



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)

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

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No. IWAI-12035/32/2022-Admn

Dated 08.08.2024

CIRCULAR

In continuation of the Circular dated 11.06.2024, all the Officers & Officials are requested to contact Establishment Wing for verification of the Service Books and signature at appropriate place as per the following schedule:

Sl. No.	Name of Wing	Scheduled Date & Time
i.	Finance Wing	12.08.2024 - 10:00 AM to 05:00 PM
ii.	Hydrographic Wing	13.08.2024 - 10:00 AM to 05:00 PM
iii.	Technical Wing	14.08.2024 - 10:00 AM to 05:00 PM
iv.	IT Wing	16.08.2024 - 10:00 AM to 01:00 PM
v.	Admin. Wing	16.08.2024 - 02:00 PM to 05:00 PM

2. The Regional/Sub Offices of IWAI are also advised to follow the same procedure.

3. This issues with the approval of the Competent Authority.


(Neeraj Singh)

Assistant Secretary (A&E)

Email <nsingh@iwai.gov.in>

Phone No. 0120-2474050

To,

All Officers/Officials of IWAI.

Copy to :- (By E-mail)

- Chief Engineer (JMVP) / Chief Engineer (Tech.) / Chief Engineer (Tr.& Log.)
Hydrographic Chief / Chief Accounts Officer / Director (NER) / Deputy
Secretary (P&C) / Director (RE) / Director (JMVP) / Assistant Secretary
(P&C) / Assistant Secretary (L&H) IWAI, Noida
- Chief Engineer, IWAI, Patna.
- Director, IWAI, Kolkata/ Guwahati/ Kochi/ Bhubaneswar
- Officer-In-Charge, Sub Offices, IWAI, Varanasi/ Allahabad/ Sahibganj/
Farakka/ Vijayawada.
- IT Wing – For uploading on IWAI Website.
- Section Officer (Estt.-I), IWAI, Noida.

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

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