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KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033

PROCEEDINGS OF THE MANAGING DIRECTOR

PRESENT : PREM KRISHNAN S. IAS

Sub: KWA – ADMN – Compassionate Employment Scheme – Appointment of Smt. Suma P, W/o Late Shaji S.M, Office Attendant, P.H. Division, Malappuram as Office Attendant in the Scale of Pay of Rs.23000-52600/- – Orders issued.

No: **KWA-JB/4777/2023-E8** 13-10-2026

Read:1. G.O.(P) No.12/99/P&ARD dated 24.05.1999.
2. G.O.(P) No.32/2007/Planning dated 07.06.2007
3. Application dated 01.08.2023 submitted by Smt. Suma P
4. No. DCMPM/11073/2023-A2 dated 14.08.2025 of the District Collector, Malappuram
5. G.O.(P) No.4/2025/P&ARD dated 29.03.2025
6. സ.ഉ.(ൈക) നം.45/2026/WRD dated 27.07.2026 of the Water Resources (Water Supply-C) Department
7. G.O.(P) No.77/2024/Home dated 05.11.2024

ORDER

Smt. Suma P, W/o Late Shaji S.M, Office Attendant, P.H. Division, Malappuram, had submitted an application for Employment Assistance under the Compassionate Employment Scheme vide read 3rd above. The deceased employee, Late Shaji S.M., Office Attendant, P.H. Division, Malappuram, expired on 13.09.2019.

The application of Smt. Suma P. under the Compassionate Employment Scheme was submitted to the Government along with the verification report received from the District Collector, Malappuram vide read 4th above. The District Collector, Malappuram, has recommended appointment of Smt. Suma P. to a post commensurate with her qualification.

Smt. Suma P. was born on 04.05.1982. She has failed SSLC and has applied for appointment to the post of Office Attendant. As per the relevant Ministerial Special Rules, the minimum educational qualification prescribed for the post is 7th Standard pass. Her annual family income is Rs.24,000/- as per the income certificate dated 07.07.2021, which is within the prescribed income limit.

The Government of Kerala, vide read 6th above, have accorded sanction for appointing Smt. Suma P. under the Compassionate Employment Scheme based on the qualification, to the post of Office Attendant.

In these circumstances, Smt. Suma P., W/o Late Shaji S.M, Office Attendant, P.H. Division, Malappuram, is hereby provisionally appointed as Office Attendant in the Scale of Pay of

Rs.23000-52600/- under the Compassionate Employment Scheme and **posted to P.H. Section, Nilambur, in the existing vacancy.**

The appointee shall join duty within 15 days of receipt of this order, failing which the appointment will be liable to be cancelled without further notice. The date of joining/non-joining duty shall be reported to this office along with the filled-up proforma.

The appointee shall be on probation for 1 year on duty within a continuous period of 2 years.

The appointee shall produce the following original documents at the time of joining duty:-

1. Certificate to prove the age and qualifications.
2. Medical Fitness Certificate obtained from a Medical Officer not below the rank of a Civil Surgeon with finger impression and photograph duly attested as preseribed in G.O.(P) No.20/2011/P&ARD dated 30.06.2011 (published in KWA Website).
3. Duly filled Annexure I Form for Police Verification as per G.O.(P) No.77/2024/Home dated 05.11.2024. An amount of Rs.1000/- shall be remitted by the incumbent towards the fee for Police Verification under the Head of Account "0055-00-103-Fees-Fines and Forfeitures" in the Kerala Government Treasury vide reference 7th cited.
4. Form for details of movable and immovable property to be filled at the time of joining service as per G.O.(P) No.171/2016 dated 15.11.2016.
5. Recent passport-size photographs (4 Nos.).
6. Identification Proof (Voter Identity Card/Aadhaar Card).
7. Declaration as per G.O.(Rt) No.5/2018/P&ARD dated 21.02.2018.

As per സ.ഉ.(അച്ചടി) നം.17/2023/P& EA dated 26.08.2023, the candidate shall submit a declaration to the Managing Director, Kerala Water Authority, at the time of joining that she shall give lifelong protection to the mother or father/widow/widower of the deceased employee, as applicable. Moreover, she shall protect the minor sisters/brothers of the deceased employee, if any, till they attain majority. Otherwise, 25% of the basic pay shall be confiscate and remitted to the eligible petitioner. This shall be uploaded in the e-Service Book of the incumbent without fail.

The following action shall be taken by the Head of Office/Controlling Officer concerned while admitting the candidate to join duty after verification:

1. The joining report of the incumbent shall be reported to this office without fail.
2. e-Service Book shall be created within 7 days from the date of joining.
3. The declaration prescribed under സ.ഉ.(അച്ചടി) നം.17/2023/P& EA dated 26.08.2023 shall be obtained from the candidate at the time of joining and uploaded in the e-Service Book without fail.

The following documents of the candidate shall be forwarded to this office within two weeks from the date of joining duty without delay:

1. Attested copies of the pages of the Service Book containing name, address, personal

identification marks, finger impressions, signature, date of joining duty, i.e. e-Service Book pages 1, 2, 3, 7, 28 and 49, details of previous service recorded, if any, and Personal Memorandum of the incumbent as stipulated in G.O.(P) No.20/2011/P&ARD dated 30.06.2011.

2. Duly filled Annexure I Form for Police Verification as per G.O.(P) No.77/2024/Home dated 05.11.2024. An amount of Rs.1000/- shall be remitted by the incumbent towards the fee for Police Verification under the Head of Account "0055-00-103-Fees-Fines and Forfeitures" in the Kerala Government Treasury vide reference 7th cited.

The employment assistance ordered under the scheme will be cancelled if and when the Government find out that there was suppression or misrepresentation of material facts on the part of the applicant at the time of forwarding the application or during the enquiry conducted by Kerala Water Authority.

The candidate is also informed that Kerala Water Authority has decided to make applicable the Government Orders vide G.O.(P) No.20/2013/Fin. dated 07.01.2013 regarding the New Pension Scheme in Kerala Water Authority with effect from 01.04.2013, which shall apply to all appointments made thereafter.

PREM KRISHNAN S. IAS

MANAGING DIRECTOR

To

1. Smt. Suma P, Perumunda House-384,Girijan Colony, Chokkad P O, Malappuram-679332 (Registered Post)

2. The Secretary, Water Resources (WS-C) Department, Government of Kerala, Thiruvananthapuram – for information.

Copy To:

1. The Executive Engineer, P.H. Division, Malappuram / The Assistant Executive Engineer, P.H. Sub Division concerned. (The appointment of Smt. Suma P, W/o Late Shaji S.M., Office Attendant, P.H. Division, Malappuram, shall be recorded in the Service Book of Late Shaji S.M. without fail.)

2. The Assistant Engineer, P.H. Section No. I, Malappuram.

3. PDC, E10, PA to MD/CA to CE (HRD & GL)/CA to DCE (GL)/CA to Sr. AO/AO (Admn. & Estt.)/SS1/SS (Admn. & Estt.)/JS (Admn. & Estt.)/JS 2 Est./E7/E16/File/Stock File.