



Letter No. HYD/AD2/2/2018/IDRB

Dated 09/05/2023

CIRCULAR

Sub: Monsoon Preparedness – Directions to the field officers reg :-

In light of prediction by IMD, regarding South West monsoon for 2023, all officers in charge of Hydrological and Meteorological gauging stations are directed to ensure strict compliance to the points below.

1. All officers (Overseers/AEs) in charge of stations shall complete the entry of pending data in Kerala-WRIS mobile app and Google spreadsheet.
2. SE shall verify the details on the gauging stations whose Zero level is fixed with respect to bed level of Gauge plate. In such stations, a disclaimer shall be put on the website stating that water level readings are entered with respect to position of gauge plate.
3. Strict verification shall be made on shifted stations and stations for which the Warning Levels and Danger Levels has been changed and the same shall be reported to this office through proper channel. SE, EEs and AEEs must ensure the authenticity of the details changed.
4. All Assistant Engineers in charge of gauging stations shall inspect the stations before monsoon and ensure the smooth functioning of the same.
5. Station maintenance or upkeep report/ register to be maintained ready for submission to higher authorities any time it is summoned.
6. Weekly report on station upkeep to be submitted to Executive Engineer with certificates of Station Officer/Assistant Engineer/Assistant Executive Engineer attesting the same. Executive Engineer to compile and submit the same to Superintending Engineer fortnightly. Monthly report to be submitted to Chief Engineer's office.
7. The daily water levels and rainfall data must be uploaded in the Google spread sheet and Kerala- WRIS mobile app created for each division, within 1 hour of gauging without fail.
8. All section officers shall ensure that the gauge readers are prepared to take hourly data during monsoon season whenever required.
9. An officer from Field Study Circle, Thrissur to be assigned to monitor that data is received from all stations, failing which shall be brought to the notice of Chief Engineer through

Superintending Engineer. AEEs and EEs shall ensure that the AEs/Overseers have entered the data correctly within the stipulated time frame.

10. All officials dealing with the gauging station shall be on constant vigil at all point of time throughout the monsoon season.
11. The validated hydro-met details of gauging stations may only be shared with the entrusted Kerala State Disaster Management Authority (KSDMA) officials or other department officials who are nominated by KSDMA.
12. The Superintending Engineer, Field Studies Circle, Thrissur shall be vested with overall management of activities pertaining to hydrology and ensuring compliance of the above directions.
13. The non-compliance of any of the aforementioned points will be viewed seriously and shall be reported to undersigned without fail.

Your's faithfully



Sreedevi P,

Chief Engineer

(Full Additional Charge)

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Copy to :

1. The Superintending Engineer, Field Study Circle, Thrissur
2. The Executive Engineer, Hydrology Division, Thrissur.
3. The Executive Engineer, Hydrology Division, Chengannur.
4. All field officers.