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Azadi Ka
Amrit Mahotsav



PBC No: 54 / 2022
RBE No: 39 / 2022

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी का 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: 01.04.2022

All concerned

विषय /Sub: Awarding of Marks in APARs in Selections / LDCEs held for
Promotion from Group 'C' to Group 'B' Posts.

A copy of Railway Board's letter No. E(GP) 2010/2/45 dated 31-03-2022 on
the above subject is enclosed for information, guidance and necessary action.

Extract of Railway Board's letter dated 19.09.1988 and 16.01.2001 referred
therein is enclosed for reference.

Encl. 6. pages

R.M. Ravikumar
01.04.2022
(R.M.RAVIKUMAR)

Dy.Chief Personnel Officer / Tfc. M&E
For Principal Chief Personnel Officer

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.

RBE NO. 39/2022

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2010/2/45

New Delhi, dt.:31.03.2022

The General Managers,
All Indian Railways & Production Units.

(Kind attn.: PCPOs/PFAs & Dy.CPO(G))

Sub.: Awarding of Marks in APARs in Selections/LDCEs held for
Promotion from Group 'C' to Group 'B' Posts.

Ref.: Board's letter nos. E(GP)87/2/123 dt.19.9.1988, E(GP)89/2/30
dt.29.9.89 & E(GP)2000/2/95 dt.16.01.2001.

In terms of instructions contained in Board's letter no. E(GP)87/2/123 dt.19.9.1988, it has been laid down that assessment of APARs in Selections/LDCEs held for promotion to Group 'B' posts should be based on confidential reports of the last five years. Furthermore, in terms of Board's aforementioned letter dt.29.9.1989, procedure to be adopted for covering the deficiency of APARs through lower grade or previous years (other than the years of reckoning) has been prescribed.

2. Recently, a case has come to light where an employee appearing in LDCE, has been awarded 'Zero' marks against a deficient APAR he has not earned for the initial training period. Therefore, it has now been decided that apart from the procedure laid down in terms of aforementioned instructions, assessment of APARs in Selections/LDCEs held for promotion to Group B posts in case a Group 'C' employee fulfilling the prescribed eligibility criteria, has not earned APARs of requisite number of years either on being initial training, study leave etc.; in such a situation average of APARs of all available years should be reckoned for arriving at gradings of the requisite year(s) for which APAR is not written. In this regard, an illustration with fictitious data is enclosed for ease of understanding.

DA:As above

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31/03/22
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ILLUSTRATION

Assessment of Record of Service of Mr X

ACR for the Year Ending	Overall grading	Grading of attributes					Total of A to E
		A	B	C	D	E	
1	2	3					4
2011-12	3.5	-	-	-	-	-	16.5
2012-13	Good	Good	Good	Good	Good	Good	15
2013-14	Good	Average	Good	Good	Good	Good	14
2014-15	Very Good	Very Good	Good	Good	Very Good	Good	17
2015-16	Very Good	Very Good	Very Good	Very Good	Very Good	Very Good	20
Marks Allotted	17.5						82.5

Shri X has been appointed in Railway service on 1.9.2012. His first APAR falls due in the period 1.9.12 to 31.3.2013. Five years APAR upto the year ending 31.3.2016 have been reckoned for calculating marks under 'Record of service' in the Selection held for promotion to Group 'B' post. As one APAR is not available, average of Attributes A to E of the four available APARs is first divided by 4(66+ 4=16.5) and the same is then considered as his total of A to E for the earlier year 2011-12 and similarly overall marks under grading of the four available APARs is also divided by 4(14+4=3.5) and the same is considered as his marks under grading for the earlier year 2011-12. Hence, his total grading comes to 17.5 (14+3.5) and total of A to E comes to 82.50 (66+16.50).

Calculating further as per the laid down norms, his marks under Record of Service shall be as under:

Average of Attributes A to E = 82.5 Divided by 5 = 16.5

Overall average 17.5+16.5 = 34 divided by 2 =17

Sub: Promotion from Group C to Group B – Awarding of marks against 'Record of Service'

In terms of Board's letter No.E(GP)87/2/123 dated 20.4.89, the marks for the Confidential Reports for 1987-88 and later years should be assigned on the basis of weighted average of the five attributes against which gradings are provided in Section II of the CRs to arrive at overall rating and points for each CR computed on that basis. It has also been stipulated therein that instructions contained on para 4 of Board's letter No.E(GP)/87/2/123 dated 19.9.88 should be kept in view while allotting the marks. It has come to the notice of the Board that uniform practice is not being followed on the zonal railways and production units in allotting the marks as per these instructions.

1. The matter has been considered by the Board and it has been decided that the marks for "Record of Service" should be allotted as detailed below:-
 - (a) Marks corresponding to the grading for the five attributes of Section II of each year's CR should be added up and then the average over five years calculated.
 - (b) Marks corresponding to overall grading of each year's CR should be allotted and while doing so provisions of Para -4 of Board's letter No.E(GP)87/2/123 dated 19.9.98 should be kept in view. Marks for overall grading for five years should be added up.
 - (b) Average of (a) and (b) above should be taken as the marks for " Record of Service".
3. The word "Weighted" may be taken as deleted from para 2 of Board's letter No.E(GP)87/2/123 dated 20.4.1989.
4. The requirement of a minimum 15 marks out of 25 marks in 'Record of Service' shall remain unchanged and no rounding off in the calculated marks for "Record of Service" shall be done.
5. The procedure indicated in para 2 above may be followed uniformly in respect of all Selections and LDCE (wherever applicable) where the assessment of record of service is yet to be done on the date of issue of these instructions (in-case of on going selection/LDCE) and in all future selections/LDCE.

ANNEXURE

ASSESSMENT OF RECORD OF SERVICE

ACR Overall Grading of Attributes Total of
For grading
the
year

		A	B	C	D	E	
1995-96	Good	Very good	Very good	Good	Good	Very good	4+4+3+3+4=18
1996-	Good	Very good	Good	Very good	Good	Very good	4+3+4+3+4=18

1997	Good	Very good	Average	Very good	Very good	Good	$4+2+4+4+3=17$	
1998	Very good	Very good	Very good	Good	Very Good	Very Good	$4+4+3+4+4=19$	
1999	Very good	Very good	Very good	Very good	Very good	Very good	$4+4+4+4+4=20$	
2000	Mark	$3+3+3+4+4$	$4+4+4+4+4$	$4+3+2+4+4$	$3+4+4+3+4$	$3+3+4+4+4$	$4+4+3+4+4$	$18+18+17+19+20=92$
	allotted	=17	=20	=17	=18	=18	=19	92

Average of Attributes A to E = 92 divided by 5 = 18.4

Overall average = 18.4 = 17 divided by 2 = 17.7

Board's letter No.E(GP)87/2/123 dt. 19.9.88

Sub: Promotion from Class-III to Class-II service- Awarding of marks against 'Record of Service'.

The Board have issued instructions from time to time bearing on the procedure to be followed in regard to Class-II selections on Railways. They have recently had under consideration the question of amplifying these instructions so as to ensure that there are no material variations in the practices followed on various Railways in awarding marks for Records of Service. They have, accordingly, decided that the under mentioned procedure should be followed.

2. Assessment:

- i) Assessment should be based on confidential reports for the last five years.
- ii) Marks should be given as under for maximum of 25 marks covering five CRs.

Outstanding = 5 marks ; Very good =4 marks ; Good = 3 marks ;
Good/Not fit = 2.5 marks;Average =2 marks; Below Average=1 mark

Note:-

- i) The classification 'NOT FIT/NOT YET FIT' in the last 3 CRs will earn 2.5 points but in the first two CRs such classification will earn 3 points.
 - ii) The above criteria/procedure for awarding marks is applicable to the selections against 75% of the vacancies. For LDCE the marks will be doubled.
1. In order to be classified as 'FIT FOR PROMOTION' an employee must get a minimum of 15 marks from the last 5 CRs and should have been rated as 'FIT FOR PROMOTION' in the last CR. Also 'Average' or 'Not fit' rating in the last CR should be treated as 'Grey area' irrespective of the points obtained.
 2. It has also been decided that the marks should not be allotted just based on the final gradings given but the whole CRs should be read by Committee and the gradings arrived at for giving the marks.