



रेल विकास निगम लिमिटेड
(भारत सरकार का उपक्रम)

Rail Vikas Nigam Limited

(A Government of India Enterprise)

CIN : U74999DL2003GOI118633

No.RVNL/3/47/HR

I M M E D I A T E
New Delhi, dated: 09.08.2017

**Sub: Writing of APAR for year ending March 2017 of Officers
on Deputation in the grade of Manager and above.**


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Please refer to letter No. RVNL/3/47/HR dated 18.05.2017 (copy enclosed for ready reference) and letter of even number dated 21.07.2017 enclosing the detailed instructions as circulated by Ministry of Railways regarding filling up of APARs (available at RVNL website under heading policies and manuals).

2. Ministry of Railways vide their letter No.2017/SCC/03/06 Pt. dated 27.07.2017 have advised that the entire process of finalizing APARs for year ending March 2017 (including deciding representation) is 31.12.2017. In order to adhere to the closing date of 31.12.2017, the target dates at various stages have been compressed and the revised schedule for completion of APARs for reporting year 2016-17 is as under:-

**Schedule for completion of APARs of Railway Officers
for the year 2016-17.**

Self appraisal for current year	15.08.2017
Appraisal by Reporting Authority	31.08.2017
Appraisal by Reviewing Authority	15.09.2017
Appraisal by Accepting Authority	30.09.2017
Disclosure to the Officer reported upon	10.10.2017
Representation of the Officer reported upon, if any.	25.10.2017
Forwarding of representation of the Officer reported upon to the Reviewing and the Reporting Authority by the Concerned Office, in case the officer reported upon makes representation.	10.11.2017
Comments of Reporting Authority	20.11.2017
Comments of Reviewing Authority	30.11.2017
Comments of Accepting Authority/APAR to be finalized and disclosed to the Officer reported upon	10.12.2017
Disclosure to the Officer reported upon	20.12.2017
End of entire APAR process	25.12.2017

3. CPMs and other Coordinating Officers may please take necessary action for strict compliance of the above instructions by all officers in the grade of Manager and above working on deputation basis.


(Sathyan Pillai)
AGM/HR

Encl: as above.

Secy. to CMD for kind information of CMD/RVNL.

DP/DPE/DF/CVO/RVNL

All EDs/CGMs/GGMs/GMs/CPMs/RVNL Website(' Policies and Manuals')



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CIN : U74999DL2003GOI118633

IMMEDIATE

NO.RVNL/3/47/HR

New Delhi, dated:18.05.2017

Subject: Writing of APAR for year ending **March 2017**
of Officers on deputation to RVNL in the grade
of **Manager and above.**

On the instructions issued by Ministry of Railways, APAR format hitherto used in RVNL for writing APARs of Officers on deputation in the grade of **Manager and above** has since been changed. New APAR format for writing APARs of Managers and above on deputation is available at RVNL website (under head Policies and Manuals).

2. Officers on deputation may please download the APAR format from the RVNL website for use. CPMs and other Coordinating Officers may kindly advise their subordinates also about the change in the APAR format.

3. There is no change in the APAR forms for officers on deputation up to Assistant Manager level and they may use the forms already provided for writing the APAR for year ending March 2017.


(Sathyan Pillai)
AGM/HR

Secretary to CMD for kind information of CMD/RVNL
DP/DPE/DF/CVO/RVNL
All EDs/CGMs/GGMs/GMs/CPMs/RVNL

जारी Issued	01C 69466	रेल विकास निगम लि. Rail Vikas Nigam Ltd. कर्ता S.P.
हस्ताक्षर Signature		
दिनांक Date	18/5/17	