

	<p align="center">Sriram Institute of Marine Studies Approved by the DG Shipping, Ministry of Shipping, Govt. of India. Affiliated to Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping (IRS) MTI Unique id : 101005</p>	ISO/QMS Clause No 8.1
Ref QMS 8.0 Page : 01	Subject : Responsibilities of head of Institute in addition to his own.	File No IMS/ADM/16
Issued by : Exe. Director	SIMS Circular No 09 of 2022	Date: 01.04.2022

This is to inform to all that Undersigned shall be away on official duty from Sunday, 03.04.2022 to Friday 08.04.2022 view of office tour. This is important to ensure continual improvement, maintain of daily routine, training time table, records & Data, staff & student welfare and communication to the Govt. and its associated offices and smooth navigation of the organization.

Sh Sudhir Nijhawan MEO 1st Class, Head of Institute shall be carrying out above functions/duties in addition to his own duties for the above period.

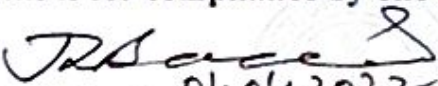
All staff officers, instructors and admin staff to take directions to complete daily routine / smooth functioning of the institute. HOI sir is hereby requested to render daily work report to undersigned soon completion of day / secure for the day.

Officers and Instructors are hereby informed that no leave be applied in the coming week for any reason as undersigned has already sanctioned the applied leave.

The Head of Institute is hereby empowered to take necessary action/ decision in case any alteration in time table, faculty or daily routine and initiate action against the defaulters, emergency or situation needs immediate action under intimation to Chairman sir.

This order shall be considered as cancelled soon reporting undersigned in office.

This is for compliance by one and all.


 01.04.2022
Joginder Singh
 Executive Director

Distribution: Normal
 Chairman sir - for Information
 Main notice Board and through IMS to all

Sh Sudhir Nijhawan MEO 1st Class
 Head of Institute