

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

No. E.393/0/2/Confdl./Vol.III

Kolkata, Dated: 12/03/2019

PFA/SDGM/PCOM/PCME/PCEE/PCMM/PCSTE/PCE  
PCMD/PCCM/CAO (Con)/PCSC

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

Chief Works Managers  
LLH/KPA/JMP  
Eastern Railway

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

**Sub: Strengthening of Administration-Premature retirement of non-gazetted Railway  
Servants-Periodical review under rule 1802 (a)/1804 (a)-R II, 1987 edition-Regarding**


\*\*\*\*\*

As you are aware, detailed instructions on the subject were communicated vide this office serial circular No. 170/2015 (RBE No.143/2015) and also in the subsequent letters issued from time to time. It has been emphasised time and again, the need for completion the process of service review in a time bound manner and a position be furnished quarterly. While reviewing the progress in this regard reported by the Units/HQ Offices, it is observed that the majority of them could not complete the process mostly due to non-availability of APARs for reckonable periods, which is one of the pre-requisites for performance/service review.

2. The matter has been considered. The basic objectivity of the periodical review as per provisions laid down under the statute, as detailed in RBE No. 143/2015 *ibid*, is to review the performance of a railway employee based on the entire service records so as to adjudge whether his/her services during the reckonable periods are effective to the general administration. In case it is found that the services of a railway servant are no longer useful to the general administration, he/she may be compulsorily retired on the grounds of ineffectiveness for the sake of public interest. In order to ensure that the process of performance/service review is undertaken regularly in an objective manner and in due time, following course of actions are advised for compliance:

- a) A register (or registers) of employees, who are due to attain the age of 55 years or complete 30 years of service or 30 years of service qualifying the pension, as the case may be, should be maintained by all Cadre Dealing Officers (CDOs). This register should be scrutinized by the officer concerned at the beginning of every quarter for the purpose of assessment of employees to be reviewed in advance during the given quarter as per the schedule laid down in Railway Board letters, which may, however, also be clubbed, if felt feasible.
- b) Out of total number of employees coming under the ambit of the review as per (a) above, the performance of the employees who were given a promotion or earned financial upgradation under MACPS during the last 5 (five) years need not be reviewed further under these instructions and it would be deemed that their service were satisfactory.
- c) For the rest of the employees out of (b) above, the overall performance for the last 5 years of each of the employee be assessed by the Controlling Officer under whom he/she is working at the time of the review on the basis of 'Attributes' listed in the prescribed proforma as 'II-ASSESSMENT' on the part of Controlling Officer contained in RBE No. 143/2015 *ibid*. In cases where the overall performance of a railway employee so assessed by the Controlling Officer, was such which did not render him/her unsuitable for further retention in the railway service, such cases may be considered to have been reviewed under the said instructions.
- d) In cases where it is established *prima facie* that the performance of an employee out of (c) above, was not satisfactory or he/she having a 'doubtful integrity', which, might render him/her unsuitable for further retention in railway service, such cases may be processed for the review by the Committee meant for this purpose following due procedure as per extant instructions.

This issues with the approval of PCPO.

  
(Anjan Ray)  
Dy. Chief Personnel Officer/Gaz  
Phone No.:24104 (Rly.)