



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

No. IMU-HQ/R/12/43/1/2018-Admin(HQ)

Date : 18.06.2020

## OFFICE ORDER


Consequent to Tamilnadu G.O.Ms.No.299 dated 16.06.2020 for complete lockdown in jurisdiction of Greater Chennai Police Limit and some area in Chengalpattu district from 19/06/2020 to 30/06/2020, Competent Authority has decided that, Indian Maritime University- Headquarters and Chennai Campus shall remain closed for 12 days with effect from 19/06/2020 to 30/06/2020 except for the essential services. The status of Work From Home will restart for all categories of employees for the period from 19/06/2020 to 30/06/2020, as applicable.

2. Further, the following shall be strictly adhered to:-

- i) No employee shall leave the headquarters ( i.e., proceeding out of station) without prior permission in writing.
- ii) Any employee, if called for duty on any day during these days, then he/she has to attend duty in office within 2 hours of call / intimation.
- iii) E-mails received have to be attended / responded within an hour on any day during this period.
- iv) In addition, the existing instructions issued for WFH home shall be followed.

3. The above order is being issued subject to further instructions issued by the Govt.of India / TN State Government/Vice Chancellor of IMU, from time to time.

4. This issues with the approval of the Vice Chancellor.

  
REGISTRAR(i/c) (FOB) 20

To

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|------------------------------------|-----------|------------|-----------|
| 1) Director,IMU-CC                 | 2)FO(i/c) | 3)CoE(i/c) | 4)CVO,IMU |
| 5) All Group -A Officers of IMU-HQ |           |            |           |

Copy to:

- 1) PS to VC
- 2) AR(A&L)/CISO, IT Section
- 3) All employees of IMU ( including Consultants) – Thru' Website/e-mail
- 4) File.
- 2) All Campus Directors, IMU