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RBE No. 172/2001

SC No. 9 to MC No. 28

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

No.E(NG)I-2001/CR/7

New Delhi, dated 22.8.2001

The General Managers (P)
All Indian Railways and
Production Units.
(As per standard list).

Sub:-Preparation and maintenance of Confidential
Reports on non-gazetted Railway servants.

As the Railways are aware, model instructions for preparation and maintenance of Confidential Reports for non-gazetted Railway servants, circulated under this Ministry's letter No.E(NG)I-81/CR/5 dated 30th September 1981, inter-alia lay down time table for reporting/reviewing of ACRs and disposal of appeal against adverse remarks as under:-

- i) The Confidential Reports for each reporting year shall be written ordinarily within one month of the close of the said year i.e. by 30th April.
- ii) The Confidential Reports should be reviewed and countersigned by the Reviewing Authority ordinarily within one month of its receipt by him from the Reporting Authority.
- iii) Where the Reporting Authority or Reviewing Authority retires or demits office, he should report/review the Confidential Reports of all railway servants working under him ordinarily within a period of one month from the date of such retirement or demission of office.