

Website: <http://www.kwa.kerala.gov.in>



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## KERALA WATER AUTHORITY

Jalabhavan  
Thiruvananthapuram-695033  
Kerala

No. 753/E3/2015/KWA

Dated: 18.06.2020

### CIRCULAR

Sub:- Sub: KWA-Estt: Violation of CNV Act- modification in Circular-reg.

Ref :- This office circular No.KWA/JB/E3-14311-08 dtd 19.03.2009.

Now the circular dated, 19.03.2009 is modified by adding the following as the 9<sup>th</sup> item.

1. All the concerned officers are directed to maintain the incumbency registers. Trimonthly report on sanctioned posts, vacancies and strength should be reported to the District Employment Officer in the prescribed return (Form ER1)
2. The occupational return which is to be submitted to local Employment Exchange should be submitted once in two years without fail. (Form ER II)
3. Temporary vacancies against sanctioned posts should only be filled by appointing qualified persons through Employment Exchanges in the scale of pay applicable to the post, as per Rule 9(a)(1) of KS & SSR. Casual labourers on daily wages or Hand Receipt Workers should not be allowed to work against sanctioned posts.
4. For appointing temporary hands working through Employment Exchange against sanctioned posts requisition form should be forwarded to the concerned Employment Officer sufficiently early specifying the requirement, scale of pay, qualification etc. A person who is advised by the Employment Exchange for appointment against sanctioned post should not be engaged/paid as daily wage worker under any circumstance.
5. List forwarded by the Employment Exchange should not be returned under any circumstances without



strong valid reasons.

6. Local engagement and retaining of casual daily wage Workers, Hand Receipt Workers are not allowed except in cases of emergency with recorded reasons.
7. Daily wage workers can be engaged temporarily through Employment Exchanges, but such engagement of workers should be limited to the minimum requirement.

8. Executive Engineers will be the appointing authority for engaging temporary hands at all Divisions and Sub Divisions level

9. It is directed to engage apprentice trainees also as unskilled workers for maintenance of pump houses/ treatment plants as far as possible.

All officers are directed to strictly adhere to the directions in this circular.

Acc:- Copy of Circular dtd 19.3.2009

**Saji v**

Chief Engineer (HRD&GL)

To

The Chief Engineer, KWA(SR), Thiruvananthapuram/ Central Region, Kochi/ Northrn Region, Kozhikode/ JICA, Thiruvananthapuram/ WASCON, Thiruvananthapuram.

All Superintending Engineers / All Executive Engineers

CA to CE(HRD&GL)/ Dy.CE (GL) /Dy.CE(Vig)/ Sr.AO/ IA/ File/SF

Copy to:-

All the Superintending Engineers

All the Executive Engineers

PA to MD/CA to CE (HRD&GL)/ DCE(GL)/Sr.AO/JS(Estt)/SF

