

Government of India
Ministry of Railways
(Railway Board)

No. 2017/SCC/3/19

New Delhi, dated 18.12.2017

The GMs & equivalent,
All Zonal Railways/Production Units, CTIs etc.

Sub: Procedure for writing of Annual Performance Assessment Report(APARs) of officers of Safety Department.

Railway Board, vide Office Order No.78 of 2017 (No. 2016/O&M/8/1) dated 26.10.2017 have modified the reporting structure of Safety Department. Consequently, the procedure for writing APARs of officers of Safety Department would be as under:

APARs of officers in various grades	Reporting Authority	Reviewing Authority	Accepting Authority
A. Railway Board			
a) Upto Senior Scale	Immediate Superior in JAG/SG/SAG	ED/PED(Safety)	PED (Safety)
b) JD/Directors	Immediate Superior in SAG and above	PED(Safety)/CRB	CRB
c) EDs	PED (Safety)	CRB	CRB
d) PED(Safety)	CRB	MR	MR
B. Zonal Head quarters			
e) Up to JAF/Selecton Grade	CSO	GM	GM
f) CSO	GM- Views of PED/ Safety to be recorded parallel to GM's comments	CRB	CRB
C. Divisional HQs			
g) Upto Senior Scale	Immediate Superior in JAG/DRM	CSO	GM
h) JAG/Selection Grade	DRM	CSO	GM

2. The above procedure will be applicable from the reporting year 2017-18.

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(Sagarika Patnaik) 18.12.17.
Director(Confld.)/G
Railway Board
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Copy to:

1. PS/MR, PS/MOS(S), PS/MOS(G)
2. CRB, FC, ME, MS, MT, MRS, MTR, Secretary, DG(Pers.), DG(S&T) and DG(RS).
3. PED (Safety), Railway Board
4. C&IS-for uploading in the REIS website.