



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण
(पीत परिवहन मंत्रालय, भारत सरकार)
INLAND WATERWAYS AUTHORITY OF INDIA

(MINISTRY OF SHIPPING, GOVT. OF INDIA)
Village : Fakirtala, P.O. - Maheshganj, Nadia, Pin : 741315
Email : iwaiswaroopganj@yahoo.com.

IWAI/SGANJ/Office Order/2012-13/२२७

November 7, 2012

To

The Director,
IWAI, Kolkata.

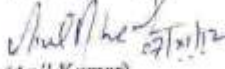
Sub: Orders related to work allocation -reg
Ref: IWAI/Estt/Red-Manp/2010 Dated:25.09.2012

Sir,

With reference to the above and as discussed please find enclosed herewith orders related to work allocation for the officials posted at IWAI Swaroopganj sub office. The above work allocation is in continuation to the office order issued by yourself vide letter no: IWAI/KOL/EST(1)/2011-12/4521 dated:19.11.2011 and in compliance to head quarter directives vide letter no: IWAI/Estt/Red-Manp/2012 dated:25.09.2012.

Submitted for your kind perusal and record please.

Yours faithfully,


(Anil Kumar)
JHS(OIC)

Encl:as stated

Copy to :

1. P.S to Secretary, IWAI, Noida: for favour of information please.
2. Assistant secretary (Estt), IWAI, Noida : This is in reference to your letter no: IWAI/Estt/Red-Manp/2012 dated:25.09.2012

Regional Office : P-78, GARDEN REACH ROAD, KOLKATA- 700043, Ph:- 033-24396393 Fax :- 033-24395570, Email:- dirkol@nic.in

Head Office :- A-13, Sector-1, NOIDA, U.P. Pin - 201301.

Ph:- 0120-2543972/4004/4036/2521764, Fax :- 0120-2543973/4008/4041/2521664

Email :- iwainoi@nic.in Web site :- www.iwai.nic.in

INLAND WATERWAYS AUTHORITY OF INDIA
SWAROOPGANJ

Work Allocation

Junior Hydrographic Surveyor (OIC)

- All the administrative matter related to this office.
- As an officer in charge execution of all works in Tribeni-Berahmpore stretch of NW-1.
- Planning & Monitoring of Hydrographic Survey, Dredging and technical activities in Tribeni-Berahmpore stretch of NW-1.
- Any other works assigned by the Director, Kolkata.

Junior Hydrographic Surveyor

- Timely thalweg survey and preparation of least Available report in Tribeni-Berahmpore stretch of NW-1
- Detail survey at all shoal locations in Tribeni-Berahmpore stretch and preparation of hydrographic survey charts.
- Fixing of all new topographical features of importance to river mariners for charting or verification like HT line/cables, bank erosion, formation/removal of sand bars , other navigation impediments etc. during thalweg/detail survey.
- Monitoring the operation of DGPS station at Swaroopganj
- Monthly inspection of R.C.Works and night navigational facilities in Tribeni-Berahmpore stretch of NW-1.
- Monitoring movement of survey, cargo, tourist, ODC etc vessels in Tribeni-Berahmpore stretch of NW-1.
- Collection of gauge readings of all 09 sites and maintenance of same in between Tribeni-Berahmpore stretch of NW-1.
- Assisting undersigned on all works related to hydrographic survey work in Tribeni-Berahmpore stretch of NW-1

Technical Assistant

- River Conservancy works in Tribeni-Berahmpore stretch of NW-1.
- Supervision and execution of departmental dredging as per hydrographic survey charts and quantity calculation thereof using Simpsons rule only.
- Repair and maintenance of IWAI DGPS station at Swaroopganj.

Cont Pg:2:



Pg:2:

- Updating and keeping records of the hired vehicle for Swaroopganj office.
- Initiating actions for procurement of office stationaries, consumables, repair & maintenance of computers.
- Record and maintenance of Measurement books for all the above works.
- Maintenance of terminals and floating pontoons placed at Shantipur, Swaroopganj & Katwa.
- Maintenance of budgetary control register.
- Assisting undersigned on all works related to civil works in Tribeni-Berahmpore stretch of NW-1


Data Entry Operator (Contingent)

- Shall maintain the details of inward and outward official documents dispatched and received by Swaroopganj office.
- Entry of water level data of 09 sites and preparation of monthly report.
- Up dating of DGPS station Swaroopganj report on weekly basis.
- Entry /Typing of official documents and keeping the records in respective files in computer as well as in office file.
- Maintenance of office computer, printer, UPS etc.
- Assist all officials of Swaroopganj office for the works assigned time to time.

Office Attendant

- To upkeep the office premises.
- To attend the day to day office work as directed.

The above work allocation is in continuation to the office order issued by Director,IWAI,Kolkata vide letter no:IWAI/KOL/EST(1)/2011-12/4521 dated:19.11.2011 and in compliance to head quarter directives vide letter no:IWAI/Estt/Red-Manp/2012 dated:25.09.2012.


(Anil Kumar)
JHS (OIC)/IWAI
Swaroopganj

Copy to :

1. Shri S. Basu ,JHS
2. Shri Amit Kumar Das,TA
3. Data Entry Operator
4. Office Attendant
5. Office copy


Anil Kumar
27/11/12