

6.3.5 Performance Appraisal System

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Confirmation	47.	A probationer shall be confirmed on his post at the end of period of probation or extended period of probation.
<i>Section 41(1)(k)</i>		
Pay during probation	48.	A person on probation shall be allowed increment in his pay scale after he has successfully completed the period of probation including the extended period of probation, if any, and has been confirmed as provided above. The extended period of probation shall not count for increment unless the appointing authority directs otherwise.
<i>Section 41(1)(k)</i>		
Service Book	49.	A service-book will be maintained in respect of every employee of the Institute with details and particulars as may be prescribed.
<i>Section 41(1)(k)</i>		
Character roll	50.	(1) For every non-faculty employee, appraisal of work, conduct and integrity shall be recorded in an annual confidential report (ACR) for each financial year. This report shall be initiated by the immediate supervisor of the employee and finalized by the head of the department. Annual confidential report of Group D employees shall be accepted by the respective Head of the Department or head of the respective section of the Institute, those for Group C or B employees will be accepted by the Director, and those for Group A employees will be accepted by the President. (2) So far as may be the ACR of an employee shall be initiated by the immediate supervisor not later than April 30 and be finalized by the competent authority by May 31 each year.
<i>Section 41(1)(k)</i>		
	51.	(1) If there is an adverse appraisal in the ACR of an employee, he will be apprised of the full entry i.e. the remarks recorded by the initiating officers as well as the final entry made by the accepting authority within 2 months of the finalisation of the entry, and the employee may make a representation against the adverse entry within a period of 3 months from the date of its communication to him. (2) The representation shall lie to the Director in the case of entries accepted by Heads of the Department, to the President in the case of entries finalised by the Director and to the Visitor in the case of entries finalised by the President. (3) The authority receiving a representation against an adverse entry shall consider the same on merit and take a decision on the representation and communicate the decision to the employee within three months from the date of receipt of representation. (4) Adverse remarks that have not been communicated to an employee under sub-regulation (1) or against which a representation under the aforesaid-sub-regulation is pending will not be used against him.
<i>Section 41(1)(k)</i>		
Appointing Authority	52.	The President shall be the appointing authority in respect of Professors, Additional Professors, Associate Professors, Assistant Professors, and all Group A posts. The Director shall be the appointing authority in respect of Groups B, C and D posts.
<i>Section 22(1), 22(2) and 41(1)(k)</i>		
Reservation	53.	Reservation for candidates belonging to Scheduled Castes, Scheduled Tribes and other backward classes and other categories shall be in accordance with

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

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PART - II

APPOINTMENT OF FACULTY MEMBERS

- Sections 19(1)(j)* 54. (1) The Governing Body may, on the advice of the Academic Board, establish new departments or other specialties from time to time or may reconstitute any department.
- (2) Within each department, the posts of Professors, Additional Professors, Associate Professors and Assistant Professors shall constitute separate cadres.
- Appointment 55. (1) Recruitment to the posts of Professors, Additional Professors and Associate Professors shall be made by assessment promotion or by direct recruitment on merit.
- Sections 22 (1) and 41(1)(k)* (2) Recruitment to the post of Assistant Professor shall be made by direct recruitment on merit.
- Nomination of experts to Selection Committee 56. (1) A panel of experts in each department shall be prepared by the Board of Studies and approved by the Academic Board.
- (2) The Director shall send six or more names from the panel of experts in each department to the Visitor for approval against the advertisement for direct recruitment or for assessment promotion
- Sections 22(5), 22(6) and 41(1)(k)* (3) The Visitor may make such modifications and additions to the panel of experts, as he may deem fit, and nominate experts to the selection committee from such modified list
- Assessment Promotion 57. Assessment promotion scheme for faculty members prevalent at the All India Institute of Medical Sciences (AIIMS), New Delhi shall mutatis mutandis apply
- Sections 22, (1), 41(1)(e), and 41(1)(k)*



Varun Bajpai

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SGPGIMS, Lucknow