



SOUTH CENTRAL RAILWAY

Headquarters Office  
Personnel Branch  
Secunderabad  
Date: 2.04.2015

No. P[R]/184/V

ALL CONCERNED

***Sub: Filling up of self-appraisal by employees in GP  
4200 and special attributes column in Section-II  
by Sr. Scale Officers***

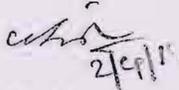
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In terms of Board's letter dated 15.04.2004 [SC No. 64/2004], staff in grade Rs.5500-9000 and above who are likely to be considered for promotion to Group 'B' are required to submit self-appraisal and Section-II is to be filled by the respective officers. The employees should furnish a brief description of duties and a resume of work done by them in part-II of the APAR form during the period for which the APAR is written, bringing out the special achievements during the period and also shortfall in the achievement, if any, with reasons therefor. In case the railway servant delays the submission of self appraisal in part-II of the APAR form, the employees may be issued a reminder that if they do not submit the self appraisal by the specified date, the report will be written without self appraisal in terms of Board's RBE No. 09/2001 [SC No. 41/2001].

After implementation of VI CPC scales, Board in their letter dated 29.03.2010 [SC No. 54/2010] advised that for selection to Group 'B' posts against 70% quota, Group 'C' employees working in PB-2 with GP 4200 and above with **three years** regular service are eligible to apply. Similarly, in respect of 30% quota, Group 'C' employees working in PB-2 with GP 4200 and above with **five years** regular service are eligible to apply .

Inasmuch as the employees working in PB-2 with GP 4200, viz., Senior Technicians, erstwhile JE-II, Head Clerks, etc., with requisite service are also eligible to apply for selection to Group 'B' posts, in terms of Board's instructions, supra, the Divisions/Units/offices are advised to obtain self appraisal in the APAR, from the employees working in substantive posts of PB-2 with GP 4200, duly ensuring that the Section-II of the APAR form is initiated by the officer concerned.

This issues with the approval of CPO/Admn.

  
(P. Radha Krishna)  
Secretary to CPO  
For Chief Personnel Officer.