

भारतीय रेल / Indian Railways  
बनारस रेलइंजन कारखाना  
Banaras Locomotive Works

वाराणसी - 221004, भारत / Varanasi - 221004, India



**PSS -219**

No-GM(P)/ER/PS&SSM/Pt-I

Office: General Manager(P)

Dated:- 25.03.2023

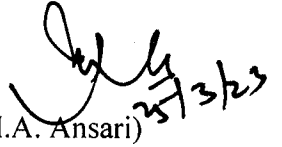
All Concerned  
BLW/Varanasi & Sealdah/BLW Camp office  
New Delhi.

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

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Reference above a copy of Railway Board's Letter No. E(NG)I-2023/CR/I Dated 23.03.2023,  
RBE No.45/2023 is forwarded herewith for information and guidance.

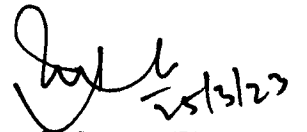
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(M.A. Ansari)

Assistant Personnel officer/Works

**Copy for information:-**

1. Join Secretary and staff council members.
2. Secretary SC/ST and OBC Association.
3. Secretary, RREA/BLW.
4. Ch.OS/Staff. GM/P & GMP(W) office.
- 5.OS/APAR.

  
25/3/23

For General Manager(P)

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

(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 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 बुद्धिमता 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: