



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

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

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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

Website : www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

IWAI-17011/32/2020-Admn

Dated: 2nd Feb, 2021

To,

Sh. K. K. Sahoo
Asst. Director (OIC),
IWAI, Bhubaneswar

Sub: Approval for Delegation of Financial and Administrative powers to Officer-In-Charge, IWAI, Sub-Office, Bhubaneswar – reg.

Sir,

Please refer your email letter no. IWAI/BBSR/3(103)/KKS/P.F./2020/315 dated 26.11.2020 and further letter no. IWAI/BBSR/3(103)/KKS/P.F./2020-21/03 dt. 14.01.2021 addressed to Secretary, IWAI on the subject cited above wherein you have requested for approval of delegation of Financial and Administrative powers. In this connection, I am directed to inform that the following delegation of powers duly approved by the Competent Authority is hereby forwarded for further needful action:

A. Financial			
Sl. No.			Existing Delegation of Power duly approved by Board
1	Telephone Charges (Including Broadband, mobile bill ' reimbursement or regular staff. dongle, Office landline phone bill, Postal & telegraphic charges etc.	Not exceeding Rs. 6500 per month	i. Full power to Regional Director ii. Full power for Officer-in-Charge, sub offices – For respective sub-offices
2	Printing & Stationary	Rs. 10000 per month	For Officer-in-Charge, sub offices – Upto 20,000/- per annum in respective sub office
3	Electricity & water charges	Full Power	Full power for Officer-in-Charge, sub offices – for respective sub-offices
4	Rent & Statutory taxes, Municipal dues	Full powers with prior approval of lease etc. H.O.	Full power for Officer-in-Charge, sub offices – for respective sub-offices
5	Minor repairs of vehicle	Rs. 2000/ per month	N.A.

Contd...2/

A. Financial			
Sl. No.			Existing Delegation of Power duly approved by Board
6	Petty works & contingencies	Rs.10000/- on each occasion	<i>For Officer-in-Charge, sub offices – full powers within respective sub-offices subject to annual limit of Rs. 50,000/-</i>
7	Payment of salary, TA/DA medical reimbursement as per normal rules and other allowances as per rules	Full Power	<i>i. For Officer-in-Charge, sub offices – full powers within the respective Directorate/ sub-office. ii. For Officer-in-Charge, sub offices – full powers-regional Directorate/offices under their respective jurisdiction</i>
8	Expenditure of serving tea/coffee to visitors	Rs. 400/ per month	<i>For Officer-in-Charge, sub offices – Upto Rs. 2000/- per month</i>
9	Expenditure on hire and maintenance of fans, furniture, office equipment like typewriter and office up keep	Full Power	<i>For Officer-in-Charge, sub offices – Full powers of respective sub-offices</i>
10	Grant of conveyance charges for employees as per rules	Full Power as per IWA I Rules	<i>Full powers – Deputy Secretary/Assistant Secretary</i>
11	Purchase of books, Periodicals	Rs. 5000/- per annum	<i>Full powers – Secretary and Regional Director</i>
12	Purchase of POI for departmental vehicles	Full Power (Subject to maintenance of proper log book & accounting)	<i>For Officer-in-Charge – for respective sub-offices</i>

B. Administration			
Sl. No.			Existing Delegation of Power duly approved by Board
1	Grant of annual increments except self as per rule not specifically withheld in writing by Competent Authority	Full Power	<i>Regional Directors – Full powers – Group A, B & C (for Head Office) and regional directors.</i>
2	Acceptance of declaration of employees in respect of home town, Dependent Family member	Full Power	<i>Regional Directors – Full powers within the respective Directorate</i>
3	Grant of leave on recommendation of concerned supervisory officers wherever applicable as per rules except for himself	Full Power	<i>Regional Directors – Group A, B and C. Subject to 30 days only, beyond 30 days approval of the officer immediate Superior to the Regional Director may be obtained.</i>
4	Declaration/ Acceptance of the Home town and change in term of Rules 5 of the CS (LTC) Rules, 1988	Full Power	<i>Regional Directors – Full powers within the respective Directorate</i>

2. It is further intimated that being the Officer-in-Charge of IWAI, Bhubaneswar Office you should attend office at Bhubaneswar during second and fourth week of the month on Thursday and Fridays every month.

Yours faithfully,


(Neeraj Singh)

Assistant Secretary (A&R)
Email: nsingh@iwai.gov.in
Phone No. 0120 – 2474050

Copy to (By E-Mail):

- i) Chief Engineer (Technical)/ Chief Engineer-P.M (JMVP)/ Dy. Secretary, (P & C and IT)/ CAO (I/c)/ Director (M)/ Director (Hy & Vig.) Director (NER)/ Director (Tr. & L)/ Director (Tech.)/ Deputy Director (NER)/ Deputy Director (Tech), / Deputy Director (Resi.), Assistant Secretary (P&C), Assistant Secretary (Estt.), IWAI, Noida.
- ii) Director, IWAI, Kolkata/ Kochi/ Guwahati
- iii) Dy. Director, IWAI, Patna
- iv) Office In-Charge, NINI, Patna
- v) Sub Office Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneshwar, Dibrugarh, Dhubri.
- vi) IT Cell – For uploading on IWAI Website
- vii) Hindi Cell – For Hindi Translation
- viii) 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.