



PBC No: 95 / 2023

RBE No: -- / ----

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 184 / P / Vol.XI

दिनांक/Dated: 28.04.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub :Procedure for writing of APAR - regarding.

A copy of Railway Board's letter No.2021/SCC/03/09 (Pt.2) dated 24.04.2023 on the above subject is enclosed for information guidance and necessary action.

Copy of Railway Board's letters dated 18.03.2021 referred therein is enclosed for reference.

संलग्नक/Encl. 08 pages

उपमुकाधि/समन्वयन /Deputy Chief Personnel Officer / Co-ord
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website



Government of India
Ministry of Railways
(Railway Board)

No.2021/SCC/03/09 (Pt.2)

New Delhi, dated: 24.04.2023

The General Manager
All Zonal Railways, RRBs, Production Units, etc

SUB: Procedure for writing of APAR- regarding.
Ref: Board's letter no. 2021/SCC/03/09 dated 18.03.21.

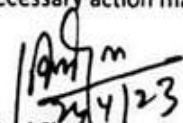
In partial modifications of Railway Board's letter under reference, Railway Board have decided that workflow of APAR of Safety Department, Railway Recruitment Board and IRPS officers will be as under:

Safety Department			
APARs of officers in various grades	Reporting Authority	Reviewing Authority	Accepting Authority
i) Railway Board			
a) Upto Senior Scale	Immediate Superior in JAG/SG/SAG	ED (Safety) PED (Safety) if, Reporting Authority is ED (Safety)	PED (Safety)
b) JD/Directors	Immediate Superior in SAG	PED(Safety)	DG(Safety)
c) EDs	PED(Safety)	DG(Safety)	CRB & CEO
d) PED(Safety)	DG(Safety)	CRB & CEO	MR
ii) Zonal Head Quarters			
a) Upto JAG/Selection Grade	PCSO	GM	GM
b) PCSO	GM	DG (Safety)	CRB & CEO
iii) Divisional Head Quarters			
a) Upto Senior Scale	Immediate Superior in JAG/SG Countersign by DRM	PCSO	GM
b) JAG/Selection Grade	DRM	PCSO	GM

Railway Recruitment Board			
APARs of officers in various grades	Reporting Authority	Reviewing Authority	Accepting Authority
a) Chairman	Executive Director, Estt.(RRB)	PED(Staff) Countersign by AM(Staff)	DG/HR
b) Member Secretary (in JAG)	Chairman/RRB	Executive Director, Estt.(RRB)	PED(Staff)
c) Assistant Secretary	Member Secretary	Chairman/RRB	Executive Director, Estt.(RRB)

Zonal Railways (IRPS)			
APARs of officers in various Grades	Reporting Authority	Reviewing Authority	Accepting Authority
v) S.A. Grade			
a) Non coordinating HODs	CHOD/PHOD	GM	DG/HR
b) PHODs/CHODs	GM	DG/HR	CRB & CEO

2. The above modification will be applicable from the reporting period 2022-23 onwards. Necessary action may be taken accordingly.


(Ravi Shekhar)
Director(Conf)
Ph:45731

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

No. 2021/SCC/03/09

New Delhi, dated 18.03.2021


The GMs & equivalent,
All Zonal Railways/Production Units, CTIs etc.

Sub : Procedure for writing of Annual Performance Assessment Reports
(APARs).

Ministry of Railways have revised the procedure for writing of APARs of officers. The detailed guidelines are given in the enclosure to this letter. The revised procedure may be followed for the APARs to be written for the year ending March 2021 onwards.

2. Necessary action may be taken accordingly.

DA: As above


18/3/21
(Navin Kumar)
JS(Confdl.)
Railway Board

Copy to:

1. PS/MR
2. CRB & CEO, Member(Finance), Member(Infra), Member(O&BD), Member(TRS), Secretary, DG/RHS, DG/RPF, DG(HR) & DG(Safety).
3. C&IS – for uploading in the REIS website.

A. Railway Board

APARs of officers in various grades		Reporting Authority	Reviewing Authority	Accepting Authority
a)	Upto Senior Scale	Immediate Superior in JAG/SAG	Executive Director/Principal Executive Director/AM/DG	Executive Director/Principal Executive Director /AM/DG
b)	JAG/Selection Grade	Immediate Superior in SAG and above	Principal Executive Director/AM/DG/Functional Board Member	DG/Functional Board Member
c)	Executive Directors/Joint Secretaries	PED/Adviser/AM/DG/Secretary/Functional Board Member	DG/Functional Board member countersigned by Departmental Board Member	CRB & CEO
d)	Adviser/PED	AM/DG/Functional Board Member	Board Member Concerned (countersigned by Departmental Board Member)	CRB & CEO
	Additional Members	DG/Functional Board Member	Functional Board Member (countersigned by CRB & CEO)	MR
e)	Secretary/Railway Board	CRB & CEO	MR	MR
f)	DG-HR, RPF & RHS	CRB & CEO	MR	MR
g)	Board Member	CRB & CEO	MR	MR
h)	CRB & CEO	MR	MR	MR
Security Department				
a)	Jr. Scale	Immediate Superior	IG	DG
b)	Sr. Scale	Immediate Superior	IG	DG
c)	Staff Officer to DG/RPF (SG/JAG)	DG	DG	DG
d)	SG/JAG	IG	DG	DG
e)	DIG	IG	DG	DG
f)	IG	DG	CRB & CEO	CRB & CEO
g)	ADG	DG	CRB & CEO	CRB & CEO

B. Zonal Railways

APARs of officers in various grades		Reporting Authority	Reviewing Authority	Accepting Authority
i)	Assistant Officers			
a)	In Divisions	Immediate Superior	DRM	CHOD/PHOD
b)	At HQrs.	Immediate Superior	Concerned SAG officer	CHOD/PHOD
ii)	Senior Scale			
a)	In Divisions	Immediate Superior	DRM	CHOD/PHOD
b)	At HQrs.	Immediate Superior	Concerned SAG officer	CHOD/PHOD
iii)	JAG/Selection Grade			
a)	In Divisions	DRM	Concerned CHOD/PHOD with countersignature by Departmental CHOD/PHOD	GM
b)	At HQrs.	Immediate Superior in SAG	Concerned CHOD/PHOD with countersignature by Departmental CHOD/PHOD	GM

iv)	CPRO			
a)	Upto Selection Grade	AGM	GM	GM
b)	S.A. grade	AGM	GM	CRB & CEO
v)	S.A. Grade			
a)	Non coordinating HODs	Concerned CHOD/PHOD with countersignature by Departmental CHOD/PHOD	GM	Functional Board Member
b)	PHODs/CHODs	GM	Functional Board Member	CRB & CEO
c)	CVO (in SAG)(posted under SDGM)	SDGM	GM (Parallel remarks of PED/Vig)	CRB & CEO
	SDGMs	GM(Parallel remarks of PED/Vig.)	CRB & CEO	CRB & CEO
d)	ADRMs	DRM	AGM with countersignature by GM	CRB & CEO
e)	DRMs	AGM	GM	CRB & CEO
vi)	AGMs	GM	CRB & CEO	CRB & CEO
vii)	CAOs	GM	Functional Board Member	CRB & CEO
viii)	GMs	CRB & CEO	MR	MR

C. Production Units and Construction Organisation

a)	Upto Senior Scale	Immediate Superior	HOD	PHOD
b)	JAG/Selection Grade	HOD concerned	CHOD/PHOD	GM/Head of Units
c)	H.A. Grade/S.A. Grade	PHOD/Head of Unit/GM	Head of Unit/GM (where report is initiated by PHOD)/Functional Board Member (where report is initiated by GM/Head of Unit)	
			Functional Board Member	
d)	CHOD/PHOD	GM/Head of Unit	Functional Board Member	CRB & CEO
e)	Dy. CSC/RPF	CHOD/PHOD (CSC/PCSC)	GM/Const.	DG/RPF
f)	SC/RPF	Dy. CSC (Immediate Superior)	CHOD/PHOD (CSC/PSCS) (Countersignature by GM/Const)	
			DG/RPF	
g)	ADG/RPF	CAO(Const) (with parallel remarks of GM) OR GM	DG/RPF	CRB & CEO
h)	CSC (IG/DIG)	GM	DG/RPF	CRB & CEO
i)	SG/JAG/SS	CSC	GM	
			DG/RPF	

D. Railway Electrification

a)	Upto Senior Scale	Immediate Superior	HOD	CHOD/PHOD
b)	JAG/Selection Grade	Immediate Superior in SAG	CHOD/PHOD	GM/RE
c)	S.A. grade	CHOD/PHOD	GM/RE	Member(Infra)
e)	CHOD/PHOD	GM/RE	Member(Infra)	
			CRB & CEO	

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E. Training Institutes

S.No.	APAR	Reporting	Reviewing	Accepting
i)	DG/NAIR	CRB & CEO	MR	MR
ii)	ADG/Dean of the faculty/NAIR	DG/NAIR	Concerned Board Member	CRB & CEO
iii)	SAG officers at NAIR	ADG/Dean of the faculty/NAIR	DG/NAIR	Concerned Board Member
iv)	SG/JAG officers at NAIR	ADG/Dean of the faculty/NAIR	DG/NAIR	DG/NAIR
v)	DGs/CTIs (IRICEN, IRISSET, IRIMEE, IRIEN, IRITM, IRIFM)	DG/NAIR	Concerned Board Member	CRB & CEO
vi)	Director/ JR RPF Academy	DG/NAIR	DG/RPF	CRB & CEO
vii)	ADG/Dean of the faculty/CTIs	DG/CTIs	DG/NAIR	Concerned Board Member
viii)	SAG officers at CTIs	ADG/Dean of the faculty	DG/CTIs	Concerned Board Member
ix)	SG/JAG officers at CTIs	ADG/Dean of the faculty	DG/CTIs	DG/CTIs

F. RDSO

a)	DG	CRB & CEO	MR	MR
b)	Spl. DG	DG	CRB & CEO	MR
c)	ADG	DG	CRB & CEO	CRB & CEO
d)	PED (Reporting to DG)	DG	Functional Board Member	CRB & CEO
e)	PED (Reporting to Spl. DG)	Spl. DG	DG (Countersigned by Functional Board Member)	CRB & CEO
f)	ED (Reporting to DG)	DG	Functional Board Member	CRB & CEO
g)	ED (Reporting to Spl. DG)	Spl. DG	DG (Countersigned by Functional Board Member)	CRB & CEO
h)	ED (Reporting to ADG/PED/Coord ED)	ADG/PED/Coord ED (Reporting to DG)	DG	Functional Board Member
i)	ED (Reporting to PED/Coord ED)	PED/Coord ED (Reporting to Spl. DG)	Spl. DG (Countersigned by DG)	Functional Board Member
j)	JAG/Selection Grade (Reporting to PED/Coord ED/ED)	PED/Coord ED/ED (Reporting to DG/Spl. DG)	DG/Spl. DG)	DG
k)	JAG/Selection Grade (Reporting to ED)	ED (Reporting to Coord ED)	ED (Coord) (Reporting to DG)	DG
l)	JAG/Selection Grade (Reporting to ED)	ED (Reporting to Coord ED)	ED (Coord) (Reporting to Spl. DG) (Countersigned by Spl. DG)	DG
m)	SS/JS & Group 'B' officers	JD and above	ED.and above	ED and above

G. Security Department

G. Security Department				
i)	Divisions		Sr. DSC (Countersigned by DRM)	PCSC
a)	ASC (if he reports to SC)	SC	DRM	PCSC
b)	ASC (if he reports directly to DSC/Sr. DSC)	DSC/Sr. DSC	DRM	PCSC
	SC (if he reports to Sr. DSC)	Sr. DSC	DRM	PCSC
	DSC/Sr. DSCs* (*being divisional in charge)	DRM	PCSC (countersigned by GM)	DG/RPF
ii)	Zonal Railways			
a)	Jr. Scale	Immediate Superior	CSC	GM
b)	Sr. Scale	Immediate Superior	CSC	DG
c)	Staff Officer to CSC (SG/JAG/SS/JS)	CSC	GM	DG
d)	SG/JAG	CSC	GM	DG
e)	DIG	CSC	GM	DG
f)	CSC (ADG/IG/DIG)	GM/PCSC	DG	CRB & CEO
vi)	SIB Units over Zonal Railways			
a)	Gazetted Officer (In Charge) of SIB in the Zone (in Junior Scale)	PCSC (Remarks of DIG/MAC to be obtained. APAR grading may be assessed by PCSC after considering the remarks of DIG/MAC)	IG/P&TS (Countersigned by GM)	DG/RPF
b)	Gazetted Officer (In Charge) of SIB in the Zone (in Senior Scale/JAG including SG)	PCSC (Remarks of DIG/MAC to be obtained and considered by PCSC before assessing the performance of officer)	DG/RPF	DG/RPF
vii)	RPSF			
a)	Asst. Commandant	CO	DIG	IG
b)	Commanding Officer	DIG	IG	DG
c)	Staff officer to IG (SG/JAG/SS/JS)	IG	DG	DG
d)	DIG	IG	DG	DG
e)	IG	DG	CRB & CEO	CRB & CEO

H. Railway Recruitment Board

H. Railway Recruitment Board				
a)	Chairman upto the rank of SAG	Executive Director, Estt.(RRB)	AM(Staff)	CRB & CEO
b)	Member Secretary (in JAG)	Chairman/RRB	Executive Director, Estt.(RRB)	AM (Staff)
c)	Assistant Secretary	Member Secretary	Chairman/RRB	Executive Director, Estt.(RRB)

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I. Medical Department

Upto Senior Scale				
a)	In Divisions	Immediate Superior	CMS (countersigned by DRM)	PHOD
b)	At HQrs.	Immediate Superior	PHOD	GM
ii) JAG/Selection Grade/SAG(DACP)				
a)	In Divisions	HOD/DRM*	DRM/PHOD	PHOD
b)	At HQrs.	Immediate Superior	PHOD	GM
* In division, in case APAR is initiated by HOD(CMS etc), it shall be reviewed by DRM and acceptance by PHOD (i.e. PCMD). In case, the APAR is initiated by DRM, it shall be reviewed and accepted by PHOD (i.e. PCMD).				
iii) S.A. grade				
a)	In Divisions	DRM with parallel remarks of PCMD	GM	DG/RHS
b)	At HQrs. i) PCMD ii) other than PCMD	GM PCMD	DG/RHS GM	CRB & CEO DG/RHS
v)	MD	PCMD	GM	DG/RHS
vi)	Other than MD	MD (Parallel remarks of PCMD)	GM	DG/RHS
viii) In Workshops				
a)	CMS	CWM & Parallel remarks of PCMD	GM	DG/RHS
b)	ACHD	CMS	CWM	PCMD
c)	Sr. DMO	CMS	CWM	PCMD
d)	DMO/ADMO	CMS	CWM	PCMD

J. NF (Construction)

a)	Upto Senior Scale	Immediate Superior	HOD/PHOD	CAOs/Head of Unit
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K. Hindi Officers

a)	Dy. GM(OL) (JAG)	MRA	AGM	GM
b)	Sr. RA (Class-I)	Dy. GM(OL) (JAG)	MRA	MRA
c)	RA (Group-B)	Sr. RA/Dy.GM(OL) (JAG)	Dy.GM(OL)(JAG)/MRA	MRA

Divisional Offices

a)	Sr.RA(Class-I)	ADRM concerned/Addl. MRA	DRM	DRM (countersigned by MRA)
b)	RA (Group-B)	ADRM/Addl. MRA	DRM	DRM (countersigned by MRA)

Production Units/Workshops & Construction Organisation

a)	Sr. RA(Class-I) or RA (Group-B)	Dy. MRA or MRA	GM/CAO	GM/CAO
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Railway Electrification

a)	Sr. RA(Class-I)	MRA	GM	GM
b)	RA (Group-B)	Sr.RA/Immediate Superior	MRA	MRA

NAIR

a)	Sr. RA	MRA	DG	DG
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Metro Railway

a)	Sr. RA	MRA	GM	GM
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L. Safety Department

i)	Railway Board		ED/PED(Safety)	PED (Safety)
a)	Upto Senior Scale	Immediate Superior in JAG/SG/SAG		CRB & CEO
b)	JD/Directors	Immediate Superior in SAG and above	PED(Safety)/CRB & CEO	CRB & CEO
c)	EDs	PED(Safety)	CRB & CEO	MR
d)	PED(Safety)	CRB & CEO	MR	
ii)	Zonal Head Quarters			GM
a)	Upto JAG/Selection Grade	PCSO/CSO	GM	
b)	PCSO/CSO	GM (views of PED/Safety to be recorded parallel to GM's comments)	CRB & CEO	CRB & CEO
iii)	Divisional Head Quarters			GM
a)	Upto Senior Scale	Immediate Superior in JAG/DRM	PCSO/CSO	
b)	JAG/Selection Grade	DRM	PCSO/CSO	GM