



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-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-11014/10/2020-ADMIN RECTT Part(1)

Date: 7th January 2022


CIRCULAR

Sub:- Functioning of IWAI HO Noida Office w.e.f 10.01.2022 onwards with Roster (50% below the level of Under Secretary) on Attendance toward preventive measures taken to contain the spread of COVID-19 – reg.

1. In accordance with the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training Office Memorandum No.11013/9/2014-Estt.A-III dated 3rd January,2022, the approval of Competent Authority is hereby conveyed for adherence of Roster (**50% below the level of Under Secretary**) towards preventive measures to be taken to contain the spread of COVID-19 in the country.
2. HQ IWAI Noida shall be functioning w.e.f 10.01.2022 onwards with Officers / Staff including Out Sourced manpower (Accounts Executive / DEO / MTS etc.) alternate working days as per the Roster System enclosed. In case of any emergent requirement any Official / Out Source manpower if called by the Wing head / Reporting Officer, they will also attend Office based on the necessity. If any Officer / Officials is absent on the day of roster without permission of the Wing Head, leave shall be deducted.
3. All officials are to make themselves available on Telephone and other electronics means of communication at all times from their residence and Work from Home (WFH). Individual to ensure getting their VPN connection in consultation with IT Wing for WFH. Any employee not responding to official task via e-office / E-mail, their leave shall be deducted as recommended by their Wing Heads. The attendance of consultants shall be dependent on the workload and to be decided by the respective Wing Heads.
4. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home and may attend office as per requirement till 31st January, 2022.
5. All officials / staff residing in the containment zones shall be exempted from coming to office till the containment zone is de-notified.
6. Meetings, as far as possible, to be conducted through Video Conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
7. All Officers / Staff have to ensure strict compliance with covid-appropriate behavior viz frequent washing of hands / sanitization, wearing a mask / face cover, observing social distancing at all times.
8. Proper cleaning and frequent sanitization of workplace, particularly of the frequent touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

9. Entry of outsiders / visitors to be curtailed appropriately.
10. All employees are advised to get themselves vaccinated.
11. Roster is on alternate working days on rotation basis. Roster for 1st working days starting on 10.01.2022 are enclosed as Annexure – I to II and same shall be continued till 31st January, 2022
12. All Regional Offices & S.O's of IWAI will follow Order referred above in conjunction with the applicable orders issued by various State Government / Local Administration with regard to Office functioning and issue Roster with respect to persons attending Office as contained in the referred guidelines.
13. All employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoPT from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained till 31st January, 2022 or until further orders.
14. Officials / Staff detected as COVID-19 Positive (or) under quarantine shall be exempted from this Roster.

This issues with the approval of the Competent Authority

 7.1.2022

(Neeraj Singh)
Assistant Secretary (Admn., Estt. & Vig.)

E-Mail Id :- nsingh@iwai.gov.in
Phone No. 0120-2474050

To :- (By E-Mail)

1. All the concerned Officers/ Staffs / Outsourced Staffs /Consultants / IWAI, Noida.
2. Dy. Director & R.E (Nodal Office for COVID-19 – to take necessary action for issuing passes, opening, operation and sanitisation of IWAI, Noida Office.
3. The Officer-In-Charge, IWAI R Os / S Os.
4. PCSA, IT Wing – for uploading in IWAI Website.
5. Office Copy / Master Copy.
6. Notice Board.

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

P.P.S / P.S. / P.A. to Chairman / Vice Chairman / Member [Finance (I/C) / Member [Traffic & Logistics (I/C) / Member (Technical) / Secretary, IWAI, Noida.

Roster for the 1st working day starting from 10.01.2022

Sl. No.	IWAI Officers / Outsourced staff
Administration and Establishment	
1.	Shri Mukesh Kumar Sharma, Section Officer
2.	Shri Avadhesh Kumar, Section Officer
3.	Smt. Tajinder Kaur, PA to VC
4.	Shri Mahesh Chand, Assistant
5.	Shri Jagvir Singh, Assistant
6.	Smt. Jyoti Gubrani, UDC
7.	Shri Jagmohan Sharma, UDC
8.	Shri Satyvir Singh, LDC
9.	Shri Prabhhu Lal Meena, Library Assistant
10.	Ms. Prabhleen Kaur, DEO
11.	Shri Akashdeep, DEO
12.	Shri Ajay Sharma, DEO
13.	Shri Madan Kumar, DEO
14.	Shri Dilip Bahadur, MTS
15.	Shri Manoj Kumar, MTS
16.	Shri Chander Pal, MTS
17.	Shri Pappu Kumar, MTS
18.	Shri Rajender, MTS
19.	Shri Anil Kumar, MTS
20.	Shri Mukesh Kumar, MTS
IT Wing	
1.	Shri Ashok Kumar Parhi, PCSA
2.	Shri Vikram Sharma, Developer
3.	Ms. Kajal Singh, Intern
4.	Shri Vivek Shukla, Network Engineer
5.	Shri Avadhesh Kumar, SSASE
Finance Wing	
1.	Shri Kishan Chand, Sr. Accounts Officer
2.	Smt. Sarika Goel, PS
3.	Shri Mohan Singh, Accounts Officer
4.	Smt. Anshuk Doliya, JAO
5.	Shri Jay Prakash, Accounts Assistant
6.	Shri. Siddharth, Accounts Executive
7.	Shri Uday Kumar, Accounts Assistant
8.	Ms. Anamika Singh, Account Executive
9.	Shri Kishan Kumar, DEO
10.	Shri Punit Kumar, MTS
11.	Shri Deepak, MTS

Traffic & Logistic / IBP / NER / P&C Wing

1. Shri Leheru Lal, Jat, AHS
2. Shri Sanjeev Kumar, AD
3. Shri Madan Mohan Sharma, JHS
4. Shri Hemant Kumar, DEO
5. Shri Mangey Ram, MTS
6. Ms. Kiran, MTS

Technical Wing / Hydrographic Wing / NER / Mech Marine

1. Shri Karor Singh, AD
2. Shri Sunil Shinde, AHS
3. Md. Aslam, TA
4. Shri Devender Singh, TA
5. Shri Neeraj Khare, ACO (I/C)
6. Shri Sonu Singhal, JHS
7. Smt. Rajni Bakshi, Draftman-III
8. Shri. Ranjan Chauhan, DEO
9. Shri Vivek, DEO
10. Ms Manvi, DEO
11. Shri Atul, DEO
12. Smt. Vidhi Sharma, DEO
13. Shri Nitesh, DEO
14. Shri Brijpal, DEO
15. Shri Ram Naresh Kataria, MTS
16. Shri M.S. Rawat, MTS
17. Shri Aman, MTS
18. Shri Narender Singh, MTS

JMVP Wing / Freight Village / Arth Ganga

1. Shri Alok Jain, Executive Assistant
2. Shri Kiran Singh Bisht, Executive Assistant
3. Shri Dileep Kumar Berwa, Office Assistant
4. Shri Pooja Rathor, DEO
5. Shri Chandrabhan, MTS
6. Shri Ram Pal, MTS

Roster for the 2nd working day starting from 11.01.2022

IWAI Officers / Outsourced staff	
<u>Administration / IT Wing</u>	
1.	Shri Sonjoy Mazumdar, Section Officer
2.	Shri Pradeep Kumar Saxena, Section Officer – To attend as per requirement
3.	Shri R. P Singh, Assistant
4.	Shri J. P Singh, UDC
5.	Smt. Jyoti Shangari, UDC
6.	Smt. Trishna Brahma, UDC
7.	Shri Manoj Kumar Vats, Storekeeper
8.	Shri Yogesh, DEO
9.	Shri Harish Kumar, DEO
10.	Shri Nitin Kumar, DEO
11.	Shri Ajay Kashyap, DEO
12.	Ms. Kajal, DEO
13.	Shri H. S. Napit, MTS
14.	Shri Rohtash, MTS
15.	Shri Vinod, MTS
16.	Shri Mahender Kumar, P.A.
17.	Shri A. L. Manjhi, MTS
18.	Shri Surender Singh, MTS
19.	Shri K. Mahananda, Driver
<u>IT Wing</u>	
1.	Smt. Sugandha Bhatia, EDP Assistant
2.	Shri Amir Shoab, Developer
3.	Ms. Ayushi, SASE
4.	Shri Anupam Chauhan, SASE
5.	Shri Nitesh Singh, Intern
6.	Shri Vinayak, Hardware Engineer
<u>Finance Wing</u>	
1.	Shri. Rakesh Kumar, Account Officer
2.	Shri C. L. Meena, JAO
3.	Smt. Sukshamlata, Accounts Assistant
4.	Shri Shankar, Accounts Assistant
5.	Shri Bhanu Kumar Jain, Accounts Assistant
6.	Shri Rakesh Bhatt, Accounts Executive
7.	Shri Ali Jaan, Accounts Executive
8.	Shri Manju Meena, DEO
9.	Shri Janmejay Sharma, DEO
10.	Shri M. P. Singh, MTS
11.	Shri Rishi Babu, MTS - To attend as per requirement
12.	Shri S. Rasu, MTS

Traffic & Logistic / IBP / NER / P&C Wing

1. Ms. Girija Bakaya, UDC
2. Shri Bhanu Sharma, DEO
3. Shri Amit Negi, DEO
4. Shri P. Pitambar, MTS
5. Smt Munima, MTS
6. Shri Pankaj Kumar Thakur, MTS

Technical Wing / Hydrographic Wing / Mech Marine

1. Shri Gaurav Laad, TA
2. Shri Pankaj Kumar, TA
3. Shri Suhail Rafat, JHS
4. Smt. Neelam Satija, PS
5. Shri Hari Mohan Meena, D/Man
6. Shri Yatender Kumar, JHS
7. Shri Rishi Pal, Singh, UDC
8. Shri Suraj, DEO
9. Smt. Stuti Kumari, DEO
10. Shri Neelkanth, DEO
11. Shri. Deepak Kumar, MTS
12. Shri Manvendra, MTS
13. Shri Ashwani, DEO
14. Ms. Pooja, DEO
15. Shri Surender Pal, MTS
16. Shri R. K. Dangi, MTS

JMVP Wing / Freight Village / Arth Ganga

1. Shri Gurpreet, Executive Assistant
2. Shri Abhishek Pawar, Executive Assistant
3. Shri Shivam, DEO
4. Shri Akshay Negi, DEO
5. Shri Damodar, Napit, MTS