



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नौएडा-201 301, (उ.प्र.)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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F. No. IWAI/PL-18(8)/Review Meeting/2020

Dated 18.08.2020

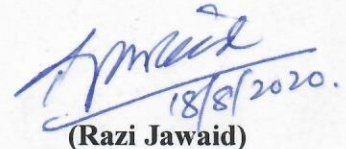
### CIRCULAR

**Subject : Minutes of the Review Meeting held by the Chairperson, IWAI on 10.08.2020 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 10.08.2020 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

  
18/8/2020.

(Razi Jawaid)

Assistant Secretary (P&C)

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### 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 4th Monthly Review Meeting 04/2020 held by Chairperson,**  
**IWAI on 10<sup>th</sup> Aug, 2020**

The 4th monthly review meeting was held on 10.08.2020. List of participants is placed at Annexure – I.

To begin with, Chairperson appreciated the work done and also requested for compliance to various direction of Government of India. Following action points emerged from the meeting:-

**I. ADMINISTRATION :**

- i. To organise a meeting on weekly basis through Video Conferencing for status of eoffice implementation in R.Os. (Action - DD,IT)
- ii. Annual Report for 2018-2019 to be sent to Ministry by Sept, 2020. For Annual Report material may be obtained from all concerned and annual Report to be ready by Feb,2021. (Secy. IWAI)
- iii. For implementation of e-granthalya 2 person to be taken on internship basis and registration of all employees to be completed by 1<sup>st</sup> Sept,2020. (DD, Sri Mayank Tyagi)
- iv. Agreement for Consultants to be revised. (Secy, IWAI)
- v. Compendium to be printed and compiled and to be placed on Website at the earliest.
- vi. Workload Report to be submitted by 20.08.2020 by all Wings.
- vii. Approved Organogram for R.O. to be issued in the form of Order. This is delayed for at least 4 months.
- viii. Last date for receipt of application for Chief Engineer to be extended for three weeks. Letter to be sent to other organisations also for better search of candidate.
- ix. Under e-hrms ER Sheet to be developed for all employees within August,2020.
- x. For implementation of various e initiative for allocation of VM matter may be followed with DG, NIC by visiting NIC office. (DD, IT)
- xi. CARD , PANI and MIRS to be made functional by 1<sup>st</sup> Sept,2020.
- xii. For implementation of Knowledge Management Portal the Techno – Commercial proposal to be examined and submitted.



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- xiii. For implementation of e initiative at RO, Nodal Officers to be nominated at each office.
- xiv. All SOP to be taken from all concerned Wings and to be placed on Website of IWAI within 25.08.2020 (DD, IT)

**II. FINANCE :**

- a. MIRS to be made operational by 25<sup>th</sup> Aug,2020 after incorporating details of Bank Guarantee.
- b. CAG paras to be settled after conducting VC with ROs on 13<sup>th</sup> Aug,2020. 3CAG para of HO to be settled in consultation with Member (Tech).
- c. Team visiting field offices for settling CAG paras to be nominated and order be issued for Dec. to Feb.
- d. Grants to IWAI and Utilisation certificate to be given to reflect requirement of fund for next quarter without delay.

**III. HYDROGRAPHY :**

- a. Works related photographs for ongoing works to be obtained from Regional Offices to be sent to the Ministry on every Friday.
- b. No Consultant to be included as member of any TEC.

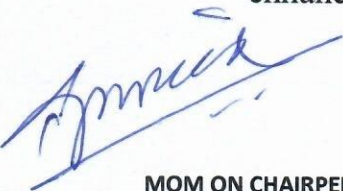
**IV. TECHNICAL :**

- a. To establish an office at Goa by posting one Regular Officer and one Consultant. The office can be made functional within October, 2020.
- b. Categorisation of Waterways to be uploaded on Website of IWAI without delay.
- c. MIRS should be implemented by 1<sup>st</sup> Sept,2020
- d. Tenders for Upgradation of DPRs for NW-2 and NW-4 to be finalised by 1<sup>st</sup> Sep'2020.
- e. Master Plan of SFC to be prepared in MIRS format and submitted within 25.08.2020.
- f. There has been inordinate delay in Pandu road widening project. D.O. letter from Chairperson to Secretary , Petroleum permission from IOCL for Pandu Road connectivity. D.O. letter from Chairperson also to be issued to MoD for seeking permission.
- g. Asset Management Plan for Dredgers to be finalised in two months time. Mech.-marine Division functioning be revised.

- h. Chief Engineer (Tech) / Member (Tech) to send a D.O. letter to Chief Engineer ,PWD Kerala for expediting the reconstruction of Navigational Lock at Thrikkunnappuzha.
- i. Pending matters with State Govt to be followed on Quarterly / Half-yearly basis depending on the urgency.
- j. Online portal for NOC should be made fully operational by 15<sup>th</sup> September 2020 and the applications received offline shall be uploaded in the portal with immediate effect. Sri Palaniraj AHS and a consultant shall be involved in operation of portal/NOC related issues.
- k. D.O. letter from Member (Tech) to West Bengal Govt for early completion of Road for Roopnaryan terminal.
- l. For functioning of Coord Section work to be distributed among officers in a scientific manner.
- m. Dredging Policy on Quantity based and assured LAD to be finalised in after conducting a study in association with IIT, Chennai and Khargpur and to be completed in three month.

**OTHERS**

- a. Status of sanction of project proposals for various NWs have been discussed. After deliberations, Chairperson directed that the expenditure by various ROs on operation & Maintenance works shall be as per the provisions in Consolidated financial statement approved by Chairperson on 15.6.2020 for Rs 77 crore for first two Quarters of 2020-21.
- b. Chairperson observed that expenditure on NER related works is on lower side . As sanction for all the works have already been conveyed and unspent fund against allocated BE in a particular month shall get lapsed, prompt action shall have to be taken by RO Guwahati to spend sanctioned BE.
- c. Porta Cabin to be placed at Ports of Call on IBP routes where ever required for customs/Immigration purposes and to be equipped with Broad Band facilities. This should be planned in consultation with T&L Wing.
- d. To prepare a Master Plan considering all aspect of Survey, Cargo enhancement etc.



**v. TRAFFIC & LOGISTICS :**

- i. To prepare a Business Plan for NW- 4, Goa Waterways, IBP and Sunderban .There should not be duplication of data for NW-I.
- ii. Beta version of CAR-D to be launched on 1<sup>st</sup> sept,2020.
- iii. Webinar for Maharashtra, Goa and Gujrat waterways to be held in month of Sept,2020/Oct.2020.
- iv. All PPT related various seminar/Webinar related to Market formation of all Wings starting from Nov,2019 to be uploaded on website of IWAI and to be shown to Member (Tr&L) before up loading.
- v. IWAI Twitter to be promoted and popularised. the present number of 3000 to be enhanced to 5000 by Dec.,2020.
- vi. Information of critical stretches and hot spots in NW-1,NW-2,NW-3 & IBP routes is to be uploaded on IWAI web-site as enclosure to SoP for plying of vessels on NW's. with help of Hydrographic Wing & ROs.
- vii.D.O. letter from Chairperson to Chief Secretary, Govt. of U.P. regarding MoU for RoRo service at Varanasi and copy be given to Commissioner, District Magistrate and SSP, Varanasi.
- viii.D.O. letter from Chairperson to Chief Secretary, Bihar and Jharkhand regarding RoRo vessel deployment and Director(I/C) Patna to deliver the letter in Chief Secretary Office.
- ix.For Falta Jetty, the MoU to be for a period of 10 years and business plan to be prepared by PWC and sent to MoS and MoC.

Meeting concluded with the votes of thanks to and from the Chair.

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## ANNEXURE – I

**Meeting held by Chairperson, IWAI on 10<sup>th</sup> August,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.	Deputy Secretary (P&C)
10.	Assistant Secretary (A&R)