



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

No. IMU-HQ/R/12/43/1/2018-Admin(HQ)/01 Date : 19.05.2020

Office Order

Pursuant to the directions of MHA/Central Government vide O.M NO. 40-3/2020-DM-I(A) dated 17.05.2020, **the teaching/learning process will be carried out only through online mode with no physical attendance of students at the Campuses till further orders from HQ.**

However, based on the DoPT's O.M F.No.11013/9/2014-Estt. A.III dated 18.05.2020 and **Tamil Nadu Government's G.O (MS) No. 239 dated 15.05.2020**, the Vice Chancellor i/c has directed that the Administrative functions and essential services of **IMU Headquarters and Chennai Campus** shall commence from 21.05.2020 onwards till further orders, as per instructions given below:

1. All Faculty members, Group-A/Class-I or equivalent level employees shall attend offices on all working days.
2. All Group B and Group C staff shall attend office as per roster prepared by Campus Director/HoDs in HQ so as to maintain 50% attendance on any given day.
3. Employees residing in containment zones as announced by the respective State Govt. are not required to attend the office. But, they shall continue to work from home and shall be available at all times over phone. They shall submit a documentary proof while joining for having resided in Containment Zone.
4. However, other 50% of staff 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.
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. In addition, the preparatory works & procedures to be followed during resumption of Work issued by IMU-SOP circular dated

24.04.2020 shall be followed / implemented / complied strictly. Especially, employees, contract and outsourcing staff on the first day of commencement of work after lockdown or on the first day of reporting has to give a self-declaration as per format prescribed in SOP published in IMU. All employees shall install 'Aarogya Setu' in their mobile phone and keep Bluetooth on.

7. Persons above 60 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

To:

- 1) Director, IMU Chennai Campus
- 2) FO i/c
- 3) CoE i/c
- 4) 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