

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

File No. PC-VII/2024/HRMS/4

New Delhi, Dated : 01.08.2024

To,

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

**Sub : Extension of timelines for completion of APAR for the year 2023-2024.**

**Ref: Board's letter No. PC-VII/2024/HRMS/4 dated 15.05.2024**

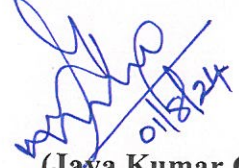
Kindly refer to Board's letter referred above wherein timelines for completion of various stages of e-APAR for the year 2023-2024 have been specified.

2. It has however been observed that a number of APARs are still pending at various stages despite passage of timelines for those stages. Now, in view of the various representations received from Field Units and Federations and in view of the pendency in completion of e-APARs, it has been decided by the competent authority, as a one-time exception for the year 2023-2024, to extend the timelines for completion of various processes under e-APAR as detailed below:

S. No.	Activity	New Target Date
1.	Finalisation of hierarchy and online generation of APAR form	Not extended
2.	Submission of self-appraisal to reporting officer	31 <sup>st</sup> August 2024. Thereafter, pending APARs shall be auto-forwarded to reporting officer.
3.	Submission of reporting officer to reviewing officer	30 <sup>th</sup> September 2024
4.	Forwarding report by reviewing officer to accepting authority	31 <sup>st</sup> October 2024
5.	Appraisal by accepting authority	15 <sup>th</sup> November 2024
6.	Communication of APAR to the officer report above	30 <sup>th</sup> November 2024
7.	Submission of representation if any on APAR from the date of communication	30 days from the date of communication of APAR or 15 <sup>th</sup> December, 2024, whichever is later.
8.	Completing the process relating to the representation submitted by the official	15 days from the date of representation received or 31 <sup>st</sup> December 2024, whichever is later.
9.	End of entire process	31 <sup>st</sup> December 2024.

3. It is advised that the aforementioned relaxations are also applicable for the ex-Cadre employees in Railway Board.
4. It is also advised that no further extensions shall be granted in any circumstance for finalization of the APAR for any stage for the year 2023-2024.
5. This issues with the approval of competent authority.

**Encl: As above**



(Jaya Kumar G)

**Dy. Director, Pay Commission-VII & HRMS**

**Railway Board**

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- Copy to :**
- (i) PPS to AM(HR) for information to AM(HR)
  - (ii) PPS to Secretary, Railway Board for information of Secretary, Railway Board
  - (iii) PCPOs and PFAs of all Indian Railways (As per standard mailing list)
  - (iv) JS/Railway Board
  - (iv) GM/HRMS/CRIS for kind information and necessary action