



भारतीय समुद्री विश्वविद्यालय
INDIAN MARITIME UNIVERSITY
(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)
HEADQUARTERS

No. IMU-HQ/R/14/22/3/2021-Estt. (APAR)

10th Apr, 2024

OFFICE ORDER

Sub: Submission of APAR for the year 2023 24 in r/o all Non-Teaching officials of IMU Headquarters & Campuses – Reg.

1. The Annual Performance Appraisal Report (APAR) for the year 2023-24 is to be submitted through e-Samarth Portal by non-teaching officials (Group A, B & C) of IMU Headquarters & Campuses to their Reporting Authorities and for onward submission to Reviewing Authorities.
2. In this regard, all non-teaching officials are requested to access e-Samarth portal by using existing User-Id and Password. The online APAR Portal will be activated on **15.04.2024**.
3. Accordingly, all non-teaching officials of IMU Headquarters & Campuses [including erstwhile Group – D –Category of the legacy employees (Watchman, Mali etc.)] are informed to submit their APAR through e-Samarth Portal for the year 2023-24 as per the following schedule:

Sl.No	Appraisal-Stages	Due Date
i)	Submission of Self-appraisal by the officials	From 15.04.2024 to 15.05.2024
ii)	Completion of Reporting of APARs by Reporting Authorities	15.06.2024
iii)	Completion of Reviewing of APARs by Reviewing Authorities (other than the Vice-Chancellor)	15.07.2024

4. All Deputy Registrars are to assist & ensure that all erstwhile Group – D –Category of the legacy employees (Watchman, Mali etc.) submit their APARs through e-Samarth portal without fail.
5. In case of representations on APAR grading, if any, the employee concerned is requested to send the same to the respective Reviewing Authority through proper channel within 15 days from receipt of acknowledgment of APAR copy.
6. If any official fails to submit his/her self-appraisal APAR within due date, the Reporting Authority himself should take up the APAR and fill it before due date as per Para '3'. 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.
7. All Campuses are requested to submit the report (as per enclosed format) with original copy of validated print-out of PARs along with disclosure acknowledgements on or before **14.08.2024** to the undersigned. The Deputy Registrars of the Campuses are requested to keep


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a copy of APARs in the dossiers before forwarding to IMU-HQ. The validation/attestation of online APAR printouts is to be done as per below instructions:

- a. For APARs of Group – A Employees: Attestation to be made by Campus Director.
 - b. For APARs of Group – B & C Employees: Attestation to be made by Deputy Registrar. If Deputy Registrar is not available, then by Assistant Registrar.
8. All Campuses are requested to maintain APAR Dossier of all regular employees and keep copies of validated APARs in respective APAR dossiers for record purpose. The APAR dossiers should have copies of all APARs of the employees from date of joining to his relieving date.
 9. All Campus Directors are requested to bring this notice to the knowledge of all the employees (including Teaching employees like HoD / HoD i/c & Faculty) of their Campuses regarding Reporting & Reviewing of Academic Non-Teaching staff.
 10. Employees who have served under more than one Reporting Authorities during the APAR period 2022-23 are requested to give relevant details in below format (excel file) by sending email to Assistant Registrar (Admin-I), IMU-HQ [aradmin1.hq@imu.ac.in] on or before **12.04.2024**. The details are required to create Part APAR functionality in e-Samarth portal.

Name & Designation of employee with Name of Campus	Period of Reporting/Reviewing From - To	Name & Designation of Reporting Authority during the period mentioned in column 2	Name & Designation of Reviewing Authority during the period mentioned in column 3
(1)	(2)	(3)	(4)

11. In case of any technical error or doubts, kindly send an email to the IT section (it.hq@imu.ac.in) and Assistant Registrar (Admin-I), IMU-HQ with a copy to Deputy Registrar (A, L&S), IMU-HQ.
12. The Deputy Registrars of the Campuses are requested to send the completion report of the APAR process in the format attached.

This issues with the approval of the Competent Authority


DR(A, L & S) 10/4/2024

Encl : As stated

To,

1. All Campus Directors
2. All Non-Teaching officials of IMU (through Campus Director)

Copy to:

1. VC / Pro-VC – For kind info.
2. Registrar / COE – For kind info.
3. Fo(i/c)
4. All Deputy Registrars/Assistant Registrars
5. IT Section, IMU-HQ - For activation of APAR module & creation of IDs
6. File
7. Notice Boards