



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

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

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

IWAI-11014/10/2020-ADMIN RECTT-Part (1)

Date: 23.07. 2021

CIRCULAR

Sub: Functioning of IWAI, HO, Noida w.e.f. 26.07.2021 onwards with Roster 100% attendance for Group 'A', Group 'B' & Consultant and 50% attendance for Group 'C' & outsource employees towards preventing measures taken to contain the spread of Covid-19 -reg.

1. In continuation to IWAI Attendance Roster dated 31.5.2021, MHA O.M. No. 43020/07/2020-Ad.I dt 15.4.2021, DOPT OM dt 3.5.2021 and previous orders issued for prevention of spread of COVID-19, the approval of Competent Authority is hereby conveyed for adherence of Roster 100% attendance for Group 'A', Group 'B' & Consultant and 50% attendance for Group 'C' & outsource employees towards preventing measures taken to contain the spread of Covid-19 in the country.

2. In view of above, HQ IWAI Noida shall function with 100% attendance for Group 'A', Group 'B' & Consultant and 50% attendance for Group 'C' & outsource employees w.e.f 26.07.2021 onwards. In case of any emergent requirement any Official / Out Source manpower if called by the Wing head / Reporting Officer, they will also attend Office based on the necessity. If any Officer / Officials is absent on the day of roster without permission of the Wing Head, leave shall be deducted as per rule.

3. All officials are to make themselves available on Telephone and other electronics means of communication at all times from their residence and Work from Home (WFH). Individual to ensure getting their VPN connection in consultation with IT Wing for WFH. Any employee not responding to official task via e-office / E-mail, their leave shall be deducted as recommended by their Wing Heads.

4. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.

5. All officials who attend office shall strictly follow Covid appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.

6. Crowding in lifts, staircase, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.

7. Meetings, as far as possible, to be conducted through Video Conferencing.

8. Entry of outsiders / visitors to be curtailed appropriately.

9. All employees are advised to get themselves vaccinated.

10. Roster is on every second working days on rotation basis. Roster for 1st working days starting on 26.07.2021 are enclosed as **Annexure - 1 to 2** and same shall be continued for next 2 weeks (or) until further orders.

11. 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.


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

13. Persons with Disabilities and Pregnant women employees may be exempted from 100% Roster but they shall continue to work from home and follow 50% attendance as per requirement and convenience, until further orders.

14. All employees are to ensure strict compliance of instructions on Covid-appropriate behaviour issued by MHA, MoH&FW and DoPT from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.

15. Officials / Staff detected as COVID-19 (or) under quarantine shall be exempted from this Roster.

This issues with the approval of the Competent Authority

 23.7.2021

(Neeraj Singh)

Assistant Secretary (Admn. & Estt.)

E-Mail : nsingh@iwai.gov.in

Phone No. : 0120-2474050

To:-

1. All the concerned Officers/ Staffs / Outsourced Staffs /Consultants / IWAI Noida
2. Dy. D & R.E (Nodal Office for COVID-19 – to take necessary action for issuing passes, opening, operation and sanitisation 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) / Secretary, IWAI, Noida.

Roster for the 1st working day starting from 26.07.2021

Sl. No	IWAI Officers / Consultants / DEO / MTS / Drivers etc.
<u>Administration & Establishment/ Hindi & Legal Wing</u>	
1.	Sh J. P Singh, UDC
2.	Sh Jagmohan Sharma, UDC
3.	Smt. Jyoti Shangari, U.D.C.
4.	Sh. Satyvir Singh, LDC
5.	Sh. Ajay Kashyap, DEO
6.	Sh. Ajay Sharma, DEO
7.	Sh. Madan Kumar, DEO
8.	Sh Chander Pal, MTS
9.	Sh. Rohtash, MTS
10.	Sh. Vinod, MTS
<u>Finance Wing</u>	
1.	Ms. Manju Meena, DEO
2.	Sh. Kishan DEO
3.	Sh. Punit Kumar, MTS
<u>IT Wing</u>	
1.	Sh. Vikram Sharma, Developer
2.	Ms. Ayushi, SASE
<u>Traffic & Logistic</u>	
1.	Smt. Girija Bakaya, UDC
2.	Sh. Bhanu Sharma, DEO
<u>Technical Wing / Mech Marine</u>	
1.	Sh. Hemant, DEO
2.	Sh. Atul, DEO
3.	Sh. Neelkanth Rai, DEO
4.	Sh. Ranjan Chauhan, DEO
5.	Smt. Vidhi, DEO
6.	Sh Manvendra, MTS
7.	Sh. P. Pitambar, MTS
8.	Sh. Pankaj Kumar Thakur, MTS
9.	Sh. Mangey Ram, MTS
10.	Sh. Chandrabhan Singh, MTS
<u>Hydrographic Wing</u>	
1.	Smt. Rajni Bakshi, D'man- III
2.	Sh. R.P. Singh, U.D.C.
3.	Sh. Suraj Kumar, DEO
4.	Smt. Shabina Chauhan, DEO
5.	Sh. H.S. Napit, MTS
<u>JMVP Wing / Freight Village / Arth Ganga</u>	
1.	Sh. Alok Jain, Executive Assistant
2.	Sh. Gurpreet Singh, Executive Assistant
3.	Sh. Gopal Singh, Kitchen Help
4.	Sh. Raj Kumar, MTS

Annexure – II**Roster for the 2nd working day starting from 27.07.2021**

Sl. No	IWAI Officers / Consultants / DEO / MTS / Drivers etc.
<u>Administration & Establishment/ Hindi & Legal Wing</u>	
1.	Smt. Trishna Brahma, UDC
2.	Smt. Jyoti Gubrani, U.D.C.
3.	Sh. Manoj Kumar Vats, Storekeeper
4.	Ms. Kajal, DEO
5.	Ms. Prabhleen Kaur, DEO
6.	Sh. Harish Kumar, DEO
7.	Sh. Mukesh Kumar, MTS
8.	Sh. Dilip Bahadur, MTS (Dispatch)
9.	Sh. Manoj Kumar, MTS
<u>Finance Wing</u>	
1.	Sh. J. Sharma, DEO
2.	Shri M. P. Singh, MTS
3.	Sh. Deepak, MTS
<u>IT Wing</u>	
1.	Sh. Anupam Kumar Chauhan, SASE
2.	Sh. Aamir Shoib, Developer
<u>Traffic & Logistic</u>	
1.	Sh. Bharat Pant, Data Executive (T&L)
2.	Smt. Munima, MTS
<u>Hydrographic Wing</u>	
1.	Sh. H.M. Meena, D/Man – III
2.	Smt. Manvi, DEO
3.	Smt. Stuti, DEO
4.	Sh. Surender Pal, MTS
<u>Technical Wing/ Mech Marine</u>	
1.	Sh. Ashwini, DEO
2.	Sh. Vivek Verma, DEO
3.	Sh. Shivam Vishwkama, DEO
4.	Sh. Amit Kumar, DEO
5.	Sh. Ram Naresh Kataria, MTS
6.	Sh. Aman, MTS
7.	Ms. Kiran, MTS
<u>JMVP Wing / Freight Village/ Arth Ganga</u>	
1.	Sh. Kiran Bisht, Executive Assistant
2.	Sh. Abhishek Pawar, Executive Assistant
3.	Sh. Akshay Nagi, DEO
4.	Ms. Pooja Rathore, DEO
5.	Sh. Sujeet Kr. Jha, Cook
6.	Sh. Damodar Napit, MTS
7.	Sh. Ram Pal, MTS