



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नौएडा-201 301, (उ.प्र.)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

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No. 8-IWAI/Estt./1/2012

Dated: - 25th April, 2012

OFFICE ORDER

In supersession of earlier orders issued relating to allocation of work in Secretary's wing, the allocation of work among Officers/ Officials of Estt. Section /Admn. Section /Vig. Unit /Hindi Cell/Resident Engineer Unit/IT Cell will be as under: -

A. Administration Section {Direct submission to AS (A&E)}

Sh. Mukesh Kumar, Assistant

1. Organizing Board Meetings.
2. Delegation of Power/Channel of submission of files.
3. Security of Office premises, Parking labels, ID's Card.
4. Arrangement for meetings/National festivals/Protocol/Welfare/Canteen.
5. Purchase of Stationery/ink cartridge and other consumables.
6. Photocopy work & binding of files.
7. Hiring of vehicle.
8. Any other work assigned by superior officer(s).

Sh. R.P. Singh, U.D.C.

1. Store/inventory.
2. Purchase of Fixed Assets (photocopiers, heater, fans, furniture etc.)
3. Summer and winter uniform for office staff.
4. Telephone/ FAX/ Intercom including AMC.
5. Staff Car (maintenance and POL/CNG).
6. OTA and conveyance reimbursement.
7. AMC of fixed assets.
8. Printing Jobs other than Annual Report/Booklets/other reports.
9. Any other work assigned by superior officer(s).

Contd....2/-

Sh. J.P. Singh, L.D.C.

1. All legal matter other than service matters & legal coordination.
2. Policy for medical coverage.
3. Allotment of IWAI Staff Quarter.
4. Air travel of officers.
5. Hiring of leased accommodation.
6. House keeping related work e.g. sweeping and mopping/ laundry service/ Pest control /Fire fighting/arrangement of drinking water for VIP and office.
7. Miscellaneous correspondence of Ministry including monthly D.O. letter.
8. Any other work assigned by superior officer(s).

Sh. Dev Kumar, Hindi Typist

1. Handling of imprest (he shall report to AS for this purpose)

A-II Diary & Dispatch Unit

Sh. K.B. Singh, L.D.C.

Sh. M. S. Rawat, Attendant

Sh. Dileep Kumar, Attendant (Dispatch Rider)

1. Diary and Dispatch including scanning of letters.
2. Postage bills.
3. Any other work assigned by superior officer(s).

B. Establishment Section (Sh. R.N. Bajpai, Section Officer)

Sh. Mahesh Chand Sharma, U.D.C.

1. All service matter of Group A & B officers.
2. ACP & MACP
3. All Recruitments & Contractual appointments.
4. Any other work assigned by superior officer(s).

Contd...3/-



Sh. P.K. Saxena, U.D.C.

1. All service matter of Group C & D employees.
2. Compassionate appointment.
3. Creation of posts.
4. HBA cases.
5. Updation of MIS on intranet.
6. Any other work assigned by superior officer(s).

Sh. Sukhbir Singh, U.D.C.

1. RTI matters.
2. Training of Officers/officials.
3. Record management.
4. Coordination work.
5. Maintenance of CL/Compensatory leave/RH & Bio-metric attendance.
6. Any other work assigned by superior officer(s).

C. Vigilance Unit

Sh. U. K. Sahai, AS (A & E)
Smt. Trishna Brahma, L.D.C.

1. Vigilance related work.
2. Maintenance of ACR /APAR.
3. Annual Property Returns.
4. Any other work assigned by superior officer(s).

D. Hindi Unit

Sh.Ajay Kumar, Hindi Officer
Kumari Gunjan, Hindi Translator
Sh. Dev Kumar, Hindi Typist (LDC)

1. Official language implementation.
2. Printing of Annual Report & any other Report / Booklet.
3. Publication of Jal Tarang.
4. Tuition fees and News papers reimbursement/ festival advance.
5. Publication of advertisement including NIT.
6. Any other work assigned by superior officer(s).

Contd....4/-



E. Resident Engineer Unit

Sh. Mayank Kumar, Assistant Director

Sh. Bhudev Singh, Electrician

1. Maintenance of Head Office Building including civil electrical & horticultural work
2. Maintenance of IWAI's Residential Quarters.
3. Operation & maintenance of Generators for power back up.
4. Any other work assigned by superior officer(s).

F. IT CELL

Sh. Jayesh Kandwal, PCSA

Sh. Ashok Padhi, EDP Assistant

1. Website development, updation and administration
2. NIC mail service administration.
3. Procurement of IT related equipments (Hardware & Software)
4. Web Security & System Protection.
5. AMC of IT equipments
6. Any other work assigned by superior officer(s).

This issues with the approval of Secretary.


(Umesh Kumar Sahai)
Assistant Secretary (A&E)

To,

All concerned officers/officials.

Copy for information to :-

1. PS/PA to Chairperson/Member(Fin.)/Member (Traffic)/Member (Tech.)
2. All wing heads.
3. PCSA for uploading under E-Notice Board on Intranet.