

EAST COAST RAILWAY

प्रधान कार्यालय/Headquarters Office
कार्मिक विभाग/Personnel Department
भुवनेश्वर/ Bhubaneswar - 751017

No. ECoR-HQ0PERS(R)/8/2021 (13/21)

Date: 12.03.2021

DRMs- SBP/WAT/KUR,
CWM/CRW/MCS.

Sub: Comprehensive Guidelines regarding communication & review of APAR of Non-Gazetted staff.

Ref: (i) ECoR's Estt. Sr. No. 88/2015 dated 08.07.2018 (RBE-68/2015).

(ii) This office Lr. No. ECoR/Pers/R/APAR dated 09.01.2018.

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1. The prescribed guidelines regarding communication of all entries in Annual Performance Appraisal Reports (APAR) for fairness and transparency in public administration has been circulated through ECoR's Estt. Srl. and this office letter under references. In compliance to the consideration of representation against the remarks or for up-gradation of final grading given in the APAR has also been communicated vide RBE No. 136/2010. But, it has come to the notice that the above instructions have not been followed properly, resulted numbers of representation raised from staff side. In order to implement a uniform policy over ECoR, the following instructions are hereby issued:
 - 1.1 ACRs/APARs (of previous years) may be shown (if not already shown) to the employees concerned and copies may also be given to them on demand under acknowledgement. All Competent authorities, who are custodians of APARs should looking to such past cases and if any APAR is not communicated, same may be communicated positively. The concerned official shall be given an opportunity to make their representation, if any, against the entries and the final grading given in the report within a period of 30 days from the date of acknowledgement of APARs.
 - 1.2 Representation against the remarks (whether it is poor, fair, average, good, very good or outstanding) may be considered by the competent authority. If necessary, the competent authority in consultation with the reporting and reviewing officer, should issue a speaking order on such representation within a time frame of 30 days. The decision of the competent authority and the final grading shall be communicated to the concerned staff within 15 days of receipt of the decision of the competent authority by the concerned APAR section.
2. Current and subsequent APARs with overall grading should be completed in time and shall be shown to the concerned official every year after finalization of APARs. It is mandatory to communicate the APARs by any means to the concerned staff.
3. In order to comply the principle of fairness and natural justice, even an outstanding entry should be communicated. Since, that boost the morale of an employee and make him work harder. The above instructions may be followed scrupulously in order to comply Railway Board's guidelines.


(R.N.A.Parida)

Chairman, Railway Recruitment Cell
For Principal Chief Personnel Officer.

Copy to: All PHODs/CHODs, Gen.Secys.- ECoRSC, ECoRSU,
Sr.DPOs- SBP/KUR/WAT, SPO (Con.)/BBS/VSKP, WPO/CRW/MCS.

