



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)MC-28/CR

प्रधानकार्यालय/ Headquarters Office  
कार्मिक शाखा/ Personnel Branch  
चेन्नै/Chennai - 600 003  
दि/ Dated: 12-01-2015

आर बी ई सं/RBE No. 148 / 2014

पी बी सी सं/ PBC No: 222 / 2014

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: Introduction of provision for writing of APAR of all Railway  
Employees Working in PB-1, 5200-20200, gp Rs. 1900-  
Regarding.

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A copy of Railway Board's letter No.E(NG)I-2013/CR/1 dt.30-12-  
2014 (RBE No. 148/2014) on the above subject is enclosed for information,  
guidance and necessary action.

Railway Board's letter dated 30-09-1981 referred therein is enclosed for  
reference.

(V.SRINIVASAN)

वरिष्ठ कार्मिक अधिकारी/नियम  
Senior Personnel Officer/Rules  
कृते मुख्य कार्मिक अधिकारी  
For Chief Personnel Officer

संलग्न/Encl: as above

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

The Genl Secy / NFIR

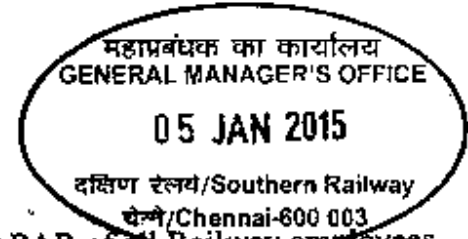
RBE No. 148/2014.

**GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)  
(RAILWAY BOARD)**

No.E(NG)I-2013/CR/1

New Delhi dated 30/12/2014

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



**Sub: Introduction of provision for writing of APAR of all Railway employees Working in PB-I, 5200-20200, GP Rs. 1900-Regarding.**

As the Railways are aware, in terms of Board's letter No. E(NG)I-81/CR/5 dated 30.09.1981 Annual Confidential Reports (ACR) (now renamed as Annual Performance Appraisal Report (APAR)) are at present written by the reporting authority on every Non-gazetted Railway servant as per the procedure being narrated in the letter ibid, except the following Railway employees:-

- Grade 'D', now upgraded as Grade 'C', railway servants in grade pay of Rs. 1800.
- The Railway servants in Grade Pay Rs. 1900
- Railway servants whose initial grade pay is higher than Rs. 1900 provided the next higher grade is a non-selection grade except in the case of highly skilled Artisan Staff for whom APAR shall be written for those in two grades below in selection grade.

2. Pursuant to directives of Hon'ble Central Administrative Tribunal (CAT)/Chandigarh dated 10.04.2013 delivered in O.A. No. 1346-PB-2011, and of Hon'ble High Court Punjab & Haryana at Chandigarh vide its judgment dated 18.09.2013 in CWP No. 20612 of 2013, the issue of initiation of APAR was considered by Railway Board for the left out categories mentioned above.

3. After consultation with the Railways [the] Board have considered the matter further. In partial modification of Board's letter No. E(NG)I-81/CR/5 dated 30.09.1981, it has now been decided that the concept of writing of APAR on all Non-gazetted Railway servants working in Group 'C' PB-I, 5200-20200 in Grade Pay Rs. 1900 & above be introduced on the zonal Railways. Consequently, APAR may henceforth be written for the categories mentioned in set (b) & (c). The proforma of APARs of these categories is enclosed herewith. For those in Grade Pay of Rs. 1800/-, the system of working reports as and when required will continue. The procedure of writing of APARs for those Railway servants for whom it is already written will remain unaltered.

Please acknowledge receipt.

DA: As above

  
(Arvind Kumar)  
Executive Director Estt. (N)  
Railway Board

**APAR for Staff working in GP 1900/-**

**Assessment Year....**

**PART-A (PERSONAL DATA)**

1. Name in full :
2. Date of birth :
3. Category (SC/ST/OBC/Genl.) :
4. Designation/Station at which employed :
5. Substantive/Officiating pay : **Grade Pay:**
6. Date of appointment to service :
7. Date of continuous appointment to the present grade pay :
8. Whether permanent/temporary :
9. Educational, Professional & Technical Qualifications :
10. Particulars of examination (including Departmental examination) passed during the year :

**PART B-ASSESSMENT**

1. Punctuality/regularity :
2. Leave taken during the year :
3. Integrity :
4. Attitude/Relation with colleague/Sr./Jr. :
5. Initiative :
6. commitment/Devotion/Sincerity :
7. Knowledge of profession :
8. Capacity to bear higher responsibility :
9. Capacity to work independently or need guideline /continuous guideline. :
10. Level of efficiency/Skill :
11. Any specific remarks : -
12. Overall grading : **Outstanding/Very good/Good/Average/ Below Average.**

**Date:**

**Signature of Reporting Officer  
Name  
Designation**

भारत सरकार  
रेल मंत्रालय  
(रेलवे बोर्ड)

सं. ई(एनजी)1-2013/सीआर/1

नई दिल्ली, दिनांक 30/12/2014

महाप्रबंधक (कार्मिक)

सभी भारतीय रेल एवं उत्पादन इकाइयां,  
(मानक सूची के अनुसार)

विषय:- पे बैंड-1, 5200-20200/- रुपए, ग्रेड पे 1900/- रुपए में कार्यरत सभी रेल कर्मचारियों की एपीएआर लिखने का प्रावधान लागू करना।

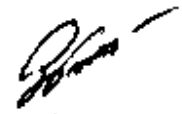
जैसा की रेलों को विदित है, बोर्ड के दिनांक 30.09.1981 के पत्र सं. ई(एनजी)1-81/सीआर/5 के अनुसार इस समय, निम्नलिखित रेल कर्मचारियों को छोड़कर प्रत्येक अराजपत्रित रेलवे कर्मचारी की वार्षिक गोपनीय रिपोर्ट (एसीआर) {अब वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट के रूप में पुनः नामित (एपीएआर)} पूर्वोक्त पत्र में दी गई प्रक्रिया के अनुसार रिपोर्टिंग अधिकारी द्वारा लिखी जाती है:-

- (क) ग्रेड 'डी', जिसे अब ग्रेड 'सी' में अपग्रेड कर दिया गया है, के वे रेल कर्मचारी जिनका ग्रेड पे 1800/- रुपए हो।
- (ख) ग्रेड पे 1900/- रुपए में कार्यरत रेल कर्मचारी।
- (ग) अत्यंत कुशल कारीगर कर्मचारियों के मामलों को छोड़कर जिनके लिए एपीएआर सेलेक्शन ग्रेड में दो ग्रेड नीचे के कर्मचारियों की भी लिखी जाएगी, ऐसे रेल कर्मचारी जिनकी प्रारंभिक ग्रेड पे 1900/- रुपए से अधिक हो परन्तु उनका अगला उच्चतर ग्रेड एक नॉन-सेलेक्शन ग्रेड हो।

2. माननीय केन्द्रीय प्रशासनिक अधिकरण (कैट)/चंडीगढ़ द्वारा ओ. ए. सं. 1346-पीबी-2011 में दिनांक 10.04.2013 को और माननीय पंजाब एवं हरियाणा उच्च न्यायालय, चण्डीगढ़ द्वारा 2013 के सीडब्ल्यूपी सं. 20612 में दिनांक 18.09.2013 को दिए गए निर्णय में उल्लिखित निदेशों के अनुसरण में रेलवे बोर्ड द्वारा उपर्युक्त छूटी हुई कोटियों के लिए एपीएआर आरंभ करने के मुद्दे पर विचार किया गया।

3. रेलों से विचार-विमर्श करने के बाद बोर्ड द्वारा इस मामले पर आगे और विचार किया गया और बोर्ड के दिनांक 30.09.1981 के पत्र सं. ई(एनजी)।-81/सीआर/5 में आंशिक संशोधन करते हुए अब यह निर्णय लिया गया है कि क्षेत्रीय रेलों पर 1900 रुपए और उससे अधिक ग्रेड पे में ग्रुप 'सी' पीबी-1, 5200-20200/- रुपए में कार्य करने वाले सभी अराजपत्रित रेल कर्मचारियों की एपीएआर लिखने की व्यवस्था आरंभ की जाए। परिणामस्वरूप, अब से सेट (ख) और (ग) में उल्लिखित कोटियों के लिए एपीएआर लिखी जाए। इन कोटियों के लिए एपीएआर का प्रोफार्मा इसके साथ संलग्न है। जब कभी अपेक्षित हो, ग्रेड पे 1800/- रुपए में कार्यरत कर्मचारियों की वर्किंग रिपोर्ट लिखने की पद्धति जारी रहेगी। उन रेल कर्मचारियों की एपीएआर लिखने की प्रक्रिया अपरिवर्तित रहेगी जिनकी एपीएआर पहले ही लिखी जा रही है।

कृपया पावती दें।



(अरविन्द कुमार)

कार्यपालक निदेशक स्था. (अराजपत्रित)

संलग्नक: यथोक्त

रेलवे बोर्ड

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No.E(NG)I/81/CR/5.

New Delhi,

Dated 26 . 9 .1981.

To

The General Managers,  
All Indian Railways,  
C.L.W., D.L.W., I.C.P.

The Director General, RDSO, Lucknow.

The Principal, Railway Staff College, Baroda.

The Principal, Indian Railways Institute of Adv. Track  
Technology, Pune.

The Principal, Indian Railways Institute of Sig. Engg. &  
Telecommunication, Secunderabad.

The Principal, Indian Railways Institute of Mech & Elec.  
Engg., Jamalpur.

The Chairman, Railway service Commission, Allahabad, Bombay  
Calcutta, Madras, Muzaffarpur, Secunderabad, Coimbatore  
& Danapur.

The General Manager, MTP(R), Calcutta.

The CAO's MTP(R) Delhi, Bombay & Madras.

The Railway Liaison Officer, New Delhi.

The General Manager Wheel & Axle Plant, 18, Millers Road  
Bangalore-46.

The General Secretary, IBCA, New Delhi.

The Secretary Railway Rates Tribunal, Madras.

Sub: Instructions for preparation and maintenance  
of confidential reports on non-gazetted Railway  
servants.

As you are aware para 1619 of the Indian Railway  
Establishment Code Volume-I envisaged that General Managers may  
frame detailed rules for the preparation, submission and disposal  
of confidential reports of non-gazetted railway servants in  
general conformity with the principles laid down in the rules  
preceding this para.

In the PNM meeting held with the NFIR on 16th July, 1981,  
the representatives of the Federation requested that general  
instructions should be issued to the railways about preparation,

.....2/-

submission and disposal of confidential reports so that staff are in a position to know that their cases are being dealt with in accordance with the extant instructions of the Railway Board.

3. Various instructions have been issued by the Board from time to time on the preparation and maintenance of confidential reports of non-gazetted railway servants. Most of these instructions were issued in confidential form, with the result that they have not been communicated to the generality of railway servants. However, in view of the provision contained in the Establishment Code Volume-I that rules shall be framed for preparation, submission and disposal of confidential reports on non-gazetted railway servants, it is necessary and also appropriate that every railway notifies certain general instructions for regulating the preparation and maintenance of confidential reports on non-gazetted railway servants. A model for these instructions has been framed and is enclosed for your information with the request that you may take action to circulate them either in the same form or with such modifications as you may consider necessary. These instructions should be notified for general information of all non-gazetted railway servants working on your railway/organisation, in the same manner in which orders concerning the conditions of railway service on non-gazetted staff are notified.

Kindly acknowledge receipt.

Hindi version will follow.

*(Signature)*  
( G.S. Abirumalai )  
Addl. Director, Establishment (N),  
Railway Board.

No. E(NG)I/81/CR/5.

New Delhi,

Date: 26-9-1971

- Copy (with 25 spares) to:
- i. General Secretary, N.F.I.R., New Delhi.
  - ii. General Secretary A.I.R.F., New Delhi.
  - iii. All Members of the Departmental Council/National Council.

*(Signature)*  
( G.S. Abirumalai )  
Addl. Director, Establishment (N),  
Railway Board.

Copy to: E(PEP)I, II & III, E(ER)I, II, E(D&A), E(GR)I, E(GR)II, E(G), CA/US(G), CA/Secy, E(O)I, E(O)II, and Security(E) Branches of Railway Board.

**MODEL INSTRUCTIONS FOR PREPARATION AND MAINTENANCE OF  
CONFIDENTIAL REPORTS OF NON-GAZETTED RAILWAY SERVANTS.**

In the exercise of the powers vested in him under para 1619 of the Indian Railway Establishment Code Volume-I, the General Manager frames and notifies for general information the following instructions for the preparation and maintenance of the confidential reports on non-gazetted railway servants working on \_\_\_\_\_ Railway.

2. Under these instructions, unless the context otherwise requires:

- (a) "Reporting Authority" means the authority who was during the period for which the confidential report is written immediately superior to the railway servant whose confidential report is written or such other authority as may be specifically empowered in this behalf by the General Manager or any other officer authorised by him.
- (b) "Reviewing Authority" means the authority who was during the period for which the confidential report is written immediately superior to the reporting authority or such other authority as may be specifically empowered in this behalf by the General Manager or any other officer authorised by him.
- (c) "Accepting Authority" means the authority who was during the period for which the confidential report is written immediately superior to the reviewing authority or such other authority as may be specifically empowered in this behalf by the General Manager or any other officer authorised by him.

3. A confidential report shall be written by the reporting authority on every non-gazetted railway servant working under him for every financial year or calendar year as the case may be in the manner specified in Paras 4, 5 & 6 below.

Provided that it shall not be necessary to write a confidential report on:

- (a) Grade 'D' Railway servants;
- (b) Railway servants in grade Rs.260-400(RS)
- (c) Railway servants whose initial grade is higher than Rs.260-400, provided the next higher grade is a non-selection grade, except in the case of Highly skilled Artisan staff for whom confidential reports shall be written for those in two grades below the selection grade.



4. Confidential reports shall be written for each financial year or calendar year as may be specified by the General Manager appraising the performance, character conduct and qualities of the concerned Railway servant, in the form prescribed for the purpose either by the Railway Board or by the General Manager.
5. In writing and preparing a confidential report, the Reporting Authority, Reviewing Authority and Accepting Authority shall generally keep in view the provisions contained in Section III of Chapter XVI of the Indian Railway Establishment Code Volume-I.
- 6.(a) The confidential report for each financial year or calendar year as the case may be shall be written ordinarily within one month of the close of the said year.
- (b) The confidential report shall be reviewed and countersigned by the Reviewing Authority ordinarily within one month of its receipt by him from the Reporting Authority.
- (c) After review the confidential report shall be accepted with such modifications as may be considered necessary and countersigned by the Accepting Authority ordinarily within one month of its receipt by him.
- (d) No authority shall either report, review, or accept the confidential report of any non-gazetted railway servant unless he has been acquainted with the work of such railway servant at least for three months during the period for which the report is written.
- (e) Where the Reporting Authority, Reviewing Authority or Accepting Authority retires or demits office, he shall report review or accept as the case may be the confidential reports of all railway servants working under him ordinarily within a period of one month from the date of such retirement or demission of office.
- 7.(a) Where the confidential report of any railway servant contains an adverse or a critical remark either on his performance or on his basic qualities or potential, it shall be communicated to him together with the substance of the favourable remarks in the confidential report either by the Accepting Authority or by the Reviewing Authority as may be specified by the G.M. or any other officer by him in this behalf within one month of the acceptance of the confidential report and a record to this effect shall be kept in the file containing the confidential reports of the railway servant concerned.
- (b) For the purpose of clause (a) an entry in the confidential report that the Railway servant concerned is not

- 2 -

fit for promotion shall be deemed to be an adverse remark and the whole entry including the reasons for the remark shall be communicated to the railway servant concerned.

(g) For the purpose of Clause (a), any remark describing as "average" either the performance or any other quality of the railway servant shall not be treated as an adverse remark.

8. The Railway servant who has received a communication of an adverse or critical remark entered in his confidential report by represent to the Accepting Authority against the remark communicated to him within one month of the receipt of the communication by him.

Provided that the Accepting Authority may entertain the representation received upto a period of six months from the date of receipt of the communication by the railway servant if it is satisfied that the railway servant had sufficient cause for not submitting the representation in time.

9.(a) The Accepting Authority shall and if it is considered necessary in consultation with the Reporting Authority of the reviewing authority consider the representation made by the railway servant and pass orders on the representation as far as possible within three months from the date of submission of the representation:

- (i) rejecting the representation;
- (ii) toning down the adverse or critical remark; or
- (iii) expunging the adverse or critical remark.

(b) The orders so passed on the representation shall be final and the railway servant concerned shall be informed suitably and a copy of the order shall also be kept in the file containing the confidential reports of the railway servant.

10. No memorial or appeal against the rejection of the representation shall be allowed after six months after such rejection.