



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नौएडा-201 301, (उ.प्र.)

**INLAND WATERWAYS AUTHORITY OF INDIA**

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

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No. IWAI/HQ/Admin/357503/2023

Dated: 18.07.2023

## OFFICE MEMORANDUM

**Sub: Central Registry for Receipt and Channelling of Dak and Scanning and Diarising of Emails-reg**

In pursuance of the letter no. IWT-11011/108/2023-IWT dated 28.06.2023 from MoPSW, regarding the establishment of a central registry for the receipt and channelling of dak, as well as the scanning, diarising, and filing of relevant emails received by officers, the following directives by the Competent Authority are hereby issued:

- a) As per procedure in vogue, IWAI has central registry to receive all dak at one single point and serves as the initial point of contact for all incoming/outgoing dak, including letters, memos, and other physical documents. However, the dak received are distributed physically and not sent to the concerned digitally through e office.
- b) Henceforth, the central registry shall be responsible for sorting, categorizing, and routing the incoming dak converted into digital documents to the respective officers or departments concerned. Proper indexing and tracking mechanisms shall be implemented to ensure the efficient handling and tracking of all incoming/outgoing dak.
- c) All the relevant e mails received by the Ministries, other Deptts and Offices should be scanned, diarised, e receipt created and shall be put up in e office.
- d) All wings at HO, Noida, Regional Offices and their Sub Offices shall process all the official correspondences on e office. Under unavoidable circumstances, official correspondences received by the officers/staff should be scanned, diarised, e receipt created and to be put up in e office.
- e) The scanned and diarised emails, along with its electronic receipt, shall be filed in the respective officer's electronic office files in a systematic and organized manner.

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2. In view of the above, all officers and staff members are requested to strictly adhere to the procedures outlined in this Office Memorandum for the receipt and channelling of dak and the scanning and diarising of emails.

This issues with the approval of the Competent Authority.

Asst. Secretary (A&E)

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**Copy to (By E-Mail):**

1. Chief Engineer & P.M (JMVP)/ Hy. Chief/ Dy. Secretary (P&C)/ CAO/ Director (M)/ Director (NER)/ Director (Tech.)/ Director (T&L) / Director (Hy.) / Director (Resi. & IT)/ Assistant Secretary (P&C)/ Assistant Secretary (H&L), IWAI, Noida.
2. Director, IWAI, Kolkata/ Patna / Kochi/ Guwahati/Patna/ Bhubaneswar
3. Sub Office Varanasi, Prayagraj, Sahibganj, Vijayawada, Dibrugarh, Dhubri.
4. IT Cell – For uploading on IWAI Website
5. Hindi Cell – For Hindi Translation

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

1. Sh. Satish Kumar, Under Secretary to the Govt of India, MoPSW.
2. P.P.S./P.S./P.A. to Chairman/ Vice-Chairman/ Member (Finance)/ Member (Technical)/ Member (Traffic & Logistics) / Secretary, IWAI, Noida.