

**SOUTH WESTERN RAILWAY**

APAR FORMAT FOR STAFF IN SCALE Rs.5200-20200 WITH G.P.Rs.2400/- AND G.P. Rs.2800/-  
for the period ending \_\_\_\_\_.

Department:

Office:

1. Name of the employee :
2. Date Of Birth :
3. Date of original appointment :
4. Designation & Grade :
  - (a) Substantive :
  - (b) Officiating :
5. Total length of service in the :  
substantive/ officiating grade
6. Amenability to discipline :
7. General remarks about his work and discharge :  
of his duties with efficiency and sincerity :
  - (a) Communication skill including the remarks :  
on commendable work done in Raj Bhasha :
8. Knowledge of departmental rules/working :
9. Safety consciousness :
  - (i) Knowledge of safe working Rules :
  - (ii) Whether he disregards safety in train :  
operation for short term gains :
10. Punishment if any, awarded during the :  
reporting year.
11. Awards / Commendations certificate, if any, :  
was awarded during the reporting year
12. Integrity :
13. Overall classification i.e., Outstanding, Very :  
Good, Good, Average, Below Average.

14. For Stenos only :
- (a) Accuracy in stenographic work
  - (b) Power of Drafting
  - \* for Categories to whom applicable

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Signature of the Reporting Officer

.....  
Name in Block Letters

.....  
Designation

Date:.....

Remarks if any , of the Reviewing Officer:-

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Signature of the Reviewing Officer

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Name in Block Letters

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Designation during the period of Report

