

**No.RVNL/3/47/HR(2016)****Dated: 09.09.2016****Office Order No. 993 /2016****Sub: Procedure for writing APARs in RVNL.**

Instructions have been issued from time to time regarding the procedure for writing APARs (Annual Performance Appraisal Reports) (earlier ACRs) of Officers and staff of RVNL. Since the issue of these instructions many changes have taken place in the Organisation, such as introduction of new designations, overall expansion of the organization especially at PIU level, necessitating changes in the existing procedure for writing APARs. Keeping in view the changes and the problems being felt while writing APARs, the existing procedure has been reviewed and it has been decided that in supersession of all earlier instructions on the subject the procedure for writing of APARs as per combined instructions indicated below will be followed by all concerned with immediate effect:-

Statement showing the Authorities reporting/reviewing/accepting APARs.**CORPORATE OFFICE**

APARs of Officers in various grades	Reporting Authority	Reviewing Authority	Accepting Authority
Executive Director E9	Director	CMD	CMD
Chief General Manager/ Group General Manager/ ED(Project)# E8, E9	ED	Director	CMD
CPM/General Manager E8	CGM*/GGM*/ED	Director	CMD
Addl.General Manager E7	GM/CGM/GGM/ED	Director	CMD

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APARs of Officers in various grades	Reporting Authority	Reviewing Authority	Accepting Authority
Jt.General Manager E6	GM/GGM/CGM/ED	Director	CMD
Dy.General Manager E5	AGM/JGM	GM/GGM/CGM/ED	Director
Sr.Manager E4	DGM	JGM/AGM	GM/GGM/CGM/ED
Manager E3	DGM	JGM/AGM	GM/GGM/CGM/ED
Asstt.Manager E2	Sr.Manager/Manager	DGM/JGM/AGM	GM/GGM/CGM
Sr.Executive E1	Sr.Manager/Manager	DGM	JGM/AGM
Executive E0	Sr.Manager/Manager	DGM	JGM/AGM

1. Unless otherwise specified, Reporting authority will be the official under whom the reported upon official works and reports.
2. APARs of AGM/JGM, if reported by GM/CPM/GGM/CGM, should be countersigned by the Departmental ED before they are sent for review and acceptance.

Other than Coordinating ED in Corporate Office.

PROJECT OFFICE

APARs of Officers in various grades	Reporting Authority	Reviewing Authority	Accepting Authority
ED(Project)# E9	Coordinating ED	Director	CMD
CPM/GM/GGM/CGM E8	GGM*/CGM*/ Coordinating ED	Director	CMD
Dy.GM/JGM/AGM* E5, E6,E7	CPM/GM/GGM/CG M ED(Project)	Coordinating ED	CMD for AGM/JGM Director for DGM
Manager/Sr.Manager E3, E4	DGM/JGM/AGM	CPM/GM/GGM/ CGM/ED	Coordinating ED

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APARs of Officers in various grades	Reporting Authority	Reviewing Authority	Accepting Authority
Asstt.Manager E2	Manager/ Sr.Manager	DGM/JGM/AGM	CPM/GM/ GGM/CGM
Sr.Executive E1	Manager/ Sr.Manager	Dy.GM	JGM
Executive E0	Manager	Sr.Manager	JGM/DGM

1. In case of GMs/GGMs/CGMs/ED(Project) working in PIUs, the reporting authority for APARs will be the Coordinating ED in Corporate Office.

*CGM/GGM will be the reporting authority for CPMs/GMs where there is no nominated ED for that PIU.

Following instructions have to be followed invariably in all cases:

- ❖ Henceforth, the Corporate Office will indicate the exact level of officers who can report/review/accept an APAR in all individual cases.
- ❖ In case the APAR is reported upon by the GM/GGM of the concerned department other than Civil Engineering Department, the same shall be countersigned by the head of the PIU i.e., CPM/ED(Project) in the concerned PIU.
- ❖ APARs reported upon by officers below GM/GGM/CGM level of the concerned department other than Civil Engineering Department are also required to be countersigned by the CPM of the Project before they are finalized/forwarded to Corporate Office.
- ❖ In PIUs where more than one CPM is working, the senior-most/Coordinating CPM is nominated to countersign the APARs of officers belonging to disciplines other than civil engineering department who are reporting to or working for more than one CPM.
- ❖ In case of APARs of GM/GGM/CGM of departments other than civil and RE PIUs, after reporting by the concerned departmental ED, the same shall be countersigned by the Coordinating ED of the PIU.

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- ❖ In all cases where all channels of reporting prescribed above are not available, the first available channel shall do Reporting and next higher officer available in the channel would act as Reviewing and Accepting Authority both
- ❖ Generally an APAR is finalized at three levels, i.e., Reporting, Review and Acceptance levels. However, due to peculiar circumstances at times APARs can also be finalized at two levels- authority reviewing the report will also accept the report if he is competent to do so or there is no other authority above the Reviewing authority in the organization.
- ❖ While reporting/reviewing/accepting/countersigning APARs of officers below the CPM/GGM/GM level belonging to other than Civil Department, an informal discussion between ED(Project) or CPM of the PIU and the concerned Department CGM/GGM/GM/AGM should be held so that a uniformity in assessment of APARs of all the departments in the PIU can be maintained.
- ❖ Proper care should be taken to see that evaluation of individual employee's performance do match with his actual contribution to the achievement of set targets and differentiation should be made between "actual outstanding performer" and others. Not doing so would lead to de-motivation of outstanding staff and hinder organizational growth.
- ❖ All reporting/reviewing/accepting authorities of APARs have to keep in mind that an employee should not be graded Outstanding as a routine unless exceptional qualities and performance have been noted and the ground for giving such grading should be clearly brought out in the APAR. Annual performance has to be evaluated candidly and clubbing of real good performers with others may be avoided. Final grading of an official should strictly be commensurate with his/her performance. Assigning a true rating with careful analysis and distinct reflection is not only just but would motivate others to excel further
- ❖ Under no circumstances the Reporting Authority can Review the APAR which he has reported. However, in special cases as indicated above, a Reviewing Authority can review and accept an APAR.
- ❖ In order to become eligible for obtaining an APAR, an employee has to put in a minimum period of 90 days working in a reporting year. Period of working less than 90 days do not qualify for writing an APAR.

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- ❖ All entries in the APAR shall be communicated to the officer reported upon by providing him/her scanned/Photostat copy of his/her accepted APAR by the Unit where that APAR has been accepted. The date of communication and details of representation, if any, received and its disposal and outcome etc. may be indicated on the last page of the APARs before they are forwarded to Corporate Office.

I. TIME SCHEDULE FOR REPORT WRITING OFFICERS TO COMPLETE THEIR PORTION OF APAR

SN	POST	DATE BY WHICH TO BE FINALISED AND SUBMITTED
i)	E7 and above Managers/officers with 25 years or more Group 'A' service of Indian Railways on deputation with RVNL	15 th April
ii)	E-7 and above Managers/Officers with less than 25 years Group 'A' service of Indian Railways on deputation with RVNL.	30 th April
iii)	E4-E6 Grade Managers/Officers with 13 years and above Group 'A' service of Indian Railways on deputation with RVNL.	15 th May
iv)	E0 to E3 All other Managers/Officers, Sr.Executives and Executives/Staff on deputation from Indian Railways with RVNL	31 st May

II. TIME SCHEDULE FOR FINALISATION AND SUBMISSION OF APARs.


SN	Nature of action	Date by which to be completed.
1	Submission of Report by Reporting Authority to Reviewing Authority	10 th April- In case of E-7 and above officers with +25 years Group 'A' service of Indian Railways on deputation with RVNL, where Self-appraisal is prescribed. 20 th April- In case of E-7 and above officers with less than 25 years of Group 'A' service of Indian Railways on deputation with RVNL. 30 th April-In cases of (E4-E6)Officers with 13 years service of Indian Railways on deputation with RVNL.

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2	Report to be completed by Reviewing officer	15 th April- In case of E-7 and above officers with +25 years Group 'A' service of Indian Railways on deputation with RVNL, where self-appraisal is prescribed. 25 th April- In case of E-7 Managers/Officers with less than 25 years Group 'A' service of Indian Railways on deputation with RVNL 10 th May-In (E4-E6) Managers/Officers with +13 years of Indian Railways on deputation with RVNL 25 th May- In all other cases.
3	Report to be completed by Accepting authority and sent to Administration	20 th April-In case of E-7 and above officers with +25 years Group 'A' service of Indian Railways on deputation with RVNL, where self-appraisal is prescribed. 25 th April- In case of E-7 and above officers with less than 25 years of Indian Railways on deputation with RVNL. 10 th May - In case of (E4-E6) with +13 years of service of Indian Railways on deputation with RVNL. 25 th May -In all other cases.

Note: APAR forms should be distributed to all Reporting Authorities by 25th of March who should arrange to collect the self appraisal latest by 7th April.


(Ajay Kumar)
ED/HR

1. Secretary to CMD for kind information of CMD
2. DP,DF,DPE,DO,CVO
3. All EDs/CGMs/GGMs/GMs/AGMs/JGMs/DGMs and Managers in Corporate Office.
4. All CPMs/RVNL/PIUs.