

भारतसरकार GOVERNMENT OF INDIA  
रेलमंत्रालय MINISTRY OF RAILWAYS  
(रेलवेबोर्ड RAILWAY BOARD)  
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No.2023/DGA/APAR/22-23

New Delhi, dated: 15/05/2023

**Subject:** Online filling of APARs under Smart Performance Appraisal Report Recording Online Window (SPARROW) for the year 2022-2023.


**Ref:** (i) This Office letter of even number dated 28.03.2023  
(ii) JS/(Conf)'s Letter no.2017/SCC/03/06 dated 24.03.2022

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Please refer to this Office letter of even number dated 28.03.2023 referred to at (i) above, wherein details of all RBSSS(PSs) and RBSS(SOs) for generating APARs for the year 2022-23 in SPARROW was sought. Further, time-line for APAR generation through SPARROW for the year 2022-23 and subsequent submissions through SPARROW issued vide letter at (ii) above, was also enclosed. As per the time-line, the last date for distribution of blank forms/online generation of APARs is 15.05.2023.

It is observed with regret that details form some RBSSS and RBSS officers are yet to be received for the purpose of generation of APARs for those Officers for the year 2022-23. All those who have not sent their details so far are requested to send the same at [dgarbs@rb.railnet.gov.in](mailto:dgarbs@rb.railnet.gov.in) before 17-05-2023. It may please be noted that details received after 17-05-2023 shall not be entertained and no APARs shall be entertained after the cut-off date i.e. 17-05-2023.

In the matter above, it is reiterated that the other time-lines specified vide letter at (ii) above shall be strictly adhered to.

  
(Priya Gopalakrishnan)  
Deputy Secretary (G),  
Railway Board

**Copy to:**

- (i) All PSs of Railway Board
- (ii) All SOs of Railway Board
- (iii) Notice Board
- (iv) Computer Cell for uploading the same.