

Phone No.

E Mail Id :

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**SOUTH WESTERN RAILWAY****CONFIDENTIAL REPORT FOR GROUP 'C' STAFF (I.O.W.s & A.I.O.W.s)****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 : Rs..... Scale in Rs.....  
officiating pay Rs..... Scale in Rs.....
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 &amp; GP Rs.4200/- AND ABOVE ONLY)

1. Brief description of duties :
  
  
  
  
  
  
  
  
  
2. Brief resume of the work done by you during the :  
year/period 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.)

In case of Territorial Army Personnel, their T.A. rank  
should also be indicated.

3. Whether Annual Return of immovable Property for preceding  
year to which APAR is being reported upon has been  
submitted

**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 :
  - (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) Qualities of leadership :
  - (i) Communication skill including the remarks on commendable work done in Raj Bhasha :
4. Special aptitude or qualification :
5. Physical disability, if any, for outdoor work or posting to a particular area :
6. Is his/her work well and methodically done and close supervision exercised ? :
7. Does he/she level and survey accurately and his / her plans accurate and well turned out ? :
8. Is he/she careful in seeing that the existing buildings and their surroundings in his/her charge are well maintained ? :
9. Does he/she bring defects to notice promptly and arrange at once for their rectification ? :
10. (a) Does he/she control and supervise his/her labour and arrange it properly ? :
- (b) Is he/she able to insist on good from contractors? :
- (c) Whether his/her demand for temporary extra labour is reasonable ? :
11. Is he/she prompt and careful in (i) correspondence, (ii) submission of his/her returns? :
12. Are his/her measurement books properly entered and :
13. (a) Does he/she settle up quickly with Contractors etc. ? :
- (b) Are his/her bills promptly made out and submitted ? :

- (c) Does he/she submit in time Compilation, Drawing and other information for preparing Compilation Reports? :
- 14. Are his/her office and godown tidy and in good order ? :
- 15. (a) Does he/she arrange for the safe custody and proper storage of materials against unnecessary deterioration from weather or any other cause ? :
- (b) Does he/she maintain proper accounts of issues, receipts released and surplus from stores ? :
- 16. Is his/her technical knowledge such as would be expected from one of his rank ? :
- 17. Is his/her materials and tools and plant accountal and issues properly made ? :
- 18. Is he/she active and hardworking ? :
- 19. Does he/she turn out promptly on emergencies ? :
- 20. Has he/she been ill during the year ? If so, state in what way and for how long ? :
- 21. Does he/she take an interest in the welfare of his/ her staff ? :
- 22. Remarks may be made as to his/her supervision of work. Is his/her brickwork carefully supervised and painting carefully done ? Does he/she see that fences, etc. are carefully aligned and levelled, doors and windows carefully fitted, beams properly bedded, painting and white washing carefully done and all splashes of paint and white wash removed ? When works are completed does he/she see the surroundings are cleaned up and all surplus materials and tools quickly disposed off ? :
- 23. Has his/her work been satisfactory? If not, in what respect he/she has failed. :
- 24. Whether the employee was booked for the prescribed refresher course ? If so,
  - (a) Whether he/she attended the refresher course on being released ? :
  - (b) Whether he/she passed/failed in the said refresher course ? :
- 25. Has the employee been reprimanded for indifferent work or for other causes during the period under report ? If so, please give brief particulars. :
- 26. Has the employee done any outstanding work ,meriting commendation ? If so, please give brief particulars. :
- 27. Grading : 'Outstanding' 'Very Good' 'Good' 'Average' Below Average'

**Signature of Reporting Officer** .....

**Name in Block** .....

**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 materials? :
- 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 Scheduled Caste/Scheduled Tribe 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. :

Place :

.....  
**Signature of Reviewing Officer**

Date :

.....  
**Name in Block Letter**

.....  
**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**

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

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

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

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**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

\*In case of Territorial Army Personnel, their T.A. rank should also be indicated

## 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).