

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

सं/No: P(R) 184 / P / Vol.XI

दिनांक/Dated:21.06.2023

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

A copy of Railway Board's letter PC-VII/2023/HRMS/3 dated 21.06.2023 on
the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated **03.04.2023** referred therein has been circulated
as **PBC No. 70 / 2023**.

Encl.02 pages

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 : 21/06/2023

**The General Managers,
All Indian Railways/PCs/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.



(Jaya Kumar G)
Dy. Director, Pay Commission-VII & HRMS
Railway Board
Room No.6, 4th Floor, COFMOW
Ph. No. 011-47845125
E-mail ID : jaya.kumarg@gov.in

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