

MINUTES OF THE 23rd MEETING OF THE HIGH-LEVEL EMPOWERED COMMITTEE (HLEC) OF REBUILD KERALA INITIATIVE (RKI) HELD ON 26th JUNE 2024 AT CHIEF SECRETARY'S COMMITTEE ROOM

The meeting commenced at 11:30 AM with the Chief Secretary in the chair. After the introductory remarks of the Chair, the Chief Executive Officer (CEO), RKI presented the agenda items. The Committee deliberated upon the agenda items, and the following decisions were taken:

Agenda Item 1: Action Taken Report on decisions of 22nd HLEC meeting - 26th June 2024

The RKI presented a report on actions taken on the decisions of the previous HLEC meeting.

The Secretary, Public Works Department informed that the recruitment to the Road Maintenance Management System (RMMS) Cell will be completed within 10 days and the Forward Works Programme for 6,000 KM of Core Road Network will be completed by 30th September 2024.

The committee took note of the same.

Agenda Item 2: Mission Directorate/ Project Management Unit (PMU) constituted as part of the Resilient Kerala Program for Results (RKP PforR) and Additional Financing - Amendment proposed in the organizational structure and operational guidelines.

The Deputy CEO, RKI presented to the Committee a proposal submitted by the Mission Director to amend the Government Order issued vide G.O. (Ms)No.12/2023/WRD dated 16-02-2023. This amendment aims to address the gaps identified in the implementation structure, authority, responsibility, and powers of Mission Directorate, which are essential for the smooth execution of the coastal protection works, flood control, and mitigation activities in Kerala, financed by externally aided sources. The original Government Order included the purpose, structure, organogram, functions of the Mission Directorate, the Program Management Committee, and the powers of the Mission Director. However, as the program progresses, certain implementation issues have been identified necessitating an amendment. The proposal has been technically scrutinized and modified based on remarks from the Principal Secretary, Water Resources Department and Chief Technical Officer.

The Mission Director presented the proposal to amend the existing Mission Directorate explaining its purpose, scope, objectives, and current needs.

The Chief Secretary highlighted the importance of implementing the shoreline management activities considering the significant issues caused by erosion, the need for disaster mitigation, etc. The Chief Secretary directed that the Mission Directorate shall focus primarily on the shoreline management activities considering the significant and urgent work which needs to be undertaken in effective shoreline management across Kerala, with comparatively minimum focus on efforts in other areas such as flood management, till progress is achieved in the former. He also added that the Mission Directorate shall undertake the activities related to the Integrated River Basin Management plan and interventions, if so required and directed by the Apex Committee and/or the Steering Committee.

The Mission Director also outlined the proposed organogram of the directorate, which includes an Apex Committee, a Steering Committee, a Technical Advisory Group, and various divisions within the Mission Directorate. The Deputy CEO, RKI informed that in line with the Chief Secretary's observations from the previous meetings that all stakeholder Departments should be consulted while taking up the shoreline management activities, accordingly the Additional Chief Secretary/ Principal Secretary/ Secretary of those Departments are included in the Apex Committee of the Mission Directorate.

The Additional Chief Secretary, Planning and Economic Affairs Department raised a query regarding the presence of technical experts in the Apex Committee to provide expert comments on technical proposals. And it was informed that the Apex Committee has the authority to invite technical experts as and when required.

The Chief Secretary, stating the importance of the Revenue and Disaster Management Departments in the implementation of the shoreline activities, directed to include Additional Chief Secretary / Principal Secretary / Secretary (Revenue and Disaster Management) in the Apex Committee.

Further, it was decided to exclude KCZMA (Kerala Coastal Zone Management Authority) from the Steering Committee, as it is a quasi – judicial body responsible for giving clearances for shoreline projects. Instead, the Member Secretary, Kerala State Disaster Management Authority (KSDMA) shall be included in the Steering Committee. Additionally, considering the significant involvement of Local Self Government bodies in shoreline projects, the Principal Director, Local Self Government shall also

be included in the Steering Committee. Furthermore, the Additional Secretary of Finance shall be removed from the Steering Committee as the Officer on Special Duty (OSD), Finance (Resources) Department is already present on the Committee. Also, it was decided to include the Principal Chief Conservator of Forests & Head of Forest Force, Forest Department or his representative in the committee.

The Deputy CEO, RKI suggested that Detailed Project Report (DPR) for high value projects undertaken by the Mission Directorate should be technically scrutinized by the Chief Technical Officer (CTE) and the DPR, along with the observations of the CTE shall be submitted to the Steering Committee for approval.

The Chief Secretary also suggested that, beyond providing technical guidance in evaluating and reviewing the Shoreline Management Plan, the proposed Technical Advisory Group would need to provide technical guidance in evaluating and reviewing the Shoreline Management Plan, should scrutinize specific projects within the larger plan and provide technical inputs, any studies to be made, advice on adoption of any new technologies made, etc.

RKI informed that no new posts are envisaged to be created in the Mission Directorate. Noting the availability of surplus suitable employees within the parent Departments, it was noted that no new posts should be created for the establishment of the Mission Directorate instead the positions within the Irrigation Department and Harbour Engineering Department shall be shifted into operational roles in the Mission Directorate. The details of shifted resources shall be worked out by the Principal Secretary, Water Resources Department in consultation with the Principal Secretary, Finance Department.

The Chief Secretary directed the Chief Engineer, Irrigation Department and the Chief Engineer, Harbour Engineering Department to assign technically qualified staff to the Mission Directorate instead of creating new posts.

Further, the Additional Chief Secretary of Planning and Economic Affairs Department suggested that rather than appointing employees based on Departmental convenience, the Mission Director with support of Deputy CEO, RKI shall conduct a thorough check of the Department employees with relevant background and experience and the employees selected from this list would be then appointed in the Mission Directorate. The Chief Secretary directed that the Mission Directorate shall have a good selection process which considers relevant background, expertise, etc. of the employees.

Reiterating that the Mission Directorate will serve as the single node for executing all types of shoreline interventions, the Chief Secretary remarked that no other department / agencies shall have a parallel system for implementing the coastal interventions other than of the Mission Directorate.

Further, the Committee highlighted the importance of including an Environmental Specialist and a Social Specialist in the Project Implementation Unit (PIU) or the Technical Advisory Group to ensure that the Mission Directorate evaluates proposals based on environmental and social impact perspectives.

The Deputy CEO, RKI informed that the financial delegation proposed by the Mission Directorate will be submitted to the Finance Department for detailed verification and based on their observations, the financial delegations would be finalized. The financial delegation orders as issued by the Finance Department will be adopted for the Mission Directorate.

The Deputy CEO, RKI also reported that the Additional Financing component of Shoreline activities had completed one year, with four more years remaining and approximately 30 projects can be implemented with additional financing of around INR1,600 Cr. He added that the Mission Directorate has already identified 10 hotspots and once, the administrative mechanism is approved, the implementation of these hotspots can begin promptly leading to substantial financial expenditure in the next year and consequently, funds from the World Bank could be disbursed upon the full or partial completion of the targets.

Furthermore, the Chief Secretary emphasized that any interventions selected as part of the shoreline activities must be strictly hotspot-based, supported by technical criterion/ scientific basis. The selection of the locations / hotspots where the interventions will be undertaken shall also be on a scientific basis. The Chief Secretary directed the Member Secretary, Kerala State Disaster Management Authority (KSDMA) to support the Mission Directorate to examine the way forward, including which existing documents should be evaluated for the selection of interventions, establishing the process for identifying the hotspots based on scientific data and how to layer the data of public presence in these areas (such as number of houses), and present a proposal on the way forward in the next HLEC meeting.

Decisions taken:

1. The Committee deliberated and approved the proposal to amend the existing Mission Directorate Government Order issued vide G.O. (Ms)No.12/2023/WRD dated 16-02-2023 subject to the modifications

specified by the Committee. The approved framework is attached as Annexure to the minutes. The Water Resource Department shall take immediate action to notify the same at the appropriate level. **[Action: Principal Secretary, Water Resources Department]**

2. The Water Resource Department shall formulate and submit the proposals for works planned under the Mission Directorate on an immediate basis. **[Action: Principal Secretary, Water Resources Department]**
3. The Mission Director along with Member Secretary, Kerala State Disaster Management Authority (KSDMA) shall examine the way forward, including which existing documents should be evaluated for the selection of interventions, establishing the process for identifying the hotspots based on scientific data and how to layer the data of public presence in these areas (such as number of houses), and present a proposal on the way forward in the next HLEC meeting. **[Action: Mission Director, Member Secretary, KSDMA]**

Agenda Item 3: Resilient Kerala PforR – Detailed Action Plan (DAP) for Disbursement-Linked Indicator (DLI) 6 - Year 3

The Additional Chief Secretary, Department of Health and Family Welfare (DoHFW) presented the Detailed Action Plan for the year 3 and tentative fund requirements for DLI6 to the committee. The estimated cost as per DAP for achieving the 3rd Year target of DLI 6 is INR19.96 Crore. The Additional Chief Secretary, DoHFW explained the achievement of the previous year's targets and deployment of 2.5 lakh volunteers for the community-based surveillance as part of the One Health program.

Decision Taken:

The Committee approved the major activities and tentative fund estimates mentioned in the DAP submitted by DoHFW for achieving 3rd year target of DLI 6 of Resilient Kerala Program. DoHFW shall obtain financial sanction from the RKI, after obtaining approval of the Council of Ministers, wherever necessary, for the performance of activities as part of the DAP.

Agenda Item 3.1: Resilient Kerala PforR – Detailed Action Plan (DAP) for Disbursement-Linked Indicator - DLI 8 – Year 5

The Deputy CEO, RKI presented an overview of the DAP and the fund request proposal submitted by the State Farming Agribusiness Consortium

(SFAC) for achieving DLI 8 - year 5 targets. Special Secretary, Department of Agriculture Development and Farmers' Welfare detailed the fund requirement for achieving the year 5 target from various sources viz., from RKI and KERA projects. He highlighted that out of the total fund request of INR 14.23 Crore, the fund required from RKI is INR 8.25 Crore.

The DAP was not approved. Funds under KERA project may be utilised for the project.

The meeting concluded at 12:30 PM

List of Participants

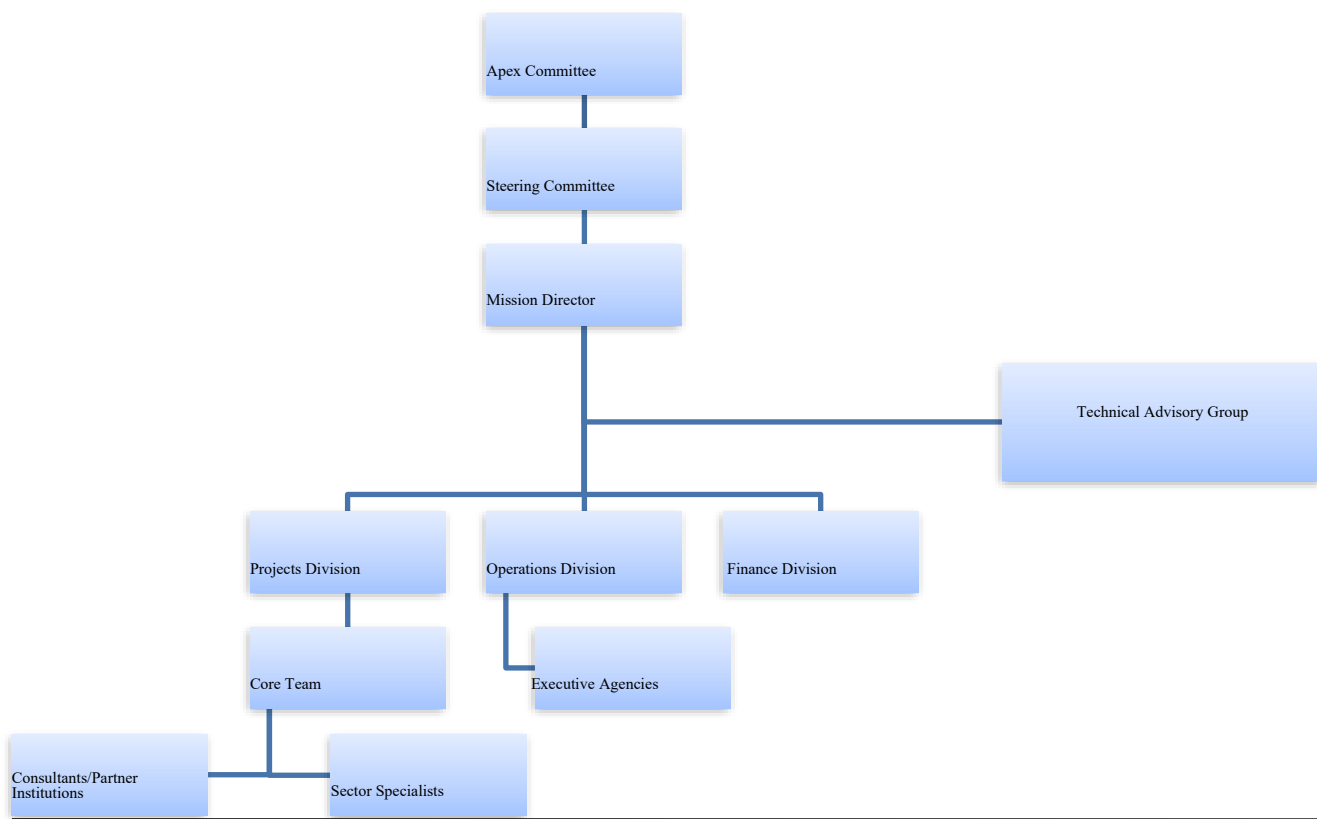
1. Dr. Venu V., Chief Secretary & Chairman, HLEC
2. Ms. Sarada Muraleedharan, Additional Chief Secretary P&EA
3. Dr. Rajan N Khobragade, Additional Chief Secretary, Health and Family Welfare Department
4. Mr. Rabindra Kumar Agarwal, Principal Secretary, Finance & CEO, RKI
5. Mr. K. G. Sanal Kumar, Law Secretary
6. Mr. Prashanth Nair, Special Secretary, Department of Agriculture Development and Farmers' Welfare
7. Mr. Mohammed. Y Safirulla , Deputy CEO, RKI
8. Ms. Dharmalasri, Mission Director, PforR (DLI 7 & DLI 10)
9. Mr. Suneel Pamidi IFS, Director Environment
10. Mr. P I Sheik Prareeth, Managing Director, KSCADC
11. Mr. Sekhar L. Kuriakose, Member Secretary KSDMA
12. Mr. Kunhimammu Parvath, CE i/c, Harbour Engineering Department

Mission Directorate

The Mission Directorate was formed to facilitate expeditious planning, management, and implementation of coastal Protection works across the 9 districts and Flood management activities in the Pamba Basin districts under the World Bank financed RKDP-2 PforR, as per G.O. (Ms)No.12/2023/WRD dated 16-02-2023.

Beyond the essentiality of the Mission Directorate in coordinating and implementing the activities under the PforR additional financing program, the aim of this Mission Directorate is to fast-track the implementation of coastal protection works and erosion mitigation activities financed by multi-lateral agencies. The purpose of Mission Directorate, its structure, its organogram, functions, functions of Program Management Committee and functions and powers of Mission Director were annexed in the GO. Now, as the program is progressing, it is found that there exist certain gaps in the present implementation structure, authority, responsibility, and powers of the Mission Directorate, which need to be addressed and rectified to ensure the smooth implementation of the projects undertaken by the Directorate; and this necessitates amendment of the existing G.O. The revised structure, arrangements, powers etc. may be seen below.

Organogram:



APEX COMMITTEE

The Apex Committee (AC) shall be the supreme body of the Mission Directorate, that would provide the overall policy direction and guidance for the approved activities of the Mission Directorate. The constitution of the Apex Committee is as follows.

Members of the Apex Committee

#	Official Designation	Designation
1	Chief Secretary	Chairperson
2	Additional Chief Secretary / Principal Secretary / Secretary (WRD) & Chairman of Steering Committee	Member Secretary and Convener
3	Additional Chief Secretary / Principal Secretary / Secretary (Revenue / Disaster Management)	Member
4	Additional Chief Secretary / Principal Secretary / Secretary (Finance)	Member
	Additional Chief Secretary / Principal Secretary / Secretary (Ports, Fisheries and Harbour)	Member
6	Additional Chief Secretary / Principal Secretary / Secretary (LSGD)	Member
7	Additional Chief Secretary / Principal Secretary / Secretary (Environment Department)	Member
8	Additional Chief Secretary / Principal Secretary / Secretary (Planning and Economic Affairs Department)	Member
9	Additional Chief Secretary / Principal Secretary / Secretary (Forest Department)	Member
10	Chief Executive Officer, Rebuild Kerala Initiative	Member
11	Mission Director	Member

The **Apex Committee (AC)** of Mission Directorate, chaired by the Chief Secretary, will provide:

- i. The overall policy direction and guidance for the approved activities of the Mission Directorate.
- ii. The Apex Committee of the Mission Directorate will primarily oversee the preparation of Shoreline Management Plan (SMP) and the implementation of the coastal protection works interventions in the state.
- iii. The Apex Committee of the Mission Directorate will also consider and advise on the Integrated River Basin Management Plan (IRBMP) prepared by the Water Resources Department and the implementation of interventions outlined in the plan.
- iv. Appropriate powers and guidance to the Steering Committee for implementation of the envisaged goals and objectives of the Program.

- v. Monitoring the implementation of the various packages/programs under Mission Directorate, which are approved by the Council of Ministers.
- vi. Coordinating with other departments of Government as is necessary for the smooth implementation of Mission Directorate.
- vii. Advising Government on mobilization of resources required for Mission Directorate.
- viii. Approve annual work plans, annual reports, audit reports, and or other such documentation of Directorate submitted by the Mission Director for approval /guidance.
- ix. The Apex Committee may co-opt the domain specialists as and when required.
- x. Any other matter specific to Coastal protection works and, if so required, on Integrated River basin management related activities too.

STEERING COMMITTEE

A Steering Committee will be established to cause overall coordination among various implementing and collaborating agencies, including approval of Annual Work plans and progress reports. The Committee will approve subprojects, provide guidance to the Directorate, monitor the progress of implementation of Mission Directorate, and discharge management responsibilities, under the overall guidance of the Apex Committee. The composition of the Steering Committee is as follows.

Members of Steering Committee

#	Official Designation	Designation
1	ACS/Principal Secretary /Secretary (WRD)	Chairperson
2	PCCF & Head of Forest Force	Member
3	Principal Director, LSGD	Member
4	OSD, Finance (Resources)	Member
5	Deputy Chief Executive Officer/Additional Secretary/ RKI	Member
6	Director, Environment	Member
7	Member Secretary, KSDMA	Member
9	Chief Engineer, Irrigation and Administration	Member
1	Chief Engineer, IDR B	Member
1	Chief Engineer, Harbour Engineering Department	Member
1	Mission Director	Member Secretary & Convener

1. The Chairperson of the Steering Committee will have the overall responsibility of Directorate on behalf of the Government under supervision of the Apex Committee.
2. The Steering Committee will exercise all executive and financial powers of the Directorate.

3. The Steering committee shall oversee the implementation of the decisions of the Apex Committee regarding the Shoreline Management Plan
4. The Steering Committee shall also oversee the implementation of the interventions outlined in the Integrated River Basin Management Plan (IRBMP) in the state, if so required and directed by the Apex Committee.
5. The Steering Committee will review the annual work plan of different implementation agencies prepared, as required under the Program, and endorse the same.
6. The Steering Committee shall provide overall supervision on matters having legal dimension/ arbitration to be dealt by the Directorate, its implementing agencies and field divisions for all issues pertaining to the Program.
7. The Steering Committee will have powers for procurement and hiring of human resources to implement the project as per the guidelines/pattern prescribed and approved by Apex Committee.
8. The Steering Committee shall engage Government engineering departments for preparation of Detailed Project Reports/ Detailed Engineering Reports, Program Management of Major Projects, provision of specialized services. Those portion of work / works which cannot be handled by the engineering departments may be implemented through the Empaneled Agencies/Experts/Professionals according to the guidelines/pattern prescribed and approved by the Apex Committee
9. The Steering Committee shall assess the project proposals, through a third-party appraisal process for the works other *than those proposed to be executed by the Government engineering Departments directly* and shall recommend the same to the Apex Committee for approval.
10. The Steering Committee can co-opt domain specialists as and when required.
11. All Detailed Project Reports/ Detailed Engineering Reports submitted to the Steering Committee for Administrative Sanction shall obtain prior vetting by the Chief Technical Examiner (CTE)/Finance Technical Inspection wing.

MISSION DIRECTORATE

1. The Mission Directorate shall undertake all activities pertaining to coastal area works, *including coastal erosion protection works financed under the Resilient Kerala PforR (RKP) Additional Financing, under the oversight of RKI*, and those financed by other agencies/sources as directed by the Government from time to time.
2. The Mission Directorate shall also undertake the activities related to the Integrated River Basin Management plan and interventions, if so required and directed by the Apex Committee and/or the Steering Committee.
3. The Mission Directorate shall act as the Project Management Unit (PMU), and an officer from the Indian Administrative Service (IAS) shall be appointed as the Mission Director, who shall be the administrative head of the Mission Directorate.

4. The Mission Directorate will be staffed with personnel drawn from Government engineering departments, like the Irrigation Department, Harbor Engineering Department (HED), etc. by shifting the posts from the parent department.
5. No new post shall be created for staffing the PMU.

Technical personnel shall preferably be postgraduates in engineering specialized in coastal design / coastal erosion management / structural design / marine structures / offshore structures / coastal engineering, and shall be inducted through a selection process which shall take into account the personnels' extensive knowledge and experience in planning and/or execution of works funded by external funding agencies like the World Bank, ADB etc. Weightage shall be given to personnel with experience in coastal protection works. In addition, the Mission Director may also induct experts on contract basis, if required in planning and implementation of its activities. Also, competent officers from Irrigation Design and Research Board (IDRB) shall be utilized to the maximum possible extent for Design / consultancy side and shall be strengthened by deploying competent engineers in the respective areas from the department itself with technology updates.

6. The Mission Director will be supported with Project, Finance and Operations divisions of the Directorate in addition to representatives of an Advisory Group.
7. The MD will administer the day to day running of the Mission Directorate and be fully responsible for the implementation of works approved by the Steering Committee.
8. The Water Resources (G&P) Department in Government shall be the administrative department of the Mission Directorate.
9. The Mission Directorate shall have the following three divisions:
 - a) **Project Division** – for planning, design (with the assistance of IDRB), implementation monitoring and reporting.
 - b) **Operations Division** – for implementation of activities approved by Apex Committee from time to time.
 - c) **Finance Division** - for ensuring Financial Planning and Budgeting, Financial Reporting, Bookkeeping and Accounting, Financial Analysis, Audit and Compliance, Cash Management, Treasury Management, Cost Control, adherence to established financial policies and reporting to RKI, WRD and GoK.

The composition and functions of the three divisions are as follows.

10. Project Division:

- a) The Project Division shall consist of a Core team of Engineers and staff drawn from the Irrigation Department and the HED. The core team will be supported by IDRB, Sector Specialists, and Project Management Consultants.
- b) The Core team shall be headed by the Chief Technical Officer (CTO) in the rank of Chief Engineer, assisted by an Executive Engineer, two Assistant Executive Engineers, five Assistant Engineers, a Draftsman, and support staff.
- c) The core function and responsibility of the Project Division shall include, but not limited to, ensuring unified designing, and planning of interventions/investment for all activities of the Mission Directorate.

- d) The Chief Technical Officer (CTO) shall be responsible to ensure efficient functioning of the activities of Project division under the Directorate.
- e) The responsibilities of the CTO are:
 - 1) To ensure that the project reports are prepared and sanctioned in time.
 - 2) To inspect the proposed sites during scrutiny of estimates for verification of the correctness of the estimates and adequacy of the provisions and give instructions, wherever required.
 - 3) To take steps to obtain possession of land required for the execution.
 - 4) To inspect and review the progress of works during execution and issue instructions, wherever required.
- f) The Mission Director may, with the approval of the Steering Committee, and through a transparent selection process, engage a Project Management Consultant, who shall provide a team of sector specialists, on a requirement basis.
- g) The Directorate shall draw the technical expertise and services of reputed institutions such as National Centre for Coastal Research (NCCR), National Institute of Ocean Technology (NIOT), Indian Institute of Technology, Madras (IIT-M), Kerala Engineering Research Institute (KERI), National Centre for Sustainable Coastal Management (NCSCM), ICCS (Institute of Climate Change and Studies) etc., - through MoUs with these institutions and or such other institutions, as required from time to time, and shall pay for their services, if so required.

11. Operations Division:

- a) The Operations Division will consist of the following agencies to expedite implementation of the activities undertaken by the Mission Directorate.:
 - I. Kerala State Irrigation Department.
 - II. Harbour Engineering Department
- b) The aforesaid implementing agencies shall establish a Project Implementation Unit (PIU), which shall be an in-house team, headed by an official not below the rank of a Superintendent Engineer/ Executive Engineer, and shall comprise of Assistant Executive Engineers/Assistant Engineers, Overseers, Clerks and Office Assistants as required based on the quantum of project. A suitable officer shall be identified and authorized to act as the DDO in the PIU for drawing and disbursing project funds that are allocated from the Mission Directorate to such DDO from time to time.
- c) The Implementing Agencies, with the prior approval of Mission Director, can engage qualified and experienced engineers retired from Government service, if required, to assist implementation and supervision of the works.
- d) The Implementing Agency shall constitute an internal Quality Check and Control (QCC) team, comprising of officials of proven integrity, for checking the quality of construction and monitoring the regular works. The QCC team shall submit periodic reports to the Mission Director.
- e) Those works which cannot be handled by Government engineering departments may be got executed through agencies viz. the Kerala Irrigation Infrastructure Development Corporation (KIIDC), the Kerala State Coastal Area Development Corporation Limited

(KSCADCL), and/or such other agencies, as approved by the Apex Committee, from time to time.

- f) Competent officers from the IDRB may be utilized to the maximum possible extent for design/ consultancy side. It shall be strengthened by deploying competent engineers in the respective areas from the Irrigation department itself with technology updates.
- g) Mandatory reporting to the CTE for various items of work wherever applicable as per the GOs and circulars of reporting in force shall be ensured before releasing the final payments

12. Finance Division:

- a) The Finance Division shall have a Finance Manager (FM), who shall be drawn from any Government department. The FM will be supported with two Account Assistants and such other multi-tasking staff required, for ensuring Financial Planning and Budgeting, Financial Reporting, Bookkeeping and Accounting, Financial Analysis, Audit and Compliance, Cash Management, Treasury Management, Cost Control, adherence to established financial policies and maintenance of book of accounts and expenditure for the funds received for implementation of Program activities.
- b) The Finance Manager shall act as the Drawing and Disbursement Officer (DDO) of the Mission Directorate. In the absence of the FM, the Mission Director shall act as the DDO.
- c) The estimate of the projects shall be prepared in the latest version of PRICE software, or such other latest applications deployed by the Finance Department for works.

13. Technical Advisory Group:

In addition to the aforementioned three divisions, there shall be a Technical Advisory Group (TAG) to provide technical guidance to the Mission Director in connection with the activities undertaken by the Mission Directorate. The TAG shall consist of a maximum of five members drawing from institutions of national repute, such as IITs/ CWPRS/ NIT/ NCCR, KSDMA etc., who shall be nominated by the Apex Committee / Steering Committee / Mission Director. The TAG shall scrutinize specific projects within the larger plan and provide technical inputs, any studies to be made, advise on adoption of any new technologies etc., and shall advise on any new challenges or emerging concepts, incorporating innovative solutions and adaptive strategies. The TAG's insights and expertise shall be utilized to make necessary fine-tuning of proposals for the overall benefit of the ecosystem and its inhabitants. An Environmental Specialist and a Social Specialist shall also be part of the TAG to look into and advise on the environmental and social impact and implications of the activities proposed to be undertaken by the Mission Directorate.

The Chief Technical officer of the Mission Directorate shall be a member of the Technical Advisory group (TAG) who shall act as the convener of the Group.

14. Technical Sanction Committee

There shall be a Technical Committee in the Mission Directorate, vested with the powers of issuing technical sanction to works, with the following composition:

1. Mission Director (Chairperson)

2. Chief Technical Officer, Mission Directorate – Convener
3. Superintending Engineer/Executive Engineer (Irrigation Department) – Member
4. Superintending Engineer/Executive Engineer (Harbour Engineering Department) – Member
5. Technical Experts (co-opted based on technical area concerned) – Member.

15. Tender Committee:

1. Mission Director (Chairperson)
2. Chief Technical Officer, Mission Directorate
3. Finance Officer, Mission Directorate
4. Executive Engineer, Mission Directorate
5. Two independent officials (co-opted based on technical area concerned), nominated by the Additional Chief Secretary/Principal Secretary/Secretary, WRD.

FUNCTIONS AND POWERS OF THE MISSION DIRECTOR (MD)

1. The Mission Director shall implement all activities pertaining to coastal area works, *including coastal erosion protection works financed under the Resilient Kerala PforR (RKP) Additional Financing, under the oversight of RKI*, and those financed by other agencies/sources as directed by the Government from time to time.
2. The Mission Director shall also implement the activities related to the Integrated River Basin Management plan and interventions, if so required and directed by the Apex Committee and/or the Steering Committee.
3. The Mission Director shall submit yearly Detailed Action Plan for the activities planned under the Resilient Kerala PforR (RKP) and RKP PF during the period till 2028-29 for the approval by the High-Level Empowered Committee (HLEC) of the Rebuild Kerala Initiative (RKI).
4. MD shall exercise and discharge such other duties as may be delegated by Apex Committee from time to time.
5. MD shall learn, arrange for training, initiate innovative and established modern techniques/ technologies for investments in coming under its purview.
6. MD shall consolidate and obtain in principle approval of annual work plan and Investments from Apex Committee
7. MD shall manage funds of Directorate, submit annual budget and all reports to Steering Committee and there on to Apex Committee for their approval for subprojects', shall conduct tender evaluations for contract award, and shall monitor financial expenditures and fund flows.
8. MD shall create and assign functions and duties of technical, administrative, and other temporary posts in the different wings of Mission Directorate as considered necessary

for implementation of the Program. The creation of such temporary posts in the Directorate, however, shall be as per the approval from the Apex Committee

9. All procurement for Services, Consultancy / Goods / Works as part of the Mission Directorate shall be done with the approval of and on behalf of the Mission Director
10. The MD shall cause the accounts of the Mission Directorate audited annually by the duly appointed Chartered Account or by the State Accountant General, subject to the decision of the Government in this regard.
11. MD shall enter into Agreements/Contracts/MoUs with institutions, or any legal entity considered necessary for or incidental towards achievement of the goals & objectives of the Mission Directorate, consistent with the priorities of Government of Kerala.
12. MD shall initiate disciplinary action against officials and staff engaged in implementation of the Program as necessary using the applicable Government of Kerala (GoK) procedures for Officers and Staff of Government and for externally recruited contractual staff. The MD shall act as per GoK rules binding the recruitment and other accepted terms and conditions of the contract/agreement for provided services.
13. MD shall discharge all statutory responsibilities of the Directorate, GoK and Government of India, as required to facilitate smooth implementation of the Program, and shall carry out any other responsibilities assigned to the Mission Directorate by GoK and Government of India.

FUNCTIONS AND POWERS OF CHIEF TECHNICAL OFFICER

The Chief Technical Officer (CTO) shall exercise administrative and technical control over the Projects and Operations Division of Mission Directorate to ensure efficient functioning of the activities under Directorate.

His responsibilities shall include the following:

1. To give appropriate instructions and advice or opinion on general matters /Technical matters referred to him by Government/ Mission Director, and suggest measures to improve the technical and administrative efficiency of the Mission Directorate and on other relevant matters.
2. To issue appropriate instructions and guidance regarding investigation/design for new works, wherever necessary.
3. To submit the DPR of original works to the Mission Director for sanction.
4. To scrutinize the estimates and revised estimates, supplemental estimate requiring sanctions, and to sanction or to seek sanction thereof, in accordance with the delegation of powers, after verifying the correctness and adequacy of the proposal through site inspection.
5. To invite tenders through the PWD Website/print media and arranging contracts of works, supplies etc, in accordance with rules and procedures, for all prequalification works. Chief Technical Officer should ensure that no tendering of works is done before getting encumbrance free land for a project.
6. Periodic inspection of all important works and the works, which require his guidance in the matter of execution. Inspections shall be purposeful and shall cover examination of quality, progress, difficulties in execution etc. He shall record the comments in the work spot order book and shall circulate the inspection note to all concerned for follow up action.

7. To ensure that sanctioned staff is made available in the various offices etc. as per rules.
8. To supervise and control the matters connected with the establishment under his jurisdiction such as leave, transfers and postings, promotions, disciplinary action etc.
9. To forward the cases to be placed before the Government Pleader/Arbitration Committees with relevant proforma details and enough copies of notes etc. to the Government.
10. To conduct an independent quality assurance and technical audit of works and to suggest remedial action required to rectify the defects mentioned in the Inspection Report of Quality Control Cell and initiate action against contractors doing sub-standard works based on the report of the Quality Control team.
11. To perform such other activities entrusted by the Mission Director, from time to time.

APPROVAL OF PROJECTS/WORKS

The Mission Director shall place the project proposals before the Steering Committee for approval. On approval by the Steering Committee, the proposal shall be placed before the Apex Committee. On recommendation by the Apex Committee, the proposal shall be placed before the Council of Ministers for in-principle approval, through the Water Resources Department in the Government.

The Mission Director shall submit to the Rebuild Kerala Initiative (RKI), a yearly Detailed Action Plan for the activities planned under the Resilient Kerala PforR (RKP) and RKP Additional Financing for the period till 2028-29. The Mission Director shall ensure that the projects/works proposed under Resilient Kerala PforR (RKP) and RKP Additional Financing shall be in line with the Detailed Action Plan approved by the High Level Empowered Committee (HLEC) of the RKI.

For those project proposals approved by the Council of Ministers, the Mission Director shall place the DPR before the Steering Committee and subsequently to the Apex Committee for approval and recommendation to issue Administrative Sanction.

The Water Resources Department shall issue Administrative Sanction to the projects/works approved by the Apex Committee.

DELEGATION OF POWERS

No.	Particulars	Powers to whom delegated	Financial Limits
1	Administrative Sanction of works	ACS/ Principal Secretary/ Secretary, WRD	Works of value up to Rs. 5 crore. For works of value greater than Rs. 5 crore, the WRD shall consult the Finance Department. The

			Mission Director, through WRD, shall submit quarterly reports of anticipated AS proposals with proper write up and costing to Finance Department for speedy issuance of AS.
2	Revised Administrative Sanction of works	Mission Director	Variation above 5 % and up to 10%, with the approval of Steering Committee. Variation above 10% shall be issued with the concurrence of Finance Department
		Mission Director	Variation up to 5%
3	Accord technical sanction, subject to Administrative Sanction for works	Technical Sanction Committee.	Full Powers
4	Approval of Bid Documents	Mission Director	Full Powers subject to the condition that initial standard bid document shall be vetted by Government in consultation with Finance Department and subsequent changes, if any, need to be done with concurrence of Finance Department.
5	To call and advertise Invitation for Bids	Mission Director	Full Powers
6	Work Order and Agreement with the successful contractor after approval of Steering Committee	Mission Director	Full Powers, in compliance with existing norms of Finance Department for tender acceptance
7	Release of funds for payment of works	Mission Director	Full Powers subject to approval of Steering Committee. Notwithstanding this,

			prior to release of final payment of works, mandatory reporting to the Chief Technical Examiner for various items of work, wherever applicable, as per the G.O.s & Circulars in force, shall be ensured.
8	Accord Administrative sanction for the purchase of furniture and office supplies	Mission Director	Full Powers as per GO(P) No.102/2017/Fin dated 7/8/2017 and as per SPM
9	Approval of excess in quantity of Bill of Quantity item of works	TS Committee	Full Powers subject to the condition that the rates shall be regulated as per G.O. (P)No. 54/2019/Fin dated 04.05.2019 and as specified by the Standard Bid Document.
10	Approval of extra items based on DSR items of works		
11	Approval of extra items for non DSR items of works		
12	Approval of rates for non DSR items		
13	Sanction of Mobilization advance for works contracts as per agreement.	Mission Director	Full Powers subject to the condition that the condition of Mobilization advance is included in the bid document with the prior approval of Finance Department.
14	Extension of time for execution works	Steering Committee	Full Powers as per SBD/PWD Manual
15	Sanction payments of price escalation under the clauses of agreement	Mission Director	Full Powers (for works with ToC less than 18 months, shall be done with the approval of Finance Department)
16	Sanction of refund of	Mission Director	Full Powers subject to

	performance guarantee and retention money.		standing orders of Finance Department in this regard.
17	Sanction of miscellaneous expenditure eg: Laboratory testing, sampling, minor equipment's, Labour etc.	Mission Director	Up to 2 lakhs for individual items
18	Sanction of variation in quantities of surveys compared to quantities in contract agreement of consultants	Technical Sanction Committee	Full Powers
19	Sanction in variation in man months of consultants and creation of additional positions of consultants, within the contract amount of agreement with consultants	Steering Committee	Full Powers
20	Sanction of variation in out-of-pocket expenses of consultants from contingencies within the contract amount of agreement with consultants	Mission Director	Full Powers
21	Approval of curriculum vitae of consultants	Steering Committee	Full Powers
22	Approval of remuneration of replaced and additional personnel by consultants	Steering Committee	Full Powers subject to the condition that any replacement shall be with personnel of same or higher qualifications. Otherwise, proportionate reduction in remuneration shall be ensured. Additional personnel shall be approved only subject to urgent requirement.
23	Sanction of extra items of survey work in contract agreement of consultant	Steering Committee	Full Powers
24	Demobilization of consultants	Mission Director	Full Powers
25	Rescind contract, for recorded reasons, where such cancellation does result in loss	Mission Director	Full Powers subject to

	to the Government after approval of the Steering Committee and World Bank.		the condition that, in cases where financial loss is anticipated, approval shall be required from the Finance Department.
26	To withdraw work from the contractor under the relevant clause of the agreement for recorded reasons provided such withdrawals do not result in an unauthorized aid to the contractor.	Mission Director	Full Powers subject to compliance of PWD manual. In cases where financial loss is anticipated, approval shall be required from the Finance Department.
Stores and Stocks			
1	Sanction advances for supply of equipment's viz. Air Conditioners, computers, lifts etc to reputed firms in cases where the contract is for supply and installation	Mission Director	Upto 100% of the cost of equipment against the proof of dispatch and prior inspection subject to their powers for purchase of stores. (As per GO(P) No.102/2017/Fin dated 7/8/2017 and as per SPM)
2	Sanction expenditure/ advance payment of testing charges by approved laboratories to ensure quality control of materials or executed works.	Mission Director	Full Powers
3	Sanction after due investigation, the write off measurement books which have been lost.	Government	Full Powers
4	Write of discrepancies in accounts	Government	Full Powers
