

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. PC-VII/2020/HRMS/23

New Delhi, dated: 09.06.2021

**The General Managers
(All Indian Railways/PUs)
(As per standard mailing list)**

**Sub: Operationalisation of e-APAR module of HRMS-uploading
of scanned APAR on HRMS –reg**

Ref: Board's letter No. PC-VII/2020/HRMS/23 dated 16.04.2021

Vide Board's letter under reference, it was advised that APARs of all Group 'C' employees for the year 2020-21 onwards would invariably be initiated through e-APAR module of HRMS only and further APARs for the last 10 years upto 2019-20 shall be uploaded in the HRMS portal.

2. The matter has since been reviewed in Board's office based on the requestS received from various field units and CRIS. Taking into account of the functional requirement as well as the technical problems associated with uploading of APARs for the 10 years, it has now been decided that APARs of Group 'C' employees may be uploaded in the HRMS portal as mentioned below :-

Level	Scanned APARs required to be uploaded
Group 'C' employees upto Level-5 (GP-2800)	3 years
Group 'C' employees above Level-5	5 years

Note: Classification of various Group 'C' post has been issued vide Boards letter dated 08.01.2010 (RBE No. 5/2010)

3. This issues with the approval of Competent Authority.


(Jaya Kumar G)

**Deputy Director, Pay Commission-VII/HRMS
Railway Board
Tele: 011-47845125
Email: jaya.kumarg@gov.in**

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1. General Manager/HRMS/CRIS