



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

**CIRCULAR 01/2020 Dated 02.04.2020**  
**APPEAL TO CONTRIBUTE TO PM-CARES FUND/PMNRF**  
**DUE TO COVID - 19 PANDEMIC - REG.**

1. Kind attention is invited to Secretary General, Association of Indian Universities' D.O Letter No. F.AIU/SG/2020 dtd. 30<sup>th</sup> Mar,2020 (*Copy Enclosed*).
2. In this regard, the following has been approved by the Vice Chancellor of IMU as an initiative towards contribution from regular employees of IMU & its affiliated institutions:-
  - i) To contribute one day salary ( **BASIC Pay**) of all IMU regular employees [ 49 (i), (ii) & (iii) ] who are on roll as on 01.04.2020 to PMCARES Fund / Prime Minister National Relief Fund ( PMNRF).
  - ii) To request all affiliated institutions of IMU to contribute one day salary ( **as per their salary pattern**) as per acquittance roll to PMCARES Fund / Prime Minister National Relief Fund ( PMNRF)
  - iii) It may be publicised that these contributions are eligible for 100% exemption under Sec.80(G) of Income Tax Act,1961.
3. The above may be processed during the pay bill of April,2020 and arrange to credit into PMCARES Fund / PMNRF before 15<sup>th</sup> May,2020.
4. IMU employees may exercise their option in the form enclosed as **Annexure - A** & submit to their respective administrative & finance heads on or before 15.04.2020.
5. Since the assistance is required immediately, the consolidated amount so deducted/ contributed by employees may be remitted directly to the PMCARES Fund/ PMNRF. Details of total remittance by each campus / institute may kindly be sent to [registrar@imu.ac.in](mailto:registrar@imu.ac.in) & [fo@mu.ac.in](mailto:fo@mu.ac.in) for records and onward intimation to AIU.
6. Kind co-operation is solicited from one and all for this noble cause.

Encl. As above.

( P. Thangapandian )  
Assistant Registrar(Admin & Legal)

**To**

- 1) All Campus Directors
- 2) All Affiliated Institutions of IMU

**Copy to:**

- 1) PS to VC
- 2) PS to Registrar
- 3) FO(i/c)
- 4) CoE(i/c)
- 5) DR(A&L)
- 6) All DRs/ARs/AR(F)s
- 7) IT Section
- 8) AIU,NewDelhi
- 9) All employees of IMU through Website.

Dr. (Mrs.) Pankaj Mittal  
(Former Vice Chancellor, BPS Women University, Haryana)  
Secretary General

डॉ. (श्रीमती) पंकज मित्रल  
(पूर्व कुलपति, बीपीएस महिला विश्वविद्यालय, हरियाणा)  
महासचिव



**Association of Indian Universities**

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),  
New Delhi-110 002

**भारतीय विश्वविद्यालय संघ**

ए०आई०यू० हाउस, 16, कॉमरेड इंद्रजीत गुप्ता मार्ग  
(कोटला मार्ग), नई दिल्ली-110 002

D.O. No. F. AIU/SG/2020  
March 30, 2020

**Subject: Appeal to contribute to PM-CARES Fund due to Corona Pandemic**

Dear Vice Chancellors/Directors,

Greeting from Association of Indian Universities

As you are aware, the Corona Pandemic has brought the world to a halt. Our country is also facing a catastrophic situation and is in the state of complete lock down due to outbreak of COVID-19. To combat the menace of this virus, coordinated joint efforts by all sections of the society are being taken. The educational institutions have responded very positively at this difficult time by arranging on-line classes and using technology to transact curriculum to ensure that the interests of the students are protected.

Being a large and responsible academic community, we also have an obligation to come forward as duty bound educational fraternity, at the time of this national crisis, to strength the Government by contributing financially. The Hon'ble Prime Minister of India has also urged the country men to contribute generously towards Prime Minister's Citizen Assistance and Relief in Emergency Situations (PM CARES) Fund. The Ministry of Corporate Affairs has also clarified that the donations under PM CARES Fund shall count towards Corporate Social Responsibility. I along with the entire staff of Association of Indian Universities, have also decided to make a small contribution of one day salary to the PM CARES Fund.

May I humbly appeal to all the Vice Chancellors/ Directors of Universities/ Institutions that they, along with their entire teaching/non-teaching colleagues of the university and affiliated colleges, may come forward during this national crisis and contribute towards this noble cause by donating at least one day salary to PM CARES Fund. I am sure your this act of kindness will not only help our Country to fight with Corona but will go a long way in serving the humanity as a whole.

With warm regards,

Yours sincerely,

(Pankaj Mittal)

**The Vice Chancellor / Director of all Member Universities.**

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110 002

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**INDIAN MARITIME UNIVERSITY**  
**( HEADQUARTERS / \_\_\_\_\_ CAMPUS )**

OPTION FORM FOR VOLUNTARY CONTRIBUTION TOWARDS  
COVID-19 RELIEF FUND TO PM-CARES / PMNRF

1. Name of Employee :
2. Post held / Designation :
3. Whether willing to contribute  
One day Salary (Basic Pay) ? : YES / NO ( Please tick )
4. Whether willing to contribute  
Additional amount over and  
Above one day salary ? : If Yes,  
then mention amount Rs.\_\_\_\_\_.

5. **Undertaking\*** : I agree to deduct the above contribution  
(as applicable) from my monthly pay of April,2020 and contribute the same  
to PM-CARES/PMNRF towards COVID-19 relief by IMU on or before 15<sup>th</sup> May  
2020.

**(OR)**

I do not agree for any deduction in this regard due to following reasons-

- i) Individually contributed.
- ii) Personal reasons
- iii) For other reasons.

Date :

Signature of employee

(\* - Please strike out whichever is not applicable.)

-----FOR OFFICE USE -----

Sl. No.xxxxx

**APPROVED / NOT APPROVED**

AR/DR(A)

AR(F)/DR(F)

FO(ic)

Registrar / Director.