



**भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण**  
( पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार )  
मुख्यालय : जलमार्ग भवन, ए-13, सेक्टर-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.)  
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No: IWAI-11014/10/2020-Admn. Rectt.

Dated: 28.02.2024

**OFFICE ORDER**

Reference is drawn to Office Order dated 13.02.2023 reg. Biometric attendance wherein Office timing from 9.30 A.M. to 6.00 P.M. was promulgated with a grace time of 20 minutes.

2. Off late, it has been observed that the employees are not adhering to the office timings and reaching late to office. This has been viewed seriously by the Competent Authority. Consequently, 20 minutes grace period has been curtailed and it is hereby directed that all employees of IWAI. H.O. have to adhere to the office timings of 0930 to 1800 and be present everyday (on working days i.e. Monday to Friday) at office by 09:30 hrs. sharply without fail.

3. This issues with the approval of the Competent Authority.

**(Neeraj Singh)**

Assistant Secretary (Admn. & Estt.)

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Telephone: 0120-2474050

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

- i. Chief Engineer-P.M (JMVP)/ Chief Engineer/ Hy. Chief/ Dy. Secretary, (P&C)/ CAO/ Director (NER)/ Director (Tech.)/ Deputy Director (MM), / Director (Resi. & IT)/ Assistant Secretary (P&C)/ Assistant Secretary (H&L), IWAI, Noida,
- ii. PCSA.
- iii. Director, IWAI, Kolkata/ Kochi/ Guwahati/Patna/ Bhubaneswar
- iv. Sub Office Varanasi, Prayagraj, Sahibganj, Vijayawada, Dibrugarh, Dhubri.
- v. IT Cell – For uploading on IWAI Website
- vi. Hindi Cell – For Hindi Translation

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

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