



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण
पोत परिवहन मंत्रालय, भारत सरकार
INLAND WATERWAYS AUTHORITY OF INDIA
Ministry of shipping (Govt. of India)

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52, 2nd Floor, Patel Nagar, Nadesar, Varanasi; Pin- 221 002. Telefax: 0542 2505329

No. 1-IWAI/VNS/Estt(15)/2011-12/130 Office Order

Date: 05-10-2012

In compliance with the instruction issued by the H.Q. vide letter no. IWAI/EST/Red-Manp/2010 dated 25.09.2012 fresh allocation of works of officers and officials posted in this office and channel of submission of files with immediate effect will be as under:

Sl no.	Item of Works	Work Allocation	Initiating officers/ staff	Channel of submission
1	Engineering Work	Preparation of estimates and schemes for R.C. Works, terminal maintenance works and other civil works; Supervision and monitoring of R.C. Works, operation and maintenance of floating terminals at Varanasi and Ghazipur, beacon tower lights; preparation of RTI reply for all civil related matters; making correspondance with the district administration for land acquisition matter; maintenance and up - keeping of files and records of all civil works; Looking after the cargo related matters; any other works assigned by his superior as per the work requirement.	Supervisor (Sh. Brajesh Kumar)	Directly to OIC
2	Hydrographic Work	Thalweg and detail survey of the shoal area between Ghazipur and Chunar with preparation of chart; Hy and Land survey of terminal area with preparation of chart; Establishment, Supervision and monitoring of tide gauge at different locations in the stretch for collection of water level data; maintenance and up-keeping of all survey equipments; preparation of RTI reply for all survey related matters; maintenance and up - keeping of files and records of all survey works; correspondance with H.Q. and Director (Patna) for survey related matters; any other works assigned by his superior as per the work requirement.	Draughtman Gr.-I (Sh. Neeraj Khare) /Fieldn Assistant (Rajesh Viswakarma)	Junior Hy. Surveyor (Sh. S.K. Shukla) to Assistant Hy. Surveyor (Sh. Virendra Singh) to OIC
3	Admn. & Establishment work	Maintenance and up- keeping of Service book and personal files of all regular employees posted in Varanasi office; Purchase of consumable store/ stationary for office use; Maintenance & upkeep of Office Vehicle and Generator; Preparation of RTI reply for all admn. & estt. related matters; maintenance and up - keeping of files and records of all admn. and estt. related matters; any other works assigned by his superior as per the work requirement.	L D C (Sh. R.P. Mishra)	Draughtsman- II (Sh. K.K. Pandey) to OIC
4	Finance	All finance related matters like payment of wages to regular and contingent staff, deduction of TDS from the payment made to out side agencies, computation of income tax of officers and staff posted in Varanasi office etc.; Any other works assigned by his superior as per the work requirement.	Account Assistant (Sh. S. K. Ghosh)	Directly to OIC


(Surendra Singh)
Assistant Director

To:

1. Sri Virendra Singh, AHS
2. Sri S.K. Shukla, JHS
3. Sri Neeraj Khare, D/man-I
4. Sri Sukumar Ghosh, A.A.
5. Sri Brajesh Kumar, Supervisor
6. Sri K. K. Pandey, D/man-II
7. Sri Rajesh Vishwakarma, F.A
8. Sri R.P. Mishra, LDC

Copy also for information to:

1. Director, IWAI, Patna.
2. Chief Engineer (Civil), IWAI, Noida.
3. Hy. Chief, IWAI, Noida.
4. Assistant Secretary (Estt. & Admin), IWAI, Noida. With reference to his letter no. IWAI/Estt/Red-Manp/2010 dt. 25.09.2012.