



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सेक्टर-1, नोएडा-201 301, (उ.प्र.)

**INLAND WATERWAYS AUTHORITY OF INDIA**

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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F. No. IWAI-11039/23/2021-ADMIN RECTT

Dated: 13<sup>th</sup> Oct, 2022

## CIRCULAR

**Sub: Special Campaign 2.0 for disposal of Pending Matters from 2<sup>nd</sup> October, 2022 to 31<sup>st</sup> October, 2022 – reg.**

All the Officer-in-Charges of IWAI, Head Office/Regional Offices/Sub-offices are hereby requested to undertake special campaign for Swachhata in offices and disposal of pending matters. It is also requested that the action for scrutinizing and weeding out old official's records/files and also all obsolete equipment/furniture are to be disposed of on or before **20<sup>th</sup> October, 2022** in Head Office and all the Regional Offices/Sub-offices keeping in view of the GoI (D/o AR&PG) Record Retention Schedule.

The campaign may also be utilized for adherence of record management system as contained in Central Secretariat Manual of office procedure, GFR and Public Record Act 1993.

Overall cleanliness of IWAI offices with special focus on space management and enhancing work place experience of Head office/Regional offices/Sub-offices shall be undertaken.

Accordingly, the information on the following parameters may be collected during the preparatory phase.

- Number of Rules / Process identified for simplification
- Record Management
- Identification of Cleanliness Campaign sites
- Space management planning
- Scrap Disposal
- Computer & other IT equipment
- Electrical/ AC equipment
- Furniture
- Hyd./drawing equipment

Each Departmental Heads/Officer-in-Charge of IWAI Head Office and Regional Offices/Sub-offices shall designate a Nodal Officer for their respective Wings/offices for Special Campaign (not below the rank of Asst. Director). The Nodal Officer will coordinate the campaign in their Wing/offices and also in their Subordinate Offices.

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This time the Campaign shall focus on the Head Office/Regional offices/Sub-offices. A comprehensive planning for cleanliness, space management and beautification of offices may be done. Redundant scrap material and obsolete items shall be identified for disposal as per laid down rules/procedure.

All out efforts may be made to dispose of all identified references during the Special Campaign upto **20<sup>th</sup> October, 2022**.


The Special Campaign should also be used to improve records management. Categorization, recording, review and weeding out of physical records, as per extant guidelines contained in the CSMOP and Public Record Act 1993.

Overall cleanliness of IWAI Head office/Regional offices/Sub offices by removing redundant scrap material and obsolete items and enhancing work place experience shall be undertaken during the campaign phase.

Regarding disposal of obsolete office furniture and equipments it may be auctioned as per instructions contained in General Financial Rule (GFR).

A consolidated Report on the progress of the Campaign will be prepared by all Wing Heads at Head office and In-charge of Regional offices/sub-offices and submit to the Secretary, IWAI, Noida by **24<sup>th</sup> October, 2022** positively.

This issues with the approval of the Competent Authority.

  
13.10.22

**(Neeraj Singh)**

Asst. Secretary (A&E)

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**Copy to (By E-Mail):**

- i) Chief Engineer-P.M (JMVP)/ Hy. Chief/ Dy. Secretary, (P&C)/ CAO/ Director (M)/ Director (NER)/ Director (Tech.)/ Director (Resi. & IT)/ Deputy Director (Tech), / Assistant Secretary (P&C)/ Assistant Secretary (H&L), IWAI, Noida.
- ii) Director, IWAI, Kolkata/ Kochi/ Guwahati
- iii) Dy. Director, IWAI, Patna
- iv) Office In-Charge, NINI, Patna
- v) Sub Office Varanasi, Prayagraj, Sahibganj, Vijayawada, Bhubaneshwar, Dibrugarh, Dhubri.
- vi) IT Cell – For uploading on IWAI Website
- vii) Hindi Cell – For Hindi Translation
- viii) Master Copy / Office Copy

**Copy for Information to (By E-Mail):**

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