



# 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)

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

No. IWAI-11014/54/2020-Admin-Rectt

Dated: 09.03.2023

### OFFICE ORDER

#### Sub: Best Practices Office Procedure-reg.

It has been directed by the Competent Authority, that all section in charges at Head Office and Directors/in charges of Regional Offices/sub-offices are hereby requested to observe every friday as weekly inspection day of their respective sections/directorate to check the level of work pendency with the staff/officials. The time frame for disposal of the files is to be intimated in writing to further improve the disposal time to a reasonable level.

It may be duly ensured that all pending files/ works to be cleared between 1000H to 1300H every friday. In case, Friday happens to be a holiday, than the same be carried out on the preceding day. The **Pendency Clearance Report** to be submitted by 1500h on every Monday. Nil report is also required to be submitted to the respective Wing Heads.

IT section to submit weekly details of e-files on e-office section/ department wise to Secretary, IWAI.

This issues with the approval of the Competent Authority.

Asst. Secretary (A&E)

E.mail: [nsingh@iwai.gov.in](mailto:nsingh@iwai.gov.in)

Phone No. 0120-2474050

#### **Copy to:-**

1. Chief Engineer & Project Manager (JMVP)/Hyd Chief/Chief Accounts Officer/ Director/(NER)/Director (Hyd)/DS (P&C/Director (Tech)/Director (Traffic)/Director (RE)/ Assistant Secretary (L&H),IWAI, Noida
2. Directors, IWAI, Guwahati/Kochi/Patna/Bhubaneswar/ Director I/C, Kolkata
3. Officer-In-Charges of all sub-offices, Varanasi, Prayagraj, Sahibganj, Farakka, Swaroopganj, Vijaywada, Kollam, Dhubri and Dibrugarh.
4. PCSA (IT), IWAI, Noida-for uploading on IWAI Website.
5. Hindi cell-for Hindi translation
6. Office Copy/Master copy

#### **Copy for information to:-**

PPS/PS/PA to Chairman / Vice-Chairman/Member (Finance)/ Member (Technical)/ Member (Traffic)/ Secretary, IWAI, Noida