



EAST COAST RAILWAY

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

No. ECoR/Pers/HQ/R/APAR/18/21

Date: 12. 03. 2021

All PHODs/CHODs,
DRMs- SBP/WAT/KUR, CWM/CRW/MCS,
Sr. DPOs-SBP/WAT/KUR & WPO/CRW/MCS,
SPO (Con)-BBS /VSKP.

Sub: Guidelines regarding writing of APARs for staff in Level-6 (GP-4200/-).
Ref: Railway Board's Lr.No-2018/Trans. Cell/S&T/APAR dated-04.12.2018.

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Confidential report is an important official 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 the form with a high sense of responsibility. The following procedure should be adopted while writing the APARs of the NG staff:

(1) APARs of Group 'C' employees are to be filled as per prescribed format. Section-I, is having provision of only Reporting Officer and Reviewing Officer. The APAR gets finalized after Reviewing Officers remarks.

(2) Section-II of APAR is meant for Gr. 'C' to Gr. 'B' promotion only. It is also to be finalized at JAG/SG level.

2. In addition to the above, other guidelines issued from Board for writing of APARs shall remain unchanged.

(R.N.A.Parida)

Chairman, Railway Recruitment Cell
For Principal Chief Personnel Officer.