



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

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

Date: 23.04.2021

CIRCULAR

Sub:- Functioning of IWAI Offices w.e.f 26.04.2021 onwards with Roster (15%-25%) on Attendance toward preventive measures to be taken to contain the spread of COVID-19 – reg.

1. In continuation of MHA O.M. No. 43020/07/2020-Ad.I Dated 15th April, 2021 and previous orders issued for prevention of spread of COVID-19, the undersigned is directed adherence of Roster towards preventive measures to be taken to contain the spread of COVID-19 in the country.
2. HQ IWAI Noida shall functioning w.e.f 26.04.2021 onwards with officers / staffs including Out Sourced manpower (Consultants / DEO / MTS / Drivers etc.) as per the Roster System. 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, otherwise leave shall be deducted.
3. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronics means of communication at all times from their residence and work from home.
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 of the age of 45 years and above are advised to get themselves vaccinated.

10. Roster is on alternate working days on rotation basis. Roster for 1st working days starting on 26.04.2021 is as follows: -

ATTENDANCE ROSTER FOR 1ST & 2ND WORKING DAY W.E.F. 26.04.2021 & 27.04.2021 ONWARDS FOR ALTERNATE WORKING DAYS

Sl. No	Attendance Roster for 26.04.2021 and alternate working days	Attendance Roster for 27.04.2021 and alternate working days
Admn. & Establishment Wing		
1	Col. Manish Pathak, Secretary	Shri A. Selvakumar Director (Hy. & Vig.)
2	Shri Ajay Kumar, Assistant Secretary (Estt)	Shri Neeraj Singh, Assistant Secretary (A & R)
3	Shri Arvind Kumar, Hindi Officer	Shri. Sonjoy Mazumdar, Section Officer
4	Smt. K. Saraswathi, Section Officer	Shri. Jagvir Singh, Assistant
5	Shri. R. P. Singh, Assistant	Shri Prabhu Lal Meena, Library Asstt.
6	Shri. Mahesh Chand, Assistant	Shri. J.P. Singh, UDC
7	Shri. Sukhbir Singh, Assistant	Shri. Jagmohan Sharma, UDC
8	Smt. Trishna Brahma, UDC	Smt. Jyoti Gubrani, UDC
9	Smt. Payal Chowdhary, Sr Consultant (Legal)	Shri. Dev Kumar, UDC
10	Shri. Rohtash, MTS	Shri. M.K. Sinha, Sr Consultant (HR)
11	Shri. Yogesh, DEO	Shri. Chanderpal, Despatch Rider
12	Shri. Somnath, Driver	Shri Satyavir Singh, LDC
13	Shri. Mukesh Kumar, Attendant	Shri. Harish Kumar, DEO
14	Shri. Ajay Kashyap, DEO	Ms. Prabhleen, DEO
15	Shri Madan Kumar, DEO	Shri. Ajay Sharma, DEO
16	Shri Vinod, MTS	Shri. Pappu Kumar, Attendant
17	Ms. Jyoti Sangari, UDC	Shri. Manoj, MTS
18	Shri M.S. Rawat, MTS	Shri Dilip Bhadur, Attendant
19	Ms. Kajal, DEO	Shri K. Mahananda, Driver
Finance Wing		
1	Shri Vishnu Singh, Dy. Director (Finance)	Shri Rakesh Kumar, Accounts Officer

2	Shri Sunil Kumar, Consultant (F&A)	Shri Sudipta Pal, Consultant (Bond)
3	Shri K.P.S Tomer, Procurement Specialist	Shri Janmejy Sharma, DEO
4	Shri C L Meena, Jr. Accounts Officer	Mrs. Manju Meena, DEO
5	Shri Sidharth, Accounts Executive	Shri Jay Prakash, Accounts Assistant
6	Shri Kishan Kumar, DEO	Ms. Anamika Singh, Accounts Executive
7	Shri Punit Kumar, MTS	Shri Deepak, MTS

Hydrography Wing

1	Cdr. Mahendra Kumar, Hy. Chief	Shri Rajiv Singhal, SHS
2	Shri Sunil Shinde, A.H.S.	Shri Avadhesh Kumar, SO (NINI)
3	Shri Neeraj Khare, D/man, Gr.-I	Shri Suhail Rafat, JHS
4	Shri Sonu Singhal, JHS	Smt. Rajni Bakshi, D/man, Gr.-III
5	Shri H.M. Meena, D/man, Gr.-III	Shri Rishi Pal Singh, UDC
6	Shri H.S. Napit, MTS	Cdr. Arvind Sahni, Part-time Consultant
7	Shri Rakesh Tyagi, Consultant (Civil)	Shri Lakhvinder Singh, Specialist (Hydro.)
8	Smt. Stuti, DEO	Shri G. Mohanta, Specialist (Hydro.)
9	Smt. Shabina Chauhan, DEO	Shri Suraj Kumar, DEO
10	Ms. Manvi, DEO	Shri Surender Pal, MTS

Technical Wing

1	Shri S.V.K. Reddy, Chief Engineer (Tech.)	Shri V. Murugesan, Deputy Director (Tech.)
2	Shri P. Srinivasa, Director (Hydro)	Shri Devendra, Technical Assistant
3	Shri Yatendar Kumar, JHS	Shri Ashwani, DEO
4	Shri Manvendra, MTS	Shri Vivek, DEO
5	Shri Ranjan, DEO	

Mech.-Marine Wing

1	Shri V.C. Dialani, Director (M)	Shri Ajeet Singh, Dy. Director (M)
2	Shri Karor Singh, Asstt. Director (M)	Shri Neelkanth, DEO
3	Ms. Vidhi, DEO	Shri Arpit Singh, Consultant (M)

IT Wing

1,	Shri A. K. Parhi, PCSA	Shri U.K. Sahai, Deputy Secretary (IT & P&C)
2	Ms. Sugandha Bhatia, EDP Assistant	Shri Anupam, S.S.A-II
3	Shri Vikram, Developer	Ms. Ayushi, S.S.A-II

JMVP-II (Arth Ganga)

1	Shri Md. Aslam, Technical Assistant	Shri A. K. Mishra, Director (Arth Ganga)
2	Shri S. K. Dua, Consultant Procurement (FV)	Shri Hemant Gupta, Specialist, CE-II (Arth Ganga)
3	--	Shri B.A. Sam Paul Jee, Specialist, HR (FV)

Traffic & Logistics Wing

1	Shri A. K. Bansal, Director (T&L)	Shri Sanjeev Kumar, Assistant Director (T&L)
2	Shri Sanjay Tikku, Chief Consultant (T&L)	Ms. Girija Bakaya, UDC
3	Shri Hashin Khan, Sr. Consultant (T&L)	Shri Rajveer Singh Dahiya, Sr. Consultant (T&L)
4	Shri Harjeet Singh, Consultant (T&L)	Shri Saju Cherian, Sr. Consultant (T&L)
5	Shri Bhanu Sharma, DEO	Ms. Munima, MTS

JMVP Wing

1	Shri Ravi Kant, Chief Engineer & Project Manager	Shri Prashant P. Singh, Sr. Consultant (Proc-I)
2	Shri A. K. Mishra, Director (AG)	Shri Anishu Rahman, Consultant (CE-I)
3	Shri A. K. Singhal, Sr. Consultant (CE-1)	Shri Prakritik Mishra, Consultant (Marketing)
4	Shri Satish Kumar Pandita, Sr. Consultant (Proc-II)	Shri B. S. Bhandari, Specialist (HR&GM)
5	Shri Ahinsa Aakash, Sr. Consultant (Mkt. & BD)	Shri V. K. Gupta, PA to Project Manager
6	Shri Anant Tyagi, Consultant (CE-III)	Shri Alok Jain, Executive Assistant
7	Shri Mithilesh Kumar Singh, Consultant (SIA)	Shri Akshay Nagi, DEO
8	Shri Kiran Bisht, Executive Assistant	Shri Gopal Singh, Kitchen Help
9	Shri Gurpreet Singh, Executive Assistant	Shri Abhishek Pawar, Executive Assistant
10	Ms. Pooja Rathor, DEO	Shri Damodar Napit, MTS
11	Shri Sujeet Kr. Jha, Cook	

NER and P&C Wings

1	Shri Sitaram Maurya, Director (NER)	Shri Anil Kumar, AHS
2	Shri Razi Jawaid, Asstt. Secretary (P&C)	Madan Mohan Sharma, JHS
3	Shri Leheru Lal Jat, AHS	Shri Anand Kumar, TA

4	Shri Hemant Kumar, DEO	Shri Atul Kumar, DEO
5	Shri Dev Kumar, DEO	Shri Mangey Ram, MTS
6	Ms. Kiran, MTS	Shri Pankaj Thakur, MTS

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 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 until further orders.

15. Any person who tests positive after issue of this order will be automatically removed from list.

This issues with the approval of the Competent Authority

Neeraj Singh, 23.4.2021

(Neeraj Singh)

Assistant Secretary (A&R)

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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 (I/c) / Member (Finance)/ Member (Technical) / Member (Tr. & L) (I/c) / Secretary, IWAI, Noida.