

OFFICE ORDER

In suppression of all the earlier orders on the allocation of work, the following duties and responsibilities along with the allocation of work may be considered and the details are as follows:

In this context, the following sections have been segregated viz., Technical (Civil) Section; Hy. Survey Section; Technical (Mech-Marine) Section; Finance Section; Establishment & Administration Section; Cargo Section; Legal Section and KOLLAM Office.

TECHNICAL (CIVIL) SECTION

The following work allocation in the Civil Section of IWA, Kochi may be considered by Smt. Piori P, Supervisor (Civil) and other 3 no Supervisors (Civil) on contract. The duties and responsibilities of the officials will be as follows:-

1. Smt. P. Piori, Supervisor (Civil):

- Dredging, widening of narrow canal, bank protection, removal of obstruction, relocation of utilities etc. in Alappuzha – Kayamkulam stretch of NW.3, being executed through the contract agency M/s. Yojaka (India) Pvt. Ltd., Mangalore, including the recently approved works of Kuttanad Region.
- Dredging, widening of narrow canal, bank protection, removal of obstruction, relocation of utilities etc. in Edappallikotta – Kollam stretch of NW.3, including the removal of hard strata at Chavara area.
- All the works related to construction of IWT terminals through CPWD, including the ongoing construction works of IWT terminal at Alappuzha and Kollam.
- Development of alternate approach road to IWT Kottapuram terminal in NW.3 for better connectivity to the terminal.
- Development of alternate approach road to Mardu (Ernakulam) IWT terminal in NW.3 for better connectivity to the terminal.
- Maintenance dredging at Thevara shoal in Champakkara canal with departmental dredgers.

- Preparation of project report for the construction of new navigational lock at Thrikkunnappuzha i.e., for widening the existing 20' width lock-gate to 40' width lock-gate, where already land is acquired by IWA.
- Preparation of Annual fairway maintenance scheme for NW – 3.
- Execution of "Barbed Wire Fencing work" to protect the land acquired for widening of narrow canals of Nw.3, at Thakazhy Village.
- Preparation of tender and execution of cleaning of hard stand area and painting works etc, at IWT terminal, Cherthala (Thaneermukkom).
- All matters related to land acquisition for terminals / approach road and widening of narrow canals.

- All matters related to study on the extension of NW-3 by M/s. NATPAC, Trivandrum including EIA/EMP study.
- Widening of narrow canals by IRE Ltd and KMML, Chavara, Kollam.
- Removal of encroachment from the widening land at Kollam Dist.
- Any other work assigned by the Assistant Director and Director from time to time.

SHE WILL BE REPORTING TO THE ASST. DIRECTOR, IWAI, KOCHI.

2. Supervisor (Civil) {to be posted}

- Dredging, widening of narrow canal, bank protection, removal of obstruction, relocation of utilities etc. in Kayamkulam – Edappallikotta stretch of NW.3, being executed through the contract agency M/s. Yojaka (India) Pvt. Ltd., Mangalore.
- Preparation of Estimates, Tender and implementation of balance portion of work of dismantling & removal of Foot Over Bridge at Thottapally, Alappuzha Dist. (including the underwater structures and bed blocks etc.).
- All the works related to {construction and maintenance of RO-RO and LO-LO terminal at Willington Island and Bolghatty Island through Cochin Port Trust}, including the collection of movement of container data / details of revenue collection etc., including the JMC meeting.
- Development of alternate approach road to IWT Kayamkulam terminal in NW.3 for better connectivity to the terminal.
- Operation and Maintenance of the IWT terminals Viz., Kottapuram, Aluva, CSEZ (Kakkanadu), Maradu, Vaikom, Cherthala (Thannermukkom), Thrikkunnapuzha, Kayamkulam, Chavara and Kollam on NW.3, including the payment of Electricity and Water Charges to all the terminals.
- Cargo handling at all the terminals / Collection of Cargo details from various terminals / Collection of User Charges & Revenue etc., from various IWT terminal users (Viz., Private and Govt.) in NW.3.
- Preparation of Annual Scheme for Operation and Maintenance of the IWT terminals in NW – 3.
- Preparation of Estimates, Tender and implementation of Painting Work of new foot over bridge at Thottapally across NW.3.
- Development / extension of open storage / hard stand area at Aluva terminal for better optimum utilization.
- Construction of Alappuzha Terminal through CPWD.
- Monitoring of the developmental activities in NW – 3 with State Govt. of Kerala & IWAI Head Office.
- Monthly and Fortnightly (MIS) Report of progress of works to IWAI, Head Office.
- Construction of foot over bridge through CPWD, at Kovilthottam across NW.3.
- Construction and development of Alternate Road for diversion of existing road and construction of compound wall at IWT terminal at Chavara in NW.3, through CPWD.
- Preparation of reply to the LA Interpellation of Govt. of Kerala and Govt. of India.
- Any other work assigned by the Assistant Director and Director from time to time.

HE /SHE WILL BE REPORTING TO THE ASST. DIRECTOR, IWAI, KOCHI

A. Shri Ullas, Supervisor (On Contract):

He has been posted at Alappuzha – Kayamkulam stretch of NW.3, for monitoring of the day to day progress of M/s. YIPL. He will continue to attend the allotted works. **He will be reporting to Smt. P. Priory, Supervisor (Civil) / Assistant Director, IWAI, Kochi.**

B. Shri Nishant, Supervisor (On Contract):

He has been posted at Kayamkulam – Edappallikotta stretch of NW.3, for monitoring of the day to day progress of M/s. YIPL. He will continue to attend the allotted works. **He will be reporting to Supervisor (Civil) {to be posted} / Assistant Director, IWAI, Kochi.**

C. Ms. Aiswarya, Supervisor (On Contract):

She has been posted at IWAI, Kochi Office presently to assist the Assistant Director and Director as well as to look after the office works such as, collecting of the day to day progress of M/s. YIPL from the field, attending the office works assigned from time to time. She will continue to attend the allotted works. **She will be reporting to the Assistant Director / Director, IWAI, Kochi.**

HY. SURVEY SECTION

1. Sh. Venkatesan, JHS

- All the hydrographic survey activities with regard to Capital dredging work in Alappuzha – Kayamkulam, stretch of NW-3 which includes all types of surveys like monitoring of survey, detailed survey, terminal survey, Pre & post dredging surveys giving alignment and approval of the survey charts.
- Planning for Talweg survey and its timely issue of river notices and charts.
- Also be responsible for preparation of survey charts and navigation maps and navigation maps for the use of IWT operators.
- Repair, maintenance and proper management of all the hydrographic survey equipment and preparation of monthly program report.
- Installation and maintenance of permanent and temporary night navigation facilities.
- Upkeeping of water level data.
- Fixation of standard norms for horizontal and vertical clearances for bridges and other structure across NW-3 and monitoring of the same including the encroachment of waterways etc.

HE WILL BE REPORTING TO THE AHS, IWAI, KOCHI

2. Shri Lehrulal Jat

- All the hydrographic survey activities with regard to Capital dredging work in Kayamkulam – Edappallikota & Edapallikota – Kollam stretch of NW-3 which includes all types of surveys like monitoring of survey, detailed survey, terminal survey, Pre & post dredging surveys giving alignment and approval of the survey charts.
- Hiring of survey launch in case of necessity for conducting timely survey work.
- Preparation of upto date index maps etc.
- Monitoring of hydrographic survey activities and correspondence, etc. to H.O.
- Maintenance of Navigational clearance.

HE WILL BE REPORTING TO THE AHS, IWAI, KOCHI

TECHNICAL (MECH-MARINE) SECTION

1. Shri P.K. Chandran, Transport Driver

The driving of departmental jeep available with IWAI, Kochi along with its maintenance will be attended.

HE WILL BE REPORTING TO THE Technical Asst. (Mech Marine), IWAI, KOCHI

2. Shri. Philip Thomas, Electrician

- To attend the effective operation and deployment of departmental dredgers viz., CSD ID 1; CSD KALLADA and CSD CHAMPAKKARA, AD MANIMALA under the office of IWAI, Kochi.
- Execute the effective deployment of the above dredgers.
- Achieve the maximum output with the deployment.
- Monitoring and supervision of Dredging work at Chavara through the above mentioned dredgers.
- Preparation of Performance report of AD Manimala.
- Up keeping & maintenance of all records.
- Up keeping and maintenance of all spare parts of AD Manimala.
- Collection and submission of Log Books, Attendance Report etc. from various dredgers and submission to office every month.

HE WILL BE REPORTING TO THE Technical Asst. (Mech Marine), IWAI, KOCHI

3. Shri. Pradeepkumar Polagani, Supervisor (Mech. Marine)

The NW 3 stretch has been provided with 1 SURVEY LAUNCH – S. L. PAMBA + 3 CUTTER SECTION DREDGERS – CSD ID 1 / CSD KALLDA / CSD CHAMPAKKARA + 2 WORK BOATS – WB CHEMBAKAM & WB JAMANTHY + 1 P. B. KINGFISHER + 8 Nos. – C RANES + 8 Nos. – FORKLIFTS + 1 OFFICE JEEP.

- Taking action to carry out break down repairs, preventive maintenance, annual afloat repair, dry docking etc. for the **vessels/dredgers** including collection of defect list, estimate Preparation, N.I.T, supervision during execution of works.
- Action to take for timely supply of P.O.L, spare parts/ other consumable materials, arrangement of staff etc. for the **vessels / dredgers** and all other assistance to superior officers / Director for the effective management and operation of the vessel.
- Maintaining all related documents such as files/ registers/ log books / performance reports etc. connected with the vessel / 3 nos. dredgers.
- Required actions to maintain **8 nos. Hydraulic cranes and 8 nos Forklifts** at various IWT terminals.
- All required works have to carry out for maintaining of **2nos FRP boats, Office jeep and office generator** etc for their good performances.
- Maintenance and up keep of Office Jeep.
- Maintenance and up keeping of files regarding repair of lock gates.
- The works related with Hiring of various vessels for works / vehicles for office purposes.
- Monitoring and supervision of maintenance dredging works through departmental dredgers in NW-3.
- All repair & maintenance of lock gates at Thanneermukkom and Trikkunnappuzha through Irrigation Department, Govt. of Kerala.

HE WILL BE REPORTING TO THE Technical Asst. (Mech Marine), IWAI, KOCHI

.4. Rehman, Technical Assistant (Mech)

He has to coordinate all the above Mech-Marine activities.

HE WILL BE REPORTING TO THE AHS, IWAI, KOCHI / DIRECTOR, IWAI, KOCHI

A. Shri A.S. Sujesh, Supervisor (On Contract):

He has been posted at CSD ID-1 / CSD Kallada / CSD Champakkara for monitoring & supervision of dredging works at Chavara. **He will be reporting to Shri Pradeepkumar Polagani, Supervisor (Mechanical) / Technical Assistant (Mech Marine), IWAI, Kochi.**

B. Shri Krishnakumar, Supervisor (On Contract):

He has been posted at Amphibian Dredger Manimala for monitoring & supervision of dredging works at Chavara. **He will be reporting to Shri Pradeepkumar Polagani, Supervisor (Mechanical) / Technical Assistant (Mech Marine), IWAI, Kochi.**

FINANCE SECTION

1. Sh. K. John Mathew, Junior Accounts Officer.

- Preparation of pay for all the employees
- Preparation of debit/credit/journal vouchers
- Preparation of letters and RTGS forms for e-payment issue of cheque to the parties
- Cash payment to the employees and outside parties
- Preparation of letter for forwarding the cheques
- Preparation of cash book
- Preparation of trial balance and details of various advances
- Preparation of bank reconciliation statement
- Preparation of expenditure details
- Preparation of fund requirements
- Processing of employees claims like travelling exp, LTC expenses, medical claim, conveyance claims etc
- Verification of contractors payment and its concurrence
- Verification and concurrence of budget/estimate for various works
- Dealing with bank, income tax dept and local bodies regarding professional tax etc
- Represent Finance wing as a committee member in tender for various works
- Preparation of details in connection with closing of annual financial accounting
- Preparation of form 16 and 16 a and form 27
- Preparation of details for quarterly returns for income tax

HE WILL BE REPORTING TO THE DIRECTOR, IWAI, KOCHI

ESTABLISHMENT & ADMINISTRATION SECTION

1. Smt. Leela M.P., Attendant

- She will be attending the officers / office attendant work including the Photo Copying etc.,.

SHE WILL BE REPORTING TO THE UDC, IWAI, KOCHI / DIRECTOR, IWAI, KOCHI.

2. Sh. George Thomas, Attendent

- Maintenance of Receipt & Despatch works.
- Remittance of Telephone Bills / Water supply bills / Electricity Bills including the assigned liaison works, on need basis.

HE WILL BE REPORTING TO THE UDC, IWAI, KOCHI.

3. Smt. Manju K.P., LDC

- All the legal matters including the Legal Charges process Etc.,
- All the Land Acquisition related LAR / LAA case matters.
- Purchase and repair of Computer & accessories.

SHE WILL BE REPORTING TO THE Legal Officer, IWAI, KOCHI / UDC, IWAI, KOCHI.

4. Sh. Ismail, LDC

Operation & Maintenance of IWT Terminals on NW 3 including the payment of Service utility bills / charges. (through CIVIL Section)

- Processing of bills of telephone, electricity, water, Photostat machine, courier, drinking water, newspaper, children's education reimbursement, officers newspaper bill reimbursement.
- Process of file for purchase of stationery items, consumables etc. for official works.
- Issue of stationery items to employees and maintaining its record.
- Contact with concerned local offices for the matters related to BSNL broad-band connection, electricity, etc.
- Remittance of Telephone Bills / Water supply bills / Electricity Bills including the assigned liaison works, on need basis.

HE WILL BE REPORTING TO THE UDC, IWAI, KOCHI.

5. Smt. Usha Venugopal, Upper Division Clerk

- Maintenance and updating of Service Books / Leave records of employees
- Maintenance of Personal files/records of employees
- Processing of contractors bills in r/o. Technical Manpower, Deployment of Security Personnel in NW-3
- Processing the file of RTI and its quarterly reports & maintaining its register.
- Processing of all leave, LTC & representations for various issues of staff
- Maintenance & up-dating of ACR files of employees
- Deal with file related to Implementation of Official Language, and to prepare its quarterly reports on progress of Hindi works in office.
- Sending half yearly progress report on progress of Hindi works in office to TOLIC.
- To arrange quarterly Hindi workshops, Hindi implementation committee meeting.
- Attending TOLIC half yearly meeting in the absence of Director.
- Monitoring of dispatch section. Maintaining the dispatch register, incoming dak register, etc.
- Processing the file of Legal Officer's engagement, extension & monthly payment.
- Processing the Training schedules of officers / officials.
- Maintenance of office.
- Matters related to NEWS LETTER.

SHE WILL BE REPORTING TO THE DIRECTOR, IWAI, KOCHI.

CARGO SECTION

Smt. M. P. Jaya Devi, D'man III

- Preparation of all survey charts, maps, drawing, graphs etc. pertaining to NW-3 and maintain it records apart from maintaining library.
- Data Collection for Cargo movement from IWT operators on NW-3
- Processing the collected data to forward to HO.
- Attend the translation from / to Malayalam (Local Regional language).
- Will attend the cargo handling at IWT terminals / collection of cargo data.
- Will attend the Waterway user Charges.

SHE WILL BE REPORTING TO THE AHS, IWAI, KOCHI.

Sh. Anto Thomas, Legal Officer (on contract)

- All the legal matters related to Land Acquisition.
- Other legal related matters connected with NW 3 activities.
- Coordinate with the Legal consultants of this office for filing the affidavits etc.,.
- Other interconnected activities pertaining to the legal cell.

HE WILL BE REPORTING TO THE DIRECTOR, IWAI, KOCHI.

Sh. Mohana Kumaran Nair, Stenographer Gr. C

- To attend the Stenography and other typing work as assigned from time to time.
- To maintain the files related to the direct issuance by Director.
- Other Secretarial works being assigned from time to time.

HE WILL BE REPORTING TO THE DIRECTOR, IWAI, KOCHI.

Smt. Mercy Jose, Stenographer Gr. C

- To attend the Stenography and other typing work as assigned from time to time.
- To maintain the files related to the direct issuance by Director.
- Other Secretarial works being assigned from time to time.

SHE WILL BE REPORTING TO THE DIRECTOR, IWAI, KOCHI.

KOLLAM OFFICE

Smt. Lissy. I, JHS She will be the In-charge of the office of IWAI, Kollam and **will be reporting to Director, IWAI, Kochi** on administrative aspects. Further, the following works will be attended by her.

- Works for development of Edappallikotta – Kollam stretch of NW 3 along with its inter-alia activities.
- Construction Supervision of IWT Terminal at Kollam being executed by CPWD.
- Removal of hard patch in 4 locations.
- Construction of new foot bridge at Kovilthottam
- The widening and deepening of NW.3 through IRE Ltd.
- Removal of unauthorized houses in Chavara area.
- Planning the development of the IWT Terminal at Chavara.
- Supervision of working of Amph. Dredger A. D. Manimala.

The above activities will be attended by individual officers / officials in addition to the works assigned as Nodal Officers by IWAI, Noida.

Notwithstanding the above, the individual officers / officials are to attend the works as assigned by the Director / Superiors from time to time.

THE ORGONAGRAM MAY BE REFERRED FOR CHANNEL OF REPORTING.

The above orders will be implemented with immediate effect and remain valid till further orders.

(N. Sivaraman)
Director

To
All the concerned.

Copy to: The Secretary, IWAI, Noida with reference to the Ir. IWAI/Estt/Red- Manp/2010 dt. 25-09-2012 along with a copy of the ORGONAGRAM and with a soft copy (CD).