



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)

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IWAI-11039/29/2020-Admn-Part(1)

29th Sep, 2021

CIRCULAR

Subject: Instructions in respect of Cabinet / CCEA notes- reg.

Please find enclosed herewith a copy of email dated 23.09.2021 from MoPSW forwarding O.M.No. 1/50/1/2021-Cab. Dated 22.09.2021 from Cabinet Secretariat, Rashtrapati Bhawan on the subject cited above.

In this regard, both the above correspondences are enclosed herewith for kind reference and record please. It is also requested that whenever communication plan for Cabinet / Cabinet Committee on Economic Affairs (CCEA) is issued, the guidelines prescribed / contained in the above stated O.M. of Cabinet Secretariat may kindly be followed strictly.

This issues with the approval of the Competent Authority.

Yours faithfully,

Encl. as stated

(Neeraj Singh)

Asst. Secretary (A&E)

E-Mail: nsingh@iwai.gov.in

Phone No. 0120-2474050

Copy to (By E-Mail):

- i) Chief Engineer (Technical)/ Chief Engineer-P.M (JMVP)/ Dy. Secretary, (P & C and IT)/ CAO (I/c)/ Director (M)/ Director (NER)/ Director (Tr. & L)/ Director (Tech.)/ Deputy Director (NER)/ Deputy Director (Tech), / Deputy Director (Resi.), Assistant Secretary (H&L), IWAI, Noida.
- ii) Director, IWAI, Kolkata/ Kochi/ Guwahati/Vijayawada
- iii) Dy. Director, IWAI, Patna
- iv) Office In-Charge, NINI, Patna
- v) Sub Office Varanasi, Allahabad, Sahibganj, Vijayawada, Bhubaneswar, 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 Chairman/ Member (Finance)/ Member (Technical)/ Member (Tr. & L)/, Secretary, IWAI, Noida.

Jayant Singh

wd: Instructions in respect of Cabinet/CCEA notes

From : Dr Amita Prasad <chairman@iwai.gov.in>
Subject : Fwd: Instructions in respect of Cabinet/CCEA notes
To : Jayant Singh <vc.iwai@nic.in>

Thu, Sep 23, 2021 05:45 PM

1 attachment

From: "V S Sehrawat" <vs.sehrawat@nic.in>

To: "AMITABH KUMAR" <Amitabh.kumar63@nic.in>, "T N KRISHNAMOORTHY" <alhw@and.nic.in>, "DGLL Noida" <noida-dgll@nic.in>, "Chairman MbPT" <chairman@mumbaiport.gov.in>, chairman@deendayalport.gov.in, "DrBeena M" <chairman@cochinport.gov.in>, chairman@chennaiport.gov.in, "CHAIRMAN MPTGOA" <chairman@mptgoa.gov.in>, "CHAIRMAN JNPT" <chairman@jnport.gov.in>, "Vinit Kumar" <chm@paradipport.gov.in>, chairman@vocport.gov.in, "Chairman Visakhapatnam Port" <chairman.vpt@gov.in>, "Venkata Ramana Akkaraju" <chairman@nmpt.gov.in>, "Vinit Kumar" <chairman@kolkataporttrust.gov.in>, cldbsecy@gmail.com, "Dr Amita Prasad" <chairman.iwai@nic.in>, vc@imu.ac.in, "TAMP" <tariff@tariffauthority.gov.in>, spfoac@gmail.com, "Chairman Kamarajar Port Limited" <chairman@kplmail.in>, cmd@sci.co.in, "Chairman DCI" <chairman@dcil.co.in>, "MADHU S NAIR" <cmd@cochinshipyard.com>, md@sdclindia.com, "md iprcl" <md.iprcl@gmail.com>, ciwtc@rediffmail.com, hooghlydock@gmail.com, "Dr Abhijit Singh" <abhijitsingh.ipa@nic.in>, "Rajeev Puri" <cao.ipa@nic.in>, "Arvind Chaudhary" <md.ipa@nic.in>

Cc: "Office of Secretary Ports Shipping and Waterways" <secyship@nic.in>, "Sh. Sanjay Bandoopathyaya" <sanjay.bando@nic.in>, "Additional Secretary" <addsecy-ship@nic.in>, "Bhushan Kumar" <bhushan.k@gov.in>, "Bhushan Kumar" <jssm-ship@gov.in>, "Vikram Singh" <js-ports@nic.in>, "JS Shipping" <js-ship@nic.in>, "Arvind Chaudhary" <arvind.chaudhary@nic.in>, "Sunil Kumar Singh" <sunilk.singh@nic.in>, "H N ASWATH" <hn.aswath@nic.in>, "Sh. Lucas L Kamsuan" <lucasl.kamsuan@nic.in>, "VINAY PRAJAPATI" <vinay.prajapati@gov.in>, "P.Bali DyCCC" <p.bali@nic.in>, "Pradeep kumar Roy" <pradeep.roy@nic.in>, "Sandeep Kumar Gupta Director" <sandeepkr.gupta@nic.in>, "SMARAJIT KUMAR" <smarajit.kr@nic.in>, "JAYASEELAN T" <jayaseelant.dad@hub.nic.in>, "DASHRATH PRASAD" <prasad.dashrath@gov.in>, "AJAY PALSINGH SIROHI Deputy Director" <ajay.sirohi@nic.in>, "Anil Pruthi" <anil.pruthi@nic.in>, "RITURAJ MISRA" <misra.rituraj@gov.in>, "MandeepSingh Randhawa" <director-ship@nic.in>, "H Verma" <h.verma@nic.in>, "PRIYANKA KULSHRESHTHA" <priyanka.kulshreshtha@nic.in>, "Hemant Kumar" <hemant.vrish@gov.in>

Sent: Thursday, September 23, 2021 4:46:02 PM**Subject:** Instructions in respect of Cabinet/CCEA notes

Respected All,

Kindly find attached a copy of the OM No. 1/50/1/2021-Cab. dated 22nd September, 2021 from Cabinet Secretariat regarding communication plan for Cabinet/CCEA decisions.

It may be emphasized that the purpose of a Communication plan is to facilitate effective dissemination of the decisions of the Cabinet/CCEA to the targets groups, beneficiaries, regions, etc. It is, therefore, necessary that the communication plans may provide for preparation of contents in the appropriate regional language(s) also in addition to English and Hindi. Further, it is important that the information is disseminated in a manner which is

easily understandable to the targets groups, beneficiaries, etc. The communication shall, therefore, include the salient points of the proposal in a Question & Answer format for easy comprehension.

The aforesaid instructions communicated by Cabinet Secretariat may kindly be followed strictly.

Regards,

V. S. Sehrawat

Consultant (Coord.)

Ministry of Ports, Shipping and Waterways

Ph:- 011-23323658

Sabka Saath
Sabka Vikas
Sabka Vishwas
Sabka Prayas



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Sabka Prayas



202109220730_4JCS02.pdf
570 KB

No.1/50/1/2021-Cab.
GOVERNMENT OF INDIA/BHARAT SARKAR
CABINET SECRETARIAT/MANTRIMANDAL SACHIVALAYA
RASHTRAPATI BHAWAN

New Delhi, the 22nd September, 2021

OFFICE MEMORANDUM

Subject: Communication Plan for Cabinet/CCEA decisions.

The undersigned is directed to refer to Cabinet Secretariat Office Memoranda No. 1/50/1/2016-Cab. dated 19.05.2017 and 27.06.2017 on the above mentioned subject which outlines the general principles for preparing a Communication Plan.

2. In this regard, it may be emphasized that the purpose of a Communication Plan is to facilitate effective dissemination of the decisions of the Cabinet/CCEA to the target groups, beneficiaries, regions, etc. It is, therefore, necessary that the Communication Plans may provide for preparation of contents in the appropriate regional language(s) also in addition to English and Hindi. Further, it is important that the information is disseminated in a manner which is easily understandable to the target groups, beneficiaries, etc. The Communication Plan shall, therefore, include the salient points of the proposal in a Question & Answer (Q&A) format for easy comprehension.
3. The aforesaid instructions may be disseminated to all concerned for information and strict compliance.


22.9.2021

(Ashutosh Jindal)
Joint Secretary
Tele No. 23012697

To

All Secretaries to the Government of India.