



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

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

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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CIRCULAR

Sub: Minutes of the Review Meeting held by the Chairperson, IWAI on 05.02.2020 in the Conference Room, IWAI, NOIDA – reg.

Chairperson, IWAI taken a review of the activities pertaining to Mech-Marine section, Admin, Establishment section, Finance Section, Traffic & Logistics section, Hydrographic section, Civil section, JMVP and Freight Village section on 05th February, 2020 in IWAI Conference Room, Noida. Officers and Staff posted in the concerned sections have participated in the Review Meeting.

Minutes of meeting is placed at Enclosure.

Encl. as above

 14.02.2020
(Neeraj Singh)
Assistant Secretary (A&R)

Copy to:

- i. Chief Engineer (Technical)/ Chief Engineer-P.M (JMVP)/ Chief Engineer (Tr.&L)/ Hy. Chief/ Director (F&A)/ Director (NWs)/ Director (M)/ Director (NER)/ Director (Traffic)/ Director (Tech.)/ Director (Hy.), Deputy Director (NER)/ Deputy Director (Tech), IWAI
- ii. Chief Engineer, IWAI, Patna
- iii. Director, IWAI, Kolkata/ Kochi/ Guwahati
- iv. Sub Office Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneshwar, Dibrugarh, Dhubri.
- v. IT Cell – For uploading on IWAI Website
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- vii. Master Copy / Office Copy

Copy for Information to (By E-Mail):

P.P.S./P.S./P.A. to Chairperson/Vice Chairman/ Member (Finance)/ Member (Technical)/ Member (Tr.&L)/ Secretary, IWAI, Noida

Minutes of the Review Meeting held by Chairperson, IWAI on 5th Feb, 2020

Chairperson, IWAI has taken a review of the activities pertaining to Mech-Marine section, Admin, Establishment section, Finance section, Traffic & Logistics section, Hydrographic section, Civil section, JMVP and Freight Village section on 5th Feb 2020 in the Conference Room. Officers and Staff posted in the concerned sections have participated in the Review Meeting. List of participants is placed at Annexure – I.

The Chairperson, with a welcome note started the meeting with a directive to conduct the meeting on first Wednesday of every month and Board meeting once in 2 months.

After the presentation made by various wings / sections, the following directives are given by Chairperson for its compliance by the respective wings:

1. Administration:

- a) Performance of Establishment and Administration needs to improve manifold.
- b) e-HRMS must be completed before 31.03.2020. A visit to Central Water Commission to be done to conceptualise the implementation of e-HRMS by **IT wing** and same is to be implemented in IWAI by 30.4.2020.
- c) Digitising of Service books is to be done by **IT wing** through third party engagement.
- d) Data shall be updated in ER sheet by Establishment wing.
- e) Procurement of books for library to be increased from Rs 10,000 to Rs. 1 lakh per year.
- f) e-Granthalaya to be implemented by **IT wing** within a month.
- g) The electronic Annual Performance Appraisal Report - Smart Performance Appraisal Report Recording Online Window (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 by this year end.
- h) Compilation of all Circulars / Act / Rules related to IWAI to be completed by 28th Feb 2020 by the Committee headed by Member (Finance).
- i) Proposal for Rationalisation of work, Work load study of every wing at IWAI should be undertaken by engaging outside expert/ agencies so that work at wings can be rationalised.
- j) Transfer shall be done as per policy / need / requirement.
- k) All the vacant posts are required to be filled up expeditiously. Floating staff who are being recruited need to be trained for one month at NINI, Patna. One month time shall be given in appointment letter for reporting by the candidates with no further extension of time, so that a combined training programme be framed accordingly.
- l) Procurement, installation and maintenance of CCTV cameras shall be done in order to ensure security of IWAI Office premises and formation of security guidelines are to be undertaken by the Administrative wing. The entry of outsiders without permission in the office premises should be restricted.

- m) There is a need for capacity building. Lectures w.r.t. Tender Management and Legal Concepts shall be undertaken, with prior permission of the Competent Authority on last Fridays of the month.
- n) Submission of TA/DA bill should as per the rules.
- o) Internship: An internship policy is to be drafted for at least 30 students with a remuneration of Rs 20,000/- for PG students and Rs 10,000/- for UG students. Advt. is to be published for finding candidates every year twice i.e. January / June.
- p) Media policy has to be framed and submitted by 25th Feb 2020.
- q) E office should be implemented without delay. All kinds of leave, medical claims, GPF requests etc have to be processed through e-office only from 1st of April 2020.
- r) Performance review w.r.t. the Consultants employed have to be done on monthly basis and kept in concerned file.
- s) To fulfil the requirement of temporary manpower on contract basis at Regional offices, approval for all such manpower will be accorded by the HQ for one or two years period.
- t) There is no training policy in IWAI. A Training policy for Domestic / International training on periodic basis is required to be drafted. Member (Traffic & Logistics) would chair the Committee with Secretary, Dir (A&V) & Hydrographic Chief. This task should be completed within March, 2020.
- u) There should be rotation of work and work assigned to officers/ officials/ are required to be rotated time to time.
- v) IWAI Board Meeting shall be arranged once in 2 months.

2. Finance Wing:

Member (F) presented the points from Finance and Accounts Section. The following was discussed and action was requested:

- a) As per requirements of field offices, a refresher training in Tally ERP should be done. All offices of IWAI have been asked to provide their suggestions and recommend names of the officials/ officers for the proposed refresher training within 15th March, 2020.
- b) The three components of this wing; Accounts, Finance and Audit should be improved.
- c) Procurement Guidelines: All the proposals for Procurements of Goods, Services and Works in IWAI are processed for concurrence/ vetting etc. in Finance Wing in the light of Codal Provisions of GFR 2017 as amended from time to time, Manuals of Government of India, Ministry of Finance, Department of Expenditure of 2017 for procurement of (i) Goods (ii) Consultancy & Other Services and (iii) Works 2019 and CVC Guidelines etc.
- d) In order to avoid delay in procurement processes, an initiative was taken to develop the procurement "Dash-Board" involving PwC. This is, however, now being incorporated as one of the modules of "Project Management Application" being developed by PwC.

- e) *The Chairperson instructed to formulate a Model document/ Guideline for procurement and constitute a Committee for the same under Member (Finance).*
- f) Summary of Approved BE, RE, Fund available (GBS & EBR) and Expenditure during Financial year 2019-20 and Projects/Regional Office wise Progress/Expected Capital Expenditure during Financial Year 2019-20 was discussed.

3. Technical Wing

- a) The performance of this wing needs improvement.
- b) The technical wing is to be reorganised zone wise and accordingly technical wing was directed to work out the new plan & submit it to the Chairperson for approval.
- c) The consultants engaged in the technical wing should be assigned the work as per Terms of Reference (ToR) and asked them to submit monthly performance report which should be maintained in their engagement file.
- d) Model guidelines for tenders and procurement are required to be drafted with Finance wing's assistance. Breakup of expenditure to be incurred in remaining period of current financial year 2019-20 to be submitted and ensure that available unspent funds be utilised at HQ as well as at Regional offices. Suitable instruction may be issued accordingly to all concerned officers of HQ & Regional offices without delay.
- e) Liability of waterways as per DPR needs to be prepared and details thereof may be placed before IWAI Board for decision. Details of waterways which are not viable as decided by the Board are required to be informed to the Government. This has been pending since September, 2019.
- f) Project information & Management System (PIMS) is required to be introduced in IWAI without delay. **IT Wing** may take timely action in this regard. Team of officer may visit Sagarmala office for exposure of PIMS.
- g) Since Detailed Project Planning (DPR) for West Canal is very old and was prepared in the year 1992. There is need to revise the DPR early EOI and Tender be called for the same. In addition, Every DPR should be upgraded after every 10 years and a circular is required to be issued to this effect without delay.
- h) The viability should be based on Cargo movement, passenger traffic, industries and other allied activities like tourist potential. Comprehensive survey is required to be undertaken to access types of ferries/ vessels that are presently operational and plying and its frequency on proposed upcoming waterways, existing navigational aids and cargo details etc. to ascertain viability.
- i) Need to undertake study in respect of intensity of movements of ferries in Ghagra river during last 3 months. Appropriate level officer be deputed for a quick survey and report before 5th March.

- j) In all the foreclosure cases, the concerned may be directed for expeditious action on these foreclosure cases and action for floating of new tender required to be initiated on case to case basis.
- k) Inventory of equipments required for handling three million tonnes capacity is required to be prepared with costing thereof and its year wise breakup. This is pending since last 6 months.

4. Hydrography Wing

- a) River information system (RIS) is required to be streamlined for sharing of information, keeping in view that national security is not compromised and solicit the permission of CWC whenever required prior to sharing the information.

5. Traffic & Logistics wing

- a) Ro-Ro vessels/ jetty, for which orders have already been placed are required to be delivered by second week of March, 2020 and operational in Banaras in the first week of April, 2020 after its registration and other formalities required first.
- b) Deployment chart for Ro-Ro is required to be prepared and submitted to the Chairperson for its proper deployment as per requirements at different NWs.
- c) Whenever proposal is prepared, every aspect is required to be included in the proposal with source of flow of fund, if excess fund is required in any of the projects, it will be met from EBR fund to expedite this matter. All the concerned should take concrete action for initially tendering procedure for viable projects.
- d) A proposal is required to be prepared & submitted by the concerned wing for deployment of Vessels (MVRN Tagore & Lal Bahadur Shastri). Scheme for survey / inspection and monitoring needs in connection to regular deployment of cargo vessels to be prepared by the technical wing.
- e) Possibility of effective manning of Dredgers/ Dredging with private sector participation to be explored.
- f) Vessels which are not leased out are required to be deployed in a proper place for its optimum utility.
- g) Haldia model may be applied over Pandu & Dubri IWT Terminal and for O&M of Pandu & Dubri, IWT. Possibility of appointing M/s ERNST & Young LLP as Transaction Advisor may be explored by the concerned.
- h) In order to promote cruise tourism, possibility of engaging consultancy agency working in this field may be explored.
- i) For Cargo mapping, tender may be floated & possibility of appropriate MoU with any Govt. sector Organisation be also explored.
- j) The work of Gaihat Terminal Project is required to be expedited. IIT Kharagpur, IWAI officers of Patna and officers from other department should be called for meeting and wide publicity should be ensured prior to accomplishment of this work.

Meeting concluded with the votes of thanks to the chair.

ANNEXURE - I**Meeting held by Chairperson, IWAI on 5th Feb, 2020 - List of Participants.**

Sl. No.	Name & Designation
1.	Chairperson - In Chair
2.	Vice-Chairman
3.	Member (Finance)
4.	Member (Traffic)
5.	Member (Technical)
6.	Secretary
7.	Chief Engineer (Traffic)
8.	Chief Engineer (JMVP)
9.	Hydrographic Chief
10.	Director (A&V)
11.	Director (NER)
12.	Director (Tech.)
13.	Director Mech-Marine
14.	Director (Traffic)
15.	Shri Ashish Yadav, Dy Director (F)
16.	Shri RK Singh, Dy Director (NER)
17.	Shri Rajiv Singhal, SHS
18.	Shri Neeraj Singh, Assistant Secretary (A)
19.	Cdr Arvind Sahni, Sr. Consultant (Hydro)
20.	Shri Ashok Parhi, EDP Office
21.	Shri Anil Kumar, AHS (IBP)
22.	Shri Sunil Shinde, AHS
23.	Md. Nashim Khan, Consultant (Traffic)
24.	Md. Aslam, TA