



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सेक्टर-1, नोएडा-201 301, (उ.प्र.)

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: 31st May 2021

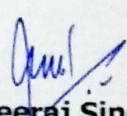
CIRCULAR

Sub:- Functioning of IWAI, HO, Noida w.e.f. 01.06.2021 onwards with Roster 100% attendance for Deputy Director & above and 30% attendance for upto Assistant Director towards preventing measures taken to contain the spread of Covid-19 -reg.

1. In continuation to IWAI Attendance Roster dated 13.5.2021, MHA O.M. No. 43020/07/2020-Ad.I dt 15.4.2021, DOPT OM dt 3.5.2021, 6th May 2021 28th May 2021 and previous orders issued for prevention of spread of COVID-19 in the country.
2. In view of above, the approval of the Competent Authority is hereby conveyed that the HQ IWAI Noida shall function w.e.f 01.06.2021 onwards with 100% attendance for Group-A Officers up to the level of Deputy Director (including Dy. Director) and 30% attendance for Group-A, B & C below the level of Deputy Director. In case of any emergent requirement, any Official / Staff, Consultants, 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 as per rule.
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). Approval for WFH should be accorded through respective Wing Heads. 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.
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. 30% Roster is on every third working days on rotation basis. Roster for 1st working days starting on 01.06.2021 are enclosed as Annexure - 1 to 3 and same shall be continued for next 2 weeks (or) until further orders.
11. Consultant and DEOs and all other contractual / Outsourced employees shall attend office daily / 30% roster (or) as per the directives of their Reporting Officer / respective wing heads.
12. 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.
13. 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.
14. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
15. 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.
16. Officials / Staff detected as COVID-19 (or) under quarantine shall be exempted from this Roster.

This issues with the approval of the Competent Authority

 31.05.2021
(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 1st working day starting from 01.06.2021

Sl. No	IWAI Officers / Consultants / DEO / MTS / Drivers etc.	
Administration / IT Wing		
1.	Smt. K. Saraswathi, Section Officer	
2.	Shri Jagvir Singh, Assistant	
3.	Shri Jagmohan Sharma, UDC	
4.	Shri JP Singh, UDC	
5.	Smt. Tajinder Kaur, PA to VC	
6.	Shri Manoj Kumar, MTS	
7.	Shri K. Mahananda, Driver	
8.	Shri Chander Pal, MTS	
9.	Shri Narender Singh, MTS to M (Tech.)	
10.	Shri Surender Singh, MTS to Chairperson	
11.	Shri Dilip Bahadur, Dispatch	
Finance Wing		
1.	Shri C. L. Meena, JAO	
2.	Shri. Ali Jan, Account Assistant	
3.	Ms. Anamika Singh, Accounts Assistant	
4.	Shri Som Nath, Driver	
5.	Shri Vinod, MTS	
Traffic & Logistic / IBP / NER / P&C Wing		
1.	Shri Madan Mohan Sharma, JHS	
2.	Shri Anand Kumar, TA	
3.	Shri Pankaj Kumar Thakur, MTS	
4.	Ms. Kiran, MTS	
Technical Wing / Hydrographic Wing / Mech Marine		
1.	Shri Suhail Rafat, JHS	
2.	Shri Devender Singh, TA	
3.	Shri Gaurav Laad, TA	
4.	Smt. Rajni Bakshi, Draftsman-III	
5.	Shri Manvendra, MTS	
6.	Shri Ram Naresh Kataria, MTS	
JMVP Wing / Freight Village / Arth Ganga		
1.	Md. Aslam, TA	

Roster for the 2nd working day starting from 02.06.2021

SI. No IWAI Officers / Consultants / DEO / MTS / Drivers etc.	
Administration / IT Wing	
1.	Shri Mukesh Kumar Sharma, Section Officer (Admin)
2.	Shri R. P Singh, Assistant
3.	Smt. Jyoti Gubrani, UDC
4.	Shri Prabhu Lal Meena, Library Assistant
5.	Smt. Sugandha Bhatia, EDP Assistant
6.	Shri Mahinder, PA to Chairperson
7.	Smt. Sarika Goel, PA to Member (F)
8.	Shri Rajender, MTS to VC
9.	Shri Pappu Kumar, MTS
10.	Shri Mukesh Kumar, MTS
11.	Shri S. Rasu, MTS
Finance Wing	
1.	Shri Jay Prakash, Accounts Assistant
2.	Shri. Siddharth, Account Assistant
3.	Ms. Anshuk Doliya, Accounts Assistant
4.	Shri Deepak, MTS
Traffic & Logistic / IBP / NER / P&C Wing	
1.	Shri Leheru Lal, Jat, AHS
2.	Shri Mangey Ram, MTS
Technical Wing / Hydrographic Wing / NER / Mech Marine	
1.	Shri Avadhesh Kumar, Section Officer (NINI)
2.	Shri Surender Pal, MTS
3.	Shri Aman, MTS
4.	Shri Karor Singh, AD
5.	Shri Neeraj Khare, ACO (I/C)
6.	Shri Hari Mohan Meena, D/Man
JMVP Wing / Freight Village/ Arth Ganga	
1.	Shri Ram Pal, MTS

Roster for the 3rd working day starting from 03.06.2021

Sl. No	IWAI Officers / Consultants / DEO / MTS / Drivers etc.
Administration / IT Wing	
1.	Shri Arvind Kumar, Hindi Officer
2.	Shri Sonjoy Mazumdar, Section Officer (Rectt.)
3.	Shri Mahesh Chand, Assistant
4.	Ms Jyoti Shangari, UDC
5.	Smt. Trishna Brahma, UDC
6.	Shri Satyvir Singh, LDC
7.	Shri Anupam, SSA – II
8.	Shri A. L. Manjhi, MTS
9.	Shri M.S. Rawat, MTS
10.	Shri Rohtash, MTS
11.	Shri R. K. Dangi, MTS
Finance Wing	
1.	Shri. Rakesh Kumar, Account Officer
2.	Shri Rakesh Bhatt, Accounts Assistant
3.	Smt. Sukshamlata, Accounts Assistant
4.	Shri. Punit Kumar, MTS
5.	Shri M. P. Singh, MTS
Traffic & Logistic / IBP / NER / P&C Wing	
1.	Shri Sanjeev Kumar, AD
2.	Ms. Girija Bakaya, UDC
3.	Shri P. Pitambar, MTS
4.	Smt Munima, MTSt
Technical Wing / Hydrographic Wing / Mech Marine	
1.	Shri Sonu Singhal, JHS
2.	Shri Yatender Kumar, JHS
3.	Shri Vikas Sen, TA
4.	Shri Rishi Pal, Singh, UDC
5.	Shri H. S. Napit, MTS
JMVP Wing / Freight Village/ Arth Ganga	

