



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नौएडा-201 301, (उ० प्र०)

**INLAND WATERWAYS AUTHORITY OF INDIA**

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

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No. IWAI-11014/54/2020-Admin-Rectt

Dated:- 05.04.2023

## CIRCULAR

**Sub:- Timely disposal of receipts and monitoring of Parliamentary Assurances, Parliament Questions, Applications under RTI Act, MP/VIP References, CAT/Court cases etc-reg**

In pursuance to the DO letter no. IWT-11011/40/2023-IWT dated 23.03.2023 from Joint Secretary (MoPSW), it has been directed by the Competent Authority that :-

- a. The action on handling/disposal of Parliamentary Assurances, Parliament Questions, Applications under RTI Act, MP/VIP References, CAT/Court cases etc shall be taken on priority as stipulated in the Manual of Office Procedure (Chapter XI) positively.
  - b. In case of anticipated delay if any, should be apprised to the Competent Authority and an interim reply/input be provided to the Ministry to apprise concerned VIP accordingly.
2. Apropos, all sections are requested to furnish inputs to the relevant sections for onward submission to MoPSW to ensure disposal of the replies within stipulated timeline as provisioned in the Manual of Office Procedure.

**This issues with the approval of the Competent Authority.**

(Neeraj Singh)  
Asst. Secretary (A&E)  
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3. Officer-In-Charges of all sub-offices, Varanasi, Prayagraj, Sahibganj, Farakka, Swaroopganj, Vijaywada, Kollam, Dhubri and Dibrugarh.
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