



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नौएडा-201 301, (उ० प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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File No. 8-IWAI/Estt./1/2012

Dated: - 3rd December, 2012

OFFICE ORDER

Subject : - Allocation of work to different Wings/Divisions in the Head Office and further allocation of work to officers in the Wing/Division alongwith channel of submission-reg.

At present, there is no formal office order allocating work to different Wings, Divisions, Branches in the Head Office which often leads to confusion as to which Wing or Division is responsible for a particular work. Further, due to certain posts lying vacant in the past, the work of that Division was assigned to another Divisional Head.

2. It has also been observed that the work distribution to officers/staff within the Division is not being done by issuing a work allocation order by the Divisional Head. In order to formalize the allocation of work amongst various Wings/Divisions in the Head Office as well as to various officers within the Wings/Divisions, it has been decided to indicate the work distribution amongst various Wings/Divisions as well as allocation of work within a Division through issuance of an Office Order.

3. In this context,

- a Wing is defined as an area of work headed by a Member (an officer of the level of Joint Secretary to GOI),
- a Division is defined as an area of work headed by Secretary/CE/HC or CAO/ Director (equivalent to a Director or Dy. Secretary to GOI respectively), and
- a Branch is defined as an area of work headed by a Dy. Director/Astt. Secretary/Astt. Director/Accounts Officer.

Henceforth, this terminology (Wing/Division/Branch) shall only be used in IWAI.

4. Accordingly, the functions of the Authority are divided in 3 Wings viz.

- Admn. & Finance Wing
- Traffic Wing
- Technical Wing

Admn. & Finance Wing is sub-divided in 2 Divisions namely,

- Admn., Estt. & IT Division
- Finance & Accounts Division

Similarly, Technical Wing is sub-divided into 3 Divisions namely,

- Civil Engineering Division
- Projects & Marine Division
- Hydrographic Survey Division

5. In supersession of all previous orders on allocation of subject/work, the allocation of work between various Wings and Divisions shall be as under: -

A. Admn. & Finance Wing headed by Member (Finance)

A1. Admn., Estt. & IT Division headed by Secretary

1. Organizing the meeting of the Authority, circulation of Agenda notes and proceedings;
2. Notification of Rules & Regulations under the IWAI Act;
3. All Establishment matter including creation of posts, Recruitment, Promotion, Transfer, Training etc.;
4. Coordination of Legal matters and monitoring of Court cases;
5. Vigilance matter and maintenance ACR/APAR;
6. General Administration including Housekeeping of office building and staff quarters, hiring of accommodation for officers;
7. Publication of Annual Report and Quarterly Newsletter;
8. Maintenance of Website and other IT related work;
9. Implementation of official language policy and Hindi work;
10. RTI related work;
11. All domestic trainings on general subjects (non-technical);
12. Participation in all foreign trainings/seminars/workshops.

A copy of the work distribution order alongwith channel of submission within the Admn. & Estt. wing is at **Annex - 1**.

A2. Finance & Accounts Division headed by Chief Accounts Officer [Executive Director (Finance)]

1. Receipt of Grants-in-aid and allocation of budget for various Plan/Non-plan schemes;

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2. Payment of Salary and Wages to employees and payment of pension and other dues to pensioners;
 3. Maintenance of GPF/CPF Account & Group Insurance Scheme;
 4. Preparation of Non-plan budget and control of expenditure thereon;
 5. All payments to contractors, vendors and staff;
 6. Financial concurrence to various proposals;
 7. Maintenance and Audit of Accounts of all receipts and payments;
 8. Compilation of Annual Statement of Accounts comprising Balance Sheet, Income & Expenditure Accounts with Schedules thereon for statutory audit of C&AG;
 9. Coordination of C&AG and Internal Audit;
 10. Payment of statutory taxes (Income & Service Tax) and levies and filing of statutory returns thereon;
 11. Safe custody of important documents such as contracts, bank guarantees etc.;

A copy of the work distribution order alongwith channel of submission within the Finance & Accounts wing is at **Annex - 2**.

B. Traffic Wing headed by Member (Traffic)

Traffic Division headed by Director (Traffic)

1. Promotion of Cargo movement by IWT;
2. Transportation of Cargo on NWs;
3. Operation of IWAI's Cargo Vessels;
4. Levy of Fees and Charges for the various services provided by IWAI to vessels and cargo owners;
5. Publicity of IWT mode including participation in exhibitions, conferences for the purpose of promotion of IWT in the country;
6. Organizing seminars/trade meets with concerned stakeholders and trade bodies for promotion of IWT;
7. Collection and Compilation of IWT cargo related statistics/data;
8. Implementation of Indo-Bangladesh Protocol on Trade and Transit;
9. Development of viable IWT projects through PDO mechanism;
10. Implementation of major projects identified by PMO on fast track basis.

A copy of the work distribution order alongwith channel of submission within the Traffic Wing is at **Annex - 3**.

C. Technical Wing headed by Member (Technical)

C1. Civil Engineering Division headed by Chief Engineer (Civil)

1. IWT POLICY
2. Preparation of Five Year plan and Annual plan
3. Allocation of Budget for various plan schemes
4. Maintenance of targeted LAD in National Waterways (NWs) by way of River Conservancy work (Bandalling) and Dredging;
5. Installation and maintenance of day & night navigational Aids in NWs;
6. Creating infrastructure for loading and unloading of cargo including Acquisition of land along NWs;
7. Operation & Maintenance of existing fixed and floating terminals;
8. Bank protection works on the NWs;
9. All other Civil works;
10. Parliament matters related to NWs;
11. Coordination work (except Admn. & Estt. matters);
12. Monitoring of Central Sector Scheme (CSS) for development of IWT in North-eastern States administered by Ministry of Shipping;
13. Declaration of new NWs;
14. Implementation of NW (Safety of Navigation and Shipping) Regulation, 2002 and IWAI (Classification of Inland Waterways in India) Regulations, 2006 in respect of NW -1,2 &3;
15. Implementation of Kaladan Multimodal Project in Myanmar;
16. Participation in domestic seminar/workshops/trainings on technical subjects other than Hydrographic Survey.

A copy of the work distribution order alongwith channel of submission within the Civil Engineering (Civil) Wing is at **Annex - 4**.

C2. Projects & Marine Division headed by Chief Engineer (P&M)

1. Procurement of floating crafts (Boats, Vessels, Dredgers, pontoons etc.);
2. Maintenance, Statutory repair & General upkeep of all floating crafts including cargo vessels;
3. Manning, operation and utilization of floating crafts;
4. All matters pertaining to Inland Vessels including Rules made under Inland Vessels (I.V.) Act;
5. Hiring/ leasing of floating crafts;
6. Contract Management of dredging units and other vessels through private agencies;
7. Monitoring of performance of vessels;
8. Development of NW-4&5 and implementation of IWAI (Classification of Inland Waterways in India) Regulations, 2006 in respect of NW - 4&5;
9. Implementation of Prevention of Collision on NWs Regulation, 2002;
10. R&D matters on Inland Vessels/Crafts;

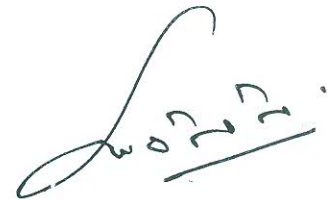
11. Hull inventory and spare parts management of floating crafts;

A copy of the work distribution order alongwith channel of submission within the Civil Engineering (P&M) Wing is at **Annex - 5**.

C3. Hydrographic Survey Division headed by Hydrographic Chief

1. Periodical Hydrographic Survey of National Waterways and Sunderbans,
2. Issue of River Notices based on Hydrographic Surveys;
3. Monitoring of Survey activities including tracking of survey vessels in all NWs;
4. Maintenance and Updation of navigational charts of NWs (both paper based and electronic);
5. Installation, operation and maintenance of Differential Global Position System (DGPS);
6. Implementation of River Information System (RIS);
7. Preparation of maps, Atlas, Pilots and other cartographic activities;
8. Administration of National Inland Navigational Institute (NINI), Patna including courses and programmes to be conducted, curriculum design etc. as well as training/workshop organized by IWAI through NINI;
9. Domestic training in Hydrographic Survey and Cartography.
10. Consultancy work in Hydrographic Survey in India and abroad;

A copy of the work distribution order alongwith channel of submission within the Hydrographic Survey Division is at **Annex - 6**.



(Sudhesh K. Shahi)
Secretary

To

1. All Divisional heads in Head Office [CE (C)/ CE (P&M)/ HC/ED (F)/ Dir.(Tr.)]
2. All other officers in the Head Office.
3. Director, Patna/Kolkata/Guwahati/Kochi-with a request to circulate to all offices under them.
4. Director (IT) for uploading on Intranet and IWAI's website.

Copy for information to: -

Chairman/Vice-Chairperson/Member (Fin.)/ Member (Tr.)/Member (Tech.)