



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण (पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार)

मुख्यालय: जलमार्ग भवन, ए-13, सेक्टर-1, नोएडा-201 301 (उ०प्र०)

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-11014/10/2023-ADMN RECTT

Dated 30.09.2025

OFFICE ORDER

Sub : Observation of punctuality in marking attendance through the Biometric Attendance System (BAS) - reg.

In pursuance of the Office Order of even no. dated 24.06.2024 and 22.01.2025 regarding Biometric Attendance, it has been observed by the Competent Authority that despite issue of clear instructions to come to office on time several Officers/ Officials are in habit of coming late to the Office or not marking attendance. This has been viewed seriously by the Competent Authority.

In view of the above, it is reiterated that all Officers/ Officials of IWAI are required to mark their attendance and strictly adhere to the office timings as promulgated vide Office Order of even no. dated 24.06.2024 and 22.01.2025. Disciplinary action as per CCS (Conduct) Rules, 1964 shall also be initiated on repeated defaulters. Early leaving from office shall also be treated in the same manner as late coming.

This issues with the approval of the Competent Authority.


(Neeraj Singh)

Assistant Secretary (Admn.& Estt.)

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To,

All Officers/ Officials, IWAI, NOIDA

Copy to :- (By E-mail)

- Chief Engineer (Tech.) / Chief Engineer & Project Manager (JMVP) / Chief Engineer (Tr. & Log.)/ Chief Engineer (OW)/ Hydrographic Chief / Chief Accounts Officer / Deputy Secretary (P&C)/ Director (RE)/ Director (OW) / Director (P&C) / Director (JMVP)/ Assistant Secretary (P&C)/ Assistant Secretary (L&H) IWAI, Noida.
- Director/OIC, IWAI, Patna / Kolkata/ Guwahati/ Kochi/ Bhubaneswar.
- Officer-In-Charge, Sub Offices, IWAI, Varanasi/ Allahabad/ Sahibganj/ Farakka/ Vijayawada.
- IT Wing – For uploading on IWAI Website.

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

P.P.S. /P.S. /P.A. to Chairman/ Vice-Chairman/ Member (Technical)/ Member (Finance)/ Member (Traffic & Logistics-I/c)/ Secretary, IWAI, Noida.