



दक्षिण रेलवे/SOUTHERN RAILWAY

No..P(R)MC – 28 /Confidential Report /Vol.॥

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated:19-12-2018

पी बी सी सं/ PBC No. 262 / 2018

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: APAR of Non-Gazetted (NG) staff in Level 6 (GP – 4200)

A copy of the Railway Board's letter No. 2018/Trans.Cell/S&T/APAR dated 04-12-2018 on the above subject is enclosed for information guidance and necessary action.

Extract of Railway Board's letter dated 14-09-1976 and 20-03-1982 referred therein is enclosed for reference. Board's letter dated 17-06-1991 referred therein is Master Circular – 28 – Confidential Report on Non Gazetted Railway Servant.

(V.Srinivasan)

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. 2018/Trans.Cell/S&T/APAR

Date: 04.12.2018

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO/Lucknow, DG/NAIR/Vadodara
CAOs. DMW/Patiala, WPO/Patna, CO/MOW/NDLS, RWP/Bela, CAO/IROAF


Sub: APAR of Non-Gazetted (NG) staff in Level 6 (GP- 4200).

**Ref: 1. Railway Board's letter no. E(NG) II-75CR/9 dated 14.09.1976.
2. Railway Board's letter no. E(NG)I-82-CR/1 dated 20.03.1982.
3. Master Circular no. 28 (E(NG)I/90/CR/4 dated 17.06.91);
4. DRM/Solapur's letter no. SUR/Con/50/APAR/Instr/18 dated 25.09.2018.**

With reference to DRM/Solapur's letter at (4) and Board's letter at (1, 2 & 3) above, and in consultation with Establishment Directorate, Board (CRB) have approved the following:

1. The APAR of Non-Gazetted (NG) staff in Level 6 (GP-4200), Section-I, shall be Reported upon by immediate superior i.e. Senior Supervisor in Level-7 (GP-4600). It shall be Reviewed by Junior Scale Officer/Senior Scale Officer or the next higher authority.
2. Section-II, for promotion to Group 'B' shall be Reported upon by Junior Scale Officer, Reviewed by Senior Scale officer & Accepted & JAG/SG/DyHoD level Officer.
3. The APAR of NG staff in Level 6 (GP-4200) shall normally be finalized at JAG/SG/DyHoD level Officer.
4. Other guidelines issued from Board shall remain unchanged and be modified as and when required.

Kindly acknowledge the receipt and ensure compliance.


04.12.18

(Umesh Balonda)
Executive Director/S&T
Transformation Cell

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

No. E(NG)II-75 CR/9 dated 14/09/1976

**Subject :- Confidential Reports on
non-gazetted staff.**

**Reference: Your
Confidential letter No.
E-108/0-X dated
12.09.1975.**

The point raised in your letter, referred to above, has been gone into by the Ministry of Railways. It is not considered necessary to enforce uniformity in this regard as the pattern of supervision varies from department to department. However, the basic criterion should be that Confidential reports should be written by officers/ staff who supervise the work of the staff in the lower grades.

2. Assistant Officers are expected to be in direct touch with the staff in two highest scales, which in the generality of cases are Rs. 550-750 and Rs. 700-900. Generally, therefore, C. Rs. on staff in scale Rs. 550-750 and above should be initiated by an Assistant Officer but there will be exceptions and staff in the lower scales of Rs. 470-750, 455-700, 425-700 and 425-640/600 may also have to be covered and their C. Rs also written by the Assistant Officers.

3. Confidential Reports of other staff should not be initiated by a supervisor in a scale lower than Rs. 550-750.

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

No. E(NG)I/82/CR/1 dated 20/03/1982

**Subject :- Confidential Reports of
Non-gazetted staff.**

The Western Railway have suggested that with the recent upgradations in all categories of non-gazetted staff, it is imperative that the levels of authorities to initiate and accept Confidential Reports should be reviewed as this work has increased beyond proportion at the level of the DRMs. The suggestion has been considered and it has been decided as under: –

2. So far as the staff below the grade Rs. 550-750(RS) is concerned, the instructions contained in Board's letter No. E(NG)II/75/CR/9 dated 14.09.1976 already envisaged that the confidential reports on these staff may be initiated at the level of a Senior Supervisor. The initiation of Confidential Reports on these staff should be done by Senior Supervisors of the grade of Rs. 700-900 (RS) and above.

3. In regard to staff in the grade of Rs. 550-750 and above the Confidential Reports should as hithertofore be initiated only by an Assistant Officer. However, the countersigning and acceptance of the confidential Reports of these staff after review by a senior scale or JA grade officer may be done by the Addl. DRMs instead of the DRMs. Similarly, Section-II of the Confidential Reports of the staff in grades Rs. 550-750 and above may also be reviewed by the Addl. DRMs instead of the DRMs. For this purpose, as provided for in para 2(ii) of Board's letter No. E(NG)II/75/CR/1 dated 06.01.1977, the Officer concerned will have to verify the correctness of the re-remarks of the reporting or reviewing officers after making such enquiries as he may consider necessary. He may also give a hearing to the person reported upon before recording his remarks, if need be.