



Sriram Institute of Marine Studies

Approved by the DG Shipping Govt. of India, affiliated to Indian Maritime University, Chennai. ISO 9001; 2008 compliant MTI No 10100

Faculty Row

SIMS INTERNAL/DEPARTMENTAL ORDER NO 02 OF 2021 DATD 01.10.2021
AVAILING/CONSUMPTION OF DSLEAVE QUOTA BY TEACHING AND NON
TEACHING STAFF OF THIS INSTITUTE.

File No : SIMS/ADM/003

Date: 01.10.2021

This institute has been imparting education and training as per the very best directives of the DG Shipping, Ministry of Ports, waterways and shipping to the students of Pre Sea courses so as to ensure the timely completion of theory and practical portion of their course syllabus.

The staff especially instructors are being called to impart practical in 02 shifts so as to avoid unnecessary gathering and to ensure the covid protocol.

The institute presently marking attendance manually being the CAS in respect of faculty and instructor is non operational in the Directorate General of Shipping

These staff is also privileged to avail certain amount of annual leave. A notice on subject issued by the undersigned recently however it is felt that it is not known by the officers and instructors. It is seen felt that instead of targeting completion of course syllabus, much attention being seen towards the leave. This is to note that the institute is linin on holidays occurs view of Bharat Bāndh Band gaps/no practical view of departure of previous and arrival of new divided batch.

All staff has habit of submitting leave request in a da advanced or after availing of the leave.

In most of the cases it is seen the leave are sanctioned by the Head of Institute and later submitted for approval of undersigned.

The system actually affects the training of the these new entrants and latterly the whole results of BES.

The annual leave shall be accounted on prorate based in respect of every individual.

Top overcome the current situation, the following has been implemented with immediate effect.

All officer or instructor shall submit their leave request to Trg coord latest by Thursday for the corresponding week. Trg coord is hereby informed not to accept and submit any leave request after allotted time.

Officers are requested o follow Divisional system to **Recommends** any leave request as it affects the education and training, which is our theme/core objective. Hence all leave request shall be honoured after final sanction leave by the Undersigned.



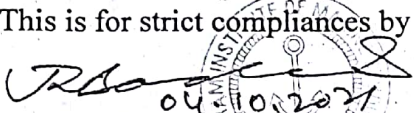
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Leave in case of an emergency/sick shall be granted and person availing any such leave shall submit the Medical Fitness certificate on reporting or maximum after 02 days. In case a person not able to submit the same, the salary deductions shall be done in same month.

The institute shall observe holidays on Sundays only, rest of the holidays shall be observed working days so as to complete the practical syllabus of the on course practical of divided batch 3 of GP Rating course. The same shall be in order until the DGS fresh order allows 100% in house training.

This is for strict compliances by one and all.


04/10/2021
Joinder Singh

Executive Director

Joginder Singh

Executive Director


Distribution : Normal

Chairman Sir for information

Head of Institute

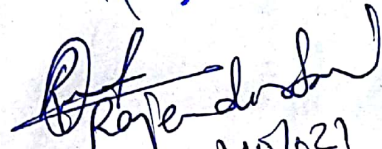
Main Notice Board

SIMS website on inter/departmental orders.


4/10/2021

Mahima

4/10/2021


04/10/2021