engineer as provided under sub-regulation (1).
- (8) The Assistant Executive Engineer may, after giving notice to the owner or occupier, disconnect the sewer connection if the building/ structure of the premises to which the sewer connection is given is demolished partly or fully so as to make it uninhabitable. The owner or occupier of the premises shall be liable for all the arrears

due to the Authority and also disconnection charges in all such cases.

- (9) The Assistant Executive Engineer may disconnect the sewer connection given to any premises without giving notice to the owner or occupier of the premises if the sub branch sewer or main sewer to which connection is given from such premises requires urgent repair.
- (10) The Assistant Executive Engineer may also disconnect sewer connection given to any premises without giving notice to the owner or occupier if creating unhygienic conditions or public hazards to public life are noticed thereof.
- (11) If it is established subsequently that the applicant has availed sewer connection by furnishing false details or statements to the Authority or hiding material facts and in the opinion of the Assistant Executive Engineer he would not have granted the sewer connection to such person at the time of application, the Assistant Executive Engineer may disconnect the sewer connection to that premises after giving notice to such person.

10. *Construction, repairs, alteration and extension of inside sewer installations: -*

- (1) No person other than a plumber, duly licensed by the Authority, shall be engaged by the owner or occupier for the construction, repairs, alteration or the extension of inside sewer installations and for providing sewer connections and for disconnection and re-connection of sewer connections.
- (2) Inside sewer installation at any premises shall be laid only with the previous sanction of the Assistant Executive Engineer and in accordance with the plan and specifications approved by him. No connection shall be established between any sewer and the inside sewer installation except through the Authority and only after the

inside sewer installations have been accepted and approved by the Assistant Executive Engineer or any other person authorised by him.

- (3) No alteration or extension shall be made to the inside sewer installations without the previous sanction of the Assistant Executive Engineer.

11. *Fine on default of payment of charges for the collection and disposal of waste water: -*

- (1) The charges due for the collection and disposal of waste water shall be paid by the owner or occupier of the premises along with the bill for water charges to the Assistant Executive Engineer of the Authority in charge of the water supply of the area or to any other officer or agency authorised by the Authority. on or before the date indicated in the bills or slab cards, as the case may be. The cost for the collection and disposal of waste water shall be separately entered in the bills or slab cards.
- (2) A fine amounting to Rs.5/- (Rupees five only) per month in respect of domestic sewer connection and Rs.10/- (Rupees ten only) per month in respect of non-domestic sewer connection and Rs.25/- (Rupees twenty five only) per month for casual sewer connections and Rs.30/- (Rupees thirty only) per month for industrial sewer connections shall be levied from the consumers who fail to pay the cost for the collection and disposal of waste water on or before the dates indicated in the bills or the slab cards served.
- (3) If the charges are not paid within one month from the date indicated in the bill or slab cards, the Assistant Executive Engineer in charge of the water supply in the area shall intimate to the Assistant Executive Engineer in charge of sewerage in the area the cases of defaultation for further action and the later may disconnect the sewer connection from that premises without notice.
- (4) The Assistant Executive Engineer may re-connect a sewer connection disconnected under sub-regulation (3), on the remittance

of the charges due together with a reconnection fee of Rs. 100/- (Rupees one hundred only) are remitted by the owner or occupier of the premises.

12. *Conditions to be satisfied by the applicants for sewer connection: -*

An applicant for sewer connection shall fulfill the following conditions, namely,

- (a) He shall prevent access of rain water flow from roof, courtyards, terraces, platform or any other open or closed yards or space of the premises into the sewer connection;
- (b) He shall provide and maintain such curbs or other applicants as may be necessary to effectively prevent any rain or sub soil water entering into the sewer connections;
- (c) He shall, if required, provide all roofs of the building with such efficient gutters and down take pipes of quality materials approved by the Authority to collect the rain water from the roof and to discharge it into separate drains along with the rain water from courtyard, platform or any open or closed yards in the premises:
- (d) He shall divert all waste water from every part of the building, such as kitchen, bathroom, washing place, urinals, stables, cone or shed, etc. through drains of specified type approved by the Assistant Executive Engineer not smaller than 100 mm. (hundred mm) diameter constructed or laid to grade and level approved and adopted by the Authority in its sewer installation works. Such drains shall invariably end in a silt pit before joining the sewer connection;
- (e) Entry of waste water to a drain shall only be through a trap of the type and size approved by the Authority. The traps shall be provided at the nearest point of entry of waste water to the drain;
- (f) The drain shall be ventilated using vent pipe of the type and quality approved by the Authority and of size not less than 50 mm (fifty mm). Independent vent pipes shall be provided for all water closet and shall

project to a height of one meter above the base of the roof and shall be protected with insect nets: and

- (g) All sinks working places, bathing places, urinals and similar places shall be made impervious by paving or by rendering surface treatments approved by the Authority.

13. *Fine for violation of provisions: -*

- (1) The Assistant Executive Engineer may, in addition to disconnecting the sewer connection, impose a fine ranging from Rs. 100/- (Rupees one hundred only) to Rs.500/- (Rupees five hundred only) In respect of cases falling under sub-regulations (10) and (11) of regulation 9.
- (2) The Assistant Executive Engineer may also impose a fine ranging from Rs. 100/- (Rupees one hundred only) to Rs.500/- (Rupees five hundred only) in other cases from the owner of occupier whose act constitutes or has constituted violation of any provision of these Regulations.
- (3) The person fined under sub-regulation (2) may prefer appeal to the Executive Engineer within 20 (twenty) days of receipt of the order imposing the fine. In all such cases, the decision of the Executive Engineer shall be final.
- (4) If the fine imposed by the Assistant Executive Engineer under sub-regulation (1) or (2) or fixed by the Executive Engineer in appeal under sub-regulation (3), is not remitted within the time allowed, the amount shall be recovered as arrears of revenue due on land.

Form No. 1
See Regulations 3(1) and 7
Kerala Water Authority
Application for Sewer Connection

1. Name :
2. Address :
3. House No. :
4. Details of licensed plumber
for internal pipe laying
 - (a) Name :
 - (b) Address :
 - (c) License No. :
5. Consumer Category : Domestic/ Non-domestic/ Industrial/
Casual/ Residential Complexes/ Flat
type residential building
6. Division/ Sub Division :
7. Other Particulars :

I hereby agree to the rules and conditions of Authority for connection.

Date: Signature

Intimation to the Applicant:

Kindly pay estimate fee of Rs..... to the Cashier
and submit this application to the undersigned along with receipt.

Date: Assistant Executive Engineer.

For Office use only

1. Estimate Fee	Rs.	Receipt No.	Dt.
2. Estimated Deposit	Rs.	Receipt No.	Dt.
3. Special Deposit	Rs.	Receipt No.	Dt.
4. Final Payment	Rs.	Receipt No.	Dt.

Form No. 2
See Regulation 9(6)
Kerala Water Authority
Application for Water/ Sewer Reconnection

No.

Domestic/ Non-domestic/ Industrial/ Casual

Government

1. Name :
2. Address :
3. House No. :
4. Details of previous connection :
5. Details of licensed plumber for internal pipe laying
 - (a) Name :
 - (b) Address :
 - (c) License No. :
6. Division/ Sub Division :
7. Other Particulars :

I hereby agree to the rules and conditions of Authority for connection.

Date: Signature

Intimation to the Applicant:

Kindly pay estimate fee of Rs..... to the Cashier and submit this application to the undersigned along with receipt.

Date: Assistant Executive Engineer.

For Office use only

1. Estimate Fee	Rs.	Receipt No.	Dt.
2. Estimated Deposit	Rs.	Receipt No.	Dt.
3. Special Deposit	Rs.	Receipt No.	Dt.
4. Final Payment	Rs.	Receipt No.	Dt.

Form No. 3
See Regulation 9(1) and (3)
Kerala Water Authority
Application for Water/ Sewer Reconnection

No.

1. Name :
2. Address :
3. Sewer Connection No. :
4. Consumer Class :
5. Division/ Sub Division :
6. Reason for request :
7. Other Particulars :

Date: Signature

Intimation to the Applicant:

Kindly pay estimate fee of Rs..... to the Cashier
and submit this application to the undersigned along with receipt.

Date: Assistant Executive Engineer.

Paid vide receipt No.

Dated:

For Office use only

Forwarded to Assistant Engineer (Works) for effecting disconnection

Date: Assistant Executive Engineer.

Disconnection effected on

Date: Assistant Engineer.

Form No. 4

See Regulations 4 and 8(5)

Original	Party
Duplicate	
TriPLICATE	File copy

**Kerala Water Authority
Provisional Approval Notice**

Name:

Date:

Address:

With reference to your application number date for domestic/non-domestic/industrial/casual/sewer connection, you are requested to remit to this office during office hours on any working day, the following estimated amount, in case you desire to have such connection, latest by along with both the copies of this notice falling which the approval shall stand cancelled.

	Rs.	Ps.
1. Material cost	:	
2. Labour for laying and joining pipes and fittings	:	
3. Cutting and making good	:	
4. Masonry work	:	
5. Erecting charges	:	
Total	:	
6. Centage charges	:	
7. Supervision charges	:	
8. Deposit (Refundable)	:	
9. Total amount to be remitted	:	

Please note that this is only an estimate and that actual cost will be charged to you and necessary adjustments will be made on completion of work.

Yours faithfully,

Assistant Executive Engineer.

For Office Use Only

Receipt No.

Date

Amount

Form No. 5
See Regulations 5(1) and 8(4)

Original to Assistant Engineer (Works)
Duplicate to Accounts Section
Triplicate to licensed Plumber
Quadruplicate to Party

Kerala Water Authority
Work Order

Name: _____ No.: _____
Address: _____
Application No. _____ Date: _____

It is informed that above application for domestic/ non-domestic/ casual/ industrial/ sewer connection/ repairs/ extension/ alteration of the sewer connection is approved and the work may be executed accordingly.

Date: _____

Assistant Executive Engineer.

Remarks:

Copy to: 1. Party
 2. Licensed Plumber.

Form No. 6
See Regulations 5(3)

Original	Accountant
Duplicate	
Triplicate	File copy

Kerala Water Authority
Completion Report

Work order No.:

Date:

Name:

Consumer No.:

It is informed that above work order issued by the Assistant Executive Engineer on has been completed on and the cost of labour works to Rs.

Assistant Engineer

Form No.7
Regulation 5(6)

Original Accountant
Duplicate
Triplicate File copy

Kerala Water Authority
Connection Work Completion Notice

Work order Number:

Date:

Consumer Number :

Reference Number :

This has reference to your application No. dated
in connection with permanent/ casual water/ sewer connection and your
subsequent deposit of Rs. vide receipt number
for connection. The work now stands completed and the actual cost of connection
amount to Rs. is detailed below including the amount due from/to you.

	Rs.	Ps.
1. Material :		
2. Labour for laying and joining pipes and fittings :		
3. Cutting and making good :		
4. Masonry work :		
5. Erecting charges :		
6. Total :		
7. Centage charges :		
8. Total cost of connection :		
9. Deposit of estimated cost of connection :		
10. Balance due from you :		
11. Balance due to you :		

The balance may be remitted/collected to/from this office on any working day,
latest by.....along with both the copies of this notice. Kindly intimate
to this office, after completing internal pipe laying the date from which
supply/discharge can be effected.

Assistant Executive Engineer.

For Official Use Only

Paid Rs.

Under receipt No.

Date:

Form No.8
Regulation 5(4)

Original to Assistant Engineer (Works)

Duplicate to Accountant

Kerala Water Authority

Connection Order

Ref:

Sewer connection may be effected to Sri./ Smt./ Miss.
At bearing Work Order
No. and Consumer No.

Date:

Assistant Executive Engineer

Form No. 9
See Regulation 6(6)
Kerala Water Authority
Application for transfer of ownership

1. Name :
2. Address :
3. House No. :
4. Consumer No. :
6. Details of previous connection :
7. Other Particulars :

I would request that the ownership of water connection may be transferred in the name of/ in my name address as per the certificate issued by the Corporation/ Municipality/ Panchayat vide the reference (enclosed herewith the certificate in original).

Signature of applicant

For Office use only

The ownership of connection is transferred in favour of on as per intimation of Corporation/ Municipality/ Panchayat vide and entered in consumer ledger.

Assistant Executive Engineer

Form No.10

See Regulation 7(4)

**Kerala Water Authority
(Stamp Paper)**

I, ...
(here enter name and address) hereby agree that the Rules and Regulations of Kerala Water Authority by which the sewer connection is sanctioned for collection and disposals of waste water to housing complex/ industrial complex/ other complex will be strictly adhered to.

You are requested to remit in this office an amount of Rs. (Rupees) towards the estimated cost of the repairs or alterations, required by the Authority in connection with the above work within 7 days from the date of receipt. of this letter or otherwise the sewer connection is liable to be cut off without further notice.

Yours faithfully,

Assistant Engineer

Assistant Executive Engineer

Details

A. Cost of materials

1.	Rs.	Ps.
2.	Rs.	Ps.
3.	Rs.	Ps.
4.	Rs.	Ps.

B. Labour

1.	Rs.	Ps.
2.	Rs.	Ps.
3.	Rs.	Ps.
4.	Rs.	Ps.

C. Centage

Total Rs.

Form No.14
See Regulation 8(11)

No. _____ Office of the Asst. Exe. Engineer
Drainage Sub Division, ...
Dated: _____

From
The Assistant Executive Engineer

To
Sri./ Smt.
.....

Sub: - Attending leakages in sewer connection in A/c No.

A leakage was found in the Authority's portion of the above sewer connection and was attended to by the Authority's staff during the month of

You are requested to remit in this office an amount of Rs. towards the labour charges and cost of materials incurred by the Authority in connection with the above work within a week from the date of receipt of this letter or otherwise the sewer connection is liable to be cut off without further notice.

Yours faithfully,

Assistant Engineer

Assistant Executive Engineer

Details

A. Cost of materials

1.	Rs.	Ps.
2.	Rs.	Ps.
3.	Rs.	Ps.
4.	Rs.	Ps.

B. Labour

1.	Rs.	Ps.
2.	Rs.	Ps.
3.	Rs.	Ps.
4.	Rs.	Ps.

C. Centage

Total Rs.

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM-695 033

Eviction of Unauthorized Occupation and Removal of Unauthorized Constructions Regulations 2014



**GO (MS) No.112/2014/WRD
Dated 19/12/2014**



GOVERNMENT OF KERALA

Abstract

Water Resources Department - "Kerala Water Authority (Eviction of Unauthorised Occupation and Removal of Unauthorized Constructions) Regulations, 2014" - Approval of Government granted under Section 65 of the Kerala Water Supply and Sewerage Act 1986 - Orders Issued.

WATER RESOURCES (WATER SUPPLY - C) DEPARTMENT

GO (Ms) No.112/14/WRD Dated, Thiruvananthapuram, 19.12.2014.

Read: - Letter No. KWA/JB/LA2/6915/2014 Dated 26/08/2014 from the Managing Director, Kerala Water Authority.

ORDER

1. The Managing Director, Kerala Water Authority has requested to give prior sanction, as per Section 65 of the Kerala Water Supply and Sewerage Act, 1986, to issue a Regulation, namely, "Kerala Water Authority (Eviction of Unauthorised Occupation and Removal of Unauthorized Constructions) Regulations, 2014."

2. Government have examined the matter in detail and are pleased to approve the Regulations (appended to this Order) namely Kerala Water Authority (Eviction of Unauthorised Occupation and Removal of Unauthorized Constructions) Regulations, 2014 under Section 65 of the Kerala Water Supply and Sewerage Act 1986 and accord sanction to the Managing Director, Kerala Water Authority to issue the said Regulation.

By Order of the Governor

TINKU BISWAL

Secretary to Government

To

The Managing Director, Kerala Water Authority.

The Principal Accountant General (Audit/ A&E), Kerala, Thiruvananthapuram.

Law (Leg-F) Department (Vide UO Note No.20351/Leg.F.2/2014/Law dated 25/10/2014.

Information & Public Relations (Web & New Media) Department

Stock File /Office Copy

Forwarded/By Order,

Sd/-

Section Officer.

S.R.O. No. In exercise of the powers conferred by sub-section (1) of section 65 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) read with sections 46 A and 50 thereof, and with the previous approval of the Government of Kerala conveyed in G.O.(MS)No.112/2014/WRD Dated 19/12/2014, 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 (Eviction of Unauthorized Occupation and Removal of Unauthorized Construction) Regulations, 2014.
- (2) They shall come into force at once.

2. *Definitions:* -

- (i) In these Regulations, unless the context otherwise requires,
 - (a) 'Act' means the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986);
 - (b) 'Authority' means the Kerala Water Authority constituted under section 3 of the Act;
 - (c) 'Assistant Executive Engineer' means the Assistant Executive Engineer in charge of a Sub Division of the Authority having jurisdiction over the area where the land, pipe, sewer or main is situated;
 - (d) 'Chief Engineer' means the Chief Engineer concerned of the Authority;
 - (e) 'Executive Engineer' means the Executive Engineer in charge of a Division of the Authority having jurisdiction over the area where the land pipe sewer or main is situated;
 - (f) 'Form' means a form appended to these regulations;

- (g) 'land' means all lands owned, possessed by or vested in the Authority;
- (h) 'Local Body' means a City, Corporation, a Municipal Council, a Township or a Panchayath;
- (i) 'Pipe' includes communication pipe, connection pipe or service pipe;
- (j) 'Superintending Engineer' means the Superintending Engineer of the Authority having Administrative Control over the Executive Engineer;
- (k) 'Unauthorised construction' means and includes any private street, building, wall, fence or other structure constructed without the permission of the Authority over any land or pipe or main or sewer, belonging to the Authority.
- (ii) All terms and expressions used in these regulations but not defined shall have the same meanings respectively assigned to them as that in the Act.

3. *Prohibition of unauthorised occupation of land vested in or belonging to the Authority: -*

- (1) No person shall occupy or encroach upon any land belonging to or vested in the Authority.
- (2) Whoever occupies any land belonging to or vested in the Authority shall be liable to be evicted from such unauthorised occupation.

4. *Eviction of unauthorised occupants: -*

The Authority shall have absolute authority to evict unauthorised occupants from the land belonging to or vested in the Authority. On such eviction, any hut, shop, building or street or crops or other products made or raised on the land unauthorisedly occupied by the occupant shall be demolished or destroyed as the case may be.

5. *Procedure for eviction and removal of unauthorised construction: -*

If the Assistant Executive Engineer, either suo moto or otherwise is satisfied that any unauthorised construction is made, or attempted to be made or is unauthorisedly occupied or attempted to be occupied, he shall immediately issue or cause to be issued a stop memo to the person calling upon him to stop all activities in connection with such unauthorised construction or occupation forthwith.

Explanation: -

- (i) For the purpose of this regulation, "person includes a 'company, a 'firm' or 'other association of individuals'.
- (ii) The stop memo specified in regulation (i) shall be in Form No. I.
- (iii) The Assistant Executive Engineer shall immediately conduct a site inspection and submit a report to the Executive Engineer in the manner specified in Form No. II. Such report shall be submitted immediately after the site inspection and in any case not later than seven days from the date of such site inspection.
- (iv) On receipt of the report under (iii) above, the Executive Engineer shall serve a notice in Form No. III to the person, to show-cause why the unauthorised occupation or construction or erection, either as a whole or in part, shall not be evicted and removed. The objection, if any, shall be furnished in person or through his representative within two weeks from the date of receipt of such notice failing which it shall be deemed that the person/persons has no objection thereon.
- (v) The notice in Form No. III shall be served by delivering a copy with proper acknowledgement to the person or to his representative or to some adult member of his family residing with him. If such person refuses to acknowledge the notice or if such person cannot be found to whom the service can be effected, the serving officer shall affix a copy of the notice on the outer door of the house, in which the occupant resides and on some conspicuous part of the land/building

unauthorisedly occupied, in the presence of two responsible witnesses.

- (vi) If the person appears in person or through his representative, the Executive Engineer shall provide him an opportunity of being heard.
- (vii) The Executive Engineer, on the basis of the evidence adduced before him that the occupation and construction or erection is made over any land, main pipe or sewer belonging to the authority, shall pass a speaking order in writing directing the person to vacate the unauthorised occupation and remove the unauthorised construction either in full or in part, as the case may be, at his own expense and within such time as is specified in the order subject to a maximum of 30 days from the date of receipt of the order.
- (viii) The order shall state that in the event of any failure on the part of the person to vacate and to demolish and remove the construction within the time specified in the order, the Authority will evict such person and demolish and remove it at any time without any further notice after the expiry of the time specified in the order and the expenses incurred by the Authority in doing so shall be paid by the person who unauthorisedly occupied or made the unauthorised construction or erection.
- (ix) In the event of any failure on the part of the person in demolishing the unauthorised construction, the Authority shall demolish, or cause to demolish and remove such unauthorised construction and shall issue notice demanding the person to remit the amount shown in the notice in favour of the Authority as in the manner specified in the notice.
- (x) The notice shall clearly specify the expenses incurred by the authority for the demolition and removal of such unauthorised construction.

- (xi) If the person fails to remit the amount within the time stipulated in the notice, the Authority shall initiate action to recover the amount as per the provisions of the Act.
- (xii) If the unauthorised occupant is not vacating even after the receipt of the order issued under (vii) above, the Authority may evict such person and if assistance of police is required for this purpose the police shall render necessary assistance as provided in section 63 of the Act.

6. *Power to demolish unauthorised construction with short notice: -*

- (i) Notwithstanding anything contained in the foregoing regulations, if the Executive Engineer is of the opinion that it is expedient in public interest to remove an unauthorised construction, he may after recording the reasons therefore, serve a notice in Form No. V to the person, directing him to vacate and demolish and remove the unauthorised construction within such period as may be specified therein.
- (ii) In the event of failure to remove the unauthorized construction within such period specified in the notice, the Executive Engineer or any officer authorised by him may enter upon such land and remove the unauthorised construction, if necessary, using such force as may become necessary.

7. *Appeal: -*

- (i) An appeal shall lie to the Superintending Engineer against any order passed by the Executive Engineer.
- (ii) Appeal shall be presented within 30 days from the date of communication of the order.
- (iii) No appeal shall be decided without giving notice to the parties affected by the decision and rendering an opportunity of being heard.

8. *Revision: -*

The Chief Engineer shall be competent, on an application from an aggrieved person, to call for any records of any act/violation or the order passed by the Superintending Engineer and pass such orders thereon as he deems fit, provided the revision is filed within 30 days from the date of communication of the decision on the appeal filed under regulation 7.

9. *Powers of revision by the Managing Director: -*

The Managing Director may either suo motu or on an application by any aggrieved person, call for the records of any proceedings taken by the Chief Engineer under regulation 8 and make such enquiry or cause such enquiry to be made, and subject to the provisions of the Act, may pass such orders as he may think necessary and fit.

10. *Penalty: -*

Notwithstanding anything contained in the foregoing provisions, the Authority shall have the right to proceed against any person who contravenes any of the provisions of these regulations or fails to comply with any notice, order or requisition issued under these regulations in accordance with section 52 A or Section 60 of the Act as the case may be.

FORM I

Stop Memo under Regulation 5 (ii) of Kerala Water Authority (Eviction of Unauthorised Occupation and Removal of Unauthorised Construction) Regulations, 2014

To

Whereas you are found to be in unauthorized construction or erection of in the land specified in the schedule below which belongs to The Kerala Water Authority. Your action is the violation of the provisions of The Kerala Water Supply and Sewage Act, 1986. You are hereby directed to stop all activities in connection with construction or erection forthwith.

SEHEDULE

Section	Taluk
Sub Division	Village

Description of land, pipes, sewer, etc :
where the unauthorized construction
or erection is made

Survey number and extent :

Nature of unauthorized construction or :
erection

Place:

Date:

(Seal)

Assistant Executive Engineer

FORM II

Report under Regulation 5 (iii) of Kerala Water Authority (Eviction of Unauthorised Occupation and Removal of Unauthorised Construction) Regulations, 2014

Section Taluk

Sub Division Village

1. Survey number and extent of the land :
2. Description of the land, pipes, mains, :
Sewer, etc.
3. Nature of unauthorized construction or :
erection
4. Name and address of person/s :
encroached
5. How encroached by erection of wall, :
Fence, building, etc.
6. Period of encroachment :
7. Date of issue of stop memo :
8. Whether the illegal activity is stopped :
9. Remarks of the Assistant Engineer/ :
Assistant Executive Engineer
10. Detailed Mahazar with sketch :

(Items 8 and 9 may be prepared separately)

Place:

Date:

(Seal)

Assistant Executive Engineer

FORM III

**Notice under Regulation 5 (iv) of Kerala Water Authority
(Eviction of Unauthorised Occupation and Removal of Unauthorised
Construction) Regulations, 2014**

To

Whereas you are reported to be in unauthorized construction or erection of buildings etc in the land specified in the schedule below which belongs to The Kerala Water Authority. You are hereby given notice that if you so desire, you may before (Specify the date) show cause before me, why, proceedings should not be taken and orders passed under The Kerala Water Supply and Sewage Act, 1986. You are hereby directed to stop all activities in connection with construction or erection forthwith,

SCHEDULE

Section	Taluk
Sub Division	Village

Description of land, pipes, sewer, etc :
where the unauthorized construction
or erection is made

Survey number and extent :

Nature of unauthorized construction or :
erection

Place:

Date:

(Seal)

Executive Engineer

FORM IV

**Demand Notice under Regulation 5 (ix) of Kerala Water Authority
(Eviction of Unauthorised Occupation and Removal of Unauthorised
Construction) Regulations, 2014**

To

Take notice that (specify the designation of the Officer) demands from you a sum of Rs. being the expenses (Details specified below) incurred by the Authority for the demolition and removal of the unauthorized construction or erection made by you in the land which belongs to The Kerala Water Authority as per the orders passed under The Kerala Water Supply and Sewage Act, 1986 and that you are required to pay the amount within ten days from the date of service of the notice or otherwise action will be taken to recover the amount as arrear of charges in this Act.

Details of Amount

Items	Amount

Place:

Date:

(Seal)

FORM V

Notice under Regulation 6 of Kerala Water Authority (Eviction of Unauthorised Occupation and Removal of Unauthorised Construction) Regulations, 2014

To

Whereas you are reported to be in unauthorized construction or erection of buildings etc in the land specified in the schedule below which belongs to The Kerala Water Authority and whereas I am satisfied that in the public interest, ... (here explain the reason) it is expedient to take urgent action for the removal of such construction. You are hereby required to remove the unauthorized construction within days from the date of receipt of the notice, failing which the construction will be summarily removed by using force and action will be taken to recover the amount of expense incurred as arrear of charges in this Act.

SCHEDULE

Section	Taluk
Sub Division	Village

Description of land, pipes, sewer, etc :
where the unauthorized construction
or erection is made

Survey number and extent :

Nature of unauthorized construction or :
erection

Place:

Date:

(Seal)

Executive Engineer

**Kerala Water and Waste Water Authority
Employees (Reimbursement of Medical Expenditure)
Rules, 1985**



No.50329/F2/84/LAD dated 27/12/1985
Kerala Gazette No. 8 dated 25/02/1986 as SRO 334/86

KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033

**Kerala Water and Waste Water Authority
Employees (Reimbursement of Medical Expenditure) Rules, 1985**

[No.50329/F2/84/LAD dated 27/12/1985
Kerala Gazette No. 8 dated 25/02/1986 as SRO 334/86.]

In exercise of the powers conferred by sub-section (1) of section 65 read with clause (a) of sub-section (2) of the said section of the Kerala Water and Waste Water Ordinance, 1985 (97 of 1985), the Government of Kerala hereby of medical respect of employees of the Kerala Water and Waste Water Authority, namely:

Rules

1. *Short title and commencement:* -

- (1) These rules may be called the Kerala Water and Waste Water Authority Employees (Reimbursement of Medical Expenditure) Rules, 1985.
- (2) They shall come into force at once.

2. *Definitions:* - In these rules unless the context otherwise requires, -

- (a) "Authorised Medical Attendant" means any Medical Officer serving under the State or Central Government or any Registered Medical Practitioner of any system of medicine registered as 'A' Class.
- (b) "Authority" means the Kerala Water and Waste Water Authority.
- (c) "Employee" means a whole time employee employed under the Authority including those working on deputation but does not include part time employees.
- (d) "Family" means and includes the wife or husband, children including adopted-children, step-children and parents wholly dependent on the employees.
- (e) "Managing Director" means the Managing Director of the Authority.
- (f) "Medical Attendance" means the professional advice and care during sickness or injury whether at a medical institution or in the consulting room of the, authorised medical attendant or at the residence of an employee. It includes such surgical treatment as is available at medical institutions or

can suitably be given at an employee's residence or at the consulting room of the authorised medical attendant as also bacteriological, pathological, X-ray and other clinical examination available at medical institutions.

- (g) "Medicine" means all medicinal preparations but does not include primary foods, tonics, vitamins, dentures, spectacle, toilet preparations or disinfectants.
- (h) "Salary" in the case of a re-employed officer means salary on re-employment as well as pension including dearness allowance/relief.

3. An employee including members of his family can seek medical attendance and claim reimbursement of medicines and consultation fee subject to the following conditions: -

- (1) Reimbursement of medical expenditure under these rules can be claimed under any approved system of medicine, but no-one shall be entitled to reimbursement under more than one system simultaneously.
- (2) The medical expenditure incurred by an employee may be reimbursed by the Managing Director or an officer to whom the powers are delegated by the Managing Director, based on a certificate from the head of the office in which the employee is working to the effect that the charges claimed are reasonable and genuine having regard to the circumstances of the case.
- (3) The claims for reimbursement of medical expenditure shall be made in the form appended to these rules and shall be accompanied by vouchers countersigned by the authorised medical attendant. In cases where the vouchers are not countersigned, the vouchers shall be accompanied by the prescription of the medical attendant.

Note: -

- 1. Hospital charges do not include value of goods supplied to the patient but includes rent for the stay of the patient.
- 2. Employees coming under class I and II under Travelling Allowance Rules of the Authority alone shall ordinarily be eligible for reimbursement of rent of special rooms actually occupied. In other cases, such claim shall be certified as essential by the authorised medical attendant.

(4) The claim for reimbursement shall be preferred within one month from the last date of treatment. If the treatment is for a continuous period exceeding one month, the claim for reimbursement for each month shall be preferred at the close of the month except in the case of hospitalisation.

(5) The amount which can be reimbursed to an employee during a calendar year towards expenses for the treatment and cost of the medicines shall not exceed one month's salary drawn by the employee as on the 1 day of January of that year.

Provided that, the Authority may sanction reimbursement of an amount not exceeding Rs. 10,000 (Rupees ten thousand only) in a calendar year, in cases of prolonged medical treatment involving hospitalisation for diseases such as cancer, cardiac ailments, Injuries in accidents, T. B. or similar other diseases.

(6) An employee shall obtain the prior permission of the Managing Director for treatment outside the State.

4. The Government reserves the right to interpret these rules if any doubt arises as to any of the provisions in these rules.

Explanatory Note

(This does not form part of the notification but is intended to indicate its general purport.)

An autonomous authority called the Kerala Water and Waste Water Authority has been established since 01/04/1984. This notification is intended to make rules to enable the employees of the Kerala Water and Waste Water Authority to claim reimbursement of medical expenditure, with effect from the date of his notification.

Appendix

From

To

The

Kerala Water & Waste Water Authority

Str.

Sub: - Reimbursement of medical expenses.

Ref: -

I enclose medical bills for the value of Rs. (Rupees.
.....) duly countersigned by the
Medical Officer. The amount may be reimbursed early. The prescription of the
Medical Officer is enclosed. I have paid a sum of Rs. towards
consultation fee which may also be reimbursed.

Certified that the cost of medicines included in the bills enclosed has actually
been incurred by me and that the medicines have been prescribed by a Medical
Consultant approved by the Corporation and have been used for the treatment of
.....

Certified that the consultation fee claimed has been actually paid by me to
Dr..... on and

Yours faithfully,

Place:

Date:

Medical Claims (For use in Office)

Voucher No.....

Month:

1. Certified that the claims are reasonable and genuine.
2. The claims are admissible under the rules.
3. The claims are rejected for the following reasons.
4. The claims may be/are/passed for Rs. disallowing Rs.
for the following persons.

Head of Office.

(*) Strike off what is not required.

REVOLVING FUND
(Water Connection to Low Income Households)
RULES, 1992



GO (MS) NO. 58/92/LAD

Dated: 25/02/1992

KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033

GOVERNMENT OF KERALA

Abstract

I.D.A assisted Kerala Water Supply and Sanitation Project Establishment of a Revolving fund to provide loans in order to assist low-income households in the project areas to meet their costs for completion of house connections for water supply - Rules governing the operation of the Fund - Approved - Orders issued.

LOCAL ADMINISTRATION (F) DEPARTMENT

G.O.MS. No. 58/92/LAD Dated, Thiruvananthapuram, 25/02/1992

Read: 1. Letter No. KWNFM/PHP Cell/PMU/AEI/35289/91 dated 14/03/1991 from the Managing Director, Kerala Water Authority.
2. Letter No. RAO/KWA91-92/4 dated 06/12/1991 from the Accountant General (Audit I), Kerala, Thiruvananthapuram.

ORDER

As per part F in Schedule 2 of the Development Credit Agreement dated 24/09/1985 executed between the international Development Association and the Government of India in connection with the financial assistance for the Kerala Water Supply and Sanitation Project, the Kerala Water Authority has to establish a revolving fund to provide loans to the low income householders in the project area, who satisfy the eligibility criteria, in order to assist them to meet the costs for completion of house connection for water supply.

2. Government are pleased to approve the Rules appended to this order to be called the Revolving Fund (Water Connection to low-income Households) Rules (1992, to govern the establishment of the said fund and to regulate its operation.

By Order of the Governor,

BABU JACOB
Secretary to Government.

To

The Managing Director of Kerala Water Authority.

The Accountant General (A&E)/ (Audit), Kerala, Thiruvananthapuram.

This issues with the concurrence of the Finance Department

The Resident Audit officer, Kerala Water Authority, Thiruvananthapuram

The Finance Department, vide U.O. No. 22858/PU.Cl/91IFin dated 25/04/1991

Copy to: The General Admn. (SC) Department-vide proceedings dated

19/02/1992 of the Council of Ministers on Item No. 412

The Private Secretary to Chief Minister

The Private Secretary to Minister for irrigation & Cultural Affairs.

Forwarded / By Order

(Sd/-)

Section office

Stock files.

**THE REVOLVING FUND WATER CONNECTION TO
LOW-INCOME HOUSEHOLDS' RULES, 1992**

1. PRELIMINARY

- (i) These Rules may be called Revolving Fund Water connection to low-income households' Rules 1992.
- (ii) They shall come into force with immediately effect.

2. ESTABLISHMENT AND OPERATION OF THE REVOLVING FUND

- (i) The Revolving Fund is established to provide loan assistance to low-income households' for arranging all pipe work and plumbing beyond the property line.
- (ii) The Revolving Fund shall be operated by the Kerala Water Authority.
- (iii) The State Government will not contribute any portion of the corpus of the Fund either as loan or subsidy at any stage of operation of the Fund.
- (iv) The Kerala Water Authority shall maintain a Revolving Fund (Water Connection to low-income households' Account and a Revolving Fund investment account in their books of accounts for the purpose of accounting all financial all transactions under this loan assistance scheme.
- (v) Based on the estimate loan that may be sanctioned each year as loan assistance under the Revolving Fund Scheme, the Kerala Water Authority shall make necessary provisions in their Annual Budget Estimates for World Bank Assisted Schemes.
- (vi) The Kerala Water Authority shall maintain a separate Treasury Savings Bank Account for the operation of the Fund. All receipts and disbursement shall be credited to and paid from the account.

3. ELIGIBILITY CRITERIA FOR SANCTION OF LOAN

- (i) The loans may be made available to applicants whose income does not exceed Rs. 780/- (Rupees seven hundred and eighty only) per month.

- (ii) The loan amount shall be the rough cost estimate for serving pipe subject to a maximum of Rs. 500/- Per house connection.

4. RATE OF INTEREST AND TERMS OF REPAYMENT

- (i) The loan amount shall carry an interest of 8.75% per annum for the loans outstanding.
- (ii) The repayment of the loan shall be effected in a period of 10 years equal monthly installments including interest along with payment of water charges.
- (iii) Delay in repayment and/ or non-payment of loan and/or interest shall be treated as non-payment of water charges and all actions envisaged for non-payment of water charges shall be taken by Kerala Water Authority.

5. PROCEDURE FOR SECTIONING OF LOANS

- (i) Any person who desires to avail the loan assistance shall give an application to the concerned Water Supply Division of the Kerala Water Authority.
- (ii) The Executive Engineer of the Division shall scrutinize the application and, if satisfied with the eligibility criteria, shall sanction the loan after the applicant execution agreement ensuring prompt repayment of the loan amount. The decision of Kerala Water Authority shall be final in accepting or rejecting any loan applied for.
- (iii) The Executive Engineer, before releasing the loan will intimate the amount required for disbursements to the Head Office of the Kerala Water Authority and get specific funds allotted for the said payment.

6. BOOKS OF ACCOUNTS, REGISTERS ETC

The Kerala Water Authority shall cause to maintain such books on accounts and registers for recording the transactions relating to the disbursement loan amounts, receipt of repayment of monthly installment of loan, interest there on and to monitor timely repayments.

**Payment of Travelling Allowance, Daily Allowance and
Sitting Allowance to the Members of the Authority
Rules, 1992**



GO (Ms) No. 158/92/LAD dated 19/06/1992
Kerala Gazette Extraordinary No.801 dated 07/07/1992 as SRO 827/92

KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033

Kerala Water Authority
(Payment of Travelling Allowance, Daily Allowance and Sitting Allowance to the Members of the Authority) Rules, 1992

(GO (Ms) No. 158/92/LAD dated 19/06/1992
Kerala Gazette Extraordinary No.801 dated 07/07/1992 as SRO 827/92)

In exercise of the powers conferred by clause (h) of sub-section (2) of section 64 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), read with sub-section (3) of section 6 thereof, the Government of Kerala hereby make the following rules, namely: -

Rules

1. *Short title and commencement:* -

- (1) These rules may be called the Kerala Water Authority (Payment of Travelling Allowance, Daily Allowance and Sitting Allowance to the members of the Authority) Rules, 1991.
- (2) They shall come into force at once.

2. *Definitions:* - In these rules, unless the context otherwise requires, -

- (i) 'Act' means the Kerala Water Supply and Sewerage Act, 1986, (14 of 1986);
- (ii) 'Government' means the Government of Kerala;
- (iii) 'Non-official member' means any member of the Authority appointed under clauses (g) and (h) of section 4 of the Act;
- (iv) 'Ex-officio Member' means any member of the Authority appointed under clauses (c), (d), (e) and (f) section 4 of the Act.

3. *Travelling allowance and daily allowance:* -

- (1) The Chairman and members of the Authority including the Managing Director shall be eligible for travelling allowance and

daily allowance from the Authority's fund for journeys performed by them for the purpose of the authority.

- (2) Members of the Authority other than the Ex-officio members shall be treated as First grade Officers of the State Government for the purpose of payment of travelling allowance and daily allowance.
- (3) Provisions under Part II of the Kerala Service Rules as amended from time to time, shall apply for the payment of travelling allowance and daily allowance under these Rules.

4. ***Travelling allowance of ex-officio members:*** - Ex-officio members who perform journeys to attend the meetings of the Authority and for other purposes connected with the affairs of the Authority shall be paid Travelling rate applicable to them as Kerala Service Rules directly by the Authority on submission of tour details to the Authority.

5. ***Sitting Allowance:*** -

- (1) Non-official members of the Authority shall be paid sitting allowance at the rate prescribed by the Government from time to time per every day of sitting of the Authority (Board) or its committees in addition to the travelling allowance/ daily allowance admissible to them under rule 3 of these Rules.
- (2) Ex-officio members of the Authority shall not be eligible for any sitting fee for the meetings of the Authority or its committees, which they attend.

6. ***Controlling Officer for payment of allowance to non-official members:***

-The Managing Director shall be the Controlling Officer in respect of the payment of travelling allowance, daily allowance and sitting allowance to the non-official members.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

As per sub-section (3) of section 6 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), the members of the Authority are eligible for travelling allowance and daily allowance as may be prescribed. The rules prescribing the travelling allowance and daily allowances to the members of the Authority are to be issued under clause (h) of sub-section (2) of section 64 of the said Act.

The notification is intended to achieve the above object.

Powers of Auditor and Publication of Accounts Rules, 1993



GO (P) No. 12/93/LAD dated 16/01/1993
Kerala Gazette Extraordinary No.68 dated 19/01/1993 as SRO 85/93

KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033

**Kerala Water Authority
(Powers of Auditor and Publication of Accounts) Rules, 1993**

(GO (P) No. 12/93/LAD dated 16/01/1993
Kerala Gazette Extraordinary No.68 dated 19/01/1993 as SRO 85/93)

In exercise of powers conferred by sub-section (1) and clauses (d) and (e) of sub-section (2) of section 64 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) read with sub-section (2) and clause (b) of sub-section (4) of section 29 thereof the Government of Kerala hereby make the following rules. namely: -

Rules

1. Short title and commencement: -

- (1) These Rules may be called the Kerala Water Authority (Powers of Auditor and Publication of Accounts) Rules, 1993.
- (2) They shall come into force at once.

2. Definitions: - In these Rules 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) "Auditor" means Auditor appointed under sub-section (2) of section 29 of the Act;
- (iv) "Government" means the Government of Kerala;
- (v) "Managing Director" means the Managing Director of the Authority.

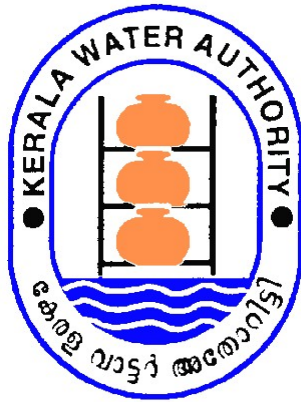
3. Powers of Auditor: -

- (1) The Auditor may: -
 - (i) in writing require any person the production of any document, the perusal or examination of which he believes to be necessary, for the elucidation of the accounts;

- (ii) in writing, require any person, who has the custody or control of any such document or who is accountable therefor, to appear in person before him; and
 - (iii) require any person so appearing to make and sign a declaration with respect to such document or to answer any question or to prepare and furnish any statement relating thereto.
- (2) Any person who receives such a requisition from the Auditor shall immediately furnish to the Auditor all documents, information or declarations required by him.
- (3) The Auditor shall have power to disallow any item of payment contrary to law and shall have power to surcharge any person for any loss, waste or mis-application of any money or property of the Authority:

Operation of Funds

RULES, 1993



GO (P) No. 11/93/LAD dated 16/01/1993
Kerala Gazette Extraordinary No.68 dated 19/01/1993 as SRO 84/93

KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033

Kerala Water Authority (Operation of Funds) Rules, 1993

(GO (P) No. 11/93/LAD dated 16/01/1993

Kerala Gazette Extraordinary No.68 dated 19/01/1993 as SRO 84/93)

In exercise of the powers conferred by sub-section (1) and clause (b) of sub-section (2) of section 64 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) read with sub-section (4) of section 22 thereof, the Government of Kerala hereby make the following rules, namely: -

Rules

1. *Short title and commencement:* -

- (1) These rules may be called the Kerala Water Authority (Operation of Funds/ Rules, 1993.
- (2) They shall come into force at once.

2. *Definitions:* - In these rules, unless the context otherwise requires, -

- (a) “Act” means the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986);
- (b) “bank” means any of the banks mentioned in clauses (b), (c) and (d) of sub-section (4) of section 22 of the Act with which the Authority may open account for the deposit of moneys specified in sub-sections (1), (2) and (3) of section 22 of the Act;
- (c) “funds” means the funds referred to in section 22 of the Act;
- (d) “Government” means the Government of Kerala.

3. *Manner of operation of Funds:* -

- (1) All receipts including deposits of the Authority forming part of the Kerala Water Authority Fund or the Kerala Water Authority's Loan Fund or any other fund constituted with the previous approval or the Government shall be deposited into the Public Account of

Government or in any of the banks specified under sub-section (4) of section 22 of the Act.

- (2) When the moneys forming part of the funds of the Authority are deposited into the Public Account of the Government they shall be deposited under the major head of account "8448" and under such other minor heads/sub-heads under that major head as may be decided by Government:

Provided that any change in the major head shall be effected by the Government only in consultation with the Comptroller and Auditor General of India.

- (3) The provisions of the Kerala Treasury Code shall, mutatis mutandis, apply to the operation of the funds deposited into the Public Account under sub-rule (2) of this rule.

**DEPRECIATION, RESERVE AND ITS UTILISATION,
RULES, 1992**



**[GO (Ms) No. 163/93/LAD dated 21/08/1993
Kerala Gazette Extraordinary. No.959 dated 17/09/1993.]**

**KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033**

Kerala Water Authority (Depreciation, Reserve and its Utilisation) Rules, 1992

In exercise of powers conferred by clause (c) of sub section (2) of section 64 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), read with section 26 thereof, the Government of Kerala hereby make the following rules, namely,

Rules

1. *Short title and commencement:* -

- (1) These Rules may be called the Kerala Water Authority (Depreciation, reserve and its utilisation) Rules, 1992.
- (2) They shall come into force at once.

2. *Definitions:* - In these Rules unless the context otherwise requires.

- (a) "Act" means the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986)
- (b) "Assets" means, all assets (including waterworks, buildings, laboratories stores, vehicles, furniture and all other furnishing), all the existing water supply and sewerage farms including, as the case may be, all plants, machineries, water work pumping stations, filter beds, water mains and public sewers in, along, over or under any public street and all buildings, lands, other works, materials stores and things appertaining thereto vested in the Authority as per section 16 and 18 of the Act and such properties and assets acquired by the Authority after its constitution;
- (c) (c) 'Authority' means, the Kerala Water Authority established under section 3 of the Act.

3. *Assets register:* -

The Authority shall maintain Assets Registers for all assets, the value of which exceeds Rupees One Thousand for each of its Divisional Offices, Circle Offices, Regional Offices and Head Office as per form FA-15 appended to these Rules as Appendix I.

4. *Charging of depreciation:* -

- (1) Ninety per cent (90%) of the cost of the assets shall be depreciated on an annual basis at equal instalments over the estimated useful life of the assets. The useful life time of the assets of the Authority adopted for calculating the Annual depreciation is appended to these Rules as Appendix II.
- (2) Hundred per cent (100%) of the cost of leasehold assets shall be depreciated over the lease period (excluding any future renewal period) or estimated useful life adopted, whichever is less.
- (3) The depreciation charged as per sub-rules (1) and (2) of this Rule shall cease to be charged, either from the time when 90% in the case of assets owned by the Authority, and 100% in the case of leasehold assets, of such cost of assets as the case may be, has already been depreciated or the assets become defunct and cannot be of any use to the Authority, whichever is earlier.
- (4) In respect of assets added during the year/disposed of during the year proportionate depreciation shall be charged in accordance with the rates specified in Appendix II.

5. *Depreciation reserve account:* -

- (1) The depreciation charged should be deducted from the value of each asset annually and the amount so deducted shall be transferred every year to a depreciation reserve account.
- (2) When an asset is sold, the extent of depreciation reserve charged on that asset will be reversed by transferring the amount to the cost of the asset.
- (3) When an asset has become defunct or destroyed and cannot be of any use to the Authority and it is decided by the Authority or by any person authorised by the Authority for the purpose to discard the same, the extent of depreciation reserve charged till that year on that asset shall be reversed by transferring the amount to the cost of such asset.
- (4) The capital profit earned on the disposal of an asset shall be transferred to capital reserve and the loss on realisation of an asset shall be charged off to revenue.

Appendix 1
(Referred to at rule 3)

Form FA 15

Kerala Water Authority Asset Register

Broad Classification: (viz, Plant & Machinery etc.) Components: (viz, Pumps & Motors etc.)					Asset Classification: (Elec. equip, Water supply etc.) Account code:						
Sl. No.	Date of Commissioning	Location	W.O Ref WIP Ref	IV Ref	Quantity	Cost 10% of cost	90% of cost	Estimated useful life	Annual charge of depreciation	Depreciation 1 2 Nil Nil year	Remarks

Note: This shall be maintained asset classification-wise (ie., account code wise) and component-wise wherever required.

Appendix II
[Refer to at rule 4 (1)]
Lifetime of Assets

Buildings (all types)	60 years	
Dams	100	„
Water treatment plant & Civil Works	50	„
Mechanical equipment (Water treatment plant)	30	„
Pumps and Motors	15	„
OH Tank	60	„
GL Tank/ Pump	60	„
Infiltration Gallery	30	„
Weirs	60	„
Intake Well/ All wells	60	„
Bore well with elec. Pump	15	„
Bore well with hand pump	15	„
Pumping stations	50	„
Compound wall	30	„
Retaining wall	30	„
Fencing	10	„
Mechanical equipment (others)	15	„
Electrical equipment	20	„
<i>Pipes</i>		
CI	75	„
GI	15	„
HDPE	30	„
PVC	30	„
AC	30	„
Premo	30	„
<i>Others</i>		
Vehicles	10	„
Equipment	15	„
Furniture	20	„

Explanatory Note

(This is not a part of this notification, but is intended to indicate its general purpot)

Section 26 of the Kerala Water Supply and Sewerage Act, 1986 lays down that the Kerala Water Authority shall create a Depreciation Reserve and make annual provision there in accordance with such principles as may be prescribed. Clause (c) of sub-section (2) section 64 of the said Act empowers Government to make rules prescribing the manner making provision for Depreciation Reserve and for its utilisation Government had decided to make rules for the above purpose. This notification is intended to achieve the above object.

**Water Supply Through Public Hydrants
Rules, 1993**



GO (MS) NO. 58/92/LAD

Dated: 25/02/1992

KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033

Kerala Water Authority
Water Supply Through Public Hydrants - Rules, 1993

[GO (Ms) No. 226/93/LAD dated 02/12/1993]

Kerala Gazette Extraordinary No. 1283 dated 18/12/1993 as SRO 1991/93]

In exercise of the powers conferred by clause (g) of sub-section (2) of section 64 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), read with section 40 thereof, the Government of Kerala hereby make the following Rules. namely: -

Rules

1. *Short title and commencement:* -

- (1) These Rules may be called the Kerala Water Authority (Water Supply Through Public Hydrants) Rules, 1993.
- (2) They shall come into force at once.

2. *Definitions:* - In these Rules, unless the context otherwise requires, -

- (i) 'Act' means the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986):
- (ii) (III) "Assistant Executive Engineer" means Assistant Executive Engineer of the Authority having charge of the water supply in the area:
- (iii) "Commissioner" means the Commissioner of a city corporation or a municipality, as the case may be, within the boundary of which the public hydrant is located or proposed to be installed;
- (iv) Executive Engineer' means the Executive Engineer of the Authority having administrative control over the Assistant Executive Engineer:
- (v) Executive Officer' means the Executive Officer of panchayat or a township. as the case may be, within the boundary of which the public hydrant is located or proposed to be installed;
- (vi) 'Government' means the Government of Kerala:
- (vii) 'Local Body' means a city corporation, a municipal council, a township or a panchayat:

- (viii) 'Public Hydrant' means the hydrant meant for the supply of water to public within a local area;
- (ix) Words and expressions used but not defined in these Rules but defined in the Act shall have the same meaning assigned to them in the Act.

3. Request for installation of public hydrants: -

Request for the installation of public hydrants shall be made by the local body to Executive Engineer showing the number of beneficiaries and location of the proposed public hydrant. Such request shall be made by the Commissioner or Executive Officer, as the case may be, and shall be supported by a copy of the resolution of the local body:

Provided that no public hydrant shall ordinarily be installed within a radius of 400 metres of an existing public hydrant. However, the minimum distance between two public hydrants installed as per the provisions of these rules shall not be less than 200 metres.

4. Procedure on receipt of the request: -

- (1) On receipt of the request from the local body, the Executive Engineer shall cause an estimate to be prepared and the estimate so prepared shall include the cost of materials, labour charges, etc. and shall not include supervision charges.
- (2) The estimate amount prepared as per sub-rule (1) shall be intimated to the local body for remitting the same within a reasonable time as contribution of the local body for the public hydrant.
- (3) If the local body fails to contribute the estimated amount mentioned in sub-rule (1) within the time prescribed or within such further time allowed by him, the Executive Engineer shall reject the request for the Installation of the public hydrant.
- (4) On receipt of the contribution from the local body the Executive Engineer shall accord sanction for the installation of the public hydrant for which contribution has been received by him and shall arrange for the Installation of the public hydrant at the proposed location.

- (5) The local body shall also be liable to pay contribution as provided in these Rules for the public hydrants installed, within its local area, on direction from the Government under sub-section (2) of section 40 of the Act.

5. Liability of the Local bodies to pay water charges: -

The local body shall pay water charges to the Authority for the water drawn through the public hydrants installed as per the provisions of these rules from the date of Installation of the public hydrants. For the existing public hydrants within its local area the local body shall pay water charges, in accordance with these Rules, to the Authority from the date of coming into force of these Rules. The water charges mentioned in this rule shall be fixed in accordance with the provisions hereinafter contained.

6. Assessment of water charges and penal provisions for improper use: -

- (1) The quantity of water drawn through public hydrants situated within the local area of a local body shall be determined by the Authority from time to time taking into account the demand for water in the local area and the capacity and the hydraulic pressure of the water supply scheme from which water is supplied to such public hydrants. Where any dispute between any local body and the Authority arises with regard to determination of the quantity of water supplied through public hydrants such dispute shall be referred to Government whose decision thereon shall be final and binding on the Authority and the local body concerned.
- (2) The rate of water charges consumed through the public hydrants shall be the same as that of water charges fixed for water supply for domestic connections from time to time.
- (3) In accordance with the provisions under sub-rules (1) and (2), the water charges for each quarter of an year for public hydrants situated within the area of jurisdiction of the Assistant Executive Engineer shall be worked out and intimated by the Assistant Executive Engineer to the local body for payment.
- (4) No person shall draw water from any public hydrant for purposes other than domestic purposes.

- (5) Any person who contravenes the provision of sub-rule (4) shall be punishable with fine which may extend to one thousand rupees and in the case of continuing contravention with an additional fine which may extend to twenty-five rupees for every day on which such contravention continues after the first conviction.
- (6) No person shall be punished under this rule without giving him a reasonable opportunity of being heard.
- (7) The Assistant Executive Engineer shall be the competent officer to impose the penalty provided under sub-rule (5).
- (8) Any person punished under sub-rule (5) shall have the right to prefer an appeal before the Executive Engineer within one month from the date of receipt of the order imposing the fine. The decision of the Executive Engineer on such appeal shall be final.

7. *Installation of water meter: -*

- (1) Notwithstanding anything contained in sub-rule (1) of rule 6 of these Rules the local bodies shall have the choice to get their own water meters installed to the public hydrants situated within the area of their jurisdiction to measure the quantity of water consumed through the public hydrants, provided the meter is having Bureau of Indian Standards Certification marks and approved by the authority and is having a test certificate issued by the Assistant Executive Engineer regarding the accuracy of the meter. The meter shall be procured by the local body and produced before the Assistant Executive Engineer for inspection and installation at site.
- (2) Every water meter mentioned under sub-rule (1) shall be provided by the local body with a meter box and cover, of a type approved by the Authority, made of good weather resistant and strong material like steel, cement, concrete or High Density Poly Ethylene (H.D.P.E).
- (3) It shall be the responsibility of the local body to keep the meter, meter box and its surroundings clean and easily accessible for taking meter reading, inspection and servicing by the Assistant Executive Engineer or any officer authorised by him. The responsibility for the safe custody and sound condition of the water meter shall also rest with the local body.

- (4) When a water meter provided by the local body goes out of order the same shall be got replaced or repaired, as the case may be, within a period of 30 days of the report of the damage, by the Assistant Executive Engineer at the cost of the local body. The local body shall also inform the Assistant Executive Engineer as soon as any defect is noticed in the water meter or in its recording.
- (5) The water consumed through each public hydrant provided with water meter shall be assessed quarterly and the total water charges intimated to the local body, showing the details of water consumption of each such public hydrant, for payment. If any meter goes out of order and the local body fails to get it replaced or repaired the water consumed through such public hydrant shall be assessed as provided under rule 6 of these Rules.
- (6) On receipt of intimation under sub-rule (5) of this rule or sub-rule (3) of rule 6 of these Rules, the local body shall remit the water charges within such time and place as may be intimated by the Authority.
- (7) A fine amounting to 2% of the total amount in the intimation, (per month), shall be remitted by the local body for belated payments.

Explanation: - For the purpose of this sub-rule a month shall be taken as 30 days and fraction of a month shall be treated as a full month.

- (8) The Executive Engineer shall arrange to disconnect water connection to any public hydrant if the local body fails to pay water charges for the same. A reconnection to such public hydrant shall be made only after the entire amount due from the local body on account of water charges is remitted by it.
- (9) A disconnection under sub-rule (8) shall be ordered only by the Executive Engineer, after giving sufficient notice to the local body.

8. *Repairs of the public hydrant and other fittings:* -

- (1) Repairs to the public hydrant and connection pipes from the main to the public hydrant and other fittings thereto shall be made only by the Authority.
- (2) The Assistant Executive Engineer or any one authorised by him shall undertake or arrange the repairs of the public hydrant and the connection

pipes from the main to the public hydrant after giving notice to the local body.

- (3) The Assistant Executive Engineer or anyone authorised by him shall undertake or arrange repairs to the public hydrant and the connection pipes from the main to the public hydrant and other fittings thereon without giving notice to the local body if in the opinion of the Assistant Executive Engineer the situation warrants urgent repairs.
- (4) In cases coming under sub-rules (2) and (3) the cost of repairs shall be paid by the local body. The cost of such repairs shall be included in any of the subsequent intimation of water charges mentioned in sub-rule (3) of rule 6 or sub-rule (5) of rule 7, as the case may be, of these Rules.

8. Disconnections: -

- (1) When the local body feels that water supplied through a public hydrant is to be disconnected on the ground of misuse of water from that public hydrant or for any other reason, the local body shall request the Executive Engineer to disconnect the water connection to that public hydrant.
- (2) Water charges due to the Authority, if any, shall be paid by the local body before requesting the Executive Engineer to disconnect the water supply under this rule.
- (3) The Executive Engineer on receipt of request from the local body under sub-rule (1) shall arrange to disconnect the water supply to that public hydrant. The Executive Engineer shall also arrange to disconnect the water supply to a public hydrant if water is drawn for non-domestic or similar other purposes through that public hydrant, against which action is not taken or initiated by local body even after written intimation by the Executive Engineer.
- (4) It is the responsibility of the local body to see that water supplied through public hydrant installed in its local area is used by the public for domestic purposes only.

10. Removal of doubts or disputes: -

If any doubt or dispute between any local body and the Authority arises as to the interpretation of the provisions of these rules it shall be referred to

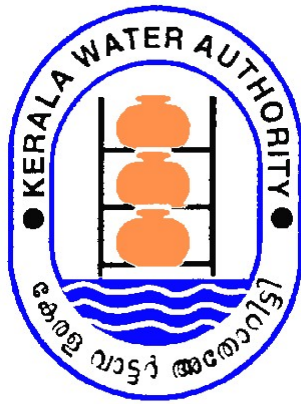
Government whose decision thereon shall be final and binding on the Authority and the local body concerned.

Explanatory Note

(This is not the part of the notification, but is intended to indicate its general purport.)

Clause (g) of sub-section (2) of section 64 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) empowers Government to make rules prescribing the extent of contribution and manner of making such contribution for providing supply of water through public hydrant as provided under section 40 of the said Act. Government have decided to issue Rules for the same. Hence this Notification.

Revolving Fund (Land Acquisition by Local Bodies) Rules, 1999



GO (P) No. 20/2000/Ir.D. dated 27/03/2000

Kerala Gazette Extraordinary No.568 dt. 27/03/2000 as SRO 272/2000

KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033

Kerala Water Authority
Revolving Fund (Land Acquisition by Local Bodies) Rules, 1999

GO (P) No. 20/2000/Ir.D. dated 27/03/2000

Kerala Gazette Extraordinary No.568 dt. 27/03/2000 as SRO 272/2000

In exercise of the powers conferred by clause (b) of sub-section (2) of section 64 of the Kerala Water Supply and Sewerage Act, 1986 (14 of 1986), read with sub-section (3) of section 22 thereof, the Government of Kerala hereby make the following rules, namely: -

Rules

1. *Short title and commencement:* -

- (1) These Rules may be called the "Kerala Water Authority Revolving Fund (Land Acquisition by Local Bodies) Rules, 1999".
- (2) They shall come into force at once.

2. *Definitions:* - In these Rules, unless the context otherwise requires,

- (a) "Authorised Person" means the person authorised under sub-rule (3) of rule 3.
- (b) "Authority" means the Kerala Water Authority.
- (c) "Form" means a Form appended to this Rules.
- (d) "Fund" means the Revolving Fund established under rule 3.

3. *Establishment and operation of the revolving fund:* -

- (1) There shall be established by the Authority a fund to be called the Kerala Water Authority revolving fund to provide loans to the local bodies for the acquisition of land for implementation of Centrally Sponsored Accelerated Water Supply Schemes both Urban and Rural.
- (2) The revolving fund shall have an authorised capital of Rs.3 crores. The Authority shall provide an amount of Rs. 1 crore as the initial capital for

the fund. Any additional investment by the Authority shall be credited to the capital of the revolving fund.

- (3) The fund shall be operated by an officer of the Authority, authorised by the Authority in this behalf. The person so authorised shall administer the fund and shall be responsible for all actions in connection with the operation of the fund, except as stated otherwise in these Rules.
- (4) For the purpose of accounting the transfer of amount to the revolving fund, the Authority shall maintain a "Revolving Fund Account". The Authority will also maintain a revolving fund investment account in the books of the Authority, for the purpose of accounting all financial transactions under the scheme. Any interest received from the balance in treasury account or from the local bodies for the loan amount shall be ploughed back to the revolving fund account.
- (5) The Authority shall maintain a separate treasury account as specified in sub-section (4) of Section 22 of the Kerala Water Supply and Sewerage Act. 1986, for the operation of the fund. All receipts and disbursement shall be made only through this account. No expenditure other than the loans given to the local bodies shall be debited to the corpus of the revolving fund.

4. Eligibility criteria for sanction of loan: -

- (1) Loan shall be sanctioned to a local authority only for the acquisition of land for the Centrally Sponsored Accelerated Water Supply Scheme both Urban and Rural.
- (2) The loan amount for a local authority shall not exceed Rs. 10 lakhs (Rupees Ten Lakhs) in the case of rural schemes and Rs. 15 lakhs (Rupees Fifteen lakhs) in the case of urban schemes.
- (3) The local authority which desires to obtain loan from the fund shall pass a resolution of their council or committee as the case may be, to request the Authority to sanction a loan and indicating the details thereof.
- (4) The Government of Kerala, on demand by the Authority shall deduct the loan instalments including interest, from the grant payable to the local body in case the latter fails to pay the dues within the stipulated time.

5. *Rate of interest and terms of repayment: -*

- (1) The loan amount shall carry an interest at the rate as fixed by Government from time to time.
- (2) Repayment of the loan along with interest shall be made within a maximum period of 3 years, in such number of instalments, as may be specified by the Authority.
- (3) The local authority shall be liable to pay penal interest at the rate of 2.5% per annum for any delay and/or non-payment of loan instalment and/or interest.

6. *Procedure for sanctioning of loan: -*

- (1) Any local authority which desires to avail the loan shall submit their application in Form No. 1 together with all other documents to the authorised person, through the Executive Engineer of the Kerala Water Authority having jurisdiction over the respective area.
- (2) A committee headed by the Accounts Member, Kerala Water Authority consisting of Technical Member, Finance Manager and Chief Accounts Officer and Chief Engineer (PS & GL) shall scrutinise the loan application and accord sanction for the loan. The decision of the committee shall be final.
- (3) The local authority shall execute an agreement in Form No.2 in the stamp paper of the required value, before availing of the loan. The Secretary of the concerned local body and the Executive Engineer of the division of KWA under whose jurisdiction the local body is situated shall the authorised person to sign the agreement on behalf of the bed body and on behalf of Kerala Water Authority respectively

7. *Utilisation of the loan: -*

- (1) The local authority shall utilise the loan amount only for the purpose for which it was sanctioned.

- (1) 2) The amount shall be utilised within a period of 60 days from the date of release of loan. The local authority shall issue a "certificate of utilisation of loan amount to the authorised person within 60 days from the date of disbursement of the loan. If the local authority fails to utilise the same within the prescribed time, the loan shall be refunded in lump together with interest, within one week.

8. *Books of accounts and registers:* -

The authorised person shall cause to maintain such books of account and registers for recording the transactions relating to the disbursement of loan amount, receipts in respect of repayment of quarterly instalment of loan, interest thereon and to monitor timely repayment.

Appendix

Form No. 1

(See sub-rule 1 of Rule 6)

Application Form for Sanction of Amount from the Revolving Fund of Kerala Water Authority for Meeting the Cost of Land by the Local Bodies.

1. Name of the Panchayat :
2. Name of the District :
3. Name of the scheme in full :
4. Name of the programme (ARWSP/ AUWSP) :
5. A.S. Number and date (if known) :
6. T.S. Number and date (if known) :
7. Sanctioned estimate cost of the scheme :
8. Source of the scheme :
9. Details of land required for the scheme (following details may be given separately for each component)
 - (a) Extend of land (in Acre/ cent) :
 - (b) Survey number/ Name of Village :
 - (c) Name and address owner/ owners :
 - (d) Stage of land acquisition proceedings :
 - (e) Cost of land :
10. Amount of loan required :
11. No. of instalments for repayment of the loan: including interest (max. 12 quarterly equal instalments the 1st instalment starting within max. of 6 months from the date of drawal of loan) :
12. Resolution No. and date of Panchayat Council or Committee authorising drawal of loan (copy of resolution to be enclosed) :

13. Name, designation and address of :
authorised: person in whose favour
the loan amount is to be drawn
14. Resolution No. with date of the :
Panchayat Council: or Committee
authorising adjustment of grant,
payable by the Government of Kerala
to the local body to the Kerala Water
Authority in case. of default in
repayment of instalments, vide item 9
above
15. Enclosures attached :
16. Signature of authorised person :
17. Place and date :

For use of Kerala Water Authority

Certified that the details and extent of land required for the scheme are correct as per the approved project report. The administrative sanction and technical sanction for the schemes have been issued. (Copies of AS and TS enclosed.)

Signature of Executive Engineer.

Name and Office address of Executive Engineer.

Date.

Decision of the Sanctioning Committee

Sanctioned a loan of Rs. @ % interest to be repaid in
12 equal quarterly instalments including interest.

Signature of Committee Members	:
Chief Engineer (PS&GL)	:
Finance Manager and Chief Accounts Officer	:
Accounts Member	:
Technical Member	:
Place and Date	:

Form No.2
(See Sub-rule 3 of Rule 6) Agreement

This Agreement made on this day of between (here enter the name of the Local Body) (hereinafter called Local Body) of the one part and the Kerala Water Authority (hereinafter called the "Authority") of the other part:

Whereas the Local Body, vide its resolution No..... dated of their Council/ Committee requested the Authority to Sanction a loan of Rs..... (Rupees. only) from the Revolving Fund of the Authority for the acquisition of land for the (here enter the purpose) which come under Centrally Sponsored Accelerated Water Supply Scheme;

And Whereas the Local Body produced Government guarantee for the prompt repayment of the loan amount and interest including penal interest, if any, thereon:

And Whereas the Authority has decided to provide an amount of Rs. to the Local Body from the Revolving Fund of the Authority for the acquisition of land (purpose).

Now this deed witnesses as follows:

In pursuance of the said agreement the Authority shall provide an amount of Rs. (Rupees only) for the acquisition of land (H.E. details) from the Revolving fund of the Authority.

The loan amount shall carry an interest at the rate of % per annum. Repayment of the loan along with interest shall be made within a period of years (maximum period limited to three years) in number of quarterly instalments @ Rs (Rupees only).

The Local Body shall be liable to pay penal interest at the rate of 2.5% for any delay and/or non-payment of loan instalments and/or interest.

The Local Body hereby agrees with the Authority that the loan amount shall be utilised only for the purpose for which it is sanctioned. The Local Body shall produce a Certificate of Utilization within a period of 60 days from the date of release of the Loan amount. If the Local Body fails to utilise the amount for which it is sanctioned within 60 days from the date of release of the loan, the amount shall be refunded in lump together with interest to the Authority within one week.

The Local Body shall pay all the instalment amounts (principal as well as interest) due to the Authority at (H.E. the name of the office)

The Local Body shall during the currency of the loan bear such impost duties and taxes which may be levied from time to time by Government or any Authority pertaining to or in respect of the loan.

The collection charges if any in respect of all cheque issued by the Authority irrespective of the place where the drawee bank is situated, shall be borne by the Local Body. Any notice required to be served on the Local Body shall for the purpose of these presents be deemed to be sufficiently served if it is left at the office of the Local Body and such notice shall also be deemed to be properly and duly served if it is sent by post in a registered letter addressed to the Local Body and such service shall be deemed to have been made at the time at which the registered letter would in the ordinary course be delivered, even though returned unserved on account of the refusal of the Local Authority to accept such notice or any other reason whatsoever. All communications in this regard shall be sent to the Head Office of the Authority at Thiruvananthapuram or

In the event of, breach of any of the conditions herein above stipulated, agreed to and undertaken by the Local Body the loan or any outstanding portion thereof will become immediately due and payable at the option of the Authority as if due dates for payment hereby provided shall have elapsed.

In witness whereof the common seals of the Local Body and of the Kerala Water Authority are hereunto affixed in the manner hereinafter mentioned the day and year first hereinabove written.

The common seal of the Local Body in the presence of who put his own signature in the presence of

1.

2.

The common seal of the Kerala Water Authority is hereunto affixed in the presence of the authorised person who has set his own signature hereto in the presence of

1.

2.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

As per the norms for assistance from Government of India for the Centrally Sponsored Accelerated Water Supply Scheme, the land for the water supply project should be made available by the beneficiary local authority. Several Instance have come to the notice of the Government that the local authorities are unable to make the required land available to the Kerala Water authority for the implementation of the scheme for want of funds. In order to overcome the difficulty faced by the local authorities, the Government have decided that Kerala Water Authority shall establish the Revolving Fund to provide loans to the need of local authority, for the implementation of the scheme with sufficient initial capital and to make necessary rules for the purpose.

This notification is intended to achieve the above object.

**ADMINISTRATIVE, MINISTERIAL
AND LAST GRADE SERVICE
RULES, 2011**



G.O.(P) No 19/2011/WRD dated: 1st March 2011

Kerala Gazette Extraordinary No. 608 dated 11/03/2011 SRO No.212/2011

KERALA WATER AUTHORITY
THIRUVANANTHAPURAM-695 033



Reg. No. റെജി. നമ്പർ.
KL/TV(N)/12/2009-2011

KERALA GAZETTE

കേരള ഗസറ്റ്

EXTRAORDINARY

അസാധാരണം

PUBLISHED BY AUTHORITY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്

Vol. LVI	Thiruvananthapuram	11 th March 2011	No.	} 608
വാല്യം 56	Friday	2011 മാർച്ച് 11	നമ്പർ	
	തിരുവനന്തപുരം	20 th Phalgun 1932		
	വെള്ളി	1932 ഫാൽഗുണം 20		

GOVERNMENT OF KERALA

Water Resources (Water Supply) Department

NOTIFICATION

G.O.(P) No 19/2011/WRD Dated, Thiruvananthapuram, 1st March 2011

S.R.O.No.212/2011: - In exercise of the powers conferred by section 64 of Kerala Water Supply and Sewerages Act 1986 (14 of 1986) read with sub section (3) of section 8 thereof and in super-session of the Kerala Water and Waste water Authority Administrative, Ministerial and Last Grade Service Rules 1986 issued under Notification issued in G.O.(MS) No:46/86/LAD Dated the 12th March 1986 and published as S.R.O.No.574/86 in the Kerala Gazette No. 13 dated 1st April, 1986 and all orders on the subject the Government of Kerala hereby make the following rules for the Kerala Water Authority Administrative, Ministerial and Last grade Service, namely:-

RULES

1. *Short title and commencement:* -

- (1) These rules may be called the Kerala Water Authority (Administrative, Ministerial and Last Grade) Service Rules, 2011.
- (2) They shall come into force at once.

2. *Constitution of service:* - The service shall consist of the following categories of officers grouped into Administrative Service, Ministerial Service and Last Grade service, namely: -

Wing 1-Administrative Service

Category 1. Finance Manager and Chief Accounts Officer

Category 2. Accounts Manager

Category 3. Chief law Officer

Category 4. Senior Administrative Officer

Category 5. Law Officer

Category 6. Internal Auditor

Category 7. Deputy Accounts Manager

Category 8. Accounts Officer

Category 9. Administrative Officer

Category 10. Principal Information Officer

Category 11. Deputy Law Officer

Category 12. Personal Assistant to Managing Director/ Personal Assistant to Technical Member/ Personal Assistant to Accounts Member.

Category 13. Senior Superintendent /Revenue Officer

Category 14. Divisional Accountant

Wing II - Ministerial Service

Category 15. Junior Superintendent

Category 16. Legal Assistant

Category 17. Fair copy Superintendent.

Category 18. Head Clerk

Category 19. Selection Grade Typist

Category 20. Senior Grade Typist

Category 21. Confidential Assistant (Selection Grade)

Category 22. Confidential Assistant (Senior Grade)

Category 23. Confidential Assistant (Grade I)

Category 24. Upper Division Clerk

Category 25. Upper Division Typist

Category 26. Confidential Assistant Gr. II

Category 27. Lower Division Clerk

Category 28. Lower Division Typist.

Wing III - Last Grade Service.

Category 29. Daffedar

Category 30. Peon

Category 31. Watchman

Category 32. Sweeper

3. Method of Appointment and Qualification: -

No person shall be eligible for appointment to any of the categories specified in column (1) of the table below by the method specified in column (2) unless he possesses appointment to any of the categories specified in the corresponding entry in Column (3) thereof, namely: -

TABLE			
Category	Method of Appointment	Qualification	Appointing Authority
(1)	(2)	(3)	(4)
Wing I - ADMINISTRATIVE SERVICE			
1. Finance Manager & Chief Accounts Officer.	(1) By Promotion from Category 2. (2) In the absence of qualified persons for promotion, by Direct Recruitment through KPSC.	Promotion: - (i) Must be a member of the Institute of Chartered Accountants of India/Member of the Institute of Cost and Works Accountants of India. (ii) 5 years of experience as Accounts Manager of Kerala Water Authority. Direct Recruitment: - Must be a member of Institute of Chartered Accountants of India or Member of the Cost and Works Accountants of India. (ii) Must have a minimum of 5 years' experience as Chartered Accountant/ Cost Accountant in a registered firm or a public sector undertaking, after obtaining the basic qualification mentioned in item (i)	Government of Kerala

(1)	(2)	(3)	(4)
2. Accounts Manager.	By promotion from Category 7, Deputy Accounts Manager.	(i) Minimum 5 years of experience as Deputy Accounts Manager in Kerala Water Authority. (ii) Certificate in Office Automation of minimum 3 months (120 hours) duration awarded by Lal Bahadur Shastri Centre for Science & Technology (LBS), Institute of Human Resources Development (IHRD) or from similar /equivalent Institutions approved by Government.	Managing Director, Kerala Water Authority.
3. Chief Law Officer.	(i) By Promotion from Category 5, Law Officer. (ii) In the absence of qualified hands for promotion, by deputation of an officer not below the rank of Joint Secretary in Law Department from Govt. Secretariat	By Promotion: - Minimum 5 years of experience as Law officer in Kerala Water Authority.	Managing Director, Kerala Water Authority.
4. Senior Administrative Officer.	By Promotion from Category 6 - Internal Auditor, based on the seniority		Managing Director, Kerala Water Authority.

(1)	(2)	(3)	(4)
5. Law Officer.	(i) By promotion from Category 11 - Deputy Law Officer based on the seniority. (ii) In the absence of qualified hands for promotion, by deputation of an officer not below the rank of Under Secretary in Law Department from Govt. Secretariat	<u>By Promotion</u> Minimum 5 years of experience as Deputy Law Officer in Kerala Water Authority.	Managing Director, Kerala Water Authority.
6. Internal Auditor.	By promotion from Category 8 & 9 viz Accounts Officer and Administrative Officer respectively based on the combined seniority.		Managing Director, Kerala Water Authority.
7. Deputy Accounts Manager.	By Direct Recruitment through Kerala Public Service Commission	Member of Institute of Chartered Accountants of India/ Member of the Institute of Cost and Works Accountants of India.	Managing Director, Kerala Water Authority.
8. Accounts Officer.	Promotion from Category 13 - Senior Superintendent/ Revenue Officer based on the seniority.		Managing Director, Kerala Water Authority.

(1)	(2)	(3)	(4)
9. Administrative Officer.	Promotion from Category 13 - Senior Superintendent/ Revenue Officer based on the seniority.		Managing Director, Kerala Water Authority.
10. Principal Information Officer.	By Direct Recruitment through Kerala Public Service Commission	(i) Degree in any Discipline from a recognised University. (ii) Degree/ Diploma in Journalism with not less than five years experience from any reputed media.	Managing Director, Kerala Water Authority.
11. Deputy Law Officer.	(i) By promotion from Category 16 – Legal Assistant based on the seniority. (ii) In the absence of qualified hands for promotion, by deputation of an officer not below the rank of Section Officer in Law Department from Govt. Secretariat	By Promotion Minimum 5 years of experience as Legal Assistant in Kerala Water Authority.	Managing Director, Kerala Water Authority.
12. Personal Assistant to Managing Director/ Personal Assistant to Technical Member/ Personal Assistant to Accounts Member.	By promotion from Category 21 – Confidential Assistant (Selection Grade)		Managing Director, Kerala Water Authority.

(1)	(2)	(3)	(4)
13. Senior Superintendent/ Revenue Officer.	By promotion from Category 14 - Divisional Accountant based on the seniority.		Managing Director, Kerala Water Authority.
14. Divisional Accountant.	(i) By transfer from Category 15 - Junior Superintendent in Ministerial Service. (ii) By Direct Recruitment through Kerala Public Service Commission. <i>Note: - The appointment by transfer and direct recruitment shall be in the ratio of 2:1. If sufficient number of candidates are not available for by transfer appointment, such vacancies shall also be filled up by direct recruitment.</i>	<u>(1) Transfer Appointment</u> Account Test (Higher) & PWD Test. <u>(2) By Direct Recruitment</u> (i) Degree with at least Second Class from a recognised University. <i>Note: - In the case of Candidates belonging to SC/ ST Communities, a degree from a recognised University is sufficient.</i> (ii) The candidates under direct recruitment shall be selected by the Public Service Commission by conducting the competitive examinations, prescribed for the post of Divisional Accountant in Kerala General Services.	Managing Director, Kerala Water Authority.

Wing II - MINISTERIAL SERVICE			
Category	Method of Appointment	Qualification	Appointing Authority
(1)	(2)	(3)	(4)
15. Junior Superintendent	By Promotion from Category 18 - Head Clerk based on the seniority	Pass in Account Test (Higher)	Managing Director, Kerala Water Authority.
16. Legal Assistant	(i) By Direct Recruitment through Kerala Public Service Commission. (ii) In the absence of Ranked List prepared by KPSC, by deputation of Legal Assistant in Law Department from Govt. Secretariat	By Direct Recruitment: - (i) A Degree in Law from a University in Kerala or from a University recognised by any of the Universities in Kerala or its equivalent. (ii) Pass in Bar Council Examinations. OR Enrolment as an Advocate. Note: - The enrolment should be live and valid and shall not be one cancelled or suspended as on the last date of receipt of application. A candidate engaged in another profession or calling will be considered as one whose enrolment is suspended.	Managing Director, Kerala Water Authority.

(1)	(2)	(3)	(4)
17. Fair Copy Superintendent	By promotion from Category 19 - Selection Grade Typist based on the seniority		Managing Director, Kerala Water Authority.
18. Head Clerk	By promotion from Category 24 - Upper Division Clerk based on the seniority		Managing Director, Kerala Water Authority.
19. Selection Grade Typist	By promotion from Category 20 - Senior Grade Typist based on the seniority		Managing Director, Kerala Water Authority.
20. Senior Grade Typist	By promotion from Category 25 - Upper Division Typist based on the seniority		Managing Director, Kerala Water Authority.
21. Confidential Assistant (Selection Grade)	By promotion from Category 22 - Confidential Assistant (Senior Grade) on the basis seniority		Managing Director, Kerala Water Authority.
22. Confidential Assistant (Senior Grade)	By promotion from Category 23 - Confidential Assistant (Grade-I) based on the seniority		Managing Director, Kerala Water Authority.

(1)	(2)	(3)	(4)
23. Confidential Assistant (Grade-I)	By promotion from Category 26 - Confidential Assistant (Grade-II) based on the seniority		Managing Director, Kerala Water Authority.
24. Upper Division Clerk	(i) By Promotion from Category 24 - Lower Division Clerk based on the seniority in the feeder category. (ii) By Transfer from Categories of 25 - Upper Division Typist and 26 - Confidential Assistant Grade II Note: - Appointment by promotion and Transfer shall be in the ratio 5:1.	<u>For Promotion</u> Account Test (Lower), PWD Test & MOP. <u>For By Transfer Appointment</u> Account Test (Lower), PWD Test & MOP. Note (1) - Not less than 10 years' service in KWA. (2) - Employees must have satisfactorily completed their probation in the respective feeder categories.	Managing Director, Kerala Water Authority.
25. Upper Division Typist	By promotion from Category 28 - Lower Division Typist based on the seniority		Managing Director, Kerala Water Authority.

(1)	(2)	(3)	(4)
26. Confidential Assistant (Grade-II)	(1) By Direct Recruitment through Kerala Public Service Commission. (2) By promotion from Category 28 - Lower Division Typist based on the seniority. Note(i): - Direct Recruitment and promotion shall be in the ratio of 3:1 (ii): - 5% of the vacancies of Confidential Assistant Grade II set apart for direct recruitment will be reserved for appointment of Low paid employees in the Last Grade Service and Ministerial Service of Kerala Water Authority holding posts within the purview of the Commission who possesses	(i) Degree in any Discipline (*) (ii) Lower Grade Certificate in Typewriting English (KGTE) and Computer Word Processing or its equivalent. (*) Note: - Those who have passed the KGTE Typewriting before the year 2002 should possess separate certificate in Computer Word Processing or its equivalent at the time of application. (iii) Typewriting (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent. (iv) Short hand (English) Kerala Government Technical Examinations (Lower) or its equivalent. (v) Certificate in Data entry and Office Automation of minimum 3 months	Managing Director Kerala Water Authority.

(1)	(2)	(3)	(4)
	<i>the Minimum qualification prescribed for Confidential Assistant Grade II and who secure not less than 40% of marks in the (*) competitive test conducted by Public Service Commission and thus become qualified for appointment as Confidential Assistant Grade II. Those who could not secure appointment before the expiry of the ranked list will be included at the top of the new separate rank list of low paid employees irrespective of their service and seniority and they will be given appointment accordingly.</i> (iii): - Low paid employees shall be an approved probationer full member of service.	(120 hours) duration awarded by Lal Bahadur Shastri Centre for Science & Technology (LBS), Institute of Human Resources Development (IHRD) or from similar/equivalent Institutions approved by Government. And (vi) Short hand (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent.	

(1)	(2)	(3)	(4)
27. Lower Division Clerk	By Direct Recruitment through Kerala Public Service Commission. (*) Note: - (1) 10% of the vacancies in the cadre of Lower Division Clerk will be reserved for persons working in any of the lower categories included under this Rule or Kerala Water Authority Public Health Engineering Service Rules holding posts within the purview of the Commission (by transfer employees should be approved probationer/full member in respective feeder categories) who secure not less than 40% marks in the competitive test conducted by Public Service Commission. The names of low paid employees who secure 40% marks and above in the selective test conducted by the Kerala Public Service Commission and thus became qualified for	(i) Degree in any Discipline and; (ii) Certificate in Data entry and Office Automation of minimum 3 months (120 hours) duration awarded by Lal Bahadur Shastri Centre for Science & Technology (LBS), Institute of Human Resources Development (IHRD) or from similar/ equivalent Institutions approved by Government.	Managing Director Kerala Water Authority.

(1)	(2)	(3)	(4)
	appointment as Lower Division Clerk, but could not secure appointment before the expiry of the ranked list will be included at the top of the new ranked list of low paid employees irrespective of their service and seniority and they will be given appointment accordingly. (2) Additional 10% of the vacancies shall be reserved for the qualified service personnel working in any of the lower categories included under this Rule or Kerala Water Authority Public Health Engineering Service Rules based on their seniority in the lower post for by transfer appointment at the level of Kerala Water Authority. (3) In the absence of qualified candidates for filling up the vacancies under selection process in Note 1 above, the vacancies shall be filled up by direct recruitment.		

(1)	(2)	(3)	(4)
28. Lower Division Typist	By Direct Recruitment through Kerala Public Service Commission. (*) Note: - (1) 10% of the vacancies in the cadre of Lower Division Typist will be reserved for persons working in any of the lower categories included under this Rule or Kerala Water Authority Public Health Engineering Service Rules holding posts within the purview of the Commission (by transfer employees should be approved probationer/full member in respective feeder categories) who secure not less than 40% marks in the competitive test conducted by Public Service Commission. The names of low paid employees who secure 40% marks and above in the selective test conducted by the Kerala Public Service Commission and thus became qualified for	(i) Degree in any Discipline. (ii) Typewriting (English) Kerala Government Technical Examinations (Lower) or its equivalent. (iii) Typewriting (Malayalam) Kerala Government Technical Examinations (Lower) or its equivalent. (iv) Certificate in Data entry and Office Automation of minimum 3 months (120 hours) duration awarded by Lal Bahadur Shastri Centre for Science & Technology (LBS), Institute of Human Resources Development (IHRD) or from similar/ equivalent Institutions approved by Government.	Managing Director Kerala Water Authority.

		appointment as Lower Division Typist, but could not secure appointment before the expiry of the ranked list will be included at the top of the new ranked list of low paid employees irrespective of their service and seniority and they will be given appointment accordingly. (2) Additional 10% of the vacancies shall be reserved for the qualified service personnel working in any of the lower categories included under this Rule or Kerala Water Authority Public Health Engineering Service Rules based on their seniority in the lower post for by transfer appointment at the level of Kerala Water Authority. (3) In the absence of qualified candidates for filling up the vacancies under selection process in Note 1 above, the vacancies shall be filled up by direct recruitment.		

Wing III - LAST GRADE SERVICE			
(1)	(2)	(3)	(4)
29. Daffedar	By Promotion from Categories 30 – (*) Office Attendant and 31 – (*) Watchman based on the seniority		Managing Director Kerala Water Authority.
30. Office Attendant	By Direct Recruitment through Kerala Public Service Commission.	Literacy in Malayalam, Tamil or Kannada	Managing Director Kerala Water Authority.
31. Watchman	By Direct Recruitment through Kerala Public Service Commission.	Literacy in Malayalam, Tamil or Kannada Physically handicapped and women candidates are not eligible to apply for the post	Managing Director Kerala Water Authority.
32. Sweeper	By Transfer appointment from Part Time Contingent employees based on their seniority.		Managing Director Kerala Water Authority.

- 4. *Appointing Authority:*** - The Appointing Authority for Category 1 and for categories to be filled up by deputation from Government shall be the Government of Kerala and that for all other categories constituting the service under these rules shall be the Managing Director, Kerala Water Authority.
- 5. *Qualification regarding age:*** - No person shall be eligible for appointment by direct recruitment if he has not completed 18 (eighteen) years of age and if he has completed 35 (thirty-five) years of age as on the first day of January of the year in which the applications for appointment are invited with usual relaxation to Scheduled Caste, Scheduled Tribe and other Backward Classes. In case of posts viz Finance Manager and Chief Accountants Officer and Principal Information Officer, the maximum age limit shall be 42 years with usual relaxation to SC/ ST and OBC candidate.
- 6. *Reservation of Appointment:*** - The rules relating to reservation of appointments ie. General rules 14 to 17 of Kerala State and Subordinate Service Rules 1958 shall apply to the appointment by direct recruitment to the categories under these rules.
- 7. *Probation:*** - (1). Every person appointed to any of the categories shall from the date on which he joins duty be on probation –
- I. if appointed by direct recruitment or by transfer from any other service for a total period of two years on duty within a continuous period of three years and:
 - II. if appointed by promotion for a total period of one year on duty within a continuous period of two year
- (2). The persons appointed under Last Grade Service by direct recruitment, promotion or by transfer shall undergo probation for a period of one year on duty within a continuous period of two years.
- 8. *Department Test:*** - Every person appointed to the following categories shall within the prescribed period of probation pass the following departmental Test mentioned against each category, if he has not already passed the tests, -

1. Lower Division Clerk	- The Manual of Office Procedure.
2. Upper Division Clerk	- (i) Account Test (Lower), (ii) PWD Test
3. Junior Superintendent	- Account Test (Higher)
4. Divisional Accountant	- Account Test (Higher), PWD Test & MOP
5. Legal Assistant	- Account Test (Higher), PWD Test & MOP
6. Deputy Accounts Manager	- Account Test (Higher), PWD Test & MOP

9. *Applicability of Certain Rules:* - Subject to the provisions of the Kerala Water Supply and Sewerage Act. 1986 (14 of 1986), the provisions of the Kerala State and Subordinate Service Rules 1985, the Kerala Civil Services (Classification, Control and Appeal) Rules 1960 and of the Kerala Government Servants Conduct Rules 1960 as may be in force from time to time shall *mutantis mutandis* apply to employees of the Kerala Water Authority.

10. *Application of the Kerala Service Rules:* - Subject to the provisions of the Kerala Water Supply and Sewerage Act. 1986 (14 of 1986), and also these rules the provisions contained in Part I, II and III of the Kerala Service Rules as may be in force from time to time shall *mutantis mutandis* apply to employees of the Kerala Water Authority in matters of Pay fixation, joining time, travelling allowances, leave, pension, other retirement benefits etc.

Provided that in case where operation of any rule, decision order thereunder, caused undue hardship to any particular case, the Kerala Water Authority may with the previous approval of the Government, dispense with or release the requirements of it of that rule, decision or order to such extent and subject to such condition as it may consider necessary for dealing with the case in a just and equitable manner.

12. *Protection of rights of employees appointed in the Public Health Engineering Department:* -

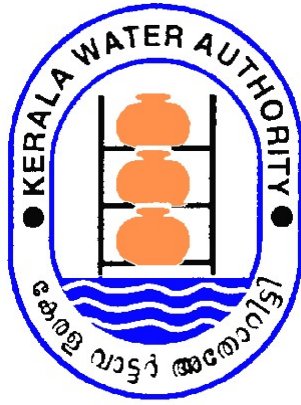
1. The rights or benefits of the employees who had been appointed in the erstwhile Public Health Engineering Department or Kerala Water Authority before the coming into force of these rules under the Kerala

Public Health Engineering Subordinate Service Special Rules and covered by these rules shall be protected in matters relating to promotion and qualification for promotions.

2. Wherever minimum in-service experience is specified in the rule for promotions to higher posts, the service rendered in the erstwhile Public Health Engineering Department shall also be taken into account.
3. In the case of staff transferred from Municipalities to the service of Kerala Water Authority, the service in the Municipalities shall be deemed to be the service rendered in the Kerala Water Authority for the purpose of these rules.

(*) Amendments as per GO (P) No. 29/2021/WRD dated 4th December, 2021 and Kerala Gazette Extraordinary Notification No. 3623 as SRO No. 927/2021.

Technical Service Rules, 2023



GO (P) No. 1/2023/WRD dated 27th January 2023

**Kerala Gazette Extraordinary Notification No. 358 dated 30th January 2023
as SRO No. 156/2023**

KERALA WATER AUTHORITY

THIRUVANANTHAPURAM-695 033



കേരള ഗസറ്റ് KERALA GAZETTE

അസാധാരണം EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
PUBLISHED BY AUTHORITY

വാല്യം 12
Vol. XII

തിരുവനന്തപുരം,
തിങ്കൾ

Thiruvananthapuram,
Monday

2023 ജനുവരി 30
30th January 2023

1198 മകരം 16
16th Makaram 1198

1944 മാഘം 10
10th Magha 1944

നമ്പർ
No.

358

GOVERNMENT OF KERALA

Water Resources (Water Supply-C) Department

NOTIFICATION

G. O. (P) No. 1/2023/WRD.

*Dated, Thiruvananthapuram, 27th January, 2023
13th Makaram, 1198
7th Magha, 1944.*

S. R. O. No. 156/2023

In exercise of the powers conferred by clause (a) of sub-section (2) of section 64 of Kerala Water Supply and Sewerage Act, 1986 (14 of 1986) and sub-section (3) of section 8 thereof, and in supersession of all existing rules and orders on this subject, the Government of Kerala hereby make the following Kerala Water Authority Technical Service Rules, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Water Authority Technical Service Rules, 2023.

(2) They shall come into force at once.

2. *Constitution and Classification.*—The Service shall consist of the following categories of officers namely:—

I. Engineering and other Technical Service

1. Chief Engineer
2. Deputy Chief Engineer/Superintending Engineer/Director/Secretary
3. Executive Engineer/Deputy Superintending Engineer
4. Assistant Executive Engineer/Deputy Executive Engineer
5. Assistant Executive Engineer (Electrical)
6. Data Base Administrator

II. Technical Subordinate Service

1. Assistant Data Base Administrator
2. Assistant Engineer
3. Assistant Engineer (Electrical)
4. Head Surveyor
5. Life Guard-cum-Coach
6. Mechanical Superintendent
7. Senior Chemist
8. Senior Meter Inspector
9. Senior Plumbing Inspector
10. Chief Vehicle Inspector

III. Engineering Subordinate Service

1. Computer Operator/Analyst
2. Draftsman Grade I/Sub Engineer
3. Draftsman Grade I (Electrical)
4. Head Operator
5. Surveyor Grade I
6. Vehicle Inspector
7. Driver Selection Grade

8. Meter Inspector
9. Plumbing Inspector
10. Sanitary Chemist
11. Micro Biologist
12. Head Fitter
13. Draftsman Grade II
14. Draftsman Grade II (Electrical)
15. Driver (Senior Grade)
16. Telephone Operator
17. Surveyor Grade II
18. Driver Grade I
19. Overseer Grade III
20. Overseer Grade III (Electrical)
21. Operator
22. Meter Reader
23. Plumber
24. Fitter
25. Driver-cum-Office Attendant (Medium/Heavy Passenger/Goods Vehicle)
26. Driver-cum-Office Attendant (Light Motor Vehicles)
27. Electrician
28. Garden Superintendent
29. Lab Assistant
30. Binder

IV. Last Grade Service

1. Gardener
2. Lineman
3. Worker
4. Cleaner
5. Lascar

3. *Method of Appointment and Qualifications.*—Appointment to various categories of post mentioned in column (2) of the table below shall be made by the method of appointment specified in column (3) thereof from those who possess the qualification specified in the corresponding entry in column (4), thereof:

TABLE

Category I—Engineering and other Technical Service

<i>Sl. No.</i>	<i>Name of Post</i>	<i>Method of Appointment</i>	<i>Qualifications</i>
(1)	(2)	(3)	(4)
1	Chief Engineer	By Promotion from Sl. No. 2 of Category I	(1) B.Tech. Degree in Civil/Mechanical/Chemical/Environmental Engineering or equivalent from a UGC recognized University/National Institutes established by Central or Institutions established by Government of Kerala; OR Pass in Sections A&B of the Associate Membership Examination of the Institution of Engineers (India) in Civil/Mechanical Engineering (2) Postgraduate Degree in Engineering/Management from a recognized University or its equivalent. <i>Note:—</i>Persons who got regular appointment in ex-Public Health Engineering Department and completed 45 years of age will be exempted from acquiring Postgraduate Degree.
2	Deputy Chief Engineer/ Superintending Engineer/ Director/Secretary	By promotion from Sl. No. 3 of Category I	(1) B.Tech Degree in Civil/Mechanical/Chemical/Environmental Engineering or equivalent from a UGC recognized University/National Institutes established by Central or Institutions established by Government of Kerala; OR Pass in Sections A & B of the Associate Membership Examination of the Institution of Engineers (India) in Civil/Mechanical Engineering. (2) Postgraduate Degree in Engineering/Management from a UGC recognized University or its equivalent. <i>Note:—</i>(1) For the promotion from category 3, four years time will be allowed for acquiring the requisite qualification from the date of effect of appended Special Rules. No relaxation will be given after four years.

			(2) Persons who got regular appointment in ex-Public Health Engineering Department and completed 45 years of age will be exempted from acquiring Postgraduate Degree.
3	Executive Engineer/ Deputy Superintending Engineer	By promotion from Sl. No. 4 of Category I	I. For promotion from Category 4 of Category I B.Tech. Degree in Civil/Mechanical/Chemical/Environmental Engineering or equivalent from a UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala; OR Pass in Sections A & B of the Associate Membership Examination of the Institution of Engineers (India) in Civil/Mechanical Engineering. II. For Promotion against 5% reserved quota (i) SSLC or its equivalent. (ii) Diploma in Civil/Mechanical Engineering awarded by the Directorate of Technical Education, Government of Kerala. <i>Note (1):</i>—No person shall be eligible for promotion from category 4 unless he has rendered satisfactory service as Assistant Executive Engineer for a period of not less than 2 years. Such number of vacancy among Executive Engineer but not exceeding 5% of the total sanctioned cadre strength shall be reserved to be filled by selection from Assistant Executive Engineer, who possess Diploma or equivalent qualification as specified in the corresponding entries in Column (4) against that category and who have put in not less than 20 years of service under the Authority. <i>Note (2):</i>—A person who acquires the Degree or equivalent qualifications after appointment as Assistant Executive Engineer shall be eligible for promotion as Executive Engineer only after the claims of all Assistant Executive Engineers possessing required qualification prior to the date of publication of the results of the qualifying examination, have been considered. <i>Note (3):</i>—Assistant Executive Engineers who possess the Diploma or equivalent qualifications shall not be eligible for promotion over a graduate Assistant

		Executive Engineer who is senior to him on his date of option unless the latter is otherwise rendered ineligible for promotion.	
4	Assistant Executive Engineer/Deputy Executive Engineer	By promotion from Sl. Nos. 2 & 6 of Category II <i>Note:</i>—The promotion from category (6 of Category II) will be considered according to the combined seniority of Assistant Engineer (Diploma) – Clause (ii) of Sl. No. 2 & Sl. No. 6 of Category II	B.Tech Degree in Civil/Mechanical/Chemical/Environmental Engineering or equivalent from a UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala; OR Pass in Sections A & B of the Associate Membership Examination of the Institution of Engineers (India) in Civil/ Mechanical Engineering; OR (i) SSLC or its equivalent. (ii) Diploma in Civil/Mechanical Engineering awarded by the Directorate of Technical Education, Government of Kerala after the completion of 3 years full time course and must have rendered service as Assistant Engineer under the Kerala Water Authority for a total period of not less than three years. <i>Note (1):</i>—Promotion from persons possessing Degree or equivalent qualifications and Diploma or equivalent qualifications shall be in the ratio 3:1 on cadre strength of the posts. <i>Note (2):</i>—A person who acquires the Degree qualification as specified in column (4) against this category after his appointment as Assistant Engineer shall be eligible for promotion as Assistant Executive Engineer only after considering the claims of all Assistant Engineers who possess the qualification prior to the date of publication of the result of the qualifying examination. <i>Note (3):</i>—Assistant Engineers who possess the Diploma or equivalent qualification shall not be eligible for promotion over a graduate Assistant Engineer who is senior to him unless the latter is otherwise rendered ineligible for promotion.
5	Assistant Executive Engineer (Electrical)	By promotion from Sl. No. 3 of Category II	B.Tech Degree in Electrical/Electrical & Electronics Engineering or equivalent from a UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala; OR Pass in Sections A & B of the Associate Membership Examination of the Institution

		of Engineers (India) in Electrical/Electrical & Electronics Engineering; OR (i) SSLC or its equivalent. (ii) Diploma in Electrical/Electrical & Electronics Engineering awarded by the Directorate of Technical Education, Government of Kerala after the completion of three years full time course and must have rendered service under the Kerala Water Authority as Assistant Engineer (Electrical) for a period of not less than three years. <i>Note (1):</i>—Promotion from persons possessing Degree or equivalent qualifications and Diploma or equivalent qualifications shall be in the ratio 2:1. <i>Note (2):</i>—A person who acquires the Degree qualifications as specified in column (4) against this category after appointment as Assistant Engineer shall be eligible for promotion as Assistant Executive Engineer only after considering the claims of all Assistant Engineers who possess the qualification prior to the date of publication of the result of the qualifying examination. <i>Note (3):</i>—Assistant Engineers who possess the Diploma or equivalent qualification shall not be eligible for promotion over a graduate Assistant Engineer who is senior to him unless the latter is otherwise rendered ineligible for promotion.
6.	Data Base Administrator	<i>For Promotion</i> MCA/B.Tech. (Computer Science/IT/M.Sc. (Computer Science) from any recognized University or its equivalent with 5 years experience as Assistant Data Base Administrator in the service of Kerala Water Authority. <i>For Direct Recruitment</i> 1. MCA/B.Tech. (Computer Science)/Information Technology/M.Sc (Computer Science) from a UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala. 2. Three years experience as Data Base Administrator/EDP Programmer/System Analyst in a Government/Quasi Government or a public/registered private sector undertaking.

Category II—Technical Subordinate Service

Sl. No. (1)	Name of Post (2)	Method of Appointment (3)	Qualifications (4)
1	Assistant Data Base Administrator	(1) By Direct Recruitment through KPSC- (2) By transfer appointment from among in-service personnel who have rendered minimum five years service under Kerala Water Authority and possessing the educational qualification prescribed for direct recruitment. <i>Note:</i>—(i) 50% of the total vacancies shall be filled up by 1st method of appointment and remaining 50% by 2nd method of appointment. (ii) In the absence of qualified hands under 2nd method of appointment, such vacancies shall be filled up by direct recruitment. (3) In the absence of (i) and (ii) above, by deputation from other Government Departments from candidates possessing the requisite qualification.	MCA/B.Tech. (Computer Science)/Information Technology/M.Sc. (Computer Science) or equivalent from a UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala.
2	Assistant Engineer	(i) By Direct Recruitment through KPSC. (ii) By promotion from Sl. No. 2 and 5 of Category III. <i>Note:</i>— (1) Appointment between first and second method shall be in the ratio 6:4 starting with direct recruitment.	For Direct Recruitment B.Tech. Degree in Civil/Mechanical/ Chemical Engineering or equivalent from a UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala; OR Pass in Sections A & B of the Associate Membership Examination of the Institution of Engineers (India) in Civil/ Mechanical Engineering.

		Note:— (2) 10% vacancies earmarked for Direct Recruitment shall be filled up by direct recruitment from among the in-service personnel working in the Kerala Water Authority, possessing the prescribed educational qualifications for the post for direct recruitment and have rendered at least three years service in the Kerala Water Authority, provided that if at any time qualified in-service candidates are not available, the appointment to the above quota shall also be made by direct recruitment. The Rules for reservation envisaged in rules 14 to 17 of the Kerala State and Subordinate Service Rules are not applicable to the in-service personnel. Note:—(3) Appointment by promotion shall be in the ratio 3:1 from among the Diploma holders and Certificate holders in the feeder Category. Separate seniority lists of Diploma holders and Certificate holders shall be maintained for this purpose. Surveyor Grade I, having Civil Engineering Diploma and who have put in a minimum service of 8 years as Surveyor Grade 1 or and Head Surveyor shall be included in the feeder category for promotion as Assistant Engineer in the diploma quota (20:1).	For Promotion Pass in SSLC and Diploma in Civil/ Mechanical Engineering awarded by the Directorate of Technical Education, Government of Kerala after the completion of 3 years full time course after SSLC or its equivalent and must have worked as Draftsman Grade-I /Sub Engineer in Kerala Water Authority for a total period of not less than three years; OR Pass in SSLC and National Trade Certificate (NTC) awarded by the National Council for Vocational Training in the trade of Draftsman Civil/ Mechanical after the completion of two year course or its equivalent and must have worked as Draftsman Grade-I /Sub Engineer in Kerala Water Authority for a period not less than five years; OR Pass in SSLC and Kerala Government Certificate Examination in Civil/ Mechanical Engineering awarded by Government of Kerala after completion of two years course or its equivalent with minimum five years service as Draftsman Grade I /Sub Engineer in Kerala Water Authority; OR Pass in SSLC and National Trade Certificate (NTC) in the trade of Surveyor awarded by the National Council for Vocational Training after the completion of two years metric course or its equivalent and must have worked in Kerala Water Authority under the category of Surveyor Grade I and or Head Surveyor for a minimum period of eight years; OR Pass in SSLC and KGTE Certificate in Surveying and Leveling (Higher) or its equivalent. AND (a). Pass in Building Drawing and Estimation (L), and (b). Mensuration (L) AND Must have worked as an Officer in Kerala Water Authority under category Surveyor Grade I and or Head Surveyor for a minimum period of 3 years.

		<i>Note:—(4)A Certificate holder who acquires Diploma in Civil/ Mechanical Engineering or its equivalent qualifications after his appointment as Draftsman Grade I /Sub Engineer shall be eligible for promotion as Assistant Engineer against the quota allotted to those possessing such qualification, only after the claims of all Draftsman Grade I /Sub Engineer possessing these qualifications prior to the date of publication of the result of the qualifying examination, are considered. However, this shall not be prejudicial to his right for an earlier chance of getting promotion in the quota allotted for Certificate holders.</i> In the absence of qualified hands under (ii) above, such vacancies shall also be filled up by method (i) above.	For Direct Recruitment from in-service personnel B.Tech Degree in Civil/Mechanical/ Chemical Engineering or equivalent from a UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala; OR Pass in Sections A & B of the Associate Membership Examination of the Institution of Engineers (India) in Civil/ Mechanical Engineering and they should have worked in any of the lower categories included under these rules or Kerala Water Authority (Administrative, Ministerial and Last Grade) Service Rules, 2011 for a minimum period of eight years.
3	Assistant Engineer (Electrical)	(i) By Direct Recruitment through KPSC. (ii) By Promotion from Sl. No. 3 of Category III. <i>Note:—(i) Direct Recruitment and promotion shall be in the ratio 6:4</i> <i>Note:—(ii) 10% vacancies earmarked for direct recruitment shall be filled up by direct recruitment from among the in-service personnel working in the KWA, possessing the prescribed educational qualifications for the</i>	For Direct Recruitment B. Tech Degree in Electrical/Electrical & Electronics Engineering or equivalent from UGC recognized University/National Institutes established by the Central Government or institution established by Government of Kerala; OR Pass in Sections A & B of the Associate Membership Examination of the Institution of Engineers (India) in Electrical Engineering/Electrical & Electronics Engineering For Direct Recruitment from in-Service personnel B. Tech. Degree in Electrical/Electrical & Electronics Engineering from a UGC recognized University or its equivalent; OR

		post for direct recruitment and have rendered at least three years service in the Kerala Water Authority, provided that if at any time qualified in-service candidates are not available, the appointment to the above quota shall also be made by direct recruitment. <i>Note:—</i>(iii) The appointment of Diploma holders and certificate holders for promotion shall be made in the ratio 3:1.	Pass in Sections A & B of the Associate Membership Examination of the Institution of Engineers (India) in Electrical Engineering/Electrical & Electronics Engineering. For Promotion Diploma in Electrical Engineering awarded by the Directorate of Technical Education, Government of Kerala after the completion of three years full time course after SSLC or its equivalent and must have worked as Draftsman Grade-I (Electrical) in Kerala Water Authority for a period of not less than three years; OR A Pass in SSLC and National Trade Certificate (NTC) awarded by National Council for Vocational Training in the trade of Electrician after the completion of two year course and must have worked as Draftsman Grade-I (Electrical) in the Kerala Water Authority for a period of not less than five years; OR A pass in SSLC and Kerala Government Certificate Examination in Engineering in Electrical awarded by Government of Kerala after completion of two years course or its equivalent and must have worked as Draftsman Grade-I (Electrical) in Kerala Water Authority for a period of not less than five years.	
4	Head Surveyor	Promotion from Sl. No. 5 of Category III	Must have worked as Surveyor Grade I in Kerala Water Authority for a minimum period of 2 years.	
5	Life Guard Cum Coach	By deputation from Sports Council	(i) Pass in SSLC or its equivalent. (ii) Diploma in Swimming awarded by the India Life Saving Society, Calcutta or its equivalent recognized by Sports Authority of India; OR Life Saving Certificate awarded from Nethaji Subash National Institute of Sports, Motibagh, Patiala Punjab or its equivalent.	

6	Mechanical Superintendent	By Promotion from Sl. No.4 of Category III	(i) Must have worked as Head Operator in Kerala Water Authority for a period of not less than three years. (ii) Diploma in Mechanical Engineering. (iii) In the absence of the above qualification the Senior most Head Operator may be considered.
7	Senior Chemist	By Promotion from Sl. No. 10 and 11 of Category III in the ratio 1:1	1. A Bachelors Degree in Science with Chemistry/Biochemistry/Microbiology/Environmental Science as the main subject obtained from a UGC recognized University or its equivalent. 2. Must have worked as Sanitary Chemist/ Microbiologist in Kerala Water Authority for a period of not less than three years.
8	Senior Meter Inspector	By Promotion from Sl. No. 8 of Category III	Must have worked as Meter Inspector in Kerala Water Authority for a period not less than two years.
9	Senior Plumbing Inspector	By Promotion from Sl. No. 9 of Category III	Must have worked as Plumbing Inspector in Kerala Water Authority for a period not less than two years.
10	Chief Vehicle Inspector	By Promotion from Sl. No. 6 of Category III	Must have worked as Vehicle Inspector in Kerala Water Authority for a period not less than two years.

Category III—Engineering Subordinate Service

Sl. No.	Name of Post	Method of Appointment	Qualifications
(1)	(2)	(3)	(4)
1	Computer Operator/ Analyst	(i) By direct recruitment through KPSC (ii) By direct recruitment from in-service personnel through KPSC <i>Note:—</i>(i) and (ii) shall be in the ratio 2:1. In the absence of qualified hands under (ii) above, such vacancies shall also be filled up by method (i) above.	(i) Bachelor's degree from any UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala. (ii) PGDCA from any Institute recognized by Government of Kerala/Government of India. For Recruitment from In-service personnel Must have worked in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than three years and have the above requisite qualification.
2	Draftsman Grade I/Sub Engineer	(i) By Direct Recruitment through KPSC (ii) By direct recruitment from in-service personnel working in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than three years. (iii) By promotion from Sl. No. 13 of Category III <i>Note:—</i>(1) Direct recruitment, Direct recruitment from in-service personnel and promotion shall be in the ratio 7:3:10 <i>Note:—</i>(2) In the absence of qualified	For Direct Recruitment (1) SSLC or its equivalent. (2) Diploma in Civil/Mechanical Engineering awarded by the Directorate of Technical Education, Government of Kerala. For Recruitment from in-service personnel Diploma in Civil/Mechanical Engineering awarded by the Directorate of Technical Education, Government of Kerala after the completion of three years course after pass in SSLC or its equivalent and must have worked in any of the lower categories included in these rules or under the Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than three years. For Promotion (i) A pass in SSLC and National Trade Certificate (NTC) awarded by the

		hands under (ii) or (iii) methods, such vacancies shall also be filled up by 1 st method. <i>Note:—</i> (3) Rules of reservation envisaged in Rules 14-17 of KS&SSR are not applicable for recruitment from in-service personnel. The selection to this category shall be under through Public Service Commission	National Council for Vocational Training in the trade of Civil/Mechanical after the completion of two years course or its equivalent; OR A pass in SSLC and Kerala Government Certificate Examination in Mechanical/Civil Engineering awarded by Government of Kerala after completion of two years course or its equivalent. (ii) Must have worked as Draftsman Grade II in Kerala Water Authority for a period of not less than three years.
3	Draftsman Grade-I (Electrical)	(i) By Direct Recruitment through KPSC (ii) By direct recruitment from in-service personnel working in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than three years. (iii) By Promotion from SI No. 14 of Category III <i>Note:—</i> (1) Direct recruitment, Direct recruitment from in-service personnel and promotion shall be in the ratio 7:3:10. <i>Note:—</i> (2) In the absence of qualified hands under (ii) or (iii) methods, such vacancies shall also be filled up by 1 st method. <i>Note:—</i> (3) Rules of reservation envisaged in Rules 14-17 of KS&SSR are not applicable for recruitment from in-	For Direct Recruitment (1) SSLC or its equivalent. (2) Diploma in Electrical/Electrical & Electronics Engineering awarded by the Directorate of Technical Education, Government of Kerala after the completion of three years course. For Recruitment from in-service personnel Diploma in Electrical/Electrical & Electronics Engineering awarded by Directorate of Technical Education, Government of Kerala, after the completion of three years course after pass in SSLC or its equivalent and must have worked in any of the lower categories included in these rules or under the Kerala Water Authority(Administrative, Ministerial and Last Grade) Service Rules, 2011 for a period not less than three years. For Promotion Must have worked as Draftsman Gr. II (Electrical) in Kerala Water Authority for a period of not less than 3 years.

		service personnel. The Selection from this category shall be under through KPSC	
4	Head Operator	By Promotion from Sl. No. 21 of Category III	Must have worked as Operator in Kerala Water Authority for a period of not less than two years.
5	Surveyor Grade-I	By Promotion from Sl. No. 17 of Category III	Must have worked in the category of Surveyor Grade II under Kerala Water Authority for a minimum period of 3 years.
6	Vehicle Inspector	By Promotion from Sl. No. 7 of Category III	Must have worked as Driver Selection Grade for one year in Kerala Water Authority.
7	Driver Selection Grade	By Promotion from Sl. No. 15 of Category III	Must have worked as Driver Senior Grade for one year in Kerala Water Authority.
8	Meter Inspector	By Promotion from Sl. No. 22 of Category III	Two years service in the feeder category.
9	Plumbing Inspector	By Promotion from Sl. No. 23 of Category III	Two years service in the feeder category.
10	Sanitary Chemist	(i) By Direct Recruitment through KPSC (ii) By Direct Recruitment from in-service personnel through KPSC <i>Note</i> :—(i) and (ii) above shall be in the ratio 4:1. In the absence of qualified hands under item (ii) above, those vacancies shall be filled by direct recruitment under item No. (i) above.	A Bachelors Degree in Science with Chemistry/Bio Chemistry/Microbiology as the main subject or its equivalent obtained from a recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala. <i>Note</i> :—In-service personnel must have worked in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than two years.

11	Microbiologist (Bacteriologist)	(i) By Direct Recruitment through KPSC (ii) By Direct Recruitment from in-service personnel through KPSC <i>Note</i> :—A ratio of 4:1 shall be maintained between 1st and 2nd method of appointment. In the absence of qualified hands under item (ii) above, those vacancies shall be filled by direct recruitment under item No. (i) above.	A Bachelors Degree in Science with Microbiology as the main subject or its equivalent obtained from a UGC recognized University/National Institutes established by the Central Government or Institution established by Government of Kerala. <i>Note</i> :—In-service personnel working in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade)Service Rules,2011 for a period of not less than two years.
12	Head Fitter	By Promotion from Sl. No. 24 of category III	Two years service in the feeder category.
13	Draftsman Grade-II	(i) By Direct recruitment (ii) By Promotion from Sl. No. 19 of category III <i>Note</i>:—Appointment by direct recruitment and promotion will be in the ratio 1:1.	<i>For Direct Recruitment</i> (i) Pass in SSLC or its equivalent. (ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade Draftsman (Civil/ Mechanical) after the completion of 2 year course or its equivalent; OR Kerala Government Certificate Examination in Engineering in Civil/Mechanical issued by Government of Kerala after the completion of two years course or its equivalent. <i>For Promotion</i> (i) Pass in SSLC or its equivalent. (ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade Draftsman (Civil/ Mechanical) after the completion of 2 year course or its equivalent.

			(iii) Must have worked as Overseer Grade III in Kerala Water Authority for a period of not less than three years.
14	Draftsman –Grade II (Electrical)	(i) By Promotion from Sl. No. 20 of Category III (ii) By Direct Recruitment through KPSC <i>Note:—</i> Appointment by (i) and (ii) method shall be in the ratio of 4:1	(i) Pass in SSLC or its equivalent.; and (ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade Electrician after the completion of 2 year course or its equivalent; OR Kerala Government Certificate Examination in Engineering in Electrical issued by Government of Kerala after the completion of two year course or its equivalent
15	Driver Senior Grade III	By Promotion from Sl. No. 18 of Category III	
16	Telephone Operator	By Transfer appointment from any of the lower category included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 <i>Note :—</i> The persons will be considered in the order of their seniority in the respective cadre or category. In the absence of qualified in-service personnel, by direct recruitment through KPSC.	A bachelors Degree from a UGC recognized University/National Institutes established by the Central Government or institution established by Government of Kerala. Good communication skill in English and Malayalam.
17	Surveyor Grade II	Direct Recruitment through KPSC	1.Pass in SSLC or its equivalent. 2. National Trade Certificate (NTC) awarded by the National Council for Vocational Training in the trade Surveying after the completion of 2 years metric course or its equivalent; OR

			(i) Pass in SSLC or its equivalent examination. (ii) KGTE Certificate in Surveying and Levelling (Higher) or its equivalent, and (a) Pass in Building Drawing and Estimating (Lower) (b) Mensuration (Lower)
18	Driver – Grade I	By Promotion from Sl. Nos. 25 & 26 of Category III from common seniority list of the above categories.	
19	Overseer Grade III	(i) By Direct Recruitment through KPSC (ii) By Direct Recruitment from qualified in-service personnel included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 and who have worked for a period of not less than 3 years. <i>Note 1:—</i> Appointment under item (i) and item (ii) shall be made in the ratio 3:1 <i>Note 2:—</i>In the absence of qualified persons for appointment by method (ii) above, such vacancies shall also be filled up by method (i) above	<i>For Direct Recruitment</i> (i) Pass in SSLC or its equivalent. (ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade Draftsman (Civil/ Mechanical) after the completion of 2 year course or its equivalent; OR (i) Pass in SSLC or its equivalent. (ii) Kerala Government Certificate Examination in Engineering in Civil/Mechanical issued by Government of Kerala after the completion of two years course or its equivalent <i>For Recruitment from in-service personnel</i> (i) Pass in SSLC or its equivalent. (ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade Draftsman (Civil/ Mechanical) after the completion of 2 year course or its equivalent; OR (i) Pass in SSLC or its equivalent.

			(ii) Kerala Government Certificate Examination in Engineering in Civil/mechanical issued by Government of Kerala after the completion of two years course or its equivalent
20	Overseer Grade III (Electrical)	(i) By Direct Recruitment through KPSC (ii) By promotion from Sl. No. 27 of Category III <i>Note:—Direct recruitment and promotion shall be made in the ratio 1:1.</i>	For Direct Recruitment (i) Pass in SSLC or its equivalent (ii) National Trade Certificate (Electrician); OR Kerala Government Certificate Examination (Electrical) or its equivalent. For Promotion (i) Pass in SSLC or its equivalent (ii) National Trade Certificate in Electrician or Wire man (awarded by National Council for Vocational Training) in the respective trade after passing SSLC. (iii) Current wire man license. (iv) Must have worked as Electrician in Kerala Water Authority for a period of not less than three years.
21	Operator	(i) By Direct Recruitment through KPSC (ii) By Direct Recruitment from in-service personnel working in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than 2 years. (iii) By Transfer appointment from persons working in any of the lower categories included under these rules or	(i) Pass in SSLC or its equivalent. (ii) National Trade Certificate (NTC) awarded by the National Council for Vocational Training in the trade of Electrician/Mechanic Motor Vehicle/Electrical/Mechanical after the completion of 2 year Course or its equivalent; OR Kerala Government Certificate Examination in Engineering in Electrical issued by the Govt. of Kerala after the completion of 2 year Course or its equivalent.

		under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than three years based on their seniority in the respective cadre or category. <i>Note:—</i>(1) Appointment under item (i), (ii) and (iii) shall be made in the ratio 12:3:1 <i>Note:—</i>(2) in the absence of qualified persons for appointment by method (ii) or (iii) above, such vacancies shall also filled up by method (i) above.	
22	Meter Reader	(i) By Direct Recruitment through KPSC (ii) By transfer appointment from among persons working in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than three years according to seniority. <i>Note:—</i>(1) Appointment under item (i) and (ii) above shall be in the ratio 1:1. <i>Note:—</i>(2) in the absence of qualified persons for appointment by method (ii) above, such vacancies shall also filled up by method (i) above.	For direct recruitment (i) Pass in SSLC or its equivalent. (ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade of Plumber after the completion of 1 year Course or its equivalent. By transfer appointment (i) Pass in SSLC or its equivalent. (ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade of Plumber after the completion of 1 year Course or its equivalent.
23	Plumber	(i) By Direct Recruitment through KPSC (ii) By Direct Recruitment from qualified	(i) Pass in SSLC or its equivalent.

		in-service personnel who are working in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than 3 years. <i>Note:—</i> (1) Appointment under item (i) and (ii) above shall be in the ratio 3:1. <i>Note:—</i> (2) In the absence of qualified persons for appointment by method (ii) above, such vacancies shall also be filled up by method (i) above.	(ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade of Plumber after the completion of 1 year Course or its equivalent.
24	Fitter	(i) By Direct Recruitment through KPSC (ii) By Direct Recruitment from in-service personnel working in any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 for a period of not less than 3 years. <i>Note:—</i> (1) Appointment under item (i) and (ii) above shall be in the ratio 3:1. <i>Note:—</i> (2) In the absence of qualified persons for appointment by method (ii) above, such vacancies shall also be filled up by method (i) above.	(i) Pass in SSLC or its equivalent. (ii) National Trade Certificate awarded by the National Council for Vocational Training in the trade of Fitter after the completion of 2 year Course or its equivalent.
25	Driver Cum Office Attendant (Medium/Heavy Passenger/Goods Vehicle)	By Direct Recruitment through KPSC.	(1) A pass in standard VII or equivalent qualification. (2) Must possess current Motor Driving Licence to drive Light Motor Vehicles and Heavy Motor vehicles with Driver's Badge. Heavy Motor Vehicle Driving Licence shall be of at least 3 years standing and in the case of Driving Licence issued after 16-1-1979 separate endorsement to drive Heavy duty Goods Vehicles and

			Heavy Duty Passenger Vehicles. (3) Medical Fitness: Should be medically fit as per the standards specified below:— (i) Ear:—Hearing should be perfect (ii) Eye :— Distant vision : 6/6 snellen Near vision : 0.5 snellen Colour Vision : Normal Night Blindness: Nil. (iii) Muscles and Joints :—No Paralysis and all joints with free movements. (iv) Nervous System:—Perfectly normal, free from any infectious diseases. Notes:— (1) Driving Licence shall be valid not only at the time of application but also at each stage of selection. (2) Proficiency in driving Heavy duty vehicles is to be proved by a practical test conducted by the KPSC during the course of selection. (3) Medical fitness shall be proved by a proper Medical Certificate obtained from a Medical Officer not below the rank of an Assistant Surgeon. (4) Physically Handicapped persons are not eligible to apply for the post.
26	Driver cum Office Attendant (Light Motor Vehicles)	(i) By Direct Recruitment through KPSC. (ii) By transfer appointment from regular employees holding lower grade posts included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011.	(1) A pass in Standard VII or Equivalent qualification (2) Must possess a current, Motor Driving Licence of three years standing to drive Light Motor Vehicles with Drivers Badge (3) Medical Fitness: Should be medically fit as per the standards specified below:— (i) Ear :—Hearing should be perfect

		<i>Note:—Ratio between (i) & (ii) will be 4:1</i>	(ii) Eye:— Distant vision : 6/6 snellen Near Vision :—0.5 snellen Colour Vision : Normal Night Blindness: Nil (iii) Muscles and Joints :—No Paralysis and all joints with free movements (iv) Nervous System:—Perfectly normal, free from any infectious diseases. <i>Notes:—</i> (1) Driving Licence shall be valid not only at the time of application but also at each stage of selection. (2) Proficiency in driving Light Motor vehicles is to be proved by a practical test conducted by the KPSC during the course of selection. (3) Medical fitness shall be proved by a proper Medical Certificate obtained from a Medical Officer not below the rank of an Assistant Surgeon. (4) Physically Handicapped persons are not eligible to apply for the post.
27	Electrician	(i) By Direct Recruitment through KPSC. (ii) By transfer appointment from regular employees holding lower grade posts included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 and who have completed 2 years service in Kerala Water Authority. <i>Note:—Ratio between direct recruitment and by transfer appointment will be 3:1. In the absence of candidates in</i>	(i) Pass in SSLC or its equivalent (ii) National Trade Certificate in Electrician or Wireman (awarded by National Council for Vocational Training) in the respective trade after passing SSLC or its equivalent. (iii) wireman license.

		method of appointment (ii), the vacancy shall be filled up by (i) methods of appointment.	
28	Garden Superintendent	By promotion from Sl. No. 1 of Category IV	
29	Lab Assistant	(i) By Direct Recruitment through KPSC. (ii) By transfer appointment from regular employees holding lower grade posts included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011 in the ratio 3:1. <i>Note:—In the absence of qualified persons for appointment by method (ii) above, such vacancies shall also be filled up by method (i) above.</i>	Pass in Plus Two Science Stream/VHSC Lab Assistant or its equivalent.
30	Binder	By transfer appointment from any of the lower categories included under these rules or under Kerala Water Authority (Administrative, Ministerial and last Grade) Service Rules, 2011.	(i) Pass in 7th Standard. (ii) NCVT Certificate in Book Binding; OR Pass in M.G.T.E or K.G.T.E in Book Binding (Lower). <i>Note:—In the absence of persons possessing 2nd qualification, persons with 18 months experience in book binding may be selected and such persons should prove their proficiency in book binding in a practical test conducted by the Kerala Water Authority.</i>

Category IV—Last Grade Service

<i>Sl. No.</i>	<i>Name of Post</i>	<i>Method of Appointment</i>	<i>Qualifications</i>
(1)	(2)	(3)	(4)
1	Gardener	(i) By Transfer from Part Time Employees under the service of Kerala Water Authority. (ii) In the absence of qualified Part Time employees of Kerala Water Authority, by direct recruitment through KPSC	One year experience as Gardener in KWA or in a Government/Quasi Government/registered private sector undertaking/Public sector undertaking.
2	Lineman	By transfer appointment from any of the lower category included under these rules or under Kerala Water Authority (Administrative, Ministerial and Last Grade) Service Rules, 2011 on the basis of seniority in the respective cadre or category.	Pass in 7 th Standard or its equivalent. <i>Note:—</i> Must have worked for a period not less than two years under Kerala Water Authority.
3	Worker	(i) By Direct Recruitment through KPSC. (ii) By transfer appointment from Part Time employees of Kerala Water Authority on the basis of Seniority. <i>Note:—</i> The ratio between (i) & (ii) will be 4:1. In the absence of candidates under by transfer appointment such vacancies shall be filled up by direct recruitment.	Pass in 7 th Standard or its equivalent.
4	Cleaner	By Transfer appointment from Part Time Employees of Kerala Water Authority on the basis of Seniority.	7 th Standard or its equivalent.
5	Lascar	By Direct Recruitment through KPSC.	7 th Standard or its equivalent.

*Note:—*The conversions proposed under rule 3 above shall come into effect as and when the existing incumbents vacate the post by retirement or otherwise. Re-designation of the existing vacancies will be with immediate effect.

4. *Qualification regarding age.*—No person shall be eligible for appointment by direct recruitment if he/she has not completed 18 years of age and if he/she has completed 36 years of age except for those posts wherein specific age limit is specified in the rule, subject to usual relaxation in the case of SC, ST and OBC candidates. In no case, the maximum age limit shall exceed 50 years for direct recruitment.

5. *Reservation of appointment.*—The rules regarding reservation of appointment ie, General Rules 14 to 17, Part II of the Kerala State and Subordinate Service Rules, 1958 as amended from time to time shall apply to the appointment by direct recruitment. The above rules shall not apply to direct recruitment from in-service personnel.

6. *Direct Recruitment from Inservice Quota.*—Shall be filled up by KPSC Recruitment. In no case, the maximum age limit shall exceed 50 years for in service recruitment.

[*] 7. *Appointing Authority.* —The appointing authority in respect of categories I and 2 under "Engineering and other Technical Service" under rule 2 shall be the Government and the appointing authority in respect of the remaining categories shall be the Managing Director, Kerala Water Authority. ***(Amendment as per GO (P) No. 27/2023/WRD dated 30/11/2023, published in Kerala Gazette Extraordinary No. 3931 dated 02/12/2023 as SRO No. 1297/2023.)***

8. *Probation.*—Every person appointed to any of the categories of posts shall from the date of which he/she joins duty be on probation,

- (i) if appointed by direct recruitment or by direct recruitment from qualified in-service personnel, for a total period of two years on duty within a continuous period of three years.
- (ii) if appointed by promotion, for a period of one year on duty within a continuous period of two years.

9. *Departmental Tests.*—Every Person appointed to categories mentioned as Sl. No. 4 & 5 of Category I and Sl. No. 1, 2, 3, 4 of Category II shall within the prescribed period of probation pass the Account Test (Lower) and the PWD Tests.

10. *Application of the Kerala State and Subordinate Services Rules and of the Kerala Civil Services (Classification, Control and Appeal) Rules to the employees of the Authority.*—The provisions under the Kerala State and Subordinate Service Rules 1958 and of the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960 & of the Kerala Government Servant's Conduct Rules and Kerala Last Grade Service Special Rules, 1966 as may be in force from time to time shall apply to the employees appointed under these Rules, in respect of any matter that is not specifically provided under these Rules.

11. *Application of the Kerala Service Rules to the employees of the Authority.*—The provisions contained in Parts I, II and III of the Kerala Service Rules as amended from time to time shall apply to the employees appointed under these rules in the matter of pay, fixation of pay, joining time, travelling allowances and such other matters with respect to which the Kerala Water Authority is not competent to make provisions under the Kerala Water Supply & Sewerage Act, 1986 or rules made thereunder.

12. *Protection of rights of employees appointed in the Public Health Engineering Department.*—The rights and benefits of the employees who had been appointed in the erstwhile Public Health Engineering Department & KWA before the coming into force of these Rules are prescribed in the KPHESS Special Rules, shall be protected in matters relating to qualification and promotions. Wherever minimum in-service experience is specified in the rule for promotions to higher posts, the service rendered in the erstwhile Public Health Engineering Department shall also be taken into account. Similarly in the case of staff transferred from Municipalities, the service in the Municipalities shall be deemed to be the service for the purpose of these rules.

13. *Eligibility for promotion & By Transfer.*—Prescribed qualifications shall be attained on or before the date of occurrence of vacancy.

[*] Amendment as per GO (P) No. 27/2023/WRD dated 30/11/2023,
Kerala Gazette Extraordinary No. 3931 dated 02/12/2023 as SRO No. 1297/2023.

