

DISCLOSURE UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT ,2005

4(1)(b)

I The particulars of its organization,functions and duties

Kerala State Water Transport Department (SWTD) is a governmental department that regulates the inland navigation systems in Kerala and provides inland water transport facilities. It stands for catering to the traffic needs of the inhabitants of the waterlogged areas of the Districts of Alappuzha, Kottayam, Kollam, Ernakulam, Kannur and Kasargod. The department is headed by the State Minister in charge of transportation.

II The powers and duties of its officers and employees

The Director is the Head of the Department

The function of the Department are trifurcated into three wings Viz. 1) Management 2) Operation & 3) Repair & Maintenance.

- Management - Under the control of Administrative Assistant
- Operation - Under the Traffic Superintendent
- Repair & Maintenance -Under the Mechanical Engineer

III The procedure followed in the decision making process,including channels of supervision and accountability

The nerve centre of all the functions and activities of the department is the Head Quarters located at Alappuzha. The functions and activities are decentralised to office for the Mechanical Engineer and Regional Offices in the Districts of Ernakulam, Kottayam (Chaganacherry) and Kasargode, headed by three Senior Superintendents .Moreover the Department has fourteen Stations Offices as given below.

1. Alappuzha
2. Kottayam
3. Kollam
4. Edathua
5. Pulinkunnu
6. Nedumudy

7. Muhamma
8. Vaikom
9. Panavally
10. Thrikkarippur
11. Chaganacherry
12. Kavalam
13. Ernakulam
14. Parassinikkadavu

The Controlling Officers of these Stations are Station Masters. The service operation of boats are under the immediate control of the Station Masters of these stations

IV The norms set by it for the discharge of its functions.

V The rules ,regulations,instructions,manuals and records ,held by it or under its control or used by its employees for discharging its functions.

Service rules

- 1 Manual of office procedures
- 2 Kerala service rules
- 3 The Kerala state and subordinate service rules 1958
- 4 Government servants conduct rules 1960

Boat service rules

- Inland vessels rule 2010
- Canal rules

VI A statement of the categories of document that are held by it or under its control

VII The particulars of any arrangement that exists for consultation with,or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Members of the public are not involved in the formulation of its policy or implementation thereof.

VIII A statement of the boards,councils,committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards,councils ,committees and other bodies are open to the public,or the minutes of such meetings are accessible for public;

Not applicable.

IX A directory of its officers and employees

Name	Designation	Phone number
Sri Shaji V Nair	Director	9400050320
Smt Jyothi S Nair	Administrative Assistant	9400050320
Smt Subhamol CS	Senior Superintendent,Kollam	9400050386
Sri Abhilash.V	Senior Superintendent,Payyanur	9400050391
Smt Seema TM	Senior Superintendent,Ernakulam	9400050345
Sri Joseph VG	Senior Superintendent,Changanassery	9400050342
Sri Sini B	Senior Superintendent,D&R	9400050323

X The monthly remuneration received by each of its officers and employees,including the system of compensation as provided in its regulations

Officers/staff are in the following pay scale

Designation	Pay scale
Director	95600-153200
Administrative Assistant	59300-120900
Senior Superintendent	51400-110300
Junior Superintendent	43400-91200
Head Clerk	39300-83000
Senior Clerk	35600-75400
Clerk	26500-60700
Office Attendent	23000-50200

XI The budget allocated to each of its agency ,indicating the particulars of all plans,proposed expenditure and reports on disbursements

Budget allocated for the financial year 2023-2024

XII The manner of execution of subsidy programmes ,including the amounts allocated and the details of beneficiaries of such programmes

Not applicable

XIII Particulars of recipients of concessions,permits or authorizations granted by it

Not applicable

XIV Details in respect of the information,available to or held by it,reduced in an electronic form

Not applicable

XV Particulars of facilities available to citizens for obtaining information ,including the working hours of a library or reading room ,if maintained for public use .

Not applicable

XVI The names,designations and other particulars of the Public information officers

SPIO

Smt Subhamol CS

Smt TM Seema

Sri VG Joseph

Sri Sony Alex

Sri Mubarak PM

Sri Sini B

APPELLATE AUTHORITY

OFFICE

Directorate alappuzha

RO Ernakulam

RO Changanassery

RO Payyannur

Billing Section Kollam

Dock &Repair Section Alappuzha

Smt Jyothi S Nair