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অসম আভ্যন্তৰীণ জলপৰিবহন উন্নয়ন সমিতি

Government of Assam

Assam Inland Water Transport Development Society

3rd floor, Directorate of Inland Water Transport, Ulubari, Guwahati- 7::email: dir.iwtlds-as@gov.in::Tel:+91361-2526421

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Minutes of the Meeting (MOM)			
Organization	Assam Inland Water Transport Development Society (AIWTDS)		
Subject	Third Governing Body (GB) Meeting for Assam Inland Water Transport Project		
Date and Time	13th Dec, 2018 (11.30 AM)	Venue	Conference Hall of the Commissioner & Secretary Transport Dept., GOA
Members present	Annexure-I		
General Details	The 3 rd General Body Meeting of the Project Guidance Council (PGC) was held under the Chairmanship of Sri Ashutosh Agnihotri, IAS, State Project Director, AIWTDS and Commissioner & Secretary, Govt. of Assam, Transport Department on 13 th December, 2018 in the Conference Hall of Commissioner & Secretary to the Transport Dept., Government of Assam.		
	Sri. Rahul Ch. Das Programme Manager & ASPD (i/c), AIWTDS welcomed all members and presented a brief overview on the status of the World Bank funded AIWT Project being implemented by the Assam Inland Water Transport Development Society (AIWTDS).		
Action Taken Report on Minutes of 2nd GB Meeting	The minutes and the Action Taken Report of the 2 nd Governing Body (GB) meeting held on 5 th Dec, 2017 were unanimously approved and adopted as presented.		

The Agenda was discussed threadbare and following decisions were taken:-

Sl No	Component	Discussion/ Decision	Action By
1	Nomination of members to Governing Body (GB).	<p>i) The nomination of Secretary Transport dept. Govt. of Assam as permanent invitee of Governing Body was approved.</p> <p>ii) The Nomination of Transport Specialist, AIWTDS & Advisor, AIWTDS as permanent invitees of Governing Body (GB) was approved.</p> <p>iii) Nomination of Programme Manager, AIWTDS as Additional Member Secretary - Governing Body was approved.</p> <p>A notification in this regard shall be issued.</p>	AIWTDS

Ashutosh



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2	Night navigation	<p>GB was apprised of the Night Navigation system development works being developed by IWAI, along the Neamati - Kamalabari route at Majuli.</p> <p>It was advised that National Technology Centre for Ports, Waterways & Coasts (NTCPWC) under the aegis of IIT Madras may be brought on-board, on nomination basis for carrying out the Night Navigation studies along the other major routes of NW-2, subject to World Bank concurrence.</p>	AIWTDS to plan activities accordingly with requisite concurrence from the World Bank.
3	Tourism Component	<p>The possibilities to include components of tourism into the World Bank funded AIWT Project shall be explored.</p> <p>It was suggested to explore the inclusion of establishment of museum, galleries, restaurants, river cruises and avenues to intensify private sector investment in the IWT sector. Mr. R. Kalita, Transport Specialist AIWTDS shall be the in charge of developing the Tourism component.</p>	Transport Specialist of AIWTDS
4	PMU Office Setup	<p>It was directed that the total cost of works for the Renovation & Refurbishment works of PMU offices at 3rd Floor of DIWTA office and 4th Floor (Block D) at Assam Secretariat shall be within the budget of INR 1.7 Crore as approved by the GB held on 5th Dec 2017.</p>	AIWTDS
5	Collaboration with Indian Registrar of Shipping	<p>A Memorandum of Understanding may be signed with the Indian Register of Shipping (IRS) for rendering services in Procurement of New Vessels and Refurbishment/Retrofitting of Existing Vessels. Concurrence to be sought from World Bank for appointing the IRS under Single-Source Selection (SSS) basis.</p> <p>It was also advised that the Bid documents prepared by AIWTDS for the procurement of 50 pax and 100 pax vessels to be vetted by IRS for their review and inputs.</p>	AIWTDS

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Sl No	Component	Discussion/ Decision	Action By
6	Drone Survey	Drone Survey which will enable AIWTDS/World Bank and other stakeholders to map out the project locations and review existing site conditions, was approved for a budget of approx. INR 9 Lakhs.	AIWTDS
7	Film on AIWT Project	Production of an AIWT Project film to capture the impact of development activities on life & livelihood and creating awareness generation on IWT, was approved for an approx. budget with an upper ceiling of INR. 25 Lakhs.	AIWTDS
8	General Consultants	Appointment of Additional Project Manager and Marine Engineer/ Naval Architect of General Consultant (M/s PwC - SA Infrastructure Consultants) was approved. It was advised that the actual deployment shall be deliberated to ensure that the cost variation does not exceed the permissible limits as per the applicable World Bank procurement guidelines.	AIWTDS
9	Financial and procurement manual	The financial manual and procurement manual for the AIWT Project shall be prepared and placed in the next Governing Body Meeting for approval.	AIWTDS
10	Formation of companies APC & ASC	Urgent action to be taken for establishment of the companies - Assam Ports Corporation (APC) and Assam Shipping Corporation (ASC). A Cabinet note shall be prepared for the same. Necessary action to be taken for registration of the companies.	AIWTDS
11	Last mile connectivity & Integrated Command Control Centre (ICCC)	Nomination of ASTC as Project Implementation Agency for last mile connectivity at the IWT ghats and establishment of Integrated Command Control Centre (ICCC) shall be systematically established. A committee to be notified accordingly with	AIWTDS

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Sl No	Component	Discussion/ Decision	Action By
		the following members. <ol style="list-style-type: none">1. MD, ASTC as Chairman.2. Programme Manager, AIWTDS as Member Secretary3. Transport Specialist, AIWTDS as Member4. Assistant Procurement Engineer as Member	
12	Capacity Building	Nomination of Directorate of IWT, Assam as Project Implementation Agency for capacity building of the officials for the AIWT Project was approved. It was advised to collaborate with "Centre of excellence for Maritime Transport - Indian Register of Shipping" along with Assam Skill Development Mission (ASDM) to impart training on IWT aspects.	AIWTDS
13	Nomination of non official member	Nomination of Prof. O.P. Sha, representative of Department of Naval Architecture & Engineering, IIT Kharagpur and Director, IWAI Guwahati as non-official members of the PGC was approved in the PGC meeting held on 03 rd Dec 2018. It was advised that these members shall be paid all travelling & boarding expenses and an honorarium of INR 2000 for attending the PGC meetings.	World Bank and AIWTDS
14	Sanction Sub-committee	Notification for the formation and functioning of the Sanction Sub-committee shall be issued, as per MOA and in addition Programme Manager, AIWTDS to be notified as Additional Member - Secretary of Sanction Sub-committee of GB was approved.	AIWTDS
15	Organisation Structure of AIWTDS	A Selection Panel shall be constituted to conduct interviews for recruitment of vacant positions as per the organogram approved by 3 rd PGC. The panel shall comprise the following members: <ul style="list-style-type: none">• Neera Gogoi Sonowal, Secretary to the	AIWTDS



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Sl No	Component	Discussion/ Decision	Action By
		<p>Govt. of Assam, Transport Department - Chairman</p> <ul style="list-style-type: none">• Rahul Ch Das, Deputy Secretary Transport Department and Programme Manager, AIWTDS as Member Secretary• Robin Kalita, Transport Specialist, AIWTDS as Member• Manik Sharma, Advisor, AIWTDS as Member <p>Considering the crucial stage of the AIWT project, the appointment of a suitable Procurement Specialist by AIWTDS shall be expedited. The interviews for appointment of other specialists shall also be carried out diligently.</p>	
16	Grievance officer	<p>The nomination of Advisor, AIWTDS as dedicated Grievance officer for the AIWTDS was approved.</p>	AIWTDS
17	Organogram	<p>The Programme Manager, AIWTDS shall be re designated as 'Deputy SPD, AIWTDS' to assist SPD to ensure presence of dedicated senior administrative officer and smooth conduct of operations of the AIWTDS. Notification to be issued accordingly.</p> <p>It was proposed to re-designate :</p> <ul style="list-style-type: none">• 'Transport Specialist, AIWTDS' as 'Advisor - Transport, AIWTDS'&• 'Advisor, AIWTDS' as 'Advisor - Administration, AIWTDS' <p>Notification to be issued accordingly.</p>	AIWTDS
18	HR Policy	<p>Proposed amendments on the HR policy of AIWTDS (attached as Annexure-II) were approved. A notification regarding the same to be issued accordingly.</p>	AIWTDS
19	External Project visits	<p>To understand the relevant case studies and implementation of other ongoing projects within and outside country, Senior officials of AIWTDS officials to be deputed to visit similar project sites.</p>	AIWTDS

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Sl No	Component	Discussion/ Decision	Action By
		<p>World Bank team shall propose the suitable options for exposure visits, intended for studies of river/water development projects outside India. The endeavor shall be to visit economies that have significant and robust Inland Water Transport system and explore possibilities of collaboration for implementing the project.</p> <p>Interactions will also help in knowledge augmentation of the AIWTDS officials. In addition to the same, possibilities for collaborating with the external technical team for implementing the project can also be looked into.</p>	

(Ashutosh Agnihotri, IAS)

State Project Director, AIWTDS and Commissioner & Secretary, Govt. of Assam

Memo No: AIWTDS/XX/XXX/XXXX

Date: 13th December, 2018

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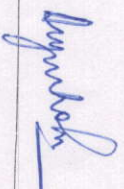






ANNEXURE I





Attendance Sheet

Third Governing Body Meeting of AIWTD Society

Venue: Conference Hall of the Commissioner & Secretary to the Govt. of Assam, Transport Department
Date: 13th December, 2018

Time: 11.30 PM

Sl No.	Name of the officer	Designation	Email ID	Contact No.	Signature
1	Ashutosh Agnihotri, IAS	Commissioner & Secretary to the Govt. of Assam, Transport Department	ashuagnihotri@nic.in		
2	Purnu Gupta	Secretary, E&F	secyforestassam@gmail.com	94354-05810	
3	M Masah	Asst Sny PEAD	pradulspms@gmail.com	9135558452	
4	N. G. Sonowal	Sney, Transport		9864015453	
5	Melayi Aka	Asst Chief Engineer PWD.	del610.malay@gmail.com	9435073490	
6	Ruby Sharma	Asst. Secy, TD			
7	Sri Meelul Kr. Saro	AEE	membersecretary@pcaassam.org	91015-37656	

Sl No.	Name of the officer	Designation	Email ID	Contact No.	Signature
8	R. N. Kalita	Transport Specialist A1W7D5	robinkalita@gmail.com	9599698402	
9	SPERRY THOMAS	Project Director, Sec to A1W7D5	sperry-thomas@ pwc.com	9953693481	
10	Manik Sabano	Adviser		9435010612	
11	Richard W. Duns	PM, A1W7D5		94350-11756	
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Sl No.	Name of the officer	Designation	Email ID	Contact No.	Signature
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ANNEXURE-II**Comparative Analysis of existing provisions vis-à-vis proposed provisions in the Human Resource Policy of Assam IWT Development Society**

Sl No/Rule No.	Existing Provisions in the HR Policy	Proposed Change(s) in the HR Policy
1 Annexure -2 of HR Policy	In Annex-2 of DA/TA entitlement under the Level 2 matrix, officials of AIWTDS are mentioned as: Retired Grade-1 Govt. Employees hired on contractual basis in the rank of Sr.Consultant/Advisor/Coordinator. Grade Pay of Government employees serving the PMU on deputation/service disposal basis: \geq Rs.14,500. Monthly CTP of Contractual consultants/staffs: \geq Rs.1.20 lakh per month;	All retired Grade-I Government officials hired in the AIWTDS Society on contractual basis should be included in the L2 matrix of Annex-2, regardless of rank.
2 Rule 8d of HR Policy	At present the appraisals of the staffs (contractual and serving/retired government officials) are done on a quarterly basis as per section 8 of the HR Policy.	The appraisals be undertaken on a half-yearly basis for making the necessary payment of allowances/incentives thereon.
3 Rule 8f of HR Policy.	At present, Annual Increment of contractual staffs as per clause 8f is allowed based on their cumulative quarterly appraisals upon the individual ratings: a. Outstanding: 20% (Fixed 3% + 17%) b. Very Good: 15% (Fixed 3% + 12%) c. Good: 10% (Fixed 3% + 7%) d. Average: 3%	Annual Increment of contractual staff drawing monthly fixed (CTP Rs.35000 - Rs.50000) will be allowed a maximum of 10% on the fixed monthly CTP; based on their cumulative half-yearly appraisals upon the individual ratings: a. Outstanding : 10% b. Very Good : 8% c. Good : 5% d. Average : 3% Annual Increment of contractual staff drawing monthly fixed (CTP Rs.60000 - Rs.119999) will be allowed a maximum of 8% on the fixed monthly CTP; based on their cumulative half-yearly appraisals upon the individual ratings: a. Outstanding : 8% b. Very Good : 7% c. Good : 5% d. Average : 3%

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		<p>Annual Increment for the contractual staff hired as Specialists, Sr. Consultants, (CTP 120000 - 150000) the annual increment is proposed to be allowed a maximum of 5% on the fixed monthly CTP, based on their cumulative half-yearly appraisals upon the individual ratings:</p> <p>a. Outstanding : 5% b. Very Good : 4% c. Good : 3.5% d. Average : 3%</p>
4 Rule 8f of HR Policy		<p>Since Senior Government Officers serving the PMU on deputation/ service disposal basis and retired Grade I Government officials are not covered under the provisions of SI No.3 above, the GB directed that the following allowances be granted to them:</p> <p>a) An amount of INR 2,000 (Two Thousand) per month as Newspaper, periodical, journal & book allowance. b) The existing communication allowance of INR 700 per month to be increased to INR 1,000 per month.</p>
5 Rule 6c of HR Policy	<p>At present the contractual staffs at the base strata of the hierarchical pyramid getting a fixed monthly CTP in the range of (Rs.35000 - Rs.45000) are named as 'Assistants' vis. Procurement Management Assistants etc.</p>	<p>The same is proposed to be redesignated as 'Executive' for those who have completed 1 year of services in the AIWTD Society.</p>

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