

QUESTIONS ON APAR

01. What is the minimum period for which an employee must work under a supervisor/controlling officer for an APAR to be generated?
A. 60 days
B. 90 days
C. 45 days
D. 180 days
02. An employee must report all activities by him/her till which date in the APAR?
A. 1st January
B. 1st March
C. 31st March
D. 1st July
03. How many Reports can be written for an employee in one year?
A. 1 Only
B. 2
C. As many as permissible subject to minimum
D. Maximum 3 in a year.
04. Who initiates the Report when there is no a Reporting Officer with the requisite work period of three months?
A. No one. Period is not reported upon.
B. Self
C. Reviewing officer
D. Accepting officer
05. APARs of all Gazetted Railway servants who are transferable are prepared in how many copies?
A. 3
B. 4
C. 1
D. 2
06. APARs of probationers are written every_____?
A. Year
B. 6 Months
C. At the end of training
D. Not Written
07. Which of the following does Reporting Officer not mention in the APAR?
A. Attitude to work
B. Communication skills
C. Interpersonal relations
D. Hygiene
08. APAR is written at how many levels?
A. 2
B. 3
C. 4
D. 1
09. If Reporting officer is closely related to officer/employee being reported upon which of the following may be done?
A. He may simply intimate the fact to the Reviewing Officer
B. Report may be initiated by the Reviewing Officer
C. Period may not be reported upon
D. None of the above.
10. Communicating adverse remarks to the employee is the responsibility of ?
A. Reporting authority
B. Accepting authority
C. Authority having custody of APAR
D. None of the above.
11. While communicating the adverse remarks, the identity of the officer making such remarks should?
A. Normally not be disclosed
B. Always be disclosed
C. May be disclosed with express consent of the officer making the remarks.
D. None of the above.
12. How many representations can be made against adverse remarks withi the permitted time frame?
A. One
B. Two
C. As Many till the matter is decided upon
D. Four
13. Representation against adverse remark can be made within _____days?
A. 20
B. 15

- C. 30
D. 45
14. Representations against adverse remarks must be decided upon by the Competent Authority within how many days?
A. Not later than 3 Months
B. 120 days
C. 6 Months
D. One month
15. Appeals against rejection of representation can be entertained till
A. 3 Months after such rejection
B. 6 Months after such rejection
C. One year of such rejection
D. There is no time limit.
16. Suo moto initiation of the APAR can be done by the Reporting officer if Reportee officer does not submit self appraisal within _____days/
A. 15
B. 20
C. 30
D. 60
17. Performance evaluation of PHODs should be made in the mid year i.e. for period ending when?
A. 30th March
B. 1st October
C. 1st September
D. 30 September
18. APAR of officers on training in India or abroad for more than_____ will have their APARs called for by the Head of Institute-
A. 2 Months
B. One Year
C. 6 Months
D. 3 Months