



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

No. IMU-HQ/R/12/28/1/2018-Admin (HQ)

04th January 2019

CIRCULAR: HQ-ADMN: 08/2018 – Adherence of Bio-metric attendance rules

It is hereby intimated that leaving the IMU, HQ premises after recording their bio-metric attendance in the morning is a clear violation of rules. If required permission may be taken from the Officers concerned in writing prior to leaving the premises. All staff are informed to follow the rules in letter and spirit.

All Assistant Registrars and Assistant Registrar (F) are requested to ensure that the above is strictly adhered to.

M. S. Srinivasan
04-01-19
DEPUTY REGISTRAR (ADMIN)
IMU - HQ

To

All Staff

Copy to:

1. PS to VC
2. PS to Registrar
3. PS to COE
4. PS to FO i/c
5. DR (L&P)
6. All AR's

} For kind information please

→ For implementation & necessary action please

M. S. Srinivasan
04-01-19
DEPUTY REGISTRAR (ADMIN)