



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)

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No. IWAI/HY/Work Allocation/2020-21

Dated: 07.04.2021

OFFICE ORDER


Sub: Duties and Responsibilities of Hydrography wing- reg.

In supersession of office orders issued on the above cited subject, the following duties and responsibilities has been reallocated among the Officers/ Officials working in Hydrography wing and it will come into force with immediate effect:

SI#	Name of Officer	Work
1.	Sh. Rajiv Singhal, S.H.S.	<ul style="list-style-type: none">Feasibility Study/DPR of newly declared National Waterways (NNW's).Any other works assigned by Hydrographic Chief. <p>➤ Channel of Submission of files SHS (RS) → H.C.</p>
2.	Sh. P. Palani Raj, S.H.S.	<ul style="list-style-type: none">Coordination for database for Cartography Section.Coordination with P&C section for Parliament matters including PQ's, VIP reference and matter related to Ministry.Training / Tour / Transfer of Surveyors.Any other works assigned by Hydrographic Chief. <p>➤ Channel of Submission of files SHS (PR) → H.C.</p>
3.	Sh. Sunil Shinde, A.H.S.	<ul style="list-style-type: none">Water Level & Discharge Management (ATG)Monitoring of expenditure, physical and financial progress on the Hydrographic works approved in the scheme, and updation in MIRS.Any other works assigned by Hydrographic Chief. <p>➤ Channel of Submission of files AHS (SS) → SHS (RS) → H.C.</p> <p>• DMP/CMP</p> <p>➤ Channel of Submission of files AHS (SS) → H.C.</p> <p>• NINI</p> <p>➤ Channel of Submission of files S.O. → AHS (SS) → D.S. → H.C.</p>

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SI#	Name of Officer	Work
4.	Sh. Suhail Rafat, J.H.S.	<ul style="list-style-type: none"> All matters related to RIS-Phase I, II and III RIS studies and related procurement in new NWs DGPS and associated studies/ works. Development of new NW's in the State of Maharashtra, Goa & Gujarat. Environmental Studies of NW's. Water Aerodrome study & Sea-Plane in IWT. Navigational Aids. Reply to RTI. Any other works assigned by Hydrographic Chief. ➤ Channel of Submission of files JHS (SR) ➡ SHS (PR) ➡ H.C.
		<ul style="list-style-type: none"> Navigational Clearance. ➤ Channel of Submission of files JHS (SR) ➡ SHS (PR) ➡ C.E. (Tech.)
5.	Sh. Sonu Singhal, J.H.S.	<ul style="list-style-type: none"> Procurement of Hydrography related Equipment, Communication Equipment etc. including CAMC. Hyd. Survey Schemes of all NWs., additional Survey manpower schemes In-house / Outsourced Surveying works Examination of Survey data and Dredging Calculation Shoal and Sediment Analysis. Annual Report. Any other works assigned by Hydrographic Chief. ➤ Channel of Submission of files JHS (SS) ➡ SHS (RS) ➡ H.C.
6.	Sh. Neeraj Khare, D/man, Gr.-I	<ul style="list-style-type: none"> All Cartographic works Any other works assigned by Hydrographic Chief. ➤ Channel of Submission of files D/man ➡ SHS (PR) ➡ H.C.
7.	Sh. H.M. Meena, D/man, Gr.-III	<ul style="list-style-type: none"> Procurement of Hydrography and Cartography items through GeM. Repair and CAMC/AMC of Cartographic Hardware's and Software's. Inventory Management and Tracking System LAD, River Notice, LADIS and PANI Portal. Any other works assigned by Hydrographic Chief. ➤ Channel of Submission of files D/man-III ➡ JHS (SR) ➡ SHS (PR) ➡ H.C.
8.	Smt. Rajni Bakshi, D/man, Gr.-III	<ul style="list-style-type: none"> Procurement and maintenance of Satellite Imageries, SOI maps and other charts Preparation of charts Any other works assigned by Hydrographic Chief. ➤ Channel of Submission of files D/man-III ➡ D/man-I ➡ SHS (PR) ➡ H.C.


 (Cdr. Mahendra Kumar)
 Hydrographic Chief

To,

All concerned.

Copy to: -

1. Chief Engineer (Tech.)/ Chief Engineer (JMVP)/ C.A.O. (I/c)/ Director (M)/ Director (NER)/ Director (AG) / Director (T&L)/ Director (Hy. & Vig) / Director (Hy.) / IT Wing, IWAI Noida.
2. Director, IWAI Kolkata/ Guwahati / Vijayawada.
3. Director I/c, Patna / Kochi.
4. Sub Offices, Prayagraj, Varanasi, Sahibganj, Farakka, Swaroopganj, Dhubri, Dibrugarh, Kollam, Bhubaneshwar and Silchar.
5. Office / Master copy.

Copy for information to: -

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

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Hydrographic Chief

02/04/21