

Phone No.

E Mail Id :

ANNEXURE-I

PF Number:

**SOUTH WESTERN RAILWAY**

APAR FOR GROUP 'C' STAFF INCLUDING WORKSHOP STAFF (EXCEPT PWI, APWIs, SIGNAL INSPECTORS,  
ASST. SIGNAL INSPECTORS AND TEACHERS / INSTRUCTORS)  
FOR THE YEAR ENDING \_\_\_\_\_

DEPARTMENT : \_\_\_\_\_

OFFICE : \_\_\_\_\_

**PART - I**  
**PERSONAL DATA**

1. Name in full :
2. Date of Birth :
3. Designation :
4. Station at which employed :
5. Substantive pay/officiating pay :
6. Date of appointment to service :
7. Date of continuous appointment to present grade :
8. Whether Permanent /Temporary or Officiating :
9. Education, Professional & Technical qualifications :
10. Particulars of examinations (including departmental examinations) passed during the year :
11. Whether the employee belongs to SC/ ST :

**PART - II**  
**SELF APPRAISAL**

(TO BE FILLED BY STAFF IN SCALE OF Rs. 9300 - 34800 & GP Rs.4200/- AND ABOVE ONLY)

1. Brief description of duties :
  
2. Brief resume of the work done by you during the year from \_\_\_\_\_ to \_\_\_\_\_ bringing out any special achievements during the year/period. In the event of shortfall in achievement, furnish reasons. (The resume is to be furnished within the space provided; limited to 100 words and is required to be signed.)
  
3. Whether Annual Return of immovable Property for preceding year to which APAR is being reported upon has been submitted
  - In case of Territorial Army Personnel, their T.A. rank should also be indicated.

**Signature of the employee**

**PART - III**  
**(ASSESSMENT BY THE REPORTING OFFICER)**

1. Does the Reporting Officer agree with the statement :  
made in Part - II. If not, the extent of disagreement and :  
reasons therefore? (Wherever applicable)
  
2. Character and habits to include comments on :
  - (a) Integrity (to be filled only in those cases in :  
which Section II is not required to be :  
maintained)
  - (b) Tact & Temper :
  - (c) Conduct :
  - (d) Attendance :
  - (e) Physical fitness for strenuous work :
  
3. Departmental abilities (Merits & Demerits) to include :  
comments on
  - (a) Initiative & direction :
  - (b) General intelligence :
  - (c) Keeness, promptness & efficiency :
  - (d) Power to control others :
  - (e) Organizing/Supervising ability :
  - (f) Capacity for hard work
  - (g) Amenability to discipline :
  - (h) Safety Consciousness :
    - Knowledge of safe working rules :
    - Whether he disregards safety in train :  
operation for short term gains
    - Whether he exercises sufficient supervision :  
on the staff and equipment to ensure :  
safety in train working
  - (i) Qualities of leadership
  - (j) Communication skill including the remarks on :  
commendable work done in Rajbasha
  
4. Special aptitude or qualification :
  
5. Physical ability, if any, for outdoor work or posting :  
to a particular area
  
6. Reliability :

7. Relations with others :
- (a) Those above :
- (b) Those below :
- (c) The public (if his duties entail his coming into contact with public/Railway users) :
8. Power of drafting :
9. Knowledge of Rules, Regulations and procedures :
10. Ability to conduct enquiries, sift evidence and prepare reports (for Inspectors only) :
11. In case of STENOGRAPHERS / STENO-TYPIST / TYPISTS :
- (a) Accuracy :
- (b) Speed :
- (c) Neatness of execution :
- (d) Trust worthiness in confidential & secret matters :
12. In case of Drawing Office Staff :
- Whether the employee can design/is a neat tracer/Draftsman/ is an accurate calculator
13. In case of Ministerial staff :
- (a) Is his/her handwriting neat? :
- (b) Does he/she maintain his/her office files neatly? :
- (c) Does he/she maintain his/her Rules Books, Codes, Diary & Reminder Memo Book etc.? . :
- (d) Does he/she promptly produce papers when required? :
- (e) Is his/her disposal prompt? :
- (f) Is he/she capable of putting up papers independently? :

**14. IN CASE OF WORKSHOP STAFF & TECHNICAL FIELD STAFF LIKE CHARGEMEN / SHOP SUPDT/ Dy.SUPDT. / BRIDGE INSPECTORS ETC. ONLY**

**Technical Abilities**

15. Has his/her work been satisfactory? if not, in what respect he / she has failed? :
16. Whether the employee was booked for the prescribed refresher course? if so - :
- (a) Whether he/she attended the refresher course on being released and :
- (b) Whether he/she passed/failed in the said refresher course. :
17. Has the employee been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars. :

18. Has the employee done any outstanding or notable work meriting commendation ? If so, please give brief particulars

19. Grading : 'Outstanding' 'Very Good' 'Good' 'Average' Below Average'

Signature of Reporting Officer .....

Name in Block Letters.....

Designation.....

Date .....

**PART – IV REMARKS BY THE REVIEWING OFFICER**

1. Length of service under the Reviewing Officer:
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his /her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the Officer given by the Reporting Officer? (in case of disagreement, please specify the reasons).Is there anything you wish to modify or add?
4. If the Officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.
5. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the Officer including the grading.
6. Has the officer any special characteristics and /or any abilities which would justify his / her selection for special assignment or out of turn promotion ? If so specify.

Signature of Reviewing Officer .....

Place: Name in Block Letters.....

Date: Designation during the period of report .....

**SOUTH WESTERN RAILWAY**

**Section II of the APAR Form for Railway Employees in scale  
Rs.9300 - 34800 & GP Rs.4200/- and above who are likely to be considered  
for promotion to Group "B" Service**

NAME : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

1. Integrity :
2. Special Attributes :
- (a) Qualities of leadership : Outstanding / Very Good / Good / Average / Below Average
- (b) Capacity to take decision on matters within his / her competence : Outstanding / Very Good / Good / Average / Below Average
- (c) Willingness to shoulder higher responsibility : Outstanding / Very Good / Good / Average / Below Average
- (d) Ability to inspire confidence, guide, motivate and obtain the best out of the staff. : Outstanding / Very Good / Good / Average / Below Average
- (e) Ability to enforce discipline : Outstanding / Very Good / Good / Average / Below Average

**Reporting Officer's Signature and Designation**

**Remarks by the Reviewing Officer (Dy.Head of Department)**

Station :

Date :

Designation

**Remarks by the Head of the Department :**

**Station :**

**Date :**

Designation

## INSTRUCTIONS

1. The Confidential Report is an Important document. It provides the basic and vital inputs for assessing the Performance of an Officer and for his/her further advancement in his/her career. The Officer reported upon the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an Officer so that he/she realises his/her true Potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting short-comings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of part IV. The competent authority shall enter the remarks in the confidential Roll of the Reporting Officer.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding' 'Very Good' 'Good' 'Average' 'Below Average', while giving your comments against any of the attributes.
6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only.
9. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time-to-time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

*Note.*—The following procedure should be followed in filling up the items relating to integrity :—

- (i) If the officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the item should be left blank and action taken as under :—
  - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer as the case may be.
  - (b) If as a result of the follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
  - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
  - (d) If, as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated as (b) and (c) above.

(Ministry of Railway's letter No. E(D & A)/65/RG/6-47 dated 24th November 1965).