

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

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

New Delhi, Dated.12.06.2026

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 02.04.2026

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

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

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

12	Decision of Competent Authority on representation	15 th March 2027.	15 th March 2027.
13	Completion of the entire process	31 st March2027.	31 st March2027.

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.

(Sushanto Bhadra)
Dy. Secretary (Confdl.)
Railway Board
Tele No.011-47845436

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