

SOUTH EASTERN RAILWAY

Office of the  
Pr.Chief Personnel Officer,  
Garden Reach, Kolkata-43.

Estt. Srl. No. 93/2019

RBE No. 69/2019

No.SER/P-HQ/Ruling/0/854

Dated : 15.05.2019

To  
All concerned

**Sub: Preparation and Maintenance of Annual Performance  
Appraisal Reports (APARs) of Non-gazetted Railway  
servants.**

**Ref: Estt. Srl. No. 119/01.**

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Railway Board's letter No. E(NG)I-2019/CR/2 dated 29.04.2019 (RBE No. 69/2019) is forwarded for information, guidance and necessary action.

Encl: As above.



( S.K.Pramanik )  
Asstt. Personnel Officer (Court)  
for Pr.Chief Personnel Officer.



(Ruling) 197

SER/P-HQ/Ruling 10/854

RB-EP-662  
07/05/19

RBE No. 69/2019

**GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)**

No. E(NG)I-2019/CR/2

New Delhi dated 09/04/2019

(M)

SER

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

**Sub:- Preparation and Maintenance of Annual Performance Appraisal Reports(APARs) of Non-gazetted Railway servants.**

E.S. NO  
119/01

Reference is invited to para 1(iii) of Board's letter No. E(NG)I-2001/CR/7 dated 22.08.2001, in which it was inter-alia laid down that "where the Reporting Authority or Reviewing Authority retires or demits office, he should report/review the Confidential Reports of all railway servants working under him ordinarily within a period of one month from the date of such retirement or demission of office".

12  
14/5/19

2. It is pointed out that non-initiation/non-finalisation of Annual Performance Appraisal Reports(APARs) in time delays selections and affects employees' promotional prospects. The matter was also raised recently by AIRF in the March, 2019 PNM meeting with Board. Accordingly Zonal Railways/Productions Units may ensure that the instructions contained in Board's letter ibid are reiterated down the line for strict compliance.

Please acknowledge receipt.

Hindi version shall follow.

(M.K.Meena)

Deputy Director Estt. (N)  
Railway Board

(3)

By CPD/HQ

APAR/Count  
Ruling

What is the present pos<sup>n</sup> of APAR updating? This item may be added in the HAPRO mtg agenda

Already added in item 9/4/19

HAPRO mtg agenda  
8/5

8/5

E.S. P.K.  
15/05/19

APAR/Count  
pls issue letter  
10.5.19