



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

( पोत परिवहन मंत्रालय, भारत सरकार )

मुख्यालय : ए-13, सैक्टर-1, नौएडा-201 301, (उ० प्र०)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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File No. IWAI-MT/3/2022-Dir (FA)

Date: 8<sup>th</sup> Aug, 2022

### OFFICE MEMORANDUM

#### **Sub: Channel of Submission-reg.**

The Cabinet Secretariat through the Cabinet Secretary had written letters to all the Secretaries of various Ministries to Govt. of India requesting the Ministries/ Department/Attached subordinate offices/Autonomous/Statutory bodies to reduce the level of decision making to maximum four levels. This was to ensure fast decision-making. Each level which handled a file or a case should add value to the case.

For restricting the levels in a channel of submission to four by categorizing officers/staff into four categories may be considered for adoption with suitable modification as per the specific requirements of the entire IWAI right up to the field unit.

System of disposal of routine matters, in which no decision is involved or no financial sanction is required, at a single level may also be considered.

All Wing Heads shall examine existing delegation of powers and it may be ensured that powers are delegated at appropriate levels to facilitate expeditious decision making. For this purpose, work which could be handled in a more effective and efficient manner.

Technology may be leveraged to the maximum extent to enable faster decision making. Various digital tools available with Ministry of Electronic & Information Technology including E-office version 7.0 may be used for this purpose.

All Wing Heads are requested to draw up a roadmap for increasing efficiency in decision Making and shall be ensured that the levels in channel of submission do not exceed four and start its implementation immediately after getting approval of the Competent Authority.

All Wing Heads will assign work/duties and create a structure of his/her division by utilizing the available manpower.

All Wing Heads/Incharge Regional Offices & Sub-Offices of IWAI are therefore, requested to review the present channel of submission of files in accordance with directions as mentioned in the aforesaid column for each and every work being dealt in the Sections under their administrative jurisdiction and send the revised channel of submission to the Secretary IWAI Noida on or before 23 August, 2022 for issue of revised consolidated channel of submission for IWAI

This issues with the approval of the competent Authority.

  
(Neeraj Singh)


Assistant Secretary (A&E)  
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Phone No. 0120-2474050

**Copy to (By E-Mail):**

- i) Chief Engineer (Technical)/ Chief Engineer-P.M (JMVP)/ Hy. Chief/ Dy. Secretary, (P&C)/ CAO/ Director (M)/ Director (NER)/ Director (Tech.)/ Director (Resi. & IT)/ Deputy Director (Tech), / Assistant Secretary (P&C)/ Assistant Secretary (H&L), IWAI, Noida.
- ii) Director, IWAI, Kolkata/ Kochi/ Guwahati
- iii) Dy. Director, IWAI, Patna
- iv) Office In-Charge, NINI, Patna
- v) Sub Office Varanasi, Prayagraj, Sahibganj, Vijayawada, Bhubaneswar, Dibrugarh, Dhubri.
- vi) IT Cell – For uploading on IWAI Website
- vii) Hindi Cell – For Hindi Translation
- viii) Master Copy / Office Copy

**Copy for Information to (By E-Mail):**

P.P.S./P.S./P.A. to Chairman/ Vice-Chairman/ Member (Finance)/ Member (Technical)/ Member {Tr. & L, (I/c)}/, Secretary, IWAI, Noida.

  
**(Neeraj Singh)**  
Assistant Secretary (A&E)

8.8.22