



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण (पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-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.)

Website : www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

No. IWAI/Admn./15/2018

Dated 8th May 2020

CIRCULAR

Sub:- Functioning of IWAI H.O w.e.f 4.5.2020 onwards as per new guidelines issued by MHA Order No. 40-3/2020-DM-I (A) dt 1.5.2020 on Lockdown measures to contain the spread of COVID-19 in all parts of Country, Roster w.e.f. 11.5.2020 – reg.

- Ref:- 1. IWAI Circular No. IWAI/Admn/15/2018 dt 20.4.2020.
2. MHA Order No. 40-3/2020-DM-I (A) dt 1.5.2020.
3. IWAI Circular No. IWAI/Admn/15/2018 dt 2.5.2020.

1. Further to IWAI Circular No. IWAI/Admn/15/2018 dt 2.5.2020 and previous orders issued for prevention of spread of COVID-19, new Guidelines has been issued by MHA vide order captioned in the subject for functioning of Government Offices under S. No 7 para ii (g) in Red Zones.

2. In view of above, HQ IWAI Noida is functioning w.e.f 4.5.2020 onwards with Group-A Officers to the extent 100% and 33% strength of Group-B & C officials / staffs including Outsourced 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.

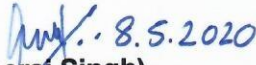
3. Roster is being issued on weekly rotation basis. Roster for 2nd week starting from 11.5.2020 is as follows: -

Roster for the 2nd week from 11th May to 15th May 2020

IWAI Officers (Group B & C) / Consultants / DEO / MTS / Drivers etc.	
Sl. No	Administration/ Establishment Wing
1	Shri. Sonjoy Mazumdar, Section Officer
2	Shri. Sukhbir Singh, Assistant
3	Shri. Shri Mahesh Kumar, Assistant
4	Shri Dev Kumar, LDC
5	Shri Manoj Kumar, MTS
6	Shri Yogesh, DEO
7	Shri Rohtash, MTS
Finance Wing	
8	Shri. C.L. Meena, JAO
9	Shri. Jay Prakash, AA
10	Smt. Sukshamlata, Account Assistant
11	Ms. Anshuk, Account Assistant
12	Shri. Krishna Kumar, DEO
13	Shri Dilip Bahadur, Attendant
Traffic & logistics	
14	Shri. Madan Mohan Sharma JHS
15	Md Hashin Khan, Procurement Specialist
16	Shri. Ram Naresh Kataria, Attendant
17	Shri. R.S. Dahiya, Sr. Consultant

Sl. No	IWAI Officers (Group B & C) / Consultants / DEO / MTS / Drivers etc.
Technical Wing / Hydrographic Wing / Mech Marine	
18	Shri Avadhesh Kumar, SO
19	Shri Ram Babu, D/Man
20	Shri. Devendra Singh, Technical Assistant
21	Shri. Neel Kanth, DEO
22	Shri. Narinder Singh, Attendant
JMVP Wing	
23	Shri. SK Pandita, Sr Consultant (P)
24	Shri. Prakritik M, Specialist (M&L)
25	Shri. Anand Tyagi, Specialist (CE-IV)
26	Shri. Abhishek, DEO

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.
6. All Regional Offices & S.O's of IWAI will follow MHA Order referred above in conjunction with the applicable orders issued by various State Government / Local Administration with regard to Office functioning and issue 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 at para 2 above will work from home and will be available on phone and email.
8. Safety measures and Social distancing norms as contained in Annexure-I of above-mentioned MHA order dt 1.5.2020 will be adhered to by all concerned.
9. These proposals are subject to review as per situation and this issues with the approval of the Competent Authority


(Neeraj Singh)
 Assistant Secretary (A&R)
 Mobile:- 9711898939
 Email:- nsingh@iwai.gov.in

To:-

1. All the concerned Officers/ Staffs / Outsourced Staffs /Consultants etc., IWAI, Noida.
2. The Officer-In-Charge, IWAI R.Os / S.Os
3. IT Wing – for uploading in IWAI Website
4. 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.