



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सैक्टर-1, नौएडा-201 301, (उ.प्र.)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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

Dated 31st July 2020

CIRCULAR

Sub:- Functioning of IWAI Offices w.e.f 3.8.2020 onwards with 50% Roster on Attendance toward preventive measures to be taken to contain the spread of COVID-19 – reg.

1. In continuation of IWAI Circular No. IWAI/Admn/15/2020 dt 29.5.2020 and previous orders issued for prevention of spread of COVID-19, the undersigned is directed to refer to Office Memorandum issued by DoPT F 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 3.8.2020 onwards with Group-A Officers to the extent 100% and 50% strength of Group-B & C officials / staffs including Out sourced manpower (Consultants / DEO / MTS / Drivers etc.) as per the Roster System. 50% Roster of PwC Consultants to be submitted to Admn. Wing for attending office. 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 will be deducted. The Wing head may ensure the office timing of their sub-ordinate officials / staffs mentioned in the above DoPT Order.
3. Roster is on alternate working days on rotation basis. Roster for 1st working days starting on 3.8.2020 is as follows: -

Roster for the 1st working day starting from 3.8.2020

| Sl. No | IWAI Officers (Group B & C) / Consultants / DEO / MTS / Drivers etc. |
|----------------------------|--|
| Administration Wing | |
| 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. Rohtash, MTS |
| 11 | Shri. Mange Ram, Attendant |
| 12 | Shri. Somnath, Driver |
| 13 | Shri. Madan, DEO |

| | |
|----|---|
| 14 | Shri. Ajay Kashyap, DEO |
| 15 | Shri. Yogesh, DEO |
| 16 | Ms. Prabhleen, DEO |
| 17 | Shri Sandeep Shah, DEO |
| 18 | Shri. Sreekumar, Consultant (Admn.) |
| 19 | Smt. Payal Chowdhary, Consultant (Legal) |
| 20 | Shri. M.K. Sinha, Sr Consultant (HR) |
| 21 | Shri. Kusala Kumar, Specialist Vigilance |
| 22 | Shri Ramesh Chand, Consultant (Rajbhasha) |
| 23 | Shri Ajay Sharma, DEO |

| Sl. No | IWAI Officers (Group B & C) / Consultants / DEO / MTS / Drivers etc. |
|--|--|
| <u>Finance Wing</u> | |
| 23 | Shri. Rakesh Kumar, Account Officer |
| 24 | Ms. Anshuk Doliya, Account Assistant |
| 25 | Shri. S. Rasu, Attendant |
| 26 | Shri. Sudipta Pal, Consultant (Bond) |
| 27 | Ms. Gunjan Kashyap, Account Assistant |
| 28 | Shri. Ali Jan, Account Assistant |
| 29 | Shri. Siddharth, Account Assistant |
| 30 | Ms. Manju Meena, DEO |
| 31 | Shri. Janmejay Sharma, DEO |
| 32 | Shri. Punit Kumar, MTS |
| 33 | Md. Gufran, Account Assistant |
| 34 | Shri. Kishan Chand, DEO |
| 35 | Shri Dilip Bhadur, Attendant |
| <u>Traffic & Logistic / IBP Wing</u> | |
| 36 | Shri. Rajveer Singh Dahiya, Sr. Consultant (M&L) |
| 37 | Shri. Saju Charian, Consultant (M&L) |
| 38 | Shri. Harjeet Singh, PA to Member (M&L) |
| 39 | Ms. Girija Bakaya, UDC |
| 40 | Shri. Mukesh Kumar, Attendant |
| 41 | Shri. Amit Singh Negi, DEO |
| 42 | Shri. Adesh Kumar, Consultant (Engg.) |
| 43 | Shri. Madan Mohan Sharma, JHS |
| 44 | Shri. Ashwani Kumar, DEO |
| 45 | Ms. Girisha, DEO |
| <u>Technical Wing / Hydrographic Wing / NER / Mech Marine</u> | |
| 46 | Shri. Devender Singh. Tech. Assistant |
| 47 | Shri Gyanendra Mohanta, Specialist |
| 48 | Shri. C.S Pandey, Consultant |
| 49 | Shri. Malay Mukopadhaya, Consultant |
| 50 | Shri. Deepak Kumar, DEO |
| 51 | Shri. Shivam Vishkarma, DEO |

| | |
|------------------------------------|---|
| 52 | Shri. Atul Kumar, DEO |
| 53 | Shri. Ranjan Chauhan, DEO |
| 54 | Shri. Pankaj Kumar Thakur, MTS |
| 55 | Sh. Suhail Rafat, JHS |
| 56 | Sh. Avadhesh Kumar, SO |
| 57 | Smt. Jyoti Shangari, UDC |
| 58 | Sh. Neeraj Khare, D/Man-I |
| 59 | Smt. Rajni Bakshi, Draftman-III |
| 60 | Sh. G. Mohanta, Specialist (Hydro) |
| 61 | Sh. M.S. Rawat, MTS |
| 62 | Smt. Stuti Kumari, DEO |
| 63 | Shri. Suraj Kumar, DEO |
| 64 | Smt. Sabina Chauhan, DEO |
| 65 | Shri. Neelkanth Rai, DEO |
| JMVP Wing / Freight Village | |
| 66 | Shri. N.J Thomas Sr. Consultant (HR&GA) |
| 67 | Shri. Prashant Pratap Singh, Sr. Consultant (Proc.-I) |
| 68 | Shri. S.P Singh, Sr. Consultant (CE-II) |
| 69 | Shri. B.S Bhandari, Specialist (HR&GA) |
| 70 | Shri Ahinsa Aakash, Consultant (Mktg) |
| 71 | Shri Amit Yadav, Specialist (CE-I) |
| 72 | Shri Anishu Rahman, Specialist (CE-I) |
| 73 | Shri V. K. Gupta, PA to VC & PD (JMVP) |
| 74 | Shri Hemant Gupta, CE, PVP |
| 75 | Shri Sidharth Devgan, Accounts Assistant |
| 76 | Shri Sujeet Jha, Pantry Man |
| 77 | Shri Gupreet Singh, G.R.O. |
| 78 | Shri Alok Jain, DEO |
| 79 | Shri Damodar Napit, MTS |
| 80 | Shri Vikram Sharma, Hardware Engineer |
| 81 | Shri Sandeep Shah, DEO |
| 82 | Shri Deepraj Tomar, Qualified Assistant |
| 83 | Shri Anil Kumar, Attendant |
| 84 | Shri R.K. Dangi, Attendant |
| 85 | Shri A.L. Manjhi, Attendant |
| 86 | Md. Amir, IT Section |

Roster for the 2nd working day starting from 4.8.2020

| | | |
|---------------|--|---|
| Sl. No | | IWAI Officers (Group B & C) / Consultants / DEO / MTS / Drivers etc. |
| | | Administration Wing |
| 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. K.B. Singh, LDC |
| 6 | Shri. M.P. Singh, Attendant |
| 7 | Shri. Chanderpal, Despatch Rider |
| 8 | Shri. R.P. Singh, Consultant (Legal) |
| 9 | Shri. Mahesh Chand, Assistant |
| 10 | Smt. Trishna Brahma, UDC |
| 11 | Shri. Harish kumar , DEO |
| 12 | Shri. Brij Pal, DEO |
| 13 | Ms. Kajal, DEO |
| 14 | Shri. Manoj, MTS |
| 15 | Shri. Azad Ansari, DEO |
| 16 | Shri. Dev Kumar, LDC |
| 17 | Shri, Deepak Barman, MTS |
| 18 | Shri Surender Singh, Attendant |
| <u>Finance Wing</u> | |
| 19 | Shri. Mohan Singh, JAO |
| 20 | Shri. C.L. Meena, JAO |
| 21 | Shri. Jay Pradesh, Account Assistant |
| 22 | Shri. Sukshamlata, Account Assistant |
| 23 | Ms Neelam Satija, PA |
| 24 | Shri. S. Rasu, Attendant |
| 25 | Shri. Rishi Babu, Attendant |
| 26 | Shri. Sunil Kumar Consultant (F&A) |
| 27 | Shri K.P.S. Tomar, Specialist (Procurement) |
| 28 | Ms. Anamika, Account Assistant |
| 29 | Ms. Sonal Chauhan, Account Assistant |

| Sl. No | IWAI Officers (Group B & C) / Consultants / DEO / MTS / Drivers etc. |
|---|--|
| 30 | Shri. Kishan Kumar, DEO |
| 31 | Smt. Sarika Goel, P.A |
| <u>Traffic & Logistic / NER / IBP Wing</u> | |
| 32 | Shri. Sanjay Tikku, Chief Consultant |
| 33 | Ms. Jyoti Gubrani, UDC |
| 34 | Shri. Ram Naresh Kataria, Attendant |
| 35 | Md. Hashin Khan, Procurement Specialist |
| 36 | Shri. Bhanu Sharma, DEO |
| 37 | Shri. Bharat Pant, Data Executive |
| 38 | Shri. Deepak Kumar, MTS |
| 39 | Shri. Suresh Babu, Consultant (Admn) |
| 40 | Shri. Ch Pitambar, MTS |
| 41 | Shri. Anand Kumar, Tech. Assistant |
| 42 | Shri. Aman Pratap Singh, MTS |

| Technical Wing / Hydrographic Wing / Mech Marine | |
|---|--|
| 43 | Sh. Sonu Singhal, JHS |
| 44 | Sh. Niklesh Jha, Consultant (Envirement) |
| 45 | Shri Rakesh Tyagi, Consultant (Hy.) |
| 46 | Wing Cdr.(Retd.) Puneet Bakshi, Sr. Consultant(Jetty Design) |
| 47 | Shri. Prateek Shree, Executive |
| 48 | Shri. Dilip Kumar Berwa, DEO |
| 49 | Shri. Vikas Sen Technical Assistant |
| 50 | Shri. Dev Kumar, DEO |
| 51 | Sh. Ram Babu, D/Man-I |
| 52 | Shri. Narinder Singh, Attendant |
| 53 | Md Aslam, Technical Assistant |
| 54 | Ms. Kiran Kanojia, MTS |
| 55 | Shri. Chandrbhaan Singh, MTS |
| 56 | Ms. Vidhi Sharma, DEO |
| 57 | Shri. Hemant Kumar, DEO |
| 58 | Shri Vinod Kumar, MTS |
| 59 | Shri. Manvinder Singh, MTS |
| 60 | Shri. Arpit Gupta, Consultant |
| 61 | Ms. Alpana Mishra, DEO |
| 62 | Sh. Lakhvinder Singh, Specialist(Hydro) |
| 63 | Sh. Nitin, DEO |
| 64 | Smt. Munima, Attendant |
| 65 | Sh. Surender Pal, MTS |
| 66 | Shri, Vivek Verma, DEO |
| 67 | Sh. Nitesh, DEO |
| JMVP Wing / Freight Village | |
| 68 | Shri. SK Pandita, Sr Consultant (P) |
| 69 | Shri Mithlesh Singh, Specialist SIA |
| 70 | Shri. Kiran Bist, DEO |
| 71 | Shri. D. Rajendra Prasad, Attendant |
| 72 | Shri. Pedababu, Specialist C.E-II |
| 73 | Shri. Anand Tyagi, Specialist CD IV |
| 74 | Shri. Prakritik Mishra, Specialist (M&L) |
| 75 | Smt Sandhya Sharma, Specialist (Envi) |
| 76 | Shri. Abishek Pawar, DEO |
| 77 | Ms. Pooja Rathore, DEO |
| 78 | Shri. Gopal Pantry Helper |

| Sl. No | IWAI Officers (Group B & C) / Consultants / DEO / MTS / Drivers etc. |
|---------------|---|
| 79 | Shri. Ram Pal, Attendant |
| 80 | Shri. Pappu Kumar, Attendant |
| 81 | Smt. Pratima Tyagi, Sr. Consultant (HR&GA) |
| 82 | Shri Hanuman Napit, Attendant |
| 83 | Shri. B.A Sam Paul, Consultant |
| 84 | Shri. Praveen, IT Section |

* Cdr. Arvind Sahani, Consultant (Part time) can attend office with 3 full working days or 24 hours in a week or with the consent of the reporting officer as per requirement.

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 reporting officers.
6. 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.
7. All Officers / Staff & Outsourced manpower etc. from HO, IWAI Noida other than 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 proposals are subject to review as per situation & as per the new MHA Orders / guidelines if any issued in connection to functioning of Offices after 20.5.2020.

This issues with the approval of the Competent Authority


(Neeraj Singh)

Assistant Secretary (A&R),

Mob- 9971432619

Email:- nsingh@iwai.gov.in

To:-

1. All the concerned Officers/ Staffs / Outsourced Staffs /Consultants / PwC, 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/ Member (Finance)/ Member (Technical) / Member (Tr. & L)/ Secretary, IWAI, Noida.