



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

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

Date : 05.07.2020

OFFICE ORDER

Pursuant to the relaxations announced by State Govt. in the jurisdictions of Greater Chennai Police Limit & Chengalpattu districts with effect from 06.07.2020, the Administrative functions and essential services of Indian Maritime University-Headquarters and Chennai Campus shall continue to function till further orders, as per instructions given below:-

- i) IMU-HQ and Chennai Campus to work with 80% of Non-Teaching employees including ARs & DRs. Director may be authorised to call faculty members, if need arises.
- ii) Employees who are 'out of station' with/without permission of Office are instructed to apply for e-pass based on this office order **shall attend duty wef 06.07.2020**. Such employees shall apply for leave/LOP as applicable, in case they are not able to attend office wef 06.07.2020 except for those residing in a containment zone / under quarantine as per govt. record. Necessary proof in this regard shall be submitted officially on their joining.
- iii) 'ONLINE' classes for students of IMU-CC to continue.
- iv) The other 20% of employees (on rotational basis) who are not attending office due to 80% roster / strength maintaining , shall always be available for official work and accessible through any electronic mode of communication. They should always be readily available to attend office or for local 'on duty' or any other off-duty tasks in a short notice / call during those days.
- v) No bulk public transport [Bus / Van / Car..etc] from Campus for staff transportation shall be operated, until further orders. Accordingly, all categories of employees are advised to use their own transportation by following due safety / driving norms.
- vi) Persons above 60 years, persons with co-morbidities, pregnant women shall have both the options, i.e, they can either work from home or attend office.

2. This issues with the approval of the Vice-Chancellor.

Dr. M. S. Srinivasan
REGISTRAR(i/c)
05.07.2020

To

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

Copy to:

- 1) PS to VC 2) All employees of IMU-HQ (through email / website)
3) CISO / IT Section 4) File.