



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नोएडा-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-ADMIN RECTT

Dated 16.04.2021

CIRCULAR

Sub:- Functioning of IWAI Offices w.e.f 19.04.2021 onwards with 50% Roster on Attendance toward preventive measures to be taken to contain the spread of COVID-19 – reg.

1. In continuation of MHA O.M. No. 43020/07/2020-Ad.I Dated 15th April, 2021 and previous orders issued for prevention of spread of COVID-19, the undersigned is directed adherence of 50% Roster towards preventive measures to be taken to contain the spread of COVID-19 in the country.
2. HQ IWAI Noida shall functioning w.e.f 19.04.2021 onwards with 50% of officers / staffs including Out Sourced manpower (Consultants / DEO / MTS / Drivers etc.) as per the Roster System. In case of any emergent requirement any Official / Out Source manpower if called by the Wing head / Reporting Officer, they will also attend Office based on the necessity, otherwise leave shall be deducted.
3. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
4. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
5. All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
6. Crowding in lifts, staircase, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
7. Meetings, as far as possible, to be conducted through Video Conferencing.
8. Entry of outsiders/visitors to be curtailed appropriately.
9. All employees of the age of 45 years and above are advised to get themselves vaccinated.
10. Roster is on alternate working days on rotation basis. Roster for 1st working days starting on 19.04.2021 is as follows: -

Admn. & Establishment Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021

Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Secretary	Director (Hy. & Vig.)
2	Shri Ajay Kumar, Assistant Secretary (Estt.)	Shri Neeraj Singh, Assistant Secretary (A&R)
3	Shri Arvind Kumar, Hindi Officer	Shri. Mukesh Kumar, Section Officer
4	Shri, Pradeep Kumar Saxena, Section Officer	Shri. Sonjoy Mazumdar, Section Officer
5	Smt. K. Saraswathi, Section Officer	Shri. Jagvir Singh, Assistant
6	Shri. R. P. Singh, Assistant	Shri Prabhu Lal Meena, Library Asstt.
7	Shri. Mahesh Chand, Assistant	Shri. J.P. Singh, UDC
8	Shri. Sukhbir Singh, Assistant	Shri. Jagmohan Sharma, UDC
9	Smt. Trishna Brahma, UDC	Smt. Jyoti Gubrani, UDC
10	Smt. Payal Chowdhary, Consultant (Legal)	Shri. Dev Kumar, UDC
11	Shri. R.P. Singh, Consultant (Legal)	Shri. M.K. Sinha, Sr Consultant (HR)
12	Shri. Rohtash, MTS	Shri. Chanderpall, Despatch Rider
13	Shri. Yogesh, DEO	Shri Satyavir Singh, LDC
14	Shri. Somnath, Driver	Shri. Harish Kumar, DEO
15	Shri. Mukesh Kumar, Attendant	Ms. Prabhleen, DEO
16	Shri. Ajay Kashyap, DEO	Shri. Ajay Sharma, DEO
17	Ms. Kajal, DEO	Shri. Pappu Kumar, Attendant
18	Shri Madan Kumar, DEO	Shri. Manoj, MTS
19	Shri Vinod, MTS	Shri Dilip Bhadur, Attendant
20	Ms. Jyoti Sangari, UDC	Shri K. Mahananda, Driver
21	Shri Brijpal, DEO	
22	Shri M.S. Rawat, MTS	

Finance Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021

Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Shri Mayank Kumar, Chief Accounts Officer	Shri Mayank Kumar, Chief Accounts Officer
2	Shri Vishnu Singh, Dy. Director (Finance)	Shri Ashish Yadav, Dy. Director (Finance)
3	Shri Ashish Yadav, Dy. Director (Finance)	Shri Rakesh Kumar, Accounts Officer
4	Shri Sunil Kumar, Consultant (F&A)	Shri Sudipta Pal, Consultant (Bond)
5	Shri K.P.S. Tomer, Procurement Specialist	Ms. Anshuk Doliya, Accounts Assistant
6	Shri C L Meena, Jr. Accounts Officer	Mrs. Suksham Iata, Accounts Assistant
7	Shri Jay Prakash, Accounts Assistant	Shri Alijaan, Accounts Executive
8	Ms. Anamika Singh, Accounts Executive	Shri Rakesh Bhatt, Accounts Executive
9	Shri Sidharth, Accounts Executive	Shri Janmejay Sharma, DEO

10	Shri Kishan Kumar, DEO	Mrs. Manju Meena, DEO
11	Shri Punit Kumar, MTS	Shri M. P. Singh, MTS
12	Shri Rishi Babu, MTS	
13	Shri Deepak, MTS	

Hydrography Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021

Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Cdr. Mahendra Kumar, Hy. Chief	Shri Rajiv Singhal, SHS
2	Shri P. Palani Raj, SHS	Shri Awadesh Kumar, SO (NINI)
3	Shri Sunil Shinde, A.H.S.	Shri Suhail Rafat, JHS
4	Shri Neeraj Khare, D/man, Gr.-I	Smt. Rajni Bakshi, D/man, Gr.-III
5	Shri Sonu Singhal, JHS	Shri Rishi Pal Singh, UDC
6	Shri H.M. Meena, D/man, Gr.-III	Cdr. Arvind Sahni, Part-time Consultant
7	Shri H.S. Napit, MTS	Shri Lakhvinder Singh, Specialist (Hydro.)
8	Shri Rakesh Tyagi, Consultant (Civil)	Shri G. Mohanta, Specialist (Hydro.)
9	Smt. Stuti, DEO	Shri Suraj Kumar, DEO
10	Smt. Shabina Chauhan, DEO	Shri Surender Pal, MTS

Technical Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021

Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Shri Mayank Kumar, Deputy Director (RE)	Shri V. Murugesan, Deputy Director (Tech.)
2	P. Srinivasa, Director (Hydro)	Shri Vikas Sen, Technical Assistant
3	Yatendar Kumar, JHS	Shri Devendra, Technical Assistant
4	Manvendra, MTS	Shri Gourav Laad, Technical Assistant
3	Shri Ranjan, DEO	Shri Ashwani, DEO
4	Shri Vivek, DEO	

Marine Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021

Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Shri V.C. Dialani, Director (M)	Shri Ajeet Singh, Dy. Director (M)
2	Shri Karor Singh, Asstt. Director (M)	Shri Neelkanth, DEO
3	Shri Arpit Singh, Consultant (M)	Shri Aman, MTS
4	Ms. Vidhi, DEO	

IT Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021

Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Shri A. K. Parhi, PCSA	Shri U.K. Sahai, Deputy Secretary (IT & P&C)
2	Ms. Sugandha Bhatia, EDP Assistant	Shri Aamir, Developer
3	Shri Vikram, Developer	Shri Anupam, S.S.A-II
4	Shri Ayushi, S.S.A-II	

JMVP-II (Arth Ganga) Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021

Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Shri Md. Aslam, Technical Assistant	Shri A. K. Mishra, Director (Arth Ganga)
2	Shri Prateek Shree, Specialist, CE-II (Arth Ganga)	Shri Hemant Gupta, Specialist, CE-II (Arth Ganga)
3	Shri S. K. Dua, Consultant Procurement (FV)	Shri B.A. Sam Paul Jee, Specialist, HR (FV)
4	Shri Dilip K. Berwa, Office Assistant (Arth Ganga)	Shri Shivam, DEO

Traffic & Logistics Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021

Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Shri A. K. Bansal, Director (T&L)	Shri Sanjeev Kumar, Assistant Director (T&L)
2	Shri Sanjay Tikku, Chief Consultant (T&L)	Ms. Girija Bakaya, UDC
3	Shri Hashin Khan, Sr. Consultant (T&L)	
4	Ms. Munima, MTS	Shri Rajveer Singh Dahiya, Sr. Consultant (T&L)
5	Shri Harjeet Singh, Consultatn (T&L)	Shri Saju Cherian, Sr. Consultant (T&L)
6	Shri Bhanu Sharma, DEO	
7	Shri Bharat Pant, Data Executive (Isolation)	

JMVP Wing of Roster for the 1st & 2nd working day for alternative days starting from 19.04.2021


Sl. No	Attendance Roster for 19.04.2021 and alternative days	Attendance Roster for 20.04.2021 and alternative days
1	Shri Ravi Kant, Chief Engineer & Project Manager	Shri Prashant P. Singh, Sr. Consultant (Proc-I)
2	Shri A. K. Mishra, Director (AG)	Shri Anishu Rahman, Consultant (CE-I)

3	Shri A. K. Singhal, Sr. Consultant (CE-1)	Shri Amit Yadav, Consultant (CE-II)
4	Shri Satish Kumar Pandita, Sr. Consultant (Proc-II)	Shri Prakritik Mishra, Consultant (Marketing)
5	Shri Ahinsa Aakash, Sr. Consultant (Mkt. & BD)	Shri B. S. Bhandari, Specialist (HR&GM)
6	Shri Anant Tyagi, Consultant (CE-III)	Shri V. K. Gupta, PA to Project Manager
7	Shri Mithilesh Kumar Singh, Consultant (SIA)	Shri Alok Jain, Executive Assistant
8	Shri Kiran Bisht, Executive Assistant	Shri Akshay Nagi, DEO
9	Shri Abhishek Pawar, Executive Assistant	Shri Gopal Singh, Kitchen Help
10	Shri Gurpreet Singh, Executive Assistant	
11	Ms. Pooja Rathor, DEO	
12	Shri Sujeet Kr. Jha, Cook	
13	Shri Damodar Napit, MTS	

10 All Officers / Staff shall install "Aarogya Setu" App on their mobiles and shall review & follow the status shown on the App. If they have any life-threatening disease like respiratory problem, shall inform to their concerned reporting officer for making alternate arrangements.

11. All Regional Offices & S.O's of IWAI will follow DoPT Order referred above in conjunction with the applicable orders issued by various State Government / Local Administration with regard to Office functioning and issue 50% Roster with respect to persons attending Office as contained in the referred guidelines.

This issues with the approval of the Competent Authority


 16.4.2021
(Neeraj Singh)
 Assistant Secretary (A&R)
 Email:- nsingh@iwai.gov.in
 Phone No. 0120-2474050

To:-

1. All the concerned Officers/ Staffs / Outsourced Staffs /Consultants / IWAI, Noida.
2. Dy. D & R.E (Nodal Office for COVID-19 – to take necessary action for issuing passes, opening, operation and sanitisation of IWAI, Noida Office.
3. The Officer-In-Charge, IWAI R.Os / S.Os
4. PCSA, IT Wing – for uploading in IWAI Website
5. Office copy / Master copy

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

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