



# 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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F.No. 01/IWAI/Estt/03/2017/Misc/Circular

Dated 23<sup>rd</sup> March 2020

### CIRCULAR

In pursuance of issuance of various Govt. orders due to threat of ongoing Novel Coronavirus (COVID – 19) and in view of obtaining situation, the approval of the Competent Authority is hereby conveyed in connection to functioning of IWAI Head Office & its R.O / S.O Offices:-

1. All IWAI Offices in UP and Jharkhand will be closed till 25<sup>th</sup> March and review after that (or) as per the lock down orders from the State Govt.
2. HO IWAI will function as per the skeleton staff on the following roster system with only following officer's and officials will come office on 23<sup>rd</sup> March and 26<sup>th</sup> March. Head Office, Noida will observe complete lockdown on 24<sup>th</sup> & 25<sup>th</sup> March, 2020:-

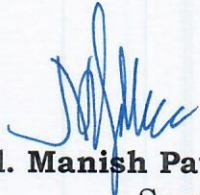
Sl. No.	Officers / Staff (23.3.2020)	Officers / Staff (26.3.2020)
1	Secretary	Hyd. Chief
2	Director (T&L)	Mr. Anil Kumar, AHS
3	Dy Director & RE	Dy Director & RE
4	AHS (P&C)	AHS (P&C)
5	Mr. Ashwani Kumar, DEO	Mr. Ashwani Kumar, DEO
6	Mr D Rajendra Prasad, Attendant	Mr D Rajendra Prasad, Attendant
7	Electrician	Electrician

3. IWAI Offices in Bihar, Kerala, Andhra Pradesh, West Bengal and other states shall be closed up to 31.3.2020.
4. The following roster system with below mentioned officers/officials will come to office on 27.03.2020, 30.03.2020 & 31.03.2020.

Sl. No	Officers / Staff (27.03.2020)	Officers / Staff (30.03.2020)	Officers / Staff (31.03.2020)
1	Secretary	Director (F&A)	Director (F&A)
2	Director (F&A)	Director (A&V)	Dy. Dir. & RE
3	Sh. C. L. Meena, JAO	Sh. C. L. Meena, JAO	Sh. C. L. Meena, JAO
4	Sh. Jaiprakash	Sh. Jaiprakash	Sh. Jaiprakash
5	Ms. Sonal, Accounts JMVP	Ms. Sonal, Accounts JMVP	Ms. Sonal, Accounts JMVP
6	Mr. Krishan, DEO	Mr. Krishan, DEO	Mr. Ashwani Kumar, DEO
7	Mr. D Rajendra Prasad/ Mr. Rasu, Attendant	Mr. D Rajendra Prasad/ Mr. Rasu, Attendant	Mr. D Rajendra Prasad / Mr. Rasu, Attendant
8	Electrician	Electrician	Electrician

5. All training of IWAI Staff in station & out station including Goa to be suspended forthwith and persons to be recalled. Hy. Chief shall take necessary action.
6. All Consultants and out sources staff to work from home.
7. Anyone having life threatening disease like respiratory problem eg may work from home & they will not be put on roster for essential duties.
8. All Officers / Staff / Consultants / Out sourced staff shall provide E-mail and Mobile numbers to their controlling authority.
9. All construction activities of JMVP to be suspended till 31<sup>st</sup> March & all PMU & PIU staff will work from home.
10. For vessels movement, Traffic & Logistics Wing to issue separate order.

The order will be reviewed as per the situation and issues with the approval of the Competent Authority.

  
**(Col. Manish Pathak)**  
Secretary

To

1. All the concerned Officials / Staff / Consultants / Outsourced manpower
2. Dy. Director & Resi. Engineer (Nodal Officers for dealing with threat of Corona Virus).
3. IT Wing – for uploading in IWAI Website
4. Office copy / Master copy