



## GOVERNMENT OF KERALA

### Abstract

Water Resources Department - Reformation of damaged sunken sea wall and Construction of groyne field at Chellanam- Project Management Unit constituted for the effective implementation of the project-Sanction accorded -Orders issued.

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### WATER RESOURCES (IR) DEPARTMENT

G.O.(Rt)No.44/2022/WRD Dated, Thiruvananthapuram, 20/01/2022

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Read 1 Government Order No. G.O.(Rt)No.395/2021/WRD dated, 29/07/2021

2 Government Order No. G.O.(Ms)No.46/2021/WRD dated, 23/12/2021

3 Letter No.C2-38293/19 dated 03.09.2021 and 07.10.2021 from the Chief Engineer Irrigation and Administration

### ORDER

As per the Government Order read 1st paper above Government have accorded Administrative Sanction for an amount of Rs 344.20 Crores for the following works and appointed Kerala Irrigation Infrastructure Development Corporation Ltd (KIIDC) under Water Resources Department as the Special Purpose Vehicle for implementing the work.

i). Anti-Sea Erosion (ASE) - Reformation of damaged sunken sea wall using tetrapods in between CP stone 976 and 1052 for 10 Km stretches along Chellanam coast - 254.20 crores.

ii). ASE - Construction of groyne field at Bazar CP 997 and Kannamaly CP 1020 of Chellanam GP of Ernakulam District - Rs. 90 crores.

2. The Government had also Ordered to constitute a Project Management Unit (PMU) for strengthening the SPV and for the capacity building of the Irrigation Department with suitable number of Engineers with appropriate qualification and experience from Irrigation Department and will be positioned with KIIDC for effective execution and monitoring of the coastal protection works implemented through KIIDC as SPV.

3. Vide Government Order read as 2nd paper above, Government have accepted the bid submitted by M/s Uralungal Labour Contract Co-operative Society Lt(M/s ULCCS) for an amount of Rs.256,89,67,441.29 Crores.

4. Vide the letter read as 3rd paper above, the Chief Engineer (I&A) had furnished a list of officials to be nominated to the PMU and their roles and responsibilities.

5. Government have examined the matter in detail and are pleased to accorded sanction to create a Project Management Unit (PMU) in KIIDC exclusively for the purpose of project implementation of flagship and critical irrigation projects as specified below. As an initial step one PMU shall be constituted for the effective implementation of the coastal protection works at Chellanam in Ernakulam District and other hot spots.

6. The Executive Engineer shall be the Team leader of the Project Management Unit and based on the suggestions from the team leader, other team members will be selected.

The team shall consist of the following serving officials of Irrigation Department

Executive Engineer	- 1 No.
Assistant Executive Engineer	- 2 Nos.
Assistant Engineer	- 4 Nos.
Overseers	- 4 Nos

7. Detailed job responsibilities and specific operational and functional aspects of the PMU is given in Annexure I.

(By order of the Governor)

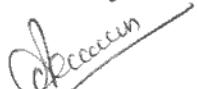
T K Jose

Additional Chief Secretary

To:

The Chief Engineer, Irrigation & Administration, Thiruvananthapuram  
The Chief Engineer/ Managing Director Kerala Irrigation Infrastructure Development Corporation Ltd (KIIDC), Thiruvananthapuram  
The Chief Executive Officer, Kerala Infrastructure Investment Fund Board (KIIFB), Thiruvananthapuram  
The Principal Accountant General (Audit/A&E) Kerala, Thiruvananthapuram  
The Officers concerned  
Office Copy/Stock File

Forwarded /By order

  
Section Officer

## Annexure I

### Constituting a dedicated Project Management Unit (PMU) under KIIDC for implementing and monitoring Anti-Sea Erosion (ASE) works at Chellanam

To implement the "Reformation of Damaged Sunken Seawall and Construction of Groyne Field at Chellanam, Ernakulam District" a Project Management Unit (PMU) will be set up at KIIDC to implement the work above mentioned.

The PMU will work under the direct supervision of Managing Director, KIIDC. He shall be assisted by the Chief Engineer, KIIDC as and when necessary. The constitution of PMU shall be as follows

1. One serving Executive Engineer from Irrigation Department
2. Two serving Assistant Executive Engineers
3. Four serving Assistant Engineers
4. Four serving Overseers

The Executive Engineer shall be the Team Leader (TL) of the PMU and shall be the Head of Office of the PMU. TL shall be conferred with the administrative and financial delegations of an Executive Engineer of Irrigation Department.

### Defining Roles and Responsibilities

#### KIIDC

KIIDC being the SPV for this KIIFB funded project, oversees the project from a high level. They are the senior management and are responsible for steering the overall activities. MD, KIIDC will create S.M.A.R.T. (Specific, Measurable, Achievable, Realistic and anchored within a Time Frame) Goals, resolve conflicts, remove obstacles, and sign off on any major project components.

#### **Responsibilities**

1. Create overall project vision
2. Make key decisions within the project
3. Approve budget and changes if any
4. Take inventory of project resources

The regular remuneration of the team members of PMU who are serving officials of the Irrigation Department shall be disbursed from the office of the Chief Engineer (I&A) so as to avoid any ambiguity regarding disbursement and accounting of salary and allowances. All other establishment or expenses associated with PMU shall be borne by KIIDC.

The PMU members shall be put entirely at the disposal of MD, KIIDC. Administrative and establishment support to PMU shall be provided by KIIDC. The accounting branch of the PMU shall entirely be manned by KIIDC. The contingency-allowances, travel allowances and expenses of the PMU and its staff shall be met from KIIDC. MD, KIIDC shall be the reporting officer of the PMU.

### **PMU - Executive Committee (PMU-EC)**

A PMU - Executive Committee (PMU-EC) shall be constituted within the PMU and shall be conferred with the powers of a Superintending Engineer in Irrigation Department similar to the provisions in LSGD. The PMU-EC, a four-member committee, shall consist of the Team Leader (Executive Engineer), the two Assistant Executive Engineers and Assistant Engineer of the concerned proposal, in the PMU.

The PMU -EC is conferred full powers to approve any variation with regard to this project over and above the powers mentioned above but within the prescribed KIIFB guidelines. The TL shall be the point of contact with the KIIFB-CPE for all communications of this project.

### **Functions and Responsibilities of PMU**

The PMU shall take up the dual role of Implementation Unit as well as professional Monitoring Unit of the project. The following shall be broad outline of the specific outputs expected from the PMU;

- a. The PMU shall prepare the overall work plan and prepare the project schedule using PERT charts and CPM techniques in consultation with the contractor.
- b. Fortnightly work schedule shall be prepared in advance by the PMU, work implemented shall be monitored on weekly basis and shall be regularly updated in the website of KIIFB.
- c. The PMU shall ensure effective liaison with the contractor to ensure sufficient Manpower, Machinery and Materials are positioned during the implementation of the project.
- d. The PMU shall ensure timely part payment of bills.

### **Team Leader (TL)**

The TL shall be a serving Executive Engineer of Irrigation Department and will be Head of Office of PMU.

The role of the team leader, is primarily to oversee the day-to- day details and to ensure timely completion of the project. Some of the project lead's roles and responsibilities include making sure the project proceeds as per schedule, under the stated budget, and achieves the goals and objectives set.

The TL's responsibilities also include the people component. TL needs to oversee the project team to keep everyone on task, mitigate problems and make sure that everyone understands their individual role and responsibility within the total project.

### **Responsibilities**

1. Create the work plan.
2. Manage all components of the work plan.
3. Delegate tasks to key team members as and when necessary and monitor properly.
4. Create a project schedule and ensure strict adherence to the schedule.

5. Lead team members through each phase of the project.
6. Communicate to team members and senior management of KIIDC and KIIFB.
7. Liaison with contractor, foresee and remove bottlenecks/hindrances if any.
8. Ensure sufficient Manpower, Material and Machinery for uninterrupted work at site and progress as per schedule.
9. Shall be the final authority in approving all the bills.

The TL shall be directly reporting and answerable only to the Managing Director, KIIDC, to avoid any hierarchical divide. Communication to from KIIDC to TL shall only through MD of KIIDC and vice versa.

TL shall make additional staffing to PMU only with the approval of MD, KIIDC. TL shall appraise MD, KIIDC on a weekly basis about the progress of the work. Weekly reports shall be submitted to MD, KIIDC on every Fridays.

### **PMU team members**

#### **A. Assistant Executive Engineer (AEE) – 2 Nos**

The role of the AEE in PMU shall be similar to that of an AEE in regular Sub-Division Office of Irrigation Department. Apart from routine activities, they shall develop a robust project execution and reporting platform capable of capturing all instances and nuances associated with the project. Photographic evidencing of all works and activities shall be strictly done and published online in website.

#### **Responsibilities**

1. Solve project objectives
2. Complete tasks assigned to them by the TL, well in time.
3. Deliver project responsibilities within deadlines
4. Communicate with TL on roadblocks
5. Document progress, setbacks, and new processes

AEEs shall check the measurements made by AEs as per extant rules of the Irrigation Department and the immediate reporting authority of AEEs shall be the TL.

#### **B. Assistant Engineer (AE) – 4 Nos**

The role of the AE in PMU shall be similar to that of an AE in regular Section Office of Irrigation Department.

#### **Responsibilities**

1. Solve problems with resources
2. Use available tools to help team members
3. Document and analyze project requirements
4. Ensure those resources meet the defined objectives
5. Assess solutions to make sure that the activities are effective

Recording of Measurements shall be done by AEs and shall report to AEE designated by TL

**C. Overseers – 4 Nos**

Overseers will be positioned to assist the Assistant Engineers in their routine activities and documentation. Personnel skilled in computer applications shall be preferred.

**Approval of Bills from PMU**

1. All bills with regard to PMU shall be approved by the TL only.
2. All work bills shall be approved by TL only.
3. No work bills shall be sent to Head Office of KIIDC or any other office for approval scrutiny.
4. Payments against bills shall be made by MD, KIIDC or any other mechanism deemed appropriate by MD, KIIDC.

**Other responsibilities of Team Leader**

This project is the flagship project of Water Resources Department in active Anti-Sea Erosion (ASE) works. Documentation and institutional memory of this project is of extreme importance. All documentation shall be done on an online platform that can be reproduced electronically. All filing and bill processing of this unit shall be through an electronic platform only.

Liaising with KERI (Kerala Engineering Research Institute) during the entire tenancy of the project for creating Institutional Knowledge Base and capacity building of professionals in Irrigation Department shall form an indispensable activity of this project. The TL shall ensure that this activity is undertaken with all due importance.

The responsibilities and duties of officers of PMU, not mentioned above, shall be governed by duties mentioned against their official capacity in Irrigation Department as per PWD Manual.