



भारतीय समुद्री विश्वविद्यालय

INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS



No. IMU-HQ/R/14/22/01/2020-Estt.(APAR)

Date: 23.08.2022

OFFICE ORDER

Sub: Circulation of APARs to the Group - 'C' officials of IMU for the year 2021-22 - reg.
Ref: IMU Ordinance 04 of 2019 - Mode of performance appraisal for the Non-teaching officials of IMU.

1. Annual Performance Appraisal Reports (APARs) for the year 2021-22 are to be submitted by all the non-teaching Group - 'C' officials of IMU to their Reporting Authorities and for onward submission to Reviewing Authorities in hard copies.
2. The timeline for submission of APARs for all the non-teaching Group - 'C' officials of IMU Headquarters and Campuses for the year 2021-22 is mentioned below:

Sr.No	Details of Appraisal	Date of Completion
i)	Self-appraisal by the officials	05.09.2022
ii)	Reporting Authorities	20.09.2022
iii)	Reviewing Authorities	10.10.2022
iv)	IMU Campuses:	
	a. Issue of a copy of duly reviewed APARs by the Reviewing Authorities to the concerned official by the Campuses and to obtain acknowledgements	On or before 25.10.2022
	b. Submission of acknowledgements to the Registrar	On or before 30.10.2022
	IMU Headquarters:	
	Submission of duly reviewed APARs by the Reviewing Authorities to the Registrar	On or before 15.10.2022

The EC vide resolution EC 2022-66-16 dated 10.08.2022, modified the APAR format in respect of Group-'C' officials. The revised APAR template for Group-'C' officials is attached herewith for further action [**Annexure-I**].

3. Deputy Registrars of IMU Campuses and Headquarters are requested to monitor the progress personally to complete the process as per timeline mentioned in para 2.

Mr. [Signature]
23/8/22

4. If any official fails to submit his/her self-appraised APAR within the due date, the Reporting Authority himself should take up the APAR and fill it before the due date as per para '7' of the Ordinance. Similarly, if any Reporting Authority fails to forward the APAR within the due date, the Reviewing Authority himself should take up the APAR and fill it before the due date.
5. IMU Campuses:
- a. On completion of reviewing the APARs within the due date, the copies of APARs should be issued to the concerned officials and obtain the acknowledgements within 15 days.
 - b. When there are no representations, the Deputy Registrars (Admin) of the Campuses are requested to consolidate all the acknowledgements and forward those to IMU headquarters in one go as per timeline mentioned in para 2. Piece-meal submission is to be avoided. Deputy Registrars (Admin) of the Campuses are to submit a report while forwarding the APARs as per **[Annexure – II]**.
 - c. In case there are representations submitted by the officials regarding entries in their APARs, the Deputy Registrars (Admin) of the Campuses are requested to consolidate such representations and send those representations separately to the Registrar, IMU along with the original APARs of the concerned officials.
6. IMU-Headquarters: The Reviewing Authorities on completion of reviewing of the APARs within the due date, should consolidate all the APARs of all the officials and forward those APARs to the Registrar as per timeline mentioned in para 2 above. Reviewing Authorities after completion of reviewing are requested to submit a report to Admin Section along with the submission of APARs as per **[Annexure – II]**.

This issues with the approval of the Competent Authority.

Encl: As above

To:

1. Campus Directors
 2. Dean (i/c)
 3. CoE
 4. FO(i/c)
- To circulate among the officials

CC:

1. VC – for kind information please
2. DR (A,L&S)
3. AR (Admin-I)
4. File

Abhinav Sharma
Registrar
23/08/22



INDIAN MARITIME UNIVERSITY

Performance Appraisal Report for Group C Officials

The period from 01st April to 31st March

Part I: General Information

1. Name of the Official :
2. Date of Birth (DD/MM/YYYY) :
: (In Words)
3. Designation of post held :
4. Whether the officer belongs to
Scheduled Caste/ST/OBC :
5. Date of appointment to the present post:
6. Length of service under the reporting officer : from: to:
7. Period of absence from duty (on
Training, leave etc.) during the year :
8. If he/she has undergone training, specify:

Part-II: Self Appraisal

(to be filled by the official reported upon)

1. Brief description of duties:

2. Brief resume of the work done by you during the year/period from..... to (The resume to be furnished should be limited to 100 words)

3. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

Place:

Date:

Signature of the Official reported upon

Part III: Appraisal

(to be filled by the Reporting Officer)

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (Weightage to this Section would be 40%)

	Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col. 2)	Initial of Reviewing Authority
1	2	3	4
(i) Accomplishment of planned work/work allotted as per subjects allotted			
(ii) Quality of Work			
iii) Proficiency in typing (Speed and accuracy)			
(iv) Proficiency in work namely maintenance of prescribed registers and charts etc.			
Overall Grading on 'Work Output'(Total [i to iv])			

(B) Assessment of personal attributes (weightage to this section would be 30%)

	Grades by Reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
1	2	3	4
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of discipline			
iv) Communication skills			
v) Analytical ability			
vi) Ability to work in team			
vii) Ability to meet deadline			
viii) Inter personal relations			
Overall Grading on 'Personal Attributes' (Total [i to viii])			

(C)Assessment of functional competency (weightage to this section would be 30%)

	Grades by reporting Authority	Revised Grades by Reviewing Authority (if doesn't agree with col.2)	Initial of Reviewing Authority
1	2	3	4
i)Rules/Regulations/Procedures in the area of function and ability to apply them correctly			
ii) Coordination ability			
iii) Initiative			
iv)Proficiency in working on computer			
Overall Grading on 'Functional Competency' (Total [i to iv])			

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

Part IV: General

1. Relations with the public (Wherever applicable)

(Please comment on the official's accessibility to the public and responsiveness to their needs)

2. Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the official)

3. State of Health

4. Integrity

5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength extraordinary achievements, significant failures and attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section A, B and C in Part-III of the Report.

Signature of the Reporting Officer

Place:

Name in Block Letters:

Date:

Designation :

Period of Report:.....

Part-V: REMARKS OF THE REVIEWING AUTHORITY

(to be filled by the Reviewing Authority)

1. Length of service under the Reviewing Authority

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in part-3 and part-4(5)] (In case you do not agree with any of the numerical assessment of attributes please record your assessment in the column provided for you in that section and initial your entries):

3. In case of Disagreement, Please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the Performance of SC/ST officer.

5. Pen Picture by Reviewing officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker section.

6. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-III of the Report.

Signature of the Reviewing Authority

Place:

Name in Block Letters:

Date:

Designation:

Period of Review:

Report to be submitted by the Deputy Registrars of IMU Campuses and Headquarters

APAR: 2021-22

Sl.No	Name of the Official	Designation	Whether Official has submitted APAR as per the timeline? (Yes/No)	Whether Reporting Officer has completed APAR in time? (Yes/No)	Whether Reviewing Officer has completed APAR in time? (Yes/No)	Whether the Acknowledgement has been obtained? (Yes/No)	Is there any representation made by the official?
1							
2							
3							

Note: Details of officials who have not self appraised their APARs for the period 2021-22 to be mentioned below:

Sl.No	Name of the Official	Designation
1		
2		
3		

Signature of the Deputy Registrar