



EAST COAST RAILWAY

प्रमुखमुख्य कार्मिक अधिकारी का कार्यालय/

Office of the Pr.Chief Personnel Officer

द्वितीय तल, - 751 017

Rail Sadan, IInd Floor, Bhubaneswar-751 017

स्थापनाक्रमांक/ Estt. Srl. No.17/2019
पूतरे/कार्मिक/आर/ECOR/Pers/R/APAR

RBE No. 09/2019

Date: 16.01.2019

सेवा मे,

सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पू त रे/भुवनेश्वर

मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधारोड,वालातेरू, संबलपुर,

मु;कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,

व.का अधिकारी(नि)/भुवनेश्वर

महा सचिव/इकोर श्र. कां., महा सचिव/इकोर श्र. यू.,

महा सचिव/एआई ओ बी सी आर ई ए, महा सचिव/ ए आई एस सी एस टी आर ई ए

**Sub: Introduction of provisions for writing of APAR of Railway Employees
Working in Grade Pay Rs.1800/- Level-I.**

उपर्युक्त विषय पर बोर्ड पत्र सं E(NG)I-2013/CR/1 दिनांक 11.01.2019 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of the Board's Lr. No- E(NG)I-2013/CR/1 dated 11.01.2019 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,


(G. Sathy)

Dy. Chief Personnel Officer(IR&W)
For Pr. Chief Personnel Officer

प्रतिलिपि प्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) मुकाधि/मुकाधि(प्रशा.), उप म.प्र. अध्यक्ष(रेलवे भर्ती प्रकोष्ठ)
- 3) उप मुख्य प्रबंधक(सू.प्रौ), उप मुकाधि(औ.सं.एवं कल्याण), वकाधि(इंजी.)
- 4) वकाधि(मुख्या.), वकाधि(स्टाफ), वकाधि(राज. एवं न्याया.)
- 5) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(मुख्या.-1),सहा.कार्मिक अधि.(कल्याण), सहा.कार्मिक अधि.(विल), सहा.कार्मिक अधि.(भर्ती)

RBE NO. 9/2019

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No.E(NG)I-2013/CR/1

New Delhi dated 11/01/2019

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

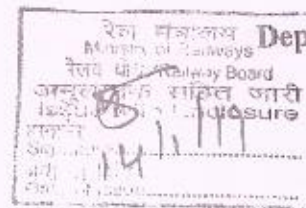
Subject: Introduction of Provisions for writing of APAR of Railway Employees Working in Grade Pay Rs.1800/- Level-I.

Attention is invited to Board's letter of even number dated 30.12.2014, vide which, concept of writing APARs of those Railways' employees working in Grade Pay Rs.1900 and in whose cases APARs were not written earlier, was introduced inter-alia mentioning that those Railway servants in Grade Pay Rs.1800, the system of working reports as and when required will continue. A proforma evolved for this purpose was also enclosed.

2. A need to introduce the system of writing APARs in the cases of erstwhile Group 'D' staff working in Grade Pay Rs.1800, Level-I, has been experienced considering the fact that now such employees have also been made eligible to compete with others in the scheme of LDCE and other departmental selections whenever and wherever these are conducted to fill up particular posts through departmental promotion.

3. Consequently, the matter has been reviewed. It is advised that the APARs be written in the case of all the erstwhile Group 'D' employees G.P. Rs. 1800/- Level-I in the proforma attached. The revised proforma will be applicable for APARs written from the current year (2018-19) onwards.

DA:- As above.



(M.K.Meena)
Deputy Director Estt. (N)
Railway Board

12/2019

(लेवल-1, ग्रेड पे रु. 1800 में कार्यरत कर्मचारियों की एपीएआर)
APAR For Staff Working in Level-I Grade Pay Rs. 1800

अवधि/For the period-----

(A) कर्मचारी विवरण (कार्यालय द्वारा भरा जाए) EMPLOYEE PARTICULARS (To be filled by office)	
1.	नाम Name
2.	पिता का नाम Father's name
3.	पदनाम/स्टेशन Designation/Station
4.	जन्म तिथि Date of Birth
5.	नियुक्ति तिथि Date of appointment
6.	शिक्षा Educational qualification
7.	वेतन/वेतनमान Rate of Pay/Grade pay/Level
8.	अनु.जा./अनु.जजा SC/ST(Specify)

(B) ASSESSMENT of PERFORMANCE

(B1)		<ul style="list-style-type: none"> ➤ सत्यनिष्ठा Integrity: ➤ If integrity is 'beyond doubt' write so. If there is doubt or suspicion, leave item blank & attach separate note on which an appropriate decision shall be taken as per procedure. 	
		Marks to be awarded in a scale of 1 to 5	
B2	GENERAL QUALITIES	1.	Attendance
		2.	General Intelligence
		3.	Physical Fitness
B3	WORKING ABILITY	1.	Knowledge of Rules
		2.	Safety Consciousness (Where relevant)
		3.	Quality of work
		4.	Promptness
B4		OVERALL PERFORMANCE-	
B5		GRAND TOTAL POINTS OBTAINED [B2+B3+B4]	
(C) Whether any award/penalty during the period if so mention.			

- Note: 1. One(1) is the lowest & Five(5) is the highest in the assessment scale corresponding to 'Below average', 'Average', 'Good', 'Very good', 'Outstanding'.
 2. The total points (B5) will be the 'record of service' marks for assessment purpose.

Signature & Name of Employee

(Reporting Officer)

(Reviewing Officer)

Dated:-

Place:-