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GOVERNMENT OF INDIA/ BHARAT SARKAR
MINISTRY OF RAILWAYS/ RAIL MANTRALAYA
(RAILWAY BOARD)

No. 2009/SCC/3/6

18th August, 2009

The General Managers & equivalent,
All Zonal Railways, PUs, PSUs, etc.

Sub : Revised instructions regarding maintenance and preparation of Annual Performance Appraisal Report (APAR) (hitherto known as ACR) – Communication of entries recorded in the APAR to the officer reported upon – reg.

The matter regarding communication of entries in the Annual Confidential Reports (hereinafter called Annual Performance Appraisal Report (APAR)) of the Government employees has been reviewed by Department of Personnel & Training, Government of India. As per the revised guidelines circulated vide DoP&T's O.M.No. 21011/1/2005-Estt.(A)(Pt-II) dated 14.05.2009, all entries in the APAR for the year 2008-09 onwards should be communicated to the employees concerned. A copy of the O.M. is enclosed herewith.

2. It has been decided that above guidelines issued by Department of Personnel & Training should be implemented on Indian Railways and Public Sector Undertakings under the Ministry of Railways.

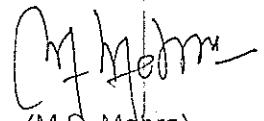
3. It is requested that the revised guidelines regarding communication of all entries in the APARs and the procedure to deal with and decide upon the representations received from the employees against entries in their APARs, may be followed scrupulously with effect from the reporting year 2008-09 onwards.

4. It may be mentioned that all entries in the APAR shall be communicated to the officer reported upon by providing him scanned/Photostat copy of his APAR by the Railway or its Unit, where the APAR has been accepted.

5. It may also be mentioned that a number of APARs for the year 2008-09 in respect of Selection Grade and Senior Administrative Grade officers (with less than 23 years of service in Group 'A') finalized at Railway's level have already been received in Board's office. Therefore, wherever a representation by such an officer against entries in his APAR is received, the same may be considered and decided upon by the Accepting Authority (i.e., GM). Board may invariably be apprised of this at the earliest so that the relevant APAR is updated in Board's office.

Please acknowledge receipt.

Encl : As above.



(M.S. Mehra)
Joint Secretary (Confdl.)
Railway Board
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