



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

( पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार )

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नौएडा-201 301, (उ० प्र०)

**INLAND WATERWAYS AUTHORITY OF INDIA**

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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

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No. IWAI-17/1/2021-ADMIN RECTT

Dated 23.09.2022

## CIRCULAR

**Sub : Annual Inspection of Regional Offices and Sub Offices – reg.**

It is hereby directed that henceforth Annual Inspection of all the Regional Offices and its Sub-Offices will be carried out every Calendar / Financial Year. Towards this end, **Annual Inspection Guidelines/Manual** is being prepared to streamline the various aspects pertaining to Annual Inspection.

2. The primary objective of the Annual Inspection will be to ensure a high standard of operational effectiveness of all Regional Offices and their respective Sub-Offices at all times. It will be carried out with a view to observe, assess and rectify the essential issues, which have a direct bearing on the operations, maintenance, training, administrative capability and financial health of the entity being inspected.

3. **Proposal** – It is proposed that Annual Inspection of all the Regional Offices and their respective Sub-Offices be carried out in two phases:-

(a) **Phase I : Technical Inspection** – All checklists / parameters w.r.t. **Technical, Mech Marine and Hydrography Wing** to be inspected are required to be identified and listed by the respective wing Heads along with the modalities / proposals of inspection, assessment and recommendations. Formats for Inspection Report may also be prepared.

(b) **Phase II: Financial and Administrative Inspection** – All checklists / parameters w.r.t. **Financial and Administrative Wing** to be inspected are required to be identified and listed by the respective wing Heads along with the modalities/proposals of inspection, assessment and recommendations. Formats for Inspection Report may also be prepared.

4. **Benchmarking of Standards** – Method to quantify the standards in terms of number on a scale of 1 to 9 or Grades from A&C or any other methods to benchmark the acceptable standards be duly proposed.

5. **Coordinating Conferences** – A coordinating conference will be held at 15:30 hour at the Chamber of the undersigned on **30<sup>th</sup> September, 2022** to deliberate on all related aspects relating to framing of checklists / parameters. The following officials to attend the same:
- (a) Representative of Technical to be nominated by Member (Technical)
  - (b) Representative of Finance to be nominated by Member (Finance)
  - (c) Hydrographic Chief
  - (d) Administration, Director (RE & IT), Assistant Secretary (A&E) & Assistant Secretary (L&H)
6. The respective wings at Head Office must submit their checklists / parameters pertaining to their field upto **28<sup>th</sup> September 2022** to the undersigned for compilation and further seeking formal approval of the Competent Authority.



(COL. Harsh Vardhan)  
Secretary, IWAI

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Phone no. 0120-2544036

**Copy to: - (By E-Mail)**

- (i) Member (Technical), IWAI, Noida.
- (ii) Member (Finance), IWAI, Noida.
- (iii) Hydrographic Chief, IWAI, Noida.
- (iv) Director (RE & IT), IWAI, Noida.
- (v) Assistant Secretary (L&H), IWAI, Noida.
- (vi) Assistant Secretary (A&E), IWAI, Noida.
- (vii) IT Wing, IWAI, Noida – for uploading on IWAI website.

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

- (i) PPS/PS/PA to Chairman, IWAI, Noida.
- (ii) PS to Vice-Chairman, IWAI, Noida.