



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

मुख्यालय: जलमार्ग भवन, ए-13, सैक्टर-1, नोएडा-201 301 (उप्र०)

**INLAND WATERWAYS AUTHORITY OF INDIA**

(Ministry of Ports, Shipping and Waterways, Govt. of India)

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F.No. IWAI/HQ/Admin/Office Order/2023-24

Dated:-01.01.2026

**OFFICE ORDER**

**Sub:- Allocation of work for IWDC Meeting & Conference to be held on 23.01.2026 at Kochi, Kerala – reg.**

In connection with the Inland Waterways Development Council (IWDC) Meeting & Conference scheduled to be held on 23rd January, 2026 at Kochi, Kerala, the Competent Authority has approved the allocation of duties among IWAI officers and staff for smooth and effective conduct of the said event.

2. The detailed work allocation is enclosed herewith as Annexure-I to this Office Order.

3. All concerned officers and officials are directed to strictly adhere to the duties assigned to them and ensure timely coordination and execution of responsibilities.

This issues with the approval of the Competent Authority.

*Neeraj* (Neeraj Singh)

Assistant Secretary (A&E)

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*01-01-2026*

Encl. As stated

Copy to :- (By E-mail)

1. Chief Engineer (Tech.) / Chief Engineer & Project Manager (JMVP) / Chief Engineer (T&L and OW.)/ Hydrographic Chief / Chief Accounts Officer / Deputy Secretary (P&C)/ Director (RE)/ Director (OW)/Director (JMVP)/ Director (P&C)/Assistant Secretary (P&C)/ Assistant Secretary (L&H) IWAI, Noida.
2. Director/OIC, IWAI, Patna / Kolkata/ Guwahati/ Kochi/ Bhubaneswar/ Varanasi.
3. Officer-In-Charge, Sub Offices, IWAI, Allahabad/Sahibganj/Farakka/ Vijayawada/Srinagar/Mumbai
4. IT Wing – For uploading on IWAI Website.
5. Office copy/Master copy

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

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

**Allocation of Works for organizing of Inland Waterways Development Council (IWDC) Meeting & Conference on  
23<sup>rd</sup> January, 2026 at Kochi, Kerala.**

<b>Over all in charge</b>		<b>Sh. Sunil Kumar Singh, Vice Chairman</b>	
<b>S No</b>	<b>Main Activities</b>	<b>*Coordinator &amp; Team (HO)</b>	<b>Supporting Officer (RO)</b>
<b>A</b>	<b>In-charge: Sh. Ashutosh Gautam, Member (Tech.)- S No: 1 to 4</b>		
1	<b>Technical aspects</b> <ul style="list-style-type: none"> <li>a. Agenda Items</li> <li>b. Talking points for dignitaries</li> <li>c. Preparation of list of Topics, Speakers, Presentation <ul style="list-style-type: none"> <li>i. General Presentation</li> <li>ii. Jalyan &amp; NAVIC</li> <li>iii. Cruise Tourism</li> <li>iv. Urban Water Metro Transportation</li> </ul> </li> <li>d. Action Taken Note</li> <li>e. Issues with Central Ministries, State Govts and support sought.</li> </ul>	All CES & IWDC Cell	-
2	<b>Minute to Minute programme and One pager note</b>	*Sh. A. K. Bansal, Chief Engineer (T&L) Sh. Sanjeev Kumar, AHS	Sh. A. Selvakumar, Director, RO, Kochi Sh. Rajiv Singhal, SHS Sh. A. Selvakumar, Director, RO, Kochi Sh. Rajiv Singhal, SHS
3	<b>Preparation of invitees list for Conference &amp; Responsibility for Invitation/Letter by</b>	*Sh. A. K. Bansal, Chief Engineer (T&L) Sh. V. Murugesan, Director (OWW) Sh. Sanjeev Kumar, AHS	
4	<b>All Liaison Work</b> <b>Preparation of hashtags for social media, Curtain raiser/ press brief etc. and tweets, Media &amp; all PR works (at HO &amp; RO)</b>	<b>* Secretary, IWAI</b> Sh. Santosh Rai, PCSA Sh. Ahinsha Aakash, JMVP Ms. Shalini, Media Consultant, JMVP Admin Staff <b>* CE (T&amp;L):</b> To provide approved content wrt branding/standees in consultation with MoPSW Media Team.	Sh. A. Selvakumar, Director, RO, Kochi & his team.

	<b>In-charge: Member (Finance) IWAI- S No 5 to 11</b>		
5	<b>Arrangement of Venue : Meeting &amp; Cultural program on 23.01.2026 at Kochi</b>	*Secretary, IWAI Sh. A. Selvakumar, Director, RO, Kochi in consultation with Kochi Port AS (A&E) & his team-Sh. Mukesh, Sh. Manoj Vats, Sh. Pradeep, 01 MTS	Sh. A. Selvakumar, Director, RO, Kochi & his team
6	<b>Preparation for Dinner and cultural program on Vessel</b>	-DO-	-DO-
7	<b>Preparation for Conference/ Meeting</b> a. <b>Preparation for Basic requirement for Function like</b> tables in U-shape for conference, Gifts/ bouquets for Welcome of Guests, LED walls & PA systems with Podium, Lamp for Lighting of Lamp, Name Plates, , Emcee & Ushers for function with stage management etc., Videography/photography and morning Hi Tea, Lunch & evening Tea if required  b. <b>Preparation for arrangement of lunch, Hi-Tea for Media persons, protocol officer of guests and press conference (about 150 person)</b>  (Food packets for security personal)  c. <b>Preparation &amp; distribution of folder with Agenda item, M2M and other required document (Will provide at the time of checking in hotel through hotel desk)</b>  d. <b>Preparation of bags, packing of gifts and shawl for guests and bags for media persons</b>	-DO-  -DO- Sh. Sanjeev Kumar, AHS  -DO-  -DO-	Sh. A. Selvakumar, Director, RO, Kochi & his team
8	<b>In door &amp; out Door Publicity if required</b>	Sh. A.K. Bansal, CE (T&L) Sh. Sanjeev Kumar, AHS	Two officials assigned by RO
9	<b>Confirmation for participation from all invitees. (From HO)</b>	Sh. A.K Mishra, CE (JMVP) Sh. L.K Rajak, CE (Tech) Sh. Sanjeev Kumar, AHS	

10	<b>Arrangement of</b> a) <b>Accommodation in Hotels for VIPs, Senior Officers &amp; guests</b> b) <b>Providing of Vehicle</b>	Booking of rooms in hotels Booking of Vehicle	IWDC Cell *Sh. Karor Singh, Dy. Director Sh. J.P Singh, Asst., Kolkata Sh. Jaivardhan Raj, TA Sh. Akshay Nagi, DEO, JMVP Sh. Amit Negi, DEO (P&C)	Sh. A. Selvakumar, Director, RO, Kochi Sh. Rajiv Singhal, SHS
11	<b>Protocol for Guests</b> a) <b>Establishment of welcome desk at airport and receiving of VIP Guest at Kochi (Airport) &amp; Arrangement of Protocol support to guest</b>  b) <b>Establishment of desk at hotel to provide support to guest during check-in and check - out</b>		*Sh. Umesh Kumar Sahai, DS Sh. Nitish Agarwal, DD (Fin.) Sh. Vineet Pandey, AD Sh. Shankar, AA Sh. Bhanu Jain, AA 01 MTS   *Sh. Rajiv Singhal, SHS, RO, Kochi Sh. Suhail Rafat, AHS Sh. A. Rehman, DD (MM) Sh. Anand Patel, TA (C), RO, Kochi	Sh. A. Selvakumar, Director, RO, Kochi & his team (also to coordinate with Kochi Port & CSL for additional Protocol Officers)
12	<b>Live streaming if required</b>	Live streaming of function on 23.01.2026	Sh. Santosh Kumar, PCSA Ms. Shalini, Media Consultant, JMVP	Sh. A. Selvakumar, Director, RO, Kochi in coordination with Media team of Ministry
13	<b>Secretary- S No 13 &amp; 14</b> <b>Invitations (at HO)</b>	E- invitation for participation in Conference & function	AS (A&E) & AS (L)	Sh. A. Selvakumar, Director, RO, Kochi & his team
14	<b>Allocation of any left out/ additional works/activities (at HO)</b>	For any emergency or additional duty to IWAI officers/ staff / Outsources Staff	AS (A&E)	Sh. A. Selvakumar, Director, RO, Kochi & his team