



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सेक्टर-1, नौएडा-201 301, (उ० प्र०)

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-12035/32/2022-Admn

Dated 11.06.2024

CIRCULAR

Pursuance to the observation of Audit Party during the recent audit, the following directives are issued for compliance by all the Officers/Officials as well as the Regional Offices:

- a) All the employees to submit their latest passport size photograph to Establishment Section on completion of 10 years of service.
 - b) Service Book is to be verified & signed by Officers/Officials, date for the same shall be promulgated in the month of July.
 - c) All Officers/Officials to submit their Aadhaar Card to Establishment Section.
 - d) A certificate regarding qualifying service after completion of 18 years of service and again 5 years before the date of retirement of an employee to be issued by the Regional Directors for the employees posted under them.
2. This issues with the approval of the Competent Authority.

(Neeraj Singh)

Assistant Secretary (A&E)

Email <nsingh@iwai.gov.in>

Phone No. 0120-2474050

To,

All Officers/Officials of IWAI.

Copy to :- (By E-mail)

- i) Chief Engineer & Project Manager (JMVP) / Chief Engineer (Tech.)/
Hydrographic Chief / Chief Accounts Officer / Director (NER)/ Director
(Tr.&L.)/ Director (Tech.)/ Deputy Secretary (P&C)/ Director (RE)/ Director
(JMVP)/ Assistant Secretary (P&C)/ Assistant Secretary (L&H) IWAI, Noida
- ii) Director/OIC, IWAI, Kolkata/Patna/ Guwahati/ Kochi/ Bhubaneswar
- iii) Officer-In-Charge, Sub Offices, IWAI,
Varanasi/Allahabad/Sahibganj/Farakka/ Vijayawada.
- iv) 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 (Traffic & Logistics – I/c)/ Member (Finance)/ Member (Technical)/ Secretary, IWAI, Noida.