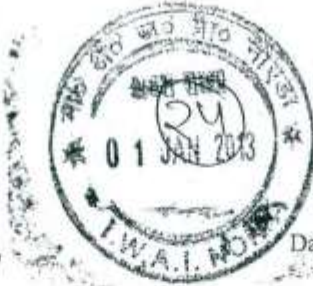


IWAI/KOL/Estt/2010/1424



Date: December 22, 2012

OFFICE ORDER

With reference to H.O. letter no. IWAI/Estt/Redep-manp/2010, dated 01.12.10, the following work allocation for various office staff/officials under IWAI, Kolkata Directorate has been made.

These may be followed in strict compliance.

CIVIL DIVISION, IWAI, KOLKATA

I. Sri Arvind Kumar, A.D. (Civil) –

He shall be Nodal officer for the stretch Kolkata – Tribeni of NW-1 (Refer Annexure-1) and discharge duties related to cargo related activities of Kolkata sector. His duties and responsibilities in brief include :

- i) Preparation of schemes / estimates for R.C. Works, terminals, Night Navigational facilities for the stretch Kolkata – Tribeni and assist Director in processing consolidate scheme for Kolkata Dte.
- ii) Tendering, award of work for R.C. Works, terminal related activities and Night navigational aids for work in Kolkata Dte. And assist Director in processing consolidated tender for Kolkata Dte.
- iii) Maintenance of Measurement Books, Preparation of bills for works pertaining to Kolkata – Tribeni stretch.
- iv) Preparation of progress reports for works in Kolkata – Tribeni stretch of NW-1.
- v) Attend cargo related activities at IWAI, Kolkata.
- vi) Signing of inward / outward permission letters to vessels plying on protocol route.
- vii) Attend works related to G.R. Jetty.
- viii) Planning of POL & repair requirement for vessels deployed in Kolkata – Tribeni stretch in consultation with concerned Mechanical Supervisor at IWAI, Kolkata.
- ix) Any other works assigned by Director, Kolkata.

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A.D.(C) shall report to Director, IWAI, Kolkata. He shall be assisted by Sri Suresh Sharma, T.A.(C) on civil works and by Sri G.J. Reddy, Sr. D'Man for cargo related activities.

2. Sri Suresh Sharma, T.A. -

He shall assist A.D.(Civil), Kolkata in carrying out civil works assigned to A.D. (Civil). He shall be responsible for timely processing and payment of lease charges for land to KoPT. He shall coordinate with CPWD / other agencies in completion of works related to construction of G.R. Jetty, Kolkata. He shall also assist AHS (Sri Rakesh Kumar) in monitoring coal movement project related works as Nodal officer. Attend any other works assigned by Director, Kolkata.

3. Sri G.J. Reddy, Sr. D'Man -

He shall process, computerize inward / outward / berthing permission being issued to various operations by Kolkata office, update statements on income/revenue generated from cargo/cruise/ODC vessel movement and floating terminal related activities in Kolkata Directorate. He shall report to A.D.(C), IWAI, Kolkata for the above activities. He shall also keep record of all the correspondences of IWAI, Farakka and IWAI, Hemnagar. He shall also assist AHS in ENC cell operation and digitization / updation of survey charts and attend any other works assigned by Director, Kolkata.

SURVEY DIVISION, IWAI, KOLKATA

4. Shri Rakesh Kumar, A.H.S. -

He shall be responsible for conducting regular Talweg Surveys, Pre & Post Dredging / Surveys and assist Director in preparation of schemes / estimates for surveys, mooring buoys installed at Budge Budge & Raichak, Marking of structures etc. in Kolkata. His duties and responsibilities in brief include :-

- i) He shall be nodal officer for Haldia – Kolkata stretch of NW-1.
- ii) Assist Director in planning survey related matters of Kolkata Directorate.
- iii) Maintenance of Measurement Books, preparation of bills for works pertaining to Haldia – Kolkata stretch of NW-1.
- iv) Issue of River Notices and LAD reports for Haldia - Kolkata stretch.
- v) Preparation of schemes / estimates for hydrographic survey work including tendering, award of works and implementation of the schemes.
- vi) Preparation of progress report for work in Haldia – Kolkata stretch.
- vii) Coordination with other Nodal officers, preparation of monthly status reports on hydrographic survey related activities to be forwarded to Head Office.
- viii) Process files related to clearances for bridges / structures.
- ix) Matters related to Surveys, Channel Marking in Ganga Sagar Mela function.

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- x) Operation & Maintenance of Electronic Navigation Chart Cell.
- xi) Implementation of works related to marking of structures.
- xii) Planning of POL & repair requirement for vessels deployed in Haldia – Kolkata stretch in consultation with concerned Mechanical Supervisor at IWAI, Kolkata.

He shall report to the Director, Kolkata. He shall be assisted by the following officials for survey related works :

- a) Sri G.J. Reddy, Sr. D'Man
- b) Sri Kirti Ranjan, Sr. D'Man.

5. **Kirti Ranjan, Sr. D'Man –**

He shall assist Sri Rakesh Kumar, AHS in carrying out various works assigned to him and any other works assigned by Director, Kolkata. He shall also keep record of all the correspondences of IWAI, Swaroopganj office. He shall report to AHS (Sri Rakesh Kumar) in executing of works assigned to AHS and further assist A.D.(C) in coordinate with KoPT on coal movement project related works.

MECHANICAL DIVISION, IWAI, KOLKATA

6. **Sri Gourav Laad, Sup. (M) -**

He shall be responsible for implementation of all the mechanical works related to Cargo vessels and pontoons of IWAI, Kolkata Directorate. He shall liaise with Nodal officers nominated for various stretches (enclosed at Annexure-1) and execute the works as per norms. His duties and responsibilities in respect of Cargo vessels and pontoons in brief include :

- i) Preparation of estimates for annual maintenance and repair/dry docking.
- ii) Tendering, award of work for running repairs and annual maintenance.
- iii) Deployment of floating staff in consultation with officer-in-charge.
- iv) Preparation of vessel performance reports and monitor fuel consumption in correlation to the entries in log books.
- v) Monitor the repair works in consultation with Nodal officers.
- vi) Any other work as assigned by Director, Kolkata.

He shall process correspondences / files to the Director, Kolkata.

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7. Sri Vikram, Sup.(M) -

He shall be responsible for implementation of all the mechanical works related to Survey Launches of IWAI, Kolkata Directorate. He shall liaise with Nodal officers nominated for various stretches (enclosed at Annexure-1) and execute the works as per norms. His duties and responsibilities in brief include :

- i) Preparation of estimates for annual maintenance and repair/dry docking.
- ii) Tendering, award of work for running repairs and annual maintenance.
- iii) Deployment of floating staff in consultation with officer-in-charge.
- iv) Preparation of vessel performance reports and monitor fuel consumption in correlation to the entries in log books.
- v) Monitor the repair works in consultation with Nodal officers.
- vi) To monitor the work of Sri G. Khan, StoreKeeper in respect of non-establishment works.
- vii) Any other work as assigned by Director, Kolkata.

8. Sri Chandradeep Singh, Sup(M) -

He shall be responsible for implementation of all the mechanical works related to Dredgers, Tugs and House Boats of IWAI, Kolkata Directorate. He shall liaise with Nodal officers nominated for various stretches (enclosed at Annexure-1) and execute the works as per norms. His duties and responsibilities in respect of Dredgers, Tugs and House Boats in brief include :

- i) Preparation of estimates for annual maintenance and repair/dry docking.
- ii) Tendering, award of work for running repairs and annual maintenance.
- iii) Deployment of floating staff in consultation with officer-in-charge.
- iv) Preparation of vessel performance reports and monitor fuel consumption in correlation to the entries in log books.
- v) Monitor the repair works in consultation with Nodal officers.
- vi) Any other work as assigned by Director, Kolkata.

9. Sri G. Khan, Store Keeper -

He shall be responsible for computerization of inventories of IWAI vessels and inventory management in consultation with Mech. Wing. He shall coordinate with other Nodal officers, SO and maintain / computerize data on (a) Dredging by various dredgers, (b) POL receipt / consumption, (c) status of Bandalling, (d) night navigational aids being executed by Kolkata office.

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He shall update MIS reports. Sri Khan would also assist Section Officer in Estt. matters till a UDC is posted. He shall maintain mech. marine stores and Admn. stores. He shall assist Sri Vikram, Sup.(M) on non-establishment works and attend any other works assigned by Director, Kolkata. Sri Vikram, Sup(M) shall be Reporting Officer of Sri Khan, Store Keeper.

FINANCE & ADMINISTRATIVE DIVISION, IWAI, KOLKATA

10. Sri G.K. Rao, Sr. A.O. -

He shall be responsible for management / maintenance of Accounts / Finance related matters of IWAI, Kolkata and IWAI, Farakka duly following the approved manual. Till posting of Section Officer, he shall also discharge the duties of Section Officer at IWAI, Kolkata. The details and responsibility of Sr. A.O. in brief shall include :

- i) Projection o fund requirement for plan and non-plan activities to ED(F)/ CE, IWAI, NOIDA by 5th of every month.
- ii) Maintain head wise expenditure
- iii) Reconciliation of bank statements, e-payment at IWAI, Kolkata and Farakka.
- iv) Contact and pursue with Head Office / field offices on fund transfer.
- v) Timely release of payments to contractors, salary to the employees.
- vi) Maintain cash book. Vouchers, official cheque books.
- vii) Safe keeping of vouchers, records note approvals.
- viii) Auditing of accounts, filing of I.T. Return, Service Tax, safe keeping of original agreement deeds, BG's, pursue renewal of BGs etc.
- ix) Concurrence of schemes / estimates for plan works and non-plan expenditure.
- x) Process / scrutiny medical reimbursement claims and tour & transfer claims. He shall report to Officer-in-charge. The following officials shall assist Sr. A.O. :
 - a) Sri Ajoy Kar, JAO
 - b) Sri Manoj Misra, A.A.
 - c) Sri R.D. Sharma, UDC
 - d) Smt. Amita Roy, Daftari

11. Sri Ajoy Kar, JAO -

He will assist Sr. A.O. and S.O. in dealing with various works assigned to him. He shall be specifically responsible for

- i) Monthly review of all outstanding advances and action to be taken for adjustment.
- ii) Periodical review of claims recoverable account and follow up action to be taken for recovery of claims.
- iii) Physical verification of all assets and ensure proper maintenance of Fixed Asset Register.

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Sri R.D. Sharma, UDC shall assist JAO on Sl. No. (i) & (ii) above and Sri Santosh Thakur on Sl. No. (iii) above. He shall attend any other works assigned by Director, Kolkata. He shall report to Sr. A.O.

12. Sri Manoj Misra, Accounts Asstt. -

He will assist Sr. A.O., IWAI, Kolkata in dealing with works related to vetting of technical proposals, preparation of vouchers, salary statement and other works assigned by Sr. A.O. Attend any other works assigned by Director, Kolkata.

13. Sri R.D. Sharma, UDC -

He shall discharge the function of Cashier and assist JAO in specific works assigned to him. Any other works assigned by Director, Kolkata.

14. G.K. Rao, Section Officer (I/C) -

He shall be responsible for implementation of all the works related to

- i) Establishment,
- ii) Administration.

He shall report to Director, IWAI, Kolkata. The following staff will assist Sr. A.O. in discharging above (i-vii) duties.

- a. Sri Ajoy Kar, J.A.O.
- b. Sri G. Khan, Store Keeper on Establishment matters.
- c. Sri Santosh Kumar Thakur, LDC on Administrative matters.
- d. Sri T.K. Bandhopadhyay

His duties and responsibilities in brief include :

- i) Maintenance of Personal Files, Service Books of Group A, B, C & D employees, regular updation of Service Books and correspondences with H.O. / with concerned employees, engagement of personnel etc.
- ii) Processing of LTC claims, newspaper reimbursement, festival advance / other advances, Leave, PF matters of all the employees.
- iii) Administration, maintenance of stores, upkeep of office, maintenance of Attendance records of all the employees, process for release of salaries before last working day of the month.
- iv) Process applications, representations, requests under RTI Acts.
- v) Conduct meetings, implement office directives on various administration and establishment related matters.
- vi) Any other works as assigned by Director, Kolkata.

15. Sri Santosh Kumar Thakur, LDC -

Assist Section Officer in office administration procurement, conduct meetings, implementation of office orders, maintenance of stores. He shall maintain inventory / register for fixed assets, consumables and update them regularly. He is also responsible for timely procurement of stores and issue of the same to the floating / office staff as per the approved indent and shall attend any other duty as assigned by Director, Kolkata. He shall assist JAO in matters related to physical verification and maintenance of Fixed Asset Register.

16. Sri T.K. Bandyopadhyay -

Assist S.O./JAO in discharging establishment matters update and maintain Service Books, Personal Files, process leave, LTC, PF requests, process advances, newspaper reimbursement etc., process and maintain applications received under RTI Act.

17. Smt. Barnali Dey, PA to Director, Kolkata -

She shall discharge duties of PA to Director and carry out duties as assigned by Director.

18. Smt. Amita Roy, Daftary -

She shall be responsible for maintenance of old records and assist Sr.A.O. in day to day activities.

19. Sri D.K. Mazumder, Attendant -

He shall be responsible for proper indak/outdak of official letters / documents, maintain the records / master copy file as per the Govt. procedures. His duties in brief include :

- i) Receipt of indak, entries / dairy number for receipts and issue of official dak should be with requisite outdak numbers.
- ii) All confidential dak shall be presented to Officer-in-Charge without opening the covers.
- iii) Maintenance of Master copy file.
- iv) Timely opening of office and closure of office in the evening. Maintain office entry / cabin door keys shall be on rotation with Sri Asim Mahanto, Attendant as fixed by Section Officer.

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- v) He shall discharge duties of Attendant and attend officers on the ground floor of office.
- vi) Any other works as assigned Director and Section Officer.

20. Sri Asim Mahanto, Attendant -

He will attend the attendant works of Director and report to PA to Director for day to day directions. Timely opening of office and closure of office in the evening. He shall maintain office entry / cabin door keys on rotation with Sri D.K. Mazumder, Attendant as fixed by Section Officer.

21. Smt. Ruksona Khatun -

She shall discharge of duties of attendant and attend the officials in the first floor of office. Attend any other works assigned by S.O. and Director.

22. Sri Anugraha Das, Driver -

He shall be the official Driver for office vehicle no. UP 70-AB-2407.

23. Sri Javanta Majhi -

He shall be the official Driver for office vehicle no. WB- 02M-5582.

24. Sri T.K. Biswas, Driver (Under suspension) -

He shall be official Driver of office vehicle no. WB-02L-0143.

IWAI, NAMKHANA

25. Sri Ram Nath, AHS -

He shall be Nodal officer for Sunderban Waterways and responsible for conducting regular Talweg Surveys, Pre & Post Dredging / banddling Surveys and assist Officer-in-Charge (Kolkata) in preparation of schemes / estimates for surveys, navigational aids, R.C. works and terminals in Sunderban Waterways. His duties and responsibilities in brief include :-

- i. Maintenance of Measurement Books, Preparation of bills for works pertaining to Sunderban Waterways.
- ii. Planning of survey related activities.

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- iii. Issue of River Notices and LAD reports for Sunderban Waterways.
- iv. Preparation of schemes / estimates for hydrographic survey works, navigational aids R.C. works including tendering, award of works and implementation of the schemes.
- v. Preparation of schemes /estimates for day/night navigational aids etc. for Sunderban Waterways and operation of office at Hemnagar and assist Director, Kolkata in execution of the scheme.
- vi. Preparation of progress reports for Sunderban Waterways.
- vii. Planning of POL & repair requirement for vessels deployed in Sunderban Waterways in consultation with concerned Mechanical Supervisor at IWAI, Kolkata.

He shall report to the Director, Kolkata. He shall be assisted by Sri Goutam Halder, Field Asstt.

26. Sri Goutam Halder, Field Asstt. -

He shall assist Sri Ram Nath, AHS in carrying out various works assigned to him in Sunderban Waterways and attend any other work assigned by Director, Kolkata.

IWAI, FARAKKA

27. A.K. Misra, Asstt. Director -

He shall be responsible for conducting regular Talweg Surveys, Pre & Post Dredging / Surveys and assist Director, Kolkata in preparation of schemes / estimates for surveys, navigational aids, R.C. Works, and terminals in Berhampore - Farakka stretch of NW-I. His duties and responsibilities in brief include :-

- i) He shall be Nodal officer for the stretch Berhampore – Farakka of NW-I (Refer Annexure-1).
- ii) Planning of survey related activities.
- iii) Submission of River Notices and LAD reports for Berhampore – Farakka stretch to Director, Kolkata.
- iv) Preparation of schemes / estimates for hydrographic survey works, navigational aids R.C. works including tendering, award of works and implementation of the schemes.
- v) Preparation of schemes /estimates for day/night navigational aids etc. for Berhampore – Farakka stretch .
- vi) Preparation of progress reports for Berhampore – Farakka stretch.
- vii) Planning of POL & repair requirement for vessels deployed in Berhampore – Farakka stretch in consultation with concerned Mechanical Supervisor at IWAI, Kolkata.

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He shall report to the Director, Kolkata. He shall be assisted by the following officials for survey related works :

- a) Sri G. Kundu, JHS
- b) Sri Vinay Kumar, Sup.
- c) Sri Sumukh Chatterjee, F.A.

28. Sri G. Kundu, J.H.S., IWAI, Farakka -

He shall attend the following works :-

- i) All the matters related to correspondence with FBP & NTPC.
- ii) R.C. Works in Rajmahal - Farakka - Berhampore.
- iii) Terminal maintenance, collection & maintenance of hydraulic data records.
- iv) Timely thalweg & detailed survey in Rajmahal - Farakka - Berhampore stretch of NW-1.
- v) Arrangement of Pilots for inland vessels.
- vi) All Inland cargo / cruise related matters under IWAI, Farakka office.
- vii) Monitoring to the engaged daily wage labour for various site works.
- viii) Monitoring of the proper maintenance of the survey vessel log book.
- ix) Any other work assigned by Director, Kolkata and A.D., Farakka.

29. Sri Vinay Kumar, Supervisor (M) -

He shall attend the following works :-

- i) All the matters related to contract & departmental dredging including certification & examination of the related documents.
- ii) Repair & maintenance to all mechanical items at IWAI, Farakka.
- iii) Hiring of vehicle for office
- iv) Liaison with FBP on navigational lock operation.
- v) To assist A.D., Farakka on day to day other marine works.
- vi) Monitoring to the supply with proper consumable register entry to the marine store, HSD, lubricant etc.
- vii) Any other work assigned by Director, Kolkata and A.D., Farakka.

30. Sri Sumukh Chatterjee, F.A. -

He shall attend the following works :-

- i) Assist to JHS in the matters related to Thalweg & Detailed survey in Rajmahal - Farakka - Berhampore stretch of NW-1.
- ii) Assist in follow up actions towards vertical & horizontal clearance of waterways in respect of bridges & power cables.
- iii) Initiate the procurement of office stationeries, office consumables etc.
- iv) Repair & maintenance to all electronic equipments (computer etc.) in this office.
- v) Assist to A.D., Farakka in all the civil works till posting of Supervisor (Civil) in Farakka office.
- vi) Any other work assigned by Director, Kolkata and A.D, Farakka.

IWAI, SWAROOPGANJ

31. Sri Anil Kumar, JHS -

He shall be responsible for conducting regular Talweg Surveys, Pre & Post Dredging / Surveys and assist Director, Kolkata in preparation of schemes / estimates for surveys, navigational aids, R.C. Works, and terminals in Tribeni – Berhampore stretch of NW-I. His duties and responsibilities in brief include :-

- i) He shall be Nodal officer for the stretch Tribeni – Berhampore of NW-1(Refer Annexure-1).
- ii) Planning of survey related activities.
- iii) Submission of River Notices and LAD reports for Tribeni – Berhampore stretch to Director, Kolkata.
- iv) Preparation of schemes / estimates for hydrographic survey works, navigational aids R.C. works including tendering, award of works and implementation of the schemes.
- v) Preparation of schemes /estimates for day/night navigational aids etc. for Tribeni – Berhampore stretch .
- vi) Planning of POL & repair requirement for vessels deployed in Tribeni – Berhampore stretch in consultation with concerned Mechanical Supervisor at IWAI, Kolkata.
- vii) Preparation of progress reports for Tribeni – Berhampore stretch.
- viii) Any other works assigned by Director, Kolkata.

He shall report to the Director, Kolkata. He shall be assisted by the following officials for survey related works :

- a) Sri Susanta Basu, JHS
- b) Sri Amit Kumar, T.A.(C).

32. Sri Susanta Basu, JHS -

He will assist Nodal officer of Tribeni – Berhampore stretch of NW-1 in respect of following works :-

- i) Timely thalweg survey and preparation of lease available report in Tribeni – Berhampore stretch of NW-1.
- ii) Detailed survey at all shoal locations in Tribeni – Berhampore stretch and preparation of hydrographic survey charts.
- iii) 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.

- iv) Monitoring the operation of DGPS station at Swaroopganj.
- v) Monitoring movement of survey, cargo, tourist, ODC etc. vessels in Tribeni – Berhampore stretch of NW-I.
- vi) Collection of gauge readings of all 09 sites and maintenance of same in between Tribeni – Berhampore stretch of NW-I.
- vii) Assist Nodal officer in works related to coal movement.
- viii) Any other works assigned by Director, IWAI, Kolkata.

33 Sri Amit Kumar Das, T.A.(Civil) -

He shall assist nodal officer of Tribeni – Berhampore stretch of NW-I in all civil works as detailed below :

- i) Inspection of Night navigation and River Conservancy works in Tribeni – Berhampore stretch of NW-I.
- ii) Supervision and execution of departmental dredging as per hydrographic survey charts and quantity calculation thereof using Simpsons rule only.
- iii) Repair & maintenance of IWAI DGPs station at Swaroopganj.
- iv) Updating and keeping records of the hired vehicle for swaroopganj office.
- v) Initiating actions for procurement of office stationeries, consumables, repair & maintenance of computers.
- vi) Record and maintenance of Measurement Books for all the above works.
- vii) Maintenance of terminals and floating pontoons placed at Shantipur, Swaroopganj & Katwa.
- viii) Maintenance of budgetary control register.
- ix) Assist Nodal officer in works related to coal movement.
- x) Any other works assigned by Director, IWAI, Kolkata.

This supersedes all the earlier orders issued by various officials under Kolkata Directorate and shall be effective from 01.01.2013.

- N.B. - 1. All the officials may complete the on going assignments and hand over the files to the concerned officials as per the above work distribution immediately.**
- 2. The above work distribution shall be effective from 01.01.2013.**
- 3. The Office Order No. IWAI/KOL/CARGO(20)/2012/989 dated 08.10.2012 on Nodal Officers shall be in force alongwith this order.**

SVC M/24/12/2012
(S.V.K. Reddy)
DIRECTOR

To

All the concerned officials.

Copy to :-

- 1. Secretary, IWAI, NOIDA.
- 2. S.O., IWAI, Kolkata.
- 3. PA to Director, IWAI, Kolkata.