PBC No. 126 / 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

No: P(R) 436 / P / HRMS दिनांक/Date: as signed

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:Extension of 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 (Pt) dated 19.08.2026 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letter dated 01.04.2026 referred therein has been circulated as PBC No. 54 / 2026.

संलग्नक□□□□□02 pages.

Digitally signed by
CHILAKALAPUDI ANJANI KUMAR
'Date: 2026.08.24 09:44:31 +05'30

□□सहायक□कर्मचारी□संबंधी□अधिकारी□□□□□Personnel Officer / IR & Trg.

कृते□□मुकाधि□□□□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 (Pt) **New Delhi, Dated: 19.8.2026**

To,

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

Sub: Extension of timelines for completion of APAR for the year 2025-2026
Ref: Board's letter No. PC-VII/2026/HRMS/14 dated 01.04.2026

Kindly refer to Board's letter referred above wherein timelines for completion of various stages of e-APAR for the year 2025-2026 have been specified.

2. Though the timelines for finalisation of hierarchy, self appraisal and forwarding by Reporting Authority are over, it is observed that a number of APARs are still pending at these stages. In view of such pendency in completion of e-APARs, as a one time exception, it has been decided by the competent authority to extend the timelines for completion of various stages of e-APAR for the year 2025-2026 as under:

S. No.	Activity	New Target Date
1.	Finalisation of hierarchy online generation of APAR form	15th September, 2026
2.	Submission of self-appraisal by reporting officer	15th September, 2026
3.	Submission by reporting officer to reviewing officer	30th September, 2026
4.	Forwarding report by reviewing officer to accepting authority	30th November, 2026
5.	Appraisal by accepting authority	31st December, 2026
6.	Communication of APAR to the officer report above	Immediately after completion
7.	Submission of representation, if any, on APAR	15th January, 2027 or 15 days from the date of disclosure, whichever is earlier.
8.	Completing process relating to the representation submitted by the official	15 days from the date of representation received or 31st January, 2027, whichever is earlier.
9.	End of entire process	31st January, 2027

3. It is informed that any APAR pending for self-appraisal deadline shall be auto forwarded to the Reporting Officer. It is also informed that the aforementioned relaxations are also applicable for the ex-employees in Railway Board. All Field Units may take steps to ensure that the APARs are completed within the timelines. No further extensions shall be provided for APAR of 2025-2026.

4. This issues with the approval of competent authority.



(Jaya Kumar G)
Joint Director, Pay Commission & HRMS
Railway Board
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Copy to: (i) PPS to AM(HR) for information to AM(HR)
(ii) PCPOs and PFAs of all Indian Railways (As per standard mailing list)
(iii) JS/Railway Board
(iv) GM/HRMS/CRIS for kind information and necessary action