



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

No. IMU-HQ/R/12/43/1/2018-Admin(HQ)/01

Date : 02.06.2020

Office Order

Pursuant to the directions of MHA/Central Government vide OMHA Order No.40-3/2020-DM-I(A) dated 30th May 2020, the Vice Chancellor i/c has directed that the Administrative functions and essential services of IMU Headquarters and Chennai Campus shall continue to function till further orders, as per instructions given below:

1. **All Faculty members, Group-A/Class-I, Group-B/Class-II or equivalent level employees and Contract/Outsourcing staff** shall attend offices on all working days.
2. All Group C or equivalent level employees shall attend office as per roster prepared by Campus Director/HoDs in HQ so as to maintain 50% attendance on any given **day**.
3. However, other 50% of employees who are not attending office in a particular day shall always be available for official work and accessible through any electronic mode of communication. They also should readily be available to attend office or for local 'on duty' or any other off-duty tasks in a short notice / call during those days.
4. Employees and Contract/Outsourcing staff residing in Containment zones as announced by the State Government are not required to attend office. But they shall continue to work from home and shall always be available for official work and accessible through any electronic mode of communication. They shall submit a documentary proof while joining for having resided in a Containment zone.
5. No bulk public transport [Bus / Van / Car, etc.] from IMU Campuses for staff transportation shall be operated, until further orders. Accordingly, all categories of employees shall be advised to use their own transportation by following due safety / driving norms.
6. Persons above 65 years of age, persons with co-morbidities, pregnant women shall have both the options open i.e they can either work from home or attend office.

This issues with the approval of the Vice Chancellor i/c.

Registrar (i/c)
02/06/20

To:

1) Director, IMU Chennai Campus, 2) FO i/c 3) CoE (i/c) All Group A officers,
IMU HQ

Copy to:

1) PS to VC, 2) CVO, IMU, 3) All employee of IMU HQ including consultants
(through e-mail/ website), 4) AR (A&L)/ CISO, IT Section & 5) File