



भारतीय रेल (रेल मंत्रालय)
बनारस रेल इंजन कारखाना, वाराणसी (उ०प्र०)-221004
INDIAN RAILWAY (MINISTRY OF RAILWAY)
BANARAS LOCOMOTIVE WORKS
VARANASI (UP)-221004



Office : General Manager/(P)
Tele : 0542-2642700
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E mail : cpo@dlw.railnet.gov.in

LEAVE - 6

NO- GM(P)/ER/Leave Rule-Pt-I

Dated – 07.02.2022

All Concerned

BLW/Varanasi & Sealdah/BLW

Camp office, New Delhi.

Sub :- Writing the APAR for the period of study leave.

A Copy of Railway Board's Letter No. 2021/SCC/03/01, Dated-19.01.2022
is forwarded herewith for information and guidance.

DA- 1 Page.

(Pius Minj)

Assistant Personnel Officer/Staff

Copy for information and necessary action :-

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

For General Manager (P)

BLW

Pcpo
PS-7/GM

07
22.01.22

Government of India
Ministry of Railways
(Railway Board)

99

No. 2021/SCC/03/01

New Delhi, Dated :19.01.2022

To,
General Manager
North Western Railway
Jaipur

(Kind Attn: Shri Mahendra Singh, Asst. Secy/Conf)

Sub: Writing the APAR for the period of study leave.

Ref: NWR letter dated 25.01.19.

With reference to NWR letter dated 25.01.2019 regarding writing of APAR for the period during which the officer was on Study Leave , it is mentioned that Reporting, Reviewing and Accepting officers are required to have at least 3 months period of supervising the work and conduct of the Government Servant reported upon to record their assessment in the APAR.

2. In view of the above, "No Report Certificate" may be generated for the period of study leave/training and this period is to be excluded from the period of working for the purpose of writing of APARs.
3. NWR may take necessary action accordingly.

प्र. पुं. सां. इजीं P.C.M.E.	प्र. पुं. सां. अतिं P.C.P.O.	0
प्र. पुं. सां. वीं P.F.A.	प्र. पुं. सां. इजीं P.C.E.E.	
प्र. पुं. सां. प्र. P.C.M.M.	प्र. पुं. इजीं P.C.E.	
	PS-7/GM	✓

Copy to,

(Signature)
19/1/22
(Rayi Shekhar)
Director (Confidential)
Room No.152-J

All Indian Railways/Pus etc. – For information and necessary action.