

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

No. 2025/CRB &CEO-CC/03/04

New Delhi, Dated 02.04.2026

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

**Sub:** Timeline for recording of APAR for the reporting year 2025-26.

**Ref:** Board's letter No.2025/CRB&CEO-CC/03/04 dated 11.04.2025

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Attention is invited to Board's letter mentioned above stipulating therein the schedule for completion of APARs.

2. It has been decided that the timeline for completion of APAR from the reporting year 2025-26 and onwards may be followed as mentioned below:

S.No.	Activity	Date by which activity to be completed by
1	Distribution of blank forms/online generation of APAR	15 <sup>th</sup> May
2	Submission of self-appraisal to Reporting Authority	15 <sup>th</sup> June, Auto-forwarding to Reporting Authority: 15 <sup>th</sup> June
3	Forwarding of report by Reporting Authority to Reviewing Authority	31 <sup>st</sup> July. Auto-forwarding to Reviewing Officer: 31 <sup>st</sup> July
4	Forwarding of report by Reviewing Officer to Accepting Authority	30 <sup>th</sup> September. Auto-forwarding to Accepting Authority: 30 <sup>th</sup> September
5	Appraisal by Accepting Authority	15 <sup>th</sup> December. Auto-forwarding to the next level: 15 <sup>th</sup> December
6	Disclosure of APAR to the officer reported upon	26 <sup>th</sup> December
7	Submission of representation, if any, on APAR	10 <sup>th</sup> January 2027 i.e. within 15 days from the date of communication/disclosure
8	Forwarding of representation to the Reporting Authority for comments by the Custodian	25 <sup>th</sup> January 2027
9	Forwarding of comments by Reporting Authority to Reviewing Authority	05 <sup>st</sup> February 2027.
10	Forwarding of comments by Reviewing Authority to Accepting Authority	15 <sup>th</sup> February 2027.
11	Forwarding of comments by Accepting Authority to Competent Authority	25 <sup>th</sup> February 2027.
12	Decision of Competent Authority on representation	15 <sup>th</sup> March 2027.
13	Completion of the entire process	31 <sup>st</sup> March 2027.

3 Railway/PUs, CTIs, PSUs, All Central Ministries/Departments, Metro Organizations, etc. are requested to give wide publicity about the system of online filing/writing APAR, representation if any through SPARROW as per scheduled time line. It may be noted that the calendar for filing APAR will be strictly adhered to from the year 2025-26 onwards.

4. Necessary action may be taken accordingly.

**(ANAND KUMAR)**  
Establishment Officer  
Railway Board

**Copy to:**

1. EDPG/MR - for kind information of Hon'ble MR.
2. EDPG/ MOSR(R) - for kind information of Hon'ble MOSR(R).
3. JDPG/MOSR(S) - for kind information of Hon'ble MOSR(S).
4. PSOs/Sr. PPSs/PPSs to CRB & CEO, MF, M/T&RS, M/Infra., M/O&BD & DG/HR, DG/Safety & DG/RPF
5. All officers of Railway Board