



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण (पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नौएडा-201 301 (उ०प्र०)

## INLAND WATERWAYS AUTHORITY OF INDIA

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

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No. IWAI/HQ/Admin/Events/2024-Part(1)

Date: 04.12.2024

### OFFICE ORDER

It is directed that Standard Operating Procedure(SOP) for handling cases of release of BG/SD/EMD with timelines be issued by Member (Finance), IWAI. Also, the work flow and work allocation within Finance wing be duly reviewed to streamline the processes as instances of delays have been pointed out therein.

2. The specific cases of delay pointed out during the meeting with vendors/contractors may be resolved within two days, as per rules, by Member (Finance). Further, the copies of files in respect of delays/issues raised by vendors be given to Secretary, IWAI separately to identify and fix responsibility for delay, if any.

This issues with the approval of the Competent Authority.

  
04.12.24

(Neeraj Singh)

Assistant Secretary (Admn. & Estt.)

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☎ Phone No. : 0120 – 2474050

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

- Chief Engineer (Tech.) / Chief Engineer & Project Manager (JMVP) / Chief Engineer (Tr. & Log.)/ Hydrographic Chief / Chief Accounts Officer / Director (NER)/ Deputy Secretary (P&C)/ Director (RE)/ Director (JMVP)/ Assistant Secretary (P&C)/ Assistant Secretary (L&H) IWAI, Noida.
- Director/OIC, IWAI, Patna / Kolkata/ Guwahati/ Kochi/ Bhubaneswar.
- Officer-In-Charge, Sub Offices, IWAI, Varanasi/Allahabad/Sahibganj/Farakka/ Vijayawada.
- IT Wing – For uploading on IWAI Website.
- Hindi Section – For hindi translation.

### Copy for kind information to: - (By E-mail)

P.P.S. /P.S. /P.A. to Chairman/ Vice-Chairman/ Member (Traffic & Logistics-  
I/c)/ Member (Finance)/ Member (Technical)/ Secretary, IWAI, Noida.