



भारत सरकार / Government Of India, रेल मंत्रालय / Ministry of Railways  
दक्षिण मध्य रेलवे / South Central Railway, विजयवाड़ा मंडल / Vijayawada Division

जी०/सोपनीय/Con/सीआरसी/CRC/Policy/2019  
All Branch Officers,  
Vijayawada Division

म र प का कार्यालय/Office of the DRM  
विजयवाड़ा/Vijayawada  
दिनांक/Date: 12-03-2019.

**विषय/Sub: Writing of Annual Confidential Reports - Reg.**

**संदर्भ/Ref: 1) Railway Board Letter No.2018/Trans./S&T/APAR of 04-12-18  
2) PCPO/SC Serial Circular No.214/2018 of 20-12-2018.**

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The undersigned has noticed certain irregularities in writing the Annual Performance Appraisal/Assessment Report (APAR) by Supervisors, Reporting and Reviewing Officials. The following check points are advised to be followed scrupulously while writing APAR of staff.

- 1.] Signature of the Supervisor/Reporting/Reviewing Officer should be in full and not initial followed by complete designation. The name/designation/station/date with the stamp of Reporting/Reviewing/Acceptance Officer must be compulsorily be indicated on the APAR.
- 2.] It is noticed that the final/overall grading given to the employee is not mentioned at the end of the APAR below the Special Attributes under section II of the APAR. This should be ensured before sending the APAR to Confidential Reports Section.
- 3.] Every Railway Servant working in grade Rs.9300-34800 /- and G.P.4200 and above should, before the APAR form is initiated, furnish in Part-II of the form, a brief description of his/her duties and a resume of the work done by him/her during the period for which the APAR is written (Self-appraisal).
- 4.] Board have decided that if there is any delay in submission of 'Self- appraisal' in part-II of APAR form by the employee, the employee is to be issued a reminder that if he or she does not submit the self-appraisal by the specified date, the report will be written without self-appraisal.
- 5.] While filling up the APAR forms, tick mark and dashes should be avoided. The Reporting and Reviewing Authorities should apply their minds carefully under the different headings and indicate their opinion by writing in full.
- 6.] An employee should not be graded ' outstanding ' unless exceptional qualities and performance have been noticed. Reasons for such a grading like- foresightedness, innovative ideas, commitment to the areas of functioning, initiative and dynamism, cohesiveness, teamwork and productivity in terms of result oriented performance etc. - should also be considered and recorded.
- 7.] In case of Stenographers / Typists, in the columns against accuracy, speed etc. appropriate words should be used.

Wherever correction is made in the APAR form using erasing fluid or striking off a few words, it should be attested clearly by the concerned Reporting / Reviewing Officer.

9.] The Bio-data of all employees on which the APAR is to be written should be furnished by the Personnel Branch by 15<sup>th</sup> January certain.

10.] While requisitioning for APARs for selections/promotions/ Implementation of MACPS purposes, sufficient time may be given to Confidential Reports Cell, for consolidation of APARs and retrieval from record for three or five consecutive years.

11.] As per PCPO/SC Serial Circular No.214/2018 of 20-12-2018,

[a] The APAR of Non-Gazetted 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.

[b] Section-II, for promotion to Group-B, shall be reported upon by Junior Scale Officer, Reviewed by Senior Scale Officer and Accepted by JAG/SG/Dy. HOD level officer.

[c] The APAR of NG staff in level-6 (GP-4200) shall normally be finalized at JAG/SG/Dy. HOD level officer.

[d.] After Acceptance of APARs of All the Non-gaz. Employees in GP-4200 and below, a Xerox copy of the APAR should be supplied to the employee concerned, before commencement of the next Assessment year. Since these APARs do not require the Acceptance of ADRM as per the PCPO/SC Serial Circular No.214/2018 of 20-12-18, only after supplying the XEROX copy to the employee, the APAR in original must be sent to Confidential Reports Cell for further necessary action and maintenance.

12.] Xerox copies of APARs in which Adverse remarks are recorded must compulsorily be furnished to the employee immediately.

13.] APARs of non-gaz. staff in GP-4600 and above which require Acceptance of ADRM must be sent to Confidential Report Section as is being done till date. Copies of these APARs, after Acceptance of ADRM will be furnished to the employees from Confidential Report Section.

14.] The time table for initiation of APARs is as under :


A	Obtaining of Self appraisal in Part II of APAR form	7 <sup>th</sup> April
B	Completion of Part III i.e., assessment by Reporting Officer	20 <sup>th</sup> April
C	Completion of Part IV by the Reviewing Officer	30 <sup>th</sup> April
D	Return of APARs to the CR cell after Acceptance	5 <sup>th</sup> May
E	Communication of adverse remarks to employees	25 <sup>th</sup> May

This is issued with the approval of the ADRM/ BZA.

  
(K.BALRAJ) DPO /BZA

for Sr. DIVISIONAL PERSONNEL OFFICER / BZA

o/c

  
Ch. Oshikar  
12.3.19.