

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

File No. PC-VII/2023/HRMS/3

New Delhi, Dated : 21/06/2023

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

**Sub: Extension of timelines for completion of APAR for the year 2022-2023.**

**Ref: Railway Board's letter No. PC-VII/2023/HRMS/3 dated 03.04.2023**

Kindly refer to Board's letter mentioned above advising timelines for completion of various stages in finalisation of APARs of 2022-23.

2. Now, in view of the DOP & T's instruction dated 15.06.2023 extending timelines for completion of APARs of 2022-23, it has been decided by the competent authority that following timelines may now be adhered for finalization of APARs of 2022-23 for non-gazetted employees in Railways.

S. No.	Activity	Existing Target Date	Revised Target Date
1.	Finalisation of hierarchy and online generation of APAR form	15 <sup>th</sup> May, 2023	Completed
2.	Submission of self-appraisal to reporting officer	15 <sup>th</sup> June, 2023	15 <sup>th</sup> July, 2023
3.	Submission of reporting officer to reviewing officer	15 <sup>th</sup> July, 2023	31 <sup>st</sup> July, 2023
4.	Forwarding report by reviewing officer to accepting authority	31 <sup>st</sup> July, 2023	15 <sup>th</sup> August, 2023
5.	Appraisal by accepting authority	15 <sup>th</sup> August, 2023	31 <sup>st</sup> August, 2023
6.	Communication of APAR to the officer report upon	31 <sup>st</sup> August, 2023	15 <sup>th</sup> September, 2023
7.	Submission of representation if any on APAR	15 days from the date of communication of APAR or 15 <sup>th</sup> September, 2023 whichever is earlier.	15 days from the date of communication of APAR or 30 <sup>th</sup> September, 2023 whichever is earlier.

  
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8.	Completing the process relating to representation submitted by the official	15 days from the date of representation received or 30 <sup>th</sup> September, 2023 whichever is earlier.	15 days from the date of representation received or 15 <sup>th</sup> October, 2023 whichever is earlier.
9.	End of entire process	30 <sup>th</sup> September, 2023	15 <sup>th</sup> October, 2023

3. It is also advised that the aforesaid relaxation is accorded as a one-time measure only and no further extension will be granted.

4. This issues with the approval of Competent Authority.



(Jaya Kumar G)  
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- Copy to : (i) PPS to PED/HR for kind information of PED/HR  
(ii) PCPOs and PFAs of all Indian Railways (as per standard mailing list)  
(iii) JS/Railway Board  
(iv) GM/EPS/CRIS.