



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नौएडा-201 301, (उ० प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

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

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F. No. IWAI-17011/5/2023-ADMIN RECTT

Dated 16.03.2023

OFFICE MEMORANDUM

Sub: Channel of Submission & work distribution – reg.

In pursuance to directives of Cabinet Secretariat to reduce the level of decision making to maximum four levels (including Consultants) to ensure fast decision making, the Competent Authority at IWAI has directed that channel of submission be restricted to four levels (including Consultants) by categorising Officers / Staff into four categories may be considered for adoption with suitable modification as per the specific requirements of IWAI right up to the field unit.

2. All Wing Heads to examine existing Delegation of Power and to ensure that powers are delegated at appropriate levels to facilitate expeditious decision making. For this purpose, technology may be leveraged up to maximum extent to enable faster decision making. Various digital tools available with Ministry of Electronics & Information Technology including E-Office may be used for this purpose.

3. **The channel of submission of Administration Wing is elucidated as under:**

UDC --- Assistant --- Section Officer / Consultant --- Assistant Secretary (A&E)

Assistant --- Section Officer / Consultant --- Assistant Secretary (A&E) --- Secretary

Section Officer / Consultant --- Assistant Secretary (A&E) --- Secretary --- VC

Assistant Secretary (A&E) --- Secretary --- Vice Chairman --- Chairman, IWAI

(Similarly, all wings to prepare the channel of submissions restricted to four levels (including Consultants) by categorising Officers / Staff into four categories. The methodology of putting up the ToR to the next level officer to be formulated by the respective wings).

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4. Each Wing to design its own base for submission of the matters of relevant dealing hand to Officer level. All Wing Heads are requested to ensure following in their respective departments / sections:

- a. To draw up a roadmap for increasing efficiency in decision making and to ensure that the levels in channel of submission do not exceed four (including Consultants) as of Admin wing as elucidated at Para 3 ibid and start its implementation immediately after getting approval of the Competent Authority.
- b. To assign work / duties and create a structure of his / her division by utilizing the available manpower.
- c. To review the present channel of submission of files in accordance with directions as mentioned in the aforesaid column for each and every work being dealt in the sections under their administrative jurisdiction and send the revised channel of submission to the Secretary, IWAI, Noida on or before 21.03.2023 for issue of revised consolidated channel of submission for IWAI.

This issues with the approval of the Competent Authority.

Assistant Secretary (A&E)
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To (By E-Mail):

- i. Chief Engineer & P.M (JMVP)/ Hy. Chief/ Dy. Secretary (P&C)/ CAO/ Director (M)/ Director (NER)/ Director (Tech.)/ Director (T&L) / Director (Hy.) / Director (Resi. & IT)/ Assistant Secretary (P&C)/ Assistant Secretary (H&L), IWAI, Noida.
- ii. Director, IWAI, Kolkata/ Kochi/ Guwahati/Patna/ Bhubaneshwar
- iii. Office In-Charge, NINI/IWAI, Patna
- iv. Sub Office Varanasi, Prayagraj, Sahibganj, Vijayawada, Dibrugarh, Dhubri.
- v. IT Cell – For uploading on IWAI Website
- vi. Hindi Cell – For Hindi Translation

Copy for Information to (By E-Mail):

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