

**GOVERNMENT OF INDIA (भारत सरकार)**  
**MINISTRY OF RAILWAYS (रेल मंत्रालय)**  
**RAILWAY BOARD (रेलवे बोर्ड)**

File No. PC-VII/2023/HRMS/3

New Delhi, Dated : 16/08/2023

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 21.06.2023**

Kindly refer to Board's letter mentioned above extending timelines for completion of various stages in finalisation of APARs of 2022-23.

2. Now, keeping in view the various requests received from Field Units seeking extension of timeline for finalization of the APARs pending at the Reporting Officer level, 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 <sup>th</sup> May, 2023	Timeline completed, no extension is being granted.
2.	Submission of self-appraisal to reporting officer	15 <sup>th</sup> July, 2023	Timeline completed, no extension is being granted.
3.	Submission of reporting officer to reviewing officer	31 <sup>st</sup> July, 2023	The revised timeline is 24 <sup>th</sup> August, 2023.
4.	Forwarding report by reviewing officer to accepting authority	15 <sup>th</sup> August, 2023	31 <sup>st</sup> August, 2023.
5.	Appraisal by accepting authority	31 <sup>st</sup> August, 2023	15 <sup>th</sup> September, 2023.
6.	Communication of APAR to the officer report upon	15 <sup>th</sup> September, 2023	30 <sup>th</sup> September, 2023.

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7.	Submission of representation if any on APAR	15 days from the date of communication of APAR or 30 <sup>th</sup> September, 2023 whichever is earlier.	15 days from the date of communication of APAR or 15 <sup>th</sup> October, 2023 whichever is earlier.
8.	Completing the process relating to representation submitted by the official	15 days from the date of representation received or 15 <sup>th</sup> October, 2023 whichever is earlier.	15 days from the date of representation received or 31 <sup>st</sup> October, 2023 whichever is earlier.
9.	End of entire process	15 <sup>th</sup> October, 2023	31 <sup>st</sup> October, 2023

3. No extension is granted for generation of Hierarchy, APAR forms and submission of self appraisal by the employee. The extension of timelines granted especially for completing the process of reporting at the reporting officer level and subsequent stages is final and no further extension will be granted. If APARs are pending at the respective authorities after the last date set for completion, such APARs will be force forwarded to the next stage for which the detailed guidelines will be advised to CRIS.

4. It has also been decided by the competent authority that the APARs which are still pending at the self appraisal level will be force forwarded to the next stage i.e. reporting officer level.

5. This issues with the approval of Competent Authority.

  
(Jaya Kumar G)

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- 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) GM/EPS/CRIS.- may please take necessary action to force forward the APARs pending at the self appraisal stage to the reporting officer level. Necessary guidelines for the subsequent stages will be issued separately.