

**INLAND WATERWAYS AUTHORITY OF INDIA**

**A-13 SECTOR – 1**

**NOIDA**

**SCHEDULE OF TRAINING**

**FOR**

**IWAI OFFICERS AND STAFF OF HYDROGRAPHIC SURVEY**

**FOR**

**THE YEAR 2009-10**

**SCHEDULES OF TRAINING / WORKSHOP / SEMINAR OF HYDROGRAPHIC SURVEY WING, IWAI**

Sl.No.	Topic of Training/Work Shop/Seminars	Duration	Suggested period (Month)	Suggested Venue	Target Participants	Estimated Cost
1.	Civil-H Course	10 weeks	Aug 09	National Hydro School, Goa	4 Officials (AHS-1 & JHS-3)	100000.00
2.	(or) Civilia-H Course	10 weeks	Aug 09	NINI, Patna by the Institute of Surveyors, New Delhi	4 Officials (AHS-1 & JHS-3)	To be decided
3.	Sub-ordinate staff Course	10 weeks	Aug 09	National Hydro School, Goa	4 Nos. F.A.	100000.00
4.	(or) Sub-ordinate staff Course	10 weeks	Aug 09	NINI, Patna by the Institute of Surveyors, New Delhi	4 Nos. F.A.	To be decided
5.	In House Practical Training	5 days	4 <sup>th</sup> week of July 09	NINI, Patna	10 Officials (AHS-2, JHS-5 & FA-3)	40000.00
6.	Refresher course training on Hydrographic Survey <b><u>Sub-Topic</u></b> General Hydrography <b><u>Name of the Resource Person</u></b> Cmr.K.M. Nair	10 days	July 2009	National Hydro School, Goa	10 Officials (AHS-2, JHS-5 & FA-3)	30000.00
7.	<b>B)Side Scan Sonar</b> <b><u>Sub-Topic</u></b> Bed profile <b><u>Name of the Resource Person</u></b> Mr. Manoj Kumar Mangal	3 <sup>rd</sup> week	July 2009	M/s. ICL, Chennai	10 Officials (AHS-2, JHS-5 & FA-3)	73596.00
8.	<b>C) Echo Sounder</b> <b><u>Sub-Topic</u></b> Depth measurement. <b><u>Name of the Resource Person</u></b> Mr. Thomas	3 <sup>rd</sup> week	July 2009	M/s.Elcome Marine Servives Pvt. Ltd	10 Officials (AHS-2, JHS-5 & FA-3)	124845.00

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9.	<b>d) Total Station</b> <b><u>Sub-Topic</u></b> Triangulation and Levelling <b><u>Name of the Resource Person</u></b> Mr. Hot Chandani	3 <sup>rd</sup> week	July 2009	M/s. Bill Trading	10 Officials (AHS-2, JHS-5 & FA-3)	55040.00
10.	<b>HYPACK Seminar</b> <b><u>Sub-Topic</u></b> Automatic Hydrographic Survey Software <b><u>Name of the Resource Person</u></b> Mr. Bouchar	3 <sup>rd</sup> week	Aug. 2009	M/s. ASB System, Mumbai.	4 Officials (AHS-2 & JHS-2)	0.00
11.	HYPACK Seminar at Noida, arranged by IWAI.	4 <sup>th</sup> week	Aug.2009	M/s. ASB System Mumbai.	10 Officials (AHS-2, JHS-5 & FA-3)	165000.00
12.	Hypack Training Seminar, 2009	24-26 Aug, 2009.	3 days	Bogmallo Beach Resort, Goa.	1-Sh. Anil Kumar, JHS, Kolkata. 2- Sh. Shiv Murthy, JHS, Varanasi. 3- suhail Rafat, JHS, Guwahati. 4-Sh.Rakesh Kumar, JHS, Patna	No charge for attending Seminar.
13.	Hydrographic Survey	To be decided	Sept.2009	The Institute of Surveyor New Delhi	4 Officials (AHS-1 & JHS-3)	100000.00
14.	Publication of Navigational chart and stall of IWAI.	4 <sup>th</sup> week	Aug.2009	INCA, Kolkata.	5 Officials from Kolkata office	100000.00
15.	Refresher course training on Hydrographic Survey <b><u>Sub-Topic</u></b> General Hydrography <b><u>Name of the Resource Person</u></b> Cmr.K.M. Nair	10 days	July 2009	National Hydro School, Goa	10 Officials (AHS-2, JHS-5 & FA-3)	30000.00

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**IWAI OFFICERS AND STAFF OF FINANCE WING**

**FOR**

**THE YEAR 2009-10**

**SCHEDULES OF TRAINING / WORKSHOP / SEMINAR OF FINANCE WING, IWAI**

<b>Sl.No.</b>	<b>Topic of Training/Work Shop/Seminars</b>	<b>Duration</b>	<b>Suggested period (Month)</b>	<b>Suggested Venue</b>	<b>Target Participants</b>	<b>Estimated Cost</b>
1.	Computerization of Financial Accounting	Two days	Nov, 209	NINI, Patna	5 persons J.A.O./A.A	each faculty member will charge Rs.5,000/- per day excluding TA/DA, Total Financial Implementation (T.F.I.) Rs.20,000/-
2.	Contract Management	Four days	Feb, 2009	National/Delhi	2 ersons J.A.O./Sr A.O.	Rs.26,000/- per participant Total Financial Implementation (T.F.I.) Rs.52,000/- for Nanital Training and for Delhi training Rs.12,000/- per participants T.F.I. Rs.24,000/-
3.	International Financial Reporting Standards (IFRS)	Two days	July, 2009	New Delhi/ Kolkata	2 each A.O./Sr.A.O.	Rs.8,000/- per participants Total Financial Implementation (T.F.I.) Rs.16,000/-
4.	Accounting of Retirement benefits	Two days	August,09	NINI, Patna	5 persons J.A.O./Sr. A.O.	each faculty member will charge Rs.2,000/- per day, Total Financial Implementation (T.F.I.) Rs.20,000/-

5.	Tax Deduction at source Salary/ Contractors Services	Two days	Aug/Dec.	Head Office, Noida.	5 persons A.O./J.A.O	External faculty will charge Rs.5,000/- per day excluding Traveling expenses. Total Financial Implementation (T.F.I.) Rs.20,000/- <b>(II)</b> For internal faculty member the charge will be Rs.1000/- per day. T.F.I. Rs.4,000/-
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Sl.No.	Topic of Training/Work Shop/Seminars	Duration	Suggested period (Month)	Suggested Venue	Target Participants	Estimated Cost
6.	International Financial Reporting Standards (IFRS) <b>Sub-Topic</b> (i) Accounting for property, plant & equipment, intangible assets, web site costs (ii) Accounting for Financial Instruments recognition , (iii) Non-Current Assets. (iv)Employee benefits.	To be decided	To be decided	Institute of Cost & Works Accountant of India	C.A.O/Sr.A.O.	To be decided
7.	Accounting of Retirement benefits <b>Sub-Topic</b> (i) Gratuity (ii) Leave encashment (iii) commutation of pension (iv) Pension calculation. (v) Family pension. (vi) Inventories.	To be decided	To be decided	NINI, Patna	JAO/AA	To be decided
8.	Contract Management <b>Sub-Topic</b> (i) An overview of tender procedure. (ii) Negotiation skill & Techniques. (iii) An overview of World Bank Procurement System.	To be decided	To be decided	ICWAI	SAO/JAO	To be decided

	(iv) contracts-concepts & Legal issues. (v) Contracts & office management. (vi) CVC guidelines. <b><u>Name of the Resource Person</u></b> Mr. B.S.Ramaswamy forum AS to GOI					
9.	Tax Deduction at source- salary/ contractors/Services. <b><u>Sub-Topic</u></b> (i) TDS-Introduction (ii) TDS on salaries. (iii) TDS on contracts. (iv) Service Tax. (v) Legal provisions. (vi) Responsibility of DDO (vii) Penalty for Non-compliance. <b><u>Name of the Resource Person</u></b> Will be arranged by CAO	To be decided	To be decided	Head Office	JAO/AA	To be decided
10.	<b><u>Sub-Topic</u></b> Contract Management	3 days	15 <sup>th</sup> Mar.2010 to 17 <sup>th</sup> Mar. 2010	To be decided	To be decided	To be decided

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**FOR**

**THE YEAR 2009-10**



**SCHEDULES OF TRAINING / WORKSHOP / SEMINAR OF TECHNICAL WING, IWAI**

Sl.No.	Topic of Training/Work Shop/Seminars	Duration	Suggested period (Month)	Suggested Venue	Target Participants	Estimated Cost
1.	River Training works	1 week	2 <sup>nd</sup> week of July, 2009	IIT Roorkee	(11)Dir/Dy. Dir/TA/Supervisor	10 Lacs for 15 person
2.	Operation & Maintenance of IWAI vessels	1 week	2 <sup>nd</sup> week of July	Marine Engineering & Research Institute, Kolkata	(6)Dir/AD/TA/ Supervisor	To be received from the institute
3.	Short term Training in “ <u>River Morphology for Inland Navigation</u> ”	7 days	July,09 Aug,09 Sept,09 Oct,09	IIT Roorkee	TA/AD/DD/& Director	To be decided
4.	<b><u>Sub-Topic</u></b> Supervisory Development Programme for Civil Engineers	3 days	6 <sup>th</sup> July to 8 <sup>th</sup> July 2009	To be decided	To be decided	To be decided
5.	<b><u>Sub-Topic</u></b> Warehousing and Store Management	3 days	23 <sup>rd</sup> July to 25 <sup>th</sup> July 2009	To be decided	To be decided	To be decided
6.	<b><u>Sub-Topic</u></b> Appraisal and Monitoring of Projects	4 days	27 <sup>th</sup> July to 30 <sup>th</sup> July 2009	To be decided	To be decided	To be decided
7.	In House Practical Training	5 days	4 <sup>th</sup> week of July 09	NINI, Patna	10 Officials (AHS-2, JHS-5 & FA-3)	40000.00
9.	River Training works	1 week	2 <sup>nd</sup> week of Aug, 2009	IIT Roorkee	(11)Dir/Dy. Dir/TA/Supervisor	10 Lacs for 15 person
10.	Operation & Maintenance of IWAI vessels	1 week	1 <sup>st</sup> week of Aug, 2009	Marine Engineering & Research Institute, Kolkata	(7)Dir/AD/TA/ Supervisor	To be received from the institute
11.	<b><u>Sub-Topic</u></b> Port Tariff	3 days	3 <sup>rd</sup> Aug. to 5 <sup>th</sup> Aug., 2009	To be decided	To be decided	To be decided
12.	<b><u>Sub-Topic</u></b> Relative Importance of Factors of Turn Round time of Vessels	3 days	10 <sup>th</sup> Aug. to 12 <sup>th</sup> Aug 2009	To be decided	To be decided	To be decided

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Sl.No.	Topic of Training/Work Shop/Seminars	Duration	Suggested period (Month)	Suggested Venue	Target Participants	Estimateed Cost
13.	River Training works	1 week	2 <sup>nd</sup> week of Sept, 2009	IIT Roorkee	(11)Dir/Dy. Dir/TA/Supervisor	10 Lacs for 15 person
14.	Safety in Cargo Handling	3 days	1 <sup>st</sup> Sept. to 3 <sup>rd</sup> Sept. 2009	To be decided	To be decided	To be decided
15.	e- Tendering and e- Procedure	3 days	10 <sup>th</sup> Sept. to 12 <sup>th</sup> Sept. 2009	To be decided	To be decided	To be decided
16.	Public Private Participation in Projects	3 days	7 <sup>th</sup> Dec. to 9 <sup>th</sup> Dec. 2009.	To be decided	To be decided	To be decided
17.	Crane Maintenance & Management	3 days	1 <sup>st</sup> Feb. 2010 to 3 <sup>rd</sup> Fed. 2010	To be decided	To be decided	To be decided
18.	Arbitration & Conciliation	2 days	18 <sup>th</sup> Feb. 2010 to 19 <sup>th</sup> Feb. 2010	To be decided	To be decided	To be decided
19.	Project Risk Management	3 days	22 <sup>nd</sup> Mar. 2010 to 24 <sup>th</sup> Mar. 2010	To be decided	To be decided	To be decided
20.	Short term course on River Morphology for Inland Navigation <b>Sub-Topic</b> River Hydraulics and Hydrology, River Flow Field Visit River Morphology, Mathematical Modeling Remote Sensing Aplications, River Training Works, Physical Model Studies, Environmental consideration. <b>Name of the Resource Person</b> Dr. U.C. Kothyari	To be decided	To be decided	IIT Roorkee	3 Group of Dir/Dy. Dir/AD/TA/Supervisor	To be decided
21.	Workshop on “Recent Trends in River and coastal Protection works” <b>Sub-Topic</b> Hydraulics and Water Resources, Hydrology, Coastal Engineering and related areas <b>Name of the Resource Person</b> Dr. I.D. Gupta, Additional Director CWPRS.	To be decided	To be decided	The Indian Society for Hydraulics, Pune.	Dir/DD/AD/TA	To be decided

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<b>Sl.No.</b>	<b>Topic of Training/Work Shop/Seminars</b>	<b>Duration</b>	<b>Suggested period (Month)</b>	<b>Suggested Venue</b>	<b>Target Participants</b>	<b>Estimated Cost</b>
22.	<p>Short term course on River Morphology for Inland Navigation</p> <p><b><u>Sub-Topic</u></b> River Hydraulics and Hydrology, River Flow Field Visit River Morphology, Mathematical Modeling Remote Sensing Applications, River Training Works, Physical Model Studies, Environmental consideration</p> <p><b><u>Name of the Resource Person</u></b> Dr. U.C. Kothiyari</p>	To be decided	To be decided	IIT Roorkee	3 Group of Dir/Dy. Dir/AD/TA/Supervisor	To be decided
23.	<p>Workshop on “Recent trend in River and coastal protection works”</p> <p><b><u>Sub-Topic</u></b> Shore protection works.</p> <p><b><u>Name of the Resource Person</u></b> Faculty of CWPRS</p>	To be decided	To be decided	CWPRS	TA/AD/DD	To be decided
24.	<p>Short term Training in River Morphology for Inland Navigation</p> <p><b><u>Sub-Topic</u></b> River Hydraulics, River Flood, River Morphology and physical Mathematical Modeling, Remote sensing Agency.</p> <p><b><u>Name of the Resource Person</u></b> Prof. U.C.Kothiyari</p>	To be decided	To be decided	IIT Roorkee	TA/AD/DD/& Director	To be decided

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Sl.No.	Topic of Training/Work Shop/Seminars	Duration	Suggested period (Month)	Suggested Venue	Target Participants	Estimated Cost
1.	Reservation in Services for SC/ST/OBC.	14 Dec 09 to 17 Dec 09	14 Dec 09 to 17 Dec 09	ISTM New Delhi	Section Officers/Assistants or equivalent	To be decided
2.	Administrative Vigilance Role of IO/PO.	4 Aug 09 to 28 Aug 09 & 5 Oct 09 to 9 Oct 09	24 Aug 09 to 28 Aug 09 & 5 Oct 09 to 9 Oct 09	ISTM New Delhi	Section Officers/Dealing Assistants	To be decided
3.	Record Management – Right to Information.	28 Jul 09 to 31 Jul 09 & 2 Feb 10 to 5 Feb 10	28 Jul 09 to 31 Jul 09 & 2 Feb 10 to 5 Feb 10	ISTM New Delhi	Sections Officers/Record Officers/Assistants	To be decided
4.	Financial Management in Government	2 weeks	13 <sup>th</sup> to 24 <sup>th</sup> July, 2009.	ISTM New Delhi	J.A.O. Section Officer & Account Assistant.	Capitation fee of Rs.4000/- (Rupees Four thousand only).
5.	Workshop on Noting & Drafting.	3 days	27 <sup>th</sup> to 29 <sup>th</sup> July, 2009.	ISTM New Delhi	UDC, LDC, Assistant and Section Officer	Capitation fee of Rs.2000/- (Rupees Two thousand only).
6.	Workshop on Noting & Drafting.	27 Jul 09 to 29 Jul 09, 2 Sep 09 to 4 Sep 09 & 28 Oct 09 to 30 Oct 09.	27 Jul 09 to 29 Jul 09, 2 Sep 09 to 4 Sep 09 & 28 Oct 09 to 30 Oct 09.	ISTM New Delhi	Dealing Assistants/SO	To be decided
7.	Origination of Programm for Administration Official	6 <sup>th</sup> -17 <sup>th</sup> , July,09 & 14 <sup>th</sup> -25 <sup>th</sup> , Sep.,09	10 days	Indian Maritime University, Chennai	Assistant Secretary & Section Officer	Rs.500 per day per participant for the particulars from the Major parts, IPA,IMU, Regional, Campuses, Ministry of Shipping <b><u>Boarding and Loading Charges</u></b> Rs.100/- per pay participant form port IPA,IMU, Regional Campus, Ministry of Shipping Non, Major ports andMaritime Boards.

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Sl.No.	Topic of Training/Work Shop/Seminars	Duration	Suggested period (Month)	Suggested Venue	Target Participants	Estimated Cost
8.	Right to Information Public Information Officers.	19 Aug 09 to 20 Aug 09 & 22 Oct 09 to 23 Oct 09	19 Aug 09 to 20 Aug 09 & 22 Oct 09 to 23 Oct 09	ISTM New Delhi	Public Information Officers/Central Public Information Officers	To be decided
9.	Managing Information in e-Age & Right To Information Act	5 days	3 <sup>rd</sup> & 7 <sup>th</sup> August 2009	NCP, Goa	A.S. & S.O	30,000/- per Participants
10.	Disaster Management	3 days	11 <sup>th</sup> & 13 <sup>th</sup> August, 2009	NCP, New Delhi.	A.S. & S.O	12,000/- per Participants
11.	Improving Effectiveness of PS/PA	3 days	18 <sup>th</sup> & 20 <sup>th</sup> August, 2009	NCP, Puri	P.S., Sr P.A. & Steno	To be decided
12.	Improving Effectiveness of PS/PA	Aug,18-20, 2009	3 days	Puri	P.S./PA/Stenos	15,500/-
13.	Effective Office Administration & Management	Aug, 24-28, 2009	5 days	Udaipur	Assistant Secretary	27,500/-
14.	Management Development Programme	2 days	10 <sup>th</sup> & 11 <sup>th</sup> Sept 2009	NCP, Indore	A.S. & S.O	10,000/- per Participants
15.	Disciplinary Procedure	3 days	15 <sup>th</sup> & 17 <sup>th</sup> , Sept 2009	NCP, BBSR	A.S. & S.O	To be decided
16.	Disciplinary Procedure	Sept,15-17, 2009	3 days	BBSR	Assistant Secretary/Section officer	14,500/-
17.	Programme on Pension & other Retirement Benefits.	5 Oct 09 to 9 Oct 09.	5 Oct 09 to 9 Oct 09.	ISTM New Delhi	Dealing Assistants	To be decided
18.	Reservation in Services	2 days	23-10-09 to 24-10-09	Indian Maritime University, Kolkata.	S.O. & Assistant	To be decided
19.	Administrative Vigilance Disciplinary Procedure-2.	09 Nov 09 to 20 Nov 09	Nov 09 to 20 Nov 09.	ISTM New Delhi	Section Officers and above	To be decided

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20.	Right to Information Appellate Authority	23 Nov 09 to 23 Nov 09 & 28 Jan 10 to 18 Jan 09	23 Nov 09 to 23 Nov 09 & 28 Jan 10 to 18 Jan 09	ISTM New Delhi	Officers designated as Appellate Authority	To be decided
21.	Vigilance Issues	2 days	06-11-09 to 07-11-09	Indian Maritime University, Kolkata.	S.O. & Assistant	To be decided
22.	Disaster Management.	3 days	09-11-09 to 11-11-09	Indian Maritime University, Kolkata.	A.S. & S.O	To be decided
23.	Disciplinary Proceedings	3 days	16-11-09 to 18-11-09	Indian Maritime University, Kolkata.	A.S. & S.O	To be decided
24.	Organizational Effectiveness, Focus: Human Resource	Nov, 4-8,2009	5 days	Jaipur	Assistant Secretary/Section officer	29,500/-
25.	Establishment Rules	14 Dec 09 to 18 Dec 09 & 8 Feb 10 to 12 Feb 10	14 Dec 09 to 18 Dec 09 & 8 Feb 10 to 12 Feb 10	ISTM New Delhi	Officers and staff dealing with the subject	To be decided
26.	Record Management	2 days	30-12-09 to 31-12-09	Indian Maritime University, Kolkata.	S.O. & U.D.C.	To be decided
27.	Workshop on Pay Fixation.	16 Dec 09 to 18 Dec 09, 2 Feb 10 to 4 Feb 10 & 3 Mar 10, to 5 Mar 10	16 Dec 09 to 18 Dec 09, 2 Feb 10 to 4 Feb 10 & 3 Mar 10, to 5 Mar 10	ISTM New Delhi	Officers Dealing with Pay Fixation cases	To be decided
28.	Stores Manual	2 days	To be decided	Indian Maritime University, Kolkata.	S.O. & Storekeeper	To be decided
29.	Modern Office Management & Rights to Information ACT	14 <sup>th</sup> -15 <sup>th</sup> Jan, 2010	4 days	NCP Goa	Assistant & Section Officer	30,500/-
30.	Job Analysis and Performance Appraisal	3 days	08-02-2010 to 10-02-2010	Indian Maritime University, Kolkata.	A.S. & S.O	To be decided
31.	Programme on Pensions & other Retirement Benefits.	15 Mar 10 to 19 Mar 10.	15 Mar 10 to 19 Mar 10.	ISTM New Delhi	Under Secretaries/Section Officers	To be decided
32.	Programme on Pensions & other Retirement Benefits.	15 Mar 10 to 19 Mar 10.	15 Mar 10 to 19 Mar, 2010.	ISTM New Delhi	Under Secretaries/Section Officers	To be decided