



दक्षिण रेलवे/SOUTHERN RAILWAY

सं./No.P(R)182/P/Vol.II

प्रधान कार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि./ Dated: 05-10-2015

आर बी ई सं/RBE No. 68 / 2015

पी बी सी सं/ PBC No: 145 / 2015

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /  
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,  
etc.,

(As per mailing list -'A' )


विषय/Sub:Maintenane and preparation of Annual Performance  
Appraisal Reports – Communication of all entries for  
fairness and transparency in public administration -  
regarding.

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A copy of Railway Board's letter No.E(NG)I- 2015/CR/3 dated  
24-06-2015 (RBE No. 68 / 2015 ) on the above subject is enclosed for  
information, guidance and necessary action.

Railway Board's letters dated 18-08-2009 & 30-04-2010 referred therein  
has been circulated under PBC No. 227 / 2009 & PBC No. 68 / 2010  
respectively.

संलग्न/Encl: as above

  
(V.SRINIVASAN)  
वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
कृते मुख्य कार्मिक अधिकारी  
For Chief Personnel Officer

प्रतिलिपि/Copy to : The Genl Secy / SRMU  
The Genl Secy / AISCSTREA  
The Genl Secy / AIOBCREA

The Genl Secy / NFIR

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No.E(NG)I-2015/CR/3

New Delhi dated 24.06.2015

The General Managers(P)  
All Zonal Railways & Production Units  
(As per standard list).

**Sub: Maintenance and preparation of Annual Performance Appraisal Reports-Communication of all entries for fairness and transparency in public administration – regarding.**

Pursuant to the guidelines contained in DOP&T's O.M. No.21011/1/2005-Estt(A) (Pt.II) dated 14.05.2009, instructions were issued vide Board's letter No. 2009/SCC/3/6 dated 18.08.2009 laying down the procedure for maintenance & preparation of Annual Performance Appraisal Reports (APAR) and communication of all entries recorded in APAR for fairness and transparency in public administration etc. The matter was considered and it was decided later-on that these instructions are applicable mutatis mutandis to the non-gazetted staff working on Zonal Railways vide Board's letter No. E(NG)I-2009/CR/2 dated 30.04.2010.

2. Hon'ble CAT/Calcutta Bench, Kolkata, in their order dated 22.08.2014, delivered in O.A. No.1047 of 2011 filed by Shri Anup Roy Vs Chittaranjan Locomotive Works (CLW), have directed as follows:- "Non communication of an entry is arbitrary. It is not only when there is a bench mark but in all cases that an "entry" (whether it is poor, fair, average, good, or very good) must be communicated to a public servant, otherwise, there is a violation of principle of fairness, which is soul of natural justice. Even an outstanding entry should be communicated, since that boost the morale of an employee and make him work harder."

3. Board wish to reiterate that the instructions contained in Board's letter dated 30.04.2010 quoted above may be adhered to scrupulously in order to comply with the directives of Hon'ble CAT/Calcutta.

(This disposes of CPO/CLW's Reference No. GMA/Law/OA No.1047/2011 dated 21.03.2015).

Receipt of this letter may be acknowledged.

  
(M.K. Meena)  
Deputy Director Estt.(N)  
Railway Board