



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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Dated 23.09.2020

CIRCULAR

Subject : Minutes of the Review Meeting held by the Chairperson, IWAI on 10.09.2020 through Video Conference at IWAI Head Office Noida – reg.

Chairperson, IWAI has taken a review of the activities pertaining to various sections of IWAI on 10.09.2020 through Video Conference. Names of the Officers who have participated in the Review Meeting is placed at an 'Annexure'.

Minutes of meeting is placed as an enclosure to this Circular.

Encl: As above

(Razi Jawaid)

Assistant Secretary (P&C)

E-mail: rjawaid@iwai.gov.in

Copy to :- (By E-Mail)

- i) Chief Engineer (Technical)/ Chief Engineer-Project Manager (JMVP)/ / Hydrographic Chief/ Director (F&A)/ Director (M)/ Director (NER)/ Director (Traffic)/ Director (Technical)/ Director (Hydrography)/ Dy Secretary (IT) / Director (Hy & Vig)/ Assistant Secretary (P&C) / Assistant Secretary (Estt.)/ Assistant Secretary (Admn. & Rectt.), IWAI, Noida.
- ii) Director (I/c) , IWAI, Patna.
- iii) Director, IWAI, Kolkata / Kochi / Guwahati.
- iv) Officer-In-charge of Sub-offices – Varanasi, Allahabad, Sahibganj, Farraka, Vijayawada, Bhubaneshwar.
- v) PCSA, IWAI, Noida – For uploading on IWAI Website.
- vi) Hindi Cell – For Hindi Translation.

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

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

Minutes of the Review Meeting 05/2020 held by Chairperson, IWAI on 10th Sep., 2020

Chairperson, IWAI has taken 5th review of the activities to various sections of IWAI on 10.09.2020 through Video Conference. List of participants 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 from time to time. Various wings covered the agenda items issued by the Chairperson's office dated 4th & 7th Sep., 2020 along with the status of works. The main points covered along during the Review meeting along with the directives given by Chairperson for its compliance by the respective wings are as follows:

Technical Wing –

- i. M/s. Cochin Shipyard Ltd. may be requested to rectify the technical fault in the 2 nos. of Ro-Ro vessels under the Contract itself.
- ii. MIRS to be inaugurated on 22/9/2020.
- iii. Reminder DO letters on all pending matters with other deptt. including state govt.
- iv. Letter/ Circular to be issued to all State Govt on launching of NOC portal in IWAI.
- v. Member (Tech) and Member (Fin) to discuss on sector-wise / project-wise expenditure review.
- vi. Master-Plan for IBP route and other NWs to be completed by 25/9/2020.
- vii. Work-load studies by all wing to be completed latest by 25/9/2020.
- viii. Pending matters with State Govt to be followed on Quarterly / Half-yearly basis.
- ix. Details of SOP's prepared and its finalisation with the concerned to be expedited.
- x. Expedite the settlement of the issues related to low expenditure to NER.
- xi. Appropriate action for operationalisation of Bandel Jetty / immediate action for site preparedness/ refurbishment.



Finance

- a) Member (Tech) and Member (Finance) to conduct meeting with all Directors to speed up activity as per work-wise commitment and ensure that all payments on 1st Half-yearly , be released by 10/10/2020
- b) Bank Guarantee to be updated every month and monitoring to be ensured.
- c) Delegation of power to be re-worked out and explore option for delegating more power to Field Directors and enhancement of power to the Board , and exercise to be completed by 25/9/2020.
- d) CE (Tech), Director (Tech), Director (Marine) along with Director (Fin) shall prepare pending old paras of RO & HO since the same is pending in Technical Wing.

Administration –

- a. E-office – Movement of e-office files to be done judiciously by all the officers/ staff.
- b) Preparation of Annual Report – Draft Annual Report 2019-2020
(excluding Accounts and Audit details) to be compiled by 15 Nov 2020.
- (c) Engagement of PMC beyond 31.10.2020 – to be done by Technical wing in consultation with T&L wing.
- (d) E-Granthalaya to be implemented by IT wing- Registration by IWAI officials are to be completed for making e- Granthalaya operational before next review.
- (e) Holistic Review of Consultants at IWAI H.O. and Field Offices – A brief report to be submitted along with Work load study.
- (f) After the work load study the redistribution of manpower shall be proposed by the Technical, Admin/ Finance Committee.
- (g) All SOP received from various wing shall be revised/ reviewed and published in IWAI website – Issue office order regarding list of SOPs to be submitted.

- (h) D.O. letter from Vice-Chairman is to be circulated to all Maritime Board requesting for application by eligible candidates for the post of Hydrographic Chief post on deputation.
- (j) Matter shall be discussed with Ports/ Govt. Department for forwarding applications from eligible candidates from their department for the post of Chief Engineer & Deputy Director (F&A) on deputation.
- (k) Matter regarding receipt of anonymous/ pseudonymous complaints by e-mail etc. shall be taken up with Cyber Crime Cell by Vice-Chairman/ Secretary.
- (l) Vice-Chairman shall review the pending Legal Cases to speed up for its settlement.

Traffic & Logistics-

- i) Business Plan/ Concept note on various commodities may be uploaded on the web-site, incorporating the details of PSU's, which can be contacted for various cargo commodity transportation through IWT mode to be explored.
- ii) Map of IWAI Jetties / terminals with facilities available to be uploaded on IWAI website along with the contact person.
- iii) A number of ODC movement in NW-1 (in Kolkata sector) are scheduled in FY 2020-21. Therefore, the trip number for each movement is to be mentioned.
- iv) Information of critical stretches and hot spots in NW-2 uploaded on IWAI web-site needs to be reviewed as entire stretch cannot be critical. Director Guwahati to provide the precise details.
- v) A small note on Daudkandi-Sonamura trial movement during 2nd- 5th September on the issues / problem faced in Bangladesh may be requested from BIWTA, to decide the way forward to address the issues/problems.
- vi) Shipping Corporation of India may be pursued for the proposal sent to them for taking over of IWAI cargo vessels on bare boat charter basis.
- vii) Devise the Business plan for Falta Jetty, incorporating the ways to take it forward for coastal shipping with the Eastern Grid i.e Bhutan, Myammar and IBP route.
- viii) The letter received from Ex Chief Engineer (Mr N Unni) may be examined by Technical wing in consultation with T&L wing.
- ix) To take appropriate action to ensure the cleanliness of Bandel Jetty by Director Kolkata. The operationalization of Bandel Jetty may be targeted during the month of October 2020.
- x) An Agreement shall be entered with Ministry of Commerce & Industries for falta jetty on long term basis instead of MoU
- xi) RO's shall share the Jetty-wise list of officials involved to Member (Tr & Log) for digital input.

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ANNEXURE – I

Meeting held by Chairperson, IWAI on 10th Sep.,2020 – List of Participants.

Sl. No.	Name & Designation
1.	Chairperson - In Chair
2.	Member (Finance)
3.	Member (Traffic)
4	Member (Technical)
5.	Chief Engineer (Tech)
6.	Director (Tr. & L)
7	Director (Hy & V)
8	Director (Tech)
9	Assistant Secretary (P&C)
10	Assistant Secretary (A&R)

Amrith