	<p align="center"><b>Sriram Institute of Marine Studies</b>          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	<b>Subject : Duties of Head of institute</b>	File No IMS/ADM/16
<b>Issued by :</b> Exe. Director	<b>SIMS Circular No 27 of 2023</b>	Date 12.08.2023

Consequent Sh Sudhir Nijhawan MEO 1<sup>st</sup> designated head of Institute has proceed on annual leave with effect from 14.08.2023 to 28.08.2023.



Capt Dheeraj Sinha, Master mariner, HoD Nautical Science is hereby nominated to carry out the duties of Head of institute for the period of leave of Head of institute Sh Sudhir Nijhawan MEO 1.

Head of Institute Sh Sudhir Nijhawan MEO 1 is hereby informed to share all assignment in process, planned and pending to Capt Dheeraj Sinha Master Mariner HoD Nautical Science by e mail under copy to undersigned.

Capt Dheeraj Sinha Master FG HoD Naut. Is hereby requested to take direction from undersigned in case if any situation arises.

All officers, instructors and admin staff to take direction and report for any matter to related training, education and welfare matters to Capt Dheeraj Sinha Master Mariner.

This order shall absolute soon reporting of Head of institute Sh Sudhir Nijhawan.

  
 13.08.2023  


Joginder Singh  
Executive Director

**Joginder Singh**  
**Executive Director**

Distribution : Normal

Chairman for information

Sh Sudhir Nijhawan HOI

Capt Dheeraj Sinha Master Mariner HoD Naut.

Guard file;