

## 'ജലം ജീവാമൃതം'

### മാനേജിങ് ഡയറക്ടറുടെ നടപടിക്രമം നടപടിക്രമം

വിഷയം:- കേരള വാട്ടർ അതോറിറ്റി - ജീവനക്കാര്യം - ഹെഡ് ക്ലർക്കുമാരുടെ തസ്തിക പുനഃക്രമീകരണം നടത്തി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

### കേരള വാട്ടർ അതോറിറ്റി

നമ്പർ: 12131/E9/2020/കെ ഡബ്ല്യു എ

തീയതി, തിരുവനന്തപുരം, 16.10.2020

സൂചന:- 1 . Go(P) No. dated, 08.06.2020

#### ഉത്തരവ്

കേരള വാട്ടർ അതോറിറ്റിയുടെ റവന്യൂ വരുമാനം വർദ്ധിപ്പിക്കുന്നതിനും, സെക്ഷൻ ഓഫീസുകളുടെ പ്രവർത്തനം കാര്യക്ഷമമാക്കി ഉപഭോക്താക്കൾക്ക് മെച്ചപ്പെട്ട സേവനം ലഭ്യമാക്കുന്നതിനും കേരളത്തിൽ ജല ജീവൻ മിഷൻ പദ്ധതികൾ സമയബന്ധിതമായി നടപ്പിലാക്കുന്നതിനും കേരള വാട്ടർ അതോറിറ്റിയിലെ ഹെഡ് ക്ലർക്ക് തസ്തികകൾ സെക്ഷൻ ഓഫീസുകളിൽ താഴെ പറയും വിധം പുനക്രമീയ്ക്കരിക്കുന്നു.

POST SHIFTING OF HEAD CLERKS							
SL NO	Division	Sub Division	Post Shifted from	No. of posts	Post attached to	New Sanctioned Strength under Sub Division	
1	PH Division North	WW Sub Division, Kowdiar	GPF Section, Head Office	1	WW Revenue Section, Peroorkada	1	18247
			One post of Head Clerk from WS Sub Division shifted and attached to WS				



2	WS Division, Neyyattinkara	WS Sub Division Neyyattinkara	Revenue Section, Neyyattinkara. Head Clerk, WS Section Neyyattinkara should look after the revenue activities of WS Section Parassala also.	1	WS Revenue Section Neyyattinkara	1	19635
3	WS Division, Neyyattinkara	WS Sub Division, Neyyattinkara	One post shifted from WS Sub Division, Neyyattinkara	1	WS Revenue Section, Kanjiramkulam	1	27408
4	PH Division, Pathanamthitta	PH Sub Division, Pathanamthitta	One post shifted from PH Sub Dn. Pathanamthitta with incumbent	1	PH Section, Pathanamthitta	1	16426
5	PH Division, Pathanamthitta		One post shifted from PH Sub Division Chiranikal Adoor with incumbent	1	PH Section, Chiranikal	1	16426
6	PH Division, Pathanamthitta		Out of two posts one shifted from Pathanamthitta	1	PH Section , Konni	1	10515
7	PH Division, Pathanamthitta	PH Sub Division, Ranni	Head Clerk PH Sub Division, Ranni Shall handle revenue activities in PH Section, Ranni	1	PH Section, Ranni		13809
8	PH Division, Pathanamthitta	PH Sub Division, Thiruvalla	The Head Clerk PH Sub Division, Thiruvalla PH Section shifted with incumbent	1	PH Section Section Thiruvalla	1	28673
9	HW Division, Aruvikkara	WS Sub Division, Nedumangad	The post of Head Clerk shifted from WS Sub Division and attached to Nedumangad Revenue Section with incumbent	1	WS Section Nedumangad	1	24747



10	HW Division, Aruvikkara	Nedumangad Sub Dn.	One post shifted from Head Office Establishment and attached to WS Revenue Section, Aryanad	1	Aryanad Revenue Section	1	13365
11	WS Division, Attingal	WS Sub Division, Varkala	One post shifted from WS Sub Division Varkala with incumbent	1	WS Revenue Section, Varkala	1	30684
12	PH Division, Kollam	Kollam PH Sub Dn .	One post shifted from PH Sub Division, Kollam with incumbent	1	PH Section Kollam	1	19900
13	PH Division, Kollam	Kollam PH Sub Dn .	One post shifted from CE, SR	1	P H Section Kottiyam	1	24412
14	WS Division, Kollam	Kollam W W. Sub Dn .	One post shifted from PH Sub Division, Thiruvalla	1	P H Section Chathanoor	1	23951
15	WS Division, Kollam	Kollam WS Sub Dn.	Existing Junior Superintendent should handle revenue works of PH Section Thiruvalla also		WS Section Kollam	1	41197
16	PH Division, Kollam	Sasthamkotta Sub Dn.	One post of Head Clerk from WS Sub Division, Sasthamkotta with incumbent	1	WS Section Sasthamkotta	1	25198
17	PH Division, Kollam	Chavara Sub dn.	One post of Head Clerk shifted from PH Sub Division, Chavara and posted to Revenue Section Chavara.	1	PH Revenue Section, Chavara	1	42377
18	P H Division, Pathanamthita	Pathanamthitta Sub Dn.	One post of Head Clerk shifted from WS Sub Division, Pathanamthitta	1	Pathanamthitta Section	1	16426



			with incumbent				
19	P H Division, Pathanamthita	Pathanamthitta Sub Dn.	The post of Head Clerk shifted from PH Division (South), Tvpm	1	P H Section Konni.	1	
21	PH Division, Thiruvalla	Mallappally Sub Dn.	One post of Head Clerk shifted from Establishment Section, Head Office	1	PH Section, Pullad	1	11333
22	PH Division, Thiruvalla	Edathua Sub Division	The existing Head Clerk in PH Sub Division, Edathua should handle the revenue activities of PH Section Edathua	0	PH Section Edathua		10147
23	PH Division, Thiruvalla	Changanaserry Sub Dn.	One post of Head Clerk shifted from WS Sub Division Kollam to PH Revenue Section Changanassery	1	Changanaserry Section	1	14622
24	Alappuzha Division	Alappuzha Sub Dn.	The post of Head Clerk shifted from PH Sub Division, Alappuzha and posted to PH Section Alappuzha (Revenue)	1	PH Section, Alappuzha	1	65352
25	Alappuzha Division	Cherthala Sub Dn.	One post of Head Clerk shifted from PH Sub Division, Cherthala and attached to PH Section Cherthala with incumbent	1	PH Section Cherthala	1	37450
26	Alappuzha Division	Cherthala Sub Dn.	One post of Head Clerk shifted from PH Sub Division, Alappuzha and posted to PH Revenue Section, Alappuzha.	1	PH Revenue Section Thuravoor	1	39968



27	Alappuzha Division	Harippad Sub Dn.	One post of Head Clerk shifted from PH Sub Division, Harippad and posted to PH Revenue Section, Harippad with incumbent	1	PH Revenue Section, Harippad	1	21048
28	Alappuzha Division	Harippad Sub Dn.	The post of Head Clerk shifted from PH Division, Alappuzha and posted to PH Section Kayamkulam	1	PH Revenue Section Kayamkulam	1	21538
29	Alappuzha Division	Mavelikkara Sub Dn.	One post of Head Clerk shifted from Swerage Division, Pattoor Tvpm and attached to WS Revenue Section Mavelikkra	1	PH Section Mavelikkara	1	25938
30	PH Division, Kottayam	Kottayam Sub dn.	The post of Head Clerk shifted from PH Sub Division Kottayam to PH Revenue Section, Kottayam with incumbent	1	PH Revenue Section Kottayam	1	48928
33	PH Division, Kochi	Pallimukku Sub Dn.	The post of Head Clerk shifted from PH Division, Kochi - 16 is shifted and attached to Revenue Section, Pallimukku	1	Pallimukku Section	1	36179
34	PH Division, Aluva	Kaloor Sub Dn.	The post of Head Clerk shifted from WW Sub Division, Kaloor and attached to WW Revenue Section, Kaloor with incumbent	1	Kaloor Section	1	40127
			The post of Head Clerk				



35	ES Division, Kochi	Vyttila Sub Dn.	shifted from WW Sub Division, Vytila and attached to WW Revenue Section Vytila with incumbent	1	Vyttila Section	1	33052
36	PH Division, Muvattupuzha	Thodupuzha Sub Dn.	One post of Head Clerk shifted from PH Sub Division, Thodupuzha and attached to PH Section, Thodupuzha	1	Thodupuzha Section	1	26421
37	PH Division, Aluva	PH Aluva Sub Dn.	One post of Head Clerk shifted from PH Sub Division, Aluva and attached to PH Section Aluva Revenue	1	Aluva Section	1	25818
38	PH Division, Aluva	Vadakkekara Sub Dn	One post of Head Clerk shifted from Pension Section, Head Office and attached to Vadakkekara Revenue Section	1	Vadakkekara Section	1	21163
39	PH Division, Aluva	Perumbavoor Sub Dn.	The post of Head Clerk shifted from PH Sub Division, Perumbavoor and attached to PH Revenue Section, Perumbavoor with incumbent	1	PH Revenue Section, Perumbavoor	1	25999
40	PH Division, Aluva	Angamali Sub Dn.	One post of Head Clerk shifted from PH Sub Division and attached to, PH Revenue Section	1	Angamali Section	1	14550



			Angamally				
41	PH Division Muvattupuzha	Muvattupuzha Sub Dn.	The Post of Head Clerk shifted from PH Sub Division, Muvattupuzha and attached to PH Revenue Section Muvattupuzha	1	Muvattupuzha Section	1	29035
42	PH Division Muvattupuzha	Kothamangalam Sub Dn.	The post of Head Clerk shifted from Funds Section Head Office and attached to PH Revenue Section, Kothamangalam	1	Kothamangalam Section	1	29308
43	PH Division Muvattupuzha	Piravom Sub Dn.	One post of Head Clerk shifted from PH Sub Division, Piravom and attached to PH Revenue Section, Piravom	1	Piravom Section	1	25299
44	PH Division, Irinjalakkuda	Irinjalikuda Sub Dn.	The Head Clerk, PH Sub Division, Irinjalakuda should lookafter the revenue activities of the Irinjalakkuda revenue Section also.	0	Irinjalakuda Section	1	16577
45	PH Division, Thrissur	Thrissur Sub Dn.	The post of Head Clerk shifted from PH Division, Thrissur and attached to Thrissur Revenue Section No. 2.	1	Thrissur Section - 2		23071
46	WS Division. Kochi	Thripunithara Sub	The post of Head Clerk shifted from PH Sub Division,	1	Thripunithara Section	1	44400



		Dn.	Thrippunithura and attached to PH Revenue Section Thrippunithura				
47	WS Division, Kochi	North Paravur Sub Dn.	One post of Head Clerk shifted from WS Sub Sub Division, North Paravoor and attached to WS Revenue Section, North Paravoor with incumbent	1	North Paravur Section	1	55896
48	WS Division, Kochi	North Paravur Sub Dn.	One post of Head Clerk shifted from PH Sub Division, Aluva, and attached to PH Revenue Section, Njarakkal	1	Njarakkal Section	1	46586
49	WS Division, Kochi	Kalamassery Sub Dn.	One post of Head Clerk shifted from WS Sub Division, Kalamassery and attached to WS Revenue Section,. Kalamassery with incumbent	1	Kalamassery Section	1	28148
50	Kozhikode Division	Distr. Sub Dn1.	One post of Head Clerk from Dist. No. I, Kozhikkode shifted to Revenue Section under Distribution No.I, Kozhikkode with incumbent	1	Distr. Section III/I	1	17284
51	Kozhikode Division	Distr. Sub Dn2.	One post of Head Clerk shifted from Dist. No. II and attached to Dist. No.II	1	Distr. SectionIII/II	1	6630





			Revenue Section, Kozhikkode with incumbent				
52	PH Division, Kannur	Kannur Sub Dn.	The post of Head Clerk shifted from WS Sub Division, Kannur shifted and attached to WS Section Kannur	1	Kannur Section	1	35368
53	PH Division, Shornur	Ottapalam Sub Dn.	One post of Head Clerk shifted from Internal Audit Wing, Head Office, Tvpm and attached to Cheruplassery Revenue Section.	1	Cheruplassery Section	1	18847
54	PH Division, Palakkad	Palakkad Sub Dn.	The post of Head Clerk shifted from PH Sub Division, Palakkad and attached to PH Revenue Section, Palakkad with incumbent	1	Palakkad Section	1	68123
55	PH Division, Malappuram	Malappuram Sub Dn.	One post of Head Clerk shifted from PH Division, Malappuram and attached to PH Revenue Section, Malappuram	1	Malappuram Section II	1	18899
56	PH Division, Malappuram	Malappuram Sub Dn.	One post of HC shifted from O/o the CE, Southern Region and attached to PH Revenue Section, Kondotty	1	Kondotty Section	1	5066
			The post of Head Clerk				



57	PPD WASCON	PPD Regional Office, Tvpm	shifted from PH Division, North, Tvpm and attached to PPD Regional Officer, Tvpm	1	PPD Regional Office	1
----	------------	---------------------------	--	---	---------------------	---

1. The Head Clerks in charge of Revenue Sections is fully responsible for the proper monitoring and supervision of revenue related matters in Revenue Sections.
2. Monitoring the meter readings taken by the Meter Reader.
3. Verify Bill generated by the Billing Clerk and ensure the proper distribution of bills to the consumers.
4. Attending the complaints related to revenue matters and take suitable actions in time.
5. Verify the arrears bill and allotting installments to eligible consumers as per Rules
6. In case of new water connections, verify that, all the details are properly recorded in the CPL / Eabacus and also confirm that necessary fees for new connection remitted by the consumers.
7. Monitoring the status of the faulty meters and issue the list of faulty meters to Meter Inspector and take necessary steps to replace the faulty meters.
8. Submit monthly status of the Faulty Meters to Revenue Officers before 5<sup>th</sup> of the every month.
9. Prepare the arrears details of consumers and submit the report to before the 5<sup>th</sup> of every month to Revenue officers concerned.
10. Monitor the status of the disconnection and confirm that the disconnection details are properly entered in Eabacus.



11. Submit the proposal for waving water charge arrears, fines, Leak Benefits, Wrong Reading etc to Revenue Officers concerned
12. Prepare monthly DCB statement and submit to Revenue Officer before 5<sup>th</sup> of every month.
13. Verify the applications submitted by the consumers for Ownership Change and submit to Revenue Officers concerned.
14. Monitor the collections received in Section office and ensure its prompt payment to Bank concerned.
15. Supervise the staff engaged in revenue related works in Section Office and submit monthly work report of each staff to Revenue Officer concerned.

(ഒപ്പ്)  
മാനേജിംഗ് ഡയറക്ടർ

സ്വീകർത്താവ്

Incumbents

ഉത്തരവിന്റെ പകർപ്പ്

- 1 . DBA Kerala Water Authority to Publish in Official Website
- 2 . PA to MD/PA to AM/PA to TM/CA to FM&CAO/CA to CE (HRD&GL)/CA to DCE(GL)/SR.AO/RAO/AO (Estt&Admn)/AO(Pension&Pay Slip)/SS-I/JS-I/G-SPARK/File/



The document is digitally approved. Hence signature is not needed.

PROCEEDING OF THE MANAGING DIRECTOR

Present Venkatesapathy S, IAS

Sub: KWA- Estt - Transfer and posting of Head Clerk - Orders issued.

---

**KERALA WATER AUTHORITY**

No. 12131/E9/2020/കെ ഡബ്ല്യു എ  
Thiruvananthapuram 16.10.2020

Dated,

Read: 1. This Office proceedings even No. dated, 16.10.2020

ORDER

Kerala Water Authority is a unique state wide public sector establishment in drinking water sector with the aid of government. Jal Jeevan Mission (JJM) has been launched by Government of India which aims at providing Functional Household Tap Connection (FHTC) to every rural household by 2024, in collaboration with State Governments on a 50:50 cost sharing basis. This will increase the responsibility of KWA in drinking water sector of rural areas. State has ordered stringent financial control measures owing to the outbreak of Covid-19 pandemic and consequent lockdown. Hence it is required to strengthen revenue collection of authority. For the effective strengthening of revenue collection, it is necessary to rearrange existing staff pattern to strengthen section offices. The following transfers and shifting of Meter Readers are ordered herewith for ensuring sufficient staffs are available at the cutting edge level to increase revenue collection.

The above circumstances necessitated the re-arrangements of existing posts of Head Clerks to Revenue Sections for strengthening Section Offices of Kerala Water Authority. On the basis of facts said above transfer and posting Head Clerks is hereby ordered with immediate effect.

Sl. No.	Name & Present Office Working	Transferred to
1	Sri. Rajeev C PH Sub Division, Irinjalakkuda	PH Revenue Section, Changanassery in newly attached post
2	Prabhakaran K V Sworage Division, Pattoor	PH Sub Division, Irinjalakkuda Vice Sri. Rajeev C. transferred.
3.	Sri. Sajith E,P GPF Section, Head Office	WW Revenue Section, Peroorkada In the newly attached post
4.	Sri. Madhusoodanan K.M PH Division (North)	PH Revenue Section, Kothamangalam



..	Thiruvananthapuram	in the newly attached post
5.	Sri. Jibin T.O PH Sub Division, Pathanamthitta	PH Revenue Section, Vadakkekara Under PH Sub Divison, Aluva in the newly attached post
6.	Sri. Darvin PH Division, Malappuram	PH Revenue Section No. II Malappuram Under PH Sub Division, Malappuram in the newly attached post
7.	Smt. Seema C Pillai PH Sub Division, Pathanamthitta	PH Section, Konni In the newly attached shifted post
8.	Smt. Rehna V Kamal Head Office, Jalabhavan	WS Revenue Section, Aryanad Under WS Sub Division, Nedumangad in the newly attached post
9.	Sri. Jayakrishnan M.K O/o the CE, Southern Region, Tvpm	PH Revenue Section, Kottiyam In the newly shifted post
10	Smt. Radhamani K PH Sub Division, Thiruvalla	PH Revenue Section, Pullad In the newly attached post
11.	Sri. Manikantan P.S WS Sub Division, Kollam	PH Revenue Section, Chathannoor in the newly attached post
12.	Sri. Krishnakumar R PH Division (South)	Project Division, Chittoor In the newly shifted post
13.	Sri. Aneesh Pradeep K.M Head Office, Tvpm	PH Section, Thiruvalla In newly shifted post
14.	Smt. Sanbdhya M.S PH Sub Division, Alappuzha	PH Revenue Section, Thuravoor In the newly shifted post
15	Sri. Pouluse P.T PH Division, Alappuzha	PH Revenue Section, Kayamkulam In the newly shifted post
16	Smt. Sibichandran PH Division, Thrissur	PH Revennue Section No. 2, Thrissur in the newly newly post
17	Smt. Hima A.K Pension Section Head Office, Tvpm	PH Revenue Section, Cheruplassery in the newly attached post



18	Sri. Firoz M O/o the CE,SR, Tvpm	PH Revenue Section, Kondotty In the newly attached post
19	Smt. Kumari Jayasree S I Funds Section, Head Office, JalabhavanTvpm	PPD Regional Office, Tvpm In the newly attached post
20	Sri. Jayalal J Internal Audit Wing Head Office, Jalabhavan	PH Revenue Section, Mavelikkara In the newly attached post
21	Sri. Ragesh B PH sub Division, Aluva	PH Revenue Section, Njarakkal Under PH Sub Division,(North) Paravoor in the newly attached post

Shifting of the posts Sl. No. 8, 13 and 17 will come in to force only after the promotion of the incumbents who are presently occupying the same. The date of relieving and joining duty shall be reported to the under signed without fail. Before leaving the present offices all the officers transferred should hand over their charges along with the files and documents including 'Memorandum of Works' to the officers suggested by the Controlling Officers. The details of documents handed over and a hard copy of the 'Memorandum of Works' (soft copy to be emailed), are to be submitted to the Controlling Officers and the Controlling Officers should ensure that the incumbents are relieved with proper handing over of charges and submission of 'Memorandum of Works' to strengthen institutional memory and professional business continuity.

Controlling officers are directed relieve the incumbents with immediate effect without waiting for substitutes and to be informed to Head Office without fail.

Venkatesapathy S. IAS  
Managing Director

The Incumbents (Through Controlling Officers)

- Copy To
1. The Chief Engineer, Southern/Central/Northern Region , Thiruvananthapuram/Kochi/Kozhikode
  2. The Superintending Engineer, PH Circle .....
  3. The Executive Engineer PH/WS/HW Division.....
  4. The Asst. Executive Engineer PH/WS/HW/WW Sub Division.....
  5. The DBA to Publish in Official Website
  - 6 PA to MD/CA to TM/CA to CE(HRD & GL)/DCE(GL)/Sr. AO/AO(Adm)/SS I/SS II/JS(Estt)/E7)/E8/E10/File/Stock File



