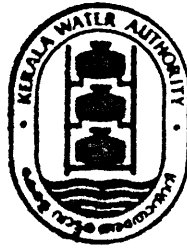


KERALA WATER AUTHORITY

**Jala Bhavan
Thiruvananthapuram**



**THE KERALA WATER AUTHORITY
DUTIES OF EMPLOYEES REGULATION - 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 (1) of section 65 - conveyed - Orders issued.

IRRIGATION (WSC) DEPARTMENT

G.O.(P) No. 47/99/Ir.D,

Dated, Thiruvananthapuram: 3.7.1999.

Read:- (1) Judgment dt. 24.8.1998 in O.P.No. 15631/99-J filed by Shri. Gopinathan Nair and another.
(2) D.O. letter No.KWA/JB/E2/16336/98 Dt. 7.11.98 from the Managing Director, Kerala Water Authority.

O R D E R

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 orders.

(By Order of the Governor)
ELIAS GEORGE,
Secretary to Government.

To

The Managing Director,
Kerala Water Authority,
Thiruvananthapuram (with C/L)
Law Department - vide U.O.No. 22360/Leg.B1/98/law Dt. 16.1.99 S/F & O/C.

Copy to:-

P.A to Secretary (Irrigation)
C.A. to addl. Secretary(WS)
Advocate General, Ernakulam -with C/L -vide
TVPM No. 15631/98/O.P. Dt. 19.6.1999.

Forwarded/By Order
SECTION OFFICER

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/IRD DATED 3-7-99 the Kerala Water Authority hereby makes the following regulations, namely:-

REGULATIONS

1. *Short title 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 carryout 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 carryout 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.

1. DUTIES AND RESPONSIBILITIES OF SUPERINTENDING ENGINEERS

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 co-ordinating 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 advice 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 equipments;
 - (k) Conducting surprise inspections for evaluating description and proper arrangement of works, in order to ensure targets fixed as per the action plan;

II. DUTIES AND RESPONSIBILITIES OF EXECUTIVE ENGINEERS

- (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.

III. DUTIES OF EXECUTIVE ENGINEER (DESIGN ENGINEER) IN CHIEF ENGINEER'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 forth with 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 carryout any other work which may be assigned specifically to him by his superior officers.

IV. DUTIES AND RESPONSIBILITIES OF ASSISTANT EXECUTIVE ENGINEERS

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 W.S. 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/datas 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.

V. DUTIES AND RESPONSIBILITIES OF ASSISTANT EXECUTIVE ENGINEER (DESIGN), C.E.'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 scrutiny 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 monitory 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.

Duties and responsibilities of Assistant Executive Engineer when posted in Research and Development Unit shall be responsible for;

- (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 equipments required for Research and Development works.
- (vi) Procuring and maintaining the tools, equipments etc.
- (vii) Disposing of unserviceable/surplus materials and equipments in time.
- (viii) Initiating organising new research and development programmes.
- (ix) Any other duties specifically assigned by the superior officers.

Duties and Responsibilities of Assistant Engineers

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 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;

- (a) The up keep and maintenance of structures and other installations under his charge.
 - (b) 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.
- (1) 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 rules;
- (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 compile 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;
 - (i) 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.

- (11) 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 when ever it was provided especially in monitoring the quality of water supplied to under survey-lance programme.
 - (xii) He should also carryout 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 equipments;
- (vii) Initiating proposals for Research and Development
- (viii) Safe custody and rendering of proper accounts (as per rules) of cash, materials, equipments etc., to his superiors.

V. DUTIES OF 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 equipments 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;

VI. DUTIES AND FUNCTIONS OF 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.

VII. DUTIES OF 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.

VIII. DUTIES OF MECHANICAL

SUPERINTENDENT /CHIEF MECHANICAL FOREMAN

1. He shall, be incharge 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.

IX. DUTIES OF 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 assiting 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.

X. DUTIES AND RESPONSIBILITIES OF

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 life saving materials, instruments like life buays, Nylone ropes, bamboo stocks, artificial respirator, first aid kit, strecture etc.
4. He shall coudct the minimum required test's such as chlorine content test, P.H. Value test, secterial 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.

XI. DUTIES AND RESPONSIBILITIES OF 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 items 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.

XII. DUTIES AND RESPONSIBILITIES OF OVERSEERS

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.

XIII. DUTIES AND RESPONSIBILITIES OF 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.

- (1) 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 informations 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 purposes.

- (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, appartenance 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.

XIV. DUTIES AND RESPONSIBILITIES OF 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.

XV. DUTIES OF METER READER

1. Meter Reader shall be responsible to take readings of water meters within jurisdiction, on a specific dates, 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.

XVI. DUTIES AND RESPONSIBILITIES OF 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;

- (1) 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 informations 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 purposes.

XX. DUTIES OF HEAD FITTER

1. He shall be vested with all the duties and responsibilities of a fitter and shall be incharge 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 net work 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.

XXI. DUTIES OF 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.

XXII. DUTIES OF 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 over all charge of the group of workers entrusted with a particular site work.

XXIII. DUTIES AND RESPONSIBILITIES OF SURVEYOR

His main duties shall be the survey of water supply schemes, drainage scheme or other survey works connected with the functioning of the Authority.

1. 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 datas required for the water supply /drainage schemes during the course of the survey work.
4. Keep the filed books in safe custody and other datas 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.

XXIV. DUTIES OF LIFE GUARD

1. Life Guard shall assist the Life Guard Cum Coach in all matters.
2. He shall be responsible for the life saving 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.

XXV. DUTIES OF 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.

XXVI. DUTIES OF ELECTRICAL OVERSEER

Electrical Overseer shall rendering 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.

**DUTIES OF 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;
- h) Keep an account of stationery articles used.

DUTIES OF 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.

DUTIES OF 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.

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 carry out 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;

DUTIES OF 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 carry out 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 carryout any other duties that may be specially assigned to him by his superior officer,

DUTIES OF THE 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.

DUTIES OF THE 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.

GARDEN SUPERINTENDENT

He shall supervise the Gardeners and make design of gardens.

DUTIES OF 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 sprun off shrubs etc., and shall maintain the pots and plants in good condition.

SEWER CLEANER

1. His duties shall be, 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 allainment 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.

DUTIES OF 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.

ANNEXURE

(Referred at item 11 of the duties of Superintending Engineers)

QUESTIONNAIRE

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 budgetted 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 budgetted 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 budgetted 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

I. DUTIES OF 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 there under.
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 budgetory 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 statment 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 budgetory provisions.

II. DUTIES OF THE 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 headoffice.
8. Carrying out any other work specifically assigned to him by the Managing Director.

III. DUTIES OF 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.

IV. DUTIES OF 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.

V. DUTIES OF THE ADMINISTRATIVE OFFICER

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 carryout 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.
2. 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 upto 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;

exercising supervisory control over the custodians of typewriter, stationery and other valuables.

VI. DUTIES OF THE 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 informations 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 carryout any other duties specifically assigned to him by the Managing Director or the Finance Manager or Chief Accounts Officer or the Accounts Manager.

VII. DUTIES OF 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 may be.

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, reallootments; 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.

VIII. DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANTS

The Administrative Assistant shall assist the Head of Office in the management of the office work. His responsibilities shall include;

- i. 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.

- ii Reviewing the work of the section heads under his control, to see that they carry out their work systematically and promptly.
- iii 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.
- iv 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.
- v Making temporary arrangements for carrying out the work of subordinate ministerial or Class IV Officers who may be absent, on leave etc.
- vi Maintaining order and discipline in the Office, in accordance with instructions of the Managing Director/Chief Engineer/Deputy Chief Engineer/Administrative Officer;
- vii Ensuring timely preparation, encashment and disbursement of pay and allowances:
- viii Seeing that registers, books, accounts etc., as per prescribed rules, are maintained and kept upto-date and checking the accuracy of postings at intervals, including the submission of the monthly accounts as scheduled;
- (ix) Keeping safe custody of documents and other valuables entrusted to his care;
- (x) Scrutinising files, notes etc., on matters requiring orders of higher authorities and submitting such cases promptly, with his own remarks;
- (xi) Ensuring safe custody of office furniture and maintenance of accounts there of;
- (xii) Exercising supervisory control over the custodian of typewriter, stationary and other valuables;
- (xiii) Carrying out any other duties specifically assigned to him by his superior officers.

IX. DUTIES OF SENIOR SUPERINTENDENTS/ JUNIOR SUPERINTENDENTS.

1. 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;

- (i) The proper distribution of work among the staff under their control, with the approval of the Head of the office;
- (ii) Marking of papers received to the concerned clerks and seeing that the papers are duly delivered to them.
- (iii) The scrutiny of the papers and files attended to by the clerks in their sections;
- (iv) Putting up notes on papers requiring orders of superior authorities;
- (v) 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.

- (vi) 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;
- (vii) 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;
- (viii) Ensuring that prompt action being taken on urgent matters;
- (ix) Ensuring the orderly arrangement of files, registers etc., by the clerks, to enable any file to be traced out easily;
- (x) Periodically reviewing the old files and records with a view to close them as per rules laid out in the Manual of Office Procedure;
- (xi) Controlling the work of class IV employees;
- (xii) Carrying out any other duty specially assigned to them by their Superior Officers.

X. DUTIES AND RESPONSIBILITIES OF THE 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 this 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.

XI. 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 tappals and efficient working of the section generally.

XII. DUTIES OF THE LEGAL ASSISTANT/ 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.

XIII. DUTIES AND RESPONSIBILITIES OF LOWER DIVISION 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 upto 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;
 - (viii) 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 cash book 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.

XIV. DUTIES OF TYPISTS

1. The duties of a Typist are the following:-
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 neatly 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 adressess 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.

**XV. DUTIES OF CONFIDENTIAL ASSISTANT
SHALL BE THE FOLLOWING**

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.

XVI. DUTIES OF DAFFADAR

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.

XVII. DUTIES OF 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 tappals 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.

MANAGING DIRECTOR

*for and behalf of the
Kerala Water Authority.*