I/3080233/2023

GOVERNMENT OF INDIA (भारतसरकार)
MINISTRY OF RAILWAYS (रेलमंत्रालय)
RAILWAY BOARD (रेलवेबोर्ड)

File No. PC-VII/2023/HRMS/3(Pt.I) **New Delhi, Dated :18/10/2023**

The General Managers,
All Indian Railways/PUs/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 16.08.2023 & 21.06.2023.

Kindly refer to Board's letters mentioned above wherein timelines for completion of various stages in finalisation of APARs of 2022-23 was communicated.

2. It is observed that despite extending the timelines on several occasions, APARs are still pending for finalization at various stages. Unit wise list of pending APARs is enclosed at **Annexure A.**

3. Now, in view of the several references from Field Units and Federations, it has been decided by the Competent Authority to open the HRMS e-APAR portal for self appraisal for only those employees whose hierarchies have not been mapped so far. Accordingly, relaxation for the subsequent stages i.e. reporting, reviewing and accepting of pending APARs is also accorded herewith. The revised timelines for completion of pending APARs is now as under:

S. No.	Activity	Revised Target Date
1.	Mapping of hierarchy and online generation of APAR form (if not done)	18-31 October, 2023
2.	Submission of self-appraisal to reporting officer.	
3.	Submission of reporting officer to reviewing officer	5th November, 2023
4.	Forwarding report by reviewing officer to accepting authority	10th November, 2023
5.	Appraisal by accepting authority	15th November, 2023
6.	Communication of APAR to the officer report upon	20th November, 2023
7.	Submission of representation, if any, on APAR	5 days from the date of communication of APAR or 25th November, 2023

		whichever is earlier.
8.	Completing the process relating to representation submitted by the official	5 days from the date of representation received or 30th November, 2023 whichever is earlier.
9.	End of entire process	**30th November, 2023**

4. It is advised that the aforementioned relaxation is also applicable for the ex-Cadre employees in Railway Board.

5. It is also advised that no further extension will be granted in any circumstances for finalization of the APARs for any stage.

Encl. as above

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Copy to :

1. PPS to Secretary, Railway Board for information of Secretary, Railway Board.
2. PCPOs and PFAs of all Indian Railways (as per standard mailing list)
3. JS/Railway Board
4. GM/EPS/CRIS for kind information and necessary action.

Annexure-A

Zone	Total	No APAR	Not Assigned	Personal Data not Submitted	Pending for Self APP	Pending for Reporting	Pending for Reviewing	Pending for Acceptance	Total APARs Pending
BLW	5369	12	16	13	0	11	5	33	**49**
CLW	8603	35	4	15	1	496	813	556	**1866**
COFMOW	57	0	14	22	0	8	0	0	**8**
CORE	1430	7	0	9	0	13	37	8	**58**
CR	89321	2325	611	623	1	120	59	60	**240**
CTI	316	0	9	1	0	11	2	6	**19**
DMW	2492	47	2	2	0	0	0	0	**0**
ECOR	46092	846	252	245	0	212	109	87	**408**
ECR	79204	385	768	884	1	511	1315	1153	**2980**
ER	96521	1239	322	276	1	271	56	39	**367**
ICF	8463	200	0	0	0	37	47	72	**156**
MCF	2124	2	19	21	0	3	5	0	**8**
METRO	3818	49	8	18	0	18	7	15	**40**
NCR	63966	1013	1141	1296	0	1434	1948	353	**3735**
NER	45124	858	568	397	3	871	579	902	**2355**
NFR	55079	434	1415	1258	0	2983	1656	701	**5340**
NFRC	1553	1	76	56	0	133	74	56	**263**
NR	125296	2515	1009	997	4	817	3254	389	**4464**
NWR	44416	1544	185	186	1	559	770	11	**1341**
RB	1210	2	1146	1151	8	4	2	0	**14**
RCF	6099	165	82	84	0	3	3	18	**24**
RCT	22	0	21	21	0	0	0	0	**0**
RDSO	2198	20	9	11	0	22	54	36	**112**
RWF	1965	65	7	7	0	138	134	7	**279**
RWP	906	5	2	5	0	6	37	2	**45**
SCR	75081	1998	1139	1180	0	758	868	85	**1711**
SECR	45773	2017	170	169	1	31	13	1	**46**
SER	78396	3295	295	319	0	592	310	396	**1298**
SR	74391	1986	1088	1074	0	1542	2972	401	**4915**
SWR	33508	501	383	352	0	347	424	126	**897**
WCR	50618	723	636	633	0	818	563	39	**1420**
WR	83104	3393	142	142	0	7	36	2	**45**
TOTAL	1132515	25682	11539	11467	21	12776	16152	5554	**34503**