



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)

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IWAI-11039/37/2020-Admn-Part(1)

Dated:- 04.12.2024

OFFICE MEMORANDUM

Sub:- Adherence to Preparedness for Meetings and Timely Action on Assigned Tasks-reg

It has been observed with concern by the Competent Authority that some officers attend meetings without adequate preparation or fail to provide the required inputs during discussions. This not only delays decision-making but also reflects adversely on the professionalism expected of officers in the Authority.

2. All officers are hereby directed to ensure thorough preparedness before attending any meeting. This includes but not limited to:-

- a. Reviewing all relevant documents, notes, and background material.
- b. Preparing concise updates on the status of assigned tasks.
- c. Anticipating possible questions and having relevant data or information ready.

3. Further, action taken in respect of tasks/action items assigned during meetings must be completed within the stipulated timelines before next meeting/SOM. Officers are advised to maintain a record of minutes of meeting and follow up promptly to avoid any lapses in timely action. Any repeated instances of lack of preparedness or delays in assigned tasks will be viewed seriously.

This issues with the approval of the Competent Authority.

Asst. Secretary (A&E)

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Copy to (By E-Mail):

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

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

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