

KERALA WATER AUTHORITY

No. KWA/HO/E5(A)/5179/94

Office of the Managing Director,  
Water Works Campus,  
Jalabhavan,  
Trivandrum - 695 033,  
Dated: 29.11.1995.

From The Chief Engineer (Gl)

To The Chief Engineers,  
The Superintending Engineers  
The Executive Engineers.

Sir,

Sub:- Norms for operating staff - minimum require-  
ment - regarding.

Ref:- Authority Resolution No. 3492 dt. 30.6.95 of  
143rd meeting.

In order to streamline the future appointments of operating staff it is considered necessary to have some basic norms on the basis of which we can approach Government for sanction. A copy of the approved norms for pumphouses & Treatment Plant is enclosed herewith. The details of staff working at present was collected and computerised in another instances. It was observed that some of the Divisions have excess staff while some are very deficient in areas similarly under the same Circle when one Division is having excess staff other Divisions are engaging workers on contract basis for operation and maintenance.

As Water Authority is passing through a very critical financial situation wherein it is found difficult to meet the P.F. disbursements in time it is requested that the Circle offices may study the staff requirement under such region and deploy the excess persons suitably in new schemes and also cut down the expenditure on running the system on contract basis, by effectively utilising the staff at hand.

cc: Norms.

Yours faithfully,  
Sd.

for Chief Engineer (Gl.)

En't. on No. CE/NR/E4:4263/95 dt. 26.12.95.

Copy with copy of enclosure forwarded to the Suptg. Engineer, P.H. Circle, Thrissur for information and necessary action. The copy of the same may be forwarded to all offices under your Circle for information and necessary action.

*Att. Anurag*

Sd/- for Chief Engineer.

En't. on No. 4922/95 dated -3-1996.

Copy with copy of enclosures forwarded to all Exe. Engineers and Asst. Exe. Engineers and Assistant Engineers for information and necessary action.

*[Signature]*  
for Superintending Engineer.

cjt/14/iii

NO. OF STAFFING PATTERN OF OPERATING STAFF OF KERALA  
WATER AUTHORITY

-101-

I. PUMP HOUSES

A. Upto capacity 10 mld.

Operator - 1 For each shift. ✓

B. Above capacity 10 mld.

Operator - 1 }  
Shift Mazdoor-1 } For each shift. ✓

II. WATER TREATMENT PLANTS.

A. Conventional Rapid Sand Filters/clarifiers upto 10 mld.

Operator - 1 }  
Shift Mazdoor- 2 } For each shift. ✓

B. Conventional Rapid Sand Filters above 20 Mld and upto 50 mld.

Operator - 1 }  
Shift Mazdoor- 3 } For each shift  
Watcher - 1 }

Overseer Grade- 1 }  
Mechanic - 1 }  
Electrician - 1 } Only in general day shift.  
Chemist - 1 }  
Gardener - 1 }

C. Conventional Rapid Sand Filters above 50 mld and upto 75 mld.

Operator - 1 }  
Shift Mazdoor- 4 } For each shift.  
Watcher - 1 }

Overseer Gr. I- 1 }  
Mechanic - 1 }  
Electrician - 1 } Only in general day shift.  
Chemist - 1 }  
Gardener - 1 }

D. Conventional Rapid Sand Filters above 75 mld.

Operator - 2 }  
Shift Mazdoor- 5 } For each shift.  
Watcher - 1 }

Overseer Gr. I- 1 }  
Mechanic - 1 }  
Electrician - 1 } Only in general day shift.  
Chemist - 1 }  
Gardener - 1 }

E. Conventional Slow Sand Filters.

Shift Mazdoor - 1 } For each shift.

III. ELECTRICAL SUB STATIONS.

Assistant Engineer (Electrical) - 1 Only in general day shift  
Overseer Grade-I - 1 }  
Electrician - 1 } For each shift.

The above staffing pattern is required only where more than one transformer is installed for parallel operation with 11 KV CCB and connected accessories.

IV. SERVICE RESERVOIRS.

Watcher - 1 for each shift.

(For watching as well as for opening and closing of valves).

This staffing pattern is allowable only where it is essential and the necessity of the same should be explained in the maintenance estimate. No separate watcher is necessary if service Reservoir is located in the Treatment Plant/Pumphouse Compound itself.

PUMPING MAINS/DISTRIBUTION SYSTEMS.

The repairs and maintenance shall preferably be carried out on annual running contract basis. Supervision of these works can be done by the concerned Section Offices (Asst. Engineer).

VI. GENERAL INFORMATION.

- (i) The above staffing pattern is for one shift only as noted against the category of staff.
- (ii) When more than one shift is employed, the number of operating staff may be increased accordingly.
- (iii) The above staffing pattern is of general nature and the possibility of reducing the same for economy may be considered as per operating conditions.

In case where increase in operating staff is inevitable due to the difficulties and peculiarities in the nature of operation in individual water treatment plants, it should be clearly explained in the maintenance estimate and sanction obtained for the same from the Chief Engineer.

- (iv) Required provision for off duties of operating staff may be included in the maintenance estimate.

*Actual Provision*

- (v) In pumphouses where pumping operation in a shift is less than 4 hours, the possibility of combining the pumping operation in more than one pumphouse with the same operator may be considered.

Signed by:

1. Sri. A. K. Sadanandan,  
Technical Member,  
Kerala Water Authority,  
Thiruvananthapuram.
2. Sri. P. Ramachandran Nair,  
Chief Engineer,  
Southern Region,  
Kerala Water Authority,  
Thiruvananthapuram.
3. Sri. Veeran Pillay,  
Chief Engineer,  
Northern Region,  
Kerala Water Authority,  
Kozhikode.
4. Smt. S. Krishnaveni,  
Chief Engineer  
(Investigation, Planning & Design)  
Kerala Water Authority,  
Ernakulam.
5. Sri. M. Azad,  
Chief Engineer (PS - G1),  
Kerala Water Authority,  
Thiruvananthapuram.

(True copy)

Superintending Engineer.

KERALA WATER AUTHORITY

OPERATION AND MAINTENANCE STAFF PATTERNS FOR WATER SUPPLY SCHEMES

As per G.O. (MS) No. 254/80 dt. 9.10.1980 Government has approved the pattern of staff for treatment plants and pumping stations of water supply schemes. Subsequently Chief Engineer PHEED in his letter No. PHE1(GI) 24801/81 dt. 21.10.1981 has recommended certain norms for operation and maintenance staff for other components of water supply schemes viz. Transmission main, Service Reservoir, Distribution net work etc. Since the maintenance cost of water supply schemes are increasing sharply every year and the bulk of the maintenance expenditure goes for salaries and wages (about 45%) it was felt to have a second look at the norms already approved/recommended. In the meeting of the senior executives of KWA convened by the Managing Director on 15.9.1992, it was decided that the Technical Member and 4 Chief Engineers will deliberate on the issue and suggest any changes required. Accordingly the Technical Member and 4 Chief Engineers (Dy. Chief Engineer representing Chief Engineer (IPD) met at Trichur on 31.10.1992 and after detailed discussion agreed on certain norms. However when the draft norms were forwarded to the Chief Engineers, the Chief Engineer, IPD suggested some more changes. Hence it was thought necessary to have another meeting to finalise the norms. Accordingly a meeting of all four Chief Engineers and Technical Member were held on 24.12.93 and after detailed deliberation decided to recommend the following norms for operation and maintenance staff of water supply schemes.

According to the present norms water supply schemes are divided into different capacities for deciding the requirement of staff. It was felt that such a categorisation had some drawbacks. Apart from capacity variations we have different types of schemes - schemes having one or more pumping station with or without treatment plants etc. Hence it was thought ideal to evolve norms for pumping stations and treatment plants separately so that any combination can be taken. Based on the above principle the following norms are suggested.

A. P. U.  
A. P. U. W. M.

KERALA WATER AUTHORITY

No. KWA/HO/E5(A)/5179/94

Office of the Managing Director,  
Water Works Campus,  
Jalabhavan,  
Trivandrum - 695 033,  
Dated: 29.11.1995.

From

The Chief Engineer (G1)

To

The Chief Engineers,  
The Superintending Engineers  
The Executive Engineers.

Sir,

Sub:- Norms for operating staff - minimum require-  
ment - regarding.

Ref:- Authority Resolution No. 3492 dt. 30.6.95 of  
143rd meeting.

In order to streamline the future appointments of operating staff it is considered necessary to have some basic norms on the basis of which we can approach Government for sanction. A copy of the approved norms for pumphouses & Treatment Plant is enclosed herewith. The details of st. EE working at present was collected and computerised in another instances. It was observed that some of the Divisions have excess staff while some are very deficient in areas similarly under the same Circle when one Division is having excess staff other Divisions are engaging workers on contract basis for operation and maintenance.

As Water Authority is passing through a very critical Financial situation wherein it is found difficult to meet the P.T. disbursements in time it is requested that the Circle offices may study the staff requirement under such region and deploy the excess persons suitably in new schemes and also cut down the expenditure on running the system on contract basis, by effectively utilising the staff at hand.

cc: Norms.

Yours faithfully,  
Sd.

for Chief Engineer (G1.)

En't. on No. CE/NR/E4:4263/95 dt. 26.12.95.


Copy with copy of enclosure forwarded to the Suptdy. Engineer, P.H. Circle, Thrissur for information and necessary action. The copy of the same may be forwarded to all offices under your Circle for information and necessary action.

*Attch  
Amurk*

Sndt. on A1: 4922/95 dated -3-1996.

Copy with copy of enclosures forwarded to All Exe. Engineers and Asst. Exe. Engineers and Assistant Engineers for information and necessary action.

Sd/- for Chief Engineer.

  
for Superintending Engineer.