

	<p align="center">Sriram Institute of Marine Studies</p> <p>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>	<p>ISO/QMS Clause No 8.5</p>
<p>Ref : QMS 8.0 Page(s): 01</p>	<p>Subject: Change in duties- Against resignation of Miss Rakhi Kumari EDP from 31.08.2024</p>	<p>File No IMS/ADM/16</p>
<p>Issued by Exe. Director</p>	<p>SIMS Notice No 28 of 2024</p>	<p>Date:19.08.2024</p>

This is for information to all that Miss Rakhi Kumari EDP has submitted her resignation from on going services in this institute requesting her release by 31.08.2024. The same has been considered. Miss Rakhi Kumari to prepare all documents, records, registers, certificates details, issue of certificate data to Pre Sea Course students, DNS course certificates, and SSTP certificates of last 05 years as full handing taking over.

Mr Devesh Kumar CAS operator now to take over duties from Rakhi Kumari in addition to his present assignment till appointment of her relief. It is also important to note that the CAS normally designed to upload and login & logout students only.

The handing over/taking over be over by Friday 30.08.2024. A report on subject in writing duly signed by both operators be submitted in the office of undersigned for records.

Accounts department Mr Vivek, prepare final payment till 31.08.2024, including leave details for the year 2024.

Miss Rakhi to submit no dues certificate obtained from all departments to Mr Rajender Singh by 30.08.2024 to clear all owes & dues, if any.

This is for information and necessary actions.


 19.08.2024
Joginder Singh
 Executive Director
 For Sriram Institute of Marine Studies


Joginder Singh
Executive Director
 Distribution: Normal

Chairman for info, please
Head of Institute- for implement
 Main Notice Boards
 Mr Vivek - Accounts department
 Guard file.

Copy to: Miss Rakhi, EDP