



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

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

## INLAND WATERWAYS AUTHORITY OF INDIA

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

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No. IWAI-11014/18/2023-Admn Rectt

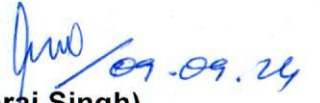
Dated: 09.09.2024

### CIRCULAR

In pursuance to the MOPS&W letter No. B-11015/8/2014-Estt(Pt-I) dated 28.08.2024 wherein it has been directed to carry out day to day activities under SAP scheduled to be executed from 16<sup>th</sup> to 30<sup>th</sup> September,2024 (Annexure-I).

In view of the above, Competent Authority has directed to carry out the annexed activities during 16<sup>th</sup> September to 30<sup>th</sup> September,2024 under SAP 2024-25. The documentation including photos and videos of before and after situation of activities shall be carried out.

This issues with the approval of the Competent Authority

  
(Neeraj Singh)

Assistant Secretary (Admn. & Estt.)

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Ph.0120-2474050

#### Copy to:

1. Sh. Sachin Kumar Katiyar, Under Secretary, Govt. of India, Ministry of Ports, Shipping and Waterways, Transport Bhawan, New Delhi.
2. Chief Engineer – Project Manager (JMVP) / Chief Engineer (Tech.) / Hydrography Chief / Deputy Secretary (P&C) / Chief Accounts Officer / Director (NER) / Director (JMVP-II) / Director (Tech.) / Director (RE) / Assistant Secretary (P&C) / Assistant Secretary (L&H), IWAI, Noida.
3. PCSA (IT), IWAI, Noida – for uploading on IWAI Website.

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

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

ANNEXURE – I

**Swachhata Pakhwada Action Plan of IWAI for 16<sup>th</sup> to 30<sup>th</sup> September, 2024**

Dates	Activities	Action by
17.09.2024	All section will inspect and review their old record room kept in the record room during the Swachhta Pakhwada under the Supervision of divisional heads.	All Section
18.09.2024	Special drive for cleaning of toilets and corridors of the premises of IWAI. <b>(Floor polishing ground and first floor)</b>	Admin
19.09.2024	Old potted plants/any unused items kept in corridors to be Replaced /cleaned.	Admin
20.09.2024	Special drive for cleaning of store room, stairs and office premises and area adjacent to office premises. <b>(Change of curtain)</b> <b>Inspection committee from MoPSW letter dated 07.06.2024 visiting IWAI on 28.08.2024. The Committee has advised to change all the curtains in office with a bright color curtain during inspection</b>  Inspection of toilets (including Divyang access to toilets) by officers upto the level of US and above in respect of cleaning of toilets. Checking of faculty toilets equipment, if any to avoid the leakage of water.	Admin
21.09.2024	All section/Officers to send all old/obsolete/unserviceable /Item/articles/ to Gen. section.	All Sections including P&C
22.09.2024	Cleaning of all electrical/ electronic items, furniture.  Fixing loose hanging wires in corridors.	Director (RE)
23.09.2024	Cleaning the Table/Desk/work station in all Section/Rooms.	Admin
26.09.2024	All section to initiate action for recording, reviewing and weeding out of old records/files kept in record room/section. Display of banners, posters on "World Maritime Day"	Sections / Admin
27.09.2024	Shramdan by officers and staff members of IWAI. <b>(Caps for officer/staff for Shramdan)</b>  An Essay competition a subject related to Swachhta/cleaning /sanitation/World Maritime Day to be conducted.	All Sections / Admin