



# 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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F. No. IWAI-12016/6/2021-AS(AE)

Dated: 31.03.2022

### OFFICE MEMORANDUM

#### Sub : Retention of physical copy of APAR recorded in SPARROW – reg.

IWAI has introduced online recording of APAR in SPARROW from the assessment year 2020-2021 in respect of all officers / staff except those who have been exempted from the required provision for creation of APAR in SPARROW.

2. All the PAR Central Custodian (Primary) of SPARROW of IWAI, Head office and Regional offices are requested to retain the physical copies of completed APARs in SPARROW in safe custody for record from the assessment year 2020-2021 onwards as they were retained before introduction of SPARROW in IWAI.

This issues with the approval of the Competent Authority.

(Ajay Kumar)

Assistant Secretary (L&H)

Email Id: ajaykumar@iwai.gov.in

Landline No. : 0120-2474050

To

All concerned Custodian of SPARROW of IWAI, Head office and Regional offices.

1. Sh. Dev Kumar, UDC, IWAI, Patna
2. Sh. Jahiruddin Khan, Assistant, IWAI, Kolkata
3. Smt. Dipika Boro, Assistant, IWAI, Guwahati
4. Smt. Manju K. P, UDC, IWAI, Kochi
5. Smt. Trishna Brahma, UDC, IWAI, Noida

#### Copy to: - (By E-Mail)

1. CE (Tech.) / CE & P.M (JMVP) / Hydrography Chief / CAO / Dy Secretary (P&C, IT and NINI) / Director (M) / Director (NER) / Director (Tr.&L) / Director (Tech.) / Director (Hy.) / SHS / DD & RE / Asst. Secretary (Asth., Estt., R & T), IWAI, Noida.
2. Director, IWAI, Kolkata / Kochi / Guwahati / Vijayawada
3. Deputy Director, Office-In-charge, IWAI, Patna.
4. Deputy Director, Office-In-charge, IWAI, NINI.
5. Officer-In-Charge of Sub Offices, Varanasi, Prayagraj, Sahibganj, Farakka, Swaroopganj, Bhubaneswar, Kollam, Dhubri, Dibrugarh.
6. PCSA (IT), IWAI, Noida – for uploading on IWAI website.
8. Office copy / Master copy
9. Notice Board

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.