



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

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

Dated 24.02.2025

OFFICE MEMORANDUM

100% implementation of E-Office has been promulgated in IWAI since 01.06.2020, and it has been instructed time and again that physical files are not to be entertained.

Despite repeated instructions on the matter, it has been observed with concern by the Competent Authority that Regional Offices are processing hard/ physical files and not adhering to the instructions for processing of files on e-Office.

In view of the above, all the Regional Directors/OICs are hereby directed to state as to whether all the files including internal files are being processed on E-Office under their jurisdiction and if not, then **the details of the files being processed in physical are to be submitted to the Undersigned by 28.02.2025**. Also, it is to be ensured that all files (including internal) are processed through E-Office only. Non-adherence of the directives shall be viewed seriously.

This issues with the approval of the Competent Authority.

Assistant Secretary (Admn. & Estt.)

Email Id: nsingh@iwai.gov.in

Phone No. 0120-2474050

To

All the Officers/Officials at IWAI

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 (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, Bhubaneshwar.
- iv. PCSA (IT), IWAI, Noida – for uploading on IWAI website.
- v. Hindi Cell- for Hindi translation.
- vi. Section Officer (Estt-I)/II/III.
- vii. Office Copy / Master Copy.

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

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