

**Government of India  
Ministry of Railways  
(Railway Board)**

No. 2025/CRB&CEO-CC/03/12

New Delhi, Dated 19.08.2025

To,  
General Managers  
Zonal Railways, PUs  
DG/RDSO, DG/NAIR  
Director/CTIs  
MDs/CMDs of PSUs etc

Sub: Timely Submission of Representation on Disclosure of APARs in SPARROW – Strict Adherence to 15-Days Time Limit – reg.

Ref: DOP&T's No. 21011/1/2005-Estt (A) (Pt-II) dated 14.05.2009.

Kind attention is invited to the instructions issued by DoP&T referred to above, which stipulate that an officer shall be given an opportunity to submit a representation against the entries and final grading recorded in the APAR within fifteen (15) days from the date of receipt/disclosure of the report.

2. It has been observed in several instances that after the APARs disclosed to the officers on the SPARROW portal, the officers neither view the APAR nor take any further action such as accepting or submitting a representation within the stipulated time. Consequently, such APARs are automatically closed at the disclosure stage at the time of auto-closure of APAR process for that year, without any response from the officer. In some cases, officers submit representation after closure of APAR process on SPARROW portal. Officers may therefore be sensitized to monitor their APAR status regularly and take timely action upon disclosure to avoid such situations.

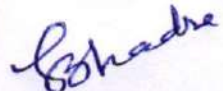
3. In this regard, a new feature has been implemented in the SPARROW portal effective from the APAR year 2024 onwards. Under this feature, the option to submit a representation will be available only for 15 days from the date of APAR disclosure. Upon the expiry of this 15-day period, the system will automatically disable the representation feature, and no further representations shall be permitted on the SPARROW portal, irrespective of whether the officer has viewed the APAR or not.

4. It is therefore requested that all officers under your jurisdiction may be duly apprised of the above provision. Officers should be advised to regularly track the status of their APARs through the SPARROW portal under the tab 'User Assistance → Track your PAR'. Upon disclosure of their APAR, any representation, if desired, must be submitted within 15 days from the date of such disclosure.

5. Officers are also reminded that SMS and email alerts regarding APAR movement are being sent to their registered mobile number/email ID. In case of non-receipt of such alerts, they may contact the concerned APAR custodian for updating their contact details in the system.

6. Representations received after the 15-days will be treated as **time-barred**. Such time-barred representations shall be processed manually in accordance with the instructions contained in Board's letter No. 2018/SCC/03/10 dated 23.04.2018.

7. Railway/PUs, CTIs, PSUs etc. are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

  
(Sushanto Bhadra)  
Deputy Secretary (Conf)-II  
Room No.144 A  
Tel. 011-47845578

**Copy to:**

Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord/MR, Additional PS/MR, APS/MoSR(S), APS/MoSR(R), Chairman & CEO, Member (Finance), Member (Infra), Member (T&RS), Member (O&BD), DG/RHS, DG/RPF, DG/Safety, DG/HR, Secy/RB and all Officers of Railway Board.



**No. 21011/1/2005-Estt (A) (Pt-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**

North Block, New Delhi, 14<sup>th</sup> May, 2009

**OFFICE MEMORANDUM**

**Subject:-** Maintenance and preparation of Annual Performance Appraisal Reports-  
communication of all entries for fairness and transparency in public  
administration.

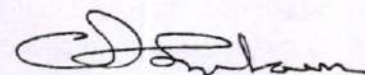
The undersigned is directed to invite the attention of the Ministries/Departments to the existing provisions in regard to preparation and maintenance of Annual Confidential Reports which inter-alia provide that only adverse remarks should be communicated to the officer reported upon for representation, if any. The Supreme Court has held in their judgement dated 12.5.2008 in the case of Dev Dutt vs Union of India (Civil Appeal No.7631 of 2002) that the object of writing the confidential report and making entries is to give an opportunity to the public servant to improve the performance. The 2<sup>nd</sup> Administrative Reforms Commission in their 10<sup>th</sup> Report has also recommended that the performance appraisal system for all services be made more consultative and transparent on the lines of the PAR of the All India Services.

2. Keeping in view the above position, the matter regarding communication of entries in the ACRs in the case of civil services under the Government of India has been further reviewed and the undersigned is directed to convey the following decisions of the Government:-

- (i) The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
- (ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
- (iii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- (iv) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.



- (v) The new system of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1<sup>st</sup> April 2009.
  - (vi) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
  - (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.
3. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.



(C.A. Subramanian)  
Director

To

**All Ministries/Departments of Government of India**

Copy to:-

1. Chief Secretaries of All State Governments/U.T.s
2. The President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. The Cabinet Secretariat, New Delhi.
5. The Rajya Sabha Secretariat.
6. The Lok Sabha Secretariat.
7. The Comptroller and Auditor General of India, New Delhi.
8. The Union Public Service Commission, New Delhi.

Copy also to:-

- (a) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (b) Establishment Officer and Secretary, ACC (10 copies).
- (c) All officers and Sections in the Department of Personnel and Training.
- (d) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
- (e) All Staff Members of Departmental Council (JCM).
- (f) All Staff members of the Departmental Council (JCM), Ministry of Personnel, Public Grievances and Pensions.
- (g) NIC (DoP&T) for placing the Office Memorandum on the web-site of DoP&T.
- (h) Hindi Section for Hindi version of the O.M.



GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. 2018/SCC/03/10

New Delhi, Dated 23.04.18

The General Manager,  
All Zonal Railways/PUs etc.  
(CR, ER, ECR, ECoR, NCR, NER, NFR, NF(C), NR, NWR, SER, SCR, SECR, SWR, WCR, WR)  
(CLW, DLW, DMW, ICF, RCF, RWF, COFMOW, CORE)  
(RDSO, IRIMEE, IRICEN, IRIEEN, IRISSET, NAIR, IRITM)

**Sub: Consideration of time-barred representation against entries in the APAR etc.**

As per instructions of DOP&T, from the reporting year 2008-09 onwards, representations against entries and the final grading given in the APAR, if any, are to be submitted by the officers concerned within a period of 15 days from the date of receipt of the entries in the APAR. However, at times, officers submit representations very late. As regards consideration of such time-barred representations, DOP&T has advised as under:-

*"....., it may be judicious if the Competent Authority may be allowed to extend time if it may be held by reasons recorded in writing that the officer was prevented to do so (make representation) within the time by 'reasonable cause'."*

2. Railways/PUs etc. may please keep the above in view while dealing with time-barred representations against APARs.

*SC Krishna*  
(SC Krishna)  
Under Secretary(Confidential)  
Railway Board

**Copy to:**

**All officers in Railway Board**