

# Work Allocation of Guwahati Office

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INLAND WATERWAYS AUTHORITY OF INDIA  
(MINISTRY OF SHIPPING, GOVT. OF INDIA)  
भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण  
(पोत परिवहन मंत्रालय, भारत सरकार)

Regional Office : Pandu Port Complex, Pandu, Guwahati - 781 012 (ASSAM)

• Telefax No. 0361-2570099, 2570055 • Ph. No. 0361-2570109, 2676925, 2676927, 2676929

• E-mail : iwaighy@yahoo.co.in / dirguw.iwai@nic.in • Gram : JALMARG

No. IWAI/GHY/1(5)/2006-07/

Dated : 29-11-2012

**OFFICE ORDER**

Sub.-: **Duty allocation to Technical (Civil) Section of IWAI, Guwahati.**

The following allocation of works is made in respect of Technical (Civil) Section of IWAI, Guwahati:-

1. **Shri N.C.Konar, Dy. Director (Civil)**
  - (a) Shri N.C.Konar, Dy. Director (Civil) shall assist in all activities of R.O. Guwahati and ensure that all the activities as envisaged under the sanctioned scheme and as directed by the competent Authority from time to time are completed within the schedule time frame.
  - (b) He shall ensure that the progress reports and other updates are prepared and sent to the competent Authority in time.
  - (c) Shri Konar shall prepare all schemes related to the development and maintenance of NW-2 and other works as directed by the competent Authority. He shall interact with the State Govt. in all matters related to IWAI and for land acquisition and other works as undertaken through the different State agencies.
  - (d) Shri Konar shall make efforts for movement of cargo by IWAI vessels and by other vessels through NW-2 and through the Protocol route. He shall also forward all cargo related data to H.Q. with assistance of Shri D.C. Sarma, Consultant to IWAI.
  - (e) Shri Konar shall make regular inspections/monitoring of all ongoing works as per the provisions of the contract, process all bills as routed through him and ensure all survey teams and other infrastructure of IWAI are deployed meticulously.
  - (f) Liaison with the State Govt., N.E. Railway and FCI.
  - (g) He shall be responsible for obtaining Protocol permission from BIWTA for passage of IWAI vessels through Bangladesh.
2. **Shri R.K.Singh, Tech. Asstt. (Civil)**
  - (a) Shri R.K. Singh shall supervise, monitor and coordinate all activities related to the terminals lying in Pandu - Neamati stretch including Neamati terminal and shall coordinate with the State Govt. and N.F. Railway in connection with Pandu terminal works.
  - (b) Shri R.K. Singh shall ensure timely completion of all structures of all the proposed terminal locations and DGPS stations in his stretch.
  - (c) He shall maintain the stock of all the navigational lights and beacons as deployed by IWAI and as lying in the store and ensure that all the lights are in working condition.

Contd. P/2



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Dated : 29-11-2012

**OFFICE ORDER**

Sub.-: **Dutv allocation to Survey Section of IWAI, Guwahati.**

The following allocation of works is made in respect of Survey Section of IWAI, Guwahati:-

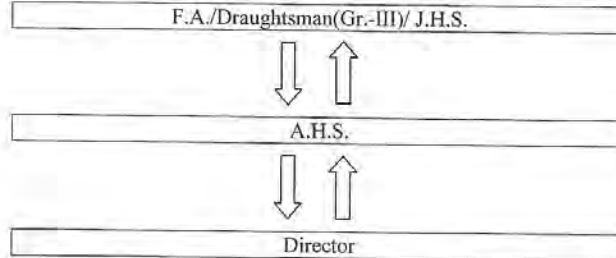
1. **Shri A.K. Gulhati, A.H.S.**

- (a) Shri A.K. Gulhati will plan, coordinate and monitor the dredging activities (Contract) on day-to-day basis.
- (b) Undertake day to day sounding of the dredge channel and the disposal area, keep all records of survey, prepare survey charts as per requirement, issue necessary site instruction to M/s Chinar Shipping & Trading Pvt. Ltd. through a triplicate site order book and obtain signature by representative of M/s Chinar Shipping & Trading Pvt. Ltd.
- (c) Shri Gulhati shall keep record of all fuel supplied to the dredger and other vessels handed over to M/s Chinar Shipping & Trading Pvt. Ltd. and sign the log books on daily basis.
- (d) Shri Gulhati shall maintain all field observations, raw data, water level data and survey records and submit the same duly signed by him and by the contractor's representative as required for record purpose.
- (e) Shri Gulhati shall also examine/certify and process all the bills of M/s Chinar Shipping & Trading Pvt. Ltd.
- (f) Scheme preparation, tendering and execution of works related to Hy.Survey (B.Border – Neamati sector).
- (g) Maintenance of all accessories related to DGPS equipments as and when required and supervise the function of DGPS station situated at Joghighopa, Silghat and Dhubri.
- (h) He will submit the monthly progress Report, LAD, River Notices etc.
- (i) Execution & setup computerized Survey for both Talweg/Detailed survey.
- (j) Up keeping of Survey Instruments and carry out routine check up from time to time.
- (k) Conducting pre and Post Dredging/Bandalling/Terminal Surveys.
- (l) Maintenance of file works and make prompt replies to any queries and correspondence either from H.Q. or from other agencies.
- (m) Ensure that the CSD of M/s Chinar Shipping & Trading Pvt. Ltd. is used judiciously for dredging and back filling in low lying areas of Jogighopa/Dhubri/Silghat DGPS stations.

Contd. P/2

2. Shri R.D.Singh, J.H.S.
  - (a) Shri R.D. Singh will assist A.H.S. in scheme preparation, tendering and execution of works for all activities related to Hy. Survey.
  - (b) Supervise the functioning of all automatic tide gauges installed in NW-2.
  - (c) Conducting pre and post Dredging/Bandalling/Terminal Surveys.
  - (d) Hy. Survey and data collection in regard to chart update, river particulars, editing of charts etc of Pandu – Neamati stretch.
  - (e) Issuance of LAD Report, River Notice, shoal analysis, update of charts using Autocad. Monitoring of vessel movement in the above stretch. Collection of Water level data in his stretch.
  - (f) Execution and set up computerized Survey both for Talweg/Detailed Survey
3. Smt. Ira Devi, Draughtsman (Gr.-III)
  - (a) Smt. Ira Devi will assist A.H.S. for chart preparation and forwarding the same in a time bound manner.
4. Shri Sukumar Kundu, Field Asstt.
  - (a) Shri S. Kundu will assist A.H.S. & J.H.S. in all the works entrusted to them.
  - (b) He will also maintain Survey Instruments and help AHS in periodical check up of the Instruments.
  - (c) Conduct Talweg/Detailed survey in the stretch Pandu-Neamati.

The channel of submission of files to be maintained by the Survey Section is as under:-



  
(ARUN ROY)  
DIRECTOR

Copy to:-

- 1) The Member (Tech.), IWAI, NOIDA.
- 2) The Secretary, IWAI, NOIDA.
- 3) The Hydrographic Chief, IWAI, NOIDA.
- 4) Shri A.K. Gulhati, A.H.S., IWAI, Guwahati.
- 5) Shri R.D. Singh, J.H.S., IWAI, Guwahati.
- 6) Smt. Ira Devi, Draughtsman (Gr.-III), IWAI, Guwahati.
- 7) Shri Sukumar Kundu, Field Asstt., IWAI, Guwahati.
- 8) Office copy – For circulation.
- 9) Master file copy.



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No. IWAI/GHY/1(5)/2006-07/

Dated : 29-11-2012

### **OFFICE ORDER**

Sub.-: **Duty allocation to non-technical officials of IWAI, Guwahati.**

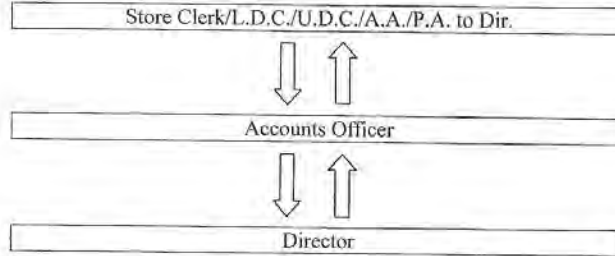
The following allocation of works is made in respect of non-technical officials of IWAI, Guwahati:-

1. **Shri A.C. De, Accounts Officer**
  - (a) Supervision of Accounts/Administration/Estt wings.
  - (b) Checking of Bills, vouchers, statement etc.
  - (c) Drawal of monthly Salary and remitting the monthly deductions.
  - (d) Looking after all tax matters.
  - (e) Liaisoning with Bank and other institutions.
  - (f) Closing of Annual Accounts & submission to H.Q.
  - (g) Assist Director in respect to Accounts/Administration and Estt. works of the office.
  - (h) Any other works as assigned by the Director from time to time.
  - (i) Attend statutory and internal Audit.
2. **Shri Niraj Kumar, Accounts Assistant**
  - (a) Preparation of Voucher in Tally ERP-9.
  - (b) Maintenance of Cash Book.
  - (c) Preparation of Bank Reconciliation Statement.
  - (d) Also discharge the duties of Cashier.
  - (e) Preparation of monthly Expenditure statement.
  - (f) Preparation of Fund Requirement Statement.
  - (g) Checking of TA bills of the officers/staffs.
  - (h) Maintain Pay Bill Register.
3. **Shri R. Barooah, Steno.(Gr.-D)**
  - (a) Shri R. Barooah, P.A. to Director will help Director in discharging his official duties. He will maintain his program and will keep ACRs of all staffs and officer and maintain full record in this respect.
  - (b) Besides, he is also assisting A.O./Director in keeping all court cases files and processing the same.

Contd. P/2

4. Smt. Dipika Boro, U.D.C.
  - (a) Maintenance of Service Books & Personal files of the officers/staffs.
  - (b) Checking and processing of Medical Reimbursement claims.
  - (c) Checking and processing of Childrens' Education Allowance.
  - (d) Checking and processing of local Conveyance bills.
  - (e) Processing of RTI application.
  - (f) Housekeeping of office.
  - (g) Maintenance of file related with attendance of the regular staffs.
  - (h) Processing of hire of vehicles on official purposes.
  - (i) Processing of procurement of store and marine consumables as and when required.
  - (j) Others work as assigned by superior officers from time to time.
5. Smt. Sewali Dutta, L.D.C.
  - (a) Up-keeping of Fixed Assets of the office.
  - (b) Issues related with AMC of Xerox machine, water purifier etc.
  - (c) Issues related to OTA of office staff.
  - (d) Processing of Telephone bills of the office.
  - (e) Processing of individual claims of mobile connection.
6. Shri Raju Choudhury, Store Clerk
  - (a) Shri Raju Choudhury, Store Clerk will look after General stores of office and consumables of vessels. He will be the custodian of stores, raise indent and procure all materials related to store items.

The channel of submission of files to be maintained by the non-technical officials is as under:-



  
(ARUN ROY)  
DIRECTOR

Copy to:-

- 1) The Secretary, IWAI, NOIDA.
- 2) Shri A.C. De, Accounts Officer, IWAI, Guwahati.
- 3) Shri Niraj Kumar, Accounts Assistant, IWAI, Guwahati.
- 4) Shri R. Barooah, Steno.(Gr.-D), IWAI, Guwahati.
- 5) Smt. Dipika Boro, U.D.C., IWAI, Guwahati.
- 6) Smt. Sewali Dutta, L.D.C., IWAI, Guwahati.
- 7) Shri Raju Choudhury, Store Clerk, IWAI, Guwahati.
- 8) Office copy – For circulation.
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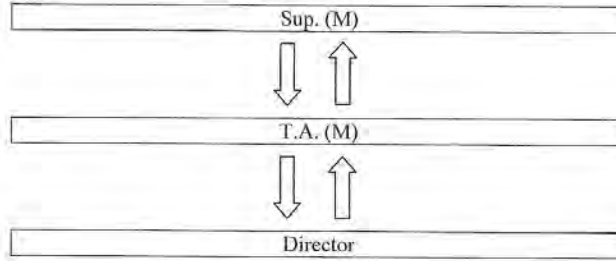
Sub.-: **Duty allocation to Mech. Marine Section of IWAI, Guwahati.**

The following allocation of works is made in respect of Mech. Marine Section of IWAI, Guwahati:-

1. **Shri Karor Singh, Tech. Asstt. (M)**
  - (a) Shri Karor Singh will monitor the performance of each floating craft and ensure that they are being utilized in a fruitful manner.
  - (b) He will also update records of inventories and spares and defect list of each vessel, so that, the list of repairs is always updated and a repair scheme can be prepared on short notice.
  - (c) Shri Karor Singh will deploy manpower in the Vessels, Barges, and Pontoons Cranes and keep records on them.
  - (d) Process the monthly wages bill of the crew and gauge the performance of the crew.
  - (e) Look after the safety, security of the crew while in and out of engine room.
  - (f) The utilization of fuel procured for the vessel, barges, cranes etc.
  - (g) Preparation of annual scheme for operation of the vessel, normal maintenance, dry docking of the vessels etc.
  - (h) Preparation of Tender documents, floating, execution of repairing works.
2. **Shri Brajendra Gupta, Supervisor (M)**
  - (a) Shri Brajendra Gupta, Sup. (M) will assist Shri Karor Singh, T.A. (M) for all procurement works, maintaining inventory list and in manning the vessels in an efficient manner, so that, all vessels remain in operational condition.
  - (b) Shri Brajendra Gupta, in addition to his present assignments of Mech. Marine wing, shall henceforth assist Shri Gulhati, A.H.S. for all works related to M/s Chinar Shipping & Trading Pvt. Ltd.
3. **Shri Ranjan Naskar, Draughtsman (Gr.-III)**
  - (a) Shri Ranjan Naskar, Draughtsman (Gr.-III) shall assist T.A. (M) and Sup. (M) in their day to day activities.

Contd. P/2

The channel of submission of files to be maintained by the Mech. Marine Section is as under:-



*(Signature)*  
**(ARUN ROY)**  
**DIRECTOR**

Copy to:-

- 1) The Member (Tech.), IWAI, NOIDA.
- 2) The Chief Engineer (P&M), IWAI, NOIDA.
- 3) The Secretary, IWAI, NOIDA.
- 4) Shri Karor Singh, Tech. Asstt. (M), IWAI, Guwahati.
- 5) Shri Brajendra Gupta, Sup. (M), IWAI, Guwahati.
- 6) Shri Ranjan Naskar, Draughtsman (Gr.-III), IWAI, Guwahati.
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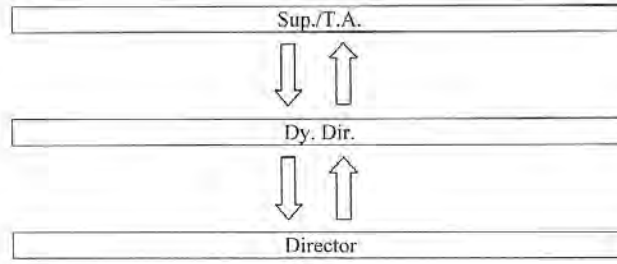


- (d) He will look after the all ongoing works of Pandu-Neamati stretch of NW-2 and also prepare the progress report, scheme, tender for the same. He shall make regular inspection/monitor of all ongoing works as per provisions of the contract and process payments of all bills related to all technical works.
- (e) He will be responsible for safe movement of all vessels through his sector of the waterway.

3. Shri K.D. Thongon, Supervisor (C):-

- (a) Shri K.D. Thongon will look after the all ongoing works of Bangladesh Border-Pandu stretch of NW-2 and also prepare the progress report, scheme, tender for the same.
- (b) He will make regular inspection/monitoring of all ongoing works as per provisions of the contract and process payments of all bills related to all technical works.
- (c) He will also monitor the works of Jogighopa and Dhubri DGPS stations and terminals with assistance of Shri Anand Kumar, Supervisor (C), IWAI, Dhubri.
- (d) He will be responsible for safe movement of all vessels through his sector of the waterway.

The channel of submission of files to be maintained by the Technical (Civil) Section is as under:-



  
(ARUN ROY)  
DIRECTOR

Copy to:-

- 1) The Member (Tech.), IWAI, NOIDA.
- 2) The Chief Engineer (Civil), IWAI, NOIDA.
- 3) The Secretary, IWAI, NOIDA.
- 4) Shri D.C. Sarma, Consultant, IWAI, Guwahati.
- 5) Shri N.C. Konar, Dy. Director, IWAI, Guwahati.
- 6) Shri R.K. Singh, Tech. Asstt. (C), IWAI, Guwahati.
- 7) Shri K.D. Thongon, Sup.(C), IWAI, Guwahati.
- 8) Shri Anand Kumar, Sup.(C), IWAI, Dhubri.
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