

Eastern Railway
(Personnel Department)

Serial Circular No. 86/2015

No. E.246/0/1/Pt.IV


Kolkata, Dated: 30/06/2015

All Concerned

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

Railway Board's instructions contained in letter No. E(NG)I-2015/CR/2 dated 10.06.2015 (**RBE No.59/2015**) on the above noted subject are reproduced below for information, guidance and necessary action. Board's earlier letters dated 17.06.2009 and 22.04.1987 mentioned therein were circulated under this office Serial Nos. 114/2009 and 93/87. Copy of Board's letter No. E(NG)I-2000/CR/3 dated 12.01.2001, as mentioned therein, is also enclosed for ready reference.

DA: As above & Hindi version.


(K. K. Murmu)
Asstt. Personnel Officer/R&B
For Chief Personnel Officer
Phone No. 24118

Copy of Board's letter No. E(NG)I-2015/CR/2 dated 10.06.2015 (**RBE No.59/2015**) addressed to the GM (P)/All Zonal Railways & others.

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 Improvable 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.

Sd/-(Arvind Kumar)
EDE(N)/Rly. Board.

Index No.1021: Filing Annual Return of Immovable Property in APAR (Part-II, Self Appraisal) for supervisory staff who are working on the Zonal Railways in Grade Pay Rs. 4600/- and above.

Contd.....

Annexure to CPO/ER's serial circular No. 86/2015

**Copy of Railway Board's letter No. E(NG)I-2000/CR/3, dated 12.01.2001
(RBE No.9/2001)**

(Supplementary Circular No. 5 to Master Circular No. 28)

**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 22.4.1987, Railway employees in Gr. Rs. 1,600-2,660 and above, revised to scale Rs. 5,000-8000 in a few cases and Rs. 5,500-9,000 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.

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

आर बी ई सं. 59 /2015

भारत सरकार

रेल मंत्रालय

(रेलवे बोर्ड)

सं. ई(एनजी)-2015/सीआर/2

नई दिल्ली, दिनांक: 10.06.2015

महाप्रबंधक, (का)

सभी भारतीय रेलें/उत्पादन इकाइयां

(मानक सूची के अनुसार)

विषय: अराजपत्रित कर्मचारियों की वार्षिक कार्य-निष्पादन मूल्यांकन रिपोर्ट (एपीएआर)-अचल संपत्ति की वार्षिक विवरणी दायर करने के संबंध में प्रोफार्मा में एक नया कॉलम जोड़ना।

जैसा कि रेलों को विदित है बोर्ड के दिनांक 17.06.2009 के पत्र सं. ई (डी एण्ड ए)-2007/जी एस 1-1 के अनुसार वेतनमानों, जिसका अधिकतम पे बैंड II, 9300-34800/- रूपए तथा ग्रेड पे 4600/- रूपए है, में रेलों में कार्यरत ग्रुप 'सी' के पर्यवेक्षी कर्मचारियों को अपनी अचल सम्पत्ति की वार्षिक विवरणी प्रस्तुत करनी होगी। बोर्ड के समक्ष कुछ समय से यह प्रश्न था कि क्या रेलवे के अराजपत्रित पर्यवेक्षी कर्मचारियों के एपीएआर को भरने के लिए उपयोग में लाए जाने वाले प्रोफार्मा के भाग-II (स्व मूल्यांकन) में वार्षिक अचल सम्पत्ति विवरणी दायर कर दी गई है, यह दर्शाने के लिए एक अतिरिक्त कॉलम जोड़ा जाना चाहिए।

2. तदनुसार बोर्ड द्वारा इस मामले पर विचार किया गया और यह विनिश्चय किया गया है कि रेलवे बोर्ड के दिनांक 22.04.1987 के पत्र सं. ई(एनजी)-86/सीआर/5 के अंतर्गत क्षेत्रीय रेलों को परिपत्रित फार्म के अनुलग्नक-I से IV के भाग-II, स्व मूल्यांकन में अतिरिक्त कॉलम सं. 3 अथवा जहां कहीं पर्यवेक्षी कर्मचारियों के मामले में उपयुक्त रूप से जोड़ा जाना अपेक्षित हो, जोड़ा जाए, जिसमें स्पष्ट रूप से यह उल्लेख किया गया हो कि "क्षेत्रीय रेलों पर 4600/- रूपए और इससे ऊपर के ग्रेड पे वाले कार्यरत पर्यवेक्षी कर्मचारियों द्वारा क्या पूर्ववर्ती वर्ष, जिसके संबंध में एपीएआर लिखी जा रही है, से संबंधित अचल संपत्ति की वार्षिक विवरणी प्रस्तुत की गयी है। जिस कर्मचारी की रिपोर्ट लिखी जानी है उसके द्वारा नए शामिल किए गए इस कॉलम को न भरे जाने की स्थिति में रिपोर्टिंग अधिकारी एपीएआर को स्वीकार नहीं करेगा और यह मानते हुए कि संबंधित कर्मचारी ने निर्धारित समय के भीतर अपना स्व मूल्यांकन प्रस्तुत नहीं किया है। बोर्ड के दिनांक 12.01.2001 के पत्र सं. ई (एनजी)-2000/सी आर/3 में अंतर्विष्ट प्रक्रिया के अनुसार एपीएआर लिखने के संबंध में आगे की कार्रवाई की जाएगी।

(इससे पश्चिम मध्य रेलवे के दिनांक 20.02.2015 के पत्र सं. पमरे/का.मुख्या./गोपनीय/गो.रि./कार्यविधि का निपटान हो जाता है।

(अरविंद कुमार)

कार्य निदेशक, स्थापना (अराज.)

रेलवे बोर्ड