



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.)

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(19)/25/2020-AS(RT)

Dated 28.12.2020

CIRCULAR

Subject : Minutes of the Review Meeting held by the Chairperson, IWAI on 18.12.2020 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 18.12.2020 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


28/12/2020
(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 taken by Chairperson, IWAI on 18th Dec2020

The monthly Review meeting of IWAI was held on 18.12.2020 through Video Conference . List of participants is placed at Annexure – I.

While welcoming all to this meeting, she directed to follow the directions from HO as well as Ministry and follow time-lines. She also suggested to all to keep work to do lists. All wings are directed to convene weekly meeting to review progress in their wings on Friday's. Various wings covered the agenda items issued by the Chairperson's office dated 7th Dec,2020 along with the status of works.

Following action points emerged from the meeting:

A) Technical Wing –

The working of Technical wing is below average.

- I. The master plan on IBP and other 7 NWs be submitted at the earliest.
- II. The dredging Policy be finalized at the earliest as per discussion in Ministry.
- III. The work distribution among the senior Officers be rationalized. Shri. A.K. Mishra will look after work of Arth-Ganga and Freight Villages and all other works being handled by him be redistributed.
- IV. Matter for dredging in the no-man's land on the IBP at Karimganj and Chilmari for uninterrupted movement of vessels has to be taken up with the HCI Dhaka/ MEA/ MHA. The IHC Dhaka/ MEA may also be approached for dredging critical shoal at Bangladesh-Tripura border at Birbazar for vessel flag-off.
- V. MEA be reminded for seeking conveyance of Govt. of Bangladesh for early visit of JPC.
- VI. The status of complaints / request from various authorities/ individuals regarding development of certain waterways, incorporating all the request along with their current status be updated on websites.
- VII. Tender for tourism jetties state wise, taken into consideration the requirement of the technical feasibility, be finalized soon. It is very badly delayed.
- VIII. RIS and other systems should be monitored by concerned.
- IX. NOC should totally online w.e.f 1.1.2021

B) Traffic & Logistics wing –

Performance of T&L wing is good.

1. Traffic on NW-1, NW-2, NW-3 and IBP to be highlighted where IWAI has done major interventions.
SOP for plying of Ro-Ro/Ro-Pax vessels to be prepared within next month for complied by O&M agencies.
2. Photos of all both public and private terminals, jetties (NW-1 and NW-2, etc.) are to be uploaded.
3. Remaining Waterways Business Plan to be completed. For this purpose, 2 to 3 interns can be taken from reputed MBA Institutes etc. as per Intern Policy of IWAI.
4. Scheduled services should start with help of SCI and others.
5. IBP Portal will be extended to all National Waterways (at least 5 NWs).
Mobile application of PANI portal to be completed immediately and all data to be uploaded by all the Regional Offices within 10-01-2021.
 2. Three Webinars/ Workshops to be organized as following:
 - i. IT Initiatives
 - ii. Infrastructure Investment
 - iii. Regional connectivity.

In Webinars, people from SDCL, World Bank also to join. Delegates from Nepal, Bhutan, Bangladesh, US and Russia also to be invited.

Hon'ble Minister may be invited to inaugurate the Webinars/ Workshops. Industry organizations like FICCI, ASSOCHAM, CII may be associated to organize the Webinars/ Workshops.

All Webinars (IT Initiatives; Regional Connectivity, Infrastructure Investment, etc.) to be finished by January, 2021.

6. Letters to be sent to Secretary (Mines), Secretary (Heavy Industries), Secretary (Fertilizers) along with other 17 PSUs including SAIL, BHEL, GAIL, etc. for better use of waterways.
7. Twitter followers to be increased to 5,000 up to March 2021. Send letters to Training Institute, viz., IIT Madras, IIT Kanpur, IIT Kharagpur and other stakeholders. Pursue with them to following IWAI Twitter handle.
8. PPTs made to US Embassy on 14th December and Embassy of India, Moscow on 4th December and Review by MoPSW to be uploaded on IWAI website.

All films to be uploaded in the Website and to be sent to R.O. offices for better publicity.

E-book to be made up to two-page describing all the information / e-initiatives and other interventions of IWAI on National Waterways.

9. Letter to Chairman, KoPT, highlighting all issues from Chairperson. Issue-wise D.O. letter can also be made, e.g., Drop-in-Centre and transfer of land at Princep Ghat.
10. Director (Traffic & Logistics) should concentrate on the work of T&L Section. He should be relieved from all other works including New Farakka Lock Gate works, etc., assigned to him under JMVP w.e.f. 01-01-2021.
11. TEC for evaluation of EOI for Gaighat may be re-organised. A committee can be formed under chairmanship of Member (Finance), Director (Hyd.), Mr. Selva, Shri Ravikant, CE, JMVP, also to be included.
12. Falta Jetty matter may be pursued with Ministry of Commerce for early resolution of matter.
13. Customs Notification – Letter to Chairman, Customs Board, to be written with a copy to Principal Commissioner, Kolkata, as the Customs Notification for Ports of Call under IBP in Kolkata Region is pending since last 3-4 months.
14. Pilotage Portal (manned and information system) may be developed through Digital India. Details may be shared with Digital India.

C) Administration wing

Performance of Admn wing needs to improve.

1. The Committees where C.E (Tech.) is one of the Committee members are to be re-constituted with C.E & PM (JMVP) (or) with suitable Officer with the approval of Competent Authority replacing C.E (Tech.) except in cases of Tender Evaluation Committee.
2. All transfers are to be postponed to next financial year except for Officials / Staffs having critical issues.
3. Workload Analysis in conjunction with Consultants Review- to be submitted by all the wings by 24.12.2020.
4. Scheme for engagement of Consultants at IWAI shall be in cognizance with MoE letter dt 9.12.2020.

5. Review of Accounts Executive shall be sent for acceptance of Vice-Chairman with recommendation of Finance wing.
6. Engagement of DEO's shall be reviewed by the Competent Authority.
7. Subletting matter by M/s PwC shall be reviewed and settled and recommended by Vice-Chairman.
8. Advertisement by M/s EDCIL for the post of TA & AA to be published by 31.12.2020. This is delayed for almost six months.
9. Case for filling up of one post of Hindi Translator shall be put up for the approval of the Competent Authority.
10. All sections shall submit the materials pertaining to their wings in respect of printing the Annual Report 2019-20 to AS (A&R) by 28.12.2020.
11. Circular to be issued in connection to seeking approval of Competent Authority by field office via letters / E-office / Email and not through Whatsapp.
12. Submission of SOP by all wings are to be expedited. Reminder shall be issued to lower staff of all wings.
13. Consultants Agreement shall be revised to 2 to 3 pages containing confidentiality / Integrity clause and same shall be finalized by 30.12.2020.
14. All public and official grievances be addressed by Admin wing and suitable replies be sent.
15. Legal cases be shared on Limpse portal and same shall be shared with all Ros.
16. Action shall be taken for empanelling maximum number of legal firms as per city wise for a period of 5 years with IWAI. This should be finalized soon.
17. Letter shall be issued to all PSUs intimating about the vacant posts existing in IWAI.
18. Two Training programmes on Vigilance such as Tender / Contract management shall be organized immediately.
19. Action shall be taken for implementing SPARROW for this financial year.
20. Reply to the CPGRAM request submitted by Mrs Baby Devi shall be addressed.
21. Internal Audit of Regional Offices IWAI, Patna and Kolkata to be conducted in first week of January 2021. Circular in this regard shall be issued.

23. In spite of direction, Media cell has not been created. Two Media Intern can be taken to work.

D) Finance wing -

Finance wing needs to modernize its functions.

1. JMVP Cell and NER Cell to re-assess expenditure & funds requirement and to inform to F&A whether the demand for balance funds for 3rd qtr. Of 2020-21 of Rs.33.63 crore in r/o JMVP and Rs.10.00 crore in r/o NE Pool is required to be raised from the Ministry before 31.12.2020.
2. While communicating tentative BE of Rs. 491.50 crore for 2021-22 the Ministry has advised IWAI to vet the aforesaid BE and if necessary re-schedule head-wise allocation of funds as per IWAI's requirements. All divisions in Hqrs. To look into this.
3. F&A wing and concerned wings in Hqrs. To coordinate for reply/resolution of outstanding C&AG audit paras for the FY 2018-19.
4. DD(P&A) to visit RO, Kolkata for reply/resolution of C&AG audit paras outstanding for the FY 2011-12 & 2012-13 at the earliest.
5. Internal Audit Team (Hqrs.) to be deputed to Ros for internal auditing in January 2021.
6. F&A and A&E Wing to finalize Delegation of Powers without any further delay.
7. Technical Wing to expedite preparation of Model SoP for 'Tendering & Contract Management' in co-ordination with the Finance wing.
8. Work on development of a software solution for real-time monitoring of status of Bank Guarantees to be expedited.
9. Size, duty and responsibilities of "Procurement and Contract Management Cell" may be expedited. Draft paper of Procurement Cell to be circulated to a few RO's and Directors for comment.
10. Finance to present status of utilization of funds under i) Deposit Work of M/o Tourism and ii) Deposit Work of AAI as well in future Review Meetings.

E) I.T wing :

#	Chairperson's Remarks / directives	
1	E-Office:	Progress of e-Office is good, if any glitches the same may be sorted out.
2	NoC:	NoC work is still not completely made online as 16 applications are still pending. With the help of two DEOs sort out the pending issues and feed all the pending applications for online process. From 01.01.2021 the NoC process should invariably be online.
4	ER Sheet	At initial stage, every official has to fill their ER sheet accordingly ER sheet should be sent to everybody through email.
5	E-Magazine:	The subject of E-Magazine is 'Dredging' send email to Shri Unni and Ms Shruti and others. Publish our draft dredging policy. Get the articles from other than IWAI officials also. Further, add all upcoming Tender details in the e-magazine. Add achievements of IWAI in last 5 years, in Hindi.
6	Mobile App:	Two more initiatives to be developed, One software on IBP which is to developed on all India basis and second software on manning and piloting, both man-oriented and IT oriented. The mobile app should get audited by NIC at the earliest.
7	KMP:	Study the website of small offices viz., DM office, District level Head Offices and get the points on work, media etc. The write-ups, photographs etc should be studied and accordingly develop KMP.
8	WEB Page Creation for R.O's	Study the website of small offices viz., DM office, District level Head Offices and get the points on work, media etc. for the respective region of R.O. The write-ups, photographs etc should be studied. Upload the tenders, seminar and conference details and circulars being sent. After uploading them, we will share the details with these offices for some edits and some editing by IWAI.
9	MIRS and PANI, CAR-D:	IT's more work is related to T&L, provide one person to T&L for carrying out the T&L work. Consult Member (T&L) for Traffic related requirements. So now IT will have three persons. MIRS is not functioning properly. With the help of DEOs data should be fed to process the backlog.

Summing up Chairperson appreciated the good work being done by IT Section and advised to share the IT initiatives details with the R.O./ Sub-Offices including with individual officers / staff on their email ID for their comments / suggestions for bringing improvement in the e-initiatives taken up.

Meeting ended with thanks to and from the chair.

ANNEXURE – I

Meeting held by Chairperson, IWAI on 18th Dec 2020 – List of Participants.

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

