

R-7A/C

Eastern Railway
(Personnel Department)
17, N. S. Road, Kolkata - 700 001

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

Kolkata, Dated: 20/04/2018

**SDGM/PFA/PCOM/PCME/PCEE/PCMM/PCSTE/PCE
PCMD/IG-cum-CSC(RPF)/PCCM/CAO(Con)**

Divisional Railway Managers
HWH/SDAH/ASN/MLDT
Eastern Railway

Chief Works Managers
KPA/JMP/LLH/SW(HWH)
Eastern Railway

All Dy.CPOs/SPOs/APOs, E. Rly., Kolkata

Sub: Maintenance and preparation of Annual Performance Appraisal Reports for Non-gazetted employees - Instructions reg.

One of the Divisions have recently raised a doubt during the Review Meeting of Personnel Department with PCPO on the role of Personnel Department in connection with maintenance/preparation of Annual Performance Appraisal Reports (APARs) and the procedure to be followed for communication of all entries recorded in APARs to employees reported upon.

2. The matter has been considered carefully. It is incumbent on the Department concerned to whom the staff belongs, to send his/her APAR for the relevant year to the Personnel Department after it is entirely finalised i.e. duly reviewed/accepted along with the decided upon representations, if any, received on communication to employees reported upon. The Personnel Department, being the custodian, will preserve the APARs of employees received from Departments. In the matter relating to communication of all entries recorded in APARs to employees reported upon, Board's letter No. E(NG)I-2015/CR/3 dated 24.06.2015 (RBE No.68/2015) circulated under this office serial No. 90/2015 may be kept in view for guidance.

3. Moreover, it may please be ensured that the time-line fixed by Board for writing and preparing APARs is being adhered to. Any delay in this regard may be dealt with as per instructions contained in Board's letter No. E(NG)I-2000/CR/3, dated 12.01.2001 (RBE No.9/2001) circulated along with this office serial No. 86/2015.

This issues with the approval of the competent authority (PCPO).

(J.P. Kusumakar)
20/4/18

Dy. Chief Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No.:24106 (Rly.)

Dy CPO/Hel
- order of P. S/O
- Dy CPO/K on leave.
- future for S/Os. if agree to

8/C
(Date) 20/4/18