



PBC No. 218 / 2025

RBE No. 112 / 2025

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 184 / P / Vol.XI

दिनांक/Dated: 31.10.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय/Sub : Consideration or representation against 'Adverse remarks' recorded in the APAR of a non gazetted railway servant – clarification.

A copy of the Railway Board's letter No. E(NG)I-2023/CR/4 dated 29.10.2025 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 24.09.2024 (RBE 89 / 2024) referred to therein has been circulated as PBC No. 197 / 2024.

संलग्नक/Encl. 01 page

सहायक कर्मचारी संबंधी अधिकारी/Asst.Personnel Officer / IR & Trg.
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary / DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड) (RAILWAY BOARD)

No. E(NG)I-2023/CR/4

New Delhi, dated 29.10.2025

The General Managers (P)

All Zonal Railways & Production Units, etc.
(As per standard list)

Subject: Consideration of representation against 'Adverse remarks' recorded in the APAR of a non gazetted railway servant – clarification.

Ref: Board's instruction dated 24.09.2024 (RBE 89/2024).

1. Attention is invited to Board's instruction under reference, wherein a list of competent authorities to consider representations against adverse remarks recorded in the APAR of non-gazetted railway employees was provided in Annexure-I.

2. Various Zonal Railways have sought clarification on the applicability of the instructions to all levels of non-gazetted employees. The matter has been re-examined, and the following clarifications/corrigendum are issued:

- For employees where, the APAR is written and finalized at only one level (e.g. Personal Secretaries, Confidential Assistants etc.) the competent authority to decide such representation will be the next higher authority to the Authority finalizing the APAR.

- For employees where, the APAR is written and finalized at two levels i.e. the Reporting and Reviewing Authorities, the competent authority to decide such representation would be the next higher authority to the Reviewing authority.

- For employees where, the APAR is written and finalized at three levels, The competent authority to decide such representations will be the next higher authority to the Authority finalizing the APAR.

3. It may be noted that the APAR finalizing authority will be that authority which is the last authority writing the APAR. For APARs which may be considered for promotion to Group B, filling up of Section – II of the APAR is necessary, the finalizing authority shall be the authority writing the final remarks of Section II of the APAR.

4. The earlier instructions issued by Board's earlier letter dated 24.09.2024 (RBE 89/2024) stands modified to the extent of above instructions. Past cases decided otherwise not be reopened.



(अजय गोयल /Ajay Goyal)

उप निदेशक-III स्था. (एन)/Deputy Director-III, Estt.(N)

रेलवे बोर्ड/Railway Board

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