

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

File No. PC-VII/2023/HRMS/3

New Delhi, Dated : 03/04/2023

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

Sub: Timelines for completion of APAR for the year 2022-2023.

In order to ensure timely completion of e-APAR in respect of non-gazetted employees of Indian Railways, it has been decided by the competent authority that the following timelines may be followed:

S. No.	Activity	Target Date
1.	Finalisation of hierarchy and online generation of APAR form	15 th May, 2023
2.	Submission of self-appraisal to reporting officer	15 th June, 2023
3.	Submission of reporting officer to reviewing officer	15 th July, 2023
4.	Forwarding report by reviewing officer to accepting authority	31 st July, 2023
5.	Appraisal by accepting authority	15 th August, 2023
6.	Communication of APAR to the officer report upon	31 st August, 2023
7.	Submission of representation if any on APAR	15 days from the date of communication of APAR or 15 th September, 2023 whichever is earlier.
8.	Completing the process relating to representation submitted by the official	15 days from the date of representation received or 30 th September, 2023 whichever is earlier.
9.	End of entire process	30 th September, 2023

Continued...2/-

2. All the field units are requested to give due publicity to the timelines amongst the employees as well as the CR cells to ensure that the APAR process is completed in a timely manner. It is also informed that no extension will be granted as done in the previous years to complete the process and if APARs are not completed within the timelines, the same will be treated as not written for the period. The dates indicated against each activity are the last dates and efforts shall be made to complete the process before the targeted dates.
3. This issues with the approval of Competent Authority.



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- Copy to :** (i) PPS to PED/HR
(ii) PCPOs and PFAs of all Indian Railways (as per standard mailing list)
(iii) JS/Railway Board
(iv) GM/EPS/CRIS.