PBC No. 54 / 2026

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) 436 / P / HRMS दिनांक/Dated: 01.04.2026

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/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 2025-2026.

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A copy of the Railway Board's letter File No. PC-VII/2026/HRMS/14 dated 01.04.2026 on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl. 02 pages.

Digitally signed by
CHILAKALAPUDI ANJANI KUMAR
'Date: 2026.04.01 14:33:15 +05'30

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/**For Principal Chief Personnel Officer**

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary / DREU
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/2026/HRMS/14 **New Delhi, Dated : 01.04.2026**

To,

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

Sub : Timelines for completion of APAR for the year 2025-2026.

In order to ensure timely completion of APAR through HRMS for the year 2025-2026 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	31st May, 2026
2.	Submission of self-appraisal to reporting officer	30th June, 2026
3.	Submission of APAR by reporting officer to reviewing officer	31st July, 2026
4.	Forwarding APAR by reviewing officer to accepting authority	31st August, 2026
5.	Appraisal by accepting authority	30th September, 2026
6.	Communication of APAR to the officer reported upon	15th October, 2026
7.	Submission of representation if any on APAR from the date of communication	30 days from the date of communication of APAR or 15th November, 2026, whichever is later.
8.	Completing the process relating to the representation submitted by the official	30 days from the date of representation received or 15th December, 2026, whichever is later.
9.	End of entire process	15th December, 2026

2. All the Field Units are requested to give due publicity to the aforementioned timelines amongst the employees as well as the CR cells to ensure that the APAR process is completed in a time bound manner. It is also advised that the dates indicated against each activity are the last dates and effort may be made to complete the respective processes well before the last dates.

3. This issues with the approval of Competent Authority.

Digitally signed by
Jaya Kumar G
Date: 01-04-2026
11:15:57

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

Copy to : (i) PPS to AM(HR) for information to AM(HR)
(ii) PPS to Secretary, Railway Board for information of Secretary, Railway Board
(iii) PCPOs and PFAs of all Indian Railways (As per standard mailing list)
(iv) JS/Railway Board, for ex-cadre staff
(iv) GM/HRMS/CRIS for kind information and necessary action