



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)
HEADQUARTERS

Ref. No. IMU-HQ/C/12/18/2/2019

Date : 04.03.2020

Addendum to Circular 1923

Sub : Reimbursement of expenses for Examinations / Academics related duties attended by the Faculty / Officers / Staff of the IMU Campuses - Reg.

Ref. : Circular 1923 Ref. IMU-HQ/C/12/18/2/2019 dated 25.10.2019.

In addition to the procedure stipulated in Circular 1923, following procedures are introduced for speedy payment to the Faculty / Staff involved in the Examination / Academics related duties.

1. The remuneration for the Examinations / Academics related duties performed by the Faculty / Staff can be settled at campus level itself as per IMU Circular 1728 / relevant circulars as amended from time to time except for the Question Paper setting and Paper Evaluation.
2. With regard to paper evaluation claims, the claims received from the all the faculty have to be consolidated and the same has to be forwarded by the Deputy Registrar / Head of the Department with the approval of the Director to the Head Quarters to settle the claims.
3. With regard to QP claims, the Faculty can send the claims directly to Controller of Examination's Office, by following instructions given in the Question Paper setting order.

Campuses are requested to consolidate all the claims and reimbursement can be claimed from Indian Maritime University, Head Quarters twice a year, as follows.

- (a) For January to June : By 15th July to IMU-HQ and IMU-HQ will reimburse by 31st July.
- (b) For July to December : By 15th January to IMU-HQ and IMU-HQ will reimburse by 31st January.

This is issued with the approval of the Competent Authority.


REGISTRAR

To : All IMU Campus Directors
CC : CoE / FO