



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

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

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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No. IWAI-12035/25/2022-ADMIN RECTT

Dated:-18.07.2022

CIRCULAR

Sub:-Submission of Leave application -reg.

As per delegation of power, all kinds of leave in respect of officers/staff are to be approved by the Competent Authority depending on designations of the applicant. It is observed that leave applications alongwith recommendation / approval of the controlling officers are being submitted to Secretary, IWAI directly for approval without routing through the Establishment Section.

In order to streamline the procedure, with the approval of the Competent Authority, it has been decided that henceforth, we may request to all, applications are to be submitted to the Establishment Section along with 'recommendation' of the concerned controlling officers/Wing Head through e-office. The Establishment Section will process the applications for submission to appropriate authority as per the delegation of power for approval and orders shall be issued accordingly.

(Neeraj Singh)

Assistant Secretary (A&E)

Copy to: - (By E-Mail)

- i. Chief Engineer (JMVP)/ Hydrographic Chief /CAO/ Director (Mech.-Marine) / Director (NER)/Director (T.&L.)/ Director (Technical) / Director (Hydro)/ Deputy Secretary (P&C)/ Assistant Secretary (P&C)/Assistant Secretary (L&H)/IWAI, Noida.
- ii. Director, IWAI, Kolkata / Kochi / Guwahati / Vijayawada.
- iii. Deputy Director & Officer-In-Charge, IWAI and NINI, Patna.
- iv. Officer-In-Charge of Sub Offices, Varanasi, Prayagraj, Sahibganj, Farakka, Swaroopganj, Bhubaneswar, Dhubri, Dibrugarh, Kollam.
- v. IT Section, IWAI, Noida -for uploading on IWAI website.
- vi. Hindi Cell- for Hindi translation.
- vii. Office Copy / Master Copy.

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

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