

MASTER CIRCULAR

Master Circular No. 28

Confidential Reports on Non-gazetted Railway servants - Master Circular

General

Forms prescribed:

Self appraisal.

Reporting Authority & his duties.

Reviewing authority & his duties.

7

Communication of Adverse Remark.

Procedure to be followed while reporting on integrity.

Other Provisions.

ANNEXURE

List of Original Orders/Circulars

The instructions issued by the Railway Board from time to time on the subject of preparation and maintenance of Confidential Reports on non-Gazetted Railway servants are contained in several letters. It has now been decided by the Railway Board to issue a consolidated master circular, as below, incorporating all the instructions issued so far on the subject for the information and guidance of all concerned.

General:

2. The Confidential Report is an important document, providing for the basic and vital inputs necessary for assessing the performance of a Railway servant for his/her advancement in official career. The Railway servant reported upon, the Reporting Authority and the Reviewing Officer should, therefore, fill in the form with a high sense of responsibility.

3. The report should be written annually on every Railway servant, except those mentioned below, in the form prescribed for the purpose, generally for the period ending with the financial year, appraising the performance, character, conduct and qualities of the concerned Railway servant:

a. Group 'D' Railway servants:

[Ref: Board's letter No. [E 55 CR 3/3 dated 09.11.1956](#)]

- b. Group 'C' Railway servants in the initial recruitment grade of Rs. 950-1500 (RPS), except those working in the Ministry of Railways;

[Ref: Board's letter No. [E\(NG\)57/CR/3/1 dated 14.06.1966](#)]

- c. Group 'C' Railway servants whose initial grade is higher than the grade of Rs. 950-1500 (RPS) provided the next higher grade for them is a non-selection grade, except in the case of Skilled Gr. I & II Artisans staff for whom Confidential Reports shall be written for those in two grades below the selection grade.

[Ref: Board's letters No. [E\(NG\)67 CR 3/2 dated 23.10.1967](#) and [E\(NG\)I/81/CR/8 dated 22/26.09.1981](#)]

Forms prescribed:

4. The forms prescribed for writing the Confidential Reports, since the reporting year 1986 are enclosed as Annexure-I to VI.

Annexure-I: - For all Group 'C' Railway servants, including Workshop Staff, but excluding PWIs, APWIs, IOWs, AOWs, SIs, ASIs, Teachers / instructors and those working in grade Rs. 1200-2040 (RPS).

Annexure-II: - For IOWs & AOWs.

Annexure-III: - For PWIs, APWIs, SIs and ASIs.

Annexure-IV: - For Teachers / instructors in Teaching / Training institutions.

Annexure-V: - For Group 'C' Railway servants in Gr. Rs. 1200-2040 (RPS).

[Ref: Board's letters No. [E\(NG\)I/86/CR/5 dated 22.04.1987](#) (RBE 83/87) and [E\(NG\)I/86/CR/5 dated 23.06.1987](#) (RBE 83A/87)]

4.1 In respect of Railway servants working in grade Rs. 1600-2660 (RPS) and in grades above Rs. 1600-2600, likely to be considered for promotion to Group 'B' Gazetted service, an additional section called Section-II is required to be written in the prescribed form as per **Annexure-VI**.

[Ref: Board's letters No. [E\(NG\)II-75 CR/9 dated 14.09.1976](#); [E\(NG\)I/86/CR/5 dated 22.4.1987](#) (RBE 83/87) and [E\(NG\)I/86/CR/4 dated 23.02.1988](#) (RBE 32/88)]

4.2 : For Group 'C' staff in Hindi Deptt. a separate proforma for writing confidential reports has been prescribed and circulated separately. Reporting, reviewing and counter signing authorities in respect of this category of staff have been laid down vide Board's letter No. [Hindi -86/OL-1/3/16 dated 7.11.1988](#) as modified by letter No. [Hindi-90/OL-1/3/14 dated 14.2.1991](#).

Inserted vide Supplementary Circular No. 2 issued under Railway Board's letter No. [E\(NG\)I/96/CR/6 dated 21.11.1996](#) (RBE 111/1996).

Self appraisal:

5. Every Railway servant working in Gr. Rs. 1600-2660 and in grade(s) above Rs. 1600-2660, should, before the CR is initiated, furnish a brief description of his duties and a resume of the work done by him during the year/period for which CR on him/her is written, bringing out the special achievements during the period and also shortfall in achievement, if any together with reasons therefor. This should be done in part-II of the CR form.

Reporting Authority & his duties:

5.1 The confidential report should be initiated by the Reporting Authority, who was, during the period for which the CR is written, immediately superior to the Railway servant on whom the report is written, or such other authority as may be specifically empowered in this behalf by the General Manager or any other officer authorised by him.

[Ref: Board's letter No. [E\(NG\)I/81/CR/5 dated 26/30.09.1981](#)]

5.2 The confidential reports on Railway servants working in grades below Rs. 1600-2660 (RPS) should be initiated by Supervisors working in Gr. Rs. 2000-3200 (RPS) and above. For those working in Gr. Rs. 1600-2660 (RPS) and above, the report should be initiated by a Gazetted officer.

[Ref: Board's letters No. [E\(NG\)II-75 CR/9 dated 14.09.1976](#) and [E\(NG\)I/82/CR/1 dated 20.03.1982](#)]

5.3 The confidential reports on Teachers working in the schools may be initiated by the Headmaster/Headmistress/Principal of the School concerned irrespective of their grades. The report so written is subject to review and counter-signature by the Gazetted executive officer concerned.

[Ref: Board's letter No. [E\(NG\)II/68/CR/1 dated 16.12.1970](#)]

5.4 Where a close relative of a Reporting Authority functions under the latter (which situation should be avoided to the extent possible and if it becomes inescapable to be allowed for the barest minimum time possible), the Reporting Authority should abstain from writing the annual Confidential Report on the Railway servant who is his close relative. The Reviewing Officer will in such cases take on the role of the Reporting Authority. If a similar relationship exists between the Reviewing Officer and the officer reported upon, the same would apply in respect of the Reviewing Officer and the role of the Reporting Officer will be transferred to the authority next higher. In cases of this nature, should mere be

any doubt, it would be incumbent upon the Reporting Officer to consult the next higher authority before he writes the report.

[Ref: Board's letter No. [E\(NG\)II/78/CR/3 dated 08.08.1978](#)]

5.5 The Reporting Authority has also the responsibility to decide regarding making a mention in the report about warning(s)/ admonition/ displeasure/ reprimand administered to a Railway servant for inefficient working/ acts of omission or commission depending upon the position while writing the Report, whether the concerned Railway servant's performance, after the warning/ reprimand, has improved and is satisfactory. If it has shown improvement, he may decide not to make a reference in the Confidential Report to the warning(s) etc. given. Otherwise, he may make an appropriate mention in the relevant column in Part-III of the report. In that case, a copy of the warning/ reprimands/ displeasure referred to in the Confidential Report should be placed in the CR folder as an annexure to the relevant Confidential report. The adverse remarks thus entered should also be conveyed to the Railway servant concerned and his representation, if any disposed of as per the procedure prescribed.

[Ref: Board's letter No. [E\(NG\)I/81/CR/8 dated 31.8.81/22.09.1981](#)]

5.6 The Confidential Report should be recorded within one month of the expiry of the reporting period and delay in this regard by the Reporting Authority will be adversely viewed. If the Railway servant delays submission of self-appraisal, the Reporting Authority should comment adversely on this aspect. If the Reporting authority retires or demits office, he may give the Confidential Reports on his subordinates within a month of his retirement/demission of office.

[Ref: Board's letter No. [E\(NG\)II/78/CR/2 dated 10.11.1978](#)]

5.7 Performance appraisal through confidential reports is intended as a tool for human resource development. Reporting Authority should realise that the objective behind the appraisal is to develop the Railway servant, so that he/she may realise his/her true potential. There should, therefore, be no hesitation on the part of the Reporting Authority to report shortcomings in performance, attitude or overall personality of the Railway servant reported upon. Although writing CR is a year-end exercise, in order that it may be an effective tool for developing the individual, the Reporting Authority should, at regular intervals, review the performance of the Railway servants and take corrective steps as may be necessary, by way of advice, counsel etc. It should be the endeavour of each Reporting Authority to present the truest possible picture of the Railway servant on whom the report is written, in regard, to his/her performance, conduct behaviour and potential. Some posts of the same rank may be more exacting than the others. The degree of stress and strain may also vary from time to time. These facts should be kept in view during performance appraisal for appropriate comments/mention.

5.8 Where the higher authority is satisfied that the Reporting authority had not written the report with due care and attention, the competent authority has the discretion to make suitable remarks in the Confidential Report of the Reporting Authority.

Reviewing authority & his duties:

6. The confidential report on a Railway servant, after it is written by the Reporting Authority will be reviewed by the Reviewing Authority i.e the authority who was, during the period for which the report is written, immediately superior to the Reporting Authority or such other authority as may be specifically empowered in this behalf by the G.M.

6.1 The Reviewing Authority should exercise a positive and independent judgment on the remarks recorded by the Reporting Authority in the Confidential Report(s) on his subordinates and should clearly express his/her agreement or disagreement with the remarks of the Reporting Authority, particularly if they are adverse.

[Ref: Board's letter No. [E\(NG\)57/CR/3/1 dated 14.06.1966](#)]

If the Reviewing Authority is satisfied that the Reporting Authority had not made the report with due care and attention, he/she shall record a remark to that effect in Part-IV of the Confidential Report.

6.2 Where the Reviewing Authority is not sufficiently familiar with the work of the Railway servant reported upon, to arrive at a proper and independent judgment of his own, the Reviewing Authority should verify the correctness of the remarks of the Reporting Authority after making such enquiries as he may consider necessary. If need be, he may also give a hearing to the Railway servant concerned before recording his remarks.

[Ref: Board's letter No. [E\(NG\)II-75/CR/1 dated 06/10.01.1977](#)]

6.3 Reports containing remarks, which are vague or non-committal and entries which are not sufficiently meaningful, should be returned to the Reporting Officer for amplification/ explanation.

[Ref: Board's letter No. [E\(NG\)II-75/CR/1 dated 06/10.01.1977](#)]

6.4 The Confidential Report should be reviewed and countersigned by the Reviewing Authority ordinarily within one month of its receipt from the Reporting Authority.

[Ref: Board's letter No. [E\(NG\)II-75/CR/1 dated 06/10.01.1977](#)]

6.5 Delay, if any, on the part of the Reporting Officer, in not recording the Confidential Report on his subordinates within one month of the expiry of the report period should be adversely commented upon by the Reviewing Authority.

[Ref: Board's confidential letter No. [E\(NG\)II/78/CR/2 dated 10.11.1978](#)]

6.6 Where the Reviewing Authority retires or demits office and Confidential Reports of the Railway servants who had worked under him are required to be reviewed, he shall review the same ordinarily within a period of one month from the date of his retirement or demission of office.

6.7 Section II of the Confidential Report of Railway servants working in. Gr. Rs. 1600-2660 (RPS) on the Divisions may be reviewed by the Addl. Divisional Railway Manager, in stead of the DRM.

[Ref: Board's letter No. [E\(NG\)I/82/CR/1 dated 20.03.1982](#)]

In regard to Railway servants working in Gr. Rs. 2000-3200 (RPS) and above on the Divisions, the General Manager may lay down whether their C. R. (Section-II) shall be reviewed by the DRM, instead of ADRM. GMs may exercise discretion in this regard as warranted on their respective systems.

[Ref: Board's letter No. [E\(NG\)I/85/CR/5 dated 09.12.1985](#) (RBE 333/85)]

7. Section-II of the Confidential Report which is required to be filled for the Railway servants working in Grade Rs. 1600-2660(RPS) and in above grades, should be initiated by a Senior Scale Officer, unless the Assistant Officer concerned is working directly under a Deputy Head of the Department or Divisional Railway Manager/Head of the Department.

[Ref: Board's letter No. [E\(NG\)57/CR/3/1 dated 14.06.1966](#)]

Communication of Adverse Remarks:

8. Any remarks recorded in the Confidential Report of a Railway servant adversely reflecting on his performance or his basic qualities or potential shall be treated as adverse. Adverse remarks recorded in the Confidential Report of a Railway servant should be communicated in writing, irrespective of whether they are considered remediable or not, to the Railway servant concerned along with the substance of the favourable remarks contained in the Confidential Report. Such a communication shall be sent by the Reviewing Authority or by any other authority specified by the G.M. in this behalf within a period of one month of acceptance of the Confidential Report. A record of such communication should be kept in the C.R. folder of the Railway servant concerned, attached to the relevant report. Care should be taken to ensure that the remarks are communicated in such a form that the identity of the officer making the adverse remarks is not disclosed.

8.1 For the purpose of para 8.

- a. An entry in the Confidential Report that the Railway servant concerned is not fit for promotion shall be deemed to be an adverse remark and the**

whole entry including the reasons for the remark shall be communicated to the Railway servant;

- b. Any remark describing as 'average' either the performance or any other quality of the Railway servant shall not be treated as an adverse remark.

8.2 All representations against adverse remarks should be dealt with and decided upon expeditiously by the competent authority i.e. normally the authority next above the Reviewing authority and in any case within three months from the date of submission of the representation. The competent authority in consultation with the Reporting and/ or Reviewing Authority, if such consultation is necessary, should consider the representation and pass orders on the representation, either.

- a. Expunging the adverse or critical remarks in toto; or
- b. Toning down the adverse or critical remarks; or
- c. Rejecting the representation.

Pending the final disposal of the representation, if submitted within the prescribed time limit, the adverse remarks should not be treated as operative, for purposes of any consideration including promotion. If no representation has been submitted or the representation submitted has been finally disposed of, there is no bar to the adverse remarks being taken note of. The orders passed on the representation shall be final and the Railway servant concerned should be informed suitably of the decision, duly keeping a copy of the order in his CR folder.

8.3 No memorial or appeal against the rejection of representation should be allowed six months after the rejection.

[Paras 8 to 8.3—Ref: Board's letters No. [E\(NG\)II-75/CR/1 dated 06/10.01.1977](#); [E\(NG\)II/78/CR/2](#) dated [10.11.1978](#) and [E\(NG\)I/81/CR/5 dated 26/30.09.1981](#)]

9. The remarks "Average" recorded in the Confidential reports are not to be treated as adverse.

[Ref: Board's letter No. [E\(NG\)II/76/CR/1 dated 15.10.1976](#)]

9.1 If the rules/orders regarding preparation of confidential reports have been violated in any particular case, the Railway servant adversely affected by such action, may bring the matter to the notice of the authority higher than the Reporting authority. The latter should take necessary action to rectify the position, as may be warranted by the circumstances and advise the Railway servant concerned in regard to the action taken.

[Ref: Board's letter No. [E\(NG\)II/67 CR 3/4 dated 17.02.1969](#)]

Procedure to be followed while reporting on integrity:

10. If the Railway servant's integrity is beyond doubt, it should be stated so against the relevant item in Part-III of the report.

10.1 In respect of Railway servant working in Gr. Rs. 1600-2660 (RPS) and in above grade, for whom Section-II of the report, includes an item on Integrity to be certified, it is not necessary to fill in the item in Part-III.

10.2 If there is any unconfirmed doubt or suspicion on the Railway servant's integrity, the item should be left blank and action taken as mentioned below:

- a. A separate secret note should be recorded and followed up. A copy of the note should be sent together with the Confidential Report to the next superior authority, who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Authority should state either, that he has not watched the Railway servant's work for sufficient time to form a definite judgment or that he heard nothing against the Railway servant, as the case may be;**
- b. If, on follow up action, the doubts or suspicions are cleared, the Railway servant's integrity should be certified and entry made accordingly in the Confidential Report;**
- c. On the other hand, if the doubts or suspicions are confirmed either initially or after the doubts are confirmed after investigation, the fact should be recorded and communicated to the Railway servant; and**
- d. As a result of follow up action, if the doubts or suspicions still remain without being either cleared or confirmed, the Railway servant's conduct should be watched for a further period and action taken thereafter, as referred to in (b) and (c) above.**

[Ref: Board's letters No. [E\(D&A\)65/RG/6-47](#) dated [24.11.1965](#) and [E\(D&A\)90 RG 6/47](#) dated [05.06.1990](#)]

Other Provisions:

11. The General Manager may lay down detailed rules for the timely preparation, submission and maintenance of Confidential Reports on non-Gazetted Railway servants on his system, in general conformity with the principles laid down in Chapter-XVI of Indian Railway Establishment Code - Vol.I 1971.

11.1 No authority should either report, review the Confidential Report on any non-Gazetted Railway servant, unless he has been acquainted with the work of the Railway servant reported upon, at least for three months during the period for which the report is written.

[Ref: Board's letter No. [E\(NG\)II-75/CR/1](#) dated [06/10.01.1977](#) and [E\(NG\)I/81/CR/5](#) dated [26/30.09.1981](#)]

11.2 Delay should be avoided in writing the report. Promotion of a Railway servant should not be held up merely because of non-availability of the latest Confidential report for a particular period for which it has become due.

[Ref: Board's letter No. [E\(NG\)I-81/CR/4 dated 14.07.1981](#)]

11.3 All instances of Railway servants held responsible for accidents/ averted accidents should be recorded in the Confidential Reports, on the proforma provided for the purpose.

[Ref: Board's letter No. [E\(NG\)II-77/CR/5 dated 06/13.01.1981](#)]

11.4 In respect of Teachers/ Instructors in Teaching/ Training Schools there is a provision regarding qualifications/ achievements in the field of Scouts & Guides being mentioned in Column 9(c) of Annexure-IV attached with this Ministry's letter No. [E\(NG\)I/86/CR/5 dated 22.04.1987](#) (RBE 83/87). In respect of other staff, Reporting Officers may mention such achievements/qualifications against Column 4 in Part-III of Annexure-I, II, & III and Column 11 of Annexure-V containing Confidential Reports formats circulated under this Ministry's letter dated 22.04.1987.

[Ref: [E\(NG\)I/88/CR/4 dated 25.02.1991](#) (RBE 36/91)]

12.

- i. While referring to the Master Circular, the original circulars mentioned herein should be read for a proper appreciation. The master circular is only a consolidation of the existing instructions and should not be treated as a substitution of the original circulars. In case of doubt, the original circulars should be relied upon as authority;**
- ii. The instructions contained in the original circulars referred to, have only prospective effect unless indicated otherwise;**
- iii. If any circular having a bearing on the subject, which has not been superseded, has been lost sight of in the preparation of the master circular, the said circular which has been missed through oversight, should not be ignored but should be treated as valid and operative.**

13. The letters on the basis of which, the Master Circular has been prepared are indicated in the enclosure.

ANNEXURE-I

..... RAILWAY

Confidential Report for Group "C" Staff including workshop staff (except) PWIs, APWIs, Signal Inspectors, Asstt. Signal Inspectors and Teachers/Instructors, for the year ending.

..... Department

..... Office

Part-I – Personal Data

1. Name in full
2. Date of birth
3. Designation*
4. Station at which employed
5. Substantive pay Scale
- Officiating pay Scale
6. Date of appointment to service
7. Date of continuous appointment to the present grade
8. Whether permanent/ temporary or officiating
9. Educational, Professional & Technical qualifications
10. Particulars of examination (including Departmental Examinations) passed during the year
11. Whether the employee belongs to Scheduled Caste/Scheduled Tribe

***In case of Territorial Army Personnel, their T.A. rank should also be indicated.**

Part-II – Self-Appraisal

(To be filled by Staff in Grade Rs. 1600-2660 and above only)

1. Brief description of duties.
2. Brief resume of the work done by you during the year/period from to bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided limited to 100 words and is required to be signed).

Part-III – Assessment by the Reporting Officer

1. Does Reporting officer agree with the statement made in Part II. If not the extent of disagreement and reasons therefor. (Wherever applicable).
2. Character and habits to include comments on:
 - a. Integrity (To be filled only in those cases in which Section II is not required to be maintained).
 - b. Tact and Temper.
 - c. Conduct
 - d. Attendance
 - e. Physical fitness for strenuous work.

- 3. Departmental abilities (merits and demerits) to include comments on :**
 - a. Initiative and direction.**
 - b. General Intelligence.**
 - c. Keeness/promptness and efficiency.**
 - d. Power to control others.**
 - e. Organising/Supervising ability.**
 - f. Capacity for hardwork.**
 - g. Amenability to discipline.**
- 4. Special aptitude or qualification.**
- 5. Physical disability, if any, for outdoor work or posting to particular area.**
- 6. Reliability.**
- 7. Relations with others:**
 - a. Those above:**
 - b. Those below:**
 - c. The public (if his duties entail his coming into contact with Public/Railway users):**
- 8. Power of drafting:**
- 9. Knowledge of Rules, Regulations and procedure.**
- 10. Ability to conduct enquiries, sift evidence and prepare reports (for Inspectors only).**
- 11. In Case of Stenographers/Steno-Typists/Typists**
 - a. Accuracy:**
 - b. Speed:**
 - c. Neatness of execution:**
 - d. Trustworthiness in confidential & secret matters**
- 12. In case of drawing office staff:**

Whether the employee can design/ is a neat tracer/ Draftsman/ is an accurate calculator.
- 13. In case of Ministerial staff only:**
 - a. Is his/her handwriting neat?**
 - b. Does he/she maintain his/her office files neatly?**
 - c. Does he/she maintain his/her Rule Books, Codes, Diary and Reminder Memo Book etc.?**
 - d. Does he/she promptly produce papers when required?**
 - e. Is his/her disposal prompt?**
 - f. Is he/she capable of putting up papers independently?**
- 14. In Case of workshop staff and Technical field Staff like Chargemen/ Shop Supdt./ Dy. Shop Supdt/ Bridge Inspectors etc. only.**

Technical Abilities.

15. Has his/her work been satisfactory? If not, in what respect he/she has failed.
16. Whether the employee was booked for the prescribed refresher course, if so.
 - a. Whether he/she attended the refresher course on being released, and
 - b. Whether he/she passed/failed in the said refresher course.
17. Has the employee been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.
18. Has the employee done any outstanding or notable work meriting commendation? If so, please give brief particulars.
19. Grading: Outstanding/ Very Good/ Good/ Average/ Below Average.

Signature of Reporting Officer:

Name in Block Letters:

Designation:

Date:

Part-IV – Remarks by Reviewing Officer

1. Length of service under the Reviewing officer.
2. Is the Reviewing officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting officer?

(In case of disagreement, please specify the reasons)

Is there anything you wish to modify or add?

4. If the Officer reported upon is a member of a Scheduled Caste/ Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.
5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.
6. Has the officer any special characteristics, and/or any abilities, which would justify his/her selection for special assignment or/ out of turn promotion? If so, specify.

Place:

Signature of the Reviewing Officer:

Date:

Name in Block Letters :

Designation during the period of report.

SECTION II

(For staff in Grade Rs. 1600-2660 and above likely to be considered for promotion to Group 'B' Service)

Confidential Report for the year ending

..... **Department**
Railway

Name:

Designation:

- 1. Fitness for promotion to Group 'B' Service:**
 - a.**
 - i. Fit for promotion**
 - ii. Not yet fit for promotion.**
 - b. Is he/she fit for out of turn promotion?**
- 2. The assessment whether he/she can be classified as 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average'.**
- 3. Integrity.**
- 4. General Assessment.**

Reporting Officer's signature and Designation.

[Remarks by the Reviewing Officer (DRM/Dy. Head of Deptt.)

Station: (Designation)

Dated:

..... **Remarks by the Head of the Department.**

In case of Territorial Army personnel their T.A. rank should also be indicated.

Station: (Designation)

Dated:

INSTRUCTIONS

- 1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.**
- 2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.**
- 3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.**
- 4. If the reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention, he/she shall record a remark to that effect in item 2 of part IV. The competent authority shall enter the remarks in the Confidential Roll of the Reporting Officer.**
- 5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.**
- 6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.**
- 7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.**
- 8. Assessment should be confined to the appraisee's performance during the period of report only.**
- 9. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.**

Note: The following procedure should be followed in filling up the item relating to integrity:

- i. If the officer's integrity is beyond doubt, it may be so stated.
- ii. If there is any doubt or suspicion, the item should be left blank and action taken as under:
 - a. A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the Officers work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - b. If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
 - c. If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
 - d. If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Railways' letter No. [E\(D&A\)65/RG/6-47 dated 24.11.1965](#)]

ANNEXURE-II

..... RAILWAY

Confidential Report for Group "C" Staff (IOWS & AIOWS) for the year ending.

..... Department

..... Office

Part-I – Personal Data

- 1. Name in full
- 2. Date of birth
- 3. Designation*
- 4. Station at which employed
- 5. Substantive pay Scale
- Officiating pay Scale
- 6. Date of appointment to service
- 7. Date of continuous appointment to the present grade
- 8. Whether permanent/ temporary
- 9. Educational, Professional & Technical qualifications

10. Particulars of examination (including Departmental Examinations) passed during the year

11. Whether the employee belongs to Scheduled Caste/Scheduled Tribe

***In case of Territorial Army Personnel, their T.A. rank should also be indicated.**

Part-II – Self-Appraisal

(To be filled by Staff in Grade Rs. 1600-2660 and above only)

1. Brief description of duties.

2. Brief resume of the work done by you during the year/period from to bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided limited to 100 words and is required to be signed).

Part-III – Assessment by the Reporting Officer

- 1. Does Reporting officer agree with the statement made in Part II. If not the extent of disagreement and reasons therefor. (Wherever applicable).**
- 2. Character and habits to include comments on:**
 - a. Integrity (To be filled only in those cases in which Section II is not required to be maintained).**
 - b. Tact and Temper.**
 - c. Conduct**
 - d. Attendance**
 - e. Physical fitness for strenuous work.**
- 3. Departmental abilities (merits and demerits) to include comments on :**
 - a. Initiative and direction.**
 - b. General Intelligence.**
 - c. Keeness/promptness and efficiency.**
 - d. Power to control others.**
 - e. Organising/Supervising ability.**
 - f. Capacity for hardwork.**
 - g. Amenability to discipline.**
- 4. Special aptitude or qualification.**
- 5. Physical disability, if any, for outdoor work or posting to particular area.**
- 6. Is his/her work well and methodically done and close supervision exercised?**
- 7. Does he/she level and survey accurately and his/her plans accurate and well turned out?**

8. Is he/she careful in seeing that the existing buildings and their surroundings in his/her charge are well maintained?
9. Does he/she bring defects to notice promptly and arrange at once for their rectification?
10.
 - a. Does he/she control and supervise his/her labour and arrange it properly.
 - b. Is he/she able to insist on good work from Contractors? and
 - c. Whether his/her demand for temporary extra labour is reasonable.
11. Is he/she prompt and careful in (i) correspondence, (ii) Submission of his/her returns?
12. Are his/her measurement books properly entered and well kept?
13.
 - a. Does he/she settle up quickly with Contractors etc ?
 - b. Are his/her bills promptly made out and submitted?
 - c. Does he/she submit in time Compilation, Drawing and other information for preparing Compilation Reports?
14. Are his/her office and godown tidy and in good order?
15.
 - a. Does he/she arrange for the safe custody and proper storage of materials against unnecessary deterioration from weather or any other cause ?
 - b. Does he/she maintain proper accounts of issues, receipts released and surplus stores?
16. Is his/her technical knowledge such as would be expected from one of his rank?
17. Is his / her materials and tools and plant accountal and issues properly made?
18. Is he/she active and hardworking?
19. Does he/she turn out promptly on emergencies?
20. Has he/she been ill during the years? If so, state in what way and for how long?
21. Does he/she take an interest in the welfare of his/her staff?
22. Remarks made as to his/her supervision of work. Is his/her brickwork carefully supervised and painting carefully done? Does he/ she see that fences, etc. are carefully aligned and leveled, doors and windows carefully fitted, beams properly bedded, painting and white-washing carefully done and all splashes of paint and whitewash removed? When works are completed, does he/she see the surroundings are cleaned up and all surplus materials and tools quickly disposed of?
23. Has his/her work been satisfactory? If not, in what respect he/she has failed.
24. Whether the employee was booked for the prescribed refresher course, if so.

- a. Whether he/she attended the refresher course on being released, and
- b. Whether he/she passed/failed in the said refresher course.

25. Has the employee been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

26. Has the employee done any outstanding or notable work meriting commendation? If so, please give brief particulars.

27. Grading:

Outstanding/ Very Good/ Good/ Average/ Below Average.

Signature of Reporting Officer:

Name in Block Letters:

Designation:

Date:

Part-IV – Remarks by Reviewing Officer

1. Length of service under the Reviewing officer.
2. Is the Reviewing officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting officer?

(In case of disagreement, please specify the reasons)

Is there anything you wish to modify or add?

4. If the Officer reported upon is a member of a Scheduled Caste/ Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.
5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.
6. Has the officer any special characteristics, and/or any abilities, which would justify his/her selection for special assignment or/ out of turn promotion? If so, specify.

Place:

Signature of the Reviewing Officer:

Date:

Name in Block Letters :

Designation during the period of report.

SECTION II

(For staff in Grade Rs. 1600-2660 and above likely to be considered for promotion to Group 'B' Service)

Confidential Report for the year ending

..... **Department**
Railway

Name:

Designation:

- 1. Fitness for promotion to Group 'B' Service:**
 - a.**
 - i. Fit for promotion**
 - ii. Not yet fit for promotion.**
 - b. Is he/she fit for out of turn promotion?**
- 2. The assessment whether he/she can be classified as 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average'.**
- 3. Integrity.**
- 4. General Assessment.**

Reporting Officer's signature and Designation.

[Remarks by the Reviewing Officer (DRM/Dy. Head of Deptt.)

Station: (Designation)

Dated:

..... Remarks by the Head of the Department.

In case of Territorial Army personnel their T.A. rank should also be indicated.

Station: (Designation)

Dated:

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention, he/she shall record a remark to that effect in item 2 of part IV. The competent authority shall enter the remarks in the Confidential Roll of the Reporting Officer.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.
6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only.
9. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

Note: The following procedure should be followed in filling up the item relating to integrity:

- i. If the officer's integrity is beyond doubt, it may be so stated.
- ii. If there is any doubt or suspicion, the item should be left blank and action taken as under:
 - a. A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is

taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the Officers work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.

- b. If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
- c. If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- d. If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Railways' letter No. [E\(D&A\)65/RG/6-47 dated 24.11.1965](#)]

ANNEXURE-III

..... RAILWAY

Confidential Report for Group "C" Staff (PWIS & APWIS Signal Inspectors and Asstt. Signal Inspectors) for the year ending.

..... Department

..... Office

Part-I – Personal Data

- 1. Name in full
- 2. Date of birth
- 3. Designation*
- 4. Station at which employed
- 5. Substantive pay Scale
- Officiating pay Scale

- 6. Date of appointment to service
- 7. Date of continuous appointment to the present grade
- 8. Whether permanent/ temporary
- 9. Educational, Professional & Technical qualifications
- 10. Particulars of examination (including Departmental Examinations) passed during the year
- 11. Whether the employee belongs to Scheduled Caste/Scheduled Tribe

***In case of Territorial Army Personnel, their T.A. rank should also be indicated.**

Part-II – Self-Appraisal

(To be filled by Staff in Grade Rs. 1600-2660 and above only)

1. Brief description of duties.

**2. Brief resume of the work done by you during the year/period from
. to bringing out any special achievements
during the year/period. In the event of shortfall in achievement furnish reasons.
(The resume is to be furnished within the space provided limited to 100 words and
is required to be signed).**

Part-III – Assessment by the Reporting Officer

- 1. Does Reporting officer agree with the statement made in Part II. If not the extent of disagreement and reasons therefor. (Wherever applicable).**
- 2. Character and habits to include comments on:**
 - a. Integrity (To be filled only in those cases in which Section II is not required to be maintained).**
 - b. Tact and Temper.**
 - c. Conduct**
 - d. Attendance**
 - e. Physical fitness for strenuous work.**
- 3. Departmental abilities (merits and demerits) to include comments on :**
 - a. Initiative and direction.**
 - b. General Intelligence.**
 - c. Keeness/promptness and efficiency.**
 - d. Power to control others.**
 - e. Organising/Supervising ability.**
 - f. Amenability to discipline.**
 - g. Knowledge of Rules, Regulations and Procedure.**
- 4. Special aptitude or qualification.**
- 5. Physical disability, if any, for outdoor work or posting to particular area.**
- 6. * Is his/her road in good order and tidily kept?**
- 7. Does he/she maintain points and crossings properly?**
- 8. Has he/she effected any improvement during the year ?**
- 9. Does he/she keep his/her stock of material in an orderly manner?**
- 10. Are his/her tools and plant in good order and kept in repair?**
- 11. Does he/she control and supervise his/her labour properly and is he/she economical with it?**
- 12. Has any relaying, re-sleepering or renewals been done, and if so, were they carried out carefully, satisfactorily and economically?**
- 13. Is he/ she methodical and careful on his/her work especially as to details?**

14. Does he/ she return released and other surplus materials promptly to stores?
15. Does he/ she arrange for the safe custody and proper storage of materials against unnecessary deterioration from weather or any other cause?
16. What was the date of the last annual inspection of his/her beat and what was the impression as a result of this inspection?
- 17.* When was his/her section last tested with the Hallade Recorder and what was the general result as compared with the previous test?
- 18.* Are the bridges dean and tidy, and kept in good order, and free from weeds and dirt?
- 19.* Are the approaches of bridge well kept up and ballasted?
- 20.*
 - a. Has he/she carefully renewed timbers and worn out fittings of bridges during the year?
 - b. Are his/her level crossings and their approaches maintained well?
- 21.* Have any speed restrictions been imposed on his/her length on account of defective maintenance of permanent way or other causes under his/her control?
22.
 - a. Is his/she prompt and careful in correspondence ?
 - b. Does he/she maintain creep and other registers regularly with the requisite data and observations?
23. Are his/her store accounts carefully kept?
24. Does he/she submit his/her returns in time?
25. Are his/her office and godown tidy and in good order?
26. Are his/her muster rolls and gang charts properly entered and well kept?
27. Does he/she turn out promptly on emergencies?
28. Are his/her demands for temporary extra labour reasonable?
29. Is his/her technical knowledge such as would be expected from one of his rank?
30. Does he/she take interest in the welfare of staff?
31. Has his/her work been satisfactory? If not, in what respect he/she has failed?
32. Whether the employee was booked for the prescribed refresher course, if so.
 - a. Whether he/she attended the refresher course on being released, and
 - b. Whether he/she passed/failed in the said refresher course.
33. His/her relation with the staff works under his/her supervision and other fellow employees.
34. Has the employee been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.
35. Has the employee done any outstanding or notable work meriting commendation? If so, please give brief particulars.

36.Grading:

Outstanding/ Very Good/ Good/ Average/ Below Average.

Signature of Reporting Officer:

Name in Block Letters:

Designation:

Date:

*** These items don't apply in case of Signal Inspectors/ Asstt. Signal Inspectors.**

Part-IV – Remarks by Reviewing Officer

- 1. Length of service under the Reviewing officer.**
- 2. Is the Reviewing officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?**
- 3. Do you agree with the assessment of the officer given by the reporting officer?**

(In case of disagreement, please specify the reasons)

Is there anything you wish to modify or add?

- 4. If the Officer reported upon is a member of a Scheduled Caste/ Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.**
- 5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.**
- 6. Has the officer any special characteristics, and/or any abilities, which would justify his/her selection for special assignment or/ out of turn promotion? If so, specify.**

Place:

Signature of the Reviewing Officer:

Date:

Name in Block Letters :

Designation during the period of report.

SECTION II

(For staff in Grade Rs. 1600-2660 and above likely to be considered for promotion to Group 'B' Service)

Confidential Report for the year ending

..... Department
Railway

Name:

Designation:

1. **Fitness for promotion to Group 'B' Service:**
 - a.
 - i. **Fit for promotion**
 - ii. **Not yet fit for promotion.**
 - b. **Is he/she fit for out of turn promotion?**
2. **The assessment whether he/she can be classified as 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' ?**
3. **Integrity.**
4. **General Assessment.**

Reporting Officer's signature and Designation.

[Remarks by the Reviewing Officer (DRM/Dy. Head of Deptt.)

Station: **(Designation)**

Dated:

..... **Remarks by the Head of the Department.**

In case of Territorial Army personnel their T.A. rank should also be indicated.

Station: **(Designation)**

Dated:

INSTRUCTIONS

1. **The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.**

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention, he/she shall record a remark to that effect in item 2 of part IV. The competent authority shall enter the remarks in the Confidential Roll of the Reporting Officer.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.
6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only.
9. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

Note: The following procedure should be followed in filling up the item relating to integrity:

- i. If the officer's integrity is beyond doubt, it may be so stated.
- ii. If there is any doubt or suspicion, the item should be left blank and action taken as under:
 - a. A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the Officers work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.

- b. If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
- c. If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- d. If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Railways' letter No. [E\(D&A\)65/RG/6-47 dated 24.11.1965](#)]

ANNEXURE-IV

..... RAILWAY

Confidential Report for Group "C" Staff (Teachers - Instructors in Teaching/ Training Schools), for the year ending.

..... Department

..... Office

Part-I – Personal Data

- 1. Name in full
- 2. Date of birth
- 3. Designation*
- 4. Station at which employed
- 5. Substantive pay Scale

Officiating pay Scale

- 6. Date of appointment to service
- 7. Date of continuous appointment to the present grade
- 8. Whether permanent/ temporary or officiating
- 9. Educational or Technical qualifications
 - a. Professional
 - b. Technical
 - c. Special (eg. Drill, Scouting etc.)
- 10. Particulars of examination (including Departmental Examinations) passed during the year
- 11. Actual duty on which employed (Subjects and classes taught)
- 12. Whether the employee belongs to Scheduled Caste/Scheduled Tribe

***In case of Territorial Army Personnel, their T.A. rank should also be indicated.**

Part-II – Self-Appraisal

(To be filled by Staff in Grade Rs. 1600-2660 and above only)

1. Brief description of duties.

**2. Brief resume of the work done by you during the year/period from
. to bringing out any special achievements
during the year/period. In the event of shortfall in achievement furnish reasons.
(The resume is to be furnished within the space provided limited to 100 words and
is required to be signed).**

Part-III – Assessment by the Reporting Officer

- 1. Does Reporting officer agree with the statement made in Part II. If not the extent of disagreement and reasons therefor. (Wherever applicable).**
- 2. Character and habits:**
 - a. Moral character**
 - b. Relations with fellow teachers**
 - c. Integrity**
 - d.**
 - i. Regularity and punctuality**
 - ii. Leave taken during the school session in the year.**
 - e. Health.**
 - f. Whether he/she sets good example in:**
 - a. Neatness**
 - b. Cleanliness and**
 - c. Obedience of orders.**
- 3. Departmental Abilities:**
 - a. Initiative.**
 - b. Intelligence.**
 - c. Keenness, promptness and efficiency.**
 - d. Proficiency in day-to-day teaching:**
 - . Power of expression.**
 - i. Supervision of written work of scholars.**
 - ii. Maintenance of records.**
 - e. Organising ability.**
 - f. Ability to maintain discipline.**
 - . In the class**
 - i. Outside the class and**
 - ii. Control of servants**
 - g. Proficiency in educating the backward students of the class.**

4. If the Officer reported upon is a member of a Scheduled Caste/ Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair and just.
5. General remarks with specific comments about the general remarks given by the reporting officer and remarks about the meritorious work of the officer including the grading.
6. Has the officer any special characteristics, and/or any abilities, which would justify his/her selection for special assignment or/ out of turn promotion? If so, specify.

Place:

Signature of the Reviewing Officer:

Date:

Name in Block Letters :

Designation during the period of report.

SECTION II

(For staff in Grade Rs. 1600-2660 and above likely to be considered for promotion to Group 'B' Service)

Confidential Report for the year ending

.....
Railway

..... **Department**

Name:

Designation:

1. **Fitness for promotion to Group 'B' Service:**
 - a.
 - i. **Fit for promotion**
 - ii. **Not yet fit for promotion.**
 - b. **Is he/she fit for out of turn promotion?**
2. **The assessment whether he/she can be classified as 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average'.**
3. **Integrity.**
4. **General Assessment.**

Reporting Officer's signature and Designation.

[Remarks by the Reviewing Officer (DRM/Dy. Head of Deptt.)

Station:

(Designation)

Dated:

.

..... Remarks by the Head of the Department.

In case of Territorial Army personnel their T.A. rank should also be indicated.

Station:

(Designation)

Dated:

.

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a faultfinding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention, he/she shall record a remark to that effect in item 2 of part IV. The competent authority shall enter the remarks in the Confidential Roll of the Reporting Officer.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'very good', 'good', 'average', 'below average' while giving your comments against any of the attributes.
6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
7. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.

8. **Assessment should be confined to the appraisee's performance during the period of report only.**
9. **Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.**

Note: The following procedure should be followed in filling up the item relating to integrity:

- i. **If the officer's integrity is beyond doubt, it may be so stated.**
- ii. **If there is any doubt or suspicion, the item should be left blank and action taken as under:**
 - a. **A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the Officers work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.**
 - b. **If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.**
 - c. **If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.**
 - d. **If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.**

[Ministry of Railways' letter No. [E\(D&A\)65/RG/6-47 dated 24.11.1965](#)]

ANNEXURE-V

Confidential Report Format for Staff in Rs. 330-560 (RS)/ Rs. 1200-2040 (New Scale)

1. **Name of the employee**
2. **Date of birth**
3. **Date of original appointment**
4. **Designation & Grade**
 - a. **Substantive**
 - b. **Officiating**
5. **Total length of service in the substantive/officiating grade.**
6. **Amenability to discipline.**

- 7. General remarks about his work and discharge of his duties with efficiency and sincerity.
- 8. Knowledge of departmental rules/ working.
- 9. Attention to safety/safety consciousness*
- 10.Punishments if any, awarded during the reporting year.
- 11.Awards/ Commendation certificates, if any awarded during the reporting year.
- 12.Integrity.
- 13.Overall classification i.e. Outstanding, Very Good, Good, Average, Below Average.
- 14.For Stenos only:
 - a. Accuracy in stenographic work,
 - b. Power of drafting.

*For categories to whom applicable

"Signature of the Reporting Officer
Name in Block Letters:
Designation:
Date:

Remarks, if any, of the Reviewing Officer

Signature of the Reviewing Officer
Name in Block Letters:
Designation during the period of report."

[Authority: Board's Letter No. [E\(NG\)I/86/CR/5 dated 23.06.1987](#) (RBE 83A/87)]

ANNEXURE-VI

Section II

(For Staff in grade Rs. 1600-2660 and above likely to be considered for promotion to group 'B' service)

Confidential Report for the year ending

.....**RAILWAY**
Name:

.....**Department**
*Designation:.....

- 1. Integrity
- 2. Special Attributes:

(a) Qualities of leadership	Outstanding/ Very Good/ Good/ Average/ Below Average.
(b) Capacity to take decision on matters within his/her competence.	Outstanding/ Very Good/ Good/ Average/ Below Average.
(c) Willingness to shoulder higher responsibility.	Outstanding/ Very Good/ Good/ Average/ Below Average.
(d) Ability to inspire confidence, guide, motivate and obtain the best out of the staff.	Outstanding/ Very Good/ Good/ Average/ Below Average.
(e) Ability to enforce discipline.	Outstanding/ Very Good/ Good/ Average/ Below Average.

Reporting Officers Signature and Designation.

Remarks by the Reviewing Officer (DRM/Dy. Head of Deptt.)

Station:

Date:

(Designation)

Remarks by the Head of Department.

Station:

Date:

(Designation)

***In case of Territorial Army Personnel, their T.A. rank should also be indicated.**

Revision, as per slip pasted above made vide Board's letter No. [E\(NG\)I/86/CR/4](#) dated [23.02.1988](#) (RBE 32/88).

Original Orders/Circulars from which Consolidation has been made

1. [\(E\) 55 CR 3/3 dated 09.08.1955](#)
2. [E 55 CR 3/3 dated 09.11.1956](#)
3. [E\(D&A\)65 RG 6/47 dated 24.11.65](#)
4. [E\(NG\)57/CR/3/1 dated 14.06.1966](#)
5. [E\(NG\)67 CR 3/2 dated 23.10.1967](#)
6. [E\(NG\)II/67 CR 3/4 dated 17.02.1969](#)
7. [E\(NG\)II/68/CR/1 dated 16.12.1970](#)
8. [E\(NG\)II-75 CR/9 dated 14.09.1976](#)
9. [E\(NG\)II/76/CR/1 dated 15.10.1976](#)
10. [E\(NG\)II-75/CR/1 dated 06/10.01.1977](#)

11. [E\(NG\)II/78/CR/3 dated 08.08.1978](#)
12. [E\(NG\)II/78/CR/2 dated 10.11.1978](#)
13. [E\(NG\)II-77/CR/5 dated 06.01.1981](#)
14. [E\(NG\)I-81/CR/4 dated 14.07.1981](#)
15. [E\(NG\)I/81/CR/8 dated 22.09.1981](#)
16. [E\(NG\)I/81/CR/5 dated 30.09.1981](#)
17. [E\(NG\)I/82/CR/1 dated 20.03.1982](#)
18. [E\(NG\)I/83/CR/1 dated 14.03.1983](#)
19. [E\(NG\)I/85/CR/5 dated 09.12.1985](#) (RBE 333/85)
20. [E\(NG\)I/86/CR/5 dated 22.04.1987](#) (RBE 83/87)
21. [E\(NG\)I/86/CR/5 dated 23.06.1987](#) (RBE 83A/87)
22. [E\(NG\)I/86/CR/4 dated 23.02.1988](#) (RBE 32/88)
23. [E\(NG\)I/88/CR/4 dated 12.05.1989](#) (RBE 126/89)
24. [E\(NG\)I/88/CR/4 dated 25.02.1991](#) (RBE 36/91)

Railway Board's letters/Orders issued subsequently.

1. Effect of adverse comments that has not been communicated on promotion vide Railway Board's letter No. [E\(NG\)I/91/CR/2 dated 10.06.1993](#) (RBE 92/93)
2. Supplementary Circular No. 1 - Section II of the Confidential Report form for non-gazetted employees in grade Rs. 1600-2660 (RPS) and above - No. [E\(NG\)I/93/CR/1 dated 27.10.1994](#) (RBE 93/1994).
3. Supplementary Circular No. 2 - Group 'C' staff in Hindi Deptt. a separate proforma for writing confidential reports - No. [E\(NG\)I/96/CR/6 dated 21.11.1996](#) (RBE 111/1996).
4. Supplementary Circular No. 3 - Adverse comments in Confidential Reports which have not been communicated - Effect thereof on consideration for promotion - No. [E\(NG\)I-96/CR/7 dated 11.04.1997](#) (RBE 57/1997).
5. Supplementary Circular No. 4 - Separate column for safety consciousness - No. [E\(NG\)I-99/CR/1 dated 16.12.1999](#) (RBE 308/1999).
6. Supplementary Circular No. 5 - Submission of self-appraisal - No. [E\(NG\)I-2000/CR/3 Dated 12.01.2001](#) (RBE 9/2001)
7. Supplementary Circular No. 6 - Countersigning of Annual Confidential Reports (ACRs) - No. [E\(NG\)I-2001/CR/2 Dated 13/03/2001](#) (RBE 53/2001)
8. *** Schedule of writing/finalisation of Confidential Reports should be strictly adhered to vide Supplementary Circular No. 7 issued under Railway board's letter No. [E\(NG\)I-2001/CR/7 dated 22.8.2001](#) (RBE 172/2001)
9. Supplementary Circular No. 8 - Column "Fit for posting as a trainer in the training institute - No. [E\(NG\)I-2001/CR/6 dated 24/08/2001](#) (RBE 175/2001).
10. Supplementary Circular No. 10 - additional column "qualities of leadership" - No. [E\(NG\)I-2002/CR/2 Dated 12/4/2002](#) (RBE 47/2002).

11. Supplementary Circular No. 13 - Column "Communication skill including remarks on commendable work done in Raj Bhasha" - No. [E\(NG\)I-2003/CR/2 dated 12.05.2003](#) (RBE 82/2003) - Raj Bhasha.