



No.RVNL/3/47/HR(2016)

New Delhi, dated:23.04.2019

Office Order No. 336 2019

**Sub: Procedure for writing APARs in RVNL.**

Please refer to Office Order No.993/2016 on the above subject issued by this office vide letter of even number dated 09.09.2016 and the partial modification thereto issued on 07.11.2017 vide Office Order No.1377/2017.

2. On account of revision of designation of employees below JGM grade in RVNL vide Policy Order No.08/2019, issued vide letter No. RVNL/1/55/HR dated 12.02.2019, it has now been decided that orders contained in the Office Orders mentioned in para one above may be partially modified further to incorporate the changes on account of recent re-designation of employees as under:-

i. **Modification in Office Order No.993/2016:**

**Statement showing the Authorities reporting/reviewing/accepting APARs.**

**CORPORATE OFFICE**

<b>APARs of Officers in various grades</b>	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Accepting Authority</b>
Sr.DGM E5	AGM/JGM	GM/GGM/CGM/ED	Director
DGM E4	Sr.DGM	JGM/AGM	GM/GGM/CGM/ ED
Sr.Manager E3	Sr.DGM	JGM/AGM	GM/GGM/CGM/ ED
Manager E2	DGM/Sr.Manager	Sr.DGM/JGM/AGM	GM/GGM/CGM
Dy.Manager E1	DGM/Sr.Manager	Sr.DGM	JGM/AGM
Asstt.Manager E0	DGM/Sr.Manager	Sr.DGM	JGM/AGM

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**PROJECT OFFICE**

<b>APARs of Officers in various grades</b>	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Accepting Authority</b>
Sr.DGM/JGM/AGM E5, E6,E7	CPM/GM/GGM/CGM	ED	CMD for AGM/JGM Director for Sr. DGM
Sr.Manager/DGM E3, E4	Sr.DGM/JGM/AGM	CPM/GM/GGM/ CGM	ED
Manager E2	Sr.Manager/DGM	Sr.DGM/JGM/ AGM	CPM/GM/ GGM/CGM
Deputy Manager E1	Sr.Manager/DGM	Sr.DGM	JGM
Asstt.Manager E0	Sr.Manager	DGM	JGM/Sr.DGM

ii. **Modification in Office Order No.1377/2017:**

**Para 1, item No.(iv)** may be substituted to read as “Project EDs will be the Accepting Authority for the APARs of Officers and staff of their own cadre up to DGM level at the concerned PIUs. They will accept the APAR only after taking into account the remarks of the countersigning authority as and where required under extant instructions”.

**Para 1, item No.(v)** may be substituted to read as “EDs/Project(Civil) in the field units working as CPMs will be the Accepting Authority for the APARs of Officers and staff of civil engineering department up to DGM level at the PIU”.

3. Above modifications made in the existing instructions on Procedure for writing APARs in RVNL may be noted and followed by all concerned with immediate effect.

  
(Sathyan Pillai)  
AGM/HR

1. Secretary to CMD for kind information of CMD
2. DP,DPE,DO,CFO,CVO
3. All PEDs/EDs/CGMs/GGMs/GMs/AGMs/JGMs/DGMs and Managers in Corporate Office.
4. All CPMs/RVNL/PIUs.
5. RVNL website (Policies and Manuals).