



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

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

## INLAND WATERWAYS AUTHORITY OF INDIA

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

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F. No. IWAI-11039/20/2020-Admn

Dated 03<sup>rd</sup> February 2025

### OFFICE ORDER

**Sub:- Duties and responsibilities of Administration, Establishment, Recruitment, Training, Vigilance, Legal & Hindi – req.**

In partial modification of Office Order no. IWAI-11039/20/2020-Admn dated 04.04.2024 and IWAI-11014/54/2020-ADMIN RECTT dated 27.08.2024 issued on the subject cited above, duties and responsibilities of Officers / Officials / Staffs / Consultants working in the Administration, Establishment, Recruitment, Training and Vigilance section are re-allocated as under with immediate effect: -

**1. Sh. Ajay Kumar, Assistant Secretary (Legal & Hindi) [AS (L&H)]**

Sh. Ajay Kumar, A.S (L&H) will look after all the works related to Legal Cell, Hindi Section, service matters and works pertaining to Group-C staff, CPGRAM and RTI Matters as Nodal Officer and shall report to Secretary, IWAI.

- a. All works pertaining to [Sparrow] and APAR including the revision of APAR by NISG.
- b. Updating the APAR for all IWAI Officers / Staff. In case of missing APAR, email to concerned officer / staff shall be issued for its updation.
- c. Works pertaining to Karmyogi, iGOT etc.
- d. Committee works pertaining to Procurement Cell and to Review IWAI Act and Rules
- e. Matters pertains to Land Policy, Land acquisition and Land disputes
- f. All the Legal Matters.
- g. Opening of and New IWAI offices and its liaisoning works and lease of existing offices.
- h. All matters relating to R.O / S.O and new offices and record keeping of Land matters.

- i. Collation of data of Annual Report of IWAI and MoPS&W and further submission to Ministry.
- j. All the matters pertaining to Hindi Section / Hindi translation works including Hindi Translation of Annual Report.
- k. Matters pertaining to RTI / Appeal as Nodal Officer
- l. Public Grievances and CPGRAM matters
- m. Works related to Pension Cell.
- n. Correspondence with Ministry/ to issue office orders pertaining to works assigned to him.
- o. Any other works assigned by the Secretary & other Senior Officers.

**2. Sh. Neeraj Singh, Assistant Secretary (Administration & Establishment) [AS (A&E)]**

Sh. Neeraj Singh, A.S (A&E) will look after all works related to: Administration, Recruitment, Training, CPIO for Admin & establishment, Establishment works related to service matters in respect of Group – A & B employees and Vigilance Section and shall report to Secretary, IWAI.

- a. Direct Recruitment.
- b. Deputation appointments.
- c. Appointments of Specialists, Sr. Consultants, Consultants etc.
- d. Appointments on contract basis.
- e. Engagement of Interns (Graduate & PG)
- f. Departmental Promotions.
- g. Transfer & Posting of Group – A, B & C officers / officials.
- h. Work allocation to Group – A, B & C officers / officials.
- i. Service matters in respect of Group – A & B officers / officials.
- j. Issue of NOC for Passport i.r.o. Regular Employees of IWAI.
- k. Amendment of RR / Restructuring of IWAI.
- l. Delegation of Powers to officers of IWAI.
- m. Organizing Workshops/ Training matters
- n. CPIO (Public Information Officer i.r.o. Admin/ Estt.& Rectt.)
- o. Organising IWAI Board meeting and submission of files therein.
- p. Hospital empanelment/ Medical Reimbursements
- q. Works pertaining to Vigilance section.
- r. Correspondences with Ministry and other Govt. Dept. pertaining to his works/ Issuance of office orders of IWAI.

- s. Any other works assigned by the Secretary & other Senior Officers.

**3. Ms. Pragya Kandpal, Hindi Officer**

Ms. Pragya Kandpal, Hindi Officer will look after the following works pertaining to Hindi Section and shall report to AS (L&H):-

- a. All the matters pertaining to Hindi Section / Hindi translation works.
- b. Hindi Translation of Annual Report.
- c. Carrying out all translation works from English to Hindi and vice-versa and vetting thereof.
- d. Acquainting the officers and staff of the concerned Department with the Government orders relating to Official Language and to help them in implementing the same.
- e. To ensure proper implementation of the provision of the Official Languages Act and the orders pertaining to the Hindi Teaching Scheme and the Official Language Policy in the Department and subordinate offices, etc.
- f. Work of Office of the Member Secretary of the Town Official Language Implementation Committee (T.O.L.I.C) of the Department / Office in the preparation of the Agenda and Minutes of the (T.O.L.I.C) Meetings and ensuring the action on the decision taken in these meetings.
- g. To make suggestions from time to time for facilitating the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel.
- h. To prepare the reference and help literature and arrange for the training of Hindi Workshops and to assist the officers and staff in learning Hindi and in using Hindi in Official works.
- i. Any other works as assigned by Assistant Secretary / Secretary and other senior officers from time to time.

**4. Sh. P.K. Saxena, Section Officer (Estt – I)**

Sh. P.K. Saxena, S.O (Estt – I) will look after the following works pertaining to **Group – C Staff** and shall report to the A.S (L&H): -

- a. Works relating to Service matters, Departmental Promotion & Seniority etc.
- b. Pension, Gratuity, Commutation of Pension, Pension contribution etc. (Committee member of Pension Cell).
- c. Annual Increment, Pay fixation, grant of Scale etc. MACP / ACP related works.
- d. Cases of compassionate appointment related matters.
- e. Forwarding of application, NOC for service matter / passport.

- f. All type of leaves – EL, CL, HPL, EOL, Child Care / Study leave etc. LTC & leave encashment.
- g. Public Grievance / CPGRAM matters and RTI
- h. Coordination with Audit and reply to Audit para for Group ‘C’ officials.
- i. APAR / IPR of all categories of Officials and staff.
- j. Maintaining of data, all entries relating to appointment and resignation on IWAI Portal / Intranet / e-HRMS.
- k. Preparation of Para-wise comments on Court cases/ RTI related to Group-C officials
- l. Correspondence with Ministry relating to Establishment matters of Group-C.
- m. House Building Advance / Computer Advance of Group – C Staffs.
- a. Annual Report of IWAI and MoPS&W and further submission to MoPS&W.
- n. Maintenance of MIS related to all officers and staff of IWAI and reply of the matters reg. MIS and matters pertaining to him previously including updation of Sagarmanthan portal and disposal of the same through AS (L&H).
- o. Opening of new offices and its liaisoning works including lease of field offices and opening of new offices.
- p. Land matters.
- q. Any other works assigned from time to time by the A.S (L&H) / Secretary and other Senior Officers.

**5. Sh. Avadhesh Kumar, Section Officer (Estt – III & Rectt.)**

Sh. Avadhesh Kumar, S.O (Estt.–III&R) will look after the works pertaining to Service matter of **Group – A Officers** and Recruitment section and shall report to the **A.S (A & E) :**

- a. Works relating to Service matters, Departmental Promotion and Seniority etc.
- b. Pension, Gratuity, Commutation of Pension, Pension contribution etc.
- c. Annual Increment, Pay fixation, grant of Scale etc. MACP / ACP related works.
- d. Cases of compassionate appointment related matters.
- e. Forwarding of application, NOC for service matter / Passport.
- f. All type of leave – EL, CL, HPL, EOL, Child Care /Study leave etc. LTC & leave encashment.
- g. All training matters related to Domestic / Foreign Tours & Foreign Service contribution.
- h. Coordination with Audit and reply to Audit para for Group ‘A’ officers.

- i. Maintaining of data, MIS, all entries relating to appointment and resignation on IWAI Portal / Intranet / e-HRMS.
- j. Correspondence with Ministry relating to Establishment matters of Group A.
- k. Issuing Office Orders related to his works.
- l. Preparation of Para-wise comments on Court cases/RTI related to Group – A.
- m. House Building Advance / Computer Advance of Group – A Officers.
- n. Works related to filling up of all vacant Direct Recruitment / Deputation posts in IWAI.
- o. Engagement of Sr. Consultants / Specialists / Consultants & Executives.
- p. Engagement / works related to PwC / PMC.
- q. Maintenance of monthly attendance of Sr. Consultants / Specialists/ Consultants / PMC officials & their payments.
- r. Engagement of Interns (Graduate & PG) & their payments.
- s. Organizing of Workshop and Seminars relating to Training matters.
- t. MIS of Officer / Official of Authority related to Seminars / training.
- u. Engagement of Outsourced manpower such as Accounts Executive, Hindi Executive, DEOs and MTS on contractual basis.
- v. Maintaining monthly attendance for outsourced staff & Bill payments to Contractors.
- w. RTI matters and Parliamentary matters related to Recruitment.
- x. Delegation of Power to officers of IWAI
- y. Preparation of Para-wise comments on Court cases/ RTI related to Recruitment.
- z. Amendment of Recruitment Rules (R.R), Restructuring / Cadre Review proposals.
- aa. Preparation of Schemes, Budget provisions
- bb. Maintenance of monthly Bio-metric attendance data of Group – A, B & C officers/staff for HQ / Regional / Sub Offices of IWAI.
- cc. Work Allocation of all Group A, B and C Officers / Officials / Staff.
- dd. Transfer & Posting of Group – A, B and C Officers /Officials / Staff.
- ee. Any other works assigned from time to time by the A.S (Admn & Estt.) / Secretary and other Senior Officers.

**6. Sh. Mukesh Kumar, Section Officer (Administration-I)**

Sh. Mukesh Kumar, S.O (Admn-I) will look after the works relating to following administrative matters and shall report to the A.S (A&E).

- a. Printing of Annual Report, Diary & Calendar of IWAI. Annual report of Ministry

- b. Organising & arranging IWAI Board meeting & Minutes/ proceedings of the meeting / Yoga day functions etc.
- c. Purchase / Printing and Distribution of Office Stationery / Store/ Photocopy contract.
- d. Inventory Management for Stationery / Store
- e. All matters relating to Admn. of Regional Offices / Sub-Offices, New Offices, NINI, RTI and Parliamentary matters.
- f. Publication of advertisement materials of IWAI in different magazines / website as per proposal received from different media group from time to time including matters related to Gazette publication.
- g. Preparation of Para-wise comments on Court cases/ RTI related to Administration.
- h. Hiring of vehicles / Monitoring of day to day general duty of vehicle & its allotment.
- i. National Holidays functions.
- j. Hindi Co-ordinator for quarterly Hindi Progress Report of Administration Wing
- k. Liaison related works with other office / department as per directions of Senior Officers
- l. Enlistment of Advertising Agencies / Advertisements & Newspaper advertisements.
- m. Organising Workshops/ exhibition and works related to Security, horticulture, Sweeping & mopping & drivers (contractual).
- n. Protocol Officer to Chairman, IW
- o. Printing of Annual report, Diary & Calender of IWAI, Annual report of Ministry.
- p. All works related to Allotment and vacation of Accommodation including day to day monitoring.
- q. Any other works assigned from time to time by the A.S (A&E) / Secretary and other Senior Officers.

**7. Sh. Mahesh Chandra Sharma, Section Officer (Estt. – II & Trg)**

Sh. Mahesh Chandra Sharma, Section Officer (Estt.-II & Trg) will be dealing the following works pertaining to all service matters related of **Group – B Officials** and Organizing of workshop/seminars relating to training matters and domestic tour and shall report to AS (A&E):-

- a. Promotion & preparation of Seniority list
- b. Annual Increment, Pay fixation, grant of Scale etc. MACP / ACP related works.
- c. Retirement benefits.

- d. LTC (Home Town / All India).
- e. NOC for applying for Indian Passport & Ex-India leave.
- f. Foreign Tours & Foreign Service contribution for Group 'B' Officers.
- g. Forwarding of applications for outside employment on Direct Recruitment & Deputation basis and its NOC.
- h. Pension, Family Pension, Gratuity and PPO and other related works.
- i. All type of leave – EL, HPL, EOL and Child Care leave and Study leave etc. LTC and leave encashment.
- j. Preparation of Para-wise comments on Court cases / RTI / Appeal and parliamentary matters related to Group 'B' officials.
- k. Submission of files / details w.r.t organization restructuring as per the LoA dated 01.08.2024 awarded to NISG and processing of payments and submission of proposals to MoPSW.
- l. Any other works assigned from time to time by the A.S (A&E)/ Secretary and other Senior Officers.

**8. Sh. Jagvir Singh, Section Officer (Administration-II)**

Sh. Jagvir Singh, Section Officer (Admn-II) will be dealing the following works & shall report to AS (A&E):-

- a. Office Canteen
- b. Brief Case / Bag Reimbursement.
- c. All matters relating to Admn. of Regional Offices / Sub-Offices, New Offices & NINI.
- d. Lease Accommodation of Officer / official of Head office and Field offices.
- e. Correspondence with Field offices related to Admn.
- f. Children education allowance
- g. Booking Air Tickets through Balmer & Lawrie & processing for release of payment.
- h. Preparation of Monthly / **Quarterly Swachhta Abhiyaan Report of IWAI.**
- i. Preparation of Para-wise comments on Court cases/ RTI related to Administration.
- j. ID card of working / retired employees / MHA ID card.
- k. Office Car / Motor cycle / Airport / MHA car parking pass.
- l. News Paper reimbursement
- m. Subscription of Magazines
- n. Medical reimbursement claims of serving employees.

- o. Empanelment of Hospitals.
- p. Library and related works.
- q. e-Granthalya
- r. Any other works assigned from time to time by the A.S (A&E) / Secretary and other Senior Officers.

**9. Sh. Manoj Kumar Vats, Assistant**

Sh. Manoj Kumar Vats, Assistant shall be dealing the Vigilance matters and shall directly report to Assistant Secretary (Vig) and Secretary, IWAI for the same. Ms. Radha, UDC shall assist him for Vigilance works.

In addition, he shall be dealing the following works and shall report to S.O (A) pertaining to following mentioned works:-

- a. Publication of advertisement materials of IWAI in different magazines/website as per proposal received from different media group from time to time.
- b. Enlistment of Advertising agencies.
- c. Matters related to Gazette publication/ Photocopy contract.
- d. Purchase of Office Stationery / Store & GeM portal.
- e. Organising Workshops/ exhibition and works related to Security, Sweeping & mopping.
- f. Organising Workshops/ exhibition and works related to Security and Sweeping & mopping.
- g. Any other works assigned from time to time by the S.O (A) / A.S (A&E) / Secretary and other Senior Officers.

**10. Sh. Jagmohan Sharma, Assistant (Admn.)**

Sh. Jagmohan Sharma, Assistant (Admn.) will be dealing the following works & shall report to S.O (A):-

- a. Organising & arranging for Meetings including IWAI Board meeting & Minutes/ Proceedings of the meeting / Yoga day functions etc.
- b. Activities related to Inventory Management for Stationery/ Store/OSIM.
- c. OTA / Conveyance, Office opening and closing, Lunch and Dinner, Water arrangement, Purchase of flower Bouquet for officers.
- d. Medical reimbursement, claims of retired employees.
- e. National Holidays functions.
- f. TV & DTH repair and maintenance.
- g. Sweeping and mopping of the entire IWAI building of IWAI Complex.
- h. Maintaining the Imprest.



- i. Hiring of vehicles / Monitoring of day to day general duty of vehicle & its allotment.
- j. POL / Repairing of Vehicle/ Insurance.
- k. Maintenance of fixed assets register.
- l. Works related to horticulture & drivers (contractual).
- m. Printing of Annual report, Diary & Calender of IWAI, Annual report of Ministry.
- n. Any other works assigned from time to time by the S.O (A) / A.S (A&E) / Secretary and other Senior Officers.

**11. Ms. Priya Vij, Personal Assistant**

Ms. Priya Vij, Personal Assistant shall assist Secretary, IWAI.

**12. Ms. Manisha, Personal Assistant**

Ms. Manisha, Personal Assistant will be dealing the works pertaining to all the service matters of Group 'A' employees and RTI matters and shall submit the files related to her charter through Section Officer (Estt.-III&R).

In addition, she will look after the works of Ms. Priya Vij, Personal Assistant in her absence.

**13. Ms. Trishna Brahma, UDC (Estt.)**

Ms. Trishna Brahma, UDC will be dealing the following works & report to S.O (Estt-I)

- a. Preparation of APAR extract for granting Promotion & MACP to all Group- A, B & C.
- b. Initiate action for collecting incomplete APAR from all Group-A, B & C Officials / SPARROW.
- c. Initiating file for Vigilance clearance for promotion, MACP, Passport & Tour for Group – C staff.
- d. Transfer, Posting, Pay fixation, LTC, HBA, Pension, NOC etc. for Group – C staffs.
- e. Public Grievance / CPGRAM matters and shall report to S.O. (Estt-I) / AS (L&H) for the same.
- f. Audit reply relating to Estt. Matters for Group – C Staff
- g. Process for reply of RTI / Appeal / parliamentary matters relating to Group – C staffs.

- h. Dealing matter related to Immovable Property Return, circulation of form to all officers of IWAI posted at H.Q / R.O & S.O, maintenance & keeping record of APAR
- i. Annual Report of IWAI and MoPS&W.
- j. Maintenance of MIS related to all officers and staff of IWAI and reply of the matters reg. MIS and matters pertaining to Group "C" previously and disposal of the same through SO (E-I) and AS (L&H).
- k. Any other works assigned from time to time by the S.O (Estt-I) / A.S (L&H) / Secretary and other Senior Officers.

**14. Ms. Jyoti Gubrani, UDC**

Ms. Jyoti Gubrani, UDC will be dealing the following works and shall report to S.O (Estt.-III &R) for following works:-

- a. Works related to filling up of all vacant Direct Recruitment / Deputation posts in IWAI.
- b. Engagement of Sr. Consultants / Specialists / Consultants & Executives.
- c. Maintenance of monthly attendance of Sr. Consultants / Specialists/ Consultants / PMC officials & their payments.
- d. Engagement of Outsourced manpower such as Accounts Executive, Hindi Executive, DEOs and MTS on contractual basis.
- e. Engagement of Internship (Graduate & PG) & their payments.
- f. Bio-metric attendance for HQ, Regional / Sub Offices of IWAI and maintenance of Attendance Register and monthly absentee statement/ TpT allowance.
- g. Casual leave/ RH of Group – A, B and C employees at Head Office.
- h. Any other works assigned from time to time by the S.O (Estt.-III&R) / A.S (A&E) / Secretary and other Senior Officers.

**15. Sh. Satyavir Singh, UDC (Admn.)**

Sh. Satyavir Singh, UDC will be dealing the following works and shall report to S.O (Admn-I):-

- a. Dispatch work and distribution of Dak.
- b. Maintain IWAI Record room
- c. Upkeeping of Dispatch Record
- d. Any other works assigned from time to time by the S.O (Admn-I) / A.S (A&E) / Secretary and other Senior Officers.

**16. Sh. Pradeep Kumar, UDC**

Sh. Pradeep Kumar, UDC will be dealing the following works and shall report to S.O (Estt-III&R):-

- a. Works related to filling up of all vacant Direct Recruitment / Deputation posts in IWAI.
- b. Engagement of Sr. Consultants / Specialists / Consultants & Executives.
- c. Engagement / works related to PwC / PMC.
- d. Maintenance of monthly attendance of Sr. Consultants / Specialists/ Consultants / PMC officials & their payments.
- e. Engagement of Outsourced manpower such as Accounts Executive, Hindi Executive, DEOs and MTS on contractual basis.
- f. Engagement of Internship (Graduate & PG) & their payments.
- g. Organizing of Workshop / Seminars relating to Training matters & Domestic tours.
- h. MIS of Officer / Official of Authority related to Seminars / training.
- i. Amendment of Recruitment Rules (R.R). Restructuring / Cadre Review proposals.
- j. Preparation of Schemes, Budget provisions
- k. Work Allocation of all Group A, B and C Officers / Officials.
- l. Ministry correspondence works relating to Circulation of Circular, record etc.
- m. Any other works assigned from time to time by the S.O (Estt.-III&R) / A.S (A&E) / Secretary and other Senior Officers.

**17. Sh. Arun Kumar, UDC**

Sh. Arun Kumar, UDC will be dealing the works pertaining to all service matters related to **Group-A Officers** posted at HQ, R.O & S.O and shall report to **S.O (Estt-III&R)**.

- a. Promotion & preparation of Seniority list
- b. Annual Increment, Pay fixation, grant of Scale etc. MACP / ACP related works.
- c. Retirement benefits.
- d. LTC (Home Town / All India).
- e. NOC for applying for Indian Passport & Ex-India leave.
- f. Foreign Tours & Foreign Service contribution for Group 'A' Officers.
- g. Forwarding of applications for outside employment on Direct Recruitment & Deputation basis and its NOC.

- h. Pension, Family Pension, Gratuity and PPO and other related works.
- i. All type of leave – EL, HPL, EOL and Child Care leave and Study leave etc. LTC and leave encashment.
- j. Preparation of Para-wise comments on Court cases / RTI / Appeal and parliamentary matters related to Group-A officers
- k. Any other works assigned from time to time by the S.O (Estt-III&R) / A.S (A&E) / Secretary and other Senior Officers.

**18. Ms. Radha , UDC**

Ms. Radha, UDC will be dealing the following works pertaining to Vigilance matters and shall report to Sh. Manoj Kumar Vats, Assistant:-

- a. Fortnightly submission of details of vigilance complaints and ongoing cases.
- b. Submission of material to CVC for Annual Report through MoPS&W.
- c. Submission of all replies / correspondence pertaining to CTE inspection.
- d. All the activities connected to Vigilance Awareness Week and such other works.
- e. Processing of complaints for veracity and further action as per CVC guidelines.
- f. Handling of CVC cases.
- g. Any other works assigned from time to time by A.S (A&E) / Secretary and other Senior Officers.

**19. Sh. Mahender, UDC**

Sh. Mahender, UDC will be dealing the following works related to Administration and shall report to Sh. Manoj Vats, Assistant (Admin.)/ SO (Admn-I):-

- a. Organization of events / workshops.
- b. Organization and arrangement of Board Meeting and preparation of Minutes / Proceedings of the Board Meeting.
- c. Organization of events including Yoga Day / National Holiday function and other events organized by Administration.
- d. Works of Accommodation of IWAI.
- e. Printing of Annual report, Diary & Calendar of IWAI, Annual Report of Ministry.
- f. Liaisoning related works with other offices / departments as per the directives of the Competent Authority.
- g. All works pertaining to Accommodation.

**20. Sh. Ashish Trivedi, Stenographer - D**

Sh. Ashish Trivedi, Stenographer - D will be dealing the following works and shall report to Assistant Secretary (L&H):-

- b. Collation of data of Annual Report and further submission to MoPS&W.
- c. Opening of new offices and its liaisoning works including lease of field offices and opening of new offices.
- d. Works pertaining to Karmyogi, IGOT etc.
- e. Land matters.
- f. Drafting of replies for submission to P&C section and MoPS&W reg. Estt- C and matters pertaining to them.
- g. Any other works assigned from time to time by the SO (Estt.-I) / AS (L&H) / Secretary and other Senior Officers.

**21. Sh. Ishaan Kapoor, Stenographer - D**

Sh. Ishaan Kapoor, Stenographer - D will be dealing the following works and shall report to Section Officer (Estt.-II&Trg):-

- a. Organizing of workshop / seminars relating to training matters and domestic tours.
- b. Works related to the Training policy of IWAI.
- c. Ministry correspondence works relating to Circulation of Circular, record etc.
- d. Submission of files / details w.r.t organization restructuring as per the LoA dated 01.08.2024 awarded to NISG and processing of payments and submission of proposals to MoPSW.
- e. Any other works assigned from time to time by the SO (Estt.II&Trg) / AS (A&E) / Secretary and other Senior Officers.

**22. Ms. Julita, Stenographer - D**

Ms. Julita, Stenographer - D will be dealing the works pertaining to all service matters of Group 'B' Officials and Training matters and shall report to Section Officer (Estt.-II & Trg) and any other works assigned from time to time by the SO / AS (A&E) / Secretary and other Senior Officers.

**23. Sh. Mayank Kumar, LDC**

Sh. Mayank Kumar, LDC will be dealing the following works and shall report to Section Officer (Admin.-II):-

- a. Lease accommodation of Officer / Official of Head Office and Field Offices.
- b. Correspondence with Field Offices related to Admin.
- c. Children Education Allowance.
- d. Booking of Air Tickets through Balmer Lawrie & processing for release of payment.
- e. Medical reimbursement claims of serving employees.
- f. Empanelment of Hospitals
- g. Preparation of Monthly / Quarterly Swachhta Abhiyan Report of IWAI.
- h. ID card of working / retired employees / MHA ID card.
- i. Library
- j. Entry of newspapers in Newspaper Record Register of the Library
- k. Entry of periodicals in Periodical Record Register of the Library
- l. Issue of periodicals after entry in the Register of the Library
- m. Receipt of periodicals and removal of names from the Register
- n. Submission of newspaper cuttings relating to water transport and other issues relating to office to Senior Officers.
- o. Issue of books and entry in computer, receipt of books and removal from the computer and placing of books in shelf systematically
- p. Entry of purchased books in accession register. their classification and enlistment.
- q. Systematic placing of books / File related works
- r. Newspapers, periodicals and books related bills-for check and payment
- s. Systematic placing of IWAI Board Meeting Agenda and Minutes in the Library and making available to Senior Officers on demand.
- t. Any other works assigned from time to time by the SO (Admn.-II) / AS (A&E) / Secretary and other Senior Officers.

**24. Sh. Harsh Gahlot, LDC**

Sh. Harsh Gahlot, LDC will be dealing the works pertaining to all service matters related to **Group – C Staff** and shall report to S.O (Estt – I).

- a. Promotion & preparation of Seniority list
- b. Annual Increment, Pay fixation, grant of Scale etc. MACP / ACP related works.
- c. Retirement benefits.
- d. LTC (Home Town / All India).
- e. NOC for applying for Indian Passport & Ex-India leave.

- f. Forwarding of applications for outside employment on Direct Recruitment & Deputation basis and its NOC.
- g. Pension, Family Pension, Gratuity and PPO and other related works.
- h. All type of leave – EL, CL, HPL, EOL, Child Care /Study leave etc. LTC & leave encashment.
- i. Cases of compassionate appointment.
- j. Updation of Sagarmanthan portal
- k. Preparation of Para-wise comments on Court cases/ RTI related to Group-C Staff.
- l. RTI matters & disposal of Appeal well in time and Parliamentary matters
- m. Any other works assigned from time to time by the S.O (Estt – I) / A.S (L&H)/ Secretary and other Senior Officers.

**25. Sh. Kunal Kumar Tyagi, LDC**

Sh. Kunal Kumar Tyagi, LDC will be dealing the following works pertaining to all service matters related of **Group – B Officials** and shall report to **S.O (Estt.- II &Trg).**

- a. Promotion & preparation of Seniority list
- b. Annual Increment, Pay fixation, grant of Scale etc. MACP / ACP related works.
- c. Retirement benefits.
- d. LTC (Home Town / All India).
- e. NOC for applying for Indian Passport & Ex-India leave.
- f. Foreign Tours & Foreign Service contribution for Group 'B' Officers.
- g. Forwarding of applications for outside employment on Direct Recruitment & Deputation basis and its NOC.
- h. Pension, Family Pension, Gratuity and PPO and other related works.
- i. All type of leave – EL, HPL, EOL and Child Care leave and Study leave etc. LTC and leave encashment.
- j. Preparation of Para-wise comments on Court cases / RTI / Appeal and parliamentary matters related to Group 'B' officials.
- k. Any other works assigned from time to time by the S.O (E – II &Trg) / A.S (A&E)/ Secretary and other Senior Officers.

**26. Sh. Chander Pal, MTS.**

Sh. Chander Pal, MTS will be dealing the work as Dispatch Rider & report to S.O(A):-

- a. Any other works assigned from time to time by the S.O (Admn) / A.S (A&E) / Secretary and other Senior Officers.

**27. Smt. Payal Choudhary Manchanda, Sr. Consultant (Legal)**

Smt. Payal Choudhary Manchanda, Sr. Consultant (Legal) will assist A.S (L&H) and other Senior Officers for the following works:-

- a. Offering Legal Opinions to the Head of Department and all Regional Directorate in respect of all Legal Matters. Scrutinizing of Remarks: Counter Affidavits and Affidavits filed by the IWAI. Vetting of Rules, Regulations, Deeds, Notification, etc. relating to departments.
- b. To look after all cases of LAR/LAA/CWJC/Arbitration/Court Cases of Land acquisition matter/other cases pending before Sub Courts and various Hon'ble High Courts and SLP (c) before Hon'ble Supreme Court. Examination of Court cases in Supreme Court, High Courts, Tribunals and Subordinate Courts arising from Head Office and Regional Offices pertains to service matters and assist A.S. (L&H) on land matters.
- c. To attend several labour cases pending before Assistant Labour Commissioners, Central Government Industrial Tribunal (CGIT) cum Labour Courts and Hon'ble High Courts.
- d. To monitor the performance of empanelled Counsels/Law firms of the IWAI in preparation of Counter Affidavit, Written Statement, Writ Appeals, and Vacate Stay Petition etc. To make Coordination between IWAI and Law firms/Advocates on legal matters.
- e. Rendering effective legal assistance in the preparation of Legal Opinion, studies, reports and correspondence as required from time to time.
- f. Monitoring the contesting of the cases in various courts of law.
- g. To assist the Secretary, IWAI in all matters including legal matters.
- h. Ensuring the appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning of IWAI including advice in all legal matters to firmly secure the interests of IWAI.
- i. Processing of various Fee Bills of Advocates including professional fee bills received from the empanelled Law Firms and Counsels. Duly registering, scrutinizing, verification and processing of bills for payment as per the terms and conditions of engagement on prescribed scales.
- j. Review and provide legal advice on tender documents. Review of ongoing cases and advice to management accordingly. Liaise with relevant departments to ensure legal risks protection and risks management advice to management



especially on contract management. Providing and interpreting of legal information and dissemination of appropriate legal requirements to IWAI officials.

- k. Any other works assigned from time to time by the Asst. Secretary (L&H) and other Senior Officers/ Secretary and other Senior Officers relating to administrative and legal matters to protect the interests of the Authority.

**28. Sh. Ashok Kumar Yadav, Specialist (Administration & Establishment)**

Sh. Ashok Kumar Yadav, Specialist (A&E) will assist A.S (A&E) and Secretary in the following works:-

- a. Formulation / Revision of IWAI Recruitment Regulations (existing as well as proposed posts).
- b. All the service matter pertaining to Group – A, B and C employees,
- c. Leased Accommodation.
- d. Coordination with Audit and reply to Audit para.
- e. Preparation of Para-wise comments on Court cases/ RTI related to service matter and Administration.
- f. Matters pertaining to disciplinary proceedings.
- g. All Matters pertaining to ROs / SOs including contractual/ contingent employees.
- h. Any other works assigned from time to time by the Asst. Secretary (A&E) / Secretary & other Senior Officers relating to Administration and Establishment in the interest of the Authority.

**29. Sh. Hari Shankar Kashyap, Consultant (Estt./HR)**

Sh. Hari Shankar Kashyap, Consultant (Estt./HR) will assist A.S (A&E) and Secretary in the following works:-

- a. Formulation / Revision of IWAI Recruitment Regulations (existing as well as proposed posts).
- b. All the service matter pertaining to Group – A, B and C employees,
- c. Leased Accommodation.
- d. Coordination with Audit and reply to Audit para.
- e. Preparation of Para-wise comments on Court cases/ RTI related to service matter and Administration.
- f. Matters pertaining to disciplinary proceedings.

- g. All Matters pertaining to ROs / SOs including contractual/ contingent employees.
- h. Works related to Organisation restructuring, cadre review, creation of posts, framing of IWAI Handbook, Framing of IWAI Rules.
- i. Any other works assigned from time to time by the Asst. Secretary (A&E) / Secretary & other Senior Officers relating to Administration, Establishment & Recruitment in the interest of the Authority.

**30. Sh. Sanjay Shrivastava, Consultant (Estt./HR)**

Sh. Sanjay Shrivastava, Consultant (Estt./HR) will assist A.S (A&E) and Secretary in the following works:-

- a. Formulation / Revision of IWAI Recruitment Regulations (existing as well as proposed posts).
- b. All the service matter pertaining to Group – A, B and C employees,
- c. Leased Accommodation.
- d. Coordination with Audit and reply to Audit para.
- e. Preparation of Para-wise comments on Court cases/ RTI related to service matter and Administration.
- f. All matters pertaining to Regional Offices/ Sub-Offices, New Offices including contractual/ contingent employees (shall report to Assistant Secretary (L&H) for the same).
- g. Matters pertaining to disciplinary proceedings.
- h. All Matters pertaining to ROs / SOs including contractual/ contingent employees.
- i. Works related to Organisation restructuring, cadre review, creation of posts, framing of IWAI Handbook, Framing of IWAI Rules.
- j. Submission of files / details w.r.t organization restructuring as per the LoA dated 01.08.2024 awarded to NISG and processing of payments and submission of proposals to MoPSW.
- k. Any other works assigned from time to time by the Asst. Secretary (A&E) / Secretary & other Senior Officers relating to Administration, Establishment & Recruitment in the interest of the Authority.

**General:**

- i. The above allocation of work is in addition to other core-responsibilities (or) any other assignments which are not inconsistent / duplication with the above allocation.
- ii. Regarding Service book, same should be kept & maintained by dealing Assistants.
- iii. Whenever any Section Officer, Assistant, UDC and LDC is on tour or on leave his work will be attended by Section Officer, Assistant, UDC and LDC who will remain present in the office. Link arrangement shall follow.
- iv. Concerted efforts may be made by all to ensure that all PUCs / Daks received in the Section are settled within a period of seven working days. Monthly / Quarterly Review of pending works to be done.
- v. All the staff are required to maintain control register to record of the PUCs / Daks and disposal of various PUCs / Daks received in the Section.
- vi. Since all documents and records of the section are subject to Audits by Government / Ministry / Internal Audit, utmost care has to be taken by all staff in proper documentation and preservation of the records as per their life.
- vii. No original documents and copies thereon, without permission of the Secretary / Assistant Secretary should be taken outside the section.
- viii. Any documents/ Files required by Administration/ Recruitment wing regarding Transfers/ Recruitment Rosters etc have to be provided by the Establishment Wing.
- ix. Repair and maintenance of office and accommodation to be dealt with by RE Section.
- x. Review of application of IWAI staff / other departments for allotment of IWAI accommodation (Ref: Committee Order no. IWAI-11014/54/2020-ADMIN dt. 20.11.2024).
- xi. All the staffs are requested to co-ordinate properly with each other and ensure smooth functioning of work in the wing.

This issues with the approval of the Competent Authority.

**(Neeraj Singh)**  
**Assistant Secretary (A&E)**  
Email ID: [nsingh@iwai.gov.in](mailto:nsingh@iwai.gov.in)  
Phone no. 0120 - 2474050

To

All Concerned

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

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