



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

( पोत परिवहन मंत्रालय, भारत सरकार )

मुख्यालय : ए-13, सैक्टर-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.)

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

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

F.No.: IWAI/14011(14)/22/2020

Date: 27.11.2020

### Circular

**Sub.: DO letter on Instructions to ensure implementation of infrastructure projects within approved time-frame and resources – reg.**

Ministry of Ports, Shipping & Waterways vide letter no. IWT-11011/58/2017-IWT dated 23.11.2020 has forwarded a copy of Ministry's e-mail dated 19.11.2020 along with D.O letters dated 13.11.2020 & 27.02.2018 and O.M dated 07.7.2020 of Cabinet Secretariat on the above mentioned subject and conveyed that the instructions contained in the aforesaid Dos/OM may kindly be adhered to strictly. The same is herewith circulated for compliance by all concerned.

This issues with the approval of Competent Authority.

Encl: As above

(Razi Jawaid)

Assistant Secretary (P&C)

E-mail: rjawaid@iwai.gov.in

To (By E-Mail)

1. C.E. (Tech.) / C.E.& PM (JMVP) / Hydrographic Chief / Secretary, IWAI
2. Dir.(NER)/ Dir.(Mech-Marine)/ Dir. (Tech.)/ Dir. (Traffic)/ Dir (Hy.)/D.S (IT)/ Dir (Vig) / A.S (P&C)/ A.S (A &R)/ A.S (Estt) / D.D (NW3.)/ D.D (Marine) / D.D (Civil)/ D.D. (NE), IWAI, Noida.
3. PCSA, IWAI – with request to upload in the website of IWAI.
4. Director, IWAI, Kolkata/ Guwahati/ Vijayawada.
5. Director I/c, IWAI, Kochi / Patna.

**Copy for kind information to:**

1. PPS to Chairperson, IWAI
2. PS / PA to Vice-Chairman / Member (Finance) / Member (Technical) / Member (Traffic & Logistics)



IWT-11011/58/2017-IWT  
Government of India  
Ministry of Ports, Shipping & Waterways  
(IWT Division)  
\*\*\*

Transport Bhawan  
1, Parliament Street  
New Delhi-110001  
Dated: 23.11.2020

To

The Chairperson,  
Inland Waterways Authority of India  
A-13, Sector-1,  
Noida – 201301

**Sub: DO letter on Instructions to ensure implementation of infrastructure projects within approved time-frame and resources-reg**

Madam,

I am directed to forward herewith a copy of this Ministry's e-mail dated 19.11.2020 along with D.O. letters dated 13.11.2020 & 27.02.2018 and OM dated 07.07.2020 of Cabinet Secretariat on the above subject and to say that the instructions contained in the aforesaid DOs/OM may kindly be adhered to strictly.

Encl: As above.

Yours faithfully,

(Satish Kumar)

Under Secretary to the Government of India  
e-mail: satish.kr24@gov.in

*Pl. circulate to all concerned*

*On*  
*27/11/2020*  
Chairperson, I.W.A.I.

*M (Tech)*  
*M (T&L)*  
*Coord*

*7152/11*  
*27/11*

Email

Dy. 400607/2020/IWT<sup>Email</sup>  
19.11.2020

tanya.jaiswal@gov.in

**Fwd: D.O. Letter on Instructions to ensure implementation of infrastructure projects within approved time-frame and resources**

**From :** Satish kumar <satish.kr24@gov.in>  
**Subject :** Fwd: D.O. Letter on Instructions to ensure implementation of infrastructure projects within approved time-frame and resources

Thu, Nov 19, 2020 12:43 PM  
 1 attachment

**To :** Tarun Kumar Budal <tarun.budal@gov.in>

**Cc :** Tanya Jaiswal <tanya.jaiswal@nic.in>

PI forward to IWAI for compliance.

Regards,

(Satish Kumar)  
 Under Secretary (IWT)  
 Tel No.:- 011 23719422

**From:** "Sunil Kumar Singh" <sunilk.singh@nic.in>

**To:** "Satish kumar" <satish.kr24@gov.in>

**Sent:** Thursday, November 19, 2020 12:27:15 PM

**Subject:** Fwd: D.O. Letter on Instructions to ensure implementation of infrastructure projects within approved time-frame and resources

**From:** "V S Sehrawat" <vs.sehrawat@nic.in>

**To:** "Sh. Satinder Pal Singh" <js-ship@nic.in>, "Vikram Singh" <js-ports@nic.in>, "Bhushan Kumar" <bhushan.k@gov.in>, "Bhushan Kumar" <jssm-ship@gov.in>, "Sh. Lucas L Kamsuan" <lucasl.kamsuan@nic.in>, "H N ASWATH" <hn.aswath@nic.in>, "Sunil Kumar Singh" <sunilk.singh@nic.in>, "Arvind Chaudhary" <arvind.chaudhary@nic.in>

**Cc:** "Dr Sanjeev Ranjan" <secyship@nic.in>, "Sh. Sanjay Bandopadhyaya" <sanjay.bando@nic.in>, "Additional Secretary" <addsecy-ship@nic.in>, "SHASHI WADHWA" <shashi.wadhwa77@nic.in>

**Sent:** Thursday, November 19, 2020 12:24:39 PM

**Subject:** D.O. Letter on Instructions to ensure implementation of infrastructure projects within approved time-frame and resources

Respected Sirs,

Kindly find attached a copy of the DO letter No. 1/50/1/2020-Cab(Pt). dated 13th November, 2020 from Cabinet Secretary alongwith OM dated 07th July, 2020 and DO letter dated 27th February, 2018 which are self explanatory.

Cabinet Secretary has desired to put in place a suitable mechanisms to ensure requisite rigour at project finalization stage and to strengthen the monitoring arrangement, to ensure

gg/2020

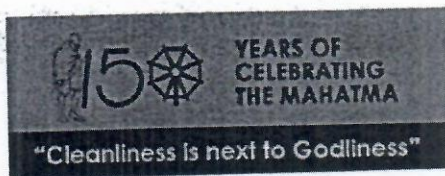
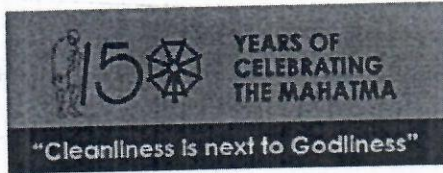
forward to IWT ?

9/2020


Email

implementation of infrastructure projects within the approved time-frame and resources. Further, the instruction contained in the attached aforesaid DO letter may kindly be adhered strictly.

Regards,  
V. S. Sehrawat  
Consultant (Coord.)



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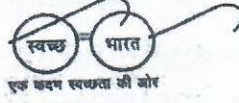
 **202011160204\_HXQ7D6.pdf**  
2 MB

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राजीव गौबा  
Rajiv Gauba



सत्यमेव जयते



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No. 1/50/1/2020-Cab (Pt).

13<sup>th</sup> November, 2020

Dear Secretary

As you are aware, timely implementation of important infrastructure projects is vital for economic development. Delays on account of time and cost overrun not only impede the nation's growth but also result in scarce resources having to be reallocated to these projects, rather than being productively utilized for meeting other important developmental needs.

2. A number of instructions have been issued from time to time emphasizing the need for careful planning in the case of infrastructure projects and identifying critical milestones with corresponding time-lines. These are required to be clearly spelt out in the proposals for Cabinet/Cabinet Committees, along with other relevant details, while seeking approval. Specific physical/ financial milestones and target dates are also required to be incorporated in the Note in a separate 'Statement on Major Milestones and Corresponding Target Dates' (Appendix-III). However, despite clear instructions it has been observed that adequate attention is not being paid to this aspect.

3. I would, therefore, request you to ensure that all key measurable milestones including requisite clearances/approvals etc. are clearly stated along with target dates in the 'Statement on Major Milestones and Corresponding Target Dates' (Appendix-III) in the proposals for Cabinet/Cabinet Committees pertaining to infrastructure projects.

4. You will appreciate that implementation of infrastructure projects needs to be closely monitored to ensure that there are no slippages. Monitoring of implementation of Cabinet/Cabinet Committee decisions relating to infrastructure projects through e-Samiksha includes this critical aspect. I would, therefore, request you to institute a regular review at your level in respect of all such approved projects. Progress may also be regularly updated on the e-Samiksha portal.

5. Further, the proposals seeking approval for Revised Cost Estimates or extension in timeframe for implementation should necessarily contain an analysis of the reasons for slippage and list the corrective steps taken so as to ensure accountability in the system. In addition, the strategy to achieve the revised targets should be clearly enunciated. Instructions dated 07.07.2020 and 27.02.2018 may be borne in mind while finalizing such proposals (enclosed).

6. It is requested that suitable mechanisms may be put in place to ensure requisite rigour at project finalisation stage and to strengthen the monitoring arrangement, to ensure implementation of infrastructure projects within the approved time-frame and resources. It may also please be ensured that the afore-mentioned instructions are strictly adhered to.

*with regards*

Yours sincerely,

*he*  
13/11/20  
(Rajiv Gauba)

To

All Secretaries to the Government of India

प्रीप कुमार सिन्हा  
PRADEEP K. SINHA



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O No.1/50/2/2018-Cab.

27<sup>th</sup> February, 2018

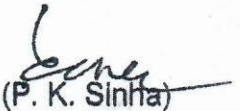
Dear Secretary,

As you are aware, proposals relating to Revised Cost Estimates (RCEs) due to time and cost overrun or extension in time-frame of implementation of various projects/schemes are placed for consideration of Cabinet/Cabinet Committees. The Department of Expenditure have laid down detailed guidelines for appraisal of RCE proposals and specified the appraisal and approval fora based on the financial threshold of such proposals.

2. After approval of projects/schemes by the competent authority, it is expected that the Ministries/Departments closely monitor their implementation to ensure that cost and time overruns are avoided and remedial steps taken, whenever required.
3. It has been observed that many proposals involving time and cost overrun or extension in time frame of implementation of projects/schemes are being referred to the Cabinet/Cabinet Committees for their consideration and approval. In this context, it has now been decided that all such proposals must necessarily incorporate in the Note for Cabinet/Cabinet Committees, specific physical and financial milestones with corresponding half yearly targets for their implementation. In the event of any slippage from adherence to these specified targets, at the end of every six months, the Cabinet/Cabinet Committees would need to be apprised of the reasons for such slippage along with the strategy to achieve the targets.
4. For proposals where Cabinet/Cabinet Committee is not the approving authority, the same procedure may be adopted and the matter be placed before the appropriate approval authority.
5. I would request you to personally ensure strict compliance of these instructions.

With regards,

Yours sincerely,

  
(P. K. Sinha)

All Secretaries to the Government of India (by name).

F.No.1/50/1/2020-Cab.  
Cabinet Secretariat  
Government of India  
Rashtrapati Bhawan, New Delhi -01

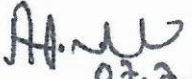
07<sup>th</sup> July, 2020

Office Memorandum

**Subject: Incorporation of major milestones/ targets and corresponding time-lines in Cabinet/ Cabinet Committees proposals related to infrastructure projects**

The undersigned is directed to say that in terms of the extant instructions (as detailed in the Handbook on writing Cabinet Notes), proposals relating to infrastructure projects for consideration of Cabinet/Cabinet Committees are required to contain an additional Appendix i.e. "Statement on Major Milestones and Corresponding Target Dates (Appendix-III)" clearly bringing out the major milestones and the corresponding target dates for achieving them. This Appendix is to be specifically mentioned and brought to the attention of the Cabinet/ Cabinet Committee as part of the approval paragraph. The sponsoring Ministry/ Department is also required to indicate the time-frame and manner of implementation of the decision in the "Statement of Implementation Schedule (Appendix-I)". Further, Ministries/ Departments have also been advised to incorporate specific physical and financial milestones with corresponding targets for their implementation.

2. However, in spite of clear instructions on the subject, it is observed that Ministries/ Departments are not paying adequate attention while fixing milestones and time-lines at the stage of finalizing the note. Details in this regard are being incorporated in the note in a perfunctory and casual manner. In many cases, requisite details in Appendices are sketchy and they neither contain specific targets/ milestones nor clear time-lines. This affects the monitoring of timely implementation of infrastructure projects leading to avoidable time and cost overruns.
3. As milestones/ targets and their corresponding time-lines are crucial for effective review and monitoring of infrastructure projects, Ministries/ Departments are requested to specify clearly identifiable time-lines for different activities/ milestones in the relevant Appendices in the notes for Cabinet/ Cabinet Committees.
4. These instructions may be disseminated to all concerned for information and strict compliance.

  
07.7.20  
(Ashutosh Jindal)  
Joint Secretary  
Tele No. 23012697

To  
Secretaries to the Government of India (as per list).