OFFICE MEMORANDUM

Subject: Forwarding of application/ Nomination directly to International Institutions to attend Seminar/ Training/ Conference etc abroad – Institutions.

In continuation of Head Office OM No. IWAI/Admn/Misc/2002-Pt-III dated 15.10.2012 (Copy enclosed), the undersigned is directed to enclosed the letter No. A-35021/14/2012-PE-II dated 29.10.2012 received from Ministry of Shipping for information and compliance please.

(Umesh Kumar Sahai)
Assistant Secretary (Estt/ Admn)

To,

(i) Chief Engineer (Civil)/ Chief Engineer (P&M)/ Hydrographic Chief/ Executive Director (Finance)
(ii) Directors, IWAI, Patna/ Guwahati/ Kolkata/ Kochi
(iii) O/C of Sub-Offices Unit of Allahabad, Varanasi, Bhagalpur, Farakka, Swaroopganj, Dibrugarh, Dhubri & Kollam.

Copy to: PS to Chairman/ PS to Vice-Chairperson/ PA to Member (Finance)/ PA to Member (Technical)/ PA to Secretary
OFFICE MEMORANDUM

Subject: Training programme in Foreign Institutions/ Study Tours/ Workshops/ Conferences/ Seminars, etc. abroad – instructions for participation regarding.

The undersigned is directed to say that it has come to the notice of the Competent Authority that the officers of IWAI are approaching directly to the Foreign Institutions/ Organizations for getting admissions in training programs or for seeking nominations to participate in conferences/ workshops/ seminars, etc abroad. This has been viewed seriously by the Competent Authority.

2. Further, in cases, where the foreign institutions/ organizations are bearing the cost of the seminars/ conferences, etc, this act attracts the provisions of Foreign Contribution (Regulation) Act (FCRA), 2010 and requires prior permission of the Ministry of Home Affairs (MHA) under FCRA for availing foreign hospitality. Such permission is granted by MHA on the recommendations of the concerned Administrative Ministry.

3. In view of above, it is brought to the notice of all the employees of IWAI that no direct applications/ requests are to be made by the individuals for participation in study tours/ workshops/ conferences/ seminars etc abroad and also to foreign institutions/ organizations for getting admission in training programmes. Permission from the Head Office may be taken first before making such applications for training programmes abroad.

4. The above instructions are brought to the notice of all the officers/ staff of IWAI in Head Office/ Regional/ Sub- Offices.

(Umesh Kumar Sahai)
Assistant Secretary (A&E)

To,
(i) The Director, Regional Offices of IWAI, Patna / Kolkata / Guwahati / Kochi
(ii) Officer-in-Charge, Sub-Offices / Units of IWAI, Varanasi / Allahabad / Bhagalpur / Farakka / Swaroopganj / Dibrugarh / Dhubri / Kollam

(iii) Dir. IT for posting on the e-Notice Board on intranet.

Copy for information to:-

Office of the Chairperson/Vice-Chairperson
Member(Finance), Member(Traffic), Member(Tech.)
To

1. The Chairmen,
   All Major Port Trusts, IWAI
2. The CMD
   Ennore Port Limited, Dredging Corporation of India
3. The CE & A,
   Andaman Lakshadweep Harbour Works(ALHW)
   Port Blair-744 101

Subject: Forwarding of application/nomination directly to international institutions to attend seminar/training/conference etc abroad—Instructions—reg.

Sirs,

It has come to the notice of the Ministry that some officers of autonomous bodies/subordinate offices/PSUs under the administrative control of this Ministry forward their applications/nominations directly to International institutions to attend seminars/training/conferences etc abroad without seeking permission/approval of the Ministry. The proper procedure would have been to process the application through the Ministry only.

2. Keeping in view the above, it is advised that no officers in your port/organizations should send applications to International institutions for participating in seminars/training/conferences etc abroad without prior approval of the Ministry.

3. This issues with the approval of the Competent Authority.

Yours faithfully

(Gowri S. Nair)
Under Secretary to the Govt. of India
Telefax: 011-23358128

Copy for information to:

The MD, IPA, New Delhi.