



KERALA WATER AUTHORITY

Jalabhavan
Thiruvananthapuram – 695033
Kerala – India

PROCEEDINGS OF THE SENIOR ADMINISTRATIVE OFFICER

Sub:- KWA - Admn- Provisional promotion of U D Clerks as Head Clerks in the scale of pay of Rs. 28500-66500 - Orders issued.

No: KWA/JB/E.9/2078/2007 (II)

Dated: 23.05.2022

- Read:-
1. G.O. (P) No. 26/16 WRD dated, 29.09.2016.
 2. G.O. (P) No.27/2016 WRD dated, 11.11.2016.
 3. Circular No. 8130/A.R.C.3/2010/ARD dated, 24.02.2012.
 4. Proceedings No KWA/JB/E9/3947/2013 dated, 01.01.2014. (Final Seniority List of UD Clerks as on 31.12.2011)
 5. Judgment dated, 21.01.2019 in CC (C) No. 1949/2018 in WP (C) No. 32518/17.
 6. Judgment dated, 21.07.2018 and 14.06.2019 in WP(C) No. 11649/2018 (E).
 7. Proceedings No. KWA/HO/E9/13489/2019 (1) dated, 01.06.2019. (Draft Re-assigned list of UD Clerks belonging SC/ST candidates)
 8. Proceedings No. KWA/HO/E9/13489/2019 (1) dated, 21.06.2019. (Revised Re-assigned list of UD Clerks belonging SC/ST candidates)
 9. Interim Order dated, 21.05.2019 in WP(13933/2019 (N)
 10. This office circular No. KWA/JB/E1/3687/2017 dated, 11.02.2019.
 11. GO (P) No. 17/2018/P & ARD dated, 27.12.2018.
 12. Judgment dated, 19.08.2019 in WP(C) No. 22448/2019(E)
 13. Circular No. KWA/JB/E1/3657/2017 dated, 29.05.2020.
 14. Proceedings No. 3915/E9/2020/KWA dated, 06.0.2020 of the CE(HRD&GL)

ORDER

The following provisional promotion of U D Clerks as Head Clerk in the scale of pay of Rs. 28500-66500 are ordered with immediate effect.

PROMOTION

As per proceedings read 4 above, final seniority list of Upper Division Clerks as on 31.12.2011 was published on 01.01.2014. The employees belonging to SC/ST category and those working as LD/UD Clerks had raised objections about the non-compliance of Rule 13 A (I) (a) in the final seniority list published vide proceedings read 4 above. In order to resolve the issue, after thorough verification the issues were considered as per law and reassigned list was published vide paper read 8 above.

On the basis of the seniority lists read as papers 4 & 8 above and order read 15 above, provisional promotion of the following Upper Division Clerks to the post of Head Clerks and posted to the offices noted against their name.

Sl. No.	Name and Present Office	PEN NO.	Posted to
1	Sri. Najeeb A UD Clerk PH Division(North) Thiruvananthapuram	G44487	PH Sub Division, Ponkunnam in the existing vacancy



2	Sri. Zulfikar Salim UD Clerk PH Sub Division, Ranni	14798	PH Section, Peruva under PH Sub Division, Kaduthuruthy in existing vacancy
3	Sri. Manoj P UD Clerk WS Sub Division, Payyannur	G13674	RWS Sub Division, Kozhikkode in the existing vacancy

The promotion is purely provisional under Rule 28 (b) (i) and based on final verdict of the Hon'ble High Court of Kerala in Writ Petitions referred above and related cases. The promotees will be on probation as per paper read 11 above. Before admitting the promotees for duty, the Controlling Officers shall obtain an undertaking as appended herewith from the incumbents and the same shall be pasted in the Service Book.

The date of relieving and joining duty of the incumbent shall be reported to this office along with an attested copy of the undertaking to this office without fail. Before leaving the present offices, all the promotees should hand over their charges along with the files and the documents including 'Memorandum of Works' to the officers suggested by the controlling officers. The details of documents handed over and a hard copy of 'Memorandum of Works' (soft copy to be emailed), are to be submitted to the controlling officers and the controlling officers should ensure that none of the incumbents are relieved without proper handing over of charges and submission of 'Memorandum of Works' to strengthen institutional memory and professional business continuity. An undertaking as per GO(P) No. 169/2019/Fin dated, 13.12.2019 should be submitted by the incumbent and same shall be pasted in the Service Book of the incumbent.

The following duties should be strictly performed by the Head Clerks entrusted with Revenue Section without fail.

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



14. Monitor the collections received in Section office and ensure its prompt payment to Bank concerned.
15. Supervise the staff engaged in revenue related works in Section Office and submit monthly work report of each staff to Revenue Officer concerned.
16. Any other works assigned by the officers / reported upon or by the higher authorities.

Sd/-
VINODAN K
Deputy Chief Engineer(GL)

To

The incumbent (through controlling officer)

Copy To

Chief Engineer, Southern Region, Thiruvananthapuram/ Central Region,
Kochi/Northern Region, Kozhikode

All Superintending Engineer, P.H.Circle,.....

The Executive Engineer,

The Assistant Executive Engineer,

PA to MD/ PA to AM /CA to CE (HRD & GL)/ CA to DCE(GL)/CA to FM &CAO/CA to
Sr.A.O/AO (Estt & Admn)/AO (Pension &Pay Slip)// AO (Funds) /(DAO Admn &
Estt) SSI/SSII/ JS(Estt)/File/Stock File.