

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

**(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"> <li>➤ सत्यनिष्ठा Integrity:</li> <li>➤ If integrity is 'beyond doubt' write so. If there is doubt or suspicion, leave item blank &amp; attach separate note on which an appropriate decision shall be taken as per procedure.</li> </ul>	
		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:-