

SOUTH CENTRAL RAILWAY

Headquarters Office.  
Personnel Branch.  
Secunderabad.  
Date: 19.06.2015

No.P(R)/184/V

**ALL CONCERNED**

**PERSONNEL BRANCH SERIAL CIRCULAR NO. 55 /2015**

Copy of Board's letter No.E[NG]I-2015/CR/2 dated 10.06.2015 is forwarded for information, guidance and necessary action. Board's letters dated 22.04.87, 12.01.2001 and 17.06.2009 quoted therein were circulated under S.C.Nos.112/1987, 41/2001 and 98/2009, respectively.

*[Handwritten signature]*  
19/6/15

(P.RADHA KRISHNA)  
Secretary to CPO  
for Chief Personnel Officer.

Board's letter No. E[NG]I-2015/CR/2 dated 10.06.2015

***Sub: Annual Performance Appraisal Report(APAR) of non-gazetted staff-  
Addition of a new column in the proforma for filing Annual Return of  
Immovable Property- Regarding.***

\*\*\*\*

As the Railways are aware, in terms of Board's letter No. E(D&A)-2007/GS-1-1 dated 17.06.2009, Supervisory staff of Group 'C' working on the Railways in the scales of pay the maximum of which, is in Pay Band-II, Rs. 9300-34800 with Grade Pay of Rs.4600/- will have to submit annual return of their immovable property. A question whether an additional column may be inserted in the Part-II (Self Appraisal) of proforma being used for filling up of APAR of non-gazetted supervisory staff on the Railways showing that Annual Immovable Property Return has been filed, has been engaging attention of Board for quite some time.

2. The matter has accordingly been considered by Board. It has been decided that an additional column No. 03 in Part-II, Self Appraisal in the Annexure-I to IV of forms circulated to zonal Railways under Railway Board's letter No. E(NG)I-86/CR/5 dated 22.04.1987 or wherever it is required to be added suitably in the case of supervisory staff, may be introduced describing unambiguously "whether Annual Return of Immovable Property for preceding year[s] to which APAR is being reported upon, has been submitted by supervisory staff who are working on the Zonal Railways in Grade Pay Rs. 4600/- and above. The reporting officer shall not accept the APAR without this newly inserted column filled up by the official reported upon and take further action in the process of writing of APAR as per extant procedure contained in Board's letter No.E[NG]I-2000/CR/3 dated 12.01.2001 assuming that the employee concerned has not submitted his self appraisal within the given time.

Sd/-  
(Arvind Kumar)/EDE(N)

INDEX No.1021 CONFIDENTIAL REPORTS [APAR]	S.C.No.
Board have decided to introduce additional column No. 03 in Part II, Self Appraisal in the Annexure I to IV of the APAR form in respect of supervisory staff in GP 4600/- and above. The reporting officer should not accept the APAR without this column filled up by the official reported upon.	55 /2015