



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

No. IMU-HQ/R/12/28/1/2018-Admin (HQ)

13th Feb, 2018

CIRCULAR: HQ-ADMN: 06/2018

Sub: Change of Cut off dates for Bio-Metric Attendance – Reg.

The cut off dates for Pay Bill processing based on Bio-Metric Attendance is changed to the following schedule with effect from February 2018:-

From 21st of Preceding month to 20th of following month – monthly.

However, the February 2018 pay bill shall be processed based on Biometric Attendance starting from 26th January 2018 to 20th February 2018 in light of above transformation.

This has approval of the Competent Authority.



REGISTRAR

To

All Employees of HQ (Through Notice Board)

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar
3. PS to COE
4. PS to FO i/c
5. Finance and Accounts Section
6. Concerned File