PBC No. 31 / 2026

Azadi Ka Amrit Mahotsav

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: No. SR-HQ0HR(SYST)/1/2020 (86368) दिनांक/Dated:13.02.2026

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:** Uploading of Immovable Property Returns (IPR) by Supervisory Staff in L-7 & above in the HRMS e-APAR Module – reg.

संदर्भ /Ref: 1. Railway Board's letter No.E(NG) I-20-2015/CR/2 dated 10.06.2015 (RBE 59/2015).

2. Railway Board's letter No.E(D&A) 2007/GS/1-1 dated 17.06.2009 (RBE No.107/2009).

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Railway Board vide references cited above have advised that Annual Returns of Immovable Property shall be submitted every year by Non-Gazetted Supervisory Staff in Level-7 & above.

As per the Board's instructions, a provision titled **"Property Returns submitted in time"** is made in the Self-Appraisal section of the e-APAR module in HRMS for uploading the submitted IPRs. In terms of RBE 59/2015 "The reporting officer shall not accept the APAR without this newly inserted column filled up by the official reported upon and take further action in the process of writing of APAR as per extant procedure contained in Board's letter No.E(NG)I-2000/CR/3 dated 12.01.2001 (copy enclosed), assuming that the employee concerned has not submitted his self-appraisal within the given time".

In this connection, Railway Board have introduced an additional Column No.3 in Part-II (Self-Appraisal) of the Non-Gazetted APAR (Annexure I to IV) to ensure verification of uploading of Annual Immovable Property Returns by Supervisory Staff in Level-7 (Grade Pay ₹.4600/-) and above.

-2

Accordingly, All Supervisory Staff in Level-7 & above may strictly be advised to upload their Annual Immovable Property Return (IPR) for the preceding year, for which the APAR is being reported, while submitting their self-appraisal without fail.

This has the approval of the Competent Authority.

संलग्नक/Encl. As above

SIDHARTH KRISHNA VARMA
Digitally signed by SIDHARTH KRISHNA VARMA
Date: 2026.02.13 17:40:22 +05'30'

(SIDHARTH K. VARMA)
Deputy Chief Personnel Officer /Trg.
for Principal Chief Personnel Officer.

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary / DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

6407915/2026/O/o CH.OS/Systems/Pers/HQ/SR

R.B.E. No. 59 /2015

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

No. E(NG)I-2015/CR/2 New Delhi, dated 10 .06.2015

The General Managers (P)
All Zonal Railways & Production Units
(As per standard list)

Sub:- Annual Performance Appraisal Report(APAR) of non-gazetted staff- Addition of a new column in the performas for filing Annual Return of Immovable Property- Regarding.

As the Railways are aware, in terms of Board's letter No. E(D&A)-2007/GS-1-1 dated 17.06.2009, supervisory staff of Group 'C' working on the Railways in the scales of pay, the maximum of which, is in Pay Band-II, Rs. 9300-34800 with Grade Pay of Rs. 4600/- will have to submit annual return of their immovable property. A question whether an additional column may be inserted in the Part–II (Self Appraisal) of performas being used for filling up of APAR of non-gazetted supervisory staff on the Railways showing that Annual Immovable Property Return has been filed, has been engaging attention of Board for quite some time.

2. The matter has accordingly been considered by Board. It has been decided that an additional column number 03 in Part–II, Self Appraisal in the Annexure-I to IV of forms circulated to zonal Railways under Railway Board's letter No. E(NG)I-86/CR/5 dated 22.04.1987 or wherever it is required to be added suitably in the case of supervisory staff, may be introduced describing unambiguously "whether Annual Return of Immovable Property for preceding years to which APAR is being reported upon, has been submitted by supervisory staff who are working on the Zonal Railways in Grade Pay Rs. 4600/- and above. The reporting officer shall not accept the APAR without this newly inserted column filled up by the official reported upon and take further action in the process of writing of APAR as per extant procedure contained in Board's letter No.E(NG)I-2000/CR/3 dated 12.01.2001 assuming that the employee concerned has not submitted his self appraisal within the given time.

(This disposes of West Central Railway's letter No.पमरे/का.मुख्या./गोपनीय/गो.रि./कार्यविधि दिनाँक 20.02.2015).

(Arvind Kumar)
Executive Director Estt. (N)
Railway Board

No. E(NG)I-2015/CR/2 New Delhi, dated 10.06.2015

Copy forwarded to:-

1. The General Secretary, All Indian Railwaymen's Federation, Room No.253, Rail Bhavan, New Delhi (35 copies).

2. The General Secretary, National Federation of Indian Railwaymen, Room No.256-E, Rail Bhavan, New Delhi (35 copies).

3. All Members, Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).

4. The Secretary General, Federation of Railway Officers Association, Room No.256-A, Rail Bhavan, New Delhi (5 spares).

5. The Secretary General, Indian Railway Promotee Officers Association, Room No.268, Rail Bhavan, New Delhi (5 spares).

6. The General Secretary, All India RPF Association, Room No.256-D, Rail Bhavan, New Delhi-110001.

7. The Secretary, RBSS Group 'A' Officers Association, Rail Bhavan, New Delhi.

8. The Secretary, RBSS Group 'B' Officers Association, Rail Bhavan, New Delhi.

9. The Secretary, Railway Board Ministerial Staff Association, Rail Bhavan, New Delhi.

10. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhavan, New Delhi.

11 The Secretary Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.

12. Chief Commissioner of Railway Safety, Lucknow.

13. Adviser(Safety), Railway Board, New Delhi.

14. The Director General & Ex Officio General Manager, RDSO, Lucknow

15. The manager/HRD, Rail Land Development Authority, Near Safdarjung Railway station, Motibagh-1, New Delhi-110021

16. DFCCIL, 5th Floor, Pragati Maidan, Metro Station Complex, New Delhi-110001.

17. Office of Chief Administrative Officer, Indian Railways(Workshop Projects), Chamber Bhawan, Judge's Court Road, Anta Ghat, Patna-800001, Bihar.

18. The Chief Mechanical Engineer, Indian Railways Organisation For Alternate Fuels, 12th Floor, Core-1, Scope Minar, District Centre, Laxmi Nagar, Delhi-92.

19. General Secretary, All India SCs&STs Railway Employees Association, Room No.7(Ground Floor), Rail Bhawan, New Delhi

20. Chief Administrative Officer, Rail Coach Factory/Raebareli Project, Kishanganj, Delhi-7.

21. Adviser(Projects), Room No.548, M/O Railways, Rail Bhawan, New Delhi.

22. President, RBSS 'A' Officer Association, Room No.370, Rail Bhavan, New Delhi.

23. General Secretary, Railway Board Non-Ministerial Staff Association, Room No.42, Rail Bhavan, New Delhi.

24 Chief Admn Officer, Indian Railways Organisation for Alternative Fuels, 12th floor, Core-I, SCOPE Minar, District Centre, Laxmi Nagar, New Delhi - 110092

for Secretary/Railway Board

PSs to MR, MOS(R)

PPSs to CRB, FC, MS, MM, MT, ML, ME, Secretary, DG/RHS and DG/RPF.

PPSs to AM(Commi.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F), AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele), AM(Traffic), AM(Works), AM(T&C), AM(Staff), Adv.(IR) and Adv.(Vig.)

PSs to ED Fin(BC), ED(Safety), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), ED(Projects), EDERS(G), EDE(Res.), EDE(RRB), EDE(Fin), EDF(B), ED(Planning), ED(RE), ED(Sig), ED/Track(M), EDF(X)I, EDF(X)II, ED(H), EDLM, EDE(GC), EDRE(S&T), ED(Stat), EDRS(S), ED(Track/MC), ED(T&MPP), EDME(Chg.), EDME(Traction), ED(Works), EDME(DAv.), EDRE(S), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G), JS(E&P) and JS and IG/RPF.

JD(OL), DPC-I, DPC- II, DE(G), D(IH), D(H&FW), D(MPP), Dir.(Safety)I, Dir.(Safety)II, Dir.(Safety)III, DE(N)II, DE(R), DE(D&A), DE(LL), JDE(Rep), JDE(GP), JDE(RRB), DD(Code Revision), DD(Health), DDE(N), DDE(LR)I, DDE(LR)II, DDE(LR)III, US(A), DDE(D&A), DDV(A&P), DDE(Rep) I, DDE(Rep)II, DD(OL)I, DD(OL)II, E(D&A), E(GP), E(NG)II, E(Rep)I, E(Rep)II , E(Rep)III, E(SCT)I, E(SCT) II, E(RRB), ERB-II, ERB-V, PC-III, PC-IV, PC- V, E(P&A)I, E(P&A) II, CE-I, CE-II, CE-III, Sec.(E), Sec.(ABE), E(MPP), E(G), Health Branch, Safety Branch, A/C-III & Code Revision Cell.

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R.B./Estt. No.107/2009

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.E(D&A) 2007/GS 1-1 New Delhi, dated: 17.6.2009

The General Manager (P),
All Indian Railways and
Production Units etc.,
(As Per Standard List).

Sub: Submission of annual return of immovable property by the supervisory staff in terms of Railway Ministry's Decision No.11 below rule 18 of Railway Services (Conduct) Rules, 1966 - equivalent to pay of Rs.900/- mentioned therein in the VIth CPC scales of pay-clarification reg.

Attention of the Railways is invited to Board's letter of even number dated 28.3.2008 advising that the pay of Rs.900/-, mentioned in Board's letter No. E(D&A) 78 GS1-14 dated 24.10.80, which was incorporated as Railway Ministry's Decision No. 11 below rule 18 of the Railway Services (Conduct) Rules, 1966, equates to the pay of Rs.9000/- as per the normal replacement scale under the Vth CPC. In other words, supervisory staff of Group C (Class-III) on railways who are working in scales of pay the maximum of which is Rs.9000/- (Rs. Nine Thousand) or above are also required to submit an annual return of their immovable property.

2. Board have reviewed the matter in the context of acceptance of the recommendations of VIth Central Pay Commission and have decided that the provisions contained in Board's letter dated 24.10.80 as mentioned above would now apply to the supervisory staff who are working in Pay Band-2 (Rs.9300-34800/-) with Grade Pay of Rs.4600/-. Thus, all such staff will now to have submit an annual return of their immovable property.

3. Please acknowledge receipt.

(This also disposes of North Central Railway's letter No.797-E/NCR/Policy/Conduct Rules dated 17.2.2009.)

Sd/-
(Harish Chander)
Dy. Director Establishment(D&A)
Railway Board

RBE No.9/2001
SC No.5 to MC No.28

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

No.E(NG)I-2000/CR/3 New Delhi, dated 12 .1.2001

The General Manager (P)
All Indian Railways and
Production Units.
(As per standard list).

Sub:-Confidential Report on non-gazetted Railway servants -
Submission of self-appraisal.

In terms of this Ministry's letter No.E(NG)I-86/CR/5 dated 22.4.87, Railway employees in Gr. Rs.1600-2660 and above, revised to scale Rs.5000-8000 in few cases and Rs.5500-9000 in most others, are required to fill up the column for self-appraisal in Part II of the CR Form. Further, the Confidential Report should be recorded within one month of the expiry of the reporting period and delay in this regard by the Reporting Authority will be adversely viewed and that if the Railway servant delays submission of self-appraisal, the Reporting Authority should comment adversely on this aspect. A doubt has been raised by one of the Railways regarding the course of action to be adopted in case the staff concerned does not submit his/her self-appraisal within one month.

2. The matter has been considered by the Ministry of Railways and it has been decided that if there is delay in submission of self-appraisal, the employee concerned may be issued a reminder that if he/she does not submit the self-appraisal by the specified date, the report will be written without self-appraisal.

Please acknowledge receipt.

(This also disposes of RCF's letter No.8/RCF/KXH/Policy dated 25.5.2000)

(J.S.Gusain)
Joint Director Estt.(N)
Railway Board

.....2/-

No. E(NG)I-2000/CR/3 New Delhi, dated : 12 .1.2001

Copy forwarded to:-

1. The General Secretary, All India Railwaymen Federation, Room No.253, Rail Bhavan, New Delhi (35 copies).

2. The General Secretary, National Federation of Indian Railwaymen, Room No.256-E , Rail Bhavan, New Delhi(with 35 spares).

3. All Members, Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (with 90 spares).

4. The Secretary General, Federation of Railway Officers Association, Room No. 256-A, Rail Bhavan, New Delhi (with 5 spares).

5. The Secretary General, Indian Railway Promotee Officers Association, Room No. 268, Rail Bhavan, New Delhi (with 5 spares).

for Secretary / Railway Board

Copy to:-

PSs to MR,MSR(OR),MSR(D)
PPSs to CRB, FC,MS,MM,MT,ML,ME.
PPSs to AM(S),DG/RHS,DG/RPF, ADG(DS), ADV(IR).
PSs to EDE,EDV,EDE(N),EDE(Res),EDA,EDE(RRB)JS(C)
EDPC-I&II,D(MPP),DPC,DE(Res),JDE(R) I&II,JDE(Rep)III,DS(G)
JDE(D&A), JDPC,JDE(L),DD(Code Revision), DDE(LR)I,
JDE(N)II, JDE(N)-III,E(NG)II,E(O)III,E(GR)II,E(Rep)I, II&III,
E(SCT)I&II, E(MPP),SEC(E), PR Branch, E(G) with two spares,
AC-III, Code Revision Cell (with 5 spares).