



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण
(पोत परिवहन मंत्रालय, भारत सरकार)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Govt. of India)
Head Office : A-13, Sector-1, Noida, U.P. Pin-201301

No. IWAI/Admn/111/2006

6th August, 2008

OFFICE MEMORANDUM

Reference Delegation of Powers item no. 15 (Administrative/ Establishment matters) regarding approval of Tour Programmes. It is felt that modalities of approval of tour programmes of Group 'A' officers posted in Field Units need to be spelt out more clearly. Accordingly, the matter is clarified as under:

I. Regional Directors :

S.No.	Nature of tour	Competent Authority for approval of tour programme
i)	Tour programme outside jurisdiction	Vice-Chairman; Chairman in the absence of Vice-Chairman
ii)	Tour programme for a period upto two days within jurisdiction	Regional Director under intimation to Vice-Chairman
iii)	Tour programme for a period more than two days within jurisdiction	Vice-Chairman

II. Other Group 'A' officers i. Field Units :

S.No.	Nature of tour	Competent Authority for approval of tour programme
i)	Tour programme outside jurisdiction	Vice-Chairman; Chairman in the absence of Vice-Chairman
ii)	Tour programme for a period upto two days within jurisdiction	Regional Director
iii)	Tour programme for a period more than two days within jurisdiction	Regional Director under intimation to Vice-Chairman

This issues with the approval of Chairman.


(Pradeep Kumar)
Secretary

To

1. Regional Directors, Patna, Guwahati, Kolkata, Kochi
2. Chief Engineer, IWAI, Noida
3. Hydrographic Chief, IWAI, Noida
4. Chief Accounts Officer, IWAI, Noida
5. Asst. Secretary (Estt), IWAI, Noida
6. Asst. Secretary (Admn.), IWAI, Noida

Copy for information to :

1. Sr. P.A to Chairman, IWAI, Noida
2. PS to Member (C&F), IWAI, Noida.

