

ROLES AND RESPONSIBILITIES OF TECHNICAL WING	
CIVIL & MECHANICAL	
1. <u>Project Conceptualisation, Planning, DPRs/FRs: -</u>	<ul style="list-style-type: none"> i. Processing Draft Bills for declaration of NWs under National waterways Act 2016, IV Act etc. ii. Preparation of DPR/ Feasibility study. iii. Finalisation of DPR in co-ordination with consultant and ROs/ State Governments & other Stakeholders if required.
2. <u>Project approvals:</u>	<ul style="list-style-type: none"> i. Plan Scheme preparation and approval from SFC/EFC based on input of FR/DPR or any other relevant input as per requirement and IWAI mandate. (Administrative approval) ii. Preparation of annual action plan out of approved Schemes viz SFC/EFC/DIB/PIB. iii. Project approval from Competent Authority as per DoP IWAI/ IWAI Board/MoS. (Technical Sanction) iv. Planning, budgeting and monitoring of annual expenditure.
3. <u>Procurement for the development of Waterways:-</u>	<ul style="list-style-type: none"> i. Preparation, processing and approval of tender document/EoI under approved Schemes for sanctioned projects. ii. Processing procurement through competitive bidding, assisting TEC.
4. <u>Project Implementation and Monitoring</u>	<ul style="list-style-type: none"> i. Maintenance of Targeted LAD in National Waterways (NWs) by way of river Conservancy work and Dredging. ii. Installation and Maintenance of Night & day navigational Aids in NWs. iii. Creating infrastructure such as fixed or floating terminal and allied facilities for loading and unloading of Cargo. iv. Bank Protection work on the NWs. v. Monitoring of Central Sector Scheme (CSS) for development of IWT in North-eastern States. vi. Removal of wrecks from NWs and IBP routes (Indian portion) vii. PDC MEA funded Kaladan Multimodal Project in Myanmar. viii. Processing NoC under IWAI (Classification of Inland Waterways in India) Regulations, 2006 in respect of NWs ix. Maintenance, Statutory repairs & General upkeep of all floating crafts. x. R&D matters on Inland vessels / Crafts. xi. Hull Inventory and spare parts management of floating crafts xii. Monitoring of performance of vessels. xiii. Site visits for project monitoring. xiv. Co-ordination with ROs, State Government departments, contractors, consultants etc. for implementation of the project. xv. Monitoring of all projects for completion in time and budget.
5. <u>Contract Administration and management of technical works: -</u>	<ul style="list-style-type: none"> i. Monitoring projects implementation under various contracts. ii. Contract management.

iii. Technical support to arbitration related works in case of dispute.

6. **Planning and Co-ordination**

- i. Monthly D.O to Cabinet Secretary
- ii. Response to Parliament Questions & Assurances
- iii. Input to MoS on various issues referred to MoS from other Ministries on IWT.
- iv. MOM of Chairperson meeting, Secretary meeting and their ATN.
- v. VIP references.
- vi. Matters related to NITI Ayog.
- vii. Agenda and ATN of Zonal council of MHA.
- viii. Furnishing e-samiksha.
- ix. Response to RTIs.

HYDROGRAPHY

- Periodical Hydrographic Survey of National Waterways.
- Issue of River Notices based on Hydrographic Surveys.
- Monitoring of Survey activities including tracking of survey vessels in NWs
- Maintenance and Updation of Navigational Charts of NWs (both paper based and electronic).
- Installation, operation and maintenance of Differential Global Position System (DGPS).
- Implementation of River Information Systems (RIS).
- Preparation of maps, Atlas, Pilots and other Cartographic activities.
- Administration of National Inland Navigational Institute (NINI), Patna including Courses and Programmes to be conducted, curriculum design etc.
- Domestic training in Hydrographic Survey and Cartography.
- Water Level & Discharge Management (ATG).
- Hydrographic Scheme of all NWs.
- Monitoring of expenditure, physical and financial progress of Hydrographic Work.
- Inventory management & Tracking System.
- Environmental/ social impact Studies of NWs.

भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नोएडा-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

No. IWAI/SECY/JMVP/01/2020

Dated: 21/5/2020

OFFICE ORDER

The approval of Competent Authority is hereby conveyed in connection with the Roles & Responsibilities of Traffic & Logistics Wing, IWAI, which is enclosed herewith for implementation with immediate effect.

Encl: As above.

hny, 21.5.2020
(Neeraj Singh)
Assistant Secretary (Admn. & Rectt.)

To,
Sh. Shashi Bhushan Shukla,
Member (Traffic & Logistics),
IWAI, Head Office, Noida.

Copy to: - (By e-mail)

- (i) Chief Engineer (Technical)/Chief Engineer-Project Manager (JMVP)/ Chief Engineer (Traffic), Hydrographic Chief /Director(F&A)/, Director (Technical)/ Director(Hy.) IWAI, Director (M)/Director (NER)/Director(Traffic) Noida, Chief Engineer (Patna)/Deputy Secretary, NINI, Patna.
- (ii) Director, IWAI, Kolkata/Kochi/Guwahati.
- (iii) Officer-in-charge of Sub Offices, Varanasi, Prayagraj, Sahibganj, Vijayawada, Bhubaneshwar.
- (iv) Director (IT), IWAI, Noida – for uploading on IWAI website.
- (v) Hindi Cell- for Hindi Translation.

Copy for information to: - (By e-mail)

1. PPS/PS/PA to Chairperson / Vice-Chairman / Member (Finance) / Member (Technical) / Member (Traffic) / Secretary, IWAI, Noida.

Traffic & Logistics

Proposed Roles & Responsibilities under Traffic & Logistics Wing (IWAI)

Background: The Traffic wing at IWAI has been renamed to "Traffic & Logistics" and the scope of responsibilities has been widened to activities such as Commercialization of IWAI's jetties/ terminals on PPP basis, Marketing & Business development activities etc. among others. While activities related to Traffic and Logistics are essentially of complementary nature, to ensure efficient and coordinated execution of these activities, a need to bifurcate these responsibilities in corresponding work areas i.e. Traffic and Logistics has been recognized.

Roles & Responsibilities: The roles & responsibilities proposed under the work areas Traffic and Logistics respectively will be as follows:

Traffic	
1.	To prepare, develop and implement internal and external marketing plan along with commercial strategy for increasing overall traffic on National Waterways
2.	To coordinate with stakeholders (industry, logistics service providers, vessel operators – Cargo and Cruise etc.).
3.	To organise stakeholder meets periodically and develop brochures, marketing collaterals, press notes, social media campaigns so as to disseminate information on initiatives and promote inland waterways as a mode of transportation.
4.	Develop schemes and policies to promote use of National Waterways for Cargo and Passenger movements.
5.	Mater related to fee & charges and taxation issues with customs.
6.	Develop guidelines for private sector participation in jetty management.
7.	Develop and execute MoUs/ Agreements with stakeholders
8.	Develop traffic recording and reporting system to capture traffic movement (both cargo and cruise) on National Waterways
9.	Develop and maintain database of Shippers, Vessel operators, Cruise vessel operators, Terminal/ Jetty operators, Stevedores and others users using National Waterways on e-platform
10.	Develop and maintain co-operation with various Countries and International Organizations with regard to Inland Waterways including MoU.
11.	Co-ordinate and liaise with D.G. Shipping, Mumbai for various IWT (Traffic) related issues.
12.	Identify projects on National Waterways for development/ operation on Public Private Partnership (PPP) basis and manage the end to end process for award of the projects to suitable private entities.
13.	Any other subject given by Chairman.

Logistics

1. Develop Standard Operating Procedure (SoP)/ Manuals for activities related to movement of Cargo and Passenger Cruise movement on National Waterways.
2. Ensure effective implementation of approved SoPs through PPP or any other mode.
3. Identify logistics bottlenecks on National Waterways and develop appropriate interventions in coordination with Technical wing.
4. Identify and propose facilities for all Logistics including last mile connectivity cargo handling, storage, weighment etc. required at jetties/ terminals managed by IWAI.
5. Monitor the performance and utilization level of IWAI's terminals/ jetties/ cargo vessels including on PPP basis and take corrective action as and when needed.
6. Coordinate with agencies such as Customs, Immigration, Ports, Inland Railways, NHAI, Logistics Department, Ministry of Commerce, MEA etc. and other bodies on matters related to vessel/ cargo operations and infrastructure development.
7. IBP monitoring and coordination of all aspects of IBP.
8. Any other matter given by Chairman.

FINANCE

भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

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No: IWAI/Fin/A.A.3452/2019-20 Pt.I

Dated: 02.07.2020

OFFICE MEMORANDUM**Subject: Roles and responsibilities under Finance and Accounts Wing of IWAI.**

Competent Authority has approved the Roles and responsibilities under Finance and Accounts Wing of IWAI which are enumerated as follows ;

A Finance**I. Scrutiny of proposals/schemes**

- (i) To scrutinise all schemes and proposals of technical wing, hydrographic wing, JMVP and Administration wing. etc.
- (ii) To scrutinise all tender documents on works, procurement of goods and services etc. in H.O.
- (iii) To scrutinise all agreements, MoUs with different departments etc.
- (iv) To process quarterly demand for fund under various Budget heads along with UC and get the same released from MoS.
- (v) To supervise and monitor Bank Guarantees received in the Authority.

II. Budget

- (i) To prepare budget under different budget heads in Authority in the prescribed format of GOI on the basis of inputs received from all the wings in HO
- (ii) To follow up with MoS/ Ministry of Finance for allocation of required budget under different budget heads.
- (iii) To prepare 1st, 2nd and 3rd supplementary apart from RE proposals for submission to MoF from time to time.
- (iv) Organizing Expenditure Review Meeting for proper execution of budget from time to time.

III. Extra Budgetary Resources (Bonds)

- (i) To raise funds on private placement basis as per terms and conditions of MoF, GoI.
- (ii) To get rating agency, trustee, registrar and merchant Bankers appointed for the purpose of raising bonds as per SEBI guidelines.
- (iii) To get registered with NSDL and CSDL
- (iv) To get listing of Bond with BSE done.
- (v) To prepare half yearly accounts of IWAI and upload on BSE as per SEBI guidelines
- (vi) To get fresh rating on Bond issued from rating agencies every year.
- (vii) To ensure all compliances of BSE, SEBI, rating agencies and trustee.
- (viii) To ensure payment of interest to the bondholders on appointed date on receipt of Ben pose data from registrar (4 times in year).

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B Accounts and Audit**I. Payment and Accounts**

- (i) To examine all the proposals for payment for concurrence before approval of the same by the competent authority.
- (ii) To release all the payments to the concerned contractors, employees after approval of competent authority.
- (iii) To prepare bank reconciliation statement for all accounts of IWAI on monthly basis.
- (iv) To prepare annual accounts of the Authority including JMVP after receiving details from various units.
- (v) To prepare pay bill and release pay to respective bank accounts of individual.
- (vi) To forward all deductions to concerned departments on deductions made from the pay bill.
- (vii) To prepare Board Agenda on Annual Accounts of Authority after audit by audit team of C&AG, in three phase audit, for approval of Board.
- (viii) To prepare monthly expenditure on various Budget heads after receiving details from all units.
- (ix) To prepare utilization certificate quarterly and annually on all budget heads.
- (x) To prepare annual accounts of JMVP and Kaladan Projects.
- (xi) To prepare statement of expenditure of JMVP as per World Bank guidelines and send to C&AG office for Audit on the same.
- (xii) To prepare quarterly IUFRR on actual expenditure on JMVP in prescribed format, for submission to CAAA for claim of World Bank share on the project.
- (xiii) To organize training/refreshers training on Tally and induction training for newly recruited Accounts Assistant.

II. IWAI Employees Provident Fund

- (i) To prepare accounts and get the same audited by independent Chartered Accountant.
- (ii) To prepare ledger of individual GPF subscriber and calculate interest thereon.
- (iii) To invest surplus fund as per Ministry of Finance guidelines.
- (iv) To issue annual statement to individual subscribers.
- (v) To file Income Tax return with the help of Tax Consultant.

III. IWAI Employees' Pension Fund

- (i) To prepare annual accounts and get the same audited and certified from independent Chartered Accountant.
- (ii) To get actuarial valuation yearly from LIC on the basis of data provided by HO and units in respect of pension, gratuity and leave encashment.
- (iii) To sort out all grievances of Pensioners by following up with LIC
- (iv) To file Income Tax Return on the same with the help of Tax Consultant.

IV. Audit

- (i) To coordinate with Audit team from C&AG office, internal audit of MoS for providing records from concerned wings.

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- (ii) To coordinate with internal auditor for quarterly and half yearly audit of HO and units.
- (iii) To coordinate with concerned wings to get reply on the audit observation and process for approval for submission to concerned Audit Department.

V. Taxes

- (i) To file Income Tax Return of IWAI.
- (ii) To prepare all statements as desired by Income Tax Department while assessing IWAI Return with the help of Tax Consultant.
- (iii) To file appeals, if required, against the Assessment Order with CIT Appeal and Income Tax Tribunal.
- (iv) To file monthly return on GST with the help of Tax consultant.
- (v) To file quarterly TDS return relating to salaried personnel and professional with the help of Tax Consultant.
- (vi) To issue Form 16 and Form 16 A as per Income Tax Act to the concerned employees and contractors.

Neeraj Singh, 2.7.2020
Neeraj Singh)
Assistant Secretary (Admn. & Rectt.)

Copy to: By E-mail

1. Chief Engineer (Technical) / Chief Engineer-Project Manager (JMVP) / Hy. Chief / Director (F&A) / Deputy Secretary(P&C) / Director (Mech-Marine) / Director (NER) / Director (Traffic & Logistics) / Director (Technical) / Director (Hy) IWAI, Noida.
2. Director, IWAI, Kolkata / Kochi / Guwahati.
3. Dy. Director, IWAI and Officer-in-Charge, NINI, Patna.
4. Officer-in-Charge of Sub Offices, Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneshwar
5. PCSA, IWAI, Noida – for uploading on IWAI website
6. Hindi Cell- for Hindi translation

Copy for information to: - (By Email)

PPS/PS/PA to Chairperson / Vice- Chairman / Member (Finance) / Member (Technical) / Member (Traffic & Logistics) / Secretary.

*Admin. & Estt.***Roles and Responsibilities of Administration and Establishment Wing**

1. To deal with Service Matters in respect of Group A, B & C officials like:
 - i) Departmental Promotion
 - ii) Direct Recruitment / Deputation appointments
 - iii) Appointments of Specialists, Sr. Consultants, Consultants & other appointments on contract basis.
 - iv) Transfer & Posting of all Group, A, B and C officers / officials.
 - v) Engagement of Interns (Graduate and PG)
 - vi) Finalisation of seniority.
 - vii) Pension, Gratuity, Commutation of Pension, Pension contribution etc.
 - viii) Annual Increment, Pay fixation, grant of Scale etc. MACP / ACP related works.
 - ix) Cases of companionate appointment related matters.
 - x) Forwarding of application, NOC for service matter / passport.
 - xi) All type of leave
 - xii) Forwarding of application, NOC for service matter / Passport.
 - xiii) All training matters related to Domestic / Foreign Tours.
 - xiv) Correspondence with Ministry relating to Establishment matters of Group A, B & C.
 - xv) House Building Advance / Computer Advance of Group – A, B & C Officers.
 - xvi) Engagement of Internship (Graduate & PG) & their payments.
 - xvii) Amendment of Recruitment Rules (R.R.), Restructuring / Cadre Review proposals.
 - xviii) LTC (Home Town / All India)
 - xix) Maintenance of APAR / IPR of all categories of Officials and staff.
 - xx) Maintenance of monthly Bi-metric Attendance data of Group A, B and C officers / officials.
2. Updation of e-HRMS
3. Public Grievances CPGRAM matters
4. Land Policy / Land acquisition / Land disputes
5. Preparation of Schemes / Delegation of Powers to Officers of IWAI
6. Organising & arranging for IWAI Board meeting & preparing its minutes.
7. e-Granthalya
8. Medical Reimbursements
9. Safety / security of all IWAI premises including installation of CCTV Camera in the office building.
10. Coordination with Audit and reply to Audit para.
11. Maintaining of data, all entries relating to appointment and resignation on IWAI Portal / Intranet / e-HRMS
12. Preparation of Para-wise comments on Court cases related to Estt. / Admn. matters.

13. Maintaining of data, MIS, all entries relating to appointment and resignation on IWAI Portal / Intranet / e-HRMS.
14. Engagement of PwC officials.
15. Organizing of Workshop and Seminars relating to Training matters.
16. RTI matters and Parliamentary matters.
17. Preparation of Schemes, Budget provisions.
18. Printing of Annual Report, Diary & Calendar of IWAI. Annual report of Ministry.
19. Booking of Air Tickets through M/s Balmer & Lawrie and processing for release of payment.
20. Purchase / Printing and Distribution of Office Stationery / Store.
21. Inventory Management for Stationery / Store
22. Leased accommodation, Children Education Allowance, Newspaper reimbursement.
23. Issue of ID Cards & processing for MHA Validation Slip.
24. Hiring of vehicles / Monitoring of day to day general duty of vehicle and its allotment.
25. National Holidays functions.
26. Library
27. Safety / security of all IWAI premises / buildings and Contract of Security Guards
28. Publication of advertisement materials of IWAI in different magazines / website as per proposal received from different media group from time to time.
29. Sweeping and mopping of the entire IWAI building of IWAI Complex.
30. POL / Repairing of Vehicle / Insurance
31. Dispatch work and distribution of Dak.
32. Offering Legal Opinions to the Head of Department and all Regional Directorate in respect of all Legal Matters including Land policy/ land acquisition/ Land disputes. Scrutinizing of Remarks: Counter Affidavits and Affidavits filed by the IWAI, Vetting of Rules, Regulations, Deeds, Notification, etc. relating to departments.
33. To attend several labour cases pending before Assistant Labour Commissioners, Central Government Industrial Tribunal (CGIT) cum Labour Courts and Hon'ble High-Courts.
34. Monitoring the contesting of the cases in various courts of law.
35. Processing of various fee bills of advocates including professional fee bills received from the empanelled Law Firms and Counsels. Duly registering, scrutinizing, verification and processing of bills for payment as per the terms and conditions of engagement on prescribed scales.
36. Review and provide legal advice on tender documents. Review of ongoing cases and advice to management accordingly. Liaise with relevant departments to ensure legal risks protection and risks management advice to management especially on contract management. Providing and interpreting of legal information and dissemination of appropriate legal requirements to IWAI officials.
37. Revision of Pensions of IWAI employees who have retired before 2016.
38. Preparation of Training/ Media Policy
39. Up-dation of MIS.

40. Vigilance matters

41. Public Grievances, CPGRAM in connection to Vigilance.

42. Disciplinary cases.