



**Government of India (भारत सरकार)**  
**Ministry of Railways (रेल मंत्रालय)**  
**(Railway Board) (रेलवे बोर्ड)**

No. 2017/SCC/03/06

New Delhi, Dated: 09.05.2023

**GM/All Zonal Railways & PUs**  
**DG/RDSO, DG/NAIR, Director/CTIs**  
**MDs/CMDs of PSUs etc**

**Sub:** Finalization of APAR year 2022-23 and onwards - reg

**Ref:** Board's letter of even number dated 24.03.2022.

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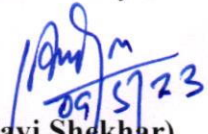
Attention is invited to this Ministry's letter of even number dated 24.03.22 vide which a time schedule for completion of APAR was advised.

2. In order to give effect to the time-bound recording of PARs, Board have now decided to implement the provision for auto-forwarding of PARs from one stage to the next stage after the specified due date from the assessment year 2022-23 in SPARROW. At present, this auto-forwarding of APAR will be applicable for Self-Appraisal level only. Under the newly provided schedule for completion of PAR, PARs will automatically move forward from the account of Officer Reported Upon (ORU) to the Reporting Authority on the specified due date even if the PAR is not recorded by the Reportee Officer. This will be as per time scheduled as under: -

Activity	Date by which activity to be completed by	Auto forwarding date
APAR form shall be provided through SPARROW in the inbox of Officer Reported Upon (ORU) by the Administration Division/Personnel Department, specifying the reporting officer and Reviewing Authority.	15 <sup>th</sup> May	--
Self appraisal for current year	Within one month or 15 <sup>th</sup> June whichever is earlier	16 <sup>th</sup> June

3. All other dates mentioned in Board's letter under reference will be same.

4. The above may be brought to the notice of all and further necessary action may be taken accordingly.

  
(Ravi Shekhar)  
Director (Confidential)  
Railway Board  
Ph: 45731

**Copy to:**

Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord/MR, Additional PS/MR,  
APS/MoSR(J), PS/MoSR(D)

Chairman & CEO, Member (Infra), Member (TRS), Member (O&Bd), Member (Finance), DG/HR, DG/RHS, DG/RPF & All Officers of Railway Board.