



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सेक्टर-1, नौएडा-201 301, (उ० प्र०)

**INLAND WATERWAYS AUTHORITY OF INDIA**

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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IWAI-11014/66/2020-ADMIN RECTT-Part(2)

Dated. 24.08.2021

## Office Memorandum

It is understood that the e- office system for Receipt of document and File system had been implemented in IWAI since June 2020. However, it has been noticed that some employees of IWAI are not following the system of e-file regularly.

Therefore, it is requested to all that, in future, no physical file shall be entertained / accepted by any wing, except exceptional case.

This issues with the approval of Competent Authority.

  
(Neeraj Singh)

Assistant Secretary (A&E)

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Phone No. 120-2474050

To

All Concern Officers

Copy to: - (By E-mail)

- i. Chief Engineer (Technical) / Chief Engineer-Project Manager (JMVP) / Hydrography Chief / CAO (Incharge), IWAI, Noida.
- ii. Director (Hy. & Vig) / Director(M) / Director (NER) / Director (T&L) / Director (Technical) / Director (Hy. & NER), Deputy Secretary (P&C and IT), Assistant Secretary (H&L), IWAI, Noida.
- iii. Director, IWAI, Kolkata/Kochi/Guwahati/ Vijayawada.
- iv. Deputy Director (Office-In-Charge), IWAI, Patna.
- v. Deputy Director (Office-in-Charge), IWAI, NINI, Patna.
- vi. Officer-In-Charge of Sub Offices, Varanasi, Prayagraj, Sahibganj, Bhubaneswar.
- vii. PCSA (IT), IWAI, Noida – for uploading on IWAI website.
- viii. Hindi Cell- for Hindi translation.

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

PPS /PS / PA to Hon'ble Chairperson / Vice-Chairman / Member (Finance) / Member (Technical) / Member (Traffic & Logistics) I/C / Secretary, IWAI, Noida.