



## ACCOUNTS MANUAL

### Inland Waterways Authority of India

(Ministry of Shipping, Govt. of India)

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**Inland waterways Authority of India**  
**ACCOUNTS MANUAL**

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## **CHAPTER - 1**

### **DEFINITIONS**

**1.0** The following terms have been used in various chapters of this Manual.

They will have the meaning and significance as indicated in these definitions *unless* the context implies otherwise:

**1.1** **Act** means the Inland Waterways Authority of India Act, 1985 (82 of 1985).

**1.2** **Rules** means the Inland Waterways Authority of India Rules, 1986, as notified by the Ministry of Surface Transport vide Notification dated 10<sup>th</sup> December 1986, and as amended from time to time.

**1.3** **Authority** means Inland Waterways Authority of India (IWAI) established vide Inland Waterways Authority of India Act, 1985 (82 of 1985) for development and regulation of inland waterways of the country.

**1.4** **Financial Year** means the year starting from 1<sup>st</sup> April and concluding on 31<sup>st</sup> March every year.

**1.5** **Grant** means the budgetary allocation sanctioned and released by the Central Government from time to time for the activities of the Authority. The Authority will have no revenue generation except for grant from the Govt. till such time National Waterways become fully operational for public use and tariff rates, levies and fees are fixed. As such, out of grant received from the Government, expenditure incurred on revenue account is classified as revenue grant, payments towards assets are classified as capital grant and balance, if any, are treated as grants received in surplus (under current liabilities).

**1.6** **Statutory Auditor** means Comptroller and Auditor General of India (C&AG) who is the sole Auditor of the Authority as per section 23, Chapter V of IWAI Act.

**1.7** **Internal auditor** means the Internal Auditor(s) appointed by the Authority, to conduct Internal Audit at the Head Office, Regional Offices and the Sub-Offices of the Authority.

**1.8** **Month** means English calendar month, fractions of a month reckon as a part of that month.

**1.9** **National water way** means the inland water way declared by the respective National waterway Act of Parliament.

**1.10** **Plan expenditure** means the expenditure in respect of schemes pertaining to creation of IWT infrastructure and river conservancy measures.

**1.11 Non - Plan expenditure** means the recurring expenditure mainly pertaining to administrative and establishment matters.

**1.12 Stores, spares and tools** means the stock of these items available with the Authority, whether at Head Office, Regional Office(s) and Sub Office(s) used for the purpose of maintenance and other activities of the Authority.

**1.13 Capital u/s 11(1) (c)** means all non-recurring expenditure incurred by the Central Government for or in connection with purposes of inland Water Transport Directorate up to such day and declared to be capital expenditure by the Central Government subject to such terms and conditions as may be determined by the Central Government, to be treated as capital provided by the Central Government to the Authority. [Section 11(1)(c) of IWAI Act, 1985 (82 of 1985)]

**1.14 Capital u/s 18** means the Central Government may, after due appropriation made by Parliament by law in this behalf, grants to the Authority such sums of money as it may consider necessary. [Section 18 of IWAI Act, 1985 (82 of 1985)]

**1.15 Assets** means property of all kinds owned by a business comes within the category of the term 'Assets'. Assets may be classified in following categories.

**1.16 Fixed assets** means the property acquired by the Authority in permanent and semi permanent nature which is not for resale for example Land, Building, Plant, Machinery, Terminals, Jetties and vessels etc.

**1.17 Currents Assets** means assets acquired with the intention of converting them into cash during the normal business operations of the company. Example of such assets are cash, inventories, bill receivable, debtor, etc.

**1.18 Liabilities** means the liabilities which a business owes and has to return for example Creditors and Expenses payable etc.

**1.19 Current liabilities** means liabilities are used to denote liabilities which will be due within a short time for example: sundry creditors, petty expenses payable to staff and parties.

**1.20 Capital expenditure** means expenditure incurred for the purpose of obtaining a long term advantage or procuring assets for example: expenditure on permanent structures in channel marking, cost of vessels, survey launches, tugs, barges, dredgers, etc..

**1.21 Revenue expenditure** means expenditure, whose benefit expire within a year or which have been incurred merely to maintain the business for example: hydrographic survey, techno-economic study, channel marking and maintenance of vessels etc.

**1.22 Capital work-in-progress** means works of capital nature which are yet to be completed, the expenditure for which is booked as such.

**1.23 Cargo Income** means the receipt from the Cargo owner for moving it on Inland Waterways form of fee etc.

**1.24 Depreciation** is a measure of the wearing out, consumption or other loss of value of a depreciable asset arising from use or obsolescence through technology and market changes. Depreciation is allocated so as to charge a fair proportion of the depreciable amount in each accounting period during the expected useful life of the asset.

**1.25 Prior period adjustment** means the expenditure relating to previous year not accounted for in that particular year.

## CHAPTER - 2

### CHARTER OF IWAI

**2.0** Inland Waterways Authority of India (the Authority) was constituted on 27<sup>th</sup> October 1986 vide ***Inland Waterways Authority of India Act, 1985 (82 of 1985)*** for development and regulation of inland waterways of the country.

The objectives/functions (as per section 14 of IWAI Act ) are:

- (i) Carry out surveys and investigations for the development, maintenance and better utilization of the national waterways and the appurtenant land for shipping and navigation and prepare schemes in this behalf;
- (ii) Provide or permit setting up of infrastructural facilities for national waterways;
- (iii) Carry out conservancy measures and training works and do all other acts necessary for the safety and convenience of shipping and navigation and improvement of the national waterways;
- (iv) Control activities such as throwing rubbish, dumping or removal of material, in or from the bed of the national waterways and appurtenant land, in so far as they may affect safe and efficient, shipping and navigation, maintenance of navigable channels, river training and conservancy measures;
- (v) Remove or alter any obstruction or impediment in the national waterways and the appurtenant land which may impede the safe navigation or endanger safety of infrastructural facilities or conservancy measures where such obstruction or impediment has been lawfully made or has become lawful by reason of long continuance of such obstruction or impediment or otherwise, after making compensation to person suffering damage by such removal or alteration;
- (vi) Provide for the regulation of navigation and traffic(including the rule of the road) on national waterways;
- (vii) Regulate the construction or alteration of structures on across or under the national waterways;
- (viii) Disseminate navigational meteorological information about national waterways;
- (ix) Ensure co-ordination of inland water transport on national waterways with other modes of transport; and
- (x) Establish and maintain pilotage on national waterways.

- (xi) Enter into joint ventures concerning inland shipping by way of equity participation.

**2.1** The Authority may also-

- (i) Advise the Central Government on matters relating to inland water transport;
- (ii) Study the transport requirement with a view to co-ordinating inland water transport with other modes of transport;
- (iii) Carry out hydrographic surveys and publish river charts;
- (iv) Assist, on such terms and conditions as may be mutually agreed upon, any State Government in formulation and implementation of scheme for inland water transport development;
- (v) Development consultancy services and provide such services, on such terms and conditions as may be mutually agreed upon, in India and abroad in relation to planning and development of waterways for shipping and navigation or any facility thereat;
- (vi) Conduct research in matters relating to inland water transport including development of craft design mechanization of country crafts, technique of towage, landing and terminal facilities, port installations and survey techniques;
- (vii) Lay down standards for classification of inland waterways;
- (viii) Arrange programme of technical training for inland water transport personnel within and outside the country; and
- (ix) Perform such other functions as may be necessary to carry out the provisions of this Act.

**2.2** Any dispute arising out of or concerning the compensation referred to in clause(e) of sub-section(1) shall be determined according to the law relating to like disputes in the case of land required for public purposes.

**2.4** Every scheme, prepared by the Authority to carry out functions under sub-sections (1) and (2), involving capital expenditure exceeding the amount as may be prescribed, shall be submitted to the Central Government for approval.

**2.5** The Central Government may either approve the scheme submitted to it under sub-section (4) without modification or with such modifications as it may consider necessary or reject the scheme with directions to the Authority to prepare a fresh scheme according to such directions.



**2.6** The Authority shall not made any material change in the scheme approved under sub-section (5) of section 14 without the prior approval of the Central Government.

Explanation: - For the purpose of this section, “material change” means an increase in the cost of the scheme by more than twenty per cent, of its cost or a change in the benefit and cost ratio which either makes the cost component by more than twenty per cent.

## CHAPTER - 3

### CANONS OF FINANCIAL PROPRIETY

**3.0** Every officer incurring or authorizing expenditure from public money should be guided by high standard of financial propriety. Every Officer should ensure financial order and strict economy and see that all relevant rules and regulations are observed by his / her own office and by subordinate officers. It should be the aim of each executive to get the maximum benefit of every rupee of expenditure. 3.1 Certain canons of financial propriety are indicated below, which should be kept in view while incurring any expenditure out of the funds of the Authority:-

- 3.0.1 Every executive should exercise the same vigilance in respect of expenditure incurred on any account as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- 3.0.2 No one should exercise its powers of sanctioning expenditure which will be directly or indirectly to its own advantage.
- 3.0.3 No finance executive should concur any expenditure, which is likely to involve at later date expenditure beyond its own power of concurrence.
- 3.0.4 The amount of allowances (such as traveling allowances) granted to meet the expenditure of a particular type, should be regulated so that the allowance on the whole does not become a source of profit to the recipient.
- 3.0.5 The expenditure should not be prima facie more than the occasion demands.
- 3.0.6 In cases where it becomes necessary to issue a sanction to expenditure before funds are communicated, the sanction should specify that such expenditure is subject to funds being communicated in the course of the year.
- 3.0.7 That adequate control mechanism is functioning in the Authority for prevention, declaration of errors and irregularities in the financial proceedings and to guard against waste and loss of public money.
- 3.0.8 Bulk purchases for a long period and to achieve economy in the long run may be resorted to if the budget permits.

## CHAPTER – 4

### BUDGET

#### **4.0 Brief about Budget:**

Budget represents the Annual Financial Statement showing the estimates of receipts and expenditure of a financial year.

Preparation of budget involves careful planning of activities and financial requirements taking into account a number of factors such as present and anticipated activities, any scheme sanctioned by the Government and the requirement of funds thereof and any other relevant matter.

The budget is prepared on Annual basis keeping in view both the long term and short term requirements of the institution.

Following are the necessary steps:-

- a) Identification of requirements.
- b) Determination of priorities
- c) Estimation of financial requirements.
- d) Allotment of funds with reference to approved budget estimates
- e) Allotment of funds with reference to revised budget estimates.

#### **4.1 Principles followed in preparation of budget are explained below:-**

- i) The budget is to be prepared in two parts – Revised Estimates for the current financial year and the Budget Estimates for the next financial year.
- ii) It is not essential that the Revised Estimates should totally differ from the original Budget Estimates. It only represents a revision of Budget Estimates framed in the previous year on the basis of actual progress of expenditure during the current financial year and the probable excess expenditure likely to be incurred in the remaining part of the financial year and saving, if any.
- iii) The necessity of the Revised Estimates emerges from the fact that the original estimates are framed much in advance with reference to the facts known at that time and re-appraisal of the priorities has to be made with reference to the facts now existing. The revised estimates show the actual expenditure incurred in the first half of the financial year and the estimated expenditure on the lines of the actual for the rest of the year.
- iv) The budget is to be prepared by estimating as accurately as possible the Income and Expenditure separately. The details of receipts and expenditure are also to be provided with reference to the actual of the last year and taking into account the estimate of the same during the current year.

v) Budget period reckons from 1<sup>st</sup> April to 31<sup>st</sup> March.

#### **4.2 Supplementary Budget**

The Authority shall, wherever necessary, also forward to the Central Government the supplementary budget in respect of the financial year to which it relates in Forms A-1 to A-5 before such date as may be specified by the Government.

The following are the major heads of account under which the Central Government release funds to the Authority.

##### **1. Plan**

- 1.1 Grant to IWAI.
- 1.2 North East Pool (Non functional head).
- 1.3 Technical Studies.
- 1.4 Subsidy.

##### **2. Non-Plan**

- 2.1 Grant to IWAI: Non-Plan.

As per Inland Waterways Authority of India Rules, 1986, the budget should be prepared in prescribed format as at **Annexure-A**

#### **4.3 Sanction of fund**

Based on the guidelines mentioned above, budget proposals are submitted to the Central Government,

On receipt of the Installments of grants-in-aid, from govt. funds are released to the Regional offices on account of various Expenditure from time to time.

#### **4.4 Utilization**

The Authority submits a utilization Certificate to the Central Government that the funds sanctioned by the Central Government has been utilized for the purpose for which it is sanctioned in the format prescribed in the General Financial rules of the Government of India.

## CHAPTER - 5

### RECEIPTS AND EXPENDITURE FUND

**5.0** The Authority receives funds from the Government towards the Plan grant and Non-Plan grant. The Authority also receives funds by way of receipts on account of operation of Cargo vessels, ODC moment, pilot age charges, berthing charges, rent on terminals, others, miscellaneous receipts.

**5.0.1** The receipts on account of cargo movement and all other receipts are to be separately accounted for under appropriate Heads of Accounts as mentioned in the next chapter.

**5.0.2** All funds of the Authority in the various offices are to be kept in a Bank Account preferably in Flexi Account.

**5.0.3** The Authority's internal resources on account of operation of cargo vessels, over dimensional cargo movement, pilotage charges, berthing charges, sale of Survey Charts, Protocol fee, rent of terminals, sale of tender documents etc. The receipts of the Authority will be kept in separate bank account in head office. Bank account, in which receipts is to be deposited, will be operated only with the approval of head office.

**5.0.4** The Authority having internal resources by way of receipt on account of cargo movement, over dimensions cargo movement, pilot age charges, Berthing charges, Sale of Survey Charts, Course fee/Hostel Fee, Protocol fee, rent of terminals, Sale of tender documents , interest on deposit in banks etc.

The receipts by way of internal resources are utilized for plan schemes as part of grant. The Authority submits utilization certificate to the Central Govt. that the fund sanctioned by the Central Govt. has been utilized after considering receipt by way of internal resources.

## CHAPTER - 6

### ACCOUNTING POLICIES

**6.0** The Authority is required to maintain the accounts for the following:-

#### **6.1** Receipts

Plan / Non-Plan grant from the Central Government;  
Income received by way of operation of cargo vessels, pilot- age charges, berthing charges, rent on terminals, miscellaneous receipts, and all other receipts, which legally accrue.

#### **6.2** Expenditure

Fixed Assets  
Advances to contractors for capital Work  
Pay and allowances  
Surveying  
Dredging  
Bandalling  
Navigational aids  
Terminal facilities  
Repair of vessels  
Training institute -NINI  
River Training Work  
IWT Promotional Activities  
Technical Studies and Consultancy charges  
BOT Expenses  
Other Administrative & Miscellaneous Expenses  
Other head as required as per mercantile accounting principle

The Authority also accounts for the recoveries from the staff on account of license fee, General Provident Fund, Group Insurance Scheme, etc.

All receipts and payments are to be recorded by the respective offices viz., sub office / regional offices / head office. It is the responsibility of the officer in charge of regional offices and sub-office, and the Accounts Officer in the Head Office to properly and meticulously record the transactions in the accounts of the Authority.

**6.3** The Authority in preparing annual accounts every year in the format approved by the Central Government after duly consulting the comptroller and Auditor General of India (C&AG). The approved accounting policy is as under

##### **6.3.1** Treatment of expenses

Expenditure on hydrographic survey, techno-economic study, bandalling, bottom-paneling, dredging, temporary structure in channel

marking and maintenance of vessels, etc. is treated as revenue expenditure whereas expenditure on permanent structures in channel marking, cost of vessels, survey launches, tugs, barges, dredgers, etc. is treated as capital expenditure.

### **6.3.2 Depreciation**

Depreciation has been provided on straight line method on the basis of rates in Schedule XIV of the Companies Act 1956 as per Notification No. 1/12/92-CL, V; Circular No. 14/93 dated 20.12.1993. Depreciation on library books has been charged @ 100 % on straight line method. Figures shown in brackets ( ) in column 5 and 9 of Schedule II indicate deduction from Gross Block and Depreciation respectively. Depreciation is charged for the whole year in the year of purchase and no depreciation is charged in the year of disposal/sale.

### **6.3.3 Capital work in progress**

The work in progress is accounted on actual cost basis and includes payments made to contractors for work done and certified.

### **6.3.4 Stores, spares and tools**

Stores, spares and tools are valued at cost.

### **6.3.5 Prior period adjustment**

Income and expenditure in excess of Rs. 1000/- each for item relating to previous year / years is credited / debited as the case may be to this account.

### **6.3.6 Provisions**

- i) Provision for known liability is created in respect of any expenditure if the value exceeds Rs. 1000/-.
- ii) Provision for leave encashment on retirement in respect of regular employees is created as per Accounting Standard 15 issued by Institute of Chartered Accountants of India.
- iii) Provision for bonus is created on adhoc basis as declared by Central Government in previous year in respect of autonomous bodies.
- iv) Provision for pension contribution / gratuity has been made as per IWAI Employees Pension Fund Regulations, 1993.

### **6.3.7 Treatment of grants**

The Authority will have no revenue generation except for grant from the Govt. till such time National Waterways become fully operational for public use and tariff rates, levies and fees are fixed. As such, out of grants received from the Government, expenditure incurred on revenue account is classified as revenue grant, payments towards assets are classified as capital grant and balance, if any, are treated as grants received in surplus (under current liabilities).



## CHAPTER - 7

### CLASSIFICATION AND NORMS OF EXPENDITURE

**7.0** The various activities of the Regional / Sub-Office such as, survey, bandalling, dredging, bank protection, etc., should be planned and the requirement of funds and utilization of the same within the year should be planned and the provision for the same in the budget should also be made.

- i) Expenditure or liability should not be incurred in anticipation of receipt of sanction for expenditure under various heads, except in exceptional circumstances on grounds of urgency.

*However, pay and allowances, rent, electricity, water, telephone, and essential POL charges, payable on or before certain due dates can be paid out of the available fund.*

#### **7.1 Classification of expenditure**

The income / expenditure is to be classified and booked as per the General Principles of Accounts.

The Authority is required to maintain the accounts for the following major activities:-

##### **7.1.1 Receipts**

Plan / Non-Plan grant from the Central Government  
Income received by way of Cargo income, pilot age charges, Protocol Fees, berthing charges, rent on terminals, others, miscellaneous receipts.

##### **7.1.2 Expenditure**

Fixed Assets  
Advances to contractors for capital and revenue activities  
Pay and allowances  
Surveying  
Dredging  
Bandalling  
Maintenance of Lock  
Bank Protection  
Navigational aids  
Terminal facilities  
Repair of vessels  
Training Institute  
River Training Work  
IWT Promotional Activities

Technical Studies and Consultancy charges  
BOT Expenses

Other Administrative & Miscellaneous Expenses  
Other heads as required.

The Authority also accounts for the recoveries from the staff on account of license fee, general provident fund, group insurance scheme etc.,

Classification of income / expenses and the item of expenditure, which should be booked on each head is discussed in the following paragraphs.

### **7.1.3 Income**

Income is received by way of operation of vessel for inland water transport – pilotage charges, berthing charges, rent on terminals.

## **7.2 Miscellaneous Receipt**

These incomes should be booked separately and should be shown as income on the particular account.

## **7.3 Expenditure**

### **7.3.1 Fixed assets and depreciation thereof**

The Head Office / Regional Office / Sub-Office makes purchases of the Fixed Assets, as per delegation of powers. After the purchase is made, the same should be classified as per the Major Head of Fixed Assets and the Minor Head, as per the format of accounts available with them.

All the Fixed Assets acquired should be properly and immediately recorded in the Fixed Assets Register maintained at the respective offices.

At the time of closure of the Financial Year, depreciation on the same should be provided and classified accordingly.

### **7.3.2 Advances to contractors for capital and revenue activities**

Advances are released to contracts for various capital and revenue activities by the Head / Regional / Sub-Offices. The advances should be shown as current assets. At the time of adjustment of the advance, which should be done as per the principle enunciated elsewhere, the expenditure should be booked for the particular activity and payment / recovery should be made accordingly.

All advances given by the Authority shall be expenditure adjusted, so that there is no huge balance in the advance to contractors head.

### **7.3 .3 Pay and allowances**

Expenditure on Pay and allowances are booked by the various offices of the Authority on different heads. The Pay and allowances of the regular staff are booked as such in the accounts in the head of Pay and allowances.

As far as the staff engaged on contract / casual / apprentices / trainees, basis, the expenditure is booked to the concerned activity in which they are involved.

As far as the recovery of advances from Pay and Allowances is concerned, the same should be properly booked under the different heads such as House Building Advance, Motor Vehicle Advance, Computer Advance, License Fee, etc.

The expenditure pertaining to inland water transport – POL, Pay and allowances of the employees (contract as well as regular) and other direct expenses – should be booked separately in the accounts of the Regional / Sub-Office and the income should be booked separately.

**7.4** The direct expenses on the main activities of the Authority will be booked as under:-

#### **7.4.1 Surveying**

The following are the main expenditure incurred on the above head:-

- Travelling Expenses
- Hiring of Vessels
- POL for vessels
- Printing & Stationery
- Payment to Contractors
- Repair & Maintenance
- Other Direct Expenses
- Manpower out-sourced

Every expenditure relating to surveying should be booked meticulously on the head of surveying only without any deviation.

#### **7.4.2 Dredging**

- Travelling Expenses
- Hiring of Vessels
- POL for vessels
- Printing & Stationery
- Payment to Contractors
- Repair & Maintenance
- Other Direct Expenses
- Manpower out-sourced

Every expenditure relating to Dredging should be booked meticulously on the head of dredging only without any deviation.

#### **7.4.3 Bandalling**

- Travelling Expenses
- Hiring of Vessels
- Printing & Stationery
- Payment to Contractors
- Other Direct Expenses
- Manpower out-sourced

Every expenditure relating to Bandalling should be booked meticulously on the head of bandalling only without any deviation.

#### **7.4.4 Channel Marking**

- Travelling Expenses
- Hiring of Vessels
- POL for vessels
- Printing & Stationery
- Payment to Contractors
- Repair & Maintenance
- Other Direct Expenses
- Manpower out-sourced

Every expenditure relating to Channel Marking should be booked meticulously on the head of channel marking only without any deviation.

#### **7.4.5 Barging/ Cargo**

- Travelling Expenses
- Hiring of Vessels
- POL for vessels
- Printing & Stationery
- Payment to Contractors
- Repair & Maintenance
- Other Direct Expenses
- Manpower out-sourced

Every expenditure relating to Barging /cargo should be booked meticulously on the head of barging only without any deviation.

#### **7.4.6 Night Navigation**

- Travelling Expenses
- Hiring of Vessels
- POL for vessels
- Printing & Stationery
- Payment to Contractors

Repair & Maintenance  
 Other Direct Expenses  
 Manpower out-sourced

Every expenditure relating to night navigation should be booked meticulously on the head of night navigation only without any deviation.

#### **7.4.7 Terminal**

Travelling Expenses  
 Hiring of Vessels  
 POL for vessels  
 Printing & Stationery  
 Payment to Contractors  
 Repair & Maintenance  
 Other Direct Expenses  
 Manpower out-sourced  
 Lease Rent – Terminal

Every expenditure relating to Terminal expenses should be booked meticulously on the head of Terminal only without any deviation.

In the case of Travelling Expenses, the Head / Regional / Sub-Offices must ensure that the cost of the ticket and TA released to the staff member concerned is booked as a whole.

#### **7.4.8 Miscellaneous Expenses**

The entries in the Miscellaneous Expenditure should be kept at the barest minimum. All the expenditure should be booked as per the norms and in the proper Head of Account.

### **7.5 Accounts heads-classifications**

| <b>SR.NO</b> | <b>ACCOUNT HEAD</b>         |
|--------------|-----------------------------|
|              | <b>Liability /Provision</b> |
| 1            | CAPITAL U/S 11(I)©          |
| 2            | CAPITAL GRANTS U/S 18       |
| 3            | REVENUE GRANTS              |
| 4            | GRANTS TO IWAI              |
| 5            | RESERVES & SURPLUS          |
| 6            | CAPITAL RESERVE             |
| 7            | GENERAL RESERVE             |
| 8            | REPLACEMENT RESERVE         |
| 9            | SUNDRY CREDITORS            |
| 11           | GRANTS RECEIVED IN SURPLUS  |
| 12           | EXPENSES PAYABLE            |
| 13           | SALARY PAYABLE              |

|           |                                    |
|-----------|------------------------------------|
| 14        | UNPAID SALARY                      |
| 15        | GPF ADVANCE –IWAI                  |
| 16        | NEW PENSION SCHEME                 |
| 17        | GSLIS-IWAI                         |
| 18        | CGHS                               |
| 19        | LICENCE FEES                       |
| 20        | TDS SALARY                         |
| 21        | TDS CONTRACTORS                    |
| 22        | OTHER RECOVERIES                   |
| 23        | CLAIMS PAYABLE                     |
| 24        | TDS ON S.T.D                       |
| 25        | SALES TAX                          |
| 26        | PROVISION FOR LEAVE ENCASHMENT     |
| 27        | PROVISION FOR NEW PENSION SCHEME   |
| 28        | PROVISION FOR GRATUITY             |
| 29        | PROVISION FOR BONUS                |
| 30        | PROVISION FOR PENSION CONTRIBUTION |
| 31        | DEPOSITS HELD ON ACCOUNT OF OTHERS |
| 32        | EARNEST MONEY DEPOSITS             |
| 33        | SECURITY DEPOSITS RECEIVED         |
|           | <b>RECOVERY (DEPUTATION)</b>       |
| 34        | GPF CONTRIBUTION                   |
| 35        | GPF ADVANCE                        |
| <b>36</b> | H.B.A. RECOVERY                    |
| <b>37</b> | PROVISION FOR LS & PC              |
| 38        | CGEGIS                             |
| 39        | P.C.ADVANCE                        |
| 40        | CAR ADVANCE                        |
| 41        | OTHERS RECOVERY                    |
|           | <b>ASSETS</b>                      |
| 42        | LAND                               |
| 43        | BUILDINGS                          |
| 44        | VEHICLES                           |
| 45        | FURNITURE & FIXTURES               |
| 46        | OFFICE EQUIPMENT                   |
| 47        | ELECTRICAL INSTALATION             |
| 48        | AIR CONDITIONERS                   |
| 49        | WATER COOLER & REFRIGERATOR        |
| 50        | FANS & AIR COOLERS                 |
| 51        | GENERATOR SET                      |
| 52        | SURVEY INSTRUMENTS                 |
| 53        | VESSELS-ORDINARY                   |
| 54        | VESSELS- DREDGING UNITS            |
| 55        | VESSELS- SPEED BOATS               |
| 56        | BARGES                             |
| 57        | CYCLES                             |
| 58        | TEMPORARY STRUCTURE                |
| 59        | LAND –WIDENING                     |

|     |                                    |
|-----|------------------------------------|
| 60  | NIGHT NAVIGATION SYSTEM            |
| 61  | TERMINAL AND BUILDING              |
| 62  | TERMINAL PANDU                     |
| 63  | LIBRARY BOOKS                      |
| 64  | BOUYS                              |
| 65  | HALDIA TERMINAL & KOTTAPURAM       |
| 66  | COMPUTERS                          |
| 67  | COMMUNICATION NETWORK              |
| 68  | SURVEY PILLARS                     |
| 69  | COMPUTER SOFTWARES                 |
| 70  | RESIDENCE QUARTER                  |
| 71  | FORK LIFT                          |
| 72  | CRANE                              |
| 73  | FOOT BRIDGE                        |
| 74  | LEASE LAND FOR R&D COMPLEX         |
| 75  | INVESTMENT                         |
| 76  | DEFERED REVENUE EXPENDITURE        |
| 77  | CAPITAL WORK IN PROGRESS           |
| 78  | SPARES & TOOLS                     |
| 79  | MARINE SPARES PARTS                |
| 80  | PERMANENT STORES                   |
| 81  | CONSUMABLES & MARKING MATERIALS    |
| 82  | STATIONERY STORES                  |
| 83  | POL STOCK                          |
| 84  | OTHER STOCKS                       |
| 85  | SUNDRY DEBTORS                     |
| 86  | FESTIVAL ADVANCE                   |
| 87  | HOUSE BUILDING ADVANCE             |
| 88  | FAN ADVANCE                        |
| 89  | CYCLE ADVANCE                      |
| 90  | SCOOTER/MOTOR CYCLE ADVANCE        |
| 91  | CAR ADVANCE                        |
| 92  | TOUR ADVANCE- INLAND               |
| 93  | TOUR ADVANCE-ABROAD                |
| 94  | PAY ADVANCE                        |
| 95  | LTC ADVANCE                        |
| 96  | MEDICAL ADVANCE                    |
| 97  | PC ADVANCE                         |
| 98  | DEPARTMENTAL ADVANCE               |
| 99  | ADVANCE TO CONTRACTORS & SUPPLIERS |
| 100 | MOBILISATION ADVANCE               |
| 101 | OTHER ADVANCES                     |
| 102 | SECURITY DEPOSIT PAID              |
| 103 | TELEPHONE DEPOSITS                 |
| 104 | TELEX DEPOSITS                     |
| 105 | ELECTRICITY DEPOSITS               |
| 106 | TDS ADVANCE                        |
| 107 | CLAIMS RECOVERABLE                 |

|     |                                     |
|-----|-------------------------------------|
| 108 | INTEREST ACCRUED & DUE              |
| 109 | PREPAID EXPENSES                    |
| 110 | CASH/STAMPS IN HAND                 |
| 111 | REMITTANCE IN TRANSIT               |
| 112 | SHORT TERM DEPOSIT (BANK)           |
| 113 | CASH WITH SCHEDULED BANKS           |
| 114 | CHEQUES IN HAND                     |
|     | <b>PLAN CAPITAL EXPENDITURE</b>     |
| 115 | LAND                                |
| 116 | BUILDINGS                           |
| 117 | VEHICLES                            |
| 118 | FURNITURE & FIXTURES                |
| 119 | OFFICE EQUIPMENT                    |
| 120 | ELECTRICAL INSTALATION              |
| 121 | AIR CONDITIONERS                    |
| 122 | WATER COOLER & REFRIGERATOR         |
| 123 | FANS & AIR COOLERS                  |
| 124 | GENERATOR SET                       |
| 125 | SURVEY INSTRUMENTS                  |
| 126 | VESSELS-ORDINARY                    |
| 127 | VESSELS- DREDGING UNITS             |
| 128 | VESSELS- SPEED BOATS                |
| 129 | BARGES                              |
| 130 | CYCLES                              |
| 131 | TEMPORARY STRUCTURE                 |
| 132 | LAND –WIDENING                      |
| 133 | NIGHT NAVIGATION SYSTEM             |
| 134 | TERMINAL AND BUILDING               |
| 135 | LIBRARY BOOKS                       |
| 136 | BOUYS                               |
| 137 | HALDIA TERMINAL & KOTTAPURAM        |
| 138 | COMPUTERS                           |
| 139 | COMMUNICATION NETWORK               |
| 140 | SURVEY PILLARS                      |
| 141 | PANDU TERMINAL                      |
| 142 | COMPUTERS SOFTWARE                  |
| 143 | RESIDENCE QUARTERS                  |
| 144 | FORK LIFT                           |
| 145 | CRANE                               |
| 146 | FOOT BRIDGE                         |
| 147 | LEASE LAND FOR R&D COMPLEX          |
|     | <b>NON-PLAN CAPITAL EXPENDITURE</b> |
| 148 | VEHICLES                            |
| 149 | FURNITURE & FIXTURES                |
| 150 | OFFICE EQUIPMENTS                   |
| 151 | ELECTRICAL INSTALATIONS             |
| 152 | AIR CONDITIONERS                    |
| 153 | WATER COOLERS & REFRIGERATORS       |



|     |                                 |
|-----|---------------------------------|
| 154 | FANS & AIR COOLERS              |
| 155 | GENERATOR SETS                  |
| 156 | CYCLES                          |
| 157 | TEMPORARY STRUCTURES            |
| 158 | LIBRARY BOOKS                   |
| 159 | COMPUTERS                       |
| 160 | COMPUTER SOFTWARES              |
|     | <b>PLAN REVENUE EXPENDITURE</b> |
|     | <b>SURVEYING</b>                |
| 161 | TRAVELLING EXPENSES             |
| 162 | HIRING OF VESSELS               |
| 163 | POL FOR VESSELS                 |
| 164 | PRINTING & STATIONERY           |
| 165 | PAYMENT TO CONTRACTORS          |
| 166 | REPAIR & MAINT                  |
| 167 | REMOVAL OF OBSTRUCTION          |
| 168 | MANPOWER OUTSOURCES             |
| 169 | OTHER DIRECT EXPENSES           |
|     | <b>DREDGING</b>                 |
| 170 | CAPITAL DREDGING                |
| 171 | REPAIR OF DREDGER               |
| 172 | HIRING OF VESSELS               |
| 173 | MAINT. DREDGING                 |
| 174 | TRAVELLING EXPENSES             |
| 175 | POL FOR DREDGERS                |
| 176 | PAYMENT TO CONTRACTORS          |
| 177 | MANPOWER OUTSOURCE              |
| 178 | INSURANCE –DREDGERS             |
| 179 | OTHER DIRECT EXPENSES           |
|     | <b>BANDALLING</b>               |
| 180 | TRAVELLING EXPENSES             |
| 181 | HIRING OF VESSELS               |
| 182 | POL FOR VESSELS                 |
| 183 | PAYMENT TO CONTRACTORS          |
| 184 | OTHER DIRECT EXPENSES           |
|     | <b>CHANNEL MARKING</b>          |
| 185 | AIDS TO NAVI. & CHANNEL MARKING |
| 186 | TRAVELLING EXPENSES             |
| 187 | HIRING OF VESSELS               |
| 188 | POL FOR VESSELS                 |
| 189 | PAYMENT TO CONTRACTORS          |
| 190 | OTHER DIRECT EXPENSES           |
|     | <b>BARGING</b>                  |
| 191 | TRAVELLING EXPENSES             |
| 192 | HIRING OF VESSELS               |
| 193 | POL FOR VESSELS                 |
| 194 | PAYMENT TO CONTRACTORS          |
| 195 | REPAIR & MAINTENANCE            |

|     |                                 |
|-----|---------------------------------|
| 196 | OTHERS DIRECT EXPENSES          |
|     | <b>TERMINAL</b>                 |
| 197 | TRAVELLING EXPENSES             |
| 198 | MANPOWER OUTSOURCE              |
| 199 | POL FOR VESSELS                 |
| 200 | PAYMENT TO CONTRACTORS          |
| 201 | REPAIR & MAINTENANCE            |
| 202 | LEASE RENT TERMINAL             |
| 203 | OTHER DIRECT EXPENSES           |
|     | <b>TRAINING INSTITUTE(NINI)</b> |
| 204 | PAYMENT TO CONTRACTORS          |
| 205 | TRAVELLING EXPENSES             |
| 206 | CONVEYANCE REIMBURSEMENT        |
| 207 | PRINTING & STATIONERY           |
| 208 | PAY & ALLOWANCE                 |
| 209 | OTHER DIRECT EXPENSES           |
|     | <b>PROTOCOL</b>                 |
| 210 | PAYMENT TO CONTRACTORS          |
| 211 | TRAVELLING EXPENSES             |
| 212 | POL-VESSEL                      |
| 213 | POL-DREDGING                    |
| 214 | MANPOWER OUTSOURCE              |
| 215 | HIRING OF VESSELS               |
| 216 | OTHER DIRECT EXPENSES           |
|     | <b>CARGO EXPENSES</b>           |
| 217 | HIRING OF VESSELS               |
| 218 | TRAVELLING EXPENSES             |
| 219 | POL-VESSEL                      |
| 220 | MANPOWER OUTSOURCE              |
| 221 | OTHER DIRECT EXPENSES           |
|     | <b>NIGHT NAVIGATION</b>         |
| 222 | TRAVELLING EXPENSES             |
| 223 | HIRING OF VESSELS               |
| 224 | POL FOR VESSELS                 |
| 225 | PAYMENT TO CONTRACTORS          |
| 226 | OTHER DIRECT EXPENSES           |
|     | <b>REPAIR TO VESSELS</b>        |
| 227 | TRAVELLING EXPENSES             |
| 228 | ADVERT.& PUBLICITY              |
| 229 | MANPOWER OUTSOURCE              |
| 230 | PAYMENT TO CONTRACTORS          |
| 231 | OTHERS DIRECT EXPENSES          |
|     | <b>I.T.RELATED ACTIVITIES</b>   |
| 232 | COMPUTER HARDWARE               |
| 233 | COMPUTER SOFTWARE               |
| 234 | ANNUAL MAINT. EXP.              |
| 235 | OTHER DIRECT EXP.               |
|     | <b>OTHERS PLAN EXPENDITURE</b>  |

|     |                                       |
|-----|---------------------------------------|
| 236 | MAINTENANCE OF LOCKS                  |
| 237 | TECHNICAL STUDY & CONSULTANCY CHARGES |
| 238 | JOINT VENTURE & BOT PROJECTS          |
| 239 | INLAND VESSEL BUILDING SUBSIDY        |
| 240 | IWT –DEVELOPMENT ACTIVITES            |
| 241 | BANK PROTECTION                       |
| 242 | RIVER TRAINING WORKS                  |
|     | <b>NON-PLAN REVENUE EXPENDITURE</b>   |
| 243 | PAY & ALLOWANCE                       |
| 244 | TUITION FEES                          |
| 245 | HONORARIUM                            |
| 246 | LTC EXPENSES                          |
| 247 | MEDICAL REIMBURSEMENT                 |
| 248 | DAILY WAGES                           |
| 249 | OVERTIME ALLOWANCE                    |
| 250 | BONUS                                 |
| 251 | PENSION & GRATUITY                    |
| 25  | RENT FOR RESIDENCE                    |
| 253 | LIVERIES                              |
| 254 | STAFF WALFARE EXPENSES                |
| 255 | GRATUITY                              |
| 256 | PENSION CONTRIBUTION                  |
| 257 | LEAVE SALARY & PENSION CONTRIBUTION   |
| 258 | LEAVE ENCASHMENT                      |
| 259 | POSTAGE & TELEPHONE                   |
| 260 | OFFICE RENT                           |
| 261 | REPAIR & MAINTENANCE- BUILDING        |
| 262 | REPAIR & MAINTENANCE – ELECTRICALS    |
| 263 | REPAIR & MAINTENANCE - VEHICLE        |
| 264 | REPAIR & MAINTENANCE -COMPUTER        |
| 265 | REPAIR & MAINTENANCE –GENERATOR       |
| 266 | REPAIR & MAINTENANCE - OTHERS         |
| 267 | STAFF RECTRUITMENT EXPENSES           |
| 268 | VEHICLE RUNNING & MAINTENANCE         |
| 269 | ADVERTISEMENT & PUBLICITY             |
| 270 | CONVEYANCE REIMBURSEMENT              |
| 271 | ENTERTAINMENT EXPENSES                |
| 272 | TRAVELLING EXPENSES (ABROAD)          |
| 273 | TRAVELLING EXPENSES (INLAND)          |
| 274 | NEWSPAPERS & PERIODICALS              |
| 275 | CARTAGE                               |
| 276 | CONSUMABLES                           |
| 277 | ELECTRICITY & WATER CHARGES           |
| 278 | SEMINAR & TRAINING                    |
| 279 | LEGAL CHARGES                         |
| 280 | INSURANCE- VEHICLES                   |
| 281 | INSURANCE-OTHERS                      |

|     |                                 |
|-----|---------------------------------|
| 282 | AUDIT EXPENSES                  |
| 283 | PRINTING & STATIONERY           |
| 284 | BANK CHARGES                    |
| 285 | HINDI PROMOTION                 |
| 286 | NEW PENSION EMPLOYERS CONT.     |
| 287 | AUTHORITY MEETING EXPENCES      |
| 288 | INCOME TAX                      |
| 289 | MISC. EXPENSES                  |
| 290 | PROFIT/LOSS ON SALE OF ASSETS   |
| 291 | DEPRECIATION                    |
| 292 | PRIOR PERIOD ADJUSTMENT         |
|     | <b>INCOME</b>                   |
| 293 | PILOTAGE CHARGES                |
| 294 | STORAGE & HANDLING CHARGES      |
| 295 | WHARFAGE                        |
| 296 | DEMURRAGE                       |
| 297 | BERTHING CHARGES                |
| 298 | PROTOCOL FEES                   |
| 299 | MISC. RECEIPTS                  |
| 300 | RENT RECEIVED                   |
| 301 | SALE OF TENDER FORMS            |
| 302 | COURSE FEE& HOSTEL CH. NINI     |
| 303 | CARGO INCOME                    |
| 304 | FEE ON OVER DIMENTIONAL CARGO   |
| 305 | INT ON DEPOSITS/ INVESTMENT     |
| 306 | RENT FROM TERMINAL              |
| 307 | INT ON MOBILISATION ADVANCES    |
| 308 | INT ON COVEYANCE /HBA/ETC       |
|     | <b>INTER UNIT CONTROL HEADS</b> |
| 309 | HEAD OFFICE                     |
| 310 | PATNA OFFICE                    |
| 311 | KOLKATA OFFICE                  |
| 312 | GUWAHATI OFFICE                 |
| 313 | BHAGALPUR OFFICE                |
| 314 | ALLAHABAD OFFICE                |
| 315 | VARANSI OFFICE                  |
| 316 | KOCHIN OFFICE                   |

The concerned office can create appropriate sub- head with in the major head as per accounts format approved by govt. to reflect required information as per need of authority.

## CHAPTER – 8

### LOANS AND ADVANCES

**8.0** Authority has adopted central Govt. rules for loans and advances as amended from time to time.

## CHAPTER – 9

### OPERATION OF BANK ACCOUNTS

**9.0** The Bank Account has to be maintained in the nearest branch of a nationalized bank. The funds should be kept in flexi account so that the funds earn interest for the Authority.

The account should be operated by the authorized signatories as per the delegation of power.

#### **9.1 Reconciliation of Bank Account with the Accounts of the Offices of Authority**

It is essential to reconcile the balance in the Accounts of the offices of the Authority with the balances lying with the Bank and difference should be recorded. The following is the format of Bank Reconciliation Statement to be prepared:-

**Bank Reconciliation Statement in respect of \_\_\_\_\_ (Bank)**

**As on \_\_\_\_\_ (end of month)**

Balance as per Bank Column of the Accounts of the Office

**Add:**

- i) Cheques issued but not yet presented to the Bank for collection
- ii) Deposits received direct by the Bank but not recorded in the books of office
- iii) Interest allowed by the Bank

**Total**

**Less**

- (a) cheque presented for collection but not yet realized by the Bank
- (b) Withdrawals wrongly debited by the Bank to the Account
- (c) Bank charges levied but not recorded in the Books in the Office
- (d) Cheques not presented to Bank for collection / credit to the Account

Net amount being balance as per Bank Statement

The Bank Reconciliation should be got done on monthly basis regularly and sent to the Head Office by the Regional / Sub Offices on or before 7<sup>th</sup> of the following month.

In addition to this, a certificate of balance at the close of the year needs to be obtained from the Bank and forwarded to the Head Office.

## **9.2 Cheque signing powers**

As per the delegation of power the bank account of the Head Office is operated by joint signatories as per monitoring limits fixed by the Authority. Cheque drawing powers for bank operation is delegated upto Rs. 25 lakhs to the Director and Rs. 15 lakhs to Dy. Directors/ Field In-charges vide office O.M. No. IWAI/GA/Cir/agenda ( bank operation) dated. 24.02.2003. The bank accounts of all field offices are operated jointly except sub-offices where Accounts personnel are not available. For e-payments, Nodal Officer has been designated at Head Office. Similarly, Accounts Officers and Junior Accounts Officers in the field Offices have been designated. The designated Nodal Officers would release the payment to e-transfer after taking the approval of the competent Authority for release of payment.

## **9.3 E-PAYMENT TO CONTRACTORS, (EXECUTIVE TECHNICAL PROJECTS) THROUGH REAL TIME GROSS SETTLEMENT (RTGS)/ELECTRONIC TRANSFER**

E-payment has been introduced w.e.f 1<sup>st</sup> April, 2009, subject to obtaining willingness of the concerned contractors. A copy of the forms to be used for e-payment is at **Annexure-B**. For e-payments, Nodal Officer has been designated at Head Office. Similarly, Accounts Officers and Junior Accounts Officers in the field Offices have been designated. The designated Nodal Officers would release the payment to e-transfer after taking the approval of the competent Authority for release of payment.

## **9.4 MAINTENANCE OF CASH BOOK**

The cash book is the most important record to be maintained in the Authority and this should truly and faithfully reflect all cash transactions done by the respective offices.

The following points should be carefully observed with regard to cash book:-

- i) As soon as the cash book is brought into use, a certificate giving the number of pages in the cash book should be recorded on the first page of Cash Book after counting the pages. The pages of the cash book should be serially numbered.
- ii) All entries of receipt and payments should be made as soon as they occur and each receipt should be attested by the Head of Accounts of Regional Office / Sub-Office and Senior Accounts Officer in the Head Office.
- iii) For each entry made in the Cash Book in respect of receipt or payment, the corresponding voucher number should also be quoted for reference. Serial number should be given separately for receipts and

payments. The name of the party to whom the payment has been made or from whom the money has been received should also be mentioned briefly under the column particulars. A separate entry should be made for each item of receipt or payment for which there is a distinctive ledger account.

- iv) When a self-cheque is drawn for any purpose including recoupment of imprest, it should be entered as cash from bank.
- v) As each receipt and payment entered in the Cash Book has to be eventually incorporated in the ledger, entries should be made by indicating the ledger account against every entry and a reference to the ledger folio should also be given in token of having made necessary posting in the ledger.
- vi) There should not be any overwriting or correction in the entries made. If there is an occasion for any correction, it should be done by striking out the original entry and making the correct entry in red ink and this correction should be duly attested by Head of Accounts of Regional Office / Sub-Office and Accounts Officer in the Head Office.
- vii) The cash book should be closed each day when there is any transaction. The closing balance for the day should be struck and totals of both sides agreed.
- viii) The totals of each day of closing of cash book should be checked by Head of Accounts of Regional Office / Sub-Office and Senior Accounts Officer in the Head Office.
- ix) Each entry of receipt, payment and closing balance in the cash book should be attested by Head of Accounts of Regional Office / Sub-Office and Senior Accounts Officer in the Head Office in token of having verified the correctness of the entries. The attesting officer should also sign the cash book immediately after it is closed for a day.
- x) At the end of each month, the actual balance of cash in hand should be verified physically and a certificate to the effect that the cash balance has been verified and found correct should be recorded in the cash book under the dated signature of Head of Accounts of Regional Office / Sub-Office and Chief Accounts Officer in the Head Office.

## **9.5 Handling of cash**

Presently Cash retention limit for respective offices shall be as under:-

|                 |            |
|-----------------|------------|
| Head Office     | Rs.20000/- |
| Regional Office | Rs.20000/- |
| Sub-Office      | Rs.10000/- |



If the limit is to be exceeded, approval of the Competent Authority should be taken immediately

#### **9.6 Maintenance of Bank Book**

Bank transactions at all offices shall be recorded in a Bank Book.  
(Performa at **Annexure - "C"**)

#### **9.7 Maintenance of Journal Book**

The adjustment / Journal vouchers at all offices shall be recorded in a Journal Book. (Performa at **Annexure - "D"**)

#### **9.8 Maintenance of General Ledger**

All the transactions recorded in various books of Accounts shall finally be posted in a General Ledger. (Performa at **Annexure -E**)

## CHAPTER – 10

### GENERAL RULES FOR PAYMENT OF ADVANCE AND SETTLEMENT OF CLAIMS

**10.0** Following are the points that should be borne in mind while sanctioning expenditure for supplies or services rendered:-

- i) The Competent Authority has accorded sanction for a particular type of expenditure.
- ii) There is necessary provision of funds in the approved budget.
- iii) Procurement of goods / availing of services are as per the rules made by the Authority and within the delegation of powers of the Authority approving the expenditure.
- iv) Prescribed procedures for purchase is followed for procurement of goods and availing of services.
- v) That the expenditure is in conformity with the financial principles and propriety explained in the relevant chapter.

Payment is to be made only against cash memo / bill indicating the exact nature of charge, duly stamped and receipted. All payments to outside agencies should be made by crossed account payee cheque. In special circumstances payment for any invoice upto Rs.5,000/- (Rupees five thousand only) may be released in cash on written request from the party and authorization by Head of Regional Office / Sub-Office and Chief Accounts Officer in the Head Office.

Cash payment for all sums exceeding Rs.5,000/- (rupees five thousand) must be stamped under the Indian Stamp Act, unless exempt from payment of stamp duty.

When a bill is received, its bonafide should be checked i.e. it should be ensured that goods / services have been received in proper form, taken on the records in the store, bill is arithmetically correct and sales tax, etc., have been charged correctly and is pre-receipted. .

In order to observe all the requirements standard vouchers should be used for making all types of payments.

A format of vouchers, Journal Voucher, Payment Voucher (cheque / cash) Credit Voucher and Bank Receipt Voucher are given at **Annexure –F, G1, G2, G3** and **G4** .

The Advances paid to the employees for activities like department, tour advance etc. is to be settle with a month of completion of activities, otherwise interest at 2% above GPF rate will be recovered (As applicable). No fresh advance

is to be given if previous advance has not been settled. The travelling allowance including leave travel concession shall be settled immediately after completion of the event viz. tour, training or transfer. Further, the TA bill of transfer shall be submitted whenever the journey is undertaken.

Similarly LTC advance and settlement of LTC claims shall be done granted as per Central Govt. leave travel concession rules and relevant GFR 52 to be adopted. The conditions for grant of festival advance shall also be governed as per Rule 53 of GFR. Sanction of other advance like purchase of conveyances like motor cars, motor cycles and other miscellaneous advance will be done to the employees of IWAI as per part-II compendium of rules on advances in the GFR.

No cash advance is to be given exceeding Rs. 25,000/- which should be in cases of emergency, only. In case the Departmental advance is for higher amounts it is to be issued to individual Officer in cheque/draft only.

Expenditure statements for advance drawn with vouchers are to be submitted within 7 days drawl of advance or 3 days of completion of activity, whichever occurs earlier.

For purchase of fuel etc for vessel, Demand Draft has to be made in the name of Supplier only and no cash payment to be made to individual Officers.

### **10.1 Stock Register**

Stock Registers are to be maintained for each item on separate pages. A format of the Stock Register is given at **Annexure-H**

The entries in the stock Register should be attested by the Head of Store in the case of Regional Office / Sub Office and in the case of Head Office not lower than Section Officer.

For cross reference, the cheque number and date is also to be given on the voucher.

### **10.2 Competent Authority for sanction of payments for work Contracts/approval of expenditure.**

|  |  |
|--|--|
| Competent Authority                                  | Competent Authority for sanction of payments for work contracts/approval of expenditure. |
| Scheme approved by Government                        | Chairman   |
| Order approved by Chairman                           | Vice-Chairman  |
| Tender approved by Vice-Chairman                     | Member (Technical)   |
| Tender approved by Member (Technical)                | Chief Engineer/Hydrographic Chief  |
| Tender approved by Chief Engineer/Hydrographic Chief | Next below Officer dealing the work.   |
| Tender approved by Director (Field)                  | Next below Officer dealing the work.   |

## CHAPTER - 11

### PERSONAL CLAIMS OF EMPLOYEES

**11.0** The pay and allowances and other perks of full time members, Vice Chairman and Chairman, and other officers, who are appointed by the Central Government are governed by Rules.

For the other employees, the same is governed by the rules as applicable to the Employees of the Central Government.

The various claims of employees and the periodicity of payments are given in the following table:

| S. No. | Nature of Claim                | Periodicity  |
|--------|--------------------------------|--|
| 1.     | Pay and Allowances             | Monthly on the last working day of each month  |
| 2.     | Medical re-imburement          | Monthly after the submission of bill   |
| 3.     | Children Educational Allowance | Quarterly, along with subject to the employee furnishing the prescribed certificates in January and July, each year. |
| 4.     | Re-imburement of Tuition Fees  | Quarterly on the basis of claim.   |

The preparation of bills for monthly pay and allowances may be taken up after 20<sup>th</sup> of each month and payment thereof effected on the last working day of the month except that the pay and allowances for the month of March shall be payable on the first working day of April. When the last working day of a month happens to be a Bank holiday, disbursement may be made on the previous working day.

The following points should be taken into account in preparing pay bills:

- i) The Attendance Register should be consulted to find out whether there is any unauthorized absence or absence pending to be regularized. Unless the absence is regularized by grant of casual leave or regular leave, no pay and allowance for the period involved should be drawn. The position should be explained in the remarks column of the pay bill for information.
- ii) Arrears of pay and allowance should not be drawn in the main bill, but drawn in a supplementary bill indicating the amount due and drawn and no. and date of the original bill from which the charge was previously omitted or withheld.
- iii) Principles of rounding off for pay and allowance:

In the case of bills for pay (including leave salary) the amount in respect of pay or leave salary and various recoveries shall be rounded off to the nearest rupee, fractions of 50 paise and above to be rounded off to the next higher rupee and the fractions of less than 50 paise to be ignored as it will make the net amount payable to an individual on any bill in whole rupee.

- iv) The bills will be based on the attendance certificate by the Administration Department and the Accounts will not pass the bill without the absentee statement from the Administration Department
- v) In case of transfer of an employee from one station to other station, the employee should be paid only upto the date of relief from the station (for which a supplementary bill is to be drawn during the month) and a Last Pay Certificate issued to the new station. The joining time pay and allowances will be paid by the new station.

If an employee who is under transfer is granted leave, the liability of leave salary, payment will be made on the station, which sanctioned the leave, while the liability for joining time pay and allowance, if any, will be made on the new station. For this purpose, the rate of salary and allowance should be indicated in the LPC to be issued to the new station.

In case of transfer in the employee's personal interest, no joining time is admissible and the period of absence should be covered by regular leave (not casual leave).

As far as payment of wages to daily staff viz., casual employees posted on the vessels, etc., the payment is to be made on the basis of the Attendance Register submitted to the Administration Department.

As mentioned earlier, pay scales and other allowances / perks as applicable to the Central Government employees are mutatis-mutandis applicable to the employees / officers of the Authority and are governed by the amendments / modifications issued from time to time by the said Government.

The Head Office may issue from time to time the amendments / modifications issued by the Central Government from time to time in this regard.

## CHAPTER – 12

### STORES AND FIXED ASSETS

#### **12.0 Storing and Record Keeping of articles**

It is of utmost importance that articles of value are properly stored so that these may be put to use readily as and when required and also serve for the fullest period of their effective life. The following safeguards should be complied with in this regard.

- ❖ The spares of vessels and other items having higher value should be kept under lock and key. One set of the key should be with the stores-in-charge and another with the officer supervising the stores in charge.
- ❖ Wherever the articles have machine numbers the same should be entered in the stock register for verification purposes.
- ❖ A register or list showing the detailed distribution of furniture – location-wise - should be maintained and a copy of the list should be made available in the place where the furniture are placed for use. The same should be verified by the stores in charge.

The following procedure is to be adopted for record keeping:-

- i) The Stock Register and the Fixed Asset Register should be maintained as per the format prescribed in the GFR.
- ii) The stock taking and records of all the furniture should be maintained in the place where they are located as also the stores in charge.
- iii) After receipt of supply of any item in the store, the same should be thoroughly inspected and after being satisfied that the supply has been received as per the specification of the each item and in good condition.
- iv) The Register should be maintained item-wise. The entry in the Register should be made against the particular item. In the disposal column, the department in which the item is located should be indicated.
- v) After completing the above exercise, the items should be taken in stock and each item should be allotted a separate page in the stock register.
- vi) Each individual articles should be serially numbered followed by the code name of each nomenclature and the year of purchase. The serial number should be noted in the Stock registers for the purpose of identification, which will be helpful at the time of physical verification and to identify the unserviceable item to determine its value, etc., at the time of writing off.

- vii) The Registers of items of spare parts, vessel parts, etc., should be frequently updated so that any excess / shortage is found out in time.
- viii) The POL procured for use in the survey vessels, dredgers and other machines are to be entered, after the payment is made to the contractor for the ordered quantity. In case of any transfer of POL between the Vessels, an entry to this effect should also be made in the store register. As far as closing stock is concerned, Vessel-wise detail is to be kept at the end of the working hour of 31<sup>st</sup> March every year.

## **12.1 Maintenance of Fixed Assets Register by Head Office and other offices**

All offices shall maintain a Fixed Assets Register of all the Assets in their possession and the same shall tally with the Fixed Assets stated in the Financial Accounts of the respective offices. The Fixed Assets Register shall be maintained as per GFR 40 (**Annexure –I**). It shall also clearly indicate in respect of each asset, depreciation charged thereon from year to year and it shall also indicate the evidence of each physical verification by a Competent Authority.

## **12.2 Handling and issue of articles**

- a) Every item is to be issued based on the request received from the concerned department, duly authorized by the wing Head, requisitioning the item.
- b) The POL for survey vessel / dredger should be allowed to be filled as and when there is necessity and no huge stock is to be kept in the vessel.
- c) Articles of stationery and consumables should be issued on monthly basis, based on the requisition duly approved.

## **12.3 Physical verification**

### **12.3.1 Fixed assets**

The Fixed Assets should be verified – on yearly basis and a detailed report submitted to the Head Office as per the format below:-

| S. No. | Name of Article | Gross Value as per Fixed Asset Register | Quantity as per Fixed Assets Register | Quantity as per physical verification | Results (-) shortage/ excess (+) |
|--------|-----------------|---|---------------------------------------|---------------------------------------|----------------------------------|
|        |                 |   |                                       |                                       |                                  |

Excesses should be investigated to find out any omission or shortage in accounting with reference to the invoices of articles received. They should be brought to account in the Fixed Assets Register with suitable remarks and

proper steps taken to safeguard against such omission or commission in future.

The particular entry of omission / commission should be authorized by the Head of Office in the Regional / Sub-office and by the Secretary in the Head Office.

Shortages indicate losses or breakage in Asset handling as well as theft in the store. The reasons for shortage should be analyzed and proper remedial action made to make good the losses. This will be the responsibility of the Head of Office in the Regional / Sub-Office and by the Assist Secretary in the Head Office.

In case of shortage due to theft, an FIR should be filed with the local police and proper investigation should be got done. Proper disciplinary action by the disciplinary Authority should be initiated against the official responsible for the shortage.

### **12.3.2 Stationery and Consumables**

The stock of stationery and consumables should be verified periodically and excess / shortage if any should be dealt with as indicated in the Fixed Assets.

## **12.4 Handing over/taking over of stores/fixed assets**

In case of transfer/retirement, the storekeeper should prepare a detail list of fixed Assets and stores (all type) as per register and same should be taking over by the other person who is deputed for handling store. The handing over statement should be verified by head of office in Regional office or sub office and concern assistant Secretary in Head Office.

In case the Store Keepers or person responsible for keeping Fixed Assets/Store are involved for loss/shortage. Disciplinary action should also be instituted for effecting recovery along with penal interest.



## CHAPTER - 13

### PREPARATION OF ACCOUNTS

#### **13.0 General Principles**

The authority has been constituted by Act of Parliament. As per Act, the Authority has to maintain accounts as per approved format by Government with the clearance from CAG.

A copy of the format as approved by the Central Government is attached at **Annexure – J**

The Annual Account prepared in the format will be presented in the manner given as under:-

- i) Accounting Polices
- ii) Balance Sheet
- iii) Income and Expenditure Account
- iv) Schedules to the above financial statements
- v) Notes forming part of Account

The Annual Accounts shall be prepared on the basis of mercantile system of accounting.

In mercantile system of accounting, fixed assets are to be shown net of depreciation and the depreciation is spread over the useful life of assets. Provisions for liabilities towards gratuity payable, pension payable, on superannuation / retirement / death of employees and provisions for accumulated leave encashment on retirement / death / quitting of service have to be made and the same to be actuarially valued from time to time.

#### **13.1 Records to be maintained**

The basic records required to be maintained on a day to day basis and when transaction takes place are:-

- i) Cash / Bank Book
- ii) General Ledger / Journal to book transactions which do not involve receipt or payment of cash

#### **13.2 Computerization of accounts**

The Accounts are to be preferably maintained in an approved computer software package – tally or any other custom built software.

Cash Book shall be maintained manually also.

### **13.3 Annual Accounts**

The Annual Accounts comprises of three parts, which are listed below:-

#### **13.3.1 Balance Sheet**

This is the statement of Assets and Liabilities. On the right hand side, the assets of the durable / permanent nature acquired will be exhibited, while on the other side, Capital Fund along with liabilities and provisions.

#### **13.3.2 Income and Expenditure Account**

This consists of that part of Income and Expenditure which relate to revenue transactions of the year. The net expenditure, arrived from the difference of debit and credit sides of this account, will reflect the revenue grant charged out of grant received from Government.

#### **13.3.3 Schedules to the above financial statements**

This is the details of Liabilities/Assets and expenditure reflected in Balance Sheet and Income & Expenditure Account. Total no. of seven Schedules are Form and Integrated part of Accounts.

### **13.4 Guidelines for preparation of Annual Account**

The Chief Accounts Officer issues guidelines for preparation of Annual Account to all concerned in the Head / Regional / Sub Office in the month of February every year.

All concerned should follow the target dates specified in the circular meticulously so that the accounts are submitted to the concerned authorities well in time.

### **13.5 Consolidation of Accounts**

The Head Office releases funds to the Regional / Sub-Office from time to time. These offices also earn some income like charges for the warehouse and other income, interest on deposit, etc. The Regional / Sub-Offices are required to prepare the accounts as per the instructions sent to them, mentioned earlier. The accounts are separately audited by the Internal Auditor, as per the chapter on Internal Audit.

The accounts are received at the Head Office as per the schedule given to them and consolidated at the Head Office.

### **13.6 Certification of Accounts**

The Annual Accounts duly signed by the Chief Accounts Officer, Member of Board as authenticated after passing of accounts by the Authority be submitted by

30<sup>th</sup> July every year to the Office of Member of Audit Board for conducting the Audit on behalf of the Comptroller & Auditor General of India and for issue of Audit Certificate.

The certified account with audit's comment thereon shall be submitted to the Board for approval.

## **CHAPTER – 14**

### **INTERNAL AUDIT**

#### **14.0 Internal Audit**

Internal Audit has been defined as an independent service within an organization for achieving effectively the organizational objectives.

Internal audit should be based on a sound internal control environment which should provide valuable material and support for review of financial compliance by external agencies/ audit.

#### **14.01 Purpose of Internal Audit**

- i) Provide comfort to management that operations are well managed.
- ii) Identify weaknesses in the management system and recommend improvements.
- iii) Suggest opportunities to reduce expenditure, increase revenues and better protect assets of the organization.
- iv) Analyze and Report the differences between actual and expected performance.
- v) Make appropriate recommendations to management in minimizing risk.

#### **14.02 Role of Internal Audit**

Internal audit should be sufficiently independent of the activities which it audits, so as to enable the auditor to perform his duties in a manner that facilitates impartial and effective professional judgments and recommendations.

Equally important is ensuring accountability for response to the advice and recommendations of internal audit.

#### **14.03 Appointment of Internal Auditors by IWAI**

The Authority appoints Internal Auditor for auditing the accounts of the Head Office and Regional / Sub Offices on Quarterly basis and submitting a report thereon.

The Reports are submitted by the Internal Auditor to the Head of each Office- with a copy to H.O.

The comments / observations of the Internal Auditor should be attended to and remedial action taken on the shortcomings pointed out by the Internal Auditor

within one month's time and a reply should be submitted to the Internal Auditor under intimation to the Head Office.

#### **14.04 Scope of Internal Audit**

The broad scope of Internal Audit in the Authority will be as under:

- 1 Internal Auditor shall be responsible to ensure adequate coverage as per the audit program.
- 2 Assist the management in introducing appropriate internal controls/ checks.
- 3 Review the system established to ensure compliance with the policies, procedures, law and regulations which could have a significant impact on operations and report.
- 4 Help in streamlining of procedures in consonance with the policies laid down by management.
- 5 Assist in framing of rules for various purposes.
- 6 Check whether the accounts are being maintained in compliance with the provisions of various Act and Rules.
- 7 Review the means of safeguarding assets and as appropriate, verify the existence of such assets.
- 8 Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations are being carried out as planned.
- 9 Review the reliability and integrity of financial and operating information and the means used to identify measure, clarify and report such information.
- 10 Conduct surprise visits for ensuring proper maintenance of records as well as safeguards of assets.
- 11 Assist in computerization of financial records and accounting.
- 12 Assist in developing/ accounts Manual/Internal Audit Manual for Authority.
- 13 In general, following aspects are to be covered while conducting and preparing quarterly reports to the management:
  - a) Vouching
    - 1 100% checking in case of head office including stock register,

- 2 100% checking of vouchers and store records in respect of project offices. In the course of vouching the following things be taken care of:
- i) Classification of heads of accounts
  - ii) Distinction between capital and revenue expenditure
  - iii) Authorization of vouchers.
  - iv) Certification of vouchers from audit angle.
- b) Checking of Bank Reconciliation Statement on monthly basis.
- c) Checking of trial balance on monthly basis.
- d) Checking of expenditure heads with reference to budget provision.
- e) Physical verification of assets and stores, cash in hand and stamps at the year end and checking of fixed assets register and Store register.
- f) Assistance in finalization of Annual Accounts.
- g) Review of various advances given to staff with reference to control registers.
- h) Scrutiny of liability, provisions, claim recoverable, claim payable, sundry debtor, sundry creditor and various advances.
- i) Checking of log books of vessels and vehicles and measurement books.
- j) Checking and review of Bank Guarantee and contracts and their registers.
- k) Checking of short terms deposit register.
- l) Checking whether sanction of competent Authority exists for all payments and receipt as per delegation of powers approved by Authority.
- m) Checking of profit & loss account, profit and loss appropriation account and balance sheet at year end.

The Internal Auditors shall Plan the audit program for each quarter in respect of each regional office in consultation with Chief Accounts Officer at Head Office.

They shall furnish the internal audit report of each quarter to the management through Chief Accounts Officer.

## CHAPTER – 15

### RECRUITMENT AND SERVICE CONDITIONS

**15.0** The recruitment, seniority and promotion of the regular employees of IWAI are governed by” **INLAND WATERWAYS AUTHORITY OF INDIA RECRUITMENT SENIORITY AND PROMOTION REGULATION 1992 ALONG WITH AMANDMENTS**” as per notification by the Govt. of India dated 08.061990. The appointment relating to ad-hoc, temporary and permanent employees shall be regulated as per the delegation of powers.

**15.1** Some of the important rules governing terms and conditions of service of the employees of the Authority are as under:-

**15.1.1** The appointment of an employee will be treated as provisional for the first six months from the date of appointment and his/her continuance beyond that period shall be determined only after obtaining a special report in respect of his/her work during this period.

**15.1.2** If his/her appointment is continued beyond the first six months, he/she shall be kept on probation for two years beginning with the dale of appointment which may be extended to double of probation period by the Appointing Authority. During this period, the appointment can be terminated at any time without assigning any reason therefore from both sides.

**15.1.3** After the provisional/probation period for as long as he/she holds the appointment in a temporary capacity, the appointment of an employee of the Authority may be terminated at any time by one month's notice given, on either side (viz. by appointee or the Appointing Authority), without assigning any reason.

**15.1.4** The Appointing Authority, however, reserves the right of terminating the services of an appointee forthwith or before the expiry of the stipulated period of notice, by making payment to him/her a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.

**15.1.5** Persons, who have completed their probation satisfactorily, will be eligible for confirmation in accordance with the rules of the Administration from time to time.

#### **15.2** Transfer

All employees of the Authority are liable to be transferred anywhere in India.

#### **15.3** Lien

An employee on substantive appointment acquires lien on a permanent post, to which another employee cannot be appointed substantively. Thus, two or more

employees cannot be appointed to one and the same substantive post in a substantive capacity at a time.

## **15.4 Pay and allowances**

### **15.4.1 Pay Scales**

The scales of pay will be determined by the Authority as per the Government of India orders issued from time to time. The existing scales of pay in respect of various posts under the Authority are given in **Annexure-K** (As per 6th Pay Commission).

### **15.4.2 Allowances**

Dearness Allowance, Compensatory Allowances, House Rent Allowances and Transport Allowances, etc., are payable at Central Government rates as applicable from time to time.

## **15.5 Travelling allowances (T.A.) rules**

Rules as applicable to Central Government Departments for payment of Travelling Allowance claims to their employees shall apply in case of the employees of the Authority. Present entitlements, mode of journey and daily allowance are given at **Annexure-L**.

## **15.6 Leave travel concession**

Rules as applicable to Central Government Departments for payment of Leave Travelling Concession claims to their employees shall apply in case of the employees of the Authority. Present entitlements and mode of journey are given at **Annexure –M**.

## **15.7 Leave**

Leave will be admissible to employees in accordance with the provisions of the CCS (Leave) Rules 1972 as amended from time to time and extended to the employees of the Authority.

All employees of the Authority are also entitled to Casual Leave and Restricted Holidays as admissible to Government of India employees.

No employee shall remain absent from duty for a period in excess of the limits specified in the Leave Rules. Persons absenting beyond the prescribed limits render themselves liable to action, including removal from service in terms of Discipline Rules after following the prescribed procedure.



## **15.8 Retirement on superannuation:**

Age of retirement of the staff of the Authority is as per the rules for central govt. employees. Retirement is effective from the last day of the month in which age of superannuation is attained. In case the date of birth of an employee is 1<sup>st</sup> of a month, his retirement is effective on the last day of the preceding month when the age of superannuation is attained.

## **15.9 Joining time**

Joining time is admissible to the employees of the Authority as per notified joining time regulation dated 27.04.2000

## **15.10 Pay fixation and increment**

The pay fixation and increment of the staff of the authority will be governed as per Central Govt. rules and regulation issued from time to time includes provision of FRSR.

## **15.11 Deputation**

Services of suitable personnel/candidates may be obtained by the Authority on deputation basis as per RR and as per terms and conditions applicable to Central Govt. employees. The deputation of a Central Govt employee to the Authority or Vice-versa constitutes foreign service.

## **15.12 Foreign Service contribution**

F.R. 115 provides that - While an employee is in Foreign Service, contribution towards the cost of his pension/ CPF (Management Share) must be paid on his behalf.

Contribution must be paid on account of the cost of leave salary also.

Note: In addition to the above contributions, an employee deputed on Foreign Service is invariably required to subscribe to the Provident Fund and Employees Group Insurance Scheme to which he was subscribing at the time of proceeding on Foreign Service, in accordance with the rules of such Fund and Insurance Scheme.

**15.13 Leave Salary Contributions.** The monthly rate of leave salary contribution in respect of all classes of employees governed by CCS (Leave) Rules is 11% of pay drawn in Foreign Service.

**15.14 Pension Contributions:** The monthly rate of pension contributions shall be worked out with reference to the maximum monthly pay of the post which the employee held in the officiating/ substantive grade, as the case may be, at the time of proceeding on Foreign Service.

Note: Contributions should be rounded off to the nearest rupee, fractions equal to 50 paise being rounded off to the next higher rupee.

### **15.15 Educational Assistance**

Employees of the Authority are entitled to reimbursement of tuition fee and children education allowance as applicable to Central Govt. employees.

## CHAPTER - 16

### SERVICE BOOK

**16.0** Service Book is a chronological record showing the events of official life of an employee.

A service book has to be kept in respect of every employee other than a contractual employee recruited on purely temporary or officiating vacancy not likely to last for more than one year and is not eligible for permanent appointment.

In all cases in which service Book is necessary as above, such a book shall be maintained for an employee from the date of his / her first appointment in service.

Service Books should be maintained in the prescribed form. It provides for a photograph on first page and also the list of various certificates and attestations. This also provides for the detailed instructions for maintaining the service book.

Every step in an employee's career must be recorded in the Service Book and each entry must be attested by the Head of Office for the officer's up to Group B in the Regional / Sub-Office and Assistant Secretary in the Head Office. As far as the Group 'A' officers are concerned, the same should be attested by the Secretary of the Authority. Every period of leave, suspension from employment, disciplinary action and other interruption of service must be noted with full details of duration, through an entry made across the page of the service book and must be attested by the Attesting Officer.

Personal Certificate of character must not, unless the Competent Authority so directs, be entered in a service book, but if an employee is reduced to a lower substantive post, the reasons for the reduction must be briefly shown.

The officer responsible for attestation / maintenance of service books, as mentioned above, is to see that a Service Book is opened in respect of every employee and to attest each entry therein and that the book contains no eraser or over-writing, all corrections being neatly made and properly attested.

The Service Book must contain the following details and are to be attested:-

- i) Educational qualifications acquired subsequently after recruitment.
- ii) Production of medical certificate on initial appointment, increment, advance increment, postponement of increment, leave, transfer, crossing of efficiency bar, absence without Authority, etc.
- iii) Declaration regarding his / her not having contracted bigamous marriage.
- iv) Declaration in respect of home town.

- v) GPF Account Number, Filing of nominations of GPF and Group Insurance Scheme.
- vi) Details of family members filed by the employee.
- vii) Filing of nominations regarding Death-cum-Retirement Gratuity and Family Pension together with related notices filed subsequently for changes in nomination.
- viii) Entry regarding correctness of last pay and dearness allowance drawn by an employee for whom initial pay on first appointment at a stage higher than the minimum in the scale of pay has been given.
- ix) Options exercised at the time of revision of pay scales.
- x) Descriptive particulars on page 1 of the service book and entry of Date of Birth is made both in words and figures.
- xi) Character verification and antecedent entries.
- xii) Note of annual verification of services with pay bills.
- xiii) Leave availed or debited in leave account and recorded in the body of service book.
- xiv) Descriptive particulars are re-attested every five years.
- xv) LTC availed of, with reference to the respective block years.
- xvi) Commuted leave allowed with Medical Certificate and joining report taken without Fitness Certificate should be specified that it was in conjunction with maternity leave, etc.

Service Book is required to be shown to the employee every year and his signatures obtained. The employee will ensure that his services have been duly verified and certified, as such, before affixing his signature.

The service book should not be handed over to an employee in the event of his resignation or discharge. If an employee wants a certified copy of service book, it may be supplied on payment of a copying fee of Rs.20/-. The amount should be credited to the miscellaneous income.

As soon as the financial year is over, the entries in the service book should be verified with reference to the paid acquaintance rolls to see that all the entries required to be made have actually been made and a certificate to that effect should be recorded.

In the event of transfer of an employee, the service book should be brought up to date and transferred to the new station after making necessary entry regarding the transfer.

## **CHAPTER - 17**

### **IWAI EMPLOYEES PROVIDENT FUND**

**17.0** The Authority follows the General Provident Fund (Central Services) Rules, 1960, (as amended from time to time) in respect of contribution by employees, advance from the fund, maintenance of minimum balances in the fund by the employees. The said Provident Fund is regulated by the Inland Waterways Authority of India regulations as notified by Govt. of India vide notification no. IWAI/PF/4325/92/dt.28.03.1994.

A copy of the said regulations is attached at **Annexure - N**  
The fund is maintained by a Trust constituted for the purpose.

The accounts of the Employees Provident Fund are maintained separately.

Audit of the same is also done separately as per applicable statutory provisions.

The contribution deducted from the pay and allowances of the employees on deputation, is remitted to their parent department(s)/organization/cadre.

## CHAPTER - 18

### IWAI EMPLOYEES PENSION FUND

**18.0** The Pension Scheme for the Employees of the Authority is the same as applicable to the Central Government employees.

The following are the retirement benefits that accrue to the Employees of the Authority:-

- ❖ Pension, which is a recurring monthly payment payable on retirement or after completion of qualifying service of not less than twenty years.
- ❖ Service Gratuity, which is a lump sum payment payable on retirement of qualifying service of less than twenty years.
- ❖ Death-cum-retirement gratuity, which is a lump sum payment payable on retirement or on death to the approved nominee / claimant on behalf of the deceased employee.
- ❖ Family Pension, which is payable monthly to the approved nominee / claimant on the death of an employee, for a specified period.

The rules and procedures followed in respect of Central Government Employees as laid down in CCS (Pension) Rules, 1972 and CCS (Commutation of Pension) Rules, 1981 and other orders issued from time to time are *mutatis-mutandis* applicable to the employees of the Authority. The Govt. of India has notified the scheme vide notification no. IWAI/FINANCE/PF/4325/92/dt.28.03.1994. (Pension funds regulation **ANNEXURE-O**)

The accounts of the Employees' Pension Fund Trust are maintained and audit of the same is done separately.

The Authority has taken the Policy from LIC for Pension Fund, Gratuity Fund and Leave encashment Fund. The Policy is effective from July, 2009. As per policy the LIC should disburse pension to the pensioners on monthly basis. Responsibility for disbursement of pension should lie with LIC. The copy of policy bond for pension is at **Annexure-P**.

New Pension Rules of the Government of India will be applicable for those employees who are recruited on or after 1.1.2004. Under the new scheme, the contributory pension scheme of GOI has been implemented. The Authority has registered with National Securities and Depository limited (NSDL), Mumbai. As per the Scheme, employee's contribution will be deducted from the salary every month @ 10% of Pay Band plus Grade Pay and DA as applicable. The employer will also provide equal contribution. The details of the employee/employer contribution should be sent to Head Office in prescribed format (**Annexure-Q**) every month and the same will be deposited by Head office to NPS Trust Account.

## CHAPTER - 19

### EMPLOYEES' LIC GROUP SAVING SCHEME

**19.0** The Authority has adopted the Life Insurance Corporation's (LIC) Group Savings Scheme for the welfare of the employees. The salient features of the scheme are as under:-

- A. The scheme is designed on the pattern of Central Government Employees Group Insurance Scheme.
- B. The Insurance Cover is granted on the graded pattern according to categories of employees classified on the basis of designation and salary scales:

At present cover granted to each category is as follows:

| S. No. | Group     | Maximum cover allowed |
|--------|-----------|-----------------------|
| 1.     | Group 'A' | 1,00,000              |
| 2.     | Group 'B' | 75,000                |
| 3.     | Group 'C' | 50,000                |
| 4.     | Group 'D' | 25,000                |

- C. The contributions are payable on monthly basis and are determined on the basis of Age Distribution of all the groups of employees to be covered. The monthly contribution collected by LIC comprises of an average monthly premium for life insurance coverage plus twice of that monthly average premium for savings portion. The savings portion will be accumulated at an attractive rate of interest. The monthly contribution shall be at least Rs.100/-, Rs.75/-, Rs.50/-, and Rs.25/- for the categories of A, B, C and D employees respectively.

#### **19.1 Benefits**

- D. In the unfortunate event of death of a member covered under the scheme, the dependents shall be entitled to the Life Insurance benefits as applicable to the member's category plus the amount accumulated with interest in the Savings Fund Account of the member.
- E. In case of survival up to the normal retirement date or early withdrawals by resignation or termination of services, the total accumulation amount with interest lying to the credit of the member in the Savings Fund Account shall be payable.

A copy of the Scheme is attached at **Annexure - R**



## **CHAPTER - 20**

### **MISCELLANEOUS TOPICS**

#### **20.0 Procedure at the time of Handing Over and Taking over charge**

The following procedure should be followed whenever an employee is transferred to another office or is absent on regular leave or tour for a period exceeding one month.

**20.0.1** The cash in the office chest in respect of all the funds of the Authority should be counted and handed over to the incoming employee. Certificate of amount handed over and taken should be recorded in the Cash Book and signed by both the relieving and relieved employee.

**20.0.2** A memo of transfer of charge of the following documents / articles should be prepared and signed by both the relieving and relieved employee:

- a) Unused cheque book, counterfoils of used-up cheque books and pass books, if any.
- b) Service Books.
- c) Confidential documents
- d) Keys of office almirah, etc, (including duplicate keys).
- e) Fidelity bonds if any furnished
- f) Receipt books.

**20.0.3** Specimen signature of the relieving official duly attested should be intimated to the bank concerned in respect of operation of Bank Accounts.

**20.0.4** The physical stock of valuable articles in the office which are under the direct charge of the employee should be handed over and a dated certificate of handing over/taking over recorded on the Stock Register besides attestation of the balance of stock on the individual folios.

**20.0.5** In respect of stock under the charge of employee, the incoming employee should ensure that Stock Register with certificates of charge/physical verification are taken properly.

#### **20.1 Stamp Account and Dispatch Register**

For the handling of official correspondence a small imprest of postal stamps and stationery may be kept.

The postal stamps and stationery should not be used for private correspondence of the employees.

A stamp account should be maintained for accounting of the receipts and issue of stamps and the balance at the end of each month should be attested by the Head of Office in the sub-office, Section Officer in the Regional Office and Head Office.

The physical balance of stock of stamps should be verified once a month. At the end of the month the stock of stamps should be analyzed into various denominations and indicated in the stamp account.

In respect of the stamps issued for official correspondence, a Dispatch Register should be maintained. The total value of stamps used on each day should be struck and the same transcribed into the stamps account. The Dispatch Register should be signed at the end of the month by the Head of Office in the sub-office, Section Officer in the Regional Office and Head Office in token of his having verified the correctness of the usage of stamps. The certificate of posting and receipts for registered letters should be affixed against the relevant entries in the Dispatch Register and the postal registration number noted against the relevant entry.

## **20.2 Loss of cash and / or stores due to theft**

All cases of loss of cash/stores due to theft, etc. should be reported to the Police for investigation.

A preliminary report of the loss and a final report of the results of investigation should be furnished to the Administration.

In case where the employees are involved, disciplinary action should also be instituted for effecting recovery.

Effective steps should be taken to prevent the recurrence of theft, wherever necessary.

Report should be sent even in respect of cases where the losses are made good by the employees.

## **20.3 Payment of license fee**

An allottee of staff quarter/accommodation by the office has to pay either the flat rate of license fee in respect of the type of accommodation provided to him or 10% of his emoluments whichever is less. Further:

- i) When an allotment of official accommodation or alternate accommodation is accepted, liability for its license fee will commence from the date of occupation or the eighth day from the date of receipt of the allotment, whichever is earlier.

- ii) If after acceptance, possession is not taken of the accommodation within eight days from the date of receipt of allotment letter, license fee will be charged from such date upto a period of twelve days for which period House Rent Allowance is also not payable.

## **20.4 MEDICAL REIMBURSEMENT**

The authority is having medical reimbursement facility to the employees. For OPD treatment the claim is allowed as per CGHS rates with the limit not more than one month pay band plus grade pay per year.

Regarding indoor patients, the Authority has taken a Medical Insurance Policy from United India Insurance Co. and insured all the employee's . the copy of Medical insurance Policy is enclosed at **Annexure-S** .....The Authority has started deducting monthly contribution from employees as per rates of CGHS. At present the contribution deducted from employee is as under:

| Sl. No | Grade pay drawn by the officer   | Contribution (Rupees per month) |
|--------|--|---------------------------------|
| 1      | Upto Rs. 1,650/- per month   | 50/-                            |
| 2      | Rs. 1,800/- Rs. 1,900/- Rs. 2,000/- Rs. 2,400/-, and Rs. 2,800/- per month | 125/-                           |
| 3      | Rs. 4,200/- per month  | 225/-                           |
| 4      | Rs. 4,600/- Rs. 4,800/- Rs. 5,400/- and Rs. 6,600/- per month              | 325/-                           |
| 5      | Rs. 7,600/- and above per month  | 500/-                           |

## **20.5 Treatment of Internal Resources**

The Authority having internal resources by way of receipt on account of cargo movement, over dimensions cargo movement, pilot age charges, Berthing charges, Sale of Survey Charts, Course fee/Hostel Fee, Protocol fee, rent of terminals, Sale of tender documents , interest on deposit in banks etc. . The receipts by way of internal resources are utilized for plan schemes as part of grant. The Authority submits utilization certificate to the Central Govt. that the fund sanction by the Central Govt. has been utilized after considering receipt by way of internal resources.

## **20.6 Registration with the Income Tax Department.**

The Authority is registered with Income Tax Department, Ghaziabad under section 12 A(a) since 1.4.1998. vide registration letter No. C No-40(42)/Registration/Noida/98-99/CCIT dt. 13.4.97. The Authority has also got exemption of income tax under section 10(23) (c) (iv) of Income Tax Act.

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