



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

( पोत परिवहन मंत्रालय, भारत सरकार )

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

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

Head Office : A-13, Sector-1, Noida-201 301 (U.P.)

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No. IWAI-14012(11)/13/2021-DD(RE)

Dated 04.01.2022

### OFFICE MEMORANDUM

**Subject: Advisory to Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) in all IWAI offices – reg.**

The number of COVID-19 cases including Omicron are going up rapidly in entire country. However, it is the duty of every official to protect themselves and help to prevent further spread of the disease. In spite of that, it is found regularly in office that many of officials are not following protocol of Covid-19 and doing following activities which are harmful for health of all officials and which is viewed seriously by the management in this COVID pandemic situation:

- Not wearing the mask regularly and not taking vaccination.
- Processing work of physical file which may speeding virus.
- Taking lunch in groups and not making social distancing.
- Not downloading and using 'Arogya Setu App' which is compulsory for attending of office.
- Taking face to face meetings/discussions/interactions which are to be strictly avoided.
- Taking frequent movement from one section to another section during office hours and also late evening without any work.

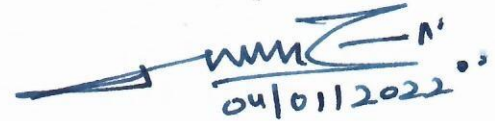
Therefore, it is compulsory to take the following measures to contain the spread of Novel Corona Virus COVID-19 including Omicron in all offices of IWAI:

- To take vaccine immediately, as per rule.
- Processing all office work on e-file only.
- To wear mask regularly.
- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To take their temperature regularly and check for respiratory symptoms.
- To avoid taking frequent movement from one section to another section during office hours and also late evening if not required.
- Restrict the entry of visitors in IWAI offices.

It is also requested to all officials of IWAI H.O./ ROs/SOs, kindly furnish the vaccination details to Sh. Mayank Kumar, Dy. Director & Resi. Engineer (Nodal Officer for COVID-19) up to 07.01.2022, over e-mail: [mkumar.iwai@nic.in](mailto:mkumar.iwai@nic.in). the officials who has not taken either dose of vaccine, will not be allowed to attend office till vaccination.

If any officials of IWAI not follow the protocol of Novel Coronavirus (COVID-19), the disciplinary action should be taken against him/ her by the management.

This issues with the approval of the Competent Authority



04/01/2022

(Mayank Kumar)  
Dy. Director & Resi. Engineer  
(Nodal Officer for COVID-19)

Copy to :- (By E-Mail)

- i. Chief Engineer (Technical)/Chief Engineer-P.M. (JMVP)/ Hydrographic Chief / Chief Accounts Officer(I/c), Director (Mech.- Marine) / Director (NER)/Director-(T&L) / Director (Technical) / Director (Hydrography) /Dy. Secretary (IT)/ All Deputy Directors/All Asstt. Secretary.
- ii. Director, IWAI, Kolkata / Kochi / Guwahati/Patna.
- iii. OIC, NINI, Patna
- iv. Sub-office - Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneshwar.
- v. PCSA (IT), IWAI, Noida - For uploading on IWAI Website.
- vi. Hindi Cell- For Hindi Translation.
- vii. Notice Board.
- viii. Master Copy/ Office Copy.

Copy for kind information to:- (By E-Mail)

- i. PPS / PS/ PA to Chairperson / Vice-Chairman / Member (Finance) / Member (Technical) / Member (Traffic & Logistics) / Secretary, IWAI, Noida.