



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)

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F. No. IWAI-12026/1/2020-AS(AE)

Dated: 10th February, 2021

To,
Dy. Director & Office-in-Charge
National Inland Navigational Institute (NINI)
Gaighat, Patna

Sub: Forwarding of Delegation of Powers - reg.

Sir,

The Competent Authority has approved the Delegation of Powers delegated to the Officer-In-Charge, National Inland Navigational Institute (NINI), Patna to facilitate smooth functioning of NINI. The same is annexed herewith for information and further needful action.

Yours faithfully,

Encl. as stated

(Neeraj Singh)
10.2.2021

Assistant Secretary (A&R)
E-mail: nsingh@iwai.gov.in
Phone No. 0120-2474050

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- ii) Director, IWAI, Kolkata/ Kochi/ Guwahati
- iii) Dy. Director, IWAI, Patna
- iv) Sub Office Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneswar, Dibrugarh, Dhubri.
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NATIONAL INLAND NAVIGATION INSTITUTE

INLAND WATERWAYS AUTHORITY OF INDIA



Proposed Delegation of Powers to Officer In-Charge, NINI, Patna based on powers delegated by the Authority vide Office Memorandum Dated 29.06.2018

Part-1: Establishment

As per Office Memorandum dated 29.06.2018				PROPOSED AMENDMENT	
Sl. No. as per O.M. dated 29.06.2018	Nature of Power	To whom delegated	Existing Delegated Powers	Proposed to be delegated	Extent of delegation
1.	2.	3.	4.	5.	6.
7	Grant of Leave (Except Study and Ex India Leave)				
7.4		Regional Directors	Group A, B and C subject to 30 days only, beyond 30 days approval of the officer immediate Superior to the Regional Director may be obtained.	Officer In Charge, NINI	Same as Column 4
11	Sanction of LTC as per LTC Rules				
11.2		Regional Directors	Full power – Group A, B and C Officials posted in Regional/Sub – Office under regional director	Officer In Charge, NINI	Same as Column 4
12	Reimbursement of Children Education Allowance/hostel subsidies as per Ministry of Finance Orders				

12.2		Regional Directors	Full Powers for respective Regional Directorate	Officer In Charge, NINI	Same as Column 4
13	Pay Fixation				
13.2		Regional Director	Full Powers-Officers below the level 12 in the Pay Matrix (Posted in Regional/Sub Offices)	Officer In Charge, NINI	Same as Column 4
14	Gran of Annual increment as per Rules not specifically withheld in writing by the Competent Authority				
14.2		Regional Directors	Full powers – Group A, B and C in respective Regional/Sub-Office under regional directors	Officer In Charge, NINI	Same as Column 4
18	Nomination for attending Seminar/Conference/ training programme abroad				
19	Authorization of Tour				
19.5		Regional Director	Officer below the level 12 in the Pay Matrix (Posted at Regional Sub Office)	Officer In Charge, NINI	Same as Column 4
23	Acceptance of declaration of home-town/dependents/ family etc				
23.2		Regional Directors	Full power within the respective Directorate	Officer In Charge, NINI	Same as Column 4
24.	Outsourcing of Manpower				
24.2		Regional Director/ Officer In-Charge	Full powers within respective Regional Directorate after taking specific approval of the secretary	Officer In Charge, NINI	Same as Column 4

27.	Tour Advance/Transfer TA Advance/LTC Advance				
27.2		Regional Director/Officers in Charge sub-offices	Full Powers within the respective Directorate/sub office	Officer In Charge, NINI	Same as Column 4
28	Sanction of Interest free advances as per rules				
28.2		Regional Director	Full powers within the respective directorate	Officer In Charge, NINI	Same as Column 4
29	Sanction of advance from provident Fund				
29.2		Regional Director/Officers in Charge, Sub Offices (Based on the recommendation of the Accounts Officer)	Full Powers in the Offices under respective Jurisdiction	Officer In Charge, NINI	Same as Column 4
31	Medical Reimbursement to the Officers/Employees as per rules (Other than specialized treatment)				
31.2		Regional Directors/Officers in-Charge, sub offices	Full Powers- Regional Directorate/ Offices under their respective Jurisdiction	Officer In Charge, NINI	Same as Column 4
32	Advance for Medical treatment in India				
32.4		Regional Director	Up to Rs. 25,000/- in respective Directorate	Officer In Charge, NINI	Same as Column 4

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Note:

1. Delegation is subject to restrictions and directions issued by the Authority from time to time, as also Govt. guideline, austerity measures etc.
2. In case of delegation not expressly provided or in case of doubt, the Competent Authority to exercise delegated powers shall be Chairperson in case of Group A Employees, Vice Chairperson or in his/her absence, Member (Finance) in case of employees below Group 'A' and Secretary in case of employees below Group 'B'.
3. When the Competent Authority at a particular level is not available (by reason of earned leave, transfer, vacation of office or due to some other reasons), the delegated powers shall be exercised by the officers of the next higher level or by the officer to whom charge has been assigned by the Competent Authority.

Part-II: Administration

Sl. No	Nature of Power	To whom delegated	Extent of delegation	Proposed to be delegated	Extent of delegation
1.	2.	3.	4.	5.	6.
4	Monthly Hiring of Vehicle for Official use	Secretary	Full Power	Officer In Charge, NINI	Full Power in respect of approved Budget Scheme
5	Contingent hiring of vehicles for officials use in case of urgency				
5.2		Regional Director/Officers in- charge of Sub offices	Full Powers for respective Regional Directorate/Sub Offices	Officer In Charge, NINI	Full Power in respect of approved Budget Scheme
6	Expenditure on hire and maintenance of fans, furniture, office equipment, coolers, air-conditioners, heaters, vehicles etc. including maintenance contracts.				
6.2		Regional Director	Full Powers for respective Regional Directorate	Officer In Charge, NINI	Full Power in respect of approved Budget Scheme
9.	Purchase of books, periodicals and publications within approved budgets (Selection of books etc. to be done by Book Selection Committee)	Regional Director	Full Powers	Officer In Charge, NINI	Same as Column 4
10.	Expenditure on stationery, Printing of Reports, Computer peripherals, consumables, Floppy, CD, Pen drive, Memory, Devices Software Package etc.				
10.2		Regional Director	Upto Rs. 2,00,000/- per annum in respective Regional Directorate	Officer In Charge, NINI	Up to Rs. 1,00,000/- per annum

11.	Expenditure on POL, electricity, gas and water charges.				
11.2		Regional Director	Full Powers for respective Regional Directorate	Officer In Charge, NINI	Same as Column 4
12.	Expenditure on Municipal dues				
12.2		Regional Director	Full Powers for respective Regional Directorate	Officer In Charge, NINI	Same as Column 4
13	Expenditure on post, telegraph and telephone charges as per rules as per the limits if any prescribed by the Authority.				
13.2		Regional Director	Full Powers for respective Regional Directorate	Officer In Charge, NINI	Same as Column 4
14	Expenditure on serving tea, coffee/soft-drinks to visitor (Scales applicable for serving tea, coffee etc. to be laid down)				
14.3		Regional Directors	Upto Rs. 5,000/- per month for respective Directorate	Officer In Charge, NINI	Up to Rs. 8,000/- per month for respective Directorate
15	Expenditure on entertainment/ dinner etc. to invitees/visitors in official conferences/functions/Board meeting/Press Briefings/presentations/lectures/ laying of foundation stones/inaugural ceremonies/invitation cards/shamianas/refreshments/ garlands/photographs etc.				
15.2		Regional Director	Upto Rs. 50,000/- on each occasion	Officer In Charge, NINI	Up to Rs. 25,000/- on each occasion
16	Advertisement and Publicity				
16.4		Regional Director	Upto Rs. 10,00,000/- per	Officer In Charge,	Up to Rs.

			annum for respective Directorate with limit of Rs. 50,000/- each occasion.	NINI	8,00,000/- per annum for respective Directorate with limit of Rs. 1,50,000/- each occasion.
17	Purchase of furniture and fixture, office equipment, A.Cs, fans cycle etc.				
17.4		Regional Director	Upto Rs. 50,000/- on each occasion, subject to limit of Rs. 2,00,000/- per annum for respective Directorate	Officer In Charge, NINI	Full power in respect of approved Budget Scheme
19	i. Purchase of Computers (other than laptops) ii. Purchase of laptops	Regional Director	Upto Rs. 1,00,000/- Per annum	Officer In Charge, NINI	Same as Column 4 after taking specific approval of the Secretary.
20	Maintenance contracts for computers, Acs, Photocopiers, Fax machine, DG Sets, Telecom equipment	Regional Director	Upto Rs. 1,00,000/- Per annum	Officer In Charge, NINI	Full Power
21	Service Contract (e.g. Outsourcing of Manpower for security, housekeeping, cleaning, gardening, Faculty, Office Staff and Visiting Faculty etc)	Regional Director	Full Power	Officer In Charge, NINI	Same as Column 4
21.1	Extension of Existing Service Contracts			Officer In Charge, NINI	Full Power in respect to Tender Clause
24	Insurance of motor vehicle, office equipment etc.				
24.2		Regional Director	Full Powers within their respective Directorates	Officer In Charge, NINI	Same as Column 4
25	Petty works and contingencies.				

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	(small works not exceeding Rs. 10,000/- on each occasion)				
25.1		Deputy Secretary/Assistant Secretary	Full powers – not exceeding Rs. 10,000/- on each occasion	Officer In Charge, NINI	Same as Column 4
28	Reimbursement/payment/claims of employee/work/petty expenses at Head office. On account of (i) office opening & closing (ii) Conveyance charges (Working days & Holidays) (iii) Lunch/Dinner reimbursement (iv) Over time allowance (v) conveyance reimbursement (vi) Newspaper expense reimbursement etc	Deputy Secretary/Assistant Secretary	Full powers-Subject to a limit of Rs. 10,000/- on each items on single occasion	Officer In Charge, NINI	Same as Column 4

Note:

1. Delegation is subject to restrictions and directions issued by the Authority from time to time, as also Govt. guideline, austerity measures etc.
2. In case of delegation not expressly provided or in case of doubt, the Competent Authority to exercise delegated powers shall be Chairperson.
3. When the Competent Authority at a particular level is not available (by reason of earned leave, transfer, vacation of office or due to some other reasons), the delegated powers shall be exercised by the officers of the next higher level or by the officer to whom charge has been assigned by the Competent Authority.

Part-III: Financial Matters

Sl. No.	Nature of Power	Delegated to whom	To what extent	Proposed to be delegated	Extent of delegation
1.	2.	3.	4.	5.	6.
3.6	Cheque drawing powers for Regional Offices				
3.7		Director/Dy. Director/Assistant Director with Sr. Accounts Officer/Accounts Officer/Jr. Accounts Officer/AHS/SHS	Up to Rs. 50 lakh	Officer In Charge, NINI with Sr. Accounts Officer/Accounts Officer/Jr. Accounts Officer/Accts Asst.	Up to Rs. 15lakh
II. E-Payment to all contractors/personnel's for payment will be signed as under:- 1. Jr. Accounts Officer will be the Nodal Officer for this purpose. 2. All requests for E-Payment will be signed by Nodal Officer and in the absence of the Nodal Officer by Accounts Officer/Accounts Assistant. Or Sr. Accounts Officer or Dy. Director (fin).					
7	Drawl of pay and allowances as per rules and all other payments sanctioned including overtime allowance				
7.2		Regional Directors	Full Powers for respective Directorate	Officer In Charge, NINI	Same as Column 4
8	Sanction of imprest				
8.2		Regional Director	Upto Rs. 15,000/ within respective Directorate	Officer In Charge, NINI	Up to Rs. 10,000/- within respective Directorate
9	Final Settlement of Tour/Transfer TA/LTC Claims/Cancellation of charges in respect of tours cancelled				
9.2		Regional Director/officers in charge sub-office	Full Powers within respective jurisdiction	Officer In Charge, NINI	Same as Column 4
10	Grant of conveyance hire charges to employees				

10.2		Regional Directors	Full Powers within the respective Directorate	Officer In Charge, NINI	Same as Column 4
17	Write off of loss due to obsolescence of items of store/furniture				
17.4		Regional Directors	Full power for items of purchase value up to Rs. 20,000 within respective directorate	Officer In Charge, NINI	Full powers for items of purchase value up to Rs. 20,000/-within respective directorate.
20	Competent Authority for Approval of scheme/sanction of payments for work contracts/Approval of Expenditure.				
	Tender approved by Regional Director (Field)	Regional Directors	Full Power	Officer In Charge, NINI	Same as Column 4 after taking specific approval of the Secretary.

Note:

1. Delegation is subject to restrictions and directions issued by the Authority from time to time, as also Govt. guideline, austerity measures etc.
2. In case of Delegation not expressly provided or in case doubt, the Competent Authority to exercise delegated power shall be Chairperson.
3. When the Competent Authority at a particular level is not available (by reason of earned leave, transfer, vacation of office or due to some other reasons), the delegated powers shall be exercised by the officers of the next higher level or by the officer to whom charge has been assigned by the Competent Authority.
4. In case of both time and cost over runs the matter must be report to the authority for a decision.

Part-IV: Technical Matters/Studies/Consultancy/Department works

Sl. No.	Nature of Power	Delegated to whom	To what Extent	Proposed to be delegated	Extent of delegation
1.	2.	3.	4.	5.	6.
2	Technical sanction for detailed estimates with financial concurrence (as per scheme)				
2.5		Regional Directors	Up to Rs. 1 Crore per project within respective directorate	Officer In Charge, NINI	Up to Rs. 50 lakhs per project as per approved Administrative sanction.
3	Expenditure in excess of sanctioned estimates including those of extra/substituted items. There should be no time over-run)				
		Regional Director	Upto 5% of the sanctioned estimate	Officer In Charge, NINI	Same as Column 4
4	Acceptance of lowest tender (The duly constituted tender committee by H.Q. should scrutinize and negotiate before approval of the Director)				
4.5		Regional Director	Upto Rs. 1 crore per project within respective Directorate	Officer In Charge, NINI	Up to Rs. 50 lakhs for acceptance of Tender.
6	Award of work without call of tenders Note: - As a normal rule, work orders should be placed only through the tender route. Cases of award of work without call of tenders should be rare and resorted to only when there are very special reasons for which an exemption to the general rules can be made in public interest.				

	Full reasons should be recorded by the Director who should guard against contractor quoting unjustifiably high rates.				
6.5		Regional Directors	Upto Rs. 50,000/- per project within respective Directorate	Officer In Charge, NINI	Same as Column 4
9	Maintenance and normal running repairs of floating crafts.				
9.5		Office In-Charge sub offices	Upto Rs. 2 lakhs per job within respective Directorate	Officer In Charge, NINI	Same as Column 4
10	Signing of Agreement in respect of contracts				
10.2		Secretary/Chief Engineer/Hy.Chief/Director	Up to Rs. 2 crores	Officer In Charge, NINI	Shall be taken up with C.E (Tech) Noida for approval.

Note:

1. Delegation is subject to restrictions and directions issued by the Authority from time to time, as also Govt. guideline, austerity measures etc.
2. In case of Delegation not expressly provided or in case doubt, the Competent Authority to exercise delegated power shall be Chairperson.
3. When the Competent Authority at a particular level is not available (by reason of earned leave, transfer, vacation of office or due to some other reasons), the delegated powers shall be exercised by the officers of the next higher level or by the officer to whom charge has been assigned by the Competent Authority.
4. In case of both time and cost over runs the matter must be report to the authority for a decision.

Part- V: Legal Matters

Sl. No.	Nature of Power	Delegated to whom	To what Extent	Proposed to be delegated	Extent of delegation
1.	2.	3.	4.	5.	6.
2	Legal charges relating to Court cases and Arbitration including Fees to Barrister, Advocates, Arbitrators, Umpires & Legal experts.				
		Regional Director	Upto Rs. 50,000/- (As per the prescribed rate)	Officer In Charge, NINI	Up to Rs. 10,000/-

