



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)

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

Dated 03rd November, 2020

CIRCULAR

Sub:- Functioning of IWAI Offices w.e.f 04.11.2020 onward with 50% Roster on Attendance toward preventive measures to be taken to contain the spread of COVID-19 – reg.

1. The undersigned is directed to refer to IWAI's Circular No. IWAI/Admn/15/2020 dated 29.5.2020 and DoPT's Office Memorandum No. 11013/19/2014-Estt.A.III dt 18.5.2020 & 07.10.2020 on Attendance toward preventive measures to be taken to contain the spread of COVID-19 in the country.

2. In view of above, HQ IWAI Noida shall continue functioning w.e.f 04.11.2020 onward with Group-A & B Officers to the extent 100% and 50% strength of Group- C officials / staff as per the Roster System. In case of any emergent requirement, any Official, if called by the Wing head / Reporting Officer, they will have to attend Office based on the necessity, failing which they will be treated as on leave and leave will be deducted from their leave account. The Wing head may ensure the office timing of their sub-ordinate officials / staff mentioned in accordance with the above DoPT OM.

3. Roster is on alternate working days on rotation basis. Roster for 1st working days starting on 04.11.2020 is as follows and they will continue working on alternative days in the same order, thereafter, during the month of November, 2020: -

Roster for the 1st working day starting from 04.11.2020

Sl. No	IWAI Officers (Group "C")
<u>Administration Wing</u>	
1	Smt. Trishna Brahma, UDC
2	Shri. J.P. Singh, UDC
3	Shri. Jagmohan Sharma, UDC
4	Shri. Satvir Singh, LDC
5	Shri. Mange Ram, Attendant
6	Shri. Somnath, Driver
<u>Finance Wing</u>	
7	Shri Dilip Bhadur, Attendant
<u>Traffic & Logistic / IBP Wing</u>	
8	Smt. Girija Bakaya, UDC
9	Shri. Mukesh Kumar, Attendant
<u>Technical Wing / Hydrographic Wing / NER / Mech Marine</u>	
10	Smt. Jyoti Shangari, UDC
11	Smt. Rajni Bakshi, Draftman-III
12	Sh. M.S. Rawat, MTS
13	Shri Anil Kumar, Attendant
14	Shri R.K. Dangi, Attendant
15	Shri A.L. Manjhi, Attendant

9/11

Roster for the 2nd working day starting from 05.11.2020

Sl. No	IWAI Officers (Group "C")
<u>Administration Wing</u>	
1	Shri. Pappu Kumar, Attendant
2	Shri. M.P. Singh, Attendant
3	Shri. Chanderpal, Despatch Rider
4	Shri. Dev Kumar, LDC
5	Shri Surender Singh, Attendant
<u>Finance Wing</u>	
6	Shri. S. Rasu, Attendant
7	Shri. Rishi Babu, Attendant
<u>Traffic & Logistic / NER / IBP Wing</u>	
8	Smt. Jyoti Gubrani, UDC
9	Shri. Ram Naresh Kataria, Attendant
<u>Technical Wing / Hydrographic Wing / Mech Marine</u>	
10	Shri. Narinder Singh, Attendant
11	Smt. Munima, Attendant
12	Shri. Ram Pal, Attendant
13	Shri Hanuman Napit, Attendant
14	Sh. H.M. Meena, D'man
15	Shri. D. Rajendra Prasad, Attendant

* 100% Attendance in respect of Senior Consultants / Consultants / Specialists / Consultants/DEOs / MTS implemented vide Office Order even number dated 25.08.2020 will continue.

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, under intimation to the concerned reporting officers.

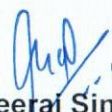
6. All Regional Offices & S.O's of IWAI will follow DoPT Order referred to above in conjunction with the applicable orders issued by various State Government / Local Administration with regard to Office functioning and issue 50% Roster with respect to persons attending Office as contained in the referred guidelines.

7. All Officers / Staff & Outsourced manpower etc. from HO, IWAI Noida who are not on Roster duty on any particular day mentioned above will work from home and will be available on phone and email.

8. Safety measures and Social distancing norms as contained in Annexure-II of above-mentioned DoPT order dt 18.5.2020 will be adhered to by all concerned.

9. 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),
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Email:- nsingh@iwai.gov.in

Copy To:-

1. All the concerned Officers/ Staff, IWAI, Noida.
2. Dy. Director & R.E (Nodal Office for COVID-19 – to take necessary action for issuing passes, opening, operation and sanitization of IWAI, Noida Office.
3. The Officer-In-Charge, IWAI R.Os / S.Os
4. PCSA, IT Wing – for uploading in IWAI Website
5. 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.

Assistant Secretary (Admn. & Rectt.)

Admn. 3.11.2020