

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

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

Kolkata, Dated: 09/08/2021

**AGM/CAO(Con)/PFA/SDGM/PCOM/PCME/PCEE  
PCMM/PCSTE/PCE/PCMD/PCCM/PCSO**

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

**Chief Works Managers**  
KPA/JMP/LLH  
Eastern Railway


All Officers, Personnel Department, E. Rly., Kolkata

**Sub: Maintenance and preparation of Annual Performance Appraisal Reports - Communication of all entries for fairness and transparency in public administration - Implementation of extant instructions - regarding.**

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A copy of Railway Board's letter no.E(NG)I-2015/CR/3, dated 19/07/2021 on the above cited subject is enclosed for information and further necessary action. Board's earlier letters dated 30/04/2010 and dated 24/06/2015 mentioned therein were circulated under this office serial no. 90/2015, in terms of which all entries recorded in APAR must be communicated to the employees for fairness and transparency in public administration.

DA: As above.

  
(Pallavi Goswami)  
Dy. Chief Personnel Officer/HQ  
For Pr. Chief Personnel Officer

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GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

Central Registry / E. Rly  
Date of Receipt  
Serial No..... 19/07/21

No.E(NG)I-2015/CR/3

New Delhi dated 19/07/2021

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

**Sub:- Maintenance and preparation of Annual Performance Appraisal Reports- Communication of all entries for fairness and transparency in public administration - Implementation of extant instructions - reg.**

It has been brought to Board's notice by NFIR that instructions contained in Board's letter of even number dated 24.06.2015 regarding communication of entries in the APAR are not being followed on some Railways, resulting in employees who are graded poor/average/good not being able to submit their representations to the respective Reporting/Reviewing/Accepting Authorities, timely.

The instructions contained in Board's letter No. E(NG)I/2009/CR/2 dated 30.04.2010 and letter No. E(NG)I/2015/CR/3 dated 24.06.2015, which inter-alia provide for communication of all entries in APAR to the employees to ensure fairness and transparency are hereby reiterated for strict compliance.

Receipt of this letter may be acknowledged.

*Sanjay*  
(Sanjay Kumar)  
Deputy Director Estt.(N)  
Tele No. 23303658  
E mail Id sanjay.kumar6@gov.in  
Room No. 3<sup>rd</sup> Floor, 359-A  
Railway Board.  
19/07/21

PCPO  
E-OFFICE

04 AUG 2021

CPO (IR)

1.8/21