

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

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

New Delhi, Dated : 21/06/2023

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

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

Ref: Railway Board's letter No. PC-VII/2023/HRMS/3 dated 03.04.2023

Kindly refer to Board's letter mentioned above advising timelines for completion of various stages in finalisation of APARs of 2022-23.

2. Now, in view of the DOP & T's instruction dated 15.06.2023 extending timelines for completion of APARs of 2022-23, it has been decided by the competent authority that following timelines may now be adhered for finalization of APARs of 2022-23 for non-gazetted employees in Railways.

S. No.	Activity	Existing Target Date	Revised Target Date
1.	Finalisation of hierarchy and online generation of APAR form	15 th May, 2023	Completed
2.	Submission of self-appraisal to reporting officer	15 th June, 2023	15 th July, 2023
3.	Submission of reporting officer to reviewing officer	15 th July, 2023	31 st July, 2023
4.	Forwarding report by reviewing officer to accepting authority	31 st July, 2023	15 th August, 2023
5.	Appraisal by accepting authority	15 th August, 2023	31 st August, 2023
6.	Communication of APAR to the officer report upon	31 st August, 2023	15 th September, 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.	15 days from the date of communication of APAR or 30 th September, 2023 whichever is earlier.


21/6/23

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.	15 days from the date of representation received or 15 th October, 2023 whichever is earlier.
9.	End of entire process	30 th September, 2023	15 th October, 2023

3. It is also advised that the aforesaid relaxation is accorded as a one-time measure only and no further extension will be granted.

4. This issues with the approval of Competent Authority.



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(ii) PCPOs and PFAs of all Indian Railways (as per standard mailing list)
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