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| Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: logo | **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** | ISO/QMS Clause No 8.5 |
| Ref QMS 8.0  Page(s) : 01 | **Subject: Release of Sh Yadram Inst Engineering from Service effect from 31.01.2024** | File No: IMS/ADM/16 |
| **Issued by**: Exe. Director | **SIMS Circular No 06 of 2024** | Date: 22.01.2024 |

This is for information to all that Sh Yadram Instructor Engineering Department shall be released from the ongoing services as an instructor effective from 31.01.2024.

All departmental officers, instructors are hereby informed that all handing over/taking over of books, items and any owe & to be completed by 30.01.2024 in all respect.

Sh Yadram instructor is hereby requested to kindly complete outgoing formalities by 29.01.2024.

Accounts department to release /clear his monthly salary, PF and any allowance etc. if pending by 30.01.2024.

**Date : 22.01.2024**  **Joginder Singh**

Executive Director

**Place: New Delhi**

**Distribution: Normal**

**Chairman HOI for info,**

Main Notice Board

Accounts department

**Copy to :**

**Sh Yadram Instructor**

Electrical, Plumbing & Carpentry