



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नोएडा-201 301, (उ० प्र०)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

Head Office : A-13, Sector-1, Noida-201 301 (U.P.)

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

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No. IWAI-11014/10/2020-ADMIN RECTT-Part(1)

Dated 17.01.2022

### CIRCULAR

**Sub : Functioning of IWAI Head office, Noida w.e.f. 10.01.2022 onwards with Roster (50% below the level of Under Secretary) on Attendance toward preventive measures taken to contain the spread of COVID – 19 – reg.**

In continuation of Circular No. IWAI-11014/10/2020-ADMIN RECTT-Part(1), dated 7<sup>th</sup> January, 2022 on the above mentioned subject, it is further to intimate that all officials who are attending office on roster basis and are also on Work from Home will have to be available during the office period on Telephone and other electronic means of communication. In the event of any requirement in office, he / she will have to visit the office for official works. During the period of Work from Home, no Station Leave shall be permitted. Station Leave permission may be granted with the approval of the Competent Authority for which reason of leaving the station will have to be indicated in the requisite format to the Competent Authority. Disciplinary action against the defaulters shall be initiated.

This issues with the approval of the Competent Authority.

*NS*  
17.1.22

(Neeraj Singh)

Assistant Secretary (Admn., Estt. & Vig.)

Email Id:- nsingh.iwai@nic.in

Ph: 0120- 2474050

#### Copy to: - (By E-mail)

- viii. Chief Engineer (Technical) / Chief Engineer-Project Manager (JMVP) / Hydrography Chief / Chief Accounts Officer (I/C) / Director (M) / Director (Hy.) Director (NER) / Director (Traffic & Logistics) / Director (Technical) / Deputy Secretary (P&C, IT and NINI) / Assistant Secretary (L&H), IWAI, Noida
- ix. Director, IWAI, Kolkata / Kochi / Guwahati
- x. Deputy Director (Officer-in-charge), IWAI, Patna and NINI, Patna
- xi. Officer-in-charge of Sub Offices Varanasi, Prayagraj, Sahibganj, Vijayawada, Bhubaneswar
- xii. PCSA (IT), IT Wing, IWAI, Noida – for uploading on IWAI website
- xiii. Notice Board
- xiv. Master Copy / Office Copy

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

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