



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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F. No. IWAI-11039/7/2022-Admin Rectt

Date : 08.09.2022

CIRCULAR

It is noticed that some of Officers / Employees of IWAI are approaching directly to Chairman, IWAI or Senior Officials regarding their Service matters. However, as per Government of India Instructions, wherever, in any matter connected with his service rights or conditions, a Government Servant wishes to seek redressal of a grievance, the proper cause for him is to address his immediate official Superior, or Wing Head or such other authority designated who is Competent to deal with the matter . Hence, all the matters should be submitted through proper channel with recommendation of the Wing Head.

Accordingly, henceforth such submission of **representation directly to Chairman** by passing the Immediate Superior Officer, Head of the Wing **will be viewed seriously** and appropriate disciplinary action should be taken against the officer / Employee who violates the Instructions as contained in OM No. 11013/08/2013-Estt[A-III] Government of India, Ministry of Personnel, Public Grievance & Pensions, Department of Personnel & Training Establishment A-III desk dated 31.08.2015, **for his unbecoming conduct attracting the provisions of Rule 3(I)(III) of the Central Civil Services (Conduct) Rules 1964.**

All are therefore advised to note above Instructions Scrupulously for Compliance.

This issues with the approval of the Competent Authority.

(Neeraj Singh)

Assistant Secretary (Admin & Rectt)

Email: nsingh@iwai.gov.in

Phone: 0120-2474050

Copy to: - (By E-Mail)

- (i) Chief Engineer-Project Manager (JMVP) / Hy.Chief / Chief Accounts Officer / Director (Technical) / Director (Traffic & Logistics) / Director(Hy.) / Deputy Secretary (P&C) / Director (M) / Director (NER) / Director (RE & IT) /Assistant Secretary (L&H) / Assistant Secretary (P&C), IWAI, Noida.
- (ii) Director, NINI & IWAI Patna / Kochi / Guwahati / Vijawada.
- (iii) Deputy Director, IWAI, Kolkata.
- (iv) Officer-In-Charge of Sub Offices, Varanasi, Prayagraj, Sahibganj, Bhubaneswar, Dhubri, Farakka, Dibrugarh.
- (v) IT Wing, IWAI, Noida – for uploading on IWAI website.
- (vi) Hindi Cell- for Hindi Translation.
- (vii) Office Copy / Master Copy.

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

PPS/PS/PA to Chairman / Vice-Chairman / Member (Finance) / Member (Technical) / Member [(Traffic & Logistics (I/c)] / Secretary, IWAI, Noida.