

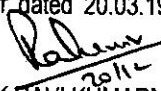
SOUTH CENTRAL RAILWAY

No. P[R]184/V
ALL CONCERNED

Headquarters Office
Personnel Branch/SC
Date **20.12.2018**

PERSONNEL BRANCH SERIAL CIRCULAR No. 214/2018

Copy of Board's letter No.2018/Trans.Cell/S&T/APAR dated 04.12.2018 together with their letter dated 14.09.76 is forwarded for information, guidance and necessary action. Board's letter dated 20.03.1982 quoted therein was circulated under SC No. 72/82.


[K. RAVI KUMAR]
Secy. to PCPO

For Principal Chief Personnel Officer

Copy of Board's letter 2018/Trans.Cell/S&T/APAR dated 04.12.2018

Sub: APAR of Non-Gazetted [NG] staff in Level 6 [GP-4200]

- Ref: 1. Railway Board's letter No.E[NG]II-75CR/9 dated 14.09.1976
2. Railway Board's letter No.E[NG]II-82-CR/1 dated 20.03.1982
3. Master Circular No.28. [E[NG]II/90/CR/4 dated 17.06.91]
4. DRM/Solapur's letter No.SUR/Con/50/APAR/Instr/18 dated 25.09.2018*

With reference to DRM/Solapur's letter at (4) and Board's letter at (1, 2 & 3) above, and in consultation with Establishment Directorate, Board (CRB) have approved the following:

1. The APAR of Non-Gazetted (NG) staff in Level 6 (GP-4200), Section-I, shall be Reported upon by immediate superior i.e. Senior Supervisor in Level-7 (GP-4600). It shall be Reviewed by Junior Scale Officer/Senior Scale Officer or the next higher authority.
2. Section-II, for promotion to Group 'B' shall be Reported upon by Junior Scale Officer, Reviewed by Senior Scale officer & Accepted by JAG/SG/Dy.HoD level Officer.
3. The APAR of NG staff in Level 6 (GP-4200) shall normally be finalized at JAG/SG/Dy.HoD level Officer.
4. Other guidelines issued from Board shall remain unchanged and be modified as and when required.

sd/-
[Umesh Balonda]/ED S&T/Transformation Cell

Copy of Board's letter No. E (NG) II-75CR/9 dated 14.09.1976

Sub: Confidential Reports on non-gazetted staff.

Ref: Your Confidential letter No. E-108/0-X dated 12.09.1975.

The point raised in your letter, referred to above, has been gone into by the Ministry of Railways. It is not considered necessary to enforce uniformity in this regard as the pattern of supervision varies from department to department. However, the basic criterion should be that Confidential reports should be written by officers / staff who supervise the work of the staff in the lower grades.

2. Assistant Officers are expected to be in direct touch with the staff in two highest scales, which in the generality of cases are, Rs. 550-750 and Rs. 700-900. Generally, therefore, CRs. of staff in scale Rs. 550-750 and above should be initiated by an Assistant Officer but there will be exceptions and staff in the lower scales of Rs. 470-750, 455-700, 425-700 and 425-640/600 may also have to be covered and their CRs also written by the Assistant Officers.
3. Confidential Reports of other staff should not be initiated by a supervisor in a scale lower than Rs. 550-750.

INDEX No. 1021 CONFIDENTIAL REPORTS	
Board have indicated the level of reporting, reviewing and accepting authorities in respect of APARs of Non-gaz. Staff in Level-6.	S.C.No. 214/2018