



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)  
**HEADQUARTERS**

IMU-HQ / D / 15/12/2/ Training / 2022

17.01.2025

**TRAINING CIRCULAR – 2501**

Sub: IMU Overhead and Contingency charges for Training Programs – reg.

Ref: Ordinance for Establishing the Centre for Training & Continuing Education (CTCE) 01 OF 2020.

The Centre for Training & Continuing Education (CTCE) was established at IMU HQ under the CTCE Ordinance (No. 01 of 2020), which came into effect in 2020. The CTCE is dedicated to addressing the training needs of officers, professionals, faculty, and students in the shipping, port, and related sectors.

To streamline and standardize the overhead and contingency charges for utilizing IMU infrastructure for training programs, Clause 6(f) of the CTCE under the "Finance" section has been reviewed. Pursuant to this review, it has been deemed necessary to establish fixed overhead and contingency charges to offer competitive budgets to the external organizations and institutions for various training programs.

The Competent Authority has approved the following overhead and contingency charges to facilitate the effective execution of training programs:

**I. Overhead Charges (20%)** An overhead charge of 20% will be levied on the total training program fees. This charge will cover various administrative, managerial, and operational costs associated with the execution of the training programs. The overhead charges will apply uniformly to all training programs organized by the IMU Campuses.

**II. Contingency Charges (3%)**  
In addition to the overhead charge, a 3% contingency fee will be applied. This fee is intended to cover unforeseen costs or additional expenses that may arise during the execution of training programs.

These charges will be for all training programs planned or conducted. The charges will be incorporated into the program budgets and communicated to the participants / institutions / sponsors as part of the overall program fees.

This issues with the approval of the Competent Authority.

  
**Deputy Registrar (CTR) I/c**

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Campus Directors, IMU  
All Faculty Members

**Copy to:**

1. Vice Chancellor
2. Pro Vice Chancellor } for kind information please
3. Registrar
4. FO I/c
5. IT Department, IM U HQ to upload in IMU Website