OFFICE MEMORANDUM

Subject: Streamlining the process of release/transfer/assignment of fund to Regional/Sub-Offices in the field formation of IWAI – formulation of Standard Operating Procedure (SOP) – reg.

The present system of submitting demand of fund by our ROs/SOs directly to Finance Wing and processing thereof for release/transfer without appraisal of the same by the concerned supervising wing/office at Head Office has been reviewed.

2. Effective flow of fund and to watch/monitoring on physical and Financial progress of various projects/schemes is to be ensured by all the Supervising/Controlling Officers/Authorities.

3. At present, the concerned wing/office at Head Office supervising the functioning of Regional/Sub-Offices who are involved in formulation and implementation of various projects and schemes, are not kept in loop for assessing the requirement of fund demanded by them, from time to time. Therefore, for better monitoring and to link/watch physical progress vis-à-vis financial progress, the concerned wing/office at Head Office supervising the functioning of Regional/Sub-Offices needs to be involved in order to recommend for the same.

4. Keeping in view the above, there was a felt need to introduce a properly defined "Standard Operating Procedure" (SOP) for release/assignment of fund to Regional/Sub-Offices in the field formation of IWAI.

5. Accordingly, it has been decided to implement the following “SOP” for demand and release/transfer/assignment of fund, henceforth:

(i) Regional/Sub-Offices shall assess the requirement of fund, scheme/project/head wise, Pay & Allowances and under other misc. heads, on monthly/quarterly basis.

(ii) Intimate the same to the concerned supervising wing/Officer in H.O. sufficiently in advance, for their examination and recommendation thereon.

(iii) The concerned wing head/ Controlling Officer, in turn, shall scrutinize the proposal and convey their recommendations accordingly to Finance Division (H.O) within a week of receipt of the same from RO/SO, inter-alia examining various aspect including physical and financial progress to be in consonance with the approved scheme/project.
Finance Division will process the release of the recommended amount after getting the approval of the Competent Authority within three days of receipt from the concerned wing/officer of HQ.

(v) For additional requirement, if any, necessitated due to unforeseen and urgent expenditure which could not be met from the available resources, the same process of requisition of fund is to be followed.

(vi) Proforma for preparation and submission of demand/requirement of fund in vogue, will continue to be used.

All concerned may strictly comply with above direction, filling which no fund shall be released/ transferred.

This is issued with the approval of the Member (Finance).

(A. K. Gupta)
Director (Fin & Accts.)

To

1. Secretary, IWAI, Noida
2. Chief Engineer (Tech) / Chief Engineer (JMVP) / Hy. Chief / Chief Engineer (Traffic), IWAI, Noida.
3. Chief Engineer, IWAI, Patna
4. Director, IWAI, Kolkata/Guwahati/Kochi/Vijayawada
5. Director (P&A)/Traffic/Marine/Hy. & P&C/NER/Tech./IT, IWAI, Noida

Copy for information to:- PPS/PS/PA to Vice-Chairman & PD (JMVP), Member (Finance), Member (Technical), Member (Traffic), IWAI, Noida.