



# 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)

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No. IWAI-11014/10/2020-ADMIN RECTT

Dated 31<sup>st</sup> August 2020

### CIRCULAR

**Sub: - Functioning of IWAI Offices w.e.f 1.9.2020 onwards with 50% Roster on Attendance toward preventive measures to be taken to contain the spread of COVID-19 – reg.**

1. The undersigned is directed to refer to IWAI's Circular No. IWAI/Admn/15/2020 dated 29.5.2020 and DOPT's Office Memorandum No. 11013/19/2014-Estt.A.III dt 18.5.2020 on Attendance toward preventive measures to be taken to contain the spread of COVID-19 in the country.
2. In view of above, HQ IWAI Noida shall continue functioning w.e.f 1.9.2020 onward with Group-A Officers to the extent 100% and 50% strength of Group-B & C officials / staff as per the Roster System. In case of any emergent requirement, any Official, if called by the Wing head / Reporting Officer, they will have to attend Office based on the necessity, failing which they will be treated as on leave and leave will be deducted from their leave account. The Wing head may ensure the office timing of their sub-ordinate officials / staff mentioned in accordance with the above DoPT OM.
3. Roster is on alternate working days on rotation basis. Roster for 1<sup>st</sup> working days starting on 1.9.2020 is as follows and they will continue working on alternative days in the same order, thereafter, during the month of September,2020: -

### **Roster for the 1<sup>st</sup> working day starting from 1.9.2020**

Sl. No	IWAI Officers (Group B & C)
<b>Administration Wing</b>	
1	Shri. Pradeep Kumar Saxena, Section Officer
2	Smt. K. Saraswathi, Section Officer
3	Shri. Jagvir Singh, Assistant
4	Shri. Sukhbir Singh, Assistant
5	Shri. J.P. Singh, UDC
6	Smt. Tajinder Kaur, PS
7	Shri. Mahender, Steno 'C'
8	Shri. Jagmohan Sharma, UDC
9	Shri. Satvir Singh, LDC
10	Shri. Mange Ram, Attendant
11	Shri. Somnath, Driver
<b>Finance Wing</b>	
12	Shri. Rakesh Kumar, Account Officer
13	Shri. C.L. Meena, JAO
14	Ms. Anshuk Doliya, Account Assistant
15	Shri. S. Rasu, Attendant
16	Shri Dilip Bhadur, Attendant
<b>Traffic &amp; Logistic / IBP Wing</b>	
17	Smt. Girija Bakaya, UDC
18	Shri. Mukesh Kumar, Attendant
19	Shri. Madan Mohan Sharma, JHS
<b>Technical Wing / Hydrographic Wing / NER / Mech Marine</b>	
20	Shri. Devender Singh. Tech. Assistant

21	Sh. Suhail Rafat, JHS
22	Sh. Avadhesh Kumar, SO
23	Smt. Jyoti Shangari, UDC
24	Sh. Neeraj Khare, D/Man-I
25	Smt. Rajni Bakshi, Draftman-III
26	Sh. M.S. Rawat, MTS
27	Shri Anil Kumar, Attendant
28	Shri R.K. Dangi, Attendant
29	Shri A.L. Manjhi, Attendant
30	Shri. D. Rajendra Prasad, Attendant

**Roster for the 2<sup>nd</sup> working day starting from 2.9.2020**

Sl. No	IWAI Officers (Group B & C)
<b>Administration Wing</b>	
1	Shri. Sonjoy Mazumdar, Section Officer
2	Shri. Mukesh Kumar, Section Officer
3	Shri. R. P. Singh, Assistant
4	Shri Prabhu Lal Meena, Library Asstt.
5	Shri. Pappu Kumar, Attendant
6	Shri. M.P. Singh, Attendant
7	Shri. Chandernal, Despatch Rider
8	Shri. Mahesh Chand, Assistant
9	Smt. Trishna Brahma, UDC
10	Shri. Dev Kumar, LDC
11	Shri Surender Singh, Attendant
<b>Finance Wing</b>	
12	Shri. Mohan Singh, JAO
13	Shri. Jay Pradesh, Account Assistant
14	Shri. Sukshamlata, Account Assistant
15	Smt. Neelam Satija, PA
16	Shri. S. Rasu, Attendant
17	Shri. Rishi Babu, Attendant
18	Smt. Sarika Goel, P.A
<b>Traffic &amp; Logistic / NER / IBP Wing</b>	
19	Smt. Jyoti Gubrani, UDC
20	Shri. Ram Naresh Kataria, Attendant
21	Shri. Anand Kumar, Tech. Assistant
<b>Technical Wing / Hydrographic Wing / Mech Marine</b>	
22	Sh. Sonu Singhal, JHS
23	Shri. Vikas Sen Technical Assistant
24	Sh. Ram Babu, D/Man-I
25	Shri. Narinder Singh, Attendant
26	Md. Aslam, Technical Assistant
27	Smt. Munima, Attendant

28	Shri. Ram Pal, Attendant
29	Shri Hanuman Napit, Attendant
30	Sh. H.M. Meena, D'man

100% Attendance in respect of Senior Consultants / Consultants / Specialists / PwC Consultants/DEOs / MTS implemented vide Office Order even number dated 25.08.2020 will continue.

4. As per the IWAI Circular dt 30.4.2020, 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.

5. Staff residing in Areas, which are declared as Containment Zone will work from home till status of their Zone changes and situation improves, under intimation to the concerned reporting officers.

6. All Regional Offices & S.O's of IWAI will follow DoPT Order referred to 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.

7. All Officers / Staff & Outsourced manpower etc. from HO, IWAI Noida who are not on Roster duty on any particular day mentioned above will work from home and will be available on phone and email.

8. Safety measures and Social distancing norms as contained in Annexure-II of above-mentioned DoPT order dt 18.5.2020 will be adhered to by all concerned.

9. These instructions are subject to review as per situation & as per new MHA Orders / guidelines if any issued in connection to functioning of Offices.

This issues with the approval of the Competent Authority

 31.8.2020  
(Neeraj Singh)

Assistant Secretary (A&R),  
Email: - nsingh@iwai.gov.in  
Mob- 9971432619

To: -

1. All the concerned Officers/ Staff, IWAI, Noida.
2. Dy. Director & R.E (Nodal Office for COVID-19 – to take necessary action for issuing passes, opening, operation and sanitization 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/ Member (Finance)/ Member (Technical) / Member (Tr. & L)/ Secretary, IWAI, Noida.