



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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No. IWAI-11014/10/2020-Admn Rectt

Dated 01.02.2021

CIRCULAR

Sub:- Functioning of IWAI, Head Office, Noida w.e.f 01.02.2021 onward with 100% Roster on Attendance – reg.

In continuation of earlier Office Memorandum of even no. dated 31.07.2020 and 04.01.2021, all the IWAI Officers / Officials including Outsourced Menpower are hereby directed to attend IWAI, Head Office, Noida on regular basis w.e.f. 01.02.2021 onwards with the following instruction:-

- 1) In continuation of earlier Office Memorandum of even no. dated 31.07.2020 and 04.01.2021, all the IWAI Officers/Officials including Outsourced Officers/employees are hereby directed to attend their respective IWAI, Head Office, Noida on regular basis w.e.f. 01.02.2021 onwards. In very exceptional circumstances WFH with express and prior approval of VC up to Director Level and above by Chairperson will be done.
- 2) 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.
- 3) Safety measures and Social distancing norms as contained in the above-mentioned DoPT order dt 18.5.2020 will be adhered to by all concerned.
- 4) 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

(Neeraj Singh)

Assistant Secretary (A&R)

Email:- nsingh@iwai.gov.in

Phone No. 0120-2474050

To:-

1. All the concerned Officers/ Staff, IWAI, Noida.
2. Dy. Director & R.E (Nodal Office for COVID-19 –for sanitization of IWAI, Noida Office.
3. PCSA, 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.