

CONFIDENTIAL

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

No. 2017/SCC/03/03

New Delhi, dated 30.05.2017

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

Sub : Procedure for writing of Annual Performance Assessment Reports
(APARs).

Ministry of Railways have revised the procedure for writing of APARs of Group 'A' and Group 'B' officers. The detailed guidelines are given in the enclosure to this letter. The revised procedure may be followed for the APARs to be written for the year ending March 2017 onwards.

2. This supersedes Board's letter dated 2013/SCC/3/8 dated 07.10.2013.

DA: As above

S. Patnaik 31.5.17.
(Sagarika Patnaik)
Director(Confdl.)/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/RHS, DG/RPF, DG(Pers.), DG(S&T) and DG(RS).
3. C&IS – for uploading in the REIS website.

B. Zonal Railways

ACRs of officers in various grades	Reporting Authority	Reviewing Authority	Accepting Authority	
i)	Assistant Officers			
a)	In Divisions	Immediate superior	DRM	CHOD / PHOD
b)	At HQrs	Immediate superior	Concerned SAG Officer	CHOD / PHOD
ii)	Senior Scale			
a)	In Divisions	Immediate superior	DRM	CHOD / PHOD
b)	At HQrs	Immediate superior	Concerned SAG Officer	CHOD / PHOD
iii)	JAG/Selection Grade			
a)	In Divisions	DRM	Concerned CHOD/PHOD with countersignature by Departmental CHOD/PHOD	GM
b)	At HQrs	Immediate superior in SAG	Concerned CHOD/PHOD with countersignature by Departmental CHOD/PHOD	GM
iv)	SA Grade			
a)	Non coordinating HODs	Concerned CHOD/PHOD with countersignature by Departmental CHOD/PHOD	GM	DG/Functional Board Member
b)	PHODs/CHODs	GM	DG/Functional Board Member	CRB
c)	SDGMs	GM	CRB	CRB
	CSOs	GM	MT	CRB
d)	ADRM	DRM	AGM with countersignature by GM	CRB
e)	DRMs	AGM	GM	CRB
v)				
a)	AGMs	GM	CRB	CRB
b)	CAOs	GM	Functional Board Member	CRB
vi)	GMs	CRB	MR	MR

C. Production units and construction organisations

a)	upto senior scale	Immediate Superior	HOD/PHOD	GM/Head of unit
b)	JAG/selection Grade	HOD concerned	CHOD/PHOD	GM/Head of unit
c)	SAG officers	PHOD/Head of Unit/GM	Head of Unit (where report is initiated by PHOD)/DG (where report is initiated by GM/Head of Unit)/GM	Functional Board Member
d)	CHODs/ PHODs	GM	Functional Board Member/DG	CRB

A. Railway Board

ACRs of officers in various grades		Reporting Authority	Reviewing Authority	Accepting Authority
a)	upto senior scale	Immediate Superior in JAG/SAG	Executive Director/ Adviser/AM/DG	Executive Director/ Adviser/ AM/DG
b)	JAG/ Selection Grade	Immediate Superior in SAG and above	Adviser/AM/DG Functional Board Member	DG/Functional Board Member
c)	Executive Directors / Joint Secretaries	Adviser/AM/DG/ Secretary/Functional Board Member	DG/Functional Board Member countersigned by Departmental Board Member	CRB
d)	Adviser	AM/DG/Functional Board Member	Board Member concerned countersigned by Departmental Board Member	CRB
	Additional Members	DG/Functional Board Member	Functional Board Member countersigned by CRB/MR	MR
e)	Secretary/Railway Board	CRB	MR	MR
f)	DG – RPF & RHS	MS	CRB	MR
f)(a)	DG/Pers	MS	CRB	MR
	DG/S&T & DG/RS	CRB	MR	MR
g)	Board Member	CRB	MR	MR
h)	CRB	MR	MR	MR
Security Department				
i)	Assistant Officers	Immediate Superior	IG	ADG
ii)	Sr. Scale Officers	Immediate Superior	IG	ADG
iii)	JA/ Selection Grade	IG	ADG	DG/RPF
iv)	DIG/RPSF and IG/RPF	ADG	DG/RPF	Functional Board Member
v)	ADG/RPF	DG(RPF)	Functional Board Member	CRB

D. Railway Electrification

a)	upto senior scale	Immediate Superior	HOD	CPM
b)	JAG/selection Grade	Immediate Superior in SAG	CPM	GM/RE
c)	SAG officers	CPM/CAO	DG/Functional Board Member	DG/Functional Board Member
d)	CPM in SAG	CPM/PHOD (CAO)	GM/RE	FC for IRAS and MTR for other Departments/CRB
e)	CPM in HAG	GM/RE	FC for IRAS and MTR for other Departments	CRB

E. Teaching institutions

a)	upto JAG officers not reporting directly to Director of Institute or DG	Head of Discipline	Director/DG	Director/DG
b)	upto JAG officers reporting directly to Director/DG	Director/DG	Director/DG/Functional Board Member	Functional Board Member
c)	SA Grade officers	do	Functional Board Member	do
d)	Director/ DG	Functional Board Member	CRB	MR

F. RDSO

a)	upto senior scale	Immediate Superior	Director concerned	Director concerned
b)	JAG/selection Grade	Immediate Superior in SAG	DG/RDSO	DG/RDSO
c)	Directors	ED	Sr. ED/DG/RDSO	DG/RDSO
d)	ED	Senior ED	DG/ RDSO	Functional Board Member
e)	Senior ED	DG/RDSO	Functional Board Member	CRB
f)	DG/ RDSO	CRB	MR	MR

G. Security Department

On Railways				
i)	Assistant Officers			
a)	In Divisions	Immediate superiors	DRM	CSC
b)	at HQRS	do	Dy. CSC/CSC	GM
ii)	Senior Scale			
a)	In Divisions	Immediate Superior/DRM*	DRM/CSC*	GM
b)	at HQRS	Dy. CSC	CSC	GM
(*) If immediate superior is other than DRM				

iii)	JA/Selection Grade			
a)	In Divisions	DRM	CSC	GM
b)	at HQRS	Immediate Superior	CSC	GM
iv)	Principal, Training School/LKO and DIG other than CSC	CSC	GM/DG(RPF)	Functional Board Member
v)	CSC	GM	DG(RPF)	Functional Board Member

H. Railway Recruitment Board				
i)	Chairman upto the rank of SAG	AM(Staff)	DG/Pers.	MS
ii)	Member Secretary (in JAG)	Chairman/RRB	AM(Staff)	DG/Pers.
iii)	Assistant Secretary	Member Secretary	Chairman/RRB	EDE(RRB)

I. Medical Department				
i)	upto senior scale			
a)	in divisions	Immediate Superior	HOD and DRM	PHOD
b)	at HQRS	do	HOD and PHOD	GM
ii)	JA/Selection Grade			
a)	In Divisions	CMS	DRM	PHOD
b)	at HQRS	Immediate Superior	PHOD	GM
iii)	SA Grade officers			
a)	Non Coordinating officers	PHOD	GM-views of DG/RHS to be recorded in parallel to GM's comments	Functional Board Member
b)	CHOD/PHODs	GM	Functional Board Member/DG	CRB
c)	CMS posted in Divisions	DRM-views of PHOD to be recorded in parallel to DRM's comments	GM-views of DG/RHS to be recorded in parallel to GMs' comments	Functional Board Member

J. NF (Construction)				
a)	Upto Sr. Scale	Immediate Superior	HOD/PHOD	CAOs/Head of Unit