



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

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

INLAND WATERWAYS AUTHORITY OF INDIA

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

Head Office : Jalmarg Bhawan, 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/PR-2/Misce/2018/Vol.III/Pt.

Date: 18th June, 2021

CIRCULAR

Sub: Minutes of the Meeting held on 15.6.2021

The Hon'ble Chairperson, IWAI chaired a meeting on 15.6.2021 regarding functioning of various Cells in IWAI. Vice Chairman, Secretary, IWAI, Chief Engineer (Tech.) and Assistant Secretary (Admn.&Estt.) attended the same. Work order and functions, functionality, number of staff (both regular and outsourced) available and desirable and other matters were discussed along with concerned officers of NER, IBP, Media, Legal, IT and P&C Cells.

1. The following directives were given by the Hon'ble Chairperson:
 - a. Circular reg. nomenclature of NER, IBP, Legal, IT and P&C Cells except to Media Cell as Sections to be issued.
 - b. All sections should submit details of monthly report and work chart.
 - c. Committee Review section wise under with work Report to be done.
2. Deliberations of the different sections are as follows:

IT

- a. VPN connections to be withdrawn below Deputy Director level, as per directive of Competent Authority.
- b. One Consultant to be engaged at IT Wing. Proposal with ToR may be initiated by IT Wing as per procedure.
- c. IT log book to be maintained.
- d. IT Action plans to be submitted.
- e. Engagement of one person at ROs for CAR-D & PANI.
- f. Rightsizing of IT Wing to be done.

P&C

- a. One retired person/consultant may be engaged.
- b. Monthly and Quarterly reports to be submitted in time.

Legal

- a. Reinforcing circular regarding Legal procedure to be issued.

Contd...2

NER

- a. Karor Singh, AD (M) to be transferred to T&L Section.
- b. Posting of one Officer to be worked out for NER Section.
- c. One Consultant (Diploma Holder) to be engaged at NER Section.
- d. One DEO to be allotted to NER Section.
- e. IBP Cell to be merged with T&L Section.
- f. Office Order for works of NER & IBP Cell to be issued.
- g. Protocol works to be handled by T&L Wing

Media Cell

- a. Proposal to be submitted by Admin wing.

This issues with the approval of the Competent Authority.

Neeraj Singh 18.6.21

(Neeraj Singh)

Assistant Secretary (Admn. & Estt.)

E-mail Id: nsingh@iwai.gov.in

Telephone: 0120-2474050

Copy to: - (By E-Mail)

1. Chief Engineer (Technical) / Chief Engineer & P.M (JMVP) / Hydrographic Chief / Director (Hy & Vig.) / Dy. Secretary (P&C, IT and NINI) / Director (M) / Director (NER) / Director (T&L) / Director (Tech.) / Director (Hy.) / Dy. Director, R&E/CAO (IC), IWAI, Noida.
2. Deputy Director, Office-In-charge, IWAI, Patna.
3. Deputy Director, Office-In-charge, IWAI, NINI.
4. PCSA (IT), IWAI, Noida – for uploading on IWAI website.
5. Hindi Cell, IWAI, Noida - for Hindi translation.
6. Office copy / Master copy

Copy for kind information to: - (By E-Mail)

PPS / PS / PA to Hon'ble Chairperson / Vice-Chairman / Member (Finance) / Member (Technical) / Member (Traffic & Logistics/IC) / Secretary, IWAI, Noida.