

CENTER FOR RAILWAY INFORMATION SYSTEMS  
APAR FOR GROUP C STAFF OF RAILWAYS ON DEPUTATION WITH CRIS

PART - I  
PERSONAL DATA

Apar for Employee Id: 5502 Employee Name: Anil B.H.

Designation: Department: PRS

APAR Period from 01-04-2020 to 31-03-2021

PART - III  
(ASSESSMENT BY THE REPORTING OFFICER)

- |     |                                                                                                                                                        |                                                                                     |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1.  | Does the Reporting Officer agree with the statement made in Part - II. If not, the extent of disagreement and reasons therefore? (Wherever applicable) | Yes, Agreed                                                                         |
| 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)                                                      | Section II filled                                                                   |
| (b) | Tact & Temper                                                                                                                                          | Handling problems in coordination with Railways and other team members in good way  |
| (c) | Conduct                                                                                                                                                | Sincere                                                                             |
| (d) | Attendance                                                                                                                                             | Good                                                                                |
| (e) | Physical fitness for strenuous work                                                                                                                    | Physically Fit                                                                      |
| 3.  | Departmental abilities (Merits & Demerits) to include comments on                                                                                      |                                                                                     |
| (a) | Initiative & direction                                                                                                                                 | He takes his own initiative in problem solving as well as learning new technologies |
| (b) | General intelligence                                                                                                                                   | Having vast knowledge                                                               |
| (c) | Keenness, promptness & efficiency                                                                                                                      | Efficient and prompt in taking actions for resolving day to day issues              |
| (d) | Power to control others                                                                                                                                | He manage well in a group                                                           |
| (e) | Organizing/Supervising ability                                                                                                                         | He is good in organizing/supervising works in coordinating with Railways            |
| (f) | Capacity for hard work                                                                                                                                 | Hard working                                                                        |
| (g) | Amenability to discipline                                                                                                                              | Well disciplined                                                                    |
| (h) | Safety Consciousness                                                                                                                                   |                                                                                     |
| -   | Knowledge of safe working rules                                                                                                                        | Not Applicable                                                                      |
| -   | Whether he disregards safety in train operation for short term gains                                                                                   | Not Applicable                                                                      |

- Whether he exercises sufficient supervision on the staff and equipment to ensure safety in train working :	Not Applicable
(i) Qualities of leadership	He works/lead well in a team
(j) Communication skill including the remarks on commendable work done in Rajbasha	Having good communication skills
4. Special aptitude or qualification	Fast Learner, Interested in learning new technologies, Very sincere in resolving issues in coordinating with Railways
5. Physical ability, if any, for outdoor work or posting to a particular area	Physically fit
6. Reliability	Reliable employee
7. Relations with others	
(a) Those above	Maintains good relationship
(b) Those below	Maintains good relationship
(c) The public (if his duties entail his coming into contact with public/Railway users)	Maintains good relationship
8. Power of drafting	Not Applicable
9. Knowledge of Rules, Regulations and procedures	clear knowledge
10. Ability to conduct enquiries, sift evidence and prepare reports (for Inspectors only)	Not Applicable
11. In case of STENOGRAPHERS / STENO-TYPIST / TYPISTS	
(a) Accuracy	Not Applicable
(b) Speed	Not Applicable
(c) Neatness of execution	Not Applicable
(d) Trust worthiness in confidential & secret matters	Not Applicable
12. In case of Drawing Office Staff Whether the employee can design/is a neat tracer/Draftsman/ is an accurate calculator	Not Applicable
13. In case of Ministerial staff	
(a) Is his/her handwriting neat?	Not Applicable
(b) Does he/she maintain his/her office files neatly?	Not Applicable
(c) Does he/she maintain his/her Rules Books, Codes, Diary & Reminder Memo Book etc.?	Not Applicable
(d) Does he/she promptly produce papers when required?	Not Applicable
(e) Is his/her disposal prompt?	Not Applicable
(f) Is he/she capable of putting up papers independently?	Not Applicable
14. Technical abilities	Not Applicable
15. Has his/her work been satisfactory? if not, in what respect he / she has failed?	Yes
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                                                                              | Not Applicable                                                                                                                                                                                                |
| (b) | Whether he/she passed/failed in the said refresher course.                                                                                      | Not Applicable                                                                                                                                                                                                |
| 17. | Has the employee been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars | No                                                                                                                                                                                                            |
| 18. | Has the employee done any outstanding or notable work meriting commendation ? If so, please give brief particulars                              | He has done good work in new Angular charting UI development as well as in Charting UI testing for bug free release. He attended many office duties for maintenance works during this covid pandemic lockdown |
| 19. | Grading                                                                                                                                         | Outstanding                                                                                                                                                                                                   |

(कर्मचारी के हस्ताक्षर )

(Signature of Reporting officer)

Name: K.Uma Devi /SPE/ICMS(1861)

Place: CHENNAI

Date: 07/07/2021

#### PART – IV REMARKS BY THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer  
01-04-2020 to 31-03-2021
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?  
Yes
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?  
Yes. I Agree
4. If the Officer reported upon is a member of a Scheduled Caste/Scheduled 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.  
Not Applicable
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  
Reporting officer has correctly evaluated the officer's performance. The officer being reviewed upon is a good learner and shows utmost sincerity in development and maintenance works assigned to him. Has done commendable job in charting Angular UI development and Testing tool UI development
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  
Not Applicable

(कर्मचारी के हस्ताक्षर )

(Signature of Reviewing officer)

Name: B.Sangeetha /PPE/PRS(1433)

Place: CHENNAI

Date: 23-07-2021

PART – V

REMARKS BY THE ACCEPTING OFFICER

1. Remarks by the Accepting Officer  
i agree

(कर्मचारी के हस्ताक्षर )

(Signature of Accepting officer)

Name: Tej Partap Singh /RGM/UTS(321)

Place: CHENNAI

Date: 13-08-2021

Section II of the APAR Form for Railway Employees in scale  
Rs.9300 - 34800 & GP Rs.4200/- and above who are likely to be considered  
for promotion to Group B Service

- |                                                                                         |                                     |
|-----------------------------------------------------------------------------------------|-------------------------------------|
| 1. Integrity                                                                            | Very Sincere and responsible Person |
| 2. Special Attributes                                                                   |                                     |
| (a) Qualities of leadership                                                             | Outstanding                         |
| (b) Capacity to take decision on matters within his / her competenc                     | Outstanding                         |
| (c) Willingness to shoulder higher responsibility                                       | Outstanding                         |
| (d) Ability to inspire confidence, guide, motivate and obtain the best out of the staff | Outstanding                         |
| (e) Ability to enforce discipline                                                       | Outstanding                         |

(Signature of Reporting officer)

Name: K.Uma Devi /SPE/ICMS(1861)

Place: CHENNAI

Date: 07/07/2021

Remarks by the Reviewing Officer (Dy.Head of Department)

Outstanding

(कर्मचारी के हस्ताक्षर )

(Signature of Reviewing officer)

Name: B.Sangeetha /PPE/PRS(1433)

Place: CHENNAI

Date: 23-07-2021

Remarks by the Accepting Officer Head of the Department

i agree

(कर्मचारी के हस्ताक्षर )

(Signature of Accepting officer)

Name: Tej Partap Singh /RGM/UTS(321)

Place: CHENNAI

Date: 13-08-2021