

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी कार्यालय  
Office of the Principal Chief Personnel Officer  
मुख्य कार्यालय, कार्मिक विभाग, चेन्नै-600003  
Headquarters, Personnel Department, Chennai-600003

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दिनांक/Dated: 04.04.2023

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,  
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,  
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,  
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub : Timelines for completion of APAR for the year 2022 – 2023.**

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A copy of Railway Board's letter No.PC-VII/2023/HRMS/3 dated 03.04.2023 on the above subject is enclosed for information guidance and necessary action.

संलग्नक/Encl. 02 pages

Digitally signed  
by SENTHIL  
KUMAR  
Date: 2023.04.04  
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उपमुकाधि/समन्वयन /Deputy Chief Personnel Officer / Co-ord

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU  
The General Secretary/AISCTREA  
The General Secretary/AIOBCREA  
The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

**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 <sup>th</sup> May, 2023
2.	Submission of self-appraisal to reporting officer	15 <sup>th</sup> June, 2023
3.	Submission of reporting officer to reviewing officer	15 <sup>th</sup> July, 2023
4.	Forwarding report by reviewing officer to accepting authority	31 <sup>st</sup> July, 2023
5.	Appraisal by accepting authority	15 <sup>th</sup> August, 2023
6.	Communication of APAR to the officer report upon	31 <sup>st</sup> August, 2023
7.	Submission of representation if any on APAR	15 days from the date of communication of APAR or 15 <sup>th</sup> 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 <sup>th</sup> September, 2023 whichever is earlier.
9.	End of entire process	30 <sup>th</sup> September, 2023

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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.



**Dy. Director, PC-VII & HRMS**  
**Railway Board**  
**Ph. No. 011-47845125**  
**e-mail ID : [jaya.kumarg@gov.in](mailto:jaya.kumarg@gov.in)**

**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.