



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

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

Dated : 29-11-2012

**OFFICE ORDER**

Sub.-: **Duty allocation to officials of IWAI, Sub Office Dibrugarh.**

The following allocation of works is made in respect of officials of IWAI, Sub Office Dibrugarh:-

1. **Shri Prasant Kumar, Asstt. Director (C)/OIC**
  - (a) As the Officer Incharge of IWAI, Dibrugarh, Shri Prasant Kumar, Asstt. Director will supervise and monitor all activities of Sub Office Dibrugarh including all R.C. works in Neamati – Dibrugarh sector 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 will also prepare and process all bills, schemes, estimate, design, drawing etc. in connection with the works in Neamati – Dibrugarh sector including setting up of temporary terminals, construction of DGPS station at Dibrugarh, monitoring of the channel conditions, management of Dibrugarh office etc.
  - (c) He will ensure that the progress reports and other updates are prepared and sent to the competent Authority in time.
  - (d) He will also liaise with the concerned State Govt. authorities in all matters related to IWAI and for land acquisition and other works as undertaken through the different State agencies.
  - (e) Shri Prasant Kumar will make regular inspections/monitoring of all ongoing works in Neamati – Dibrugarh sector as per the provisions of the contract and ensure that survey team and other infrastructure of IWAI are deployed meticulously.
  - (f) He will also be responsible for safe movement of all vessels through his sector of the waterway.
2. **Shri S. Rafat, J.H.S.**
  - (a) Shri S. Rafat will assist Asstt. Director, IWAI, Dibrugarh in scheme preparation and 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 Neamati – Dibrugarh sector.
  - (e) Issuance of LAD Report, River Notice, shoal analysis and update of charts using Autocad.

Contd. P/2

(f) Monitoring of vessel movement in the above stretch. Collection of Water level data in Neamati – Dibrugarh sector.

(g) Execution and set up computerized Survey both for Talweg/Detailed Survey.

3. Md. Aslam, Supervisor (C)

(a) Md. Aslam will assist A.D. in all Civil works of IWAI, Dibrugarh.

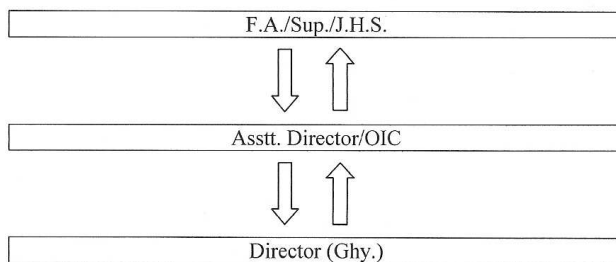
4. Shri Sandeep Kumar, Field Asstt.

(a) Shri Sandeep Kumar will assist A.D. & 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 officials of IWAI, Dibrugarh is as under:-



  
(ARUN ROY)  
DIRECTOR

Copy to:-

- 1) The Member (Tech.), IWAI, NOIDA.
- 2) The Secretary, IWAI, NOIDA.
- 3) The Chief Engineer (Civil), IWAI, NOIDA.
- 4) The Hydrographic Chief, IWAI, NOIDA.
- 5) Shri Prasant Kumar, Asstt. Director (C), IWAI, Dibrugarh.
- 6) Shri S. Rafat, J.H.S., IWAI, Dibrugarh.
- 7) Md. Aslam, Supervisor (C), IWAI, Dibrugarh.
- 8) Shri Sandeep Kumar, F.A., IWAI, Dibrugarh.
- 9) Office copy – For circulation.
- 10) Master file copy.