	<p align="center"><b>Sriram Institute of Marine Studies</b>          Approved by the <b>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</b></p>	ISO/QMS Clause No 8.5
Ref QMS 8.0 Page(s) : 01	<b>Subject: procedure and sanctioned leave quota employees and consultant</b>	File No: IMS/ADM/16
<b>Issued by: Exe. Director</b>	<b>SIMS Circular No 01 of 2024</b>	Date: 01.01.2024

The primary objectives of our is to impart maritime education and training to our students in a well organized manner. The presence of officers and instructors is a part and parcel to ensure above. We have been observing that non organized/non sanctioned leave if availed by the teaching staff results loss of studies.

The officers and instructors are privileged with certain perks in regards to leave, duty off, and out station duties and allowed to take /avail off accordingly to their requirements or some time scheduled or unscheduled. To ensure above, all officers, instructors, admin, teaching and non teaching staff of this institute is hereby informed that the institute shall implemented the following regulations with effect from 01.01.2024.

{a} The earned/paid leave, sick leave and emergency leave shall be availed in an very well organized manner by all officers and staff. The fresh annual leave entitlement with effect from 01.01.2024 for all will be as :

- {i} Annual paid/earned leave: 20 days
- {ii} Casual leave – 07 days

{a}All concerned are hereby informed that no person is allowed to avail any leave except casual leave without prior sanction by the authorities.

{b} Any person availing leave without sanction shall be treated as non-authorized leave and salary /pay as per prorata shall be deducted from the salary of same month.

{c} Duty offs if a person is entitled, the same is also be availed on sanctioned from the Principal.

**Accumulation of leave:** All officer and staff are directed to avail their annual leave/casual leave within the duration of year, balance of leave if any may be treated as lapse.

Leave forecast and forwarding of leave request: the institute has system allowing to all to submit their Monthly leave forecast and to avail leave accordingly. It is appreciated that being many of staff is local and in habit taking leave for every ceremony, the institute does not stop any such however should not be over leave quota.

Procedure of sanction of leave: this is for the information to all instructors that one senior instructor {irrespective of deck engine} shall be treating leave request/off request proper in filled in formats only. leave request{s} to reach nominated instructor by Wednesday for the approaching week so as to finally approved/sanctioned by the Principal and Director. Presently Mr Bharat Singh Inst deck to carry out this duty and in his absence by any reason Mr Gian Chand Inst- deck shall replace him for his absent duration.

**Officers are to submit their leave request directly to the Principal** and register for the same shall be kept with Capt Kashmir Singh Master FG for logging request, Officers can directly put their request to principal after logging in register.


**Reporting after leave:** This is observed that no staff or student are in habit of submitting Fit for duty certificate after availing sick leave. In such cases, if a person is not submitting the fit certificate, his leave be accounted as Annual leave only. Trainee shall be fined according to the penal punishment.

**Leave accounting of admin/Booking staff including galley person:** attendance of officers and staff is done through CAS provided by the DGS however the accounts, admin, cooks, peon, booking staff, stores etc. leave procedure needs to be implemented with immediate effect. Sh Surinder Pal Inst medical is hereby nominated to act as the Divisional head and to undertake their concerns. He is to conduct a briefing of all above {Admin and concerned} and educate on system. The face recognition machine be made operational and he is to personally endorse. In his absence by any reason, Mr Rajender Singh to carry out his duty for tenure. Account department to prepare salary of all these staff according to their attendance only. All concern to note. Payment/salary.

**Staff grievances and re-dressal procedure:** This is to inform to all teaching and non teaching staff that in case they have any grievances, should be processed in a proper channel with immediate effect. Any teaching or non teaching staff if not forwarded through proper channel shall not be considered and actions as deemed fit shall be imitated. Format of submitting grievance can be had from the office of undersigned.

This is for information and implement with immediate effect. Copy of the same be inserted in the Quality Manual.

  
Joginder Singh  
Executive Director

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

**Distribution:** Normal

**Chairman-** for info, please  
Principal  
Main notice board  
Website for info all.