



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

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

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नोएडा-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.)

Website : www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

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

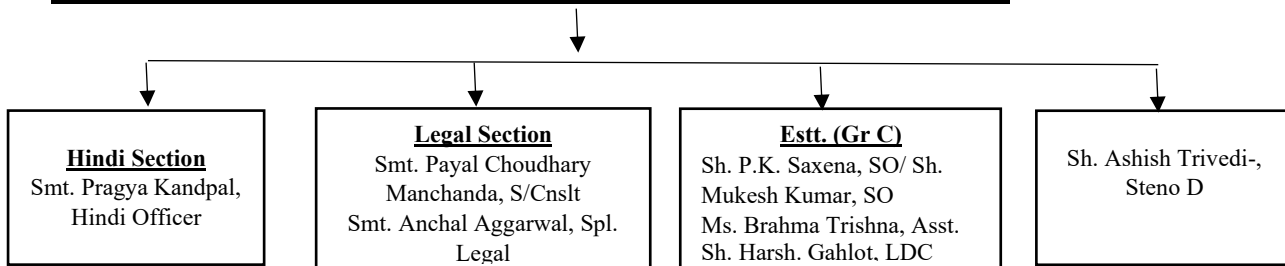
Date: 26.12.2025

OFFICE ORDER

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

In continuation and partial modification of Office Order no. IWAI-11039/20/2020-Admn dated 03.02.2025 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)]

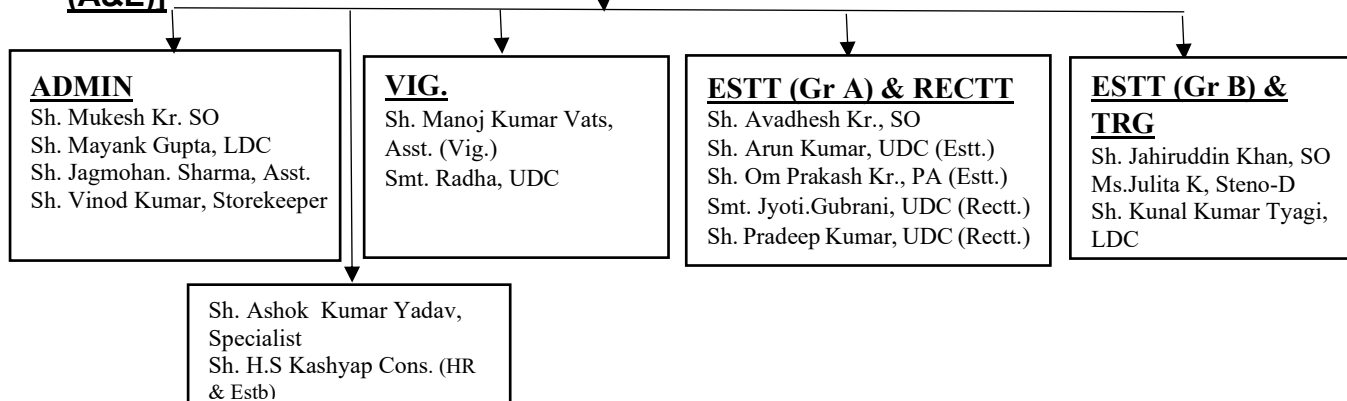


Sh. Ajay Kumar, A.S (L&H) will look after all the works related to Legal Cell, Hindi Section, service matters and works pertaining to Group – C staff, CPGRAM and RTI Matters as Nodal Officer and shall report to Secretary, IWAI.

- All service matters related to Group – C staff.
- All works pertaining to [Sparrow] and APAR including the revision of APAR by NISG.
- Updating the APAR for all IWAI Officers / Staff. In case of missing APAR, email to concerned officer / staff shall be issued for its updation.
- Works pertaining to Karmyogi, iGOT etc.
- Committee works pertaining to Procurement Cell and to Review IWAI Act and Rules
- Estate Officer for 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).

- g. Issuance of Allotment and Vacation Notice to the employees for IWAI accommodation.
- h. Matters pertains to Land Policy, Land acquisition and Land disputes
- i. All the Legal Matters.
- j. Opening of New IWAI offices and its liaisoning works and lease of existing offices.
- k. All matters relating to R.O / S.O and new offices and record keeping of Land matters.
- l. Collation of data of Annual Report of IWAI and MoPS&W and further submission to Ministry.
- m. All the matters pertaining to Hindi Section / Hindi translation works including Hindi Translation of Annual Report.
- n. Matters pertaining to RTI / Appeal as Nodal Officer
- o. Public Grievances and CPGRAM matters
- p. Works related to Pension Cell.
- q. Correspondence with Ministry/ to issue office orders pertaining to works assigned to him.
- r. Any other works assigned by Secretary, IWAI & 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. All service matters in respect of Group 'A' & 'B' Officers / Officials.
- b. Direct Recruitment.
- c. Deputation appointments.
- d. Appointments of Specialists, Sr. Consultants, Consultants etc.
- e. Appointments on contract / outsource basis.

- f. Engagement of Interns (Graduate & PG)
- g. Departmental Promotions.
- h. Transfer & Posting of Group – A, B & C officers / officials.
- i. Work allocation to Group – A, B & C 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. Works pertaining to Administration section.
- s. Correspondences with Ministry and other Govt. Dept. pertaining to his works/ Issuance of office orders of IWAI.
- t. Any other works assigned by Secretary, IWAI & other Senior Officers.

3. Ms. Pragya Kandpal, Hindi Officer – {reporting to AS (L&H)}:-

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, IWAI and other senior officers from time to time.

4. Sh. Avadhesh Kumar, Section Officer (Estt – III & Rectt.) – {reporting to AS (A&E)}:-

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 **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. Correspondence with Ministry relating to Establishment matters of Group A.
- j. Issuing Office Orders related to his works.
- k. Preparation of Para-wise comments on Court cases/RTI related to Group – A.
- l. House Building Advance / Computer Advance of Group – A Officers.
- m. Works related to filling up of all vacant Direct Recruitment / Deputation posts in IWAI.
- n. Engagement of Sr. Consultants / Specialists / Consultants & Executives.
- o. Engagement / works related to PMC.
- p. Maintenance of monthly attendance of Sr. Consultants / Specialists/ Consultants / PMC officials & their payments.
- q. Engagement of Interns (Graduate & PG) & their payments.
- r. Organizing of Workshop and Seminars relating to Training matters.
- s. MIS of Officer / Official of Authority related to Seminars / training.
- t. Engagement of Outsourced manpower such as Accounts Executive, Hindi Executive, DEOs and MTS on contractual basis.

- u. Maintaining monthly attendance for outsourced staff & Bill payments to Contractors.
- v. RTI matters and Parliamentary matters related to Recruitment.
- w. Delegation of Power to officers of IWAI
- x. Preparation of Para-wise comments on Court cases/ RTI related to Recruitment.
- y. Amendment of Recruitment Rules (R.R), Restructuring / Cadre Review proposals.
- z. Preparation of Schemes, Budget provisions
- aa. Maintenance of monthly Bio-metric attendance data of Group – A, B & C officers/staff for HQ / Regional / Sub Offices of IWAI.
- bb. Work Allocation of all Group A, B and C Officers / Officials / Staff.
- cc. Transfer & Posting of Group – A, B and C Officers / Officials / Staff.
- dd. Any other works assigned from time to time by A.S (Admn & Estt.) / Secretary, IWAI and other Senior Officers.

5. Sh. P.K. Saxena, Section Officer (Estt – I) – { reporting to AS (L&H)}:-

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): -

In the event of VRS of Sh. P.K. Saxena, the works being looked after by Sh. P.K. Saxena shall be handed over to Sh. Mukesh Kumar, Section Officer by 02.01.2026.

- 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, 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 / organization chart 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. Maintaining of data, MIS, all entries relating to appointment and resignation on IWAI Portal / Intranet / e-HRMS.
- p. Opening of new offices and its liaisoning works including lease of field offices and opening of new offices.
- q. Land matters.
- r. Any other works assigned from time to time by the A.S (L&H) / Secretary, IWAI and other Senior Officers.

6. Sh. Mukesh Kumar, Section Officer (Estt.-I) & Admn.-I) – {reporting to AS (A&E) & AS (L&H):-

Sh. Mukesh Kumar, S.O (E-I & A-I) will look after the works related to Group C employees and following administrative matters. For Group C establishment matters Sh. Mukesh Kumar S.O (E-I & A-I) shall report to AS (L&H) and for administrative matters he shall report to A.S (A&E):

In the event of VRS of Sh. P.K. Saxena, the works being looked after by Sh. P.K. Saxena shall be taken over by Sh. Mukesh Kumar, Section Officer by 02.01.2026.

• **Establishment Matters – Group C**

- 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, 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, MIS, 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.
- b. Annual Report of IWAI and MoPS&W and further submission to MoPS&W.
- n. Maintenance of MIS / organization chart 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.

- **Administrative Matters**

- a. Organising & arranging IWAI Board meeting & Minutes/ proceedings of the meeting / Yoga day functions etc.
- b. All matters relating to Admn. of Regional Offices / Sub-Offices, New Offices, NINI, RTI and Parliamentary matters.
- c. Preparation of Para-wise comments on Court cases/ RTI related to Administration.
- d. National Holidays functions.
- e. Hindi coordinator for quarterly Hindi Progress Report of Administration Wing
- f. Liaison related works with other office / department as per directions of Senior Officers
- g. Organising functions viz retirement get together etc.
- h. Engagement of Security staff, & Sweeping / mopping through outsource agency and other related works.
- i. Protocol Officer to Chairman, IWAI.
- j. Works related to Office Canteen
- k. Brief Case / Bag / News Paper reimbursement / Children Education Allowance
- l. Lease Accommodation of Officer / official of Head office and Field offices.
- m. Correspondence with Field offices related to Admn.
- n. Booking Air Tickets through Balmer & Lawrie & processing for release of payment.
- o. Preparation of Monthly / **Quarterly Swachhta Abhiyaan Report of IWAI.**

- p. ID card of working / retired employees / MHA ID card.
- q. Office Car / Motor cycle / Airport / MHA car parking pass.
- r. Subscription of Magazines
- s. Medical reimbursement claims of serving employees / retired employees.
- t. Empanelment of Hospitals.
- u. Library and related works.
- v. e-Granthalya
- w. Matters related to Gazette publication.
- x. Any other works assigned from time to time by A.S (A&E) / AS (L&H) / Secretary, IWAI and other Senior Officers.

7. Sh. Jahiruddin Khan, Section Officer (Estt. – II & Adm.-II) – {reporting to AS (A&E)}:-

Sh. Jahiruddin Khan, Section Officer (E-II & A-II) will look after the works pertaining to all service matters of **Group – B employees**, training matters, domestic tour and following Administrative matters 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 / RR amendment as per the LoA dated 01.08.2024 awarded to NISG and processing of payments and submission of proposals to MoPSW.
- l. Organizing of workshop / seminars relating to training matters and domestic tours.
- m. Nomination of Officers / Officials for workshop / seminars / training matters and domestic tour.
- n. Works related to the Training policy of IWAI.

- o. Purchase / Printing and Distribution of Office Stationery / Store.
- p. Inventory Management for Stationery / Store
- q. All works related to Allotment and vacation of Accommodation including day to day monitoring.
- r. Enlistment of Advertising Agencies / Advertisements & Newspaper advertisements.
- s. Publication of advertisement materials of IWAI in different magazines / website as per proposal received from different media group from time to time.
- t. Ministry correspondence works relating to Circulation of Circular, record etc.
- u. Organising Workshops/exhibition.
- v. Any other works assigned from time to time by A.S (A&E)/ Secretary, IWAI and other Senior Officers.

8. Sh. Manoj Kumar Vats, Assistant – {reporting to AS (A&E)}:-

Sh. Manoj Kumar Vats, Assistant will look after the works pertaining to Vigilance matters and shall directly report to Assistant Secretary (Vig) and Secretary, IWAI for the same. In addition, he shall be dealing the following works related to Administration and report to respective Section Officer:-

- **Vigilance related Matters**

- a. Processing of all files related to vigilance section.
- b. Maintenance of vigilance complaint register.
- c. Fortnightly submission of details of vigilance complaints and ongoing cases.
- d. Submission of material to CVC for Annual Report through MoPS&W.
- e. Submission of all replies / correspondence pertaining to CTE inspection.
- f. All the activities connected to Vigilance Awareness Week and such other works.
- g. Processing of complaints for veracity and further action as per CVC guidelines.
- h. Handling of CVC cases.

- **Others related Matters**

- a. Publication of advertisement materials of IWAI in different magazines/website as per proposal received from different media group from time to time – reporting through SO (A-II).
- b. Enlistment of Advertising agencies reporting through SO (A-II).
- c. Matters related to Gazette publication/ Photocopy contract - reporting through SO (A-I).
- d. Organising Workshops/ exhibition reporting through SO (A-I).
- e. Engagement of Security staff, Sweeping / mopping through outsource agency and other related works.

- f. Any other works assigned from time to time by S.O (A) / A.S (A&E) / Secretary, IWAI and other Senior Officers.

9. Sh. Jagmohan Sharma, Assistant (Admn.) – {reporting to AS (A&E)}:-

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

- 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 – reporting through SO (A-II).
- 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. Protocol Officer to Chairman, IWAI.
- j. Hiring of vehicles / Monitoring of day to day general duty of vehicle & its allotment.
- k. POL / Repairing of Vehicle/ Insurance.
- l. Maintenance of fixed assets register.
- m. Engagement of horticulture staff & drivers through outsource agency and related works.
- n. Printing of Annual report, Diary & Calender of IWAI, Annual report of Ministry.
- o. Photocopy contract.
- p. Any other works assigned from time to time by the S.O (A) / A.S (A&E) / Secretary, IWAI and other Senior Officers.

10. Ms. Priya Vij, Personal Assistant – {reporting to Secretary}: -

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

11. Sh. Om Prakash, Personal Assistant – {reporting to AS (A&E)}:-

Sh. Om Prakash, Personal Assistant will look after the following works pertaining to Group 'A' employees and shall report to Section Officer (Estt.-III & Rectt.):

- a. Annual Increment, Pay fixation, grant of Scale etc. MACP / ACP related works.
- b. Retirement benefits.

- c. NOC for applying for Indian Passport & Ex-India leave.
- d. Foreign Tours & Foreign Service contribution for Group 'A' Officers.
- e. Pension, Family Pension, Gratuity and PPO and other related works.
- f. Preparation of Para-wise comments on Court cases / RTI / Appeal and parliamentary matters related to Group-A officers.
- g. Any other works assigned from time to time by the S.O (Estt-III&R) / A.S (A&E) / Secretary, IWAI and other Senior Officers.

12. Ms. Trishna Brahma, UDC (Estt.) – { reporting to AS (L&H)}:-

Ms. Trishna Brahma, UDC will look after 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 of all employees, 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. Maintenance of organization chart.
- l. Any other works assigned from time to time by the S.O (Estt-I) / A.S (L&H) / Secretary, IWAI and other Senior Officers.

13. Ms. Jyoti Gubrani, UDC – {reporting to AS (A&E)}:-

Ms. Jyoti Gubrani, UDC will look after 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. RTI related to recruitment of employees – DR / Deputation / Consultants and other related works.
- i. Any other works assigned from time to time by the S.O (Estt.-III&R) / A.S (A&E) / Secretary, IWAI and other Senior Officers.

14. Sh. Vinod Kumar, Storekeeper – {reporting to AS (A&E)}:-

Sh. Vinod Kumar, Storekeeper will look after the following works and shall report to S.O (A-I) / (A-II):-

- a. Dispatch work and distribution of Dak – through S.O (A-I).
- b. Maintain IWAI Record room – through S.O (A-I).
- c. Upkeeping of Dispatch Record – through S.O (A-I).
- d. Purchase of Office Stationery / Store & GeM portal - through S.O (A-II).
- e. Works of Accommodation of IWAI / Staff Quarters. - through S.O (A-II).
- f. Purchase / Printing and Distribution of Office Stationery / Store/ Photocopy contract. - through S.O (A-II).
- g. Inventory Management for Stationery / Store - through S.O (A-II).
- h. Liaisoning related works with other offices / departments as per the directives of the Competent Authority - through S.O (A-I).
- i. Any other works assigned from time to time by the S.O (Admn-I) / A.S (A&E) / Secretary, IWAI and other Senior Officers.

15. Sh. Pradeep Kumar, UDC – {reporting to AS (A&E)}:-

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 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. RTI related to recruitment of employees – DR / Deputation / Consultants.
- m. Ministry correspondence works relating to Circulation of Circular, record etc.
- n. Any other works assigned from time to time by the S.O (Estt.-III&R) / A.S (A&E) / Secretary, IWAI and other Senior Officers.

16. Sh. Arun Kumar, UDC – {reporting to AS (A&E)}:-

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, IWAI and other Senior Officers.

17. Ms. Radha , UDC– {reporting to AS (A&E)}:-

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

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

18. Sh. Ashish Trivedi, Stenographer - D– {reporting to AS (L&H)}:-

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

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

19. Ms. Julita Kerketta, Stenographer – D – {reporting to AS (A&E)}:-

Ms. Julita Kerketta, will look after the works pertaining to Group B employees, training, workshop and and shall report to S.O. (Estt-II & A-II):-

- 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. Nomination of Officers / Officials for workshop / seminars / training matters and domestic tour.
- l. Any other works assigned from time to time by the S.O (E – II & Trg) / A.S (A&E)/ Secretary, IWAI and other Senior Officers.

20. Sh. Mayank Kumar, LDC– {reporting to AS (A&E)}:-

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

- a. Lease accommodation of Officer / Official of Head Office and Field Offices.
- b. Correspondence with Field Offices related to Admin.
- c. Booking of Air Tickets through Balmer Lawrie & processing for release of payment.
- d. Medical reimbursement claims of serving and retired employees.
- e. Permission for IPD medical treatment of serving and retired 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 related works.
- 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.
- a. Brief Case / Bag / News Paper reimbursement Children Education Allowance.
- b. E-Granthalaya.
- c. Any other works assigned from time to time by the SO (A-I) / AS (A&E) / Secretary, IWAI and other Senior Officers.

21. Sh. Harsh Gahlot, LDC– {reporting to AS (L&H)}:-

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, 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, IWAI and other Senior Officers.

22. Sh. Kunal Kumar Tyagi, LDC– {reporting to AS (A&E)}:-

Sh. Kunal Kumar Tyagi, LDC Ms. Julita Kerketta, will look after the works pertaining to Group B employees, training, workshop and shall report to S.O. (Estt-II & A-II):-

- 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 & A-II) / A.S (A&E)/ Secretary, IWAI and other Senior Officers.

23. Sh. Chander Pal, MTS – {reporting to AS (A&E)}:-

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, IWAI and other Senior Officers.

24. Ms. Payal Choudhary Manchanda, Sr. Consultant (Legal) and Ms. Aanchal Aggarwal, Specialist (Legal)- – {reporting to AS (L&H)}:-

Ms. Payal Choudhary Manchanda, Sr. Consultant (Legal) and Ms. Aanchal Aggarwal, Specialist (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, IWAI and other Senior Officers relating to administrative and legal matters to protect the interests of the Authority.

25. Sh. Ashok Kumar Yadav, Specialist (Administration & Establishment) – {reporting to AS (A&E)}:-

Sh. Ashok Kumar Yadav, Specialist (A&E) will assist A.S (A&E) and Secretary, IWAI 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. Monitoring of bill pendency.

- i. Any other works assigned from time to time by the Asst. Secretary (A&E) / Secretary, IWAI & other Senior Officers relating to Administration and Establishment in the interest of the Authority.

26. Sh. Hari Shankar Kashyap, Consultant (Estt./HR) – {reporting to AS (A&E)}:-

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. All matters pertaining to Regional Offices/ Sub-Offices, New Offices including contractual/ contingent employees (shall report to Assistant Secretary (L&H) for the same).
- j. Submission of files / details w.r.t organization restructuring / RR amendment as per the LoA dated 01.08.2024 awarded to NISG and processing of payments and submission of proposals to MoPSW.
- k. Monitoring of Training Policy of IWAI and conduct of training programme as per the policy.
- l. Any other works assigned from time to time by the Asst. Secretary (A&E) / Secretary, IWAI & 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. 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
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.