



# 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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F. No. IWAI/Admn./15/2020

Dated 5<sup>th</sup> November, 2020

### OFFICE MEMORANDUM

**Sub:- Sanitization of IWAI, H.O. premises on detection of more number of COVID Positive Case to contain the spread of COVID-19 – reg.**

It is observed during the recent COVID-19 test conduct at IWAI, Noida Office that more number of COVID-19 positive case was detected in various Wings.

2. It has been ascertained that the concerned officials took the stairs/ lift on way to the office and also visited other floors in the building for meeting and other official interactions.

3. As per DoPT OM No. 11013/9/2014-Est.A III dt 5.6.2020 which refers to the protocol & guidelines issued by Ministry of Health & Family welfare dt 4.6.2020, disinfection & sanitization activity shall be carried out in the office rooms/ corridors/ common areas/ lift of IWAI, H.O., Noida from 6.11.2020 to 8.11.2020.

4. Following instructions are further issued for information & necessary action of all concerned:

(i) All officers/staff, Consultants & other outsourced staff of IWAI, H.O., Noida will work from home on 6.11.2020 for disinfection & sanitization of IWAI, Head Office, Noida premises.

(ii) All the officers/ staff who came in direct contact with the affected staff are advised to take necessary action as per pars 5 (iii) of guidelines issued by Ministry of Health & Family welfare dt 4.6.2020.

(iii) The officials who have applied for self quarantine as precautionary measures shall be available on telephone & electronic means of communication at all times under intimation to their Reporting officers.

This issues with the approval of the Competent Authority.

Yours faithfully,

*(Signature)*, 5.11.2020

(Neeraj Singh)

Assistant Secretary (A&R)

Email: nsingh@iwai.gov.in

Phone No. 0120 - 2474050

#### **To (By email)**

1. Chief Engineer (Tech.) / Chief Engineer – P.M. (JMVP) / Hy. Chief (OIC) / Deputy Secretary (IT) / Director (F&A) / Director (NWs) / Director (M) / Director (NER) / Director (T&L) / Director (Tech.) / Director (Hy.) / Director (Hy.&Vig.) / AS (Estt.) / AS (P&C), IWAI, Noida.
2. Chief Engineer, IWAI, Patna / Deputy Secretary, OIC, NINI, Patna.
3. Dy. D & R.E (Nodal Officer for COVID-19 to take necessary action for disinfection & sanitization)
4. Director, IWAI, Kolkata / Kochi / Guwahati.
5. Sub – Office – Varanasi / Allahabad / Sahibganj / Vijayawada / Bhubaneswar.
6. (PCSA), IT Cell – For uploading on IWAI Website.
7. Office Copy / Master Copy.

#### **Copy to: (By email)**

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