



PBC No:96/ 2023

RBE No: --/ ----

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 184/P/Vol.XI

दिनांक/Dated: 02.05.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub :Treating the period of Earned Leave / training of
computation of minimum requisite period of 90 days for
writing APAR.**

A copy of Railway Board's letter No. 2021/SCC/03/10 dated 01.05.2023 on
the above subject is enclosed for information guidance and necessary action.

संलग्नक/Encl. 1 page

उपमुकाधि/समन्वयन /Deputy Chief Personnel Officer / Co-ord

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/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.

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



No. 2021/SCC/03/10

Dated: 01.05.23

The General Managers,
All Indian Railways, PUs, etc.

Sub : Treating the period of Earned Leave/training for computation of minimum requisite period of 90 days for writing the APAR.

As per the existing instructions, the Reporting, Reviewing and Accepting Authorities are required to have at least 90 days experience of supervising the work and conduct of a subordinate officer to record their assessment in his APAR. As per present practice, while computing the period of 90 days, the leave/training period of even a day or two is taken into account and deducted from the total period spent on the post.

2. This issue has been considered by the Board and it has now been decided that where the officer reported upon or the Reporting/Reviewing/ Accepting officer has been on leave/training, etc. for a period of more than 15 days at a time during the period of the APAR, the total period spent on leave/training may be deducted from the total period spent on the post, for purposes of computing the minimum requisite period of 90 days for writing the entries in the APAR. However, where such period of leave/training is 15 days or less at a time, the same will not be taken into account while computing the minimum requisite period of 90 days for writing the APAR.

3. The above guidelines will be applicable from the reporting period 2022-23 onwards. The APARs already written need not be amended/re-written on the basis of new guidelines mentioned above.

4. This should be brought into the notice of all concerned.


01/05/23
V. Shekhar
Director(Confdl.)
Railway Board
Ph:45731