



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण (पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नोएडा-201 301 (उ०प्र०)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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

Website: www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

File No. IWAI-12020/2/2025-ADMIN RECTT

Date: 07.03.2025

OFFICE ORDER

Sub: Orientation programme Induction training for the newly recruited Officers/Officials - reg.

The directives of the Competent Authority is hereby conveyed regarding orientation programme & induction training programme for new recruits on Direct Recruitment basis as appended below:

Sl. No.	Description of Orientation Programme	Venue	Duration of Programme		Reporting Time	Details of Participants (as per Annexure)
			From	To		
1.	Presentation on brief of IWAI	Ganga Conference Hall, IWAI HO, Noida	10.03.2025 (One day)		11:00 AM	Annexure-I
2.	Orientation programme various Wings at IWAI HO, Noida, on rotation basis	IWAI HO, Noida	10.03.2025	28.03.2025	During Working Hours of IWAI HO, Noida	Annexure-II
3.	Understanding with the Technical functions of IWAI / Inland Waterway Transport etc.	National Inland Navigation Institute (NINI), Patna	01.04.2025	07.04.2025	As per Ann-IV	Annexure-III & IV

2. It is mandatory for all the concerned participants to attend the above said orientation/Induction training programme as per the schedule and must report at the venue, at least, 10 minutes before the scheduled time.

3. Director, IWAI, Patna is hereby requested to conduct the orientation training of the officers/officials as per the schedule, at NINI, Patna.

4. TA / DA shall be admissible as per rules.

This issues with the approval of the Competent Authority.

Encl: As above


07.03.25
(Neeraj Singh)

Assistant Secretary (Admn. & Estt.)

Email Id: nsingh@iwai.gov.in

Phone No. 0120-2474050

To,

- i. All the Concerned Officers/Officials of IWAI.
- ii. Director, IWAI, Patna

Copy to: - (By E-Mail)

- i. CE (Tech)/CE (JMVP)/ CE (T&L)/ CE (NER & OWs)/ Hydrographic Chief /CAO/Deputy Secretary (P&C)/ Director (RE)/ Director (JMVP)/ Director (Hydro)/ Assistant Secretary (P&C) / Assistant Secretary (L&H) IWAI, Noida.
- ii. Director/Director (I/C), IWAI, Kolkata / Kochi / Guwahati / Patna/ Varanasi.
- iii. Officer-In-Charge of Sub Offices, Prayagraj, Sahibganj, Farakka, Swaroopganj, Vijayawada, Dhubri, Dibrugarh, Kollam, Bhubaneswar.
- iv. PCSA (IT), IWAI, Noida – for uploading on IWAI website.
- v. Hindi Cell- for Hindi translation.
- vi. Section Officer (E-I) / Section Officer (E-II) / Section Officer (E-III).
- vii. Office Copy / Master Copy.

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

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

Annexure I

Introductory Presentation at Ganga Conference Hall by Assistant Secretary (A&E) as per the under mentioned time:

Sr. No.	Post/Designation	Name	Date and Time
1	Multi Tasking Staff	Sh. Harshit Gupta	On 10.03.2025, 11:00 AM, at Ganga Conference Hall
2	Multi Tasking Staff	Smt. Jyoti Sahu	
3	Multi Tasking Staff	Sh. Amit Sahu	
4	Multi Tasking Staff	Sh. Hindu Singh	
5	Multi Tasking Staff	Sh. Suraj Kumar	
6	Multi Tasking Staff	Sh. Mohit Kesari	
7	Multi Tasking Staff	Sh. Shakti Partap	
8	Multi Tasking Staff	Sh. Vijay Kumar	
9	Assistant Director, (Mech)	Sh. Anuj Sharma	
10	TECHNICAL ASSISTANT (Mechanical)	Sh. Jeetendra Bansal	
11	TECHNICAL ASSISTANT (Marine Engg.)	Sh. Rahul Kumar	
12	Technical Assistant (Civil)	Sh. Dheeraj Kumar	
13	JUNIOR ACCOUNTS OFFICER	Sh. Prabhat Sharma	
14	JUNIOR ACCOUNTS OFFICER	Sh. Vikram Kumar	
15	Junior Accounts Officer	Sh. Padole Satish Baliram	
16	Junior Accounts Officer	Sh. Abhishek Bansal	
17	Junior Accounts Officer	Sh. Vishal Kumar Poddar	
18	Store Keeper	Sh. Vinod Kumar	

Annexure - II

BATCH	S.N.	Name of the Official & Designation	Designation	Attached with Admin. & Estt. Wing	Attached With Finance Wing	Attached With Dy. Director (MM)	Attached With Director (NER)	Attached With Director (Tech)	Attached With Director (T & L)	Hydrographic Chief
Batch-I	1	Assistant Director, (Mech)	Sh Anuj Sharma	10.03.2025 to 11.03.2025	12.03.2025 to 13.03.2025	17.03.2025 to 18.03.2025	19.03.2025 to 20.03.2025	21.03.2025 to 24.03.2025	25.03.2025 to 26.03.2025	27.03.2025 to 28.03.2025
	2	TECHNICAL ASSISTANT (Mechanical)	Sh. Jeetendra Bansal							
	3	TECHNICAL ASSISTANT (Marine Engg.)	Sh. Rahul Kumar							
	4	Technical Assistant (Civil)	Sh. Dheeraj Kumar							
	5	JUNIOR ACCOUNTS OFFICER	Sh. Prabhat Sharma							
Batch-II	6	JUNIOR ACCOUNTS OFFICER	Sh. Vikram Kumar	12.03.2025 to 13.03.2025	17.03.2025 to 18.03.2025	19.03.2025 to 20.03.2025	21.03.2025 to 24.03.2025	25.03.2025 to 26.03.2025	27.03.2025 to 28.03.2025	10.03.2025 to 11.03.2025
	7	Junior Accounts Officer	Sh. Padole Satish Baliram							
	8	Junior Accounts Officer	Sh. Abhishek Bansal							
	9	Junior Accounts Officer	Sh. Vishal Kumar Poddar							
	10	Store Keeper	Sh. Vinod Kumar							

GH

14.03.25- Holi

Annexure - III

Attachment schedule of attachment in respect of Asst. Director/Technical Assistants at NINI (Patna) is given below:

Sr. No.	Name of the Official	Designation	Place	Date
1	Assistant Director, (Mech)	<i>Sh. Anuj Sharma</i>	NINI, Patna	From 01.04.2025 to 07.04.2025
2	TECHNICAL ASSISTANT (Mechanical)	<i>Sh. Jeetendra Bansal</i>		
3	TECHNICAL ASSISTANT (Marine Engg.)	<i>Sh. Rahul Kumar</i>		
4	TECHNICAL ASSISTANT (Civil)	Sh. Dheeraj Kumar		
5	Master Second Class	Sanjeet Rajak		

Annexure - IV

Class Timing	Day-1	Day-2	Day-3	Day-4	Day-5	Day-6
	(TUESDAY)	(WEDNESDAY)	(Thursday)	(FRIDAY)	(SATURDAY)	(Monday)
1000-1130	Introduction to type of ships and vessels in Inland waterways	Introduction to Survey vessels and Cargo vessels of IWAI. Nature of work, built, manning, repairs etc.	Introduction to Dredging units (CSD, AD, HSD, Tugs and Accommodation boats) of IWAI. Nature of work, built, manning, repairs etc.	Introduction to documentation of inland vessels, certificates, drawings and manuals.	Introduction to IV Act and IV Rules	Introduction to dredging activity, methods, calculations etc.
Tea Break (1130-1200)						
1200-1330	Principles of Diesel engines, petrol engines. Types of Engines and machinery fitted onboard inland vessels	Introduction to major and critical equipment on survey and cargo vessels and their repair aspects	Introduction to major and critical equipment on dredging units and their repair aspects	Introduction to Surveying of vessels by IWT, Class Society their roles in inland vessels	Applicability of IV Act and IV Rules to IWAI vessels and terminals.	Introduction to repair works, preparation of defect list, BOQ, quotation, tendering procedures, GFR and CVC guidelines.
Lunch Break (1330-1430)						
1430-1600	Visit to Inland vessel of IWAI Patna RO. Listing of machinery and equipment by trainees. Log books of vessels	Visit to Inland vessel (Survey vessel) of IWAI Patna RO. Operational aspects to be briefed n a short trip. Operational SOP to be noted by trainees	Visit to Inland vessel (Dredging unit) of IWAI Patna RO. Operational aspects to be briefed n a short trip. Operational SOP to be noted by trainees	Visit to inland vessel of IWAI Patna RO. Drawings of vessels to be explained to trainees. Line tracing by trainees and tools onboard vessels to be familiarised with.	Visit to Inland vessel of IWAI Patna RO. Operational aspect to be trained and major difficulties faced to be brief by Masters and Drivers of IWAI onboard.	Evaluation of training by a exam. MCQ based and a small essay on the learning by trainees.
Tea Break (1600-1615)						
1615-1745	Round up of days discussion, review of vessel visit and next days brief.	Round up of days discussion, review of vessel visit and next days brief.	Round up of days discussion, review of vessel visit and next days brief.	Round up of days discussion, review of vessel visit and next days brief.	Round up of days discussion, review of vessel visit and next days brief.	Award of certificate and Q & A session with faculty & senior officers of RO Patna.