

**PROCEEDINGS OF THE MANAGING DIRECTOR**

**Present: Ajit Patil IAS**

Sub:-KWA - Estt - Formation of P.H.Division Office at Thiruvananthapuram South, Water Works Sub Division (HQ), Vellayambalam, Water Works Revenue Section, Palayam, Water Works Revenue Section, Pattoor, Water Works Revenue Section, Kowdiar, Water Works Revenue Section, Peroorkada, Water Works Revenue Section, Pongummoodu, Water Works Revenue Section, Thirumala, Water Works Revenue Section, Karamana, Water Works Revenue Section, Kuriyathy, Water Works Revenue Section, Vandithadam, Thiruvallam - orders issued.

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**KERALA WATER AUTHORITY**

No.KWA/JB/E.2(A)/19212/2015. Dated, Thiruvananthapuram, 29.02.2016.  
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- Read:-1. Kerala Water Authority Board Resolution No.10262 held on 17.12.2015  
2. Letter No.KWA/CE(SR)/PHT/6042/2012 dated, 27.11.2015 of Chief Engineer, Southern Region, Thiruvananthapuram.

**O R D E R**

1.0 The Chief Engineer, Southern Region, Thiruvananthapuram vide letter read 2<sup>nd</sup> cited above have submitted a proposal to constitute one more division in Thiruvananthapuram with one more Sub Division and 9 nos of Revenue Sections. Presently the geographical area of P.H.Division Thiruvananthapuram is divided mainly into five Sub divisions and ten sections. In addition there are three more sections viz., Store, Filter House and Head quarters. The five Sub Divisions are, Central Sub Division, East Sub Division, West Sub Division, North Sub Division and South Sub Division. The sections are headed by Assistant Engineer's and two sections are attached to each Sub Division except Central Sub Division wherein Store, Filter House and Head Quarters Sections are also attached. There are separate connection units in three of the above Sub Divisions except North and West wherein new water connections are sanctioned by a separate Assistant Engineer attached to Sub Divisions. In North and

West Sub Divisions, the section Assistant Engineer's are dealing with new water connections in addition to their normal duties.

- 2.0 The area under P.H. Division Thiruvananthapuram has a total no. of 247417 water connections as per reports and this is handled by the ten sections under the five Sub Divisions. The consumers per Sub Division varied from 30154 in West Sub Division, 67273 in East Sub Division and the average connection per Sub Divisions is around 50000. Hence the formation of new Division, Sub Divisions and Sections is essential in Thiruvananthapuram Corporation for improving the overall efficiency and increasing revenue of the organization. The above proposal has been placed before Kerala Water Authority Board. In this context Kerala Water Authority Board vide resolution read 1<sup>st</sup> cited have resolved to approve the restructuring of existing P.H.Division, Thiruvananthapuram into two Divisions including additional Sub Division and Sections.
- 3.0 In the above circumstances sanction is hereby accorded to create P.H.Division Office at Thiruvananthapuram South, Water Works Sub Division (HQ), Vellayambalam, Water Works Revenue Section, Palayam. Water Works Revenue Section, Pattoor, Water Works Revenue Section, Kowdiar. Water Works Revenue Section, Peroorkada, Water Works Revenue Section, Pongummoodu, Water Works Revenue Section, Thirumala, Water Works Revenue Section, Karamana, Water Works Revenue Section, Kuriyathy, Water Works Revenue Section, Vandithadam, Thiruvallam forthwith.
- 4.0 The newly formed above Division Office, Sub Division Office and Section Offices are to be provided with sufficient number of staff/post and being so it has been decided to make following rearrangements without creation of new posts.

#### 4.1 P.H.Division, Thiruvananthapuram (South)

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to P.H.Division, Thiruvananthapuram South.
1.	Executive Engineer	1	One post from JICA Project, Observatory Hills, Thiruvananthapuram (Smt.Anitha Puthiyapurayil).

2.	Assistant Executive Engineer /TA	1	One post from JICA Project, Observatory Hills, Thiruvananthapuram (Sri.Sooraj Sukumar.S).
3.	Divisional Accounts Officer	1	One post from Office of the Chief Engineer, JICA Project Thiruvananthapuram (On Completion of JICA project).
4.	Junior Superintendent	1	One vacant post from PH Division Thiruvananthapuram.
5.	Assistant Engineer	2	One vacant post from JICA Project, Observatory Hills, Thiruvananthapuram. One post from JICA Project, Observatory Hills, Thiruvananthapuram. (leave vacancy of Smt.Saritha Baduri).
6.	Head Clerk	1	One post from P.H Division Thiruvananthapuram (Asuntha.V)
7.	U.D.Clerk/LD Clerk	4	One post from Office of the Chief Engineer, JICA Project Thiruvananthapuram (Sri.Ratheesh Kumar.S). One post from P.H Division Thiruvananthapuram (Smt.Sandhya Sanker) One vacant post from P.H Division Thiruvananthapuram One post from P.H Division Thiruvananthapuram (Provisional Hand working)
8.	Draftsman Grade-I	3	Two posts from P.H Division Thiruvananthapuram (Sri.Shamnadh.A & Smt.Girijakumary) One post from JICA project, Observatory Hills, Thiruvananthapuram (Smt.Selestina Bai.C)
9.	Overseer Grade- III	5	One post from P.H Division Thiruvananthapuram (Sri.Binu Babu.S) Four posts from JICA project, Observatory Hills, Thiruvananthapuram (Smt.Kavitha.N, Smt.Sunitha George & Smt.J.S.Ranjithkumar) One post vacant.
10.	Typist	1	One vacant post from P.H Division Thiruvananthapuram.

11.	Peon/Office Attendant	2	One post from JICA Project Thiruvananthapuram (Priya.S). One vacant post from JNNURM.
12.	Driver	1	One post from JICA Project, Observatory Hills, Thiruvananthapuram (Sri.Ratheeskumar)

\* The Executive Engineer (Sl.No.1), Assistant Executive Engineer (Sl.No.2) & Assistant Engineers Sl.No.5 are vested with additional duties of JICA Project works.

#### **4.2 Water Works Sub Division (HQ), Vellayambalam**

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Head Works Sub Division(HQ), Vellayambalam.
1.	Assistant Executive Engineer	1	One post from JICA Project, Observatory Hills, Thiruvananthapuram (Amrithraj.B.J)
2.	Head Clerk	1	One post from Head Works Division, Aruvikkara. (Reena.A.N.)
3.	U.D.Clerk/L.D.Clerk	3	One post from Central Sub Division, Thiruvananthapuram (Smt.Priya Nath). Two vacant post from Central Sub Division, Thiruvananthapuram
4.	Typist	1	One vacant post from Head Office, Thiruvananthapuram.
5.	Draftsman Grade-I	1	One post from Central Sub Division, Thiruvananthapuram (Sri.Sreekumar.S.K).
6.	Draftsman Grade-II	1	One post from P.H Division, Thiruvananthapuram.
7.	Driver	1	One post from Central Sub Division, Thiruvananthapuram (Sri.Shaji .K.K)
8.	Office Attendant	1	One vacant post from Central Sub Division, Thiruvananthapuram.

\* The Assistant Executive Engineer W.W.HQ Vellayambalam is vested with additional duties of TA P.H.Division, Thiruvananthapuram South till the

completion of JICA Project (Sl.No.2) & Assistant Engineers Sl.No.5 are vested with additional duties of JICA Project works.

#### 4.3 Water Works Revenue Section, Palayam

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Palayam.
1.	Assistant Engineer	1	One post from O/o CE (SR), Thiruvananthapuram (Shajila A)
2.	Head Clerk	1	One post from Central Subdivision, Thiruvananthapuram (Anil P)
3.	LD Clerk/UD Clerk	3	One post from Central Subdivision, Thiruvananthapuram (Ashok Kumar G) & Two post at present vacant.
4.	Overseer Grade-III	1	One post from Central Subdivision, Thiruvananthapuram (Gijimol.V)
6.	Meter Inspector	1	One post from Central Subdivision, Thiruvananthapuram (E P Thankappan)
7.	Meter Reader	8	Eight post from Central Subdivision, Thiruvananthapuram (K S Sujasin, Radhakrishnan Nair V, H Yesudasan, K Radhakrishnan Nair, Sheela V, Sajikumar S, Liju Golden, S Prakash)
8.	Plumber	1	One post from Central Subdivision, Thiruvananthapuram (Mahesh.M. S)

#### 4.4 Water Works Revenue Section, Pattoor

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Pattoor.
1.	Assistant Engineer	1	One post from Central Subdivision, Thiruvananthapuram (Beena.T.K)

2.	Head Clerk	1	One post from Central Subdivision, Thiruvananthapuram (Jayasree.R.V).
3.	LD Clerk/UD Clerk	3	One post from Central Sub Division, Thiruvananthapuram (Mahesh Babu) Two vacant post from Central Sub Division, Thiruvananthapuram
4.	Draftsman Grade- II	1	One post from Central Sub Division, Thiruvananthapuram (Premraj)
5.	Meter Inspector	2	Two post from Central Sub Division, Thiruvananthapuram (Sathesh Kumar, P J Joseph)
6.	Meter Reader	6	Six posts from Central Sub Division, Thiruvananthapuram (K Sasidharan, G S Binu. T H Veerendrakumar, A B Shaji, M Shajeeb, M Tharthiyooos)
7.	Plumber	1	One post from Central Sub Division, Thiruvananthapuram (Aji Shine)

#### 4.5 Water Works Revenue Section, Kowdiar

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Kowdiar.
1.	Assistant Engineer	1	One post from O/o CE (SR). Thiruvananthapuram (Usha Kumary.G)
2.	Head Clerk	1	One post from North Subdivision, Kowdiar (C.Sujatha)
3.	LD Clerk/UD Clerk	4	One post from North Subdivision, Kowdiar (Murugan.K.B) Three vacant post from North Subdivision, Kowdiar
4.	Overseer Grade-III	1	One post from North Subdivision, Kowdiar (Ramsi Beegum S S)
5.	Meter Inspector	1	One post from North Subdivision, Kowdiar (Mohammed Salim)

6.	Meter Reader	8	Eight post from North Sub Division, Kowdiar (G Anil Kumar, V Praveen, P V Pradeepkumar, K Sasikumar, E Ravindran Nair, M Sainudeen, Manoj G C and S Pradeep)
7.	Plumber	1	One post from North Sub Division, Kowdiar (Biju Paul)

#### 4.6 Water Works Revenue Section, Peroorkada

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Peroorkada.
1.	Assistant Engineer	1	One post from O/o CE (SR). Thiruvananthapuram (Bindhu)
2.	LD Clerk/UD Clerk	3	Three vacant post from North Sub Division, Kowdiar.
3.	Overseer Grade-III	1	One post from North Subdivision, Kowdiar (Meena Kumari O)
4.	Meter Inspector	1	One post from North Subdivision, Kowdiar (Ameen Hassan K P)
5.	Meter Reader	2	One post from North Subdivision, Kowdiar (Sreeraj S and Sooraj Kumar)
6.	Fitter	1	One post from North Subdivision, Kowdiar (Shibu.G.O)

#### 4.7 Water Works Revenue Section, Pongummoodu

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Pongummoodu.
1.	Assistant Engineer	1	One post from O/o CE (SR). Thiruvananthapuram (Udayakumari)
2.	Head Clerk	1	One post from West Subdivision, Pongummoodu (B Krishnankutty)
3.	LD Clerk/UD Clerk	3	Two post from West Sub Division, Pongummoodu (A Joy, Sandeep T) One vacant post from West Subdivision, Pongummoodu
4.	Overseer Grade-III	2	Two post from West Sub Division, Pongummoodu (Jose Paul, Krishnakumar N R)
5.	Meter Inspector	1	One post from West Sub Division, Pongummoodu (V K Shibu)

6.	Meter Reader	2	Two post from West Sub Division, Pongumoodu (M Dilcep Kumar and R Sathyaprakash)
7.	Plumber	2	Two post from West Sub Division, Pongumoodu (S Shibu and S Ramesh)

#### 4.8 Water Works Revenue Section, Thirumala

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Thirumala.
1.	Assistant Engineer	1	One post from East Subdivision, PTP Nagar (Sabu V)
2.	Head Clerk	1	One post from East Subdivision, PTP Nagar (Salim S)
3.	LD Clerk/UD Clerk	5	Five vacant post from East Subdivision, PTP Nagar
4.	Draftsman Grade-I	1	One post from East Subdivision, PTP Nagar (Ramesan D)
5.	Meter Inspector	1	One post from East Subdivision, PTP Nagar (K Radhakrishnan)
6.	Meter Reader	4	Four posts from East Subdivision, PTP Nagar (Shaji PS, Haresh Lalu B, Santhosh Kumar V and Biju S)
7.	Plumber	1	One post from East Subdivision, PTP Nagar (D R Shaji)

#### 4.9 Water Works Revenue Section, Karamana

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Karamana.
1.	Assistant Engineer	1	One post from JICA Project, Observatory Hills, Thiruvananthapuram (Meeti Jayan.C)
2.	Head Clerk	1	One post from East Sub Division, PTP Nagar (Suhara)
3.	LD Clerk/UD Clerk	4	Two post from East Sub Division, PTP Nagar (Ganesh S and Anilkumar P S) Two vacant post from East Subdivision, PTP Nagar
4.	Draftsman Grade II	1	One post from East Sub Division, PTP Nagar (Pramod J C)



5.	Meter Inspector	2	Two post from East Subdivision, PTP Nagar (Moideenkutty and Appukuttan T)
6.	Meter Reader	6	Six posts from East Subdivision, PTP Nagar (Sreekumar R S, Pradeepkumar S M, Shaji O R, Vinodkumar A S, Mohana kumaran Thampy and Hassan S)
7.	Plumber	1	One post from East Subdivision, PTP Nagar (Venu V)

#### 4.10 Water Works Revenue Section, Kuriyathy

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Kuriyathy.
1.	Assistant Engineer	1	One post from South Subdivision, Kuriathy (Hari Sharma)
2.	Head Clerk	1	One post from South Subdivision, Kuriathy (Vinod Jacob)
3.	LD Clerk/UD Clerk	7	Two post from South Subdivision, Kuriathy (Raffeeq and Lalithambika) Five vacant post from South Subdivision, Kuriathy
4.	Draftsman Grade- II	1	One post from South Subdivision, Kuriathy (Sajeev.P.M)
5.	Meter Inspector	3	Three post from South Subdivision, Kuriathy (K K Mohanan, Krishnankutty P and Dineesh kumar M)
6.	Meter Reader	8	Eight post from South Subdivision, Kuriathy (Ajikumar M, Vijayan C, Vinod C, Reji R R, Anilkumar C, Rakesh S, Satheshkuamr T and Binulal G)
7.	Plumber	1	One post from South Subdivision, Kuriathy (Manikuttan)

#### 4.11 Water Works Revenue Section, Vandithadam, Thiruvallam.

Sl: No.	Category	Sanctioned Strength	To take out from and be attached to Water Works Revenue Section, Vandithadam, Thiruvallam.
1.	Assistant Engineer	1	One post from JICA Project, Observatory Hills Thiruvananthapuram (Girija Kumari.K)

2.	Head Clerk	1	One post from South Subdivision, Kuriathy (Mohanakumar.P)
3.	LD Clerk/UD Clerk	4	Two post from South Subdivision, Kuriathy (Anitha R and Saranya S) Two vacant post from South Subdivision, Kuriathy
4.	Draftsman Grade II	1	One vacant post from South Subdivision, Kuriathy
5.	Meter Inspector	1	One post from South Subdivision, Kuriathy (Raju Pillai)
6.	Meter Reader	1	One post from South Subdivision, Kuriathy (Jose.G.L)
7.	Plumber	1	One post from South Subdivision, Kuriathy (Vimal Kumar)

5.0 The newly formed P.H.Division, Thiruvananthapuram South is under the jurisdiction of Superintending Engineer, P.H.Circle, Thiruvananthapuram. The existing P.H.Division, Thiruvananthapuram is renamed as P.H.Division, Thiruvananthapuram North. All existing sections under existing P.H.Division, Thiruvananthapuram North/ newly formed P.H. Division Thiruvananthapuram South is renamed as "Water Works Maintenance Section" except HQ section, Store section and Filter House section.

5.1 The connection units existing in three subdivisions namely East, South and Central subdivisions are abolished.

5.1.1 The Executive Engineers of both Divisions are directed to ascertain the details of staffs including vacant posts (ie subdivision, maintenance and revenue sections) under their control and report to this office.

5.1.2 The work distribution and file/documents transfer among above offices shall be arranged by Superintending Engineer, P.H.Circle, Thiruvananthapuram. Orders in this regard shall be issued by Superintending Engineer, P.H.Circle, Thiruvananthapuram on or before 15.03.2016 and reported to this office positively.

6.0 The newly formed P.H.Division, Thiruvananthapuram South shall administer the regular functions of following Sub Divisions:

☞ Water Works East Sub Division, PTP Nagar. (Existing Sub Division)

- ☞ Water Works South Sub Division, Kuriyathy. (Existing Sub Division)
- ☞ Water Works Sub Division (HQ), Vellayambalam. (Newly formed).

7.0 The existing P.H Division, Thiruvananthapuram North shall administer the regular functions of following Sub Divisions.

- ☞ Water Works Central Sub Division, Vellayambalam. (Existing Sub Division)
- ☞ Water Works North Sub Division, Kowdiar. (Existing Sub Division)
- ☞ Water Works West Sub Division, Pongummoodu. (Existing Sub Division).

8.0 The newly formed Water Works Sub Division (HQ), Vellayambalam shall administer the regular function of following sections.

- ☞ Head Quarters Section, Vellayambalam. (Existing Section)
- ☞ Store Section, Vellayambalam, (Existing Section)
- ☞ Filter House Section, Vellayambalam, (Existing Section)

9.0 The existing Water Works East Sub Division, PTP Nagar shall administer the regular function of following sections.

- ☞ Water Works (Mace) Section, Thirumala (Existing section)
- ☞ Water Works Revenue Section, Thirumala. (Newly formed)
- ☞ Water Works (Mace) Section, Karamana. (Existing section)
- ☞ Water Works Revenue Section, Karamana. (Newly formed)

10.0 The existing Water Works South Sub Division, Kuriyathy shall administer the regular function of following sections.

- ☞ Water Works (Mace) Section, Kuriyathy (Existing section)
- ☞ Water Works Revenue Section, Kuriyathy. (Newly formed)
- ☞ Water Works (Mace) Section, Vandithadam. (Existing section)
- ☞ Water Works Revenue Section, Vandithadam. (Newly formed)

11.0 The existing Water Works Central Sub Division, Vellayambalam shall administer the regular function of following sections.

- ☞ Water Works (Mace) Section, Palayam. (Existing section)
- ☞ Water Works Revenue Section, Palayam. (Newly formed)
- ☞ Water Works (Mace) Section, Pattoor. (Existing section)
- ☞ Water Works Revenue Section, Pattoor. (Newly formed)

12.0 The existing Water Works North Sub Division, Kowdiar shall administer the regular function of following sections.

- ☞ Water Works (Mace) Section, Kowdiar. (Existing section)
- ☞ Water Works Revenue Section, Kowdiar. (Newly formed)
- ☞ Water Works (Mace) Section, Peroorkada. (Existing section)
- ☞ Water Works Revenue Section, Peroorkada. (Newly formed)

13.0 The existing Water Works West Sub Division, Pongummoodu shall administer the regular function of following sections.

- ☞ Water Works (Mace) Section, Pongummoodu. (Existing section)
- ☞ Water Works Revenue Section, Pongummoodu. (Newly formed)
- ☞ Water Works Section, Kazhakkootam. (Existing section)

14.0 All balance works of JICA Project, Thiruvananthapuram under the control of Project Manager, JICA Project Thiruvananthapuram, shall be managed by newly formed P.H.Division, Thiruvananthapuram South and reported directly to the Chief Engineer, JICA Project. The Chief Engineer, JICA Project shall ensure the completion of all the remaining work of JICA project.

15.0 The controlling officers of the above incumbents are hereby directed to relieve off them with post forthwith. The Chief Engineer, Southern Region, Thiruvananthapuram shall take steps to earmark boundaries of the newly formed Division, Sub Divisions and Section offices in consultation with Superintending Engineer, P.H.Circle, Thiruvananthapuram. The Chief Engineer, Southern Region,

Thiruvananthapuram /Superintending Engineer, P.H.Circle, Thiruvananthapuram shall have to take necessary steps to arrange suitable premises for functioning the said offices. The aforesaid Division, Sub Division and Sections offices have to function from 29.02.2016.

16.0 The Chief Engineer, Southern Region, Thiruvananthapuram /The Chief Engineer, JICA Project, Thiruvananthapuram/Superintending Engineer, P.H.Circle, Thiruvananthapuram /Executive Engineer, P.H.Division, Thiruvananthapuram North & South shall report compliance within a week positively.

**Sd/-  
MANAGING DIRECTOR**

To The Chief Engineer, Southern Region, Thiruvananthapuram.

Copy to: Private Secretary to Hon'ble Minister for Water Resources with Covering Letter.

Copy to: Additional Chief Secretary to Government, Water Resources Department with covering Letter.

Copy to: Chief Engineer, Southern Region, Thiruvananthapuram/Central Region, Kochi/Northern Region, Kozhikode/ JICA Project/WASCON/Thiruvananthapuram.

Copy to: Superintending Engineer, P.H.Circle, Thiruvananthapuram.

Copy to: Executive Engineer, P.H.Division, Thiruvananthapuram North & South.

Copy to: Assistant Executive Engineer, Water Works Sub Division (East, West/North/South/Central/HQ), Vellavambalam/Kowdiar/Pongummoodu/PTP Nagar/Kuriyathy Thiruvananthapuram

Copy to: DBA for publishing in KWA official website

Copy to: PA to MD/PA to TM/FM & CAO/CE(HRD & GL)/DCE(GI)/DCE(Vig)/Secretary/Sr.AO/ AO(Admn)/AO(Estt)/SS/ JS/E.1/ E.2(B)/ E.3/ E.4(A)/E.4(B)/E.5/E.7/E.8/E.9/E.10/E.11/E.12/File.

**Forwarded/By Order**

  
**Deputy Chief Engineer (GI)**