



KERALA SOLID WASTE MANAGEMENT PROJECT

Local Self Government Department

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No.05/SPMU/KSWMP/2022

Dated.07.11.2022

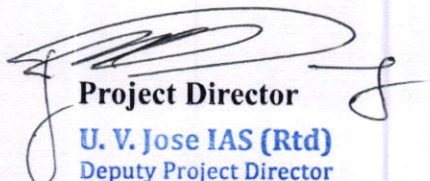
OFFICE ORDER

In the context of almost all the KSWMP Project Staff at the district level having joined duty, the following instructions are being issued to bring in clarity on the hierarchy at the district level as well as on the duties and responsibilities of the staff.

1. At the district level, the respective District Development Commissioners (DDCs) shall be the District Co-ordinator for the Project and shall have the responsibilities outlined in G.O(Rt) No.765/2022/LSGD dated.28.03.2022.
2. The recently appointed District Co-ordinator / SWM Engineers, as there could be ambiguity over the designation with that of the DDCs, for easy identification, shall have the role of Deputy District Coordinator (DyDC)/SWM Engineer and shall be reporting to the respective DDCs. All the staff at the district level (Environment Expert, Social cum Communication Expert, Financial Management Expert and Monitoring & Evaluation Expert shall report to the Deputy District Co-ordinator / SWM Engineer
3. The DyDCs shall coordinate all the district level activities of the Project at the district office level, working as a team with the other officials. In case of decision making at the office level, the decision of the DyDC /SWM Engineer shall be final. The DyDCs shall intimate DDCs on all matters/activities/decisions undertaken at the district level office. The DyDCs/ SWM Engineers shall also update the Deputy Project Director and other officers concerned on activities at the district office. DyDCs shall monitor the SWM Engineers at their respective PIUs and shall maintain records of each PIU activities.

4. Any query regarding the working / execution of projects shall be taken up with the SPMU by the DyDCs / SWM Engineers and the other Experts at the DPMUs shall contact their counterpart / seniors at the SPMU directly only on technical matters which need clarification. All other matters shall be taken up only through the DyDC / SWM Engineer.
5. The DyDCs / SWM Engineers shall have proper monitoring of the staff attendance and leave matters and shall report regarding this to SPMU as per the direction issued earlier.
6. The district office shall hire a vehicle as per the directions issued earlier and the DyDCs shall be the custodian of the vehicle, including maintaining log book of the vehicle, its utilisation etc.
7. The DyDCs/SWM Engineers shall be responsible for coordinating with the respective ULBs on project matters and may depute other staff to work with the ULBs as and when required.
8. The Experts at the District level shall be working to fulfil the requirements of the project in their respective areas and shall update the DyDC / SWM Engineer on this on a regular basis.
9. The DyDC / SWM Engineer shall maintain proper records of all administrative matters and on project matters including Environment, Social, Finance and Monitoring & Evaluation matters with the help of respective Experts at the district level.
10. The DyDC / SWM Engineer shall ensure that all the experts attend all the concerned meetings / training programmes etc . organised by the SPMU/Govt./World Bank as and when required
11. The SWM Engineers at the PIU in each of the ULB shall report to the DyDCs / SWM Engineer and shall update various activities taken up and work done in the ULB concerned on a regular basis.

The job profile of different posts in DPMUs and PIUs as per PIM is enclosed along with this so as to have a clear understanding of the responsibilities of each of the posts under the Project.



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