



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नौएडा-201 301, (उ.प्र.)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

Head Office : A-13, Sector-1, Noida-201 301 (U.P.)

Website : www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

No. IWAI-11014/10/2020-ADMIN RECTT


Date : 27.11.2020

OFFICE MEMORANDUM

Sub. : Joining of Office after COVID-19 test and Work from Home - req.

In continuation of Circular No.-IWAI/PR/Bldg./Admn./106/2020 dated 24.11.2020 on the above subject, it is informed to all Sr. Consultants / Consultants/ Specialist/ Contractual/Outsource staff, who were found COVID-19 positive, 14 days Special Paid Leave shall be allowed and thereafter permission for Work From Home with the prior recommendation of their respective reporting Officers / Wing Heads for further one week shall be granted as a maximum ceiling limit on special leave.

This issues with the approval of the Competent Authority.

 27.11.2020
(Neeraj Singh)
Assistant Secretary (A&R)
e-mail id: nsingh@iwai.gov.in
Ph: 0120-2474050

To,

All Sr. Consultants/Consultants/ Specialist/ Contractual /Outsource staff, IWAI,
Noida (By E-mail)

Copy to: - (By E-Mail)

- i. Chief Engineer (Technical) / Chief Engineer-Project Manager (JMVP) / Hydrographic Chief (I/C) / Director (Hydro.) / Director (Hy. & Vig) Deputy Secretary (IT,P&C and NINI) / Chief Accounts Officer (I/C) / Director (Mech.-Marine) / Director (NER) / Director (Traffic) / Director (Technical) / Assistant Secretary (P&C) / Assistant Secretary (Estt.) IWAI, Noida.
- ii. Director, IWAI, Kolkata / Kochi / Guwahati / Vijayawada.
- iii. Dy. Director, Office-In-charge, IWAI, Patna.
- iv. Dy. Director, Office-In-charge, IWAI, NINI.
- v. Officer-In-Charge of All Sub Offices, Varanasi, Prayagraj, Sahibganj, Farakka, Swaroopganj, Bhubaneswar, Kollam, Dhubri and Dibrugarh.
- vi. PCSA (IT), IWAI, Noida - for uploading on IWAI website.
- vii. Hindi Cell- for Hindi translation.
- viii. Office Copy / Master Copy.

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

PPS/PS/PA to Chairperson / Vice-Chairman / Member (Finance) / Member (Technical)/
Member (Traffic & Logistics) / Secretary, IWAI, Noida.

 27.11.2020
Assistant Secretary (Admin. & Rectt.)