



भारतीय समुद्री विश्वविद्यालय

INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

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

31st March, 2021

OFFICE ORDER

Sub: Circulation of APARs to employees of IMU for the year 2020-21 – reg.

1. Annual Performance Appraisal Report (APAR) for the year 2020-21 are to be submitted by all the employees to their Reporting Authorities and for onward submission to Reviewing Authorities.
2. Accordingly, all the regular employees be informed to submit the Self Appraised APARs for the year 2020-21 as per the following schedule:-

Sl. No.	Details of Appraisal	Date of Completion	
		Non-Teaching	Teaching
i)	All Employees self-appraisal	30.04.2021	30.09.2021
ii)	Reporting Authorities	31.05.2021	30.11.2021
iii)	Reviewing Authorities	30.07.2021	30.01.2022

The format of APARs shall be referred to in IMU Ordinance 04 of 2019 (Non-Teaching) dated 17.05.2019 & IMU Ordinance 05 of 2015 (Teaching) dated 25.02.2015.

3. All are requested to comply the above Schedule in letter and spirit.
4. Further, the employees who will be completing their probation period as per the Order of Appointment falls on or, after 31st Mar, 2021 but prior to 01st April, 2022 are requested to submit a separate special PAR for the period between 01st April 2021 and date of completion of probation, in addition to the APAR for the year 2020-21, as stated above. However, this is to be undertaken only after completion of such period [Eg. If the Date of completion of probation is 18.08.2021 then, date of submission will be on or after 19.08.2021]. 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. Reviewing Authorities are requested to forward the completed APARs to Registrar(i/c) for further action by APAR Cell, as per time line.

Encl: As Above

To

1. VC – for kind info please.
2. All Campus Directors
3. Head(CTCE&ACR), CoE(i/c), FO(i/c), DR (A,L&S)
4. IT Section – To upload the formats in IMU Website under Administrative Circular
5. File

Abin Jayaraman
REGISTRAR (i/c)
31-03-2021