



कार्यालय महाप्रबन्धक (कार्मिक), पूर्वोत्तर रेलवे/गोरखपुर -273012
Office of the General Manager (P), N. E. Railway Gorakhpur-273012

क्रमांक-42

आर.बी.ई. सं.-निल

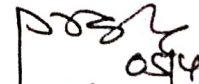
File No: NER-HQ0PERS(POLI)/106/2021-O/o SPO/HQ/HQ/NER Computer No: 60189 दिनांक 05.04.2023

सचिव / महाप्रबन्धक
सचिव / अपर महाप्रबन्धक
सभी विभागाध्यक्ष
सभी मण्डल रेल प्रबन्धक
सभी कार्मिक अधिकारी
सभी मुख्य कारखाना प्रबन्धक
सभी अतिरिक्त मण्डलाधिकारी/स्थापना
पूर्वोत्तर रेलवे।

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

रेलवे बोर्ड का पत्र E(NG)I-2023/CR/1 Dated 23.03.2023 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।

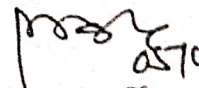
संलग्नक / यथोपरि


(प्रदीप कुमार)
वकाधि/मुख्या.

कृते महाप्रबन्धक / कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1) महामंत्री/एन.ई. रेलवे मजदूर यूनियन/गोरखपुर ।
- 2) महामंत्री/प्रमोटी अधिकारी संघ/पूर्वोत्तर रेलवे/गोरखपुर ।
- 3) पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर ।
- 4) महामंत्री/एस.सी./एस.टी. एवं ओबीसी एसोसियेशन/गोरखपुर ।


कृते महाप्रबन्धक / कार्मिक

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

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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 If integrity is 'beyond doubt' write so. If there is doubt or suspicion, leave item blank & attach separate note on which as appropriate decision shall be taken as per procedure.	
		1 से 5 के स्केल में अंक Marks to be awarded in a scale of 1 to 5	
B2	सामान्य गुण General Qualities	1. उपस्थिति Attendance	
		2. सामान्य बुद्धिमत्ता General Intelligence	
		3. शारीरिक फिटनेस Physical fitness	
B3	कार्यात्मक क्षमता Working Ability	1. नियमों का ज्ञान Knowledge of Rules	
		2. सुरक्षा चेतना (जहाँ प्रासंगिक) 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। 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: