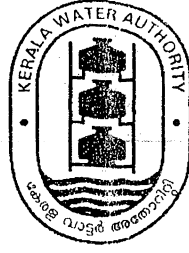


'ഭരണഭാഷ - മാതൃഭാഷ'

Website : www.kwa.kerala.gov.in



Tel : 91 - 0471 - 2328654

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# KERALA WATER AUTHORITY

Jala Bhavan  
Thiruvananthapuram - 695 033  
Kerala, India

No.KWA/HO/SP-8174/2014-15/Scrap

Dated 11/01/2016

From

The Chief Engineer (HRD&GL)

To

The Executive Engineer  
PH Division/ WS Division / Project Division / Head Works Division  
Kerala Water Authority

Sir,

Sub: Scrap Committee meeting -Disposal of scraps and other unserviceable  
Materials in Kerala Water Authority- reg.


- Ref: 1. Proceedings of even No. dated 25/09/2015 of Managing Director,  
Kerala Water Authority.  
2. Minutes of the scrap committee meeting held on 09/10/2015  
3. This office letter of even No. dated 09/11/2015

Your attention is invited to the reference cited. In continuation of this office letter cited (3) please find attached the rates of scrap items collected from various firms. The empirical method for calculating the scrap value of pump and motors is also attached for reference. You are requested to take immediate necessary action to prepare the estimate and the survey report of scrap at the Division office after quantifying the same from all sections. Mode of e-auction shall be intimated soon.

Yours faithfully


Acc: Ref.Letter(3)

  
For Chief Engineer (HRD&GL)

  
Copy to DCE(WS), KWA, Jalabhavan, Tvpm for information

SCRAP DATA/RATE COLLECTED FROM VARIOUS FIRMS

No	Item	M/s.SILK vide letter dt.28/11/15	M/s.NASCO Vide letter dt.24/11/15	M/s.Ayyankali vide letter dt.29/09/14
1.	PVC	White 25/Kg Black 15/kg	13.7/Kg	26/Kg
2.	CI	17 /Kg	12.9/Kg	22/Kg
3.	M.S	14 /Kg	9.05/Kg	-
4.	Brass	250/Kg	162/Kg	260/Kg
5.	A.C. Pipe	-	-	21/Kg
6.	Copper	335 /Kg	215/Kg	-
7.	Bronze	300 /Kg	20/Kg	-
8.	Water Meter	-	-	195/E
9.	Tyre	-	-	110/E
10	Tube	-	-	30/E

  
For Chief Engineer (HRD&GL)

9

## Motors

Body part is that of CI and winding will be of copper. As per rpm quantity of copper varies. For slow speed it will be more.

As a rough cost for a uniform assessment it had to be tabulated with respect to H.P. For 960 rpm, stator winding weight will be nearly 65% of HP.

1450 rpm it will be 58% and for 2000 or more roughly 50% for stator winding. And almost same for ROTOR also.

As an example- for 100 HP per motor.

$$960 \rightarrow 65 + 65 = 130 \text{ kg}$$

$$1450 - 58 + 58 = 116 \text{ Kg}$$

$$>2000 - 50 + 50 = 100 \text{ kg}$$

This will be value of winding wire. (total for Starter & Rotor)

To this we have to add up C.I Scrap value. This can be taken as per Kg. That is total weight minus winding weight.

## Pump

Centrifugal contains C.I as body and brass as rotating assembly which can be valued in Kg.

For Vertical Turbine discharge head can be valued as Kg being C.I along with bowl assembly excluding shaft and impeller.

Shaft is of S.S and impeller is brass.

Motor starters and panel board.

This can be valued by taking 50% of weight being for copper and remaining M.S

For submersible nearly 22% of HP can be taken as weight of copper

CF- 10% may be S.S

5% may be brass

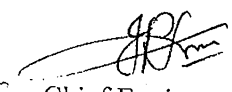
85% may be C.I (of total weight)

VT - 20% can be S.S

8% can be bronze

40% can be C I

32% can be M.S ( of total weight)

  
For Chief Engineer (HRD&GL)

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## KERALA WATER AUTHORITY

Technical Member's Unit,  
Jalabhavan,  
Thiruvananthapuram-33.  
Date: 10.08.2016

No:KWA/JB/TMU/2016/C4

### CIRCULAR

Sub: KWA-Measurement recording and Charge handing over of Assistant Engineers -reg.

Ref: 1. Technical Circular Vol.III dated 21/07/1995

2. Circular No.KWA/HO/E6/17554/93 Vol.II dated.04/09/1997

3. Circular No.KWA/HO/WN II/PKD/771/08 Vol.II dated 26/11/2011

4. The direction of the Authority Board dated 22/01/2016

*It is observed with displeasure that some of the field officers are reluctant to follow the above circulars even after strict instructions given from the Managing Director. More over the controlling officers are also seen not taking any action against them as mentioned in the circulars. The Authority board is also expressed its concern about the inordinate delay in preparation of the bills of the works and timely handing over the charges to successor during transfer/retirement of officers in certain cases. Hence all the officers concerned are hereby once again directed to strictly follow the guidelines given below.*

*1.Assistant Engineers on transfer/Retirement shall be handed over the charges including stores, upto date measurement recorded M books, list of files and memo of ongoing works etc to the successor within 10 days from the date of relieve from the old station.*

*2.If the predecessor has not handed over the charges within 10 days, the successor shall be taken charge of available store materials, M books, files etc within 30 days and report to controlling officer for taking further action. Any shortage found later in the account, that will be liable by the predecessor.*

3. The LPC/NLC of the predecessor shall be issued only after getting a signed copy of handing over charge document.
4. Any lapse from the part of the controlling officer will invite disciplinary action and also liable for the liability sustained to KWA along with Asst Engineer concerned.
5. The Executive Engineers and Assistant Executive Engineers shall be conducted periodic inspection under their sections and confirm that all the registers such as store account, MASTN, Work MAS etc are updated and upto date measurements are recorded in the M book.
6. Physical transfer of materials through MASTN shall be done only after getting authentication from the Executive Engineer.
7. The balance materials of each work shall not be transferred to any other work without written consent of the Executive Engineer.
8. If necessary, minimum duty leave can be granted by the controlling officer to the relieved Assistant Engineer holding charge of section / division store to facilitate smooth handing over of the charge within the time limit mentioned in (1).
9. All other relevant directions contained in the circulars vide under reference shall be strictly followed to fulfill the spirit of the good practice.
10. During the transfer/retirement of Subordinate staff (Technical/ Ministerial) , the controlling officer shall be monitored and confirm that the handing over charges of office files, registers including financial instruments, original agreements etc are accomplished as directed.

  
Technical Member

Copy to The Chief Engineer ( SR/CR/NR/JICA/PPD), Thiruvananthapuram  
Kochi/Kozhikode, Director, SRI. Nettoor

Copy to The Superintending Engineer, P.H/PPD Circle.....

Copy to PA to MD / CA to TM / CA to CE (HRD & GL) / CA to FM & CAO/  
DCE (GL) / (Vig) / (Planning)/ (monitoring) / (Operations)/(Works) /(TMU)  
/ Secretary.

Copy to DBA for publishing the same in the website.

NO. KWA/HO/RE/(N)/1646/99

Office of the Managing Director  
Kerala  
Water Authority  
Jalabhavan  
Thiruvananthapuram  
Dated: 13-10-1999

**CIRCULAR**

Sub:- Recording measurement of works in Measurement Books by Assistant Engineers-Non-compliance of Technical Circular dated 21.7.95 and Circular No. KWA/HO/E6/17554/93 Volume II dated 4.9.97 - Circular instruction issued.

Ref:- 1. Circular No. KWA/HO/E6/17554/93 Volume II dated 4.9.97.  
2. Meeting convened by M.D. on 4.10.99.

During a meeting held by the under signed to review the progress of works, several senior officers have complained about serious failure on the part of the AEs, AEEs and EEs in keeping proper records of material accounts and measurement of works in the measurement books and on the systematic handing over of these records. With a view to avoid recurrence of such situation instructions to be followed by the AEs, AEEs and EEs have been issued in detail vide this office Circular No. KWA/HO/E6/17554/93 Volume II dated 4/9/97. It is noted with great disappointment that many officers do not bother to comply with these standing instructions thereby causing obstacles to the final settlement of accounts of works and supplies.

Under these circumstances all the officers are again instructed to comply with the above mentioned circular instructions very promptly. CEs and SEs are requested to strictly enforce these instructions and laxity in the compliance of these instructions should be brought to the notice of the under signed and it will be dealt with very seriously.

Accts:- Copy of Circular No.KWA/HO/E6/17554/93/Vol II dt. 4-9-97.

Sd/-

MANAGING DIRECTOR.

Copy to: PA to MD, CA. to AM, FM & CAO, DY AM./Sr.A.O./  
F.O./  
A.A./S.S.

Copy to: CES.

CIRCULAR

**Sub:-** Recording of measurement of works in Measurement Books by Assistant Engineers-Non - compliance of Technical Circular dated 21.7.95 - instructions issued.

**Ref:-** Technical Circular No. KWA/HO/B6/1755493/Vol. II dated, 21-7-1995.

1. As per the Technical Circular cited under reference, the section officers shall submit a statement in the prescribed format to the Sub Divisional Officers of all works measured and recorded by them in the Measurement Book in the previous month, before 30<sup>th</sup> of every succeeding month with a copy to the Division Office. The Sub Divisional Officer shall consolidate and submit the same to Division Office.

It has come to notice of the undersigned that some Section Officers and Sub-Divisional Officers are not complying with the direction issued in the Technical Circular referred to and Superintending Engineers have even complained about the reluctant attitude of the section officers and Sub-Divisional Officers in complying with the direction contained in the Technical Circular. The non-compliance of the directions issued in the Technical Circular is being viewed seriously.

The Executive Engineers are directed to keep a watch on their subordinate officers and satisfy themselves that the directions issued in the Technical Circular are strictly complied with by them. Any lapse in the compliance of the circular in future shall be brought to the notice of the undersigned by the Assistant Executive Engineer/ Executive Engineer.



2.0 During a recent review conducted by the Honble minister for I & L, one contractor had complained that the measurement of works done by him some two years back are still not recorded by the Assistant Engineer and check measured by the Assistant Executive Engineer and in one case the Assistant Engineer had already retired from service on superannuation. On further enquiry and interogation come out that this is not an isolated case and is very much rampant in every division. It has also been brought out that the Assistant Engineers on relief from the old station on transfer or otherwise proceed to the new station without even handing over the materials held under their custody without preparing and signing proper handing over papers. The above action are to be viewed seriously and are to be curbed at any cost. The following instructions are issued in this regard for strict compliance in future.

2.1 The practice of Assistant Engineers signing a CTC and proceeding to the new station without proper relief by competent authority should be stopped forth with. The Assistant Engineers have to hand over all materials, assests etc. to his successor before getting releived from a station. In case no substitute is posted a formal request is to be made to the Executive Engineer concerned through Assistant Executive Engineer, who should issue proper orders for charge arrangement. In case of relief of Assistant Engineers on superannuations, it is the responsibility of the Assistant Executive Engineer concerned to address Executive Engineer sufficiently in advance according to the expected time required for hand over and get orders for charge arrangement should be ordered before 15 days of the date of superannuation of the Assistant Engineer.

2.2 The time allowed for handing over departmental material is specified in para 127 of the KSR part I and as stipulated there in if more time is required orders of the appropriate authority should be obtained and the relieved officer and relieving officer should complete the handing over within such time so allowed.

2.3 Under no circumstances an Assistant Engineer should be relieved from a station without handing over the material under his custody and submitting formal handing over paper.

2.4 The Assistant Engineer should see that all measurements for works, other vouchers etc. are recorded and get check measured then and there. If by any chance some measurements are still to be recorded, it should be completed and Measurement Books with check measurement certificates handed over to his successor before relief from the old station. The Assistant Executive Engineer when transferred or other who relieved from an old station should see that all works done under his control are recorded and check measured.

2.5 In case of Assistant Engineers only they complete the handing over of the material and recording of measurements, they should report the handing over to the Assistant Executive Engineer. The Assistant Executive Engineer should forward the handing over paper to the Executive Engineer. If the Assistant Executive Engineer had already handed over the handing over paper to the Executive Engineer, the handing over paper has been received by the Executive Engineer, all the measurements of the works done by the Assistant Engineer the relieved officer have been recorded and checked by the Assistant Executive Engineer and the Measurement Books with check measurement certificates handed over to his successor and that there is no work left to be done by the Assistant Engineer.

2.6 On receipt of the handing over paper from the Assistant Engineer the Certificate of the handing over should be issued by the Assistant Executive Engineer. The Assistant Executive Engineer should see that the new station should be handed over to the Assistant Executive Engineer within the stipulated time.

2.7 The Assistant Engineer and his successor should complete the above formalities as provided in para 127 of KSR part I or within such time as may be allowed by the competent authority by proper proceedings (speaking order) and both the Assistant Engineers can draw their salary from the same station i.e. the relieving officer as officiating pay and the relieved officers as transit pay. If the officers do not complete the formalities within such time as may be allowed by the competent authority the relieved officer will have to apply for eligible leave for such overstayal.

2.8 The instruction issued in this circular regarding submission of monthly returns of measurement of works in the specified format and general guidelines for handing over of charge and relief on transfer/promotion/superannuation of Assistant Engineers and Assistant Executive Engineers shall be scrupulously followed, and any non-compliance shall be brought to notice then and there by the Assistant Executive Engineer/Executive Engineer.

2.9 The Executive Engineers should direct the Divisional Accountants to start verification of non-settlement of Store Accounts/MAS etc; by Assistant Engineers who have more than 3 years to retire from the date of this order and inform vigilance Head Quarters regarding mal-partices/ missing of Accounts etc.

Sd/-

**Managing Director**

To The Chief Engineer, KWA, NR, Kozhikode/  
S.R, Thiruvananthapuram/IPD/Kozhikode/HRD/OECF  
The Superintending Engineer, KWA.....  
The Executive Engineer, KWA.....

Copy to: CA to AM/FM&CAO/PA to MD/CA to TM/  
E(PS&GL)/DCE(GL)/AO/AA/SSI/II/III  
Stock file.