



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

No. IMU-HQ/ADMN/Holidays/2018

06th Oct, 2021

Circular

Sub: Closing of IMU/IMU's Campuses in connection with elections to the Lok Sabha/State Assembly/Panchayat/Municipalities/Corporation or other Local Bodies – regarding.

Ref: DoPT O.M. NO. 12/14/99-JCA dated 10th OCTOBER, 2001.

The following guidelines shall be followed in future regarding closure of IMU/IMU's Campuses in connection with the elections indicated below.

(i) The IMU/IMU's Campuses shall remain closed in the notified areas where general elections to Lok Sabha or State Legislative Assembly are scheduled to be conducted.

(ii) In connection with bye-election to Lok Sabha/State Assembly, only such of the employees who are bona-fide voters in the relevant constituency should be granted special casual leave on the day of polling. Special Casual leave may also be granted to an employee who is ordinarily a resident of a constituency and registered as a voter but employed in IMU/IMU's Campuses located outside the constituency having a general/bye-election.

(iii) In connection with local body elections, viz., Panchayat/Corporation/Municipality, the IMU employees who are bona-fide voters and desire to exercise their franchise should be offered reasonable facility, subject to normal exigencies of services, either by coming late to office or being allowed to leave office early or a short absence on that day.

2. In this regard, the Campus Director/Deputy Registrar of the concerned Campuses may authenticate the veracity of the claims in respect of the attendance put forth by the respective employees under their jurisdiction with regard to (ii) and (iii) above.

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

Copy to:

- 1) VC, IMU - for kind information please.
- 2) All Campus Directors, IMU.
- 3) All Section Heads, IMU HQ.
- 4) File.

Registrar (i/c)
06-10-21