



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

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

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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F. No. IWAI/Admin/1/2020

Dated 04.06.2020

CIRCULAR

Subject : Minutes of the Review Meeting held by the Chairperson, IWAI on 20.05.2020 in the Conference Room, IWAI, Noida – reg.

Chairperson, IWAI has taken a review of the activities pertaining to Administration, Establishment Section, Technical Section, Hydrography Section, Traffic & Logistics Section, Finance Section on 20.05.2020 in IWAI Conference Room, Noida. The list of the Officers who have participated in the Review Meeting are placed at an 'Annexure-2'.

The Minutes of meeting is placed as Annexure-1 along with this circular.

Encl: As above

(Ajay Kumar)

Assistant Secretary (Estt.)

Copy to :- (By E-Mail)

- i) Chief Engineer (Tech.)/ Chief Engineer-Project Manager (JMVP)/ Chief Engineer (Tr.&L)/ Hydrographic Chief/ Director (F&A)/ Director (IT)/ Director (M)/ Director (NER)/ Director (NWs)/ Director (Tr.&L)/ Director (Technical)/ Director (Hydrography)/ Assistant Secretary (A&R), IWAI, Noida.
- ii) Deputy Secretary, Office-In-charge, NINI, IWAI Patna
- iii) Chief Engineer, IWAI, Patna.
- iv) Director, IWAI, Kolkata / Kochi / Guwahati, Vijayawada, Bhubaneshwar.
- v) Officer-In-charge of Sub-offices – Varanasi, Allahabad, Sahibganj
- vi) PCSA, IT – For uploading on IWAI Website
- vii) Hindi Cell – For Hindi Translation
- viii) Office copy/ Master copy

Copy for kind information to :- (By E-Mail)

PPS/ PS/ PA to Chairperson/ Vice-Chairman/ Member (Finance)/ Member (Technical)/ Member (Tr.&L)/ Secretary, IWAI, Noida.

Minutes of the Review Meeting 03/2020 held by Chairperson, IWAI on 20.5.2020

Chairperson, IWAI has taken 3rd Review of the activities pertaining to Administration, Establishment Section, Technical Section, Hydrography Section, Traffic & Logistics Section, Finance Section on 20th May 2020 in the Conference Room. The List of officials participated is placed at Annexure – I.

The Chairperson with a welcome note started the meeting with a directive for smooth functioning of all the offices with strict adherence issued by the Government of India in connection to COVID-19 from time to time. Presentations on the activities being undertaken by various wings along with the status of works were presented to Chairperson. The main points covered during the Review meeting along with the directives given by Chairperson's note on 15.5.2020 for its compliance by the respective wings are as follows:

A. Administration:

1. 100 % e-Office should be implemented w.e.f 1st June 2020 onwards. All Wings have to provide number of files / documents to Admn wing for obtaining quotation for one time scanning as per their requirements.
2. The Chief Engineer, IWAI Patna shall be requested to inform the candidates y Phone / Email, who are waiting to join the vacant post due to lockdown for early joining after the resuming of public transport system. Induction training at NINI, Patna shall be conducted in consultation with Hy. Chief after Lockdown.
3. M/s. EdCIL shall be requested to speed up the recruiting process for T.A and A.A as per timelines given to them.
4. Interviews for the Consultants shall be undertaken through Video conference (or) by any other e – platform.
5. Process for Recruiting remaining vacant posts especially for the Technical posts / Hydrographic survey posts should commence parallel.
6. Technical Committee already constituted for rationalization of manpower [C.E (Tech.), C.E & P.M (JMVP), Hy. Chief & Director (NER)] shall submit report within 30.6.2020.
7. A reminder should be sent to Ministry in connection to change in the nomenclature of the post of Attendant to MTS.

8. All wings have to submit their materials on preparation of Annual Report to Admn. wing immediately for taking up the matter for printing the Annual Report by 1.6.2020.
9. Pending RTI queries/ Appeals and Public Grievances cases (CPGRAM) to be completed.
10. Case for appointment of CVO to be expedited.
11. Report on identifying the Sensitive posts shall be sent to Ministry by 1.6.2020
12. e-HRMS must be implemented in IWAI by 30.6.2020. Member (Tech) shall assist in interaction with CWC to conceptualize the implementation of e-HRMS in IWAI by IT wing.
13. Scanning / Digitizing & uploading of Service books in e-HRMS website shall be completed before 15.7.2020.
14. Technical wing shall give the name of Books for procurement for library. Admn. Wing shall also collect the details of technical books and try to purchase immediately within the provision of Rs. 1,00,000/- per year.
15. Training for 1 - 2 days for at least two personnel for using the e-Granthalya software shall be tied up NIC. Interns for library also can be taken up.
16. Printing 200 Nos of Hard copy is being taken up through GeM / M/s. Photostat by Dy. D & R.E.
17. Prof Rakesh Jain shall be requested to give Presentation to IWAI in the presence of Vice Chairman after lockdown.
18. The Internship policy after the approval from the Competent Authority shall be uploaded on IWAI's website and can be shared with Technical / Management colleges near by Noida / Ghaibabad / Delhi.
19. Tender for Media policy shall be published by 5.6.2020..
20. Draft Training policy submitted on 19.5.2020 by Shri Prateek Jain, PWC shall be finalised on Video Conferencing.
21. SPARROW online system based on the comprehensive performance appraisal dossier and e property return system should be initiated by IT wing for ensuring its implementation for this Financial year.

22. Procurement, installation and maintenance of 3 to 4 Nos of CCTV cameras at Main entrance, rear side, basement, Lobby and Stair shall be done in order to ensure security of IWAI Office premises within 30.6.2020.

23. Capacity building lectures w.r.t. Tender Management & Legal Concepts shall be undertaken, through Video conference.

B. Finance Wing:-

1. Internal Audit Team for inspecting RO / SO Offices shall be planned once the lockdown period is over and domestic travel is allowed.
2. It was informed by Member (Finance) that a balance of Rs 10 Cr. is available from Bond money which can be utilized for capital expenditure. In that context Chairperson directed Hydrographic Chief to explore the possibility of setting up a Museum at MINI and upgrade other infrastructural facilities in consultation with Member (Finance).
3. The reply to the internal auditor's audit reports from various wings / field offices shall be submitted to Finance wing immediately for its compliance of the observation.
4. Team consisting of Finance & Administration officers/ staff to examine the issues in relation to Finance & Accounts at Field offices shall be taken up after the lockdown is completed.
5. The C&AG Audit Paras are to be replied immediately.
6. Action to be taken on the Inspection report in r/o transaction audit of IWAI regional office Kolkata shall be submitted.
7. It was reported to the Chairperson that a refresher course on Tally involving 24 identified Accounts & Finance personnel in HO and ROs is scheduled to be organized at different stations and a Course on this may be organized at NINI, Patna once the normal function at the Institute is resumed.
8. The compilation of Compendium of Rules, Regulations, Circulars issued by Ministries/ Departments and IWAI was reported by Member (Finance). Chairperson expressed satisfaction and suggested to get the same printed and distributed. Further, it was suggested to upload the .pdf copy of the Compendium on the website for easy referencing.

C. Technical Wing:-

1. Re-distribution of manpower in technical wing shall be completed within 30.6.2020.
2. Model guidelines for tender and procurement / expenditure shall be prepared by Technical wing and forward to Admin by 1.6.2020 for its circulation.
3. Tenders for upgradation of DPRs more than 10 years old to be undertaken immediately.
4. Next presentation on revised SFC shall be scheduled on 1.6.2020.
5. Tender shall be called for the Asset Management of old machineries including vessels need before 5.6.2020.
6. Meeting of expert committee on the channel depth maintenance contracts for NWs shall be scheduled in Jun, 2020.
7. Upgradation of Night navigational facilities for certain sectors on NW-1,2 and IBP shall be continuously reviewed by / with RO offices.
8. DO letter from Chairperson to Secretary MoRTH is to be put up by 5.6.2020 in connection to Jogighoppa issue.
9. Development and implementation of MIRS and its first two modules i.e. Scheme and Cargo shall be operationalized in first week of June 2020.
10. Project Management e-initiative shall be completed by June 2020
11. A committee comprising of Member (T&L), Member (Tech), Hydro Chief and Director (F&A) has to identify Track test efficiency in NW-2 route and check Pilot movement by June 2020.
12. A D.O letter from the Chairperson to the State Govt of Kerala is to be written by 1st week of June in connection to reconstruction of Navigational Lock at Thrikkunnappuzha.
13. A D.O letter from the Chairperson to the State Govt of Odisha is to be written by 1st week of June 2020 in connection to re-routing of 33 kv & 11 kv line crossing rivers on NW-5.
14. Online portal for NOC is to be prepared with Digital India in June 2020.

15. A D.O letter from the Chairperson to the State Govt is to be written by 1st week of June 2020 in connection to pursue the case for Acquisition of Land parcel adjacent to NINI campus.
16. A D.O letter from the Chairperson to the State Govt of Kerala is to be written by 1st week of June 2020 in connection to removal of accumulated dredged material at Kayamkulam to continue the dredging activities.
17. A D.O letter from the Chairperson to the State Govt of Kerala is to be written by 1st week of June 2020 in connection to re-construction of Kovilthottam Foot Over Bridge.
18. A D.O letter from the Chairperson to the Chief Secretary, State Govt of Kerala is to be written by 1st week of June 2020 in connection to removal of re-erected fishing nets at many locations on NW-3.
19. A D.O letter from the Chairperson to the State Govt of Assam is to be written by 1st week of June 2020 in connection matter related with environmental forest department.
20. A D.O letter from the Chairperson to the State Govt of Assam is to be written by 1st week of June 2020 in connection to taking over of land parcel measuring 2.50 Hect acquired at Oirumghat under Dhemaji District.
21. A D.O letter from the Chairperson to the State Govt of Assam is to be written by 1st week of June 2020 in connection to
22. A letter to Shri Rajat Bhardwaj is to be written by 1st week of June 2020 in connection to issues related to NW-4 works.

D. Hydrographic Wing:-

The hydrographic wing gave a presentation on review meeting agenda and the action pending issues. The following directives were passed during the course of the presentation:-

1. The status of River Information System along with cardinal dates for works in progress and the contracts to be reviewed in the next meeting. The connectivity

issues of RIS needs to be improved and necessary discussions with BSNL are to be held to sensitise them about its importance.

2. The newly recruited floating staff to be issued posting orders to respective floating units and a training programme to be planned for same at an early date. A task book is to be formulated for them as a distance learning docket and same needs to have practical and theoretical training aspects.
3. The TORs for reorganization of NINI have to be submitted and promulgated. The Blue Print for improvement of NINI to be prepared by June 2020 for yearly development from 2020 to 2030. Blueprint prepared should necessarily address the points raised by Shri Sharda Prasad Report and same is to be updated with all the details on IWAI Website.
4. In order to complement the hydrographic wing based on the manpower status. it was directed by Chairperson to post a Director level officer. It was further directed to complete the action of recruiting Ex- Navy hydrographic surveyor personnel at designated locations.
5. Civilian Hydrographic Officers Course (Feb-April 2020) conducted at NIH Goa was suspended prematurely by 3 weeks/ examination pending, needs to resumed just post lockdown.
6. The urgent issue of updation of Sailing directions was discussed, wherein chairman directed that all the private jetties and hydrographic notes should also be inserted in the publication. Furthermore, it was directed to have a separate meeting with Member(Finance) to work out modalities for utilization of limited EBR funds for meeting requirements of equipments, software, creation of Museum at NINI etc.
7. EOI for distance/e learning floated on e-procure needs to be forwarded to KPMG, PWC,E&Y etc for wider participation.
8. The issue of Land adjoining NINI needs to be taken up by RO Patna and same to be utilized as NINI assets.
9. The Hydrographic surveyor vacancies are to be filled in a time bound manner. An inter IWAI policy to be formulated for placement of certain percentile of candidates passing out of NINI to be engaged in IWAI O&M contracts.

E. Traffic & Logistics Wing :-

1. Traffic & Logistic wing shall prepare Plan of action for how to increase traffic and its needs to be reviewed every quarterly.
2. should be put in Plan of action. Inputs to be taken online. Review every quarter.
3. M/s. Dynamics Project shall be directed to submit proposal at the earliest for approval of Competent Authority.
4. Development of web-based portal shall be completed by 15th June 2020. Mobile Apps (Android and iOS) shall be completed by end of Jun' 2020.
5. Development of the balance functionalities and integration with Bharat Maps shall be completed by June 2020.
6. Digital India shall be contacted for providing the detailed timelines post review of the documents and source code shared with them.
7. EoI shall be planned to be invited during the 2nd week of June 2020.
8. Information on critical stretches and hot spots identified for pilotage shall be placed on IWAI website/ e-portals under development for the information purposes.
9. ROs shall be asked to identify stretches and hot spots requiring compulsory pilotage.
10. A DO letters have been issued to Chief Secretary (Uttar Pradesh, Bihar & Jharkhand) enclosing a draft MoU for their comments to expedite the process by 1st week of June 2020.
11. A meeting with Govt. of Jharkhand shall be planned in connection to Ro-Ro services by 1st week of June 2020.
12. The amendment to the regulation shall be processed for Gazette notification after the receipt of approval from MoS.
13. Matter in connection to promote IWT Sector is to be pursued with Department of Logistics, MoC&I.
14. Inclusion of inland vessels under Tonnage Tax scheme by 1st week of June 2020.

15. Updation of Customs EDI and ICEGATE systems and allocation of Customs code to allow IWT terminals to handle EXIM cargo shall be implemented by June 2020.
16. Coordinated development of infrastructure with other agencies shall be pursued.
17. Matter related to proposal on taking over of Falta jetty & adjacent land on NW-1 for O&M, which is belongs to Dept. of Commerce shall be taken up with Ministry of Shipping by 1st week of June 2020.
18. The comments from IWAI on issues raised by Dept. of Commerce shall be submitted to Ministry of Shipping by 1st week of June 2020.
19. A DO letter shall be issued in connection to increase in the lease period from 3 years to 5 years.
20. SOP for movement of vessels registered under IV Act on NWs shall be hosted on IWAI's website and circulated to ROs.
21. Issues, which can be addressed by internal stakeholders, may be assigned to relevant departments.
22. Continuous monitoring and reporting of steps undertaken may be directed to internal stakeholders.
23. Mapping of issues with specific external stakeholder needs to be taken up and subsequent addressal needs to be communicated
24. Solution to these issues have also been considered for the formation of Maritime Vision 2030

Meeting held by Chairperson, IWAI on 20th May, 2020 – List of Participants.

Sl. No.	Name & Designation
1.	Chairperson - In Chair
2.	Vice-Chairman
3.	Member (Finance)
4.	Member (Traffic & Logistic)
5.	Member (Technical)
6.	Hy. Chief
7.	Director (A&V)
8.	Assistant Secretary (A&R)