



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

REF: IMU/HQ/Admn/Misc/2015

17th December 2015

CIRCULAR

Sub: Issuance of Orders of Retirement on Superannuation/Voluntary Retirement in respect of Officials of various IMU Campuses – instructions issued – reg.

It is noticed that Campus Directors are issuing orders of Retirement on Superannuation/Voluntary Retirement in respect of teaching and non-teaching staff of the Campus (including themselves) without informing/seeking permission from IMU Headquarters. The Chief Vigilance Officer has also expressed his concern that Vigilance clearance was not being sought properly from the CVO by some Campus Directors.

The following instructions are therefore issued:

Sl. No.	Type of Case	Authority competent to pass Orders
1.	Orders in respect of <u>all Voluntary Retirement cases</u> irrespective of the grade.	IMU Headquarters (based on proposals sent by the concerned Campus Director)
2.	Orders in respect of <u>Retirement on Superannuation of Group 'A' employees</u> – Faculty as well as Non Faculty.	IMU Headquarters (based on proposals sent by the concerned Campus Director)
3.	Orders in respect of <u>Retirement on Superannuation of Group 'B' and Group 'C' employees</u> who have <u>no</u> disciplinary action, vigilance action, financial dues etc. pending against them.	<u>The concerned Campus Director.</u>
4.	Orders in respect of <u>Retirement on Superannuation of Group 'B' and Group 'C' employees</u> for whom Vigilance clearance has <u>not</u> been given, and/or who have <u>pending</u> disciplinary action and/or financial dues.	IMU Headquarters. (based on proposals sent by the concerned Campus Director).

- Where an employee – Faculty as well as non-Faculty - has worked in more than one Campus/Headquarters, it shall be the responsibility of the Campus Director concerned to write – at least 6 months in advance - to the other Campus Director(s) where the employee has formerly served and obtain the details of disciplinary action, vigilance action, financial dues etc. if any pending against the individual.

- The Campus Director can write directly to the CVO for Vigilance clearance in respect of all employees – Group 'A', 'B' or 'C' – under intimation to the Registrar, IMU. The permission to write directly to the CVO is for the limited purpose of obtaining Vigilance clearance only and none other.
- In respect of employees working in IMU Headquarters on the eve of superannuation, this shall be the responsibility of the Registrar, IMU.
- The Campus Director must send proposals to IMU Headquarters after obtaining all the necessary clearances at least 4 months before the date of superannuation of the employee.
- Only IMU Headquarters shall be competent to pass orders in the following cases:
 - (i) Superannuation of Group 'A' employees.
 - (ii) Superannuation of Group 'B' and Group 'C' employees for whom Vigilance clearance has not been given, and/or who have pending disciplinary action and/or financial dues.
 - (iii) All Voluntary Retirement cases.
- After obtaining Vigilance clearance for any employee, if any issues come to the notice of the authorities that need to be investigated/ inquired into, the same shall be referred to the CVO forthwith and the clearance obtained earlier will become null and void.
- Similarly if any new incident of dereliction of duty etc. comes to notice after disciplinary clearance has been issued, the earlier clearance will be treated as null and void and IMU will be at liberty to initiate disciplinary action against the employee concerned.

The above instructions are for strict compliance.

This issues with the approval of the Competent Authority.


REGISTRAR

To: All Campus Directors

Copy to: PA to Vice Chancellor
Pro Vice Chancellor
Controller of Examinations
Finance Officer (i/c)



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03rd February 2016

Addendum to Circular dated 17.12.2015

Sub: Issuance of Orders of Retirement on Superannuation/Voluntary Retirement in respect of officials of various IMU Campuses – instructions issued – reg.

Ref: Circular No.IMU/HQ/Admn/Misc/2015 dated 17th December 2015

It is clarified that the authorities competent to grant various clearances are as follows :

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|-----------------------------------|-----------------------------|
| (1) No due certificate | : Concerned Campus Director |
| (2) Disciplinary action clearance | : Registrar, IMU |
| (3) Vigilance Clearance | : CVO incharge of IMU |

This issues with the approval of the Competent Authority.

d.v. dt 31/2/16
REGISTRAR

To: All Campus Directors

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Controller of Examinations
Finance Officer (i/c)
CVO.