

Phone No.

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ANNEXURE-III

PF Number:

SOUTH WESTERN RAILWAY

APAR FOR GROUP 'C' STAFF (P.W.I.s A.P.W.Is, SIGNAL INSPECTORS AND ASST. SIGNAL INSPECTORS)
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/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.) :
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 :
 - (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) Amenability to discipline :
 - (g) Knowledge of Rules, Regulations and procedure :
 - (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 road in good order and tidily kept? :
7. Does he/she maintain points and crossings properly? :
8. Has he/she effected any improvement during the year? :
9. Does he/she keep his/her stock of material in an orderly manner? :
10. Are his / her tools and plant in good order and kept in repair? :
11. Does he/she control and supervise his/her labour properly and is he/she economical with it? :
12. Has any relaying, re-sleepering or renewals been done, and if so, were they carried out carefully, satisfactorily and economically? :
13. Is he/she methodical and careful on his / her work specially as to details? :
14. Does he/she return released and other surplus materials promptly to stores? :
15. Does he/she arrange for the safe custody and proper storage of materials against unnecessary deterioration from weather or any other cause? :

16. What was the date of the last annual inspection of his/her beat and what was the impression as a result of this inspection?
17. When his /her section was last tested with the Hallade Recorder and what was the general result as compared with the previous test?
18. Are the bridges clean and tidy and kept in good order and free from weeds and dirt ?
19. Are the approaches of bridge well kept up and ballasted?
20. (a) Has he/she carefully renewed timbers and worn out fittings of bridges during the year?
(b) Are his/her level crossings and their approaches maintained well?
21. Have any speed restrictions been imposed on his/her length on account of defective maintenance of permanent way or other causes under his/her control?
22. (a) Is he/she prompt and careful in correspondence?
(b) Does he/she maintain creep and other registers regularly with the requisite data and observations?
23. Are his/her store accounts carefully kept?
24. Does he/she turn out promptly on emergencies?
25. Are his/her office and godown tidy and in good order?
26. Are his/her muster rolls and gang charts properly entered and well kept?
27. Does he/she turn out promptly on emergencies?
28. Are his/her demands for temporary extra labour reasonable?
29. Is his/her technical knowledge such as would be expected from one of his rank?
30. Does he / she take interest in the welfare of staff?
31. Has his/her work been satisfactory? if not, in what respect he/she has failed?
32. 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?
33. His/her relation with the staff working under his/her supervision and other fellow employees.
34. Has the employee been reprimanded for indifferent work or for other causes during the period under review? If so, please give brief particulars

35. Has the employee done any outstanding work, meriting :
Commendation? If so, please give brief particulars.

36. 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 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
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.

Signature of Reviewing Officer

Name in Block

Designation.....

Place:

Date

SOUTH WESTERN RAILWAY

**Section II of the APAR Form for Railway Employees in scale
Rs.9300 - 34800 & GP Rs.4200/- and above 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 Reviewing Officer (Dy.Head of the Dept.)

Station :

Date :

Designation

Remarks by the Head of the Department / Accepting Authority :-

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).