



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(Central University, Govt. of India)

Ref: IMU/REGR/Circular/2016

13th September 2016

Circular

Sub: Correspondence between IMU Campuses and IMU Headquarters –
Procedure to be followed - reg.

It is seen that some of the letters received from IMU Mumbai Campus are addressed to the Registrar but signed by the Deputy Registrar with a copy marked to the Director, IMU Mumbai Campus for information. There is no indication whether the letter was issued with the approval of the Director, IMU Mumbai Campus. This is highly irregular.

It is hereby ordered that all written communications from an IMU Campus to IMU Headquarters should be issued only in the name of the Campus Director, and should be either signed by him personally or signed by an officer not below the rank of Deputy Registrar with the following sentence 'This letter issues with the approval of the Campus Director'. If any letter is received hereafter that does not conform to this directive, the Deputy Registrar concerned shall be liable for disciplinary action.

Whenever a letter is written by a Director of an IMU Campus to IMU Headquarters, it should be addressed to the Registrar, IMU only and not to any subordinate officer. However, copies of the letter can be marked to the Deputy Registrar or Assistant Registrar concerned in IMU Headquarters for

information if necessary. In respect of important matters or very urgent matters, copies may be marked to the Vice Chancellor as well. In all cases, the letter should be scanned and also sent by email to the Registrar, IMU and other officers concerned.

The Registrar, IMU should address all his correspondence to the Campus Director only and invariably mark a copy to the Deputy Registrar of the Campus (unless the matter is confidential). In all cases, the letter should be scanned and also sent by email to the Campus Director and the Deputy Registrar where necessary.

The above instructions hold good in respect of letters written by Campus Directors to the Finance Officer and the Controller of Examinations, and by the latter to the Campus Directors, in respect of finance or examination matters. In respect of important matters or very urgent matters, copies may be marked to the Registrar and/or the Vice Chancellor as well.

It is once again reiterated that no Campus Director shall correspond directly with the Ministry of Shipping nor shall any advance copy be marked to the Ministry. All such correspondence shall be routed only through the Registrar, IMU. This is for strict compliance.

This Circular issues with the approval of the Vice Chancellor.

d.v.d.v. 13/9/16
REGISTRAR

To

All IMU Campus Directors