



# 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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IWAI-11039/29/2020-Admn-Part(1)

28<sup>th</sup> Oct, 2021

### CIRCULAR

#### Subject: Implementation of E-office regarding - reg.

Vide this Office Order No. 16-IWAI/Estt./Misc/24/2019 dt. 5.5.2020 100% implementation of E-office has been implemented w.e.f. 1.6.2020 by all Wings at Head Office, Noida and Regional offices, IWAI. Training of E-office was also given to all the Officers/Staff and also to few contractual staff. However, it has been observed that at several occasions that concerned Officials are keep E-office files pending which are due for action for several days without any excuse.

In view of the above, all the Officers/Officials of IWAI, Head Office, Noida are hereby advised that the concerned E-file marked to them may be disposed off from their end within the reasonable period without hindrance/delaying of officials works.

This issues with the approval of the Competent Authority.

Yours faithfully,

*(Signature)*  
28.10.21  
(Neeraj Singh)

Asst. Secretary (A&E)

E-Mail: nsingh@iwai.gov.in

Phone No. 0120-2474050

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

- Chief Engineer (Technical)/ Chief Engineer-P.M (JMVP)/ Dy. Secretary, (P & C and IT)/ CAO (I/c)/ Director (M)/ Director (Hydrography)/Director (NER)/ Director (Tr. & L)/ Director (Tech.)/ Deputy Director (NER)/ Deputy Director (Tech), / Deputy Director (Resi.), Assistant Secretary (H&L), IWAI, Noida.
- All IWAI Officials and Consultants working at IWAI, Noida
- IT Cell – For uploading on IWAI Website
- Hindi Cell – For Hindi Translation
- Master Copy / Office Copy

#### Copy for Information to (By E-Mail):

P.P.S./P.S./P.A. to Chairman/ Member (Finance)/ Member (Technical)/ Member (Tr. & L)/, Secretary, IWAI, Noida.