

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

File No. PC-VII/2024/HRMS/4

New Delhi, Dated : 15 /05/2024

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

Sub: Timelines for completion of APAR for the year 2023-2024.

In order to ensure timely completion of APAR through HRMS for the year 2023-24 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	31 st May 2024
2.	Submission of self-appraisal to Reporting Officer	30 th June 2024
3.	Submission of Reporting Officer to Reviewing Officer	31 st July, 2024
4.	Forwarding Report by Reviewing Officer to Accepting Authority	31 st August 2024
5.	Appraisal by Accepting Authority	30 th September 2024
6.	Communication of APAR to the Officer reported upon	15 th October 2024
7.	Submission of representation, if any, on APAR	30 days from the date of communication of APAR or 15 th November 2024 whichever is later.
8.	Completing the process relating to representation submitted by the Official	15 days from the date of representation received or 30 th November 2024 whichever is later.
9.	End of entire process	30 th November 2024



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 efforts will be made to complete the process before the target dates.
3. This issues with the approval of Competent Authority.



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