



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नोएडा-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.)

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F.No. IWAI-11014/66/2020-ADMIN RECTT-Part(5)

Dated: 16<sup>th</sup> Dec, 2021

### CIRCULAR

**Sub: Special Campaign for disposal of pending matters during the period from 2<sup>nd</sup> October, 2021 to 31<sup>st</sup> October, 2021-reg.**

Please find enclosed herewith a copy of Circular No. A-43015/7/2015-Estt. dt. 8.12.2021 issued by Ministry of Ports, Shipping and Waterways, Govt. of India regarding Special Campaign for disposal of pending matters during the period from 2<sup>nd</sup> October, 2021 to 31<sup>st</sup> October, 2021.

All the Wing Heads and Incharge of Regional Offices of IWAI are therefore requested to take further necessary action as per the instructions contains in the Circular dt. 8.12.2021 of MoPSW.

This issues with the approval of the Competent Authority.

Encl. as stated

(Neeraj Singh)

Asst. Secretary (A&E)

E-Mail: nsingh@iwai.gov.in

Phone No. 0120-2474050

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

- i) Chief Engineer (Technical)/ Chief Engineer-P.M (JMVP)/ Hy. Chief/ Dy. Secretary, (P & C and IT)/ CAO (I/c)/ Director (M)/ Director (NER)/ Director (Tr. & L)/ Director (Tech.)/ Deputy Director (Tech), / Deputy Director (Resi.), Assistant Secretary (H&L), 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 Chairman/ Vice-Chairman/ Member (Finance)/ Member (Technical)/ Member (Tr. & L)/, Secretary, IWAI, Noida.

No. A-43015/7/2015-Estt.  
Government of India  
Ministry of Ports, Shipping and Waterways  
(Establishment Section)

Transport Bhawan 1, Parliament Street,  
New Delhi-110001, Dated: 8<sup>th</sup> December, 2021

**CIRCULAR**


**Subject: Special Campaign for disposal of pending matters during the period from 2<sup>nd</sup> October, 2021 to 31<sup>st</sup> October, 2021-Regarding.**

Please refer to Establishment Section's Circular dated 23.09.2021 regarding Special Campaign for disposal of pending matters. Department of Administrative Reforms & Public Grievances vide their OM No. 30011/02/20219O&M (e.No. 5866), dated 30.11.2021 (copy enclosed) has directed all the Ministries/Departments to comply with the actions in a time-bound manner mentioned from (a) to (d) in the aforesaid OM as a sequel to the month long special campaign conducted from 2<sup>nd</sup> October, 2021 to 31<sup>st</sup> October, 2021.

2. All Division Heads are therefore, requested to comply with the instructions of DAR&PG issued vide the above OM and also to submit the details of the pending references from Member of Parliament, State Governments, references from Inter-Ministerial Consultation (IMCs), Parliamentary Assurances and Public Grievances category-wise in the prescribed Pendency Identification Form and Achievement Form to JS (Admn., Parl & DGLL) **on weekly basis on every Friday by 1 PM positively.**

3. This issues with the approval of the Competent Authority.

Encls: As above

  
8.12.2021  
(Avinash Kusumakar)

Under Secretary to the Government of India)

To,

1. All Division Heads of the Ministry.
2. Coordination Section-for information in respect of attached/subordinate offices, Autonomous Bodies and PSUs of this Ministry.

Copy for information to:

1. PPS/PS to Secretary (PS&W)
2. E-Office Notice Board.

**MOST IMMEDIATE**

F. No. A-43015/7/2015-Estt.  
GOVERNMENT OF INDIA  
MINISTRY OF PORTS, SHIPPING & WATERWAYS  
(ESTT. SECTION)

New Delhi, the 23<sup>rd</sup> September, 2021

**CIRCULAR**

**Subject: Special campaign for disposal of pending matters during the period from 2<sup>nd</sup> October, 2021 to 31<sup>st</sup> October, 2021- Regarding.**

Department of Administrative Reforms and Public Grievances vide its OM No. 30011/02/2019- O & M (5866) 13th September, 2021 and dated 17<sup>th</sup> September, 2021 has decided to undertake a Special Campaign for disposal of pending matters during the period from 2<sup>nd</sup> October, 2021 to 31<sup>st</sup> October, 2021, wherein the objective is to dispose of pending references from Member of Parliament, State Governments, references from Inter-Ministerial Consultation (IMCs), Parliamentary Assurances and Public Grievances.

2. DARPG has sent Pending Identification Form and Achievement Form (copy enclosed) on the subject mentioned above which is to be filled by the Ministry and updated on daily basis.
3. All Division Heads are, therefore, requested to submit the details in the prescribed Pending Identification Form and Achievement Form to JS (Admn. Par & DGLL) positively by **1 PM of every working day.**
4. This issues with the approval of the Competent Authority.

Incl: As above

  
23.9.2021  
(Avinash Kusumakar)

Under Secretary to the Govt. of India

To,

1. All Division Heads of the Ministry.
2. Coordination Section- for information in respect of attached/subordinate offices, Autonomous Bodies and PSUs of this Ministry.

Copy for information to:-

1. PPS/PS to Secy(PSW)/ AS.
2. E-office notice board.

No.3001102 202190&M (e. No 5866)  
Government of India  
Ministry of Personnel Public Grievances and Pension  
Department of Administrative Reforms & Public Grievances  
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5<sup>th</sup> Floor Sardar Patel Bhawan, New Delhi  
Dated the 30<sup>th</sup> November 2021

**OFFICE MEMORANDUM**

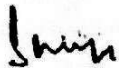
Subject: Reducing Pending Matters to the minimum possible in the Government.

It has decided that as a sequel to the month-long Special Campaign for disposal of pending matters conducted from 2<sup>nd</sup> October 2021 to 31<sup>st</sup> October, 2021 the following actions shall be undertaken by Ministries' Departments on a regular basis to reduce pending matters to the minimum possible:-

- a. All Ministries' Departments shall dedicate 3 hours every week for the Special Campaign.
- b. The arrangements for the Special Campaign - Portal and Nodal Officers shall continue to be operational.
- c. The Campaign shall also be implemented in all outstation offices of Ministries' Departments and autonomous organizations subordinate offices attached offices.
- d. Secretaries to monitor progress on monthly basis. Nodal officers to monitor progress on weekly basis and enter data on DARPG portal on monthly basis on the 1<sup>st</sup> of every month.

All Ministries/Departments are requested to ensure time-bound compliance of the above.

This issues with the approval of the competent authority.

  
Sanjay Singh  
Secretary to the Government of India

To

All Secretaries to the Government of India

Copy for information:

- 1) Principal Secretary to Prime Minister
- 2) Cabinet Secretary

Achievement Status of Ministry of Shipping *Name of the Scientist*

Date : \_\_\_\_\_

A - Achievement Status till date								
References Category	<6 months		6-12 months		1-2 years		More than 2 year	
	Target	Achievement	Target	Achievement	Target	Achievement	Target	Achievement
References from MPs								
Parliamentary Assurance								
IMC references (Cabinet Proposals)								
State Govt. References								
Public Grievances								

**B - Record Management**

Number of Files to be Reviewed	Number of Files Reviewed	Number of files Identified for Weeding	Number of files Weeded	Space freed

**C Cleanliness & Office Scrap Disposal**

**INDOOR**

System in Place	Inspection architecture in Place
Coutsource Agency Deployed	Level of Inspecting Officer

**OUTDOOR**

Number of Campaign(s) to be Conducted	Number of Campaign(s) Conducted
Highest Leading level of Any Campaign	

**OFFICE SCRAP DISPOSAL**

Date of Scrap Disposal	Revenue Generated till Date (Rs.)
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**D Easing of Rules/Processes**

Number of Rules Identified for Simplification	Number of Rules Simplified
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**E - Public Grievance Appeals**

Number of Pending Grievance Appeals	Number of Disposed of Grievance Appeals
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Note: Achievements should be updated daily and to be filled cumulative as on date.

**PENDENCY IDENTIFICATION FORM**

Pendency Identification

A-Reference Category			
Pending references identified till the selected date			
References Category	<6months	6-12 months	1 years
References from MPs			
Parliamentary Assurance			
IMC references (Cabinet Proposals)			
State Govt. References			
Public Grievances			

**Note:** Pendency Identifications should be updated daily and to be filed as on date

**B- Record Management**

Number of files due for Review

**C- Cleanliness & Office Scrap Disposal**

**INDOOR**

System in Place

Inspection architecture in place

Outsource agency deployed

Level of inspecting Officer

**OUTDOOR**

Number of Campaign to be Conducted