



**PBC No: 64/2022**  
**RBE No: --**

**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: 19.04.2022

All concerned

**Sub: Maintenance and preparation of Annual Performance Appraisal Report (APAR) – Communication of entries recorded in the APAR To the officer reported upon – Reiteration of instructions – SRMU- GM-PNM Sub No: 17/207 & Sub No: 23(C) / 2021 - Reg.**

**Ref: This office PBC No.160/2021 dt. 12.10.2021**

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Further to the above, as decided in the GM/PNM with SRMU held on 27<sup>th</sup> & 28<sup>th</sup> Jan 2022, the salient points regarding maintenance and preparation of APAR and communication of entries recorded therein to the Employee/ officer reported upon, are reiterated below for guidance and strict compliance.

1. The Confidential Reports for each reporting year shall be written ordinarily within one month of the close of the said year i.e., by 30<sup>th</sup> April. The APAR should be reviewed and countersigned by the Reviewing Authority ordinarily within one month of its receipt by him/her from the Reporting Authority. The time schedule for finalizing APAR must be strictly complied with, failing which selections/suitability tests will be held up due to non-availability of APARs(CRs) [\(RBE 172/2001 – SC No.9 to MC 28\)](#).
2. While Preparing the APAR, the Reporting Official shall adhere with “Para 6 of the instructions available in Annexure III of the Confidential Report, which states that, although performance appraisal is an year-end exercise, in order that, it may be a tool for Human Resource Development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, counsel etc, as per Board’s letter No.E(D&A)65/RG/6-47 dated 24.11.1965 [\(MC 28 para 5.7\)](#)
3. Further, as per Railway Board’s letter No. E(NG)I/81/CR/8 dated 31.8.81/22.09.1981, with enclosed copy of DoPT letter on Administrative reforms dt 05-08-1981, in Para 2, states that, the Reporting Officer shall clearly mention

the actions such as Commission/Omission of an employee and such action which calls for written Communication of Warning, admonition or reprimand etc., and the same should be placed in the Personal File of the employee concerned, and at the end of the year or period, while writing the APAR (CR) ,the Officer, may decide not to make a reference in the Confidential Report about the warning / displeasure / reprimand etc., if in the opinion of the Authority, the Performance of the Officer as “Improved” and has been found Satisfactory [\(MC 28 para 5.5\)](#)

4. With the implementation of HRMS with effect from the year 2020-21, the concerned employee will get instant message as soon as his/her APAR is accepted. The employee will be able to view the final accepted copy in his/her HRMS account and download the same. [\(RB letter No.PC-VII/2020/HRMS/23 dated 21.10.2020 – PBC 175/2020\)](#)
5. The concerned officer shall be given an opportunity to make any representation against the entries and the final grading given in the Report, within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report, leading to assessment of the Employee/officer, in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that, the concerned employee has no representation to make. If the concerned APAR section does not receive any information from the concerned Employee/officer on or before fifteen days from the date of disclosure, the APAR will be treated as final. [\(PBC 227/2009\)](#)
6. The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him/her within a period of thirty days from the date of receipt of the representation. [\(PBC 227/2009\)](#)
7. The competent authority after due consideration may accept the representation either in full or in part and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR section. [\(PBC 227/2009\)](#)
8. An entry in the Confidential report that the Railway servant concerned is not fit for promotion shall be deemed to be an adverse remark and the whole entry including the reasons for the remark, shall be communicated to the Railway servant. [\(MC 28 para 7\(b\)\)](#)
9. Any remark describing as ‘average’ either the performance or any other quality of the Railway servant shall not be treated as an adverse remark, and the same shall not have any bearing on his/her Promotion/Selection etc. [\(MC 28-para 7\(c\)\)](#)

- 10.** All representations against adverse remarks should be dealt with and decided upon expeditiously and in any case within three months from the date of submission of the representation, by the competent authority i.e., normally the authority next above the reviewing authority. The competent authority, should consider the representation and pass orders on the representation, either

  - i) Expunging the adverse or critical remarks in toto, or
  - ii) Toning down the adverse or critical remarks; or
  - iii) Rejecting the representation. [\(MC 28-para 8.2 \)](#)
  
- 11.** If the rules/orders regarding preparation of confidential reports have been violated in any particular case, the Railway servant adversely affected by such action may bring the matter to the notice of the authority higher than the Reporting authority. The latter should take necessary action to rectify the position, as may be warranted by the circumstances and advise the Railway servant concerned in regard to the action taken. [\(MC No.28-para 9.1\)](#)
  
- 12.** The instructions issued vide Board's letter No.2009/SCC/3/6 dated 18.08.2009 laying down the procedure for maintenance and preparation of APAR and communication of all entries recorded in APAR for fairness and transparency in public administration etc. are applicable mutatis mutandis in the case of non-gazetted staff also. [\(PBC 68/2010\)](#).
  
- 13.** Hon'ble CAT/Calcutta Bench, Kolkata in their order dated 22.08.2014 delivered in O.A No.1047 of 2011 filed by Sri.Anup Roy Vs Chittaranjan Locomotive Works (CLW), have directed as follows: Non communication of an entry is arbitrary. It is not only when there is a bench mark but in all cases that an 'entry' (whether it is poor, fair, average, good or very good) must be communicated to a public servant. Otherwise, there is a violation of principle of fairness, which is soul of natural justice. Even an outstanding entry should be communicated, since that will boost the morale of an employee and make him work harder. [\(RBE 68/2015 – PBC 145/2015\)](#)
  
- 14.** With regards to the "APAR" of Non-Gazetted Staff in Level-6 (Rs.4200/- GP), the following should be strictly adhered to:

  - a) The APAR of Non-Gazetted (NG) Staff in Level-6 (GP-4200), Section -I, shall be reported upon by immediate Supervisors i.e. Senior Supervisors 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 Officers. It is reiterated that as per the instructions from Railway Board vide RBE 272/99 (PBC 213/99) due weightage is being given to the entries therein for arriving at the marks allotted under the head 'Record of Service' and hence the officers are required to carefully fill up/ assign gradings

- c) under this Section.
  - d) The APAR of NG staff in Level-6 (GP-4200) shall normally be finalized at JAG/SG/DyHoD Level Officer.
  - e) Other guidelines issued from Board shall remain unchanged and be modified as and when required.  
[\(RB's letter No: 2018/Trans.Cell/S&T/APAR dated 04-12-2018 -PBC 262/2018\)](#)
15. There 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. [\(RBE 69/2019 – PBC 94/2019\)](#)
  16. Non-initiation /non-finalization of APARs in time, delays selections and affects employees' promotional prospects. Therefore, the instructions contained in Board's letter No. E(NG)I-2001/CR/7 dated 22.08.2001 must be strictly complied with. [\(RBE 69/2019 – PBC 94/2019\).](#)
  17. APARs of all Group 'C' employees from the year 2020-21 onwards shall invariably be initiated through e-APAR module of HRMS only and no physical APAR for 2020-21 shall be done. Further, the process of uploading the APAR of all Group C employees for the last 10 years from 2010-11 to 2019-20 may be fast tracked. [\(RB letter No.PC-VII/2020/HRMS/23 dated 21.10.2020 – PBC 175/2020\)](#)
  18. Taking into account of the functional requirement as well as the technical problems associated with uploading of APARs for the 10 years, APARs for last **3 years** of Group C employees upto Level 5 (GP 2800) and APARs for last **5 years** of Group C employees above Level 5 (GP 2800) may be uploaded. [\(RB letter No.PC-VII/2020/HRMS/23 dated 09.06.2021 – PBC 82/2021\)](#)
  19. The communication of entries in the APAR must be followed as per instructions in Board's letter No. E(NG)I-2015/CR/3 dated 19.07.2021, (PBC 129/2021) failing which employees who are graded poor/ average/ good not being able to submit their representations to the respective Reporting/Reviewing/Accepting Authorities, timely. [\(PBC 129/2021\)](#)
  20. The Controlling officers must ensure that all the employees submit their self-appraisal for the year 2020-21. Thereafter, the APARs of the employees who have not submitted their self-appraisal shall be initiated by the concerned Reporting Officers as per extant instructions. The APARs may be finalized without delay at the level of Reporting Officer, whose views are essential to have

a true reflection of the performance of the employees in the past year for judging his/her suitability in matters relating to his/her career progression. The review and acceptance of APARs pending with the respective authorities shall be completed within the target date.

[\(RB letter No.PC-VII/2020/HRMS/23 dated 03.03.2022 – PBC 37/2022\)](#)

This issues with the approval of the competent authority.

Encl: As stated

Copy to: The General Secretary/SRMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR  
OS/System to upload in website.

उप मुख्य कार्मिक अधिकारी / समन्वय  
**Deputy Chief Personnel Officer/Co-ord**