

Government of India
Ministry of Railways
(Railway Board)

No. 2017/SCC/03/13

New Delhi, dt. 21.07.2017

General Managers/equivalents,
Zonal Railways, PUs, CTIs etc.
DG/RDSO, DG/NAIR

Sub: Preparation and maintenance of APARs.
Ref: Board's letter No. 2017/SCC/03/06 dated 24.03.2017.

Railways/PUs etc. have been advised that from the reporting year 2016-17, APARs of Railway officers (JAG & above) are to be filled online under the SPARROW system in terms of DOP&T's instructions. New APAR formats containing numerical grading (from a scale 1 to 10) have also been introduced for Railway officers from the year 2016-17 onwards.

2. It has been decided that for empanelment/promotion purposes, the numerical grading will be classified in terms of 'outstanding', 'very good' & 'good' as under:

- i) APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- ii) APARs graded between 6 and 8 short of 8 will be rated as 'very good' and will be given a score of 7.
- iii) APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- iv) APARs graded below 4 will be given a score of zero.

3. It is also advised that the fitness columns for promotion have been dispensed with in the new APAR formats. Hence, requirement of 'fitness' in APAR(s) for promotion to various grades, wherever prescribed, will no longer be relevant.

S. Pasunak 21.7.17.
(Sagarika Patnaik)
Director (Conf.)/G

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All officers and Branches in Board's office and at Metro Bhawan, Pragati Maidan, New Delhi.

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