



Estt. Srl. No.45/2023  
RBE No-45/2023

## EAST COAST RAILWAY

प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/  
Office of the Principal Chief Personnel Officer  
रेल सदन, द्वितीय तल, भुवनेश्वर - 751017  
Rail Sadan, IInd Floor, Bhubaneswar-751017

Pers/R/APAR

Date: 28/03/2023

ALL PHODs/CHODs,  
DRMs/CWM/CAO &CPM,  
East Coast Railway, Bhubaneswar.

**Sub: Introduction of Provisions for writing of APAR of railway Employees  
working in Grade Pay Rs.1800/Level-1.**

A copy of Railway Board's Letter No-E (NG)I-2023/CR/1 Dated – 23.03.2023  
on the above quoted subject is forwarded herewith for information, guidance and  
necessary action.

Encl: As above,

(Prakhar Gupta)  
Dy. Chief Personnel Officer(HQ)  
For Principal Chief Personnel Officer.

CC: RRC-BBS,  
JPs/Sr. DPOs, DPOs/SPOs, WPO/APOs of Personnel Department  
& General Secretary's- ECoRSC & ECoRSU.

भारत सरकार/GOVERNMENT OF INDIA  
रेल मंत्रालय/MINISTRY OF RAILWAYS  
(रेलवे बोर्ड/RAILWAY BOARD)

No. E(NG)I-2023/CR/1

New Delhi, dated 23.03.2023

**The General Manager (P),**  
All Zonal Railways and PUs etc,  
(As per standard list).

**Sub: Introduction of provisions for writing of APAR of Railway Employees working in Grade Pay ₹1800/Level-1.**

Attention is invited to instructions contained in Board's letter No. E(NG) 1/2013/CR/1 dated 11.01.2019, through which APARs for employees in Level 1 was introduced. The proforma for APARs enclosed with the instructions provides for awarding points ranging from 1 to 5 for 8 attributes under three sections B2, B3 & B4 of Section-B i.e. Assessment of Performance, with a note that, the total points (B5) will be the 'record of service' marks for assessment purpose.

2. One of the Zonal Railways has pointed out that conversion of the total numerical points for the column B5 in the APARs generated for the employees in Level-1, for selections in which the employees of Level 1 are considered for promotion along with employees of higher Levels, gives the employees in Level 1 an advantage over their counterparts in Level 2 and above in the merit-based selections. The matter has been examined in consultation with the Zonal Railways, and it has been decided that the grading of B4 i.e. Overall Performance in the APAR proforma for Level-1 employee may be taken for assessment purposes, where they are considered for promotion along with employees of higher pay levels. The field B5 has therefore been done away with. The revised APAR proforma amended accordingly, is enclosed herewith.

3. This disposes off S. C. Railway's letter No.SCR/P-HQ/170 (a)/JE/P.Way/LDCE/Vol-III dated 06.12.2022.

Encl: As above.

*Sanjay*  
(Sanjay Kumar)  
Deputy Director Estt.(N)  
Railway Board  
Tele No. 23303658  
23/3/23

तीसरा तल, कमरा नं. 359-A, रेल भवन, नई दिल्ली-110001, ई-मेल [sanjay.kumar6@gov.in](mailto:sanjay.kumar6@gov.in)  
3<sup>rd</sup> Floor, Room No.359-A, Rail Bhawan, New Delhi-110001, E-mail [sanjay.kumar6@gov.in](mailto:sanjay.kumar6@gov.in)

No. E(NG)I-2023/CR/1

New Delhi, dated 23.03.2023

Copy forwarded to:-

1. The General Secretary, AIRF, Room No.253, Rail Bhawan, New Delhi (35 copies).
2. The General Secretary, NFIR, Room No.256-E, Rail Bhawan, New Delhi (35 copies).
3. All Members/Departmental Council & National Council & Secretary/Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
4. The Secretary General, FROA, Room No.256-A, Rail Bhawan, New Delhi (5 spares).
5. The Secretary General, IRPOF, Room No.268, Rail Bhawan, New Delhi (5 spares).
6. The Secretary, RBSS Group 'A' Officers Association, Rail Bhawan, New Delhi.
7. The Secretary, RBSS Group 'B' Officers Association, Rail Bhawan, New Delhi.
8. The Secretary, Railway Board Ministerial Staff Association, Rail Bhawan, New Delhi.
9. The Secretary, Railway Board Group 'D' Employees Association, Rail Bhawan, New Delhi.
10. The Secretary, Railway Board Promotee Officers Association, Room No.341-C, Rail Bhawan, New Delhi.
11. Chief Commissioner of Railway Safety, Lucknow.
12. General Secretary, All India SC&ST Railway Employees Association, Rail Bhawan, New Delhi.



for PED(IR)/Railway Board

Advisor/MR, PSs/MoSR(D), MOSR (J), EDPG/MR, OSD/MR, OSD/Coord/MR  
PPSs to Chairman & CEO, M(F), M(Infra), M(T&RS), M(O&BD), Secretary, DG/RHS  
and DG/RPF.

PPSs to AM(Comml.), AM(CE), AM(C&IS), AM(Elec.), AM(Budget), AM(F),  
AM(Mech.), AM(Plg.), AM(Project), AM(PU), AM(Sig.), AM(Stores), AM(Tele),  
AM(Traffic), AM(Works), AM(T&C), AM(Staff), AM(HR), PED(Vig.) and PED(Infra.).

PSs to ED/Safety(M), EDCE(G), ED(E&R), EDE, EDE(N), EDME(W), EDERS(G),  
EDE(Res.), EDE(RRB), EDF(B), ED(RE), ED/Track(M), EDF(X)I, EDF(X)II, ED(H),  
EDE(GC), ED(Stat), ED(Track/MC), EDME(Chg.), EDME(Traction), ED(Works),  
EDME(Dev.), EDRS(C), EDRS(W), EDPC, EDF(E), EDA, EDV(A), JS(G) and IG/RPF.

DPC-II, DE(G), D(IH), D(H&FW), D(MPP), DE(N)II, DE(R), DE(D&A), DE(LL),  
JD(OL), JDE(Rep), JDE(RRB), DD(Code Revision), DDE(LR)I, DDE(LR)II,  
DDE(LR)III, DDV(A&P), DD(OL)I, E(NG)II, E(Rep)I, E(Rep)II, E(Rep)III, E(SCT)I,  
E(SCT) II, E(RRB), PC-III, PC-IV, PC-V, E(P&A)I, E(P&A)II, CE-I, CE-II, CE-III,  
Sec.(E), Sec.(ABE), E(MPP), Safety Branch, A/C-III and Code Revision Cell.

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(लेवल-1 में कार्यरत कर्मचारी के लिए एपीएआर का संशोधित प्रारूप)  
Revised Format of APAR for Staff Working In Level-1

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.   | Designation/Station                                 |  |
| 4.   | जन्म तिथि/Date of Birth                             |  |
| 5.   | नियुक्ति तिथि /Date of appointment                  |  |
| 6.   | शैक्षिक योग्यता/Educational qualification           |  |
| 7.   | वेतन/ ग्रेड पे/ पे लेवल Rate of Pay/Grade Pay/Level |  |
| 8.   | अनु.जाति/अनु. जजा. (उल्लेख करें) SC/ST (Specify)    |  |

(B) प्रदर्शन आकलन ASSESSMENT OF PERFORMANCE

|   |  |  |
|---|--|--|
| B1  | सत्यनिष्ठा Integrity<br>If integrity is 'beyond doubt' write so. If there is doubt or suspicion, leave item blank & attach separate note on which an appropriate decision shall be taken as per procedure. |  |
|   | 1 से 5 के स्केल में अंक<br>Marks to be awarded in a scale of 1 to 5  |  |
| B2  | सामान्य गुण<br>General Qualities   | 1. उपस्थिति Attendance   |
|   |  | 2. सामान्य बुद्धिमता General Intelligence                                  |
|   |  | 3. शारीरिक फिटनेस Physical fitness   |
| B3  | कार्यात्मक क्षमता<br>Working Ability   | 1. नियमों का ज्ञान Knowledge of Rules                                      |
|   |  | 2. सुरक्षा चेतना (जहाँ प्रासंगिक)<br>Safety Consciousness (where relevant) |
|   |  | 3. कार्य गुणवत्ता Quality of Work  |
|   |  | 4. मुस्तैदी Promptness   |
| B4  | समग्र प्रदर्शन Overall Performance   |  |
| (C) क्या अवधि के दौरान कोई पुरस्कार/शास्ति दी गई है, यदि है तो उल्लेख करें।<br>whether any award/penalty during the period if so mention. |  |  |

Note: One (1) is the lowest & Five (5) is the highest in the assessment scale corresponding to "Below Average", "Average", "Good", "Very Good" and "Outstanding".

हस्ताक्षर और कर्मचारी का नाम  
Signature & Name of Employee

(रिपोर्टिंग अधिकारी)  
(Reporting Officer)

(पुनरीक्षण अधिकारी)  
(Reviewing Officer)

दिनांक Date:

स्थान Place: