



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नोइडा-201 301, (उ.प्र.)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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Important/Immediate

F.No. IWAI/Fin./Standardization/2016-17

Dated: 16.11.2018

OFFICE MEMORANDUM

Subject: Standardization of processes of Sanction and Release of payment against various types of Bills/Claims in IWAI

Reference is invited to Finance Wing Office Circular of even No. dated 29.03.2017 (copy enclosed) where-in two Standardized templates, one for obtaining/conveying sanction (on note sheet) and other, a checklist to be accompanied therewith, capturing all relevant information relating to the proposal was introduced for uniformly adopting in IWAI including its Regional Offices and Sub Offices.

2. However, it has been noticed/observed that the above guidelines are not being followed scrupulously so as to facilitate seeking financial concurrence and approval of the Competent Authority and releasing the payment there-against, resultantly queries etc. are often to be raised by Finance Wing seeking clarification etc. Avoidable delay is also caused.
3. Secondly, as GST is being charged/paid instead to VAT, Service Tax, Excise duty etc. and also due to certain necessary insertions, the ibid templates are being revised.
4. It is once again re-iterated the necessity of the same and also that no proposal shall be considered in Finance Division without the completely filled information in the stated revised templates.
5. It is, accordingly, directed to all concerned to adopt/use these templates (copy enclosed) for all future Sanctions/Payments scrupulously to standardize and smoothen the processes of Sanction and payments etc.
6. Proposal seeking financial concurrence without the prescribed templates will be returned back to the originating wing without examination.
7. This issues with the approval of Member (Finance), IWAI.

(A.K. Gupta)

Director (Finance & Accounts)

Encl.: As above.

To

1. Chief Engineer (Tech), CE & PM (JMVP)
2. Chief Engineer, R.O, Patna