

RBE No. 69/2019

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E(NG)I-2019/CR/2

New Delhi dated 29/04/2019

The General Managers(P)
All Zonal Railways &
Production Units etc.,
(As per standard list).

**Sub:- Preparation and Maintenance of Annual Performance Appraisal
Reports(APARs) of Non-gazetted Railway servants.**

Reference is invited to para 1(iii) of Board's letter No. E(NG)I-2001/CR/7 dated 22.08.2001, in which it was inter-alia laid down that "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".

2. It is pointed out that non-initiation/non-finalisation of Annual Performance Appraisal Reports(APARs) in time delays selections and affects employees' promotional prospects. The matter was also raised recently by AIRF in the March, 2019 PNM meeting with Board. Accordingly Zonal Railways/Productions Units may ensure that the instructions contained in Board's letter ibid are reiterated down the line for strict compliance.

Please acknowledge receipt.

Hindi version shall follow.


(M.K.Meena)
Deputy Director Estt. (N)
Railway Board