



# 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-11014/10/2020-ADMIN RECTT-Part(1)

Date: 13<sup>th</sup> May 2021

### CIRCULAR

**Sub:- Functioning of IWAI HO Noida Office w.e.f 17.5.2021 onwards with Roster (10% - 20%) on Attendance toward preventive measures taken to contain the spread of COVID-19 – reg.**

1. In continuation to IWAI Attendance Roster dated 3.5.2021, MHA O.M. No. 43020/07/2020-Ad.I dt 15.4.2021, DOPT OM dt 3.5.2021 and previous orders issued for prevention of spread of COVID-19, the approval of Competent Authority is hereby conveyed for adherence of Roster (10% - 20%) 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 17.5.2021 onwards with Officers / Staff including Out Sourced manpower (Consultants / DEO / MTS / Drivers etc.) once in five 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 for the entire week.
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. Officers and staff working from home must discuss with their wing/section heads and prepare list of pending issues and complete task/ targets in a comprehensive manner.
4. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
5. All officials who attend office shall strictly follow Covid appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
6. Crowding in lifts, staircase, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
7. Meetings, as far as possible, to be conducted through Video Conferencing.
8. Entry of outsiders / visitors to be curtailed appropriately.
9. All employees are advised to get themselves vaccinated.
10. Roster is on once in five working days on rotation basis. **Roster for 1<sup>st</sup> working days starting on 17.5.2021** are enclosed as Annexure - 1 to 5 and same shall be continued for next 2 weeks (or) until further orders.

11 All Officers / Staff shall install "Aarogya Setu" App on their mobiles and shall review & follow the status shown on the App. If they have any life-threatening disease like respiratory problem, shall inform to their concerned reporting officer for making alternate arrangements.


12. All Regional Offices & S.O's of IWAI will follow DoPT 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. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.

14. All employees are to ensure strict compliance of instructions on Covid-appropriate behaviour 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 until further orders.

15. Officials / Staff detected as COVID-19 (or) under quarantine shall be exempted from this Roster.

This issues with the approval of the Competent Authority

 13.05.2021

**(Neeraj Singh)**

Assistant Secretary (A&R)

Email:- nsingh@iwai.gov.in

Phone No. 0120-2474050

To:-

1. All the concerned Officers/ Staffs / Outsourced Staffs /Consultants / IWAI, Noida.
2. Dy. D & 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

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

P.P.S./P.S./P.A. to Chairperson/ Vice Chairman / Member (Finance)/  
Member (Technical) / Secretary, IWAI, Noida.

**Roster for the 1<sup>st</sup> working day starting from 17/5.2021, next 24.5.2021 and so on**

Sl. No	IWAI Officers / Consultants / DEO / MTS / Drivers etc.
<b><u>Administration / IT Wing</u></b>	
1.	Shri Neeraj Singh, Assistant Secretary (A&R)
2.	Shri Mukesh Kumar Sharma, Section Officer (Admin)
3.	Shri J. P Singh, UDC
4.	Smt. Jyoti Gubrani, UDC
5.	Shri Prabhu Lal Meena, Library Assistant
6.	Smt. Sarika Goel, PA to Member (F)
7.	Shri Rajender, MTS to VC
8.	Shri Harish, DEO
9.	Shri Pappu Kumar, MTS
10.	Shri Amir Shoaib, Developer
11.	Shri Ayushi, SSA - II
<b><u>Finance Wing</u></b>	
1.	Shri Jay Prakash, Accounts Assistant
2.	Shri. Siddharth, Account Assistant
3.	Shri Kishan Kumar, DEO
4.	Shri Deepak, MTS
<b><u>Traffic &amp; Logistic / IBP / NER / P&amp;C Wing</u></b>	
1.	Shri Umesh Kumar Sahai, Dy. Secretary
2.	Shri Leheru Lal, Jat, AHS
3.	Shri Suresh Babu, Consultant
4.	Shri Amit Negi, DEO
5.	Shri Mangey Ram, MTS
<b><u>Technical Wing / Hydrographic Wing / NER / Mech Marine</u></b>	
1.	Shri Ajeet Singh, Dy. Director
2.	Shri Avadesh Kumar, Section Officer (NINI)
3.	Cdr. Arvind Sahni, Part Time Consultant
4.	Shri Lakhvinder Singh, Spl. Hydro
5.	Shri Rakesh Tyagi, Consultant
6.	Smt. Shabina, DEO
7.	Shri Surender Pal, MTS
8.	Shri Aman, MTS
<b><u>JMVP Wing / Freight Village/ Arth Ganga</u></b>	
1.	Shri. Amit Yadav, Specialist (CE-I)
2.	Shri Prateek Shree, Spl (CE-II)
3.	Shri Chandrabhan, MTS
4.	Shri Dileep Kumar Berwa, Office Assistant
5.	Shri Ram Pal, MTS

**Roster for the 2<sup>nd</sup> working day starting from 18.5.2021, next 25.5.2021 and so on**

<b>IWAI Officers / Consultants / DEO / MTS / Drivers etc.</b>	
<b><u>Administration / IT Wing</u></b>	
1.	Shri A. Selvakumar, Director (Hy.&Vig.)
2.	Shri R. P Singh, Assistant
3.	Shri Jagvir Singh, Assistant
4.	Shri M. K. Sinha, Sr. Consultant (HR)
5.	Shri Ashok Kumar Parhi, PCSA
6.	Shri Amar Singh, PPS to Chairperson
7.	Smt. Tajinder Kaur, PA to VC
8.	Ms. Prabhleen Kaur, DEO
9.	Shri Ajay Sharma, DEO
10.	Shri Manoj Kumar, MTS
11.	Shri K. Mahananda, Driver
12.	Shri Narender Singh, MTS to M (Tech.)
<b><u>Finance Wing</u></b>	
1.	Shri Vishnu Singh, Dy. Director (F&A)
2.	Ms. Anshuk Doliya, Account Assistant
3.	Ms. Anamika Singh, Account Assistant
4.	Shri. Janmejay Sharma, DEO
<b><u>Traffic &amp; Logistic / IBP / NER / P&amp;C Wing</u></b>	
1.	Shri Anil Kumar, AHS
2.	Shri Madan Mohan Sharma, JHS
3.	Shri Pankaj Kumar Thakur, MTS
4.	Shri Saju Cherian, Sr. Consultant (T&L)
5.	Shri Bharat Pant, Data Executive
<b><u>Technical Wing / Hydrographic Wing / Mech Marine</u></b>	
1.	Shri V. Murugesan, Dy. Director (Tech.)
2.	Shri Devender Singh, TA
3.	Shri Gaurav Laad, TA
4.	Shri Suhail Rafat, JHS
5.	Smt. Rajni Bakshi, Draftman-III
6.	Shri. Ranjan Chauhan, DEO
7.	Shri Manvendra, MTS
8.	Shri Vivek, DEO
<b><u>JMVP Wing / Freight Village / Arth Ganga</u></b>	
1.	Shri Ravi Kant, Chief Engineer & PM
2.	Shri A. K. Singhal, Sr. Consultant
3.	Shri Ahinsa Akash, Sr. Consultant
4.	Shri Kiran Singh Bisht, Executive Assistant
5.	Shri Gurpreet, Executive Assistant
6.	Md. Aslam, TA
7.	Shri Pooja Rathor, DEO
8.	Shri Damodar, Napit, MTS

Roster for the 3<sup>rd</sup> working day starting from 19.5.2021, next 27.5.2021 and so on

IWAI Officers / Consultants / DEO / MTS / Drivers etc.	
<b>Administration / IT Wing</b>	
1.	Shri Ajay Kumar, AS (Estt )
2.	Shri Arvind Kumar, Hindi Officer
3.	Shri Sonjoy Mazumdar, Section Officer (Rectt )
4.	Shri Mahesh Chand, Assistant
5.	Smt. Payal Choudhary, Consultant (Legal)
6.	Smt. Sugandha Bhatia, EDP Assistant
7.	Shri Maninder, PA to Chairperson
8.	Smt. Neelam, PA to M (Tech )
9.	Ms. Kajal, DEO
10.	Shri Ajay Kashyap, DEO
11.	Shri Rohtash, MTS
12.	Shri R. K. Dangi, MTS
<b>Finance Wing</b>	
1.	Shri Mayank Kumar, CAO (I/C)
2.	Shri Sunil Kumar, Consultant
3.	Shri. Ali Jan, Account Assistant
4.	Shri C. L. Meena, JAO
5.	Shri M. P. Singh, MTS
<b>Traffic &amp; Logistic / IBP / NER / P&amp;C Wing</b>	
1.	Shri Sita Ram Maurya, Director (NER)
2.	Shri Hemant Kumar, DEO
3.	Shri Sanjay Tikku, Chief Consultant (T&L)
4.	Ms. Girija Bakaya, UDC
5.	Shri P. Pitambar, MTS
6.	Smt Munima, Attendant
<b>Technical Wing / Hydrographic Wing / Mech Marine</b>	
1.	Cdr. Mahendra Kumar, Hy. Chief
2.	Shri P. Palani Raj, SHS
3.	Shri Sonu Singhal, JHS
4.	Shri P. Srinivas, Director (Hy.)
5.	Shri Yatender Kumar, JHS
6.	Smt. Stuti Kumari, DEO
7.	Shri Ashwani, DEO
8.	Shri H. S. Napit, MTS
9.	Ms Manvi, DEO
<b>JMVP Wing / Freight Village / Arth Ganga</b>	
10.	Shri A. K. Mishra, Director (Tech)
11.	Shri B.A. Sam Paul, JEE (Spl.)
12.	Shri Anishu Rahman, Consultant CE -I
13.	Shri Prakritik Mishra, Consultant
14.	Shri V. K. Gupta, PA to PM
15.	Shri Gopal Singh, Kitchen

**Roster for the 4<sup>th</sup> working day starting from 20.5.2021, next 28.5.2021 and so on**

Sl. No	IWAI Officers / Consultants / DEO / MTS / Drivers etc.
<b><u>Administration / IT Wing</u></b>	
1.	Smt. K. Saraswathi, Section Officer
2.	Smt. Jyoti Shangari, UDC
3.	Shri Jagmohan Sharma, UDC
4.	Shri Vikram, Developer
5.	Shri Surender Singh, MTS to Chairperson
6.	Shri Dilip Bahadur, Dispatch
7.	Shri Yogesh, DEO
8.	Shri Chander Pal, MTS
9.	Shri Som Nath, Driver
10.	Shri Vinod, MTS
11.	Shri Mukesh Kumar, MTS
12.	Shri S. Rasu, MTS
<b><u>Finance Wing</u></b>	
1.	Shri Ashish Yadav, DD (F&A)
2.	Shri Sudipta Pal, Consultant (Bond)
3.	Smt. Manju Meena, DEO
<b><u>Traffic &amp; Logistic / IBP / NER / P&amp;C Wing</u></b>	
1.	Shri A. K. Bansal, Director (Traffic)
2.	Shri R. S. Dahiya, Sr. Consultant
3.	Shri Bhanu Sharma, DEO
4.	Shri Anand Kumar, TA
5.	Ms. Kiran, MTS
<b><u>Technical Wing / Hydrographic Wing / Mech Marine</u></b>	
1.	Shri V.C. Dialani, Director (Mech – Marine)
2.	Shri Karor Singh, AD
3.	Shri Sunil Shinde, AHS
4.	Shri Neeraj Khare, ACO (I/C)
5.	Shri Hari Mohan Meena, D/Man
6.	Smt. Vidhi Sharma, DEO
7.	Shri Suraj, DEO
8.	Shri Nitesh, DEO
9.	Shri Ram Naresh Kataria, MTS
<b><u>JMVP Wing / Freight Village/ Arth Ganga</u></b>	
10.	Shri Prashant Pratap Singh, Sr. Consultant (Proc.-I)
11.	Shri S. P. Singh, Sr. Consultant (CE-II)
12.	Shri. B.S Bhandari, Specialist (HR&GA)
13.	Shri Hemant Gupta, Spl. (CE - II)
14.	Shri Shivam, DEO
15.	Shri Alok Jain, Executive Assistant
16.	Shri Akshay Negi, DEO

**Roster for the 5<sup>th</sup> working day starting from 21.5.2021, next 31.5.2021 and so on**

<b>SI. No   IWAI Officers / Consultants / DEO / MTS / Drivers etc.</b>	
<b><u>Administration / IT Wing</u></b>	
1.	Col. Manish Pathak, Secretary
2.	Shri Sukhbir Singh, Assistant
3.	Smt. Trishna Brahma, UDC
4.	Shri R. P. Singh, Consultant (Legal)
5.	Shri Nitin Sharma, DEO
6.	Shri A. L. Manjhi, MTS
7.	Shri Anupam, SSA - II
8.	Shri Satyvir Singh, LDC
9.	Shri Brijpal, DEO
10.	Shri Madan Kumar, DEO
11.	Shri Akashdeep, DEO
12.	Shri M.S. Rawat, MTS
<b><u>Finance Wing</u></b>	
1.	Shri. Rakesh Kumar, Account Officer
2.	Shri Rakesh Bhatt, Accounts Assistant
3.	Smt. Sukshamlata, Accounts Assistant
4.	Shri. Punit Kumar, MTS
<b><u>Traffic &amp; Logistic / IBP / NER / P&amp;C Wing</u></b>	
1.	Shri Sanjeev Kumar, AD
2.	Shri Hashin Khan, Sr. Consultant (T&L)
3.	Shri. Harjeet Singh, PA to Member (T&L)
4.	Shri Dev Kumar, DEO
<b><u>Technical Wing / Hydrographic Wing / Mech Marine</u></b>	
1.	Shri S. V. K Reddy, Chief Engineer (Tech.)
2.	Shri Rajiv Singhal, SHS
3.	Shri G. Mohanta, Spl. Hydro
4.	Shri. Deepak Kumar, DEO
5.	Shri Arpit Singh, Consultant (M)
6.	Shri Neelkanth, DEO
7.	Shri Rishi Pal, Singh, UDC
8.	Shri Atul, DEO
<b><u>JMVP Wing / Freight Village/ Arth Ganga</u></b>	
1.	Shri Satish Kumar Pandita, Sr, Consultant (Proc.-II)
2.	Shri Anand Tyagi, Consultant (CE - III)
3.	Shri Mithilesh Kumar Singh, Consultant (SIA)
4.	Shri Abhishek Pawar, Executive Assistant
5.	Shri S. K. Dua, Consultant (Procurement)
6.	Shri Surjit Kumar Jha, Cook