



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-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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File No. IWAI/Admn/BAS/2010

Date: 20.03.2020

CIRCULAR

In continuation with the precautionary measures mentioned vide IWAI Circular No. IWAI/Admn/BAS/2010 dated 6.3.2020, due to COVID-19 outbreak, a list of Dos and Dont's is enclosed herewith and all the officers and staff requested to follow the same strictly at IWAI Head office as well as all Regional Offices and Sub-Offices of IWAI until further order.

This issues with the approval of the Competent Authority.

 20.03.2020

(Neeraj Singh)

Assistant Secretary (A&R)

Encl. as stated

Copy to (By E-Mail):

- i) Chief Engineer (Technical)/ Chief Engineer-P.M (JMVP)/ Hy. Chief/ Director (F&A)/ Director (M)/ Director (IT) Director (NER)/ Director (Tr. & L)/ Director (Tech.)/ Director (Hy.)/ Deputy Director (NER)/ Deputy Director (Tech), IWAI, Noida
- ii) Chief Engineer, IWAI, Patna
- iii) Director, IWAI, Kolkata/ Kochi/ Guwahati
- iv) Office In-Charge, NINI, Patna
- v) Sub Office Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneshwar, Dibrugarh, Dhubri.
- vi) IT Cell – For uploading on IWAI Website
- vii) Hindi Cell – For Hindi Translation
- viii) Master Copy / Office Copy

Copy for Information to (By E-Mail):

P.P.S./P.S./P.A. to Chairperson/ Vice-Chairman/ Member (Finance)/ Member (Technical)/ Member (Tr. & L)/, IWAI, Noida.

Dos and Dont's

- i) Secretary, IWAI directed all washrooms should be regularly cleaned and adequate quantity of liquid hand wash be provided. Housekeeping staff should be provided with additional consumables.
- ii) In order to maintain cleanliness in the building, it was decided to circulate the mobile number of housekeeping Incharge (Sh. Mayank Kumar, Dy. Director (RE), Mobile: 8800237788) and the floor wise incharge who can be conducted at any time.
- iii) Hand sanitizer should be provided by all officers to their staff and visitors.
- iv) Adequate banners should be put up at entry gate for **CORONA** awareness and precautions to be followed.
- v) All Meeting as far as possible should be done through Video Conference and large gathering should be avoided.
- vi) Adequate and regular supply of hand sanitizer, liquid soap etc. should be ensured by Admin Wing for all employees.
- vii) Canteen staff should be issued masks, hand wash and hand sanitizer.
- viii) Disposable water glasses/ cups/ plates or disposal (Non-plastic) should be used during the official meetings.