

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

Serial Circular No.48/2023

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

Kolkata, Dated: 29/03/2023

All Concerned

(as per standard list)

Sub: Chain of acceptance of APARs of Group 'C' staff of a Division.

A copy of Ministry of Railways (Railway Board) letter no. E(NG)I-2022/CR/2, dated 24/03/2023 (RBE No. 46/2023) is circulated herewith for information and further necessary action. Copies of Board's earlier letters dated 17/06/2021 (MC No. 28/91) and 13/05/2022 mentioned therein are enclosed for ready reference.

DA: As above.


(S.K. Chattopadhyay)
Sr. Personnel Officer/HQ
For Pr. Chief Personnel Officer
Phone No. 24122 (Rly.)

 29/3/23.

Index No. 1021: Guidelines on mapping of APARs of Accounts staff in the APAR/HRMS.

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड/RAILWAY BOARD)

No. E(NG)I-2022/CR/2

New Delhi dated 24.03.2023

The General Managers (P),
All Zonal Railways & Production Units.
(as per standard mailing list)

Sub: Chain of acceptance of APARs of Group 'C' staff of a Division.

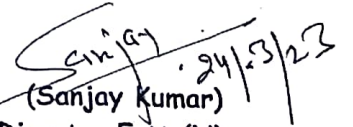
Ref: 1. Board's letter No. E(NG)I-90/CR/4 dated 17.06.1991 (MC No. 28/91).
2. Board's letter of even no. dated 13.05.2022.

Attention is invited to instructions contained in Board's letter No. E(NG)I-90/CR/4 dated 17.06.1991 (MC No. 28/91), governing APARs of non gazetted employees.

Consequent upon doubts being raised in certain quarters regarding the procedure/practice being followed for chain of acceptance of APARs of supervisory staff of the Accounts Department being quite different from the existing provisions contained in Master Circular No. 28/91, and instructions issued on the subject from time to time, the matter was examined and clarification was issued vide letter of even number date 13.5.2022 that the same system as contained in Master Circular No. 28/91 *ibid* is to be followed by all Departments, including the Accounts Department.

The matter has been reviewed further and it is reiterated that the APARs of supervisory staff of Accounts Department [Sr. SO (Accounts), Sr. TIA & Sr. ISA] should continue to be governed as per exiting provisions contained in Master Circular No. 28/91 and subsequent clarification issued vide letter dated 13.05.2022 *ibid*. Mapping of APARs of Accounts staff in the APAR/HRMS is to be done accordingly.

Please acknowledge receipt.


(Sanjay Kumar)
Deputy Director Estt.(N)
Railway Board
Tele No. 23303658

भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD)

सं. ई(एनजी)I-2022/सीआर/2

नई दिल्ली, दिनांक: 24.03.2023

महाप्रबंधक (कार्मिक),

सभी क्षेत्रीय रेलें और उत्पादन इकाइयां।

(मानक डाक सूची के अनुसार)

विषय: मंडल में ग्रुप 'सी' कर्मचारियों की वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट (एपीएआर) की स्वीकृति श्रृंखला।

- संदर्भ: 1. बोर्ड का दिनांक 17.06.1991 (एमसी सं. 28/91) का पत्र सं.ई(एनजी)I-90/सीआर/4
2. बोर्ड का दिनांक 13.05.2022 का समसंख्यक पत्र।

आपका ध्यान बोर्ड के दिनांक 17.06.1991 (मास्टर परिपत्र संख्या 28/91) के पत्र सं.ई(एनजी) I-90/सीआर/4 में अंतर्विष्ट अनुदेशों की ओर आकृष्ट किया जाता है, जो अराजपत्रित कर्मचारियों की वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट (एपीएआर) को शासित करने के बारे में है।

लेखा विभाग के पर्यवेक्षी कर्मचारियों की वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट (एपीएआर) की स्वीकृति श्रृंखला के लिए अपनाई जा रही प्रक्रिया/पद्धति के बारे में कुछ शंकाएं व्यक्त की गई हैं, जो मास्टर परिपत्र सं. 28/91 में अंतर्विष्ट मौजूदा प्रावधानों और इस विषय पर समय-समय पर जारी किए गए अनुदेशों से पूर्णतया अलग हैं। इस मामले की जांच की गई थी और दिनांक 13.05.2022 के समसंख्यक पत्र के तहत स्पष्टीकरण जारी किया गया था कि लेखा विभाग सहित सभी विभागों द्वारा उक्त मास्टर परिपत्र सं. 28/91 में यथा अंतर्विष्ट प्रणाली का अनुपालन किया जाए।

इस मामले की पुनः समीक्षा की गई है और यह दोहराया जाता है कि लेखा विभाग के पर्यवेक्षी कर्मचारियों [वरिष्ठ अनुभाग अधिकारी (लेखा), वरिष्ठ टीआईए एवं वरिष्ठ आईएसए] की वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट (एपीएआर) को उक्त मास्टर परिपत्र सं. 28/91 में अंतर्विष्ट प्रावधानों और बाद में दिनांक 13.05.2022 के पत्र के तहत जारी स्पष्टीकरण के अनुसार शासित किया जाए। एपीएआर/एचआरएमएस में लेखा कर्मचारियों की वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट की तदनुसार मैपिंग की जानी है।

कृपया पावती दें।

(संजय कुमार) 24/3/23

उपनिदेशक, स्थापना (एन.)

रेलवे बोर्ड

टेलीफोन नं. 23303658

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड/RAILWAY BOARD)

118/C

ER 135/22

No.E(NG)I-2022/CR/2

New Delhi dated 13.05.2022

The General Managers (P)
All Zonal Railways & Production Units
(as per standard mailing list)

Sub: Chain of acceptance of APARs of Group 'C' staff of a Division.
Ref. Board's letter No. E(NG)I-90/CR/4 dated 17.06.1991 (MC No. 28/91)

As the railway administrations are aware, the extant instructions governing APAR of non gazetted employees are contained in Master Circular No. 28 and instructions issued on the subject from time to time.

Some of the Zonal Railways have sought clarification as to whether the chain of acceptance of APARs are the same, and is applicable for all the Departments of the Division including the Accounts Department. Matter has been examined in consultation with concerned Directorates. It is clarified that the same system is to be followed in all departments including Accounts.

(Sanjay Kumar)
Deputy Director Estt.(N)
Railway Board
Tele No. 23303658

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GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)

M.C.No.28/91

No.: E(NG)I/90/CR/4

New Delhi, dated: 17/6 /1991

The General Managers,
All Indian Railways
including Production Units & others.
(AS PER STANDARD MAILING LIST)

Sub: Confidential Reports on non-gazetted Railway
servants - Master Circular.

The instructions issued by the Railway Board from time to time on the subject of preparation and maintenance of Confidential Reports on non-Gazetted Railway servants are contained in several letters. It has now been decided by the Railway Board to issue a consolidated master circular, as below, incorporating all the instructions issued so far on the subject for the information and guidance of all concerned.

GENERAL

2. The Confidential Report is an important document, providing for the basic and vital inputs necessary for assessing the performance of a Railway servant for his/her advancement in official career. The Railway servant reported upon, the Reporting authority and the Reviewing Officer should, therefore, fill in the form with a high sense of responsibility.
3. The report should be written annually on every Railway servant, except those mentioned below, in the form prescribed for the purpose, generally for the period ending with the financial year, appraising the performance, character, conduct and qualities of the concerned Railway servant:

- (a) Group 'D' Railway servants:
(Ref: Board's letter No.E55/CR/3 dated 9/11/56).
- (b) Group 'C' Railway servants in the initial recruitment grade of Rs.950-1500(RPS), except those working in the Ministry of Railways;
(Ref: Board's letter No.E(NG)57/CR3/1 dt.14/6/66).

.....2.

- (c) Group 'C' Railway servants whose initial grade is higher than the grade of Rs.950-1500(RPS) provided the next higher grade for them is a non-selection grade, except in the case of Skilled Gr.I & II. Artisans staff for whom Confidential Reports shall be written for those in two grades below the selection grade.

(Ref: Board's letters No.E(NG)67/CR3/2 dated 23/10/67 & E(NG)I/81/CR/5 dated 26/9/81).

FORMS PRESCRIBED

4. The forms prescribed for writing the Confidential Reports, since the reporting year 1986 are enclosed as Annexures-I to VI.

Annexure-I: For all Group 'C' Railway servants, including Workshop Staff, but excluding PWIs, APWIs, IDWs, AIDWs, SIs, ASIs, Teachers/Instructors and those working in grade Rs.1200-2040(RPS).

Annexure-II: For IDWs & AIDWs.

Annexure-II I: For PWIs, APWIs, SIs and ASIs.

Annexure-IV: For Teachers/Instructors in Teaching/Training institutions.

Annexure-V: For Group 'C' Railway servants in Gr. Rs.1200-2040(RPS).

(Ref: Board's letters No.E(NG)I/86/CR/5 dated 22/4/87 and 23/6/87).

- 4.1 In respect of Railway servants working in grade Rs.1600-2660(RPS) and in grades above Rs.1600-2660, likely to be considered for promotion to Group 'B' Gazetted service, an additional section called Section-II is required to be written in the prescribed form as per Annexure-VI.

(Ref: Board's letters No.E(NG)II/75/CR/9 dated 14/9/76, E(NG)I/86/CR/5 dated 22/4/87 and E(NG)I/86/CR/4 dated 23/2/88).

SELF APPRAISAL

5. Every Railway servant working in Gr.Rs.1600-2660 and in grade(s) above Rs.1600-2660, should, before the CR is initiated, furnish a brief description of his duties

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and a resume of the work done by him during the year/period for which CR on him/her is written, bringing out the special achievements during the period and also shortfall in achievement, if any together with reasons therefor. This should be done in part-II of the CR form.

REPORTING AUTHORITY & HIS DUTIES

5.1 The confidential report should be initiated by the Reporting authority, who was, during the period for which the CR is written, immediately superior to the Railway servant on whom the report is written, or such other authority as may be specifically empowered in this behalf by the General Manager or any other officer authorised by him.

(Ref: Board's letter No.E(NG) I/81/CR/5 dt.26/30.9.81).

5.2 The confidential reports on Railway servants working in grades below Rs.1600-2660(RPS) should be initiated by Supervisors working in Gr.Rs.2000-3200(RPS) and above. For those working in Gr.Rs.1600-2660(RPS) and above, the report should be initiated by a Gazetted officer.

(Ref: Board's letters No.E(NG) II/75/CR/9 dated 14/9/76 and E(NG) I/82/CR/1 dated 20/3/82).

5.3 The confidential reports on Teachers working in the schools may be initiated by the Headmaster/Headmistress/Principal of the School concerned irrespective of their grades. The report so written is subject to review and counter-signature by the Gazetted executive officer concerned.

(Ref: Board's letter No.E(NG) II/68/CR/1 dt.16/12/70).

5.4 Where a close relative of a Reporting authority functions under the latter (which situation should be avoided to the extent possible and if it becomes inescapable to be allowed for the barest minimum time possible), the Reporting authority should abstain from writing the annual Confidential report on the Railway servant who is his close relative. The Reviewing officer will in such cases take on the role of the Reporting authority. If a similar relationship exists between the reviewing officer and the officer reported upon, the same would apply in respect of the Reviewing Officer and the role of the Reporting Officer will be transferred to the authority next higher. In cases of this nature, should there be any doubt, it would be incumbent upon the Reporting Officer to consult the next higher authority before he writes the report.

(Ref: Board's letter No.E(NG) II/78/CR/3 dt.8/8/78).

5.5 The Reporting authority has also the responsibility to decide regarding making a mention in the report about warning(s)/admonition/displeasure/reprimand administered to a Railway servant for inefficient working/acts of omission or commission depending upon the position while writing the report, whether the concerned Railway servant's performance, after the warning/reprimand, has improved and is satisfactory. If it has shown improvement, he may decide not to make a reference in the Confidential report to the warning(s) etc. given. Otherwise, he may make an appropriate mention in the relevant column in Part-III of the report. In that case, a copy of the warning/reprimand/displeasure referred to in the Confidential report should be placed in the CR folder as an annexure to the relevant Confidential report. The adverse remarks thus entered should also be conveyed to the Railway servant concerned and his representation, if any, disposed of as per the procedure prescribed.

(Ref: Board's letter No.E(NG)I/81/CR/8 dated 31/7/81 & 22/9/81).

5.6 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. If the Railway servant delays submission of self-appraisal, the Reporting authority should comment adversely on this aspect. If the Reporting authority retires or demits office, he may give the confidential reports on his subordinates within a month of his retirement/demission of office.

(Ref: Board's letter No.E(NG)II/78/CR/2 dt.10/11/78).

5.7 Performance appraisal through confidential reports is intended as a tool for human resource development. Reporting authority should realise that the objective behind the appraisal is to develop the Railway servant, so that he/she may realise his/her true potential. There should, therefore, be no hesitation on the part of the Reporting authority to report shortcomings in performance, attitude or overall personality of the Railway servant reported upon. Although writing CR is a year-end exercise, in order that it may be an effective tool for developing the individual, the Reporting authority should, at regular intervals, review the performance of the Railway servants and take corrective steps as may be necessary, by way of advice, counsel etc. It should be the endeavour of each Reporting authority to present the truest possible picture of the Railway servant on whom the report is written, in regard to his/her performance, conduct behaviour and potential. Some posts of the same rank may be more exacting than the others. The degree of stress and strain may also vary from time to time. These facts should be kept in view during performance appraisal for appropriate comments/mention.

5.8 Where the higher authority is satisfied that the Reporting authority had not written the report with due care and attention, the competent authority has the discretion to make suitable remarks in the confidential report of the Reporting authority.

REVIEWING AUTHORITY & HIS DUTIES

6. The confidential report on a Railway servant, after it is written by the Reporting authority will be reviewed by the Reviewing authority i.e. the authority who was, during the period for which the report is written, immediately superior to the Reporting authority or such other authority as may be specifically empowered in this behalf by the G.M.

6.1 The Reviewing authority should exercise a positive and independent judgement on the remarks recorded by the Reporting authority in the confidential report(s) on his subordinates and should clearly express his/her agreement or disagreement with the remarks of the Reporting authority, particularly if they are adverse.

(Ref: Board's letter No.E(NG)57/CR3/1 dated 14/6/66).

If the Reviewing authority is satisfied that the Reporting authority had not made the report with due care and attention, he/she shall record a remark to that effect in Part-IV of the confidential report.

6.2 Where the Reviewing authority is not sufficiently familiar with the work of the Railway servant reported upon, to arrive at a proper and independent judgement of his own, the Reviewing authority should verify the correctness of the remarks of the Reporting authority after making such enquiries as he may consider necessary. If need be, he may also give a hearing to the Railway servant concerned before recording his remarks.

(Ref: Board's letter No.E(NG) II/75/CR/1 dt.6/1/77).

6.3 Reports containing remarks, which are vague or non-committal and entries which are not sufficiently meaningful, should be returned to the Reporting officer for amplification/explanation.

(Ref: Board's letter No.E(NG) II/75/CR/1 dt.6/1/77)

6.4. The confidential report should be reviewed and countersigned by the Reviewing authority ordinarily within one month of its receipt from the Reporting authority.

(Ref: Board's letter No.E(NG) II/75/CR/1 dt.6/1/77).

6.5 Delay, if any, on the part of the Reporting Officer, in not recording the Confidential Report on his subordinates within one month of the expiry of the report period should be adversely commented upon by the Reviewing authority.

(Ref: Board's confidential letter No.E(NG) II/78/CR/2 dated 10/11/78).

6.6 Where the Reviewing authority retires or demits office and Confidential Reports of the Railway servants who had worked under him are required to be reviewed, he shall review the same ordinarily within a period of one month from the date of his retirement or demission of office.

6.7 Section II of the Confidential report of Railway servants working in Gr.Rs.1600-2660(RPS) on the Divisions may be reviewed by the Addl. Divisional Railway Manager, in stead of the DRM.

(Ref: Board's letter No.E(NG) I/82/CR/1 dt. 20/3/82)

In regard to Railway servants working in Gr.Rs.2000-3200(RPS) and above on the Divisions, the General Manager may lay down whether their C.R.(Section-II) shall be reviewed by the DRM, in stead of ADRM. GMs may exercise discretion in this regard as warranted on their respective systems.

(Ref: Board's letter No.E(NG) I/85/CR/5 dt.9/12/85).

7. Section-II of the Confidential Report which is required to be filled for the Railway servants working in Grade Rs.1600-2660(RPS) and in above grades, should be initiated by a Senior Scale Officer, unless the Assistant Officer concerned is working directly under a Deputy Head of the Department, or Divisional Railway Manager/Head of the Department.

(Ref: Board's letter No.E(NG) 57/CR/3/1 dt.14/6/66).

COMMUNICATION OF ADVERSE REMARKS

8. Any remarks recorded in the Confidential report of a Railway servant adversely reflecting on his performance or his basic qualities or potential shall be treated as adverse. Adverse remarks recorded in the Confidential report of a Railway servant should be communicated, in writing, irrespective of whether they are considered remediable or not, to the Railway servant concerned along with the substance of the favourable remarks contained in the Confidential Report. Such a communication shall be sent by the Reviewing authority or by any other authority specified

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by the G.M. in this behalf within a period of one month of acceptance of the Confidential report. A record of such communication should be kept in the C.R. folder of the Railway servant concerned, attached to the relevant report. Care should be taken to ensure that the remarks are communicated in such a form that the identity of the officer making the adverse remarks is not disclosed.

8.1 For the purpose of para 8

(a) an entry in the Confidential Report that the Railway servant concerned is not fit for promotion shall be deemed to be an adverse remark and the whole entry including the reasons for the remark shall be communicated to the Railway servant;

(b) Any remark describing as 'average' either the performance or any other quality of the Railway servant shall not be treated as an adverse remark.

8.2 All representations against adverse remarks should be dealt with and decided upon expeditiously by the competent authority i.e. normally the authority next above the Reviewing authority and in any case within three months from the date of submission of the representation. The competent authority in consultation with the Reporting and/or Reviewing authority, if such consultation is necessary, should consider the representation and pass orders on the representation, either

- (a) expunging the adverse or critical remarks in toto; or
- (b) toning down the adverse or critical remarks; or
- (c) rejecting the representation.

Pending the final disposal of the representation, if submitted within the prescribed time limit, the adverse remarks should not be treated as operative, for purposes of any consideration including promotion. If no representation has been submitted or the representation submitted has been finally disposed of, there is no bar to the adverse remarks being taken note of. The orders passed on the representation shall be final and the Railway servant concerned should be informed suitably of the decision, duly keeping a copy of the order in his CR folder.

8.3 No memorial or appeal against the rejection of representation should be allowed six months after the rejection.

(Paras 8 to 8.3 - Ref: Board's letters No.E(NG)II/75/CR/1 dated 6/1/77, E(NG)II/78/CR/2 dated 10/11/78 and E(NG)I/81/CR/5 dated 26/30.9.81).

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9. The remarks "Average" recorded in the Confidential reports are not to be treated as adverse.

(Ref: Board's letter No;E(NG)II/76/CR/1 dt.15/10/76).

9.1 If the rules/orders regarding preparation of confidential reports have been violated in any particular case, the Railway servant adversely affected by such action, may bring the matter to the notice of the authority higher than the Reporting authority. The latter should take necessary action to rectify the position, as may be warranted by the circumstances and advise the Railway servant concerned in regard to the action taken.

(Ref: Board's letter No.E(NG)II/67/CR/3/4 dt.17/2/69).

PROCEDURE TO BE FOLLOWED WHILE REPORTING ON INTEGRITY

10. If the Railway servant's integrity is beyond doubt, it should be stated so against the relevant item in Part-III of the report.

10.1 In respect of Railway servant working in Gr.Rs.1600-2660(RPS) and in above grade, for whom Section-II of the report, includes an item on Integrity to be certified, it is not necessary to fill in the item in Part-III.

10.2 If there is any unconfirmed doubt or suspicion on the Railway servant's integrity, the item should be left blank and action taken as mentioned below:

(a) A separate secret note should be recorded and followed up. A copy of the note should be sent together with the Confidential report to the next superior authority, who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting authority should state either, that he has not watched the Railway servant's work for sufficient time to form a definite judgement or that he heard nothing against the Railway servant, as the case may be;

(b) If, on follow up action, the doubts or suspicions are cleared, the Railway servant's integrity should be certified and entry made accordingly in the confidential report;

(c) On the other hand, if the doubts or suspicions are confirmed either initially or after the doubts are confirmed after investigation, the fact should be recorded and communicated to the Railway servant; and

(d) As a result of follow up action, if the doubts or suspicions still remain without being either cleared or confirmed, the Railway servant's conduct should be watched for a further period and action taken thereafter, as referred to in (b) and (c) above.

(Ref: Board's letters No.E(D&A)65RG6/47 dated 24/11/65 and E(D&A)90RG6/47 dated 5/6/90).

OTHER PROVISIONS

11. The General Manager may lay down detailed rules for the timely preparation, submission and maintenance of Confidential Reports on non-Gazetted Railway servants on his system, in general conformity with the principles laid down in Chapter-XVI of Indian Railway Establishment Code-Vol.I 1971.

11.1 No authority should either report, review the Confidential report on any non-Gazetted Railway servant, unless he has been acquainted with the work of the Railway servant reported upon, at least for three months during the period for which the report is written.

(Ref: Board's letter No.E(NG)II/75/CR/1 dated 6/1/77 and E(NG)I/81/CR/5 dated 26/30.9.81).

11.2 Delay should be avoided in writing the report. Promotion of a Railway servant should not be held up merely because of non-availability of the latest confidential report for a particular period for which it has become due.

(Ref: Board's letter No.E(NG)I/81/CR/4 dated 14/7/81).

11.3 All instances of Railway servants held responsible for accidents/averted accidents should be recorded in the Confidential reports, on the proforma provided for the purpose.

(Ref: Board's letter No.E(NG)II/77/CR/5 dt.6/13.1.81).

11.4 In respect of Teachers/Instructors in Teaching/Training Schools there is a provision regarding qualifications/achievements in the field of Scouts & Guides being mentioned in Column 9(c) of Annexure-IV attached with this Ministry's letter No.E(NG)I/86/CR/5 dated 22/4/87. In respect of other staff Reporting Officers may mention such achievements/qualifications against column 4 in Part-III of Annexure-I, II & III and column 11 of Annexure-V containing Confidential Reports formats circulated under this Ministry's letter dated 22/4/87.

(Ref: E(NG)I/88/CR/4 dated 25/2/91).

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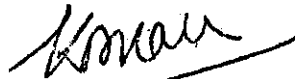
12. (i) While referring to the Master Circular, the original circulars mentioned herein should be read for a proper appreciation. The master circular is only a consolidation of the existing instructions and should not be treated as a substitution of the original circulars. In case of doubt, the original circulars should be relied upon as authority;

(ii) The instructions contained in the original circulars referred to, have only prospective effect unless indicated otherwise;

(iii) If any circular having a bearing on the subject, which has not been superseded, has been lost sight of in the preparation of the master circular, the said circular which has been missed through oversight, should not be ignored but should be treated as valid and operative.

13. The letters on the basis of which, the Master Circular has been prepared are indicated in the enclosure.

Please acknowledge receipt.



(K. S. LALL)

JOINT DIRECTOR, ESTABLISHMENT (N)
RAILWAY BOARD.

Encls: (i) One list

(ii) Annexures I to VI.

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ANNEXURE-I

 Railway

Confidential Report for Group 'C' Staff including workshop staff (except PWIs, APWIs, Signal Inspectors, Asstt. Signal Inspectors and Teachers/Instructors), for the year ending.

 DEPARTMENT

 OFFICE

PART-I PERSONAL DATA

1. Name in full
2. Date of birth
3. Designation*
4. Station at which employed
5. Substantive pay
- Officiating pay
6. Date of appointment to service
7. Date of continuous app-ointment to the present grade
8. Whether permanent/temporary or officiating
9. Educational, professional & Technical qualfications
10. Particulars of examination (including Departmental Examinations) passed during the year
11. Whether the employee belongs to Scheduled Caste/Scheduled Tribe

Scale

Scale

PART-II SELF-APPRAISAL

(TO BE FILLED BY STAFF IN GRADE Rs.1600-2660 AND ABOVE ONLY)

1. Brief description of duties
2. Brief resume of the work done by you during the year/period from to bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed).

*In case of Territorial Army Personnel, their T.A. rank should also be indicated.

PART-III ASSESSMENT BY THE REPORTING OFFICER

1. Does reporting officer agree with the statement made in Part-II. If not the extent of agreement and reasons therefor. (Wherever applicable).
2. Character and habits to include comments on:-
 - (a) Integrity (to be filled only in those cases in which Section-II is not required to be maintained).
 - (b) Tact and Temper
 - (c) Conduct
 - (d) Attendance
 - (e) Physical fitness for strenuous work.
3. Departmental abilities (merits and demerits) to include comments on:-
 - (a) Initiative and direction
 - (b) General Intelligence
 - (c) Keeness/promptness and efficiency
 - (d) Power to control others
 - (e) Organising/Supervising ability
 - (f) Capacity for hardwork
 - (g) Amenability to discipline
4. Special aptitude or qualification
5. Physical disability, if any, for outdoor work or posting to a particular area
6. Reliability
7. Relations with others
 - (a) those above:
 - (b) those below:
 - (c) the public (if his duties entail his coming into contact with public/Railway users):
8. Power of drafting.
9. Knowledge of Rules, Regulations and procedure
10. Ability to conduct enquiries, sift evidence and prepare reports (for Inspectors only)

11. IN CASE OF STENOGRAPHERS/STENO-TYPISTS/TYPISTS

- (a) Accuracy
- (b) Speed
- (c) Neatness of execution
- (d) Trustworthiness in confidential & secret matters

12. IN CASE OF DRAWING OFFICE STAFF

Whether the employee can design/is a neat tracer/Draftsman/is an accurate calculator.

13. IN CASE OF MINISTERIAL STAFF ONLY:

- (a) Is his/her handwriting neat?
- (b) Does he/she maintain his/her office files neatly?
- (c) Does he/she maintain his/her rule Books, Codes, Diary and Reminder Memo Book etc.?
- (d) Does he/she promptly produce papers when required?
- (e) Is his/her disposal prompt?
- (f) Is he/she capable of putting up papers independently?

14. IN CASE OF WORKSHOP STAFF AND TECHNICAL FIELD STAFF LIKE CHARGEMEN/SHOP SUPDT./DY. SHOP SUPDT./BRIDGE INSPECTORS ETC. ONLY.

Technical Abilities.

15. Has his/her work been satisfactory? If not, in what respect he/she has failed.
16. Whether the employee was booked for the prescribed refresher course, if so
- (a) whether he/she attended the refresher course on being released, and
 - (b) whether he/she passed/failed in the said refresher course.
17. Has the employee been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.
18. Has the employee done any outstanding or notable work meriting commendation? If so, please give brief par-ticulars.
19. Grading: Outstanding/Very Good/Good/Average/Below Average

Signature of Reporting
Officer

Name in Block letters

Designation

Date. 14.

PART-IV REMARKS BY REVIEWING OFFICER

1. Length of service under the Reviewing officer
2. Is the Reviewing officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting officer?
4. (In case of disagreement, please specify the reasons)
Is there anything you wish to modify or add?
4. If the Officer reported upon is a member of a Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.
5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.
6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

Signature of the
Reviewing Officer

Place:

Name in Block Letters

Date:

Designation during the
period of report.

ANNEXURE-II

RAILWAY

CONFIDENTIAL REPORT FOR GROUP 'C' STAFF (IDWs & AIDWs)
FOR THE YEAR ENDING _____.

DEPARTMENT

OFFICE

PART-I PERSONAL DATA

1. Name in full
2. Date of birth
3. Designation*
4. Station at which employed
5. Substantive pay _____ Scale Rs. _____
Officiating pay _____ Scale Rs. _____
6. Date of appointment to service
7. Date of continuous appointment in present grade
8. Whether permanent/temporary
9. Educational, Professional & Technical qualifications
10. Particulars of examinations (including departmental examinations) passed during the year.
11. Whether the employee belongs to Scheduled Caste/
Scheduled Tribe.

PART-II SELF APPRAISAL

(TO BE FILLED BY STAFF IN GRADE Rs.1600-2660 AND ABOVE ONLY)

1. Brief description of duties
2. Brief resume of the work done by you during the year/
period from _____ to _____ bringing out any special achieve-
ments during the year/period. In the event of shortfall in
achievement furnish reasons. (The resume is to be furnished
within the space provided, limited to 100 words and is
required to be signed).

*In case of Territorial Army Personnel, their T.A rank
should also be indicated.

PART-III ASSESSMENT OF THE REPORTING OFFICER

1. Does the Reporting Officer agree with the statement made in Part-II? If not, the extent of disagreement and reasons therefor? (Wherever applicable).
2. Character and habits to include comments on:
 - (a) Integrity
 - (b) Tact & Temper
 - (c) Conduct
 - (d) Attendance
 - (e) Physical fitness for strenuous work
3. Departmental abilities (Merits & Demerits) to include comments on:-
 - (a) Initiative and direction
 - (b) General Intelligence
 - (c) Keeness/promptness and efficiency
 - (d) Power to control others
 - (e) Organising/supervising ability
 - (f) Capacity for hardwork
 - (g) Amenability to discipline
4. Special aptitude or qualification
5. Physical disability, if any, for outdoor work or posting to a particular area
6. Is his/her work well and methodically done and close supervision exercised?
7. Does he/she level and survey accurately and his/her plans accurate and well turned out?
8. Is he/she careful in seeing that the existing buildings and their surroundings in his/her charge are well maintained?
9. Does he/she bring defects to notice promptly and arrange at once for their rectification?
10.
 - (a) Does he/she control and supervise his/her labour and arrange it properly
 - (b) Is he/she able to insist on good work from Contractors? and
 - (c) Whether his/her demand for temporary extra labour is reasonable?

11. Is he/she prompt and careful in
 - (i) Correspondence,
 - (ii) Submission of his/her returns?
12. Are his/her measurement books properly entered and well kept?
12. (a) Does he/she settle up quickly with Contractors etc?
 - (b) Are his/her bills promptly made out and submitted?
 - (c) Does he/she submit in time Compilation, Drawing and other information for preparing Compilation Report?
14. Are his/her office and godown tidy and in good order?
15. (a) Does he/she arrange for the safe custody and proper storage of materials against unnecessary deterioration from weather or any other cause?
 - (b) Does he/she maintain proper accounts of issues, receipts released and surplus stores?
16. Is his/her technical knowledge such as would be expected from one of his rank?
17. Is his/her materials and tools and plant accountal and issues properly made?
18. Is he/she active and hardworking?
19. Does he/she turn out promptly on emergencies?
20. Has he/she been ill during the year? If so, state in what way and for how long?
21. Does he/she take an interest in the welfare of his/her staff?
22. Remarks may be made as to his/her supervision of work. Is his/her brickwork carefully supervised and painting carefully done? Does he/she see that fences etc. are carefully aligned and levelled, doors and windows carefully fitted, beams properly bedded, painting and whitewashing carefully done and all splashes of paint and whitewash removed? When works are completed, does he/she see the surroundings are cleaned up and all surplus materials & tools quickly disposed of?
23. Has his/her work been satisfactory? If not, in what respect he/she has failed?
24. Whether the employee was booked for the prescribed refresher course? If so,
 - (a) whether he/she attended the refresher course on being released, and
 - (b) whether he/she passed/failed in the said refresher course.

25. Has the employee been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.
26. Has the employee done any outstanding work meriting commendations? If so, please give brief particulars.
27. Grading:
'Outstanding', 'Very good', 'Good', 'Average' & 'Below Average'.

Signature of the
Reporting Officer

Name in Block Letters

Designation

Date

PART-IV REMARKS BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant materials?
3. Do you agree with the assessment of the officer given by the Reporting Officer?
(In case of disagreement, please specify the reasons)
Is there anything you wish to modify or add?
4. If the officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.
5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.
6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify?

Signature of the Reviewing
officer

Place:

Name in Block Letters

Date:

Designation during the
period of report.

.....19.

ANNEXURE-III

RAILWAY

CONFIDENTIAL REPORT FOR GROUP 'C' STAFF (PWIs & APWIs. SIGNAL INSPECTORS AND ASSTT. SIGNAL INSPECTORS) FOR THE YEAR ENDING

DEPARTMENT

OFFICE

PART-I PERSONAL DATA

1. Name in full
2. Date of birth
3. Designation*
4. Station at which employed
5. Substantive pay _____ Scale Rs. _____
Officiating pay _____ Scale Rs. _____
6. Date of appointment to service
7. Date of continuous employment in the present grade
8. Whether permanent/temporary
9. Educational or Technical qualifications
10. Particulars of examinations (including departmental examinations) passed during the year
11. Whether the employee belongs to Scheduled Caste/
Scheduled Tribe.

PART-II SELF APPRAISAL

(TO BE FILLED BY STAFF IN GRADE Rs.1600-2660 AND ABOVE ONLY)

1. Brief description of duties
2. Brief resume of the work done by you during the year/
period from _____ to _____ bringing out any special
achievements during the year/period. In the event of
shortfall in achievement furnish reasons (The resume is
to be furnished within the space provided, limited to
100 words and is required to be signed).

*In case of Territorial Army Personnel, their T.A. rank
should also be indicated.

PART-III ASSESSMENT BY THE REPORTING OFFICER

1. Does the Reporting Officer agree with the statement made in Part-II? If not, the extent of disagreement and reasons therefor? (Wherever applicable)
2. Character and habits to include comments on:
 - (a) Integrity
 - (b) Tact & Temper
 - (c) Conduct
 - (d) Attendance
 - (e) Physical fitness for a strenuous work
3. Departmental abilities (Merits & Demerits) to include comments on:
 - (a) Initiative and direction
 - (b) General Intelligence
 - (c) Keenness, promptness and efficiency
 - (d) Power to control others
 - (e) Organising/supervising ability
 - (f) Amenability to discipline
 - (g) Knowledge of Rules, Regulations and Procedure.
4. Special aptitude or qualification
5. Physical ability if any for outdoor work or posting to a particular area.
- *6. Is his/her road in good order and tidily kept?
7. Does he/she maintain points and crossings properly?
8. Has he/she effected any improvement during the year?
9. Does he/she keep his/her stock of material in an orderly manner?
10. Are his/her tools and plant in good order and kept in repair?
11. Does he/she control and supervise his/her labour properly and is he/she economical with it?
12. Has any relaying, re-sleepering or renewals been done, and if so, were they carried out carefully, satisfactorily and economically?
13. Is he/she methodical and careful on his/her work specially as to details?
14. Does he/she return released and other surplus materials promptly to stores?

.....21.

15. Does he/she arrange for the safe custody and proper storage of materials against unnecessary deterioration from weather or any other cause?
16. What was the date of the last annual inspection of his/her beat and what was the impression as a result of this inspection?
- *17. When was his/her section last tested with the Hallade Recorder and what was the general result as compared with the previous test?
- *18. Are the bridges clean and tidy, and kept in good order, and free from weeds and dirt?
- *19. Are the approaches of bridge well kept up and ballasted?
- *20. (a) Has he/she carefully renewed timbers and worn out fittings of bridges during the year?
(b) Are his/her level crossings and their approaches maintained well?
- *21. Have any speed restrictions been imposed on his/her length on account of defective maintenance of permanent way or other causes under his/her control?
22. (a) Is he/she prompt and careful in correspondence?
(b) Does he/she maintain creep and other registers regularly with the requisite data and observations?
23. Are his/her store accounts carefully kept?
24. Does he/she submit his/her returns in time?
25. Are his/her office and godown tidy and in good order?
26. Are his/her muster rolls and gang charts properly entered and well kept?
27. Does he/she turn out promptly on emergencies?
28. Are his/her demands for temporary extra labour reasonable?
29. Is his/her technical knowledge such as would be expected from one of his rank?
30. Does he/she take interest in the welfare of staff?
31. Has his/her work been satisfactory? If not, in what respect he/she has failed?
32. Whether the employee was booked for the prescribed refresher course? If so,
 - (a) Whether he/she attended the refresher course on being released; and
 - (b) Whether he/she passed/failed in the said refresher course.

33. His/her relation with the staff working under his/her supervision and other fellow employees.
34. Has the employee been reprimanded for indifferent work or for other causes during the period under review? If so, please give brief particulars.
35. Has the employee done any outstanding work meriting commendation? If so, please give brief particulars.
36. Grading:
'Outstanding', 'Very Good', 'Good', 'Average',
'Below Average'.

Signature of the Reporting
Officer

Name in Block Letters

Designation.

*These items do not apply in case of Signal Inspectors/
Asstt. Signal Inspectors.

PART-IV REMARKS BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer
2. Is the reviewing officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting officer?
(In case of disagreement, please specify the reasons?
Is there anything you wish to modify or add?)
4. If the officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the Reporting officer in assessing the performance of the SC/ST officer has been fair and just.
5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.

6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

Place:

Signature of the
Reviewing Officer.

Date:

Name in Block Letters

Designation during the
period of report.

RAILWAYCONFIDENTIAL REPORT FOR GROUP 'C' STAFF (TEACHERS-INSTRUCTORS
IN TEACHING/TRAINING SCHOOLS) FOR THE YEAR ENDING

NAME OF SCHOOL/INSTITUTION

PART I PERSONAL DATA

1. Name in full
2. Date of birth
3. Designation
4. Station at which employed
5. Substantive pay Scale Rs.
Officiating pay Scale Rs.
6. Date of appointment to service
7. Date of continuous appointment in the present grade
8. Whether permanent/temporary ?
9. Educational or technical qualifications
(a) Professional
(b) Technical, and
(c) Special (eg. Drill, Scouting etc.)
10. Particulars of examinations (including departmental examinations) passed during the year.
11. Actual duty on which employed (Subjects and classes taught)
12. Whether the employee belongs to Scheduled Caste/
Scheduled Tribe.

*In the case of Territorial Army Personnel, their
T.A rank should also be indicated.

PART-II SELF APPRAISAL

(TO BE FILLED BY STAFF IN GRADES RS. 1400-2600 AND ABOVE
ONLY)

1. Brief description of duties
2. Brief resume of the work done by you during the
year/period from to bringing
out any special achievements during the year/period.
In the event of shortfall in achievement furnish
reasons (The resume is to be furnished within the
space provided, limited to 100 words and is
required to be signed).

*In case of Territorial Army Personnel, their
T.A rank should also be indicated.

PART-III ASSESSMENT BY THE REPORTING OFFICER

1. Does the Reporting officer agree with the statement made in Part II? If not, the extent of disagreement reasons therefor? (wherever applicable)
2. Character and habits
 - (a) Moral character
 - (b) Relations with fellow teachers
 - (c) Integrity
 - (d) (i) Regularity and punctuality
(ii) Leave taken during the school session in the year.
 - (e) Health
 - (f) Whether he/she sets good example in (a) Neatness (b) Cleanliness and (c) Obedience of orders.
3. Departmental Abilities:
 - (a) Initiative
 - (b) Intelligence
 - (c) Keenness, promptness and efficiency
 - (d) Proficiency in day-to-day teaching
 - (i) Power of expression
 - (ii) Supervision of written work of scholars
 - (iii) Maintenance of records
 - (e) Organising ability
 - (f) Ability to maintain discipline
 - (i) in the class
 - (ii) outside the class and
 - (iii) control of servants
 - (g) Proficiency in educating the backward students of the class
 - (h) Examination results of the subjects taught by the teacher in different classes.
4. Physical disability, if any, for outdoor work or posting to a particular area
5. Aptitude for developing (i) character (ii) sports-manship and developing extra curricular activities such as (a) games and sports (b) music (c) debating societies (d) managing clubs etc. amongst the students.
6. Whether the teacher was booked for the prescribed refresher course ? if so,
 - (a) whether he/she attended the course on being released and

(b) whether he/she passed/failed in the said course.

7. Has he/she been reprimanded for indifferent work or for any other causes during the period under report? If so, give brief particulars.
8. Has he/she done any outstanding or notable work meriting commendation? If so, give particulars:
9. Grading
(Outstanding, 'Very good', 'Good', 'Average', 'Below average')

Signature of the reporting officer

Name in block letters

Designation

Date:

PART-IV REMARKS BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer
2. Is the reviewing officer satisfied that the Reporting officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting officer?
(In case of disagreement please specify the reasons? Is there anything you wish to modify or add?)
4. If the officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the sc/st officer has been fair and just.
5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.
6. Has the officer any special characteristics, and or any abilities which would justify his/her selection for any special assignment or/out of turn promotion? If so, specify.

Place:

Signature of the Reviewing Officer

Date:

Name in block letters

Designation during the period of report.

CONFIDENTIAL REPORT FORMAT FOR STAFF IN RS.330-560(RS)/
RS.1200-2040(NEW SCALE)

1. Name of the employee
2. Date of birth
3. Date of original appointment
4. Designation & Grade
 - (a) Substantive
 - (b) Officiating
5. Total length of service in the substantive/officiating grade.
6. Amenability to discipline.
7. General remarks about his work and discharge of his duties with efficiency and sincerity.
8. Knowledge of departmental rules/working.
9. Attention to safety/safety consciousness
10. Punishments, if any, awarded during the reporting year.
11. Awards/Commendations certificates, if any, awarded during the reporting year.
12. Integrity.
13. Overall classification i.e. Outstanding, very good, Good, Average, Below Average.
14. For stenos only:
 - (a) Accuracy in stenographic work,
 - (b) Power of drafting.

*For categories to whom applicable.

Signature of the reporting officer

Name in block letters

Designation

Date

Remarks, if any, of the Reviewing Officer

Authority Board's letter
No.E(NG)I/86/CR/5
dated 23/6/87.

Signature of Reviewing officer

Name in Block letters

Designation during the period of report

SECTION II

: -28- :

ANNEXURE - VI

(FOR STAFF IN GRADE RS.1600-2660 AND ABOVE LIKELY TO
BE CONSIDERED FOR PROMOTION TO GROUP 'B' SERVICE)

CONFIDENTIAL REPORT FOR THE YEAR ENDING

RAILWAY DEPARTMENT

Name :

*Designation

1. Integrity

2. Special Attributes:

(a) Qualities of leadership

Outstanding/Very Good/
Good/Average/Below
Average.

(b) Capacity to take decision
on matters within his/her
competence.

Outstanding/very
Good/Good/Average
Below Average.

(c) Willingness to shoulder
higher responsibility.

Outstanding/Very Good
Good/Average/Below
Average.

(d) Ability to inspire confi-
dence, guide, motivate
and obtain the best out
out of staff.

Outstanding/Very Good/
Good/Average/Below
Average.

(e) Ability to enforce
discipline.

Outstanding/Very Good
Good/Average/Below
Average.

Reporting officer's signature
and Designation.

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Remarks by the Reviewing Officer (DRM/Dy. Head of Deptt)

Station:

Date:

(Designation)

*In case of Territorial Army Personnel, their T.A
rank should also be indicated.

Revision, as per slip pasted above made vide Board's
letter No.E(NG)I-86 CR/4 dated 23-2-88.

Letters/Reference on the basis of which the Master Circular has been prepared.

- . - . - . -

1. Rule 1619 - RI
2. E(D&A)65/RG6/47 dated 24/11/65
3. E(NG)57/CR/3/1 dated 14/6/66
4. E(NG)II/67/CR/3/4 dated 17/2/69
5. E(NG)II/68/CR/1 dated 16/12/70
6. E(NG)II/75/CR/9 dated 14/9/76
7. E(NG)II/76/CR/1 dated 15/10/76
8. E(NG)II/75/CR/1 dated 6/1/77
9. E(NG)II/78/CR/3 dated 8/8/78
10. Conf: E(NG)II/78/CR/2 dated 10/11/78
11. E(NG)II/77/CR/5 dated 6/13.1.81
12. E(NG)I/81/CR/4 dated 16/7/81
13. E(NG)I/81/CR/8 dated 31.8.81/22.9.81
14. E(NG)I/81/CR/5 dated 26/30.9.81
15. E(NG)I/82/CR/1 dated 20/3/82
16. E(NG)I/83/CR/1 dated 16/3/83
17. E(NG)I/85/CR/5 dated 9/12/85
18. E(NG)I/86/CR/5 dated 22/4/87
19. E(NG)I/86/CR/5 dated 23/6/87
20. E(NG)I/86/CR/4 dated 23/2/88
21. E(NG)I/88/CR/4 dated 12/5/89
22. E(NG)67/CR3/2 dated 23/10/67
23. E/55/CR/3 dated 9/11/56
24. E/55/CR3/3 dated 9/8/55.

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