



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

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

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

No. IWAI-11014/18/2023-Admn Rectt

Dated 12.07.2023

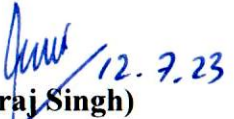
CIRCULAR

In pursuance to the MoPS&W letter No. B-11015/8/2014-Estt(Pt-I) dated 02.05.2023 wherein it has been directed to carry out day to day activities under SAP scheduled to be executed from 18th to 29th September,2023 (Annexure-I).

In view of the above, Competent Authority has directed to carry out the annexed activities during 18th September to 29th September,2023 under SAP 2023-24. The documentation including photos and videos of before and after situation of activities shall be carried out.

This issues with the approval of the Competent Authority

Encl : As above


(Neeraj Singh)
Assistant Secretary (Admn. & Estt.)
E-Mail: nsingh@iwai.gov.in
Ph.0120-2474050

Copy to: - (By E-mail)

1. Sh. Rajiv Nayan, Under Secretary, Govt. of India, Ministry of Ports, Shipping and Waterways, Transport Bhawan, New Delhi.
2. CE & P.M. (JMVP)/ Hydrographic Chief/ CAO/ Director(M)/ Director (NER)/ Director (Tr.&L) / Director (Tech.)/ Director (Hy)/ Director (IT & RE) / Dy. Secretary (P&C)/ Assistant Secretary (P&C) / Assistant Secretary (L&H), IWAI, Noida.
3. PCSA (IT), IWAI, Noida – for uploading on IWAI Website.

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

P.P.S./P.S./P.A. to Chairman / Vice-Chairman / Member (Finance) /Member (Technical)/ Member (Traffic & Logistics) / Secretary, IWAI, Noida.

Swachhata Pakhwada Action Plan of IWAI for 18th to 29th September, 2023

Dates	Activities	Action by
18.09.2023	All section will inspect and review their old record room during kept in the record room during the Swachhta Pakhwada under the Supervision of divisional heads.	All Sections
19.09.2023	All section/Officers to send all old/obsolete/unserviceable /Item/articles/ to Gen. section.	All Sections including P&C
20.09.2023	. Cleaning of all electrical/ electronic items, furniture. . Fixing loose hanging wires in corridors.	Director (RE)
21.09.2023	Cleaning the Table/Desk/work station in all Section/Rooms.	Admn.
18.09.2023 to 22.09.2023	Special drive for cleaning of toilets and corridors of the premises of IWAI. Renovation of toilet of 1st floor.	Admn
25.09.2023	Old potted plants/any unused items kept in corridors to be Replaced /cleaned. Purchase of plants, fertilizers	Admn
26.09.2023	Special drive for cleaning of store room, starirs and office premises and area adjacent to office premises. Purchase of trolley dustbin for waste)	Admn
27.09.2023	All section to initiate action for recording, reviewing and weeding out of old records/files kept in record room/section.	All sections./Admn
28.09.2023	An Essay competition asubject related to Swachhata/cleaning /sanitation/World Maritime Day to be conducted. . Display of banners, postrs on "World Maritime Day"	Admn
28.09.2023	Inspection of toilets (including Divyang access to toilets) by officers upto the level of US and above in respect of cleaning of toilets. Checking of faculty toilets equipment, if any to avoid the leakage of water.	Admn to be catered during renovation
29.09.2023	Shramdan by officers and staff members of IWAI. Cleaning materials. Purchase of T-Shirts for Officers/staff of IWAI.	All sections