



# 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)

Head Office : A-13, Sector-1, Noida-201 301 (U.P.)

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F. No. 16-IWAI/Estt/Misc/07/2020

Dated 15.06.2020

### OFFICE ORDER

#### Sub. : Inspection team of Regional Offices – reg.

With the approval of the Competent Authority, a joint inspection team consisting of Dy. Director (Finance), Jr. Accounts Officer / Accounts Assistant and Assistant Secretary, Section Officer / Assistant is constituted for inspecting Regional Offices to ensure compliance of orders, instructions issued by Head Office and Audit Paras raised in respect of various items of work with a view to improve the system. In order to make the exercise an effective medium of bringing out system improvement, checklist of items of Finance related works at A have been prepared to make enable ROs to keep ready the records one week before the visit of the inspection team. Likewise, items of inspection of Establishment / Administration related matters are given below at B & C.

#### **A. Finance related works : (Annexure-I, II & III)**

- (i) Inspection of tally transactions and accounting figures.
- (ii) Inspection relating to procurements happening in field units.
- (iii) Review of outstanding audit paras.
- (iv) Checking of reference relating to receivables/payables and action initiated in this regard.
- (v) Examination of accounts records.
- (vi) The status of audit paras on reports issued by C&AG and Internal Auditors.
- (vii) Status of Bank Guarantee.
- (viii) The fixed assets register/GPF/NPS maintenance.
- (ix) Scheme control register duly reconciled with approved scheme and actual expenditure on the same.
- (x) Contract register duly reconciled with details of work awarded and payment released against the same.
- (xi) Inspection team shall check the payments released to contractors by the concerned unit as per the awarded agreement.
- (xii) Any other matter of public importance.

#### **B. Establishment related works : (Annexure-IV)**

- (i) Works relating to service matter, such as appointment, confirmation, departmental promotion, seniority details, Pensioners' details.
- (ii) Land details / Legal cases.
- (iii) MACP/ACP details.
- (iv) Engagement of Manpower through empaneled agency- PF, ESI contribution, delay in payment, etc.
- (v) RTI disposal / Public Grievances / Monthly biometric attendance / Maintenance.
- (vi) Disciplinary / Vigilance matters.

**C. Administration related works : (Annexure-V)**

- (i) Safety / Security of IWAI premises building.
- (ii) Inventory management for stationery / store.
- (iii) Works relating to Security Guard / Sweeping-Mopping.
- (iv) POL / repairing of vehicle, insurance.

Inspecting team is directed to submit Finance related inspection report to the Member (Finance) and Establishment/Administration related matters to Secretary within a week from the date of completion of inspection work. Date of Inspection of the respective Regional Office will be intimated in due course.



**(Ajay Kumar)**

Assistant Secretary (Estt.)

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**Annexures.: As above**

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

- i) Chief Engineer (Technical)/ Chief Engineer-Project Manager (JMVP)/ Hy. Chief / Director (F&A)/ Director (NWs)/ Director (M)/ Director (NER)/ Director (Tr. & L)/ Director (Technical)/ Director (Hy.)/Assistant Secretary (A&R)/ Assistant Secretary (Estt.), IWAI, Noida
- ii) Deputy Secretary, NINI, IWAI, Patna
- iii) Director, IWAI, Kolkata/Kochi/Guwahati/ Vijayawada, Bhubaneshwar
- iv) Deputy Director, IWAI, Patna
- v) Officer-in-charge of Sub-office – Varanasi, Allahabad, Sahibganj
- vi) PCSA, IT, Noida – for uploading in IWAI website.
- vii) Hindi Cell – for Hindi Translation
- viii) Master Copy/ Office Copy

**Copy for kind information to : (By E-mail)**

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

Annexure-I

Sl. No.	Name of Contractor / Supplier / Employee	Purpose/works	Date of Payment	Amount (In Rs.)		Justification/reason outstanding
				Amount Outstanding as on 31.03.2020	Amount Outstanding as of now	
<b>(1) Details of Sundry Creditors</b>						
1						
2						
3						
<b>(2) Details of Expenses Payable</b>						
1						
2						
3						
<b>(3) Details of Claim Recoverable</b>						
1						
2						
3						
<b>(4) Details of Caim Payable</b>						
1						
2						
3						
<b>(5) Details of Advances Paid to Contractor/Supplier</b>						
1						
2						
3						
<b>(6) Details of Sundry Debtors</b>						
1						
2						
3						
<b>(7) Detail of Mobilization Advance</b>						
1						
2						
3						
<b>(8) Details of Tour Advance</b>						
1						
2						
3						
<b>(9) Details of LTC Advance</b>						
1						
2						
3						
<b>(10) Details of Medical Advance</b>						
1						
2						
3						
<b>(11) Details of Department Advance</b>						
1						
2						
3						
<b>(12) Details of Security Deposit Received</b>						
1						
2						
3						
<b>(13) Details of Earnest Money Deposit</b>						
1						
2						
3						
<b>(14) Details of Security Deposit Paid</b>						
1						
2						
3						

**Status of Audit Paras/ Report on C&AG and Internal Audit**

S. No.	Period of Audit Report	Numbers of Paras/HM issued	Subject/Audit Paras/HM	Amount (In Rs.)		Justification /reason for delay in replies
				Number of Replies Submitted on Paras/HM	Number of Pending Paras/HM	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**Status of Bank Guarantee Received on Works/Supplies**

S. No.	Name of the Contractor/Supplies	Bank Guarantee Number	Date of Validity of BG	Amount (In Rs.)	
				Amount of BG	Status of project/works for BG received
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Establishment Matters**

1. Details of new appointments, confirmation, Departmental Promotion and Pensioners' details of last 03 (three) years.

Sl. No.	Name of Employee & Designation	IWAI's Reference No.	Date of Appointment	Date of Verification	Date of Medical Examination	Remarks

2. Updated details of Land.

Sl. No.	Location	Area of land	Whether purchased or on lease	If, purchased details of registration and cost of purchase etc.	If on lease, date of lease and validity period	Whether any encroachments and if so, action taken	Details of litigation, if any	Remarks

3. Details of MACP granted in last 03 (three) years.

Sl. No.	Name of Employee & Designation	IWAI's Reference No.	Date of MACP/ACP	Remarks

4. Service Book Verification

Sl. No.	Name of Employee & Designation	IWAI's Reference No.	Date of Verification	Period for which verified	Name of attesting Authority	Whether signature of officer obtained or not	Remarks

5. RTI

Sl. No.	Name of Applicant	Date of receipt of application	Date of final reply	Name of CPIO	Appeal, if any	Date of Disposal of Appeal	Remarks

6. Public Grievances

Sl. No.	Name of Aggrieved	Date of receipt of grievance	Subject	Date of Disposal of Grievance	Remarks

7. Bio-metric attendance

8. Disciplinary/ Vigilance cases

Sl. No.	Name of the Official involved	File No. of IWAI, if any	Status of cases	Remarks

9. Engagement of Manpower

Sl. No.	Name of Agency	Details of posts	No. of persons engaged through agency	IWAI's approval, if any	Details of IWAI's approval	Details of payment of PF/ ESI Contribution deposited	Remarks

**General Administration/ House Keeping Matters**

**Annexure – V**

1. Safety/ Security lapse noticed, if any
2. Action Taken on the above
3. Preventive measures
4. Inventory Management Register/ Record

