

**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेलमं ालय)**  
**RAILWAY BOARD (रेलवे बोड)**

File No. PC-VII/2023/HRMS/3 (Pt. 1)

New Delhi, Dated 12/01/2024

To,

The General Managers,  
All India Railways/PUs/TTs  
(As per standard mailing list)

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

**Ref : Railway Board's letters of even number dated 21.06.2023, 16.08.2023 & 18.10.2023.**

Kindly refer to Board's letters mentioned above wherein timelines for completion of various stages in finalisation of APAR of 2022-2023 was communicated.

2. Through the aforesaid communication timelines for completion of the APARs have been extended several occasions. However, it has been observed that around 8000 APARs are still pending at various levels across.

3. References have been received from field units for opening of the APAR window again for finalising the pending APARs at various stages. Considering these requests and also taking into account of the interest of the employees, it has been decided by the competent authority to extend the timelines for completion of APAR for 2022-2023 as under :

S. No.	Activity	Revised Timelines
1.	Reporting officer's remarks	15 <sup>th</sup> - 25 <sup>th</sup> January, 2024
2.	Reviewing Officer's remarks and Acceptance by Accepting authority	15 <sup>th</sup> - 31 <sup>st</sup> January, 2024

4. No extension of timelines has been given for submitting the self-appraisal.

5. The communication of APAR to the officer reported upon and subsequent processes of submission of representation if any on APAR and completing the entire process relating to representation submitted by the official shall be completed by **15<sup>th</sup> February, 2024**. The facility for submitting the representation will only be applicable in respect of the APARs finalised during the period mentioned above and not applicable to the APARs already finalised.

--- Contd --- 2/-

6. If any APARs are pending at any stages thereafter, the same will be treated as finalised at the stage where it is pending. No extension of further timelines will be granted in any circumstances and no request for finalisation of the APARs for any stage and will be entertained.

5. This issues with the approval of Competent Authority.



(Jaya Kumar G)  
Dy. Director, PC-VII & HRMS  
Railway Board  
Ph. No. 011-47845125  
e-mail ID : jaya.kumarg@gov.in

**Copy to :**

- i. PPS to Secretary for information of Secretary.
- ii. PPS to AM/HR for information of AM/HR.
- iii. PCPOs & PFAs of all Indian Railways as per standard mailing list.
- iv. JS / Railway Board.
- v. GM/HRMS/CRIS for kind information and to take necessary action in accordance with the timelines specified as above. It may also be ensure that to complete the pending APAR are completed in a seamless manner, server connectivity may be ensured.