



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

No.IMU-HQ/R/14/22/1/2018-Estt.(APAR)

12th June, 2020

OFFICE ORDER

Sub: Circulation of APARs to employees of IMU for the year 2019-20 – reg.

1. Annual Performance Appraisal Report (APAR) for the year 2019-20 are to be submitted by all the employees to their Reporting Authorities and for onward submission for Reviewing Authorities.
2. Accordingly, all the regular employees may be instructed to submit the Self Appraised APARs for the year 2019-20 as per following schedule:-

Sl. No.	Details of Appraisal	Date of Completion
i)	All Employees self appraisal	30.06.2020
ii)	Reporting Authorities	17.07.2020
iii)	Reviewing Authorities	14.08.2020

The format of APARs is hereby enclosed.

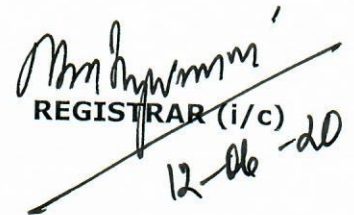
3. All are requested to comply the above Schedule strictly.
4. Further, the employees who will be completing probation period as per their Order of Appointment date, after 31st Mar, 2020 but prior to 01st April, 2021 are requested to submit a separate special PAR for the period between 01st April 2020 and date of completion of probation, in addition to the APAR for the year 2019-20, as stated above. However, this is to be undertaken only after completion of such period [Eg. If the Date of completion of probation is 18.08.2020 then, date of submission will be on or after 19.08.2020]. This shall be considered as special report partly for assessing/completing the probation period as per their Order of Appointment terms and conditions, along with other APAR already submitted.
5. Reporting Authorities are requested to forward the APARs to Reviewing Authorities with a covering letter mentioning the list of APARs and employees name under intimation to Registrar/IMU without fail.
6. This issues with approval of the Competent Authority.

Encl: As Above

To

1. All Campus Director
2. CoE(i/c), FO(i/c), DR (AL&S)
3. IT Section – To upload the formats in IMU Website under Administrative Circular.

Copy to:
PS to VC


REGISTRAR (i/c)
12-06-20

	under intimation to APAR cell of IMU HQ.	
C	Forwarding of report by reporting officer to reviewing officer under intimation to APAR cell of IMU HQ.	1 th June
D	Forwarding of report by Reviewing Officer to APAR cell of IMU HQ.	1 st August
E	Disclosure of APAR to employee by APAR cell of IMU HQ with proper acknowledgement.	1 st September
G	Receipt of any representations	1 st October
H	Disposal of representations	1 st November

17. Unless there is anything repugnant in the Indian Maritime University Act/ Statutes/Ordinances, Guidelines issued by DoPT from time to time with regard to APAR shall be deemed to be the orders or administrative instructions under this Ordinance.



INDIAN MARITIME UNIVERSITY

Format of Performance Appraisal Report for Group A and Group B Officers of the Indian Maritime University for the period from

01st Aprilto 31st March

Part I: General Information

(to be filled by the Administrative Section)

1. a) Name of the officer reported upon :
- b) Designation :
2. Campus/Head Quarters :
3. Date of appointment to the present post :
4. Length of service under the reporting Officer : (from to)
5. Details of leave, trainings attended during the period under report.
 - a. Leave:- (ii) Training:-
6. Whether property return filed as per the Conduct Rules of IMU? :
If so, the actual date of filing of property return

Part II: Self Appraisal*(to be filled by the Officer reported upon)*

1. Brief description of duties: (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

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2. Annual work plan and achievement

Tasks to be performed	Deliverables	Achievement

Note: If considered necessary, the details can be furnished in a separate sheet of paper in the above format and attached to the PAR.

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task for major systemic improvement (resulting in significant benefits to the university and/or reduction time and costs)? If so, please give a verbal description (within 100 words)
4. What are the factors that hindered your performance ?

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Signature of the Officer reported upon

Part III : Appraisal*(to be filled by the Reporting Officer)*

1. Assessment of "Work Output" (This assessment should rate the officer vis-à-vis his peers and not the general population. Grades should be assigned on a scale of 1-10, with 1 referring to the lowest grade and 10 to the best grade. *(Weightage to this section would be 40%)*)

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Accomplishment of planned work		
(ii)	Quality of output		

(iii)	Accomplishment of exceptional work / unforeseen tasks		
	Overall Grading on " Work Output" [Average value of (i) to (iii)]		

2. Assessment of "Personal Attributes" (on a scale of 1-10).

(Weightage to this section would be 30%)

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Attitude to work		
(ii)	Sense of responsibility		
(iii)	Maintenance of Discipline		
(iv)	Emotional stability		
(v)	Communication Skills		
(vi)	Moral Courage and willingness to take professional stand		
(vii)	Leadership qualities		
(viii)	Capacity to work in time limit		
	Overall grading on "Personal Attributes" [Average value of (i) to (viii)]		

3. Assessment of Functional Competency (on a scale of 1-10).

(Weightage to this Section will be 30%)

#	Attributes	Reporting Authority	Reviewing Authority
(i)	Knowledge of laws/ rules/ procedures/ IT skills and awareness of the local norms in the relevant area		
(ii)	Strategic planning ability		
(iii)	Decision making ability		
(iv)	Initiative		
(v)	Coordination ability		
(vi)	Ability to motivate and develop subordinates		
	Overall Grading on 'Functional Competency' [Average value of (i) to (vi)]		

4. Overall grading out of 10: [Weighted average of grading under 1, 2 and 3 above]

5. Integrity (Please tick the appropriate box)

Beyond doubt	
Since the integrity of the Officer is doubtful, a secret note is attached	
Not watched the Officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer	

6. Pen Picture by Reporting Authority (Not more than 200 words)

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Signature of the Reporting Authority:

Name in Block Letters:

Designation:

Date:

REMARKS OF REVIEWING AUTHORITY*(to be filled by the Reviewing Officer)*

1. Length of Service under the Reviewing Authority
2. Integrity (Please tick the appropriate box)

Beyond doubt	
Since the integrity of the Officer is doubtful, a secret note is attached	
Not watched the Officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer	

3. State clearly whether the Reviewing Authority fully agrees with the remarks of the Reporting Authority. If any modification is made by him on the remarks of the Reporting Authority, the reasons for such modification shall be indicated.
4. Comments if any, on the pen picture written by the Reporting Authority

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5. Overall grading on a scale of 1 to 10:

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Signature of the Reviewing Authority:

Name in Block Letters:

Designation:

Date:



INDIAN MARITIME UNIVERSITY

PROFORMA FOR PERFORMANCE APPRAISAL REPORT (PAR) FOR GROUP 'C' CATEGORIES

1st Aprilto 31st March.....

PART - I - PERSONAL DATA

(To be filled in by the Staff reported upon)

1. Name -
2. Date of Birth -
3. Date of entry into IMU and the post in which he/she was appointed -
4. Present post and date of appointment -
5. Period of absence from duty on leave/ training etc., during the year -
6. Whether property return has been filed as per the Conduct rules of IMU? If so, the actual date of filing of property return -

PART II

(To be filled in by the Staff reported upon)

7. Brief description of duties -
8. Task to be performed -
9. Target set for the year -
10. Actual Achievements -

Name and Signature of the Staff reported upon

PART - III

(To be filled in by the Reporting Officer)

11. Temperament:
 - (a) Is he/she calm and does he/she retain poise at times of pressure of work? -
 - (b) Does he/she get provoked easily? -
 - (c) Is he/she able to tolerate differences of Opinion ? -
12. Intelligence and understanding:
(Please tick (√) whichever is applicable)

- (a) Exceptional and has clear grasp of any matter however complicated
- (b) Is intelligent and grasps a point correctly with reasonable speed
- (c) Shows a barely adequate grasp
- (d) Very slow and / or often misses the point

PART – IV**(To be filled in by the Reporting Officer)**

13. Knowledge of Rules, Codes/ Manuals, instructions and procedures:

(Please tick (✓) whichever is applicable)

- (a) Has an exceptionally good grasp of the work of the office as a whole and the Rules, Codes, Manuals generally and a thorough and intensive knowledge of work of the Section
- (b) Has a sound knowledge both of the work of the Section and that of the office as a whole
- (c) Has adequate knowledge
- (d) Not good enough

14. Quality of Work:

(Please tick (✓) whichever is applicable)

(i) Attention of details:

- (a) Perceptive comprehension
- (b) Considers all relevant details
- (c) Apt to be over-concerned with petty details and loses perspective
- (d) Inclined to be superficial

(ii) Presentation of cases:

- (a) Extremely clear, cogent and Logical
- (b) Very good and expresses Himself/herself clearly and concisely
- (c) Just good enough
- (d) Does not have ability to present cases properly

(iii) Ability in Noting and drafting:

- (a) Excellent
- (b) Very good

- (c) Good
- (d) Average
- (e) Poor

(iv) Promptness in disposal of work:

- (a) Very prompt
- (b) Reasonably prompt
- (c) Is slow and tends to delay

15. Quality of supervision:

(Please tick (√) whichever is applicable)

- (a) Very thorough and of a high order
- (b) Good and useful
- (c) Average and routine
- (d) Poor

16. Initiative and Drive:

(Please tick (√) whichever is applicable)

- (a) Excellent
- (b) Good
- (c) Adequate
- (d) Lacking

17. Readiness to assume responsibility:

(Please tick (√) whichever is applicable)

- (a) Promptly comes forward and accepts responsibility
- (b) Accepts responsibility, if it comes
- (c) Tends to evade
- (d) Passes responsibility to others

18. Attitudes towards superior and relationship with colleagues and subordinate staff:

(Please tick (√) whichever is applicable)

(a) Towards Superiors:

- (i) Well behave and gives due regard
- (ii) Argumentative
- (iii) Inclined to be insubordinate

(b) Towards colleagues and subordinates:

- (i) Cordial and co-operative
- (ii) Keeps to himself/herself
- (iii) Quarrelsome and does not get on

19. Other observations:

- (a) Indebtedness -
 (b) Integrity -
 (c) Meritorious or special achievements during the year, commendation if any -
 (d) Serious lapse of commission or omission in his work, punishments, if any -

20. Fitness for Promotion:

- (a) (i) Fit.
 (ii) if not yet fit, briefly state due to what reason he is considered as unfit.
 (b) Any other remarks.

Signature of the Reporting Authority

Name in Block Letters

Designation

Date.

PART - V REMARKS OF THE REVIEWING AUTHORITY
(To be filled in by the Reviewing Officer)

Signature of the Reviewing Authority:

Name in Block Letters:

Designation:

Date:”

Note: The Ordinance 12 of 2015 published in the Official Gazette No. 305 dated 03.09.2015 shall be repealed.

Ordinance 05 of 2019

[EC agenda No. 2019-in-Circulation-02 dated 13.06.2019]

“Recruitment Rules for the post of Pro-Vice Chancellor

(1)	Name of post	Pro-Vice Chancellor
(2)	No. of posts	1 (at IMU Headquarters, Chennai)
(3)	Classification	Group A
(4)	Scale of Pay	Of a Professor of a Central University. [currently Pay Band of Rs.37400-67000 with AGP of Rs.10,000/12,000 or equivalent in 7 th CPC].
(5)	Whether Selection post or Non- selection post	Selection Post
(6)	Age limit for direct recruitment	<u>Not exceeding 65 years.</u>
(7)	Educational and other qualifications required for direct recruitment	Should be a Professor in IMU or qualified to be appointed as a Professor in any one of the Schools of Studies in IMU.
(8)	Whether Age & Educational qualifications prescribed for Direct Recruits will apply in the case of Promotees and Deputationists?	Yes.