No. IMU-HQ/R/12/43/1/2018-Admin(HQ)/01   Date : 17.05.2020

OFFICE ORDER

Consequent upon relaxations issued by Tamil Nadu Government for functioning of State Government offices including Universities with effect from 18.05.2020, the Competent Authority of IMU has approved to adopt the above proposal and directed Indian Maritime University Headquarters to start functioning of office with 50% of work forces in any given day by maintaining Social Distancing in offices with effect from 18.05.2020.

2.   Accordingly, the following guidelines are issued for compliance of all concerned, subject to further guidelines issued by MHA/**Central Government or State Government**/Local Authorities, if any.:-

i)   All employees of Non-Teaching (Regular, Contract, Outsourcing categories) of **IMU-HQ** to attend duty as per **50%** roster system. Roster shall have to be prepared/maintained by concerned department's heads with the approval of Registrar (i/c).

ii)   To maintain a 50% roster system, 1st batch of employees can attend office for **three days** & 2nd batch for **two days** in first week followed by 1st batch for **two days** & 2nd batch for **three days** in next week and so on...in all sections as per their section strength.

iii)   However, other 50% of staff who are not attending office in the rest of the days of a given week shall always be available for official work and accessible through any electronic mode of communication. They also should readily be available to attend office or for local 'on duty' or any other off-duty tasks in a short notice / call during those days.

iv)   All regular employees of Group-A /Class - I categories and equivalent Contract employees including Consultants of HQ shall attend for all 5 days in a week.

v)   No bulk public transport [Bus / Van / Car..etc] from IMU for staff transportation will be available until further orders. Accordingly, all categories of employees are advised to use their own transportation by following due safety / driving norms.

vi)   In addition, the preparatory works & procedures to be followed during resumption of Work issued by IMU-SOP circular dated 24.04.2020 shall be followed / implemented / complied strictly. Especially, employees, contract and outsourcing staff on first day of commencement of work after lockdown or on the

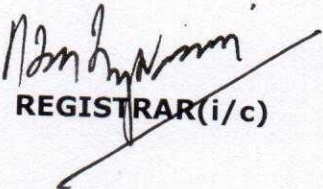first day of reporting has to give a self-declaration as per format prescribed in SOP published in IMU.

vii)   Those who could not attend duty as per order & due to any other personal reasons be advised to apply for suitable kind of leave / Loss of Pay, as applicable. Other than Casual Leave (including Self-Quarantine purpose), if any, may be sanctioned for whole 14 days w.e.f 18.05.2020 and not be allowed in piece-meal manner. Employees applying Casual Leave for any day during their turn of 50% roster system, shall be advised to compensate the same by attending duty on any other day/batch with prior intimation to the reporting officer. Any absence/ failure/non-compliance for reporting to duty may be ordered for suitable action as per extant rules, in addition to LOP / 'No Work-No Pay' during this period.

3.   However, senior citizen(60+) and employees who may be medically vulnerable (i.e, any chronic medical history cases) shall be exempted, till further order.

4.   All Heads of Departments & Group – A Officers of IMU-HQ are requested to take necessary action to implement the above guidelines in true spirit and make wide publicity among all category of IMU-HQ employees suitably.

5. Scan copies of attendance registers be sent to the undersigned before 10th of the every month.

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

REGISTRAR(i/c)

To

1) FO(i/c)   2) CoE(i/c)   3) DR(AL&S)
4) All Group – A Officers, IMU-HQ

Copy to:

   1) PS to VC
   2) All employees of IMU including Consultants (through email / website)
   3) CVO, IMU
   4) AR(A&L) / CISO , IT Section
   5) File.