



6.3.5 Performance Appraisal System

KGMU Statutes 2011: amended up to 2021

Teaching Employees

- (4) The Controller of Examination's Annual Confidential Report shall be written by the Vice-Chancellor which shall be duly forwarded to his parent department and the Government of Uttar Pradesh.
- (8) The Annual Confidential Report of the Dean of the Faculty shall be written by the Vice-Chancellor.
- (6) The Annual Confidential Report of the Dean of Students Welfare shall be written by the Vice-Chancellor, which shall also form a part of his total Annual Confidential Report.
- (8) The Annual Confidential Report of the Head of Department shall be written by the Vice-Chancellor.
- (6) The Annual Confidential Report of the Proctor shall be written by the Vice-Chancellor.
- (9) The Annual Confidential Report of the Librarian shall be written by the Vice-Chancellor.
- (7) The Annual Confidential Report of the Chief Superintendent of Hospitals shall be written by the Vice-Chancellor which shall also be a part of his total Annual Confidential Report including that of being Professor in the University Department.
- vice Chancellor.
- (11) The Annual Confidential Report of the Medical Superintendents shall be written by the Chief Superintendent and Vice-Chancellor.


Pro-Vice Chancellor
King George's Medical University, U.P.
Lucknow


Registrar
King George Medical University
Lucknow



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LUCKNOW UTTAR PRADESH INDIA

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- Hospitals if any/Medical Superintendent.
- (8) The Annual Confidential Report of the Deputy Medical Superintendents shall be written by the Medical Superintendent/Chief Superintendent of Hospitals/Vice-Chancellor.
- (5) The Annual Confidential Report of the Assistant Superintendents shall be written by the Chief Superintendent of Hospitals, if any, or Medical Superintendents.
- (13) The Annual Confidential Report of the teachers below the rank of Professor shall be initiated by Heads of their concerned department which shall be reviewed by the Deans. However, the Annual Confidential Report of Professors shall be initiated by the respective Deans of the faculty and accepted by the Annual Confidential Report Committee headed by the Vice Chancellor. The Annual Confidential Report Committee shall consist of Vice Chancellor, the Deans, one Scheduled Castes / Scheduled Tribes and one other backward classes professor.
- (15) Annual Confidential Report of every teacher shall be approved by the Annual Confidential Report Committee and be kept with Registrar Office.

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Non - Teaching Employees

Sections 19(7), 20(4) and 41(q)	16.17	Annual Confidential Report: The Annual Confidential Report of the employee shall be maintained regularly and properly and it shall be the duty of the Registrar and all the Heads of the Departments and Sectional Heads to see that the Annual Confidential Reports of the employees working under them in all the departments under their control, are being awarded and maintained properly and regularly, and in case of adverse entry that shall be communicated to the employee concerned within thirty days from the date of its finalization. Any person against whom the Adverse Annual confidential Reports has been finalized may appeal to the next higher authority within a period of thirty days and the decision of such higher authority shall be final.
Section 41(q)	16.18	Any employee of any service shall have to serve in any Department / Institute, any Section or any Office of the University, as per nature of his job and requirement and while serving as such, the employee shall be under the administrative control of the Head of the Department or the In-charge of the said department in which the employee is working and shall be in the disciplinary control of the Registrar.
Section 41(q)	16.19	All the appointments shall be made in the manner prescribed above. However, in case of emergency the Registrar either himself or on recommendation of Chief Superintendent, Finance Officer or Controller of Examinations as the case may be, may appoint any eligible person with the approval of the vice-Chancellor for a period of not more than three months and after expiry of such period, such appointment shall automatically come to an end for which no written order is required. Any person appointed on any term and condition contrary to the condition as stated here in above, shall have no right to claim for his regularization or continuation in the service of the University.
Section 20(4)	16.20	The Registrar either himself or on the recommendation of Chief Superintendent, Finance Officer or Controller of Examinations as the case may be with approval of the Vice-chancellor engage any person eligible for the post on contract basis to perform any work of permanent or temporary nature or the post for a period of six months only and no person engaged as such shall have any right to claim for his regularization.
Section 41(q)	16.21	The employee will be under the Disciplinary/Administrative control of the Registrar. The Registrar shall take disciplinary action against any employee for any act of misconduct, insubordination, misbehavior or willful negligence or disobedience on the report of respective Heads of the Departments / Sections.
Section 41(q)	16.22	Superannuation / Retirement : (a) Except as otherwise provided in this statute, every employee shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years. Provided that an employee, whose date of birth in first day of a month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.



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