

Minutes of the second Governing Body meeting held on 5<sup>th</sup> December, 2017 at 3.30 PM at the Conference Hall of the Chief Secretary

**Members present:** *Annexure 1*

The Governing Body Meeting began with the Chief Secretary and Chairman, GB welcoming all members and invitees. The Additional State Project Director gave a presentation on the current status of the Project, activities to be undertaken in the Project and elaborated the activities already initiated on which ex post facto approvals need to be taken from the GB. The decisions taken in the last Governing Body Meeting held on 28<sup>th</sup> October, 2016 were also reviewed.

After a detailed discussion, the Body arrived at the following decisions:

| Decision  | Action  |
|---|---|
| <p><b>1) Filling up of vacant Positions</b></p> <ul style="list-style-type: none"> <li>• The vacant positions in AIWTD Society namely Social Development Specialist, Environment Specialist, Marine Specialist, Procurement Specialist and Financial Management Specialist shall be immediately filled up.</li> <li>• Md Musfiqur Rahman, Joint Director, IWT shall be engaged as IWT Specialist in AIWTD Society in addition to his existing duties.</li> <li>• Shri Dhruvajyoti Sharma, AEE i/c, IWT shall be engaged as Assistant Procurement Engineer in AIWTD Society in addition to his existing duties.</li> </ul> | <p><b>To be notified by AIWTD Society</b></p> <p><b>To be notified by Transport Department, Govt. of Assam/ AIWTD Society</b></p> <p><b>To be notified by Transport Department, Govt. of Assam/ AIWTD Society</b></p> |
| <p><b>2) Setting up of permanent Office</b></p> <p>An open tender shall be floated for setting up the permanent Office of AIWTD Society at the third floor of the Office of Inland Water Transport, Ulubari. As per the estimate given by the Architect hired, the estimate for the permanent office is Rs 1.7 crore approx plus applicable taxes. The building façade and common areas including parking areas of IWT office needs to be renovated.</p>  | <p><b>AIWTD Society</b></p>   |
| <p><b>3) Design Consultant for Terminal Development</b></p> <p>A Design Consultant for Terminal Development shall be hired for preparation of the Detailed Project Report (DPR) and tender document for the feasible locations selected by ISDP Consultant from a list of pre-selected existing ghats /terminals and additional ferry terminals.</p>  | <p><b>AIWTD Society</b></p>   |
| <p><b>4. Consultant for EIA and SIA studies</b></p> <p>A Consultant for EIA and SIA studies shall be hired for assessing the Environmental and Social aspects of AIWT Project and will</p>  | <p><b>AIWTD Society</b></p>   |

*M. K. Saha*

|   |   |
|---|---|
| <p>coincide with other strategic studies for holistic preparation of the feasibility reports of various activities in the Project.</p>  |   |
| <p><b>5. Delegation of financial Powers</b></p> <ul style="list-style-type: none"> <li>• There shall be delegation of financial powers related to Administrative Approval and power for Financial Sanction of up to Rs.5 lakhs is conferred on ASPD for smooth and timely functioning of the Society.</li> <li>• Bank operations for an amount of up to Rs.5 lakhs shall be jointly done by the ASPD and the Financial Specialist of AIWTD Society.</li> <li>• As per the Memorandum of Association and Rules of Business and Bylaws of AIWTD Society, a sanction sub-committee (SSC) shall be constituted with the Chairman, GB as Chairman of SSC; SPD as member secretary; representatives from Finance Department, T&amp;D Department and Director, IWT as members. The functions of the sub-committee shall be the same as enumerated in the Memorandum of Association and Rules of Business and Bylaws of AIWTD Society.</li> </ul> | <p><b>AIWTD Society</b></p>   |
| <p><b>6. Framing of Legislations</b></p> <p>The legislations for the proposed entity viz Assam Inland Waterways Transport Regulatory Authority and the MOA and AOA of Assam River Port Development Company and Assam Waterways Vessels Company have been framed by NLUA and the draft will be forwarded to the Government for approval.</p>   | <p><b>Transport Department,<br/>Govt. of Assam/ AIWTD<br/>Society</b></p> |
| <p><b>7. Appointment of Statutory Auditor for AIWTD Society</b></p> <p>A statutory auditor will be engaged to audit the books of accounts of AIWTD Society for the financial year 2017-2018.</p>  | <p><b>AIWTD Society</b></p>   |
| <p><b>8. Floating of RFPs</b></p> <p>The RFPs for hiring Consultants for <i>Integrated Strategic Development Plan (ISDP)</i> and <i>Institutional Strengthening and Business Plan (ISBP)</i> shall be floated. Also, RFP will be floated to hire a Consultant to frame the Detailed Project Report (DPR) to assess the feasibility of sites identified for installation of <i>night navigation equipment</i>.</p>   | <p><b>AIWTD Society</b></p>   |
| <p><b>9. Website for AIWTD Society</b></p> <p>A rate quotation will be floated to hire a firm to design and develop the website of AIWTD Society</p>  | <p><b>AIWTD Society</b></p>   |
| <p><b>10. Financial transactions in AIWTD Society</b></p> <p>All financial transactions in AIWTD Society will take place</p>  | <p><b>AIWTD Society</b></p>   |

*W. S. Saha*

|  |                                      |
|--|--------------------------------------|
| through NEFT/ RTGS   |                                      |
| <p><b>11. Distribution of Work</b></p> <p>The job responsibilities of the Officials of AIWTD Society shall correspond to the mapping of responsibilities against each Official.</p>  | <b>AIWTD Society</b>                 |
| <p><b>12. Ratification of Expenses</b></p> <ul style="list-style-type: none"> <li>AIWTD Society received an amount of Rs.1.60 Crores from the Project Preparatory Advance (PPA) of Rs.16 Crores only from World Bank (PPA-4830IN) on 7<sup>th</sup> September, 2017. Out of the said fund, an amount of Rs.69.58 lakhs has been spent till 30<sup>th</sup> November,2017</li> <li>For the balance amount of Rs.14.40 crores only, financial sanction has been received on 3<sup>rd</sup> November, 2017 for which ceiling demand has already been placed.</li> </ul> <p>Reimbursement Claim (IUFR) up to quarter ending 30<sup>th</sup> September amounting to Rs.17 lakhs has been submitted to CAAA and World Bank</p> | <b>AIWTD Society</b>                 |
| <p><b>13. Ex post facto Approvals</b></p> <p>The following activities have been approved by the Governing Body ex post facto.</p> <ul style="list-style-type: none"> <li>PWC-SAIC has been engaged as the General Consultant for AIWTD Society with a contract agreement of Rs 5.47 crores (inclusive of taxes) for a period of four years</li> <li>The Human Resource Policy of AIWTD Society has been adopted based on the latest approved HR Policy of ARIAS Society.</li> <li>Procurement Activities is attached herewith as <b>Annexure II</b></li> </ul>   | <b>Action taken by AIWTD Society</b> |

#### 14. Timeline

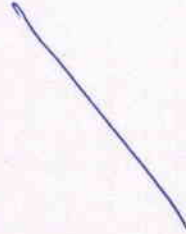
The timeline for the various activities are enumerated in the following table

| Sl. No. | Activity  | Timeline      |
|---------|---|---------------|
| 1       | Award of workfor Integrated Strategic Development Plan (ISDP)           | February 2018 |
| 2       | Award of workfor Institutional Strengthening & Business Planning (ISBP) | February 2018 |
| 3       | Consultant for EIA, SIA and Development work                            | March 2018    |
| 4       | Consultant for preparation of DPR for Night Navigation                  | January 2018  |

*M. S. S.*

|   |   |               |
|---|---|---------------|
| 5 | DPR/ Design Consultantfor terminal improvement      | February 2018 |
| 6 | Setting up of the permanent Office of AIWTD Society | March 2018    |

The Meeting ended with a vote of thanks to the Chair.



(V K Pipersenia, IAS)  
Chairman, GB, AIWTD Society  
&  
Chief Secretary

Memo No: AIWTDS (N)/09/2017/58-A

Date: 11<sup>th</sup> December, 2017

Copy to:

1. All members present





Chairman, GB, AIWTD Society  
&  
Chief Secretary

**Annexure II**

|   | <b>Activity</b>  | <b>Approximate value</b>         |
|---|--|----------------------------------|
|   | <b>Procurement (office work)</b>   |                                  |
| 1 | IT Equipment for the current staff of the PMU,AIWTD Society                | Rs.4,97,600                      |
| 2 | Air Conditioners for the temporary office of the PMU,AIWTD Society and GC  | Rs.1,92,300                      |
| 3 | Minor Civil work and renovation for setting up of the temporary PMU Office | Rs.4,74,909                      |
| 4 | Furniture for the temporary Office of the AIWTD Society and GC             | Rs.4,43,877                      |
| 5 | Architectural firm for designing the permanent office of the AIWTD Society | Rs.7,55,200                      |
|   | <i>Consultants/ Goods</i>  |                                  |
| 1 | Consultant for Integrated Strategic Development Plan (ISDP)                | Rs 5.2 Crores<br>(800,000 US \$) |
| 2 | Consultant for Institutional Strengthening and Business Plan (ISBP)        | Rs 3.9 Crores<br>(600,000 US \$) |
| 3 | Procurement of Night Navigation Equipment                                  | (500,000 US\$)                   |

Annexure - I

ATTENDANCE SHEET  
 SECOND GOVERNING BODY MEETING of AIWTDS  
 DATE: 5<sup>th</sup> DECEMBER, 2017  
 TIME: 3:30 PM  
 VENUE: CONFERENCE HALL OF THE CHIEF SECRETARY

| SI No. | NAME                             | DESIGNATION   | ORGANIZATION        | CONTACT NUMBER | EMAIL ID             | SIGNATURE   |
|--------|----------------------------------|---|---------------------|----------------|----------------------|---|
|        | Shri Vinod Kumar Pipersenia, IAS | Chief Secretary   | Government of Assam |                |                      |    |
|        | Shri Ashutosh Agnihotri, IAS     | Commissioner & Secretary, Transport Department & SPD, AIWTD Society | Government of Assam | 9435049546     | ashuagnihotri@nic.in |    |
|        |                                  | Finance Department  | Government of Assam |                |                      |   |
|        |                                  | Transformation & Development Department                             | Government of Assam |                |                      |   |
|        | Zulfikar Alam Jafaride           | Public Works Department   | Government of Assam | 9435108224     |                      |   |
|        | A. Boruah, IAS                   | Environment & Forest Department                                     | Government of Assam |                |                      |  |
|        | Abhijit Singh, Deputy Secretary  | Panchayat & Rural Development Department                            | Government of Assam |                |                      |   |
|        |                                  | Pollution Control Board   | Assam               |                |                      |   |

|  | Shri B Dev Choudhury, ACS | Director, Inland Water Transport & ASPD, AIWTD Society | Government of Assam | 9435061886      | bdevc@yahoo.co.in         |           |
|--|---------------------------|--|---------------------|-----------------|---------------------------|-----------|
|  | D. Kalam<br>Secy, Finance | Secy,<br>Finance                                       |                     | 94355-<br>01722 | dwalam@as<br>@yahoo.co.in | 5.12.2022 |
|  | Utpal Goswami.            | Deputy Secretary                                       |                     | 94355<br>58106  |                           |           |
|  | Nanik Ch. Selma           | Advisor.   |                     | 94350<br>10612  |                           |           |
|  | R. N. KALITA              | Transport Specialist                                   |                     | 9599698402      | robinkalita@<br>gmail.com |           |
|  | Musfiqur Rahman           | Joint Director   | IW                  | 94351<br>18088. |                           |           |
|  | Dividita Kasnop           | PO   |                     |                 |                           |           |
|  | Purabi Das                | EA to ASD  | AIWTDs              |                 |                           |           |
|  | Jalita Borah              | OSD to State Project<br>Director, AIWTDs               |                     | 9508970463      |                           |           |
|  | Antona Desakh Sarangi     | FS, AIWTD Society                                      |                     | 9864035861      | antimadesakh@gmail.com    |           |