



दक्षिण रेलवे/SOUTHERN RAILWAY

No.P(R)MC – 28 / ACR / Vol.II

प्रधानकार्यालय/Headquarters Office
कार्मिक शाखा/Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 10-05-2019

आर बी ई सं/RBE No. 69 / 2019

पी बी सी सं/ PBC No. 94 / 2019

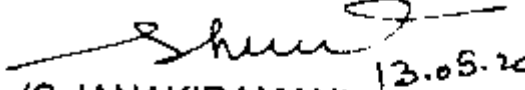
All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops.

(As per mailing list-'A')

विषय/Sub: Preparation and Maintenance of Annual Performance
Appraisal Reports (APARs) of Non-Gazetted Railway
Servants.

A copy of Railway Board's letter No.E(NG)-2019/CR/2
dated 29-04-2019 on the above subject is enclosed for information, guidance
and necessary action.

Railway Board's letter dated 22-08-2001 referred therein has been
circulated as PBC 145 / 2001.


(S.JANAKIRAMAN) 13.05.2019

वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
For Principal 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

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(NG)I-2019/CR/2

New Delhi dated 09/04/2019

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



**Sub:- Preparation and Maintenance of Annual Performance Appraisal
Reports(APARs) of Non-gazetted Railway servants.**

Reference is invited to para 1(iii) of Board's letter No. E(NG)I-2001/CR/7 dated 22.08.2001, in which it was inter-alia laid down that "where the Reporting Authority or Reviewing Authority retires or demits office, he should report/review 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".

2. It is pointed out that non-initiation/non-finalisation of Annual Performance Appraisal Reports(APARs) in time delays selections and affects employees' promotional prospects. The matter was also raised recently by AIRF in the March, 2019 PNM meeting with Board. Accordingly Zonal Railways/Productions Units may ensure that the instructions contained in Board's letter ibid are reiterated down the line for strict compliance.

Please acknowledge receipt.


(M.K.Meena)

Deputy Director Estt. (N)
Railway Board