

No. E.368/0/ACP/Pt.V

Kolkata, Dated: 05/08/2016

Divisional Railway Manager
Eastern Railway
Sealdah

Sub: Timely disposal of MACP Scheme benefit – Clarification reg.

Kindly refer to your Divisional letter No. E-18(G)/MACP/Power dated 26/07/2016 on the above noted subject.

2. The issue has been examined. In this context attention is invited to instructions contained in RBE No.10/2016 circulated under this office serial No. 12/2016, wherein it has been advised categorically to ensure strict compliance to the time limits indicated in MACPS for grant of benefits under the scheme, so as to obviate dissatisfaction and grievances among the eligible employees.

3. Further, there are instructions, in terms of which APARs of employees should be recorded within one month of the expiry of the report period and delay in this regard on the part of Reporting Officer should be adversely commented upon. Instructions are also there, if the Railway employee delays 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.

4. In the light of existing instructions regarding writing and preparing of APARs indicated in para (3) above, it is amply clear that there should not be any delay for grant of benefits under MACP Scheme to the eligible employees as per time limits under the Scheme owing to non-availability of APARs for the reckonable periods. If it still happens, a proper system should be put in place immediately, so that the delay for grant of benefits under the Scheme on account of APAR may be avoided.

5. In this context, it is further reiterated that as per extant instructions contained in RBE No.10/97 circulated along with this office serial No. 130(8)/2004, promotion of the staff should not be held merely because of the non-availability of the latest report for a particular period for which it has become due and the selection process may be finalised on the basis of available APARs. The said guidelines may also be followed for the purpose of grant of MACP benefit in cases where the benefit under the Scheme of the staff concerned is held up only on the fact that one of more APARs have not been written for any reason, not attributable to him/her, during the relevant period.

This issues with the approval of the competent authority.

Sd/-

(S. Chakraborty)

Sr. Personnel Officer/BGB
For Chief Personnel Officer
Phone No.24115

Copy to : Divisional Railway Managers, E. Rly, HWH, ASN and MLDT
Chief Works Managers, E. Rly. LLH, KPA and JMP

Sd/- B6B
- Draft placed UP-62/c got the

Sd/-
05/8/16

(S. Chakraborty)

For Chief Personnel Officer