



# 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.)

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No. IWAI-12035/43/2021-ADMN.RCTT

Dated : 03.11.2021

## **OFFICE MEMORANDUM**

**Sub: - Resumption of Biometric 100% Attendance of all levels of Officers/ Employees of IWAI w.e.f. 08.11.2021 – reg.**

With reference to the DoPT O.M. No. 11013/9/2014-Estt.A-III dated 01.11.2021 Competent Authority has approved for Resumption of Biometric 100% Attendance of all levels of Officers/ Employees of IWAI w.e.f. 08.11.2021 ensuring following Preventive measures to contain the spread of Novel Coronavirus (COVID -19) as under: -

- a. Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after making of attendance.
- b. Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machine may be installed to avoid overcrowding.
- c. All employees shall be required to wear mask/face covers at all time, including while waiting to mark their attendance.
- d. As far as possible, designated personnel should be deployed near bio-metric stations to clean/ wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behaviour while in queue.
- e. As far as possible, adequate number of biometric stations should be placed in an outside / open air environment. If indoor, adequate natural ventilation must be maintained; and
- f. All offices shall undertake orientation of the employees on precautions to be followed.
- g. Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.

- h. All officers/ staff shall strictly follow the COVID appropriate behaviour, at all times in offices.

This issues with the approval of the Competent Authority.

*Neeraj Singh*  
3.11.21  
**(Neeraj Singh)**

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

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To

All Officers/ Officials, IWAI, NOIDA

Copy for kind information to : - (By Email)

1. PPS/PS/PA to Chairman (I/c) /Vice-Chairman/ Member (Finance) (I/c) /Member (Technical)/ Member (Traffic & Logistics) (I/c)/ Secretary, IWAI, NOIDA.
2. EDP Section - to ensure the functionality of Biometric Machine.
3. DD (R&E)- To ensure placement and regular refilling of sanitizers.