



# 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-11014/54/2020-ADMIN

Dated: 20.11.2024

### Office Order

#### **Sub: Constitution of an "IWAI Accommodation Allotment Committee" for IWAI Flats in Sector-34, Noida (UP)**

It has been decided to constitute an "IWAI Accommodation Allotment Committee" for IWAI flats in Sector-34, Noida for the purpose of ensuring proper and effective management of flats, matters pertaining to recoveries relating to HRA and License Fees and for having an update record and inventory while ensuring optimum utilization of assets.

2. This Committee shall comprise of the following IWAI officials:


- (a) Sh Ajay Kumar, Assistant Secretary (L&H),
- (b) Sh. Samarjeet Rana, Deputy Director (F&A) and
- (c) Sh. Shuvendhu Deb, Technical Assistant(RE)

3. The Terms of Reference (ToR) of the above committee shall be the following:

- I. Review of application of the IWAI Staff/other Departments for allotment of IWAI flats in Noida(UP).
- II. Making its recommendations for approval of the Secretary, IWAI for allotment of flat to IWAI employee and also with respect to other department employee including execution of agreement with the identified department.
- III. Ensuring communication to IWAI Finance Wing for stoppage of payment of HRA and recovery of License Fees at the applicable rates as applicable for General Pool Government Accommodation.
- IV. Submission of an Occupancy/Non-Occupancy Report of IWAI flats on Quarterly Basis (31st March/30th June/30th September & 31st December) along with observations related to flats conditions and Recovery status reconciliation with Finance Wing pertaining to HRA & License Fees vis-a-vis occupancy.
- V. Ensuring compliance actions as per Competent Authority for any shortcoming reported.

4. The Committee is required to submit its report by 10<sup>th</sup> of the following month for each quarter and the first such report for the quarter ending December,2024 to be submitted by 10<sup>th</sup> January,2024 and thereafter, so on regular basis.

This issues with the approval of the Competent Authority.

  
(Neeraj Singh)  
Assistant Secretary (A&E)  
Email: nsingh@iwai.gov.in  
Phone No. 0120-2474050



**Copy to (By E-Mail):**

1. Chief Engineer (JMVP)/ Chief Engineer (Tech)/Hy. Chief/ Chief Engineer(T&L)/Dy. Secretary (P&C)/ CAO/ Director (JMVP)/ Director (NER)/ Director (RE)/ Assistant Secretary (P&C)/ Assistant Secretary (H&L), IWAI, Noida.
2. Director, IWAI, 2.Kolkata/Patna/Kochi/Guwahati/Patna/Bhubaneswar
3. Sub Office Varanasi, Prayagraj, Sahibganj, Vijayawada, Dibrugarh, Dhubri.
4. IT Cell-For uploading on IWAI Website
5. Hindi Cell-For Hindi Translation
6. Notice Board

**Copy for kind information to (By E-Mail):**

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

*gms*  
20.11.2024