

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

No. 2017/Chairman & CEO-CC/03/06

New Delhi, Dated 02.09.2024

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

Sub: Timely completion of APARs – reg.

Ref: Board's letter No. 2017/SCC/03/06 dated 13.06.2024.

Annual Performance Appraisal Reports (APARs) are essential for maintaining up-to-date records on employee performance. These reports facilitate critical administrative decisions, such as promotions, transfers, and disciplinary actions. Therefore, it is imperative that APARs are completed within the designated time frame to ensure the availability of current and accurate APAR Report at all times.

2. Instructions and time-line have been issued from time to time regarding timely completion of Annual Performance Appraisal Reports (APARs). Despite periodic instructions and timelines issued to ensure the timely completion of Annual Performance Appraisal Reports (APARs), it has been observed that the prescribed schedules are not being adhered to. A list containing number of APARs pending with different authorities (Reporting/Reviewing/Accepting) are attached herewith.

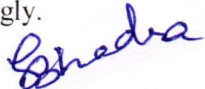
3. Kind attention is invited to para 5.1 of the brochure on Confidential Reports which provides that failure at any level, whether Reportee, Reporting or Reviewing, to adhere to the time schedule should be viewed seriously. In the absence of proper justification for any delay, the officers superior to the Reportee/Reporting/Reviewing Officers may suitably warn/caution the officer concerned, and if warranted, place the warning in his/her APAR dossier.

4. The Competent Authority has taken a serious view of the ongoing delays and has directed to issue following instructions to all concerned:-

- (i) Adherence to the established timeline for the APAR process is mandatory. However, the Administration may call for APARs on an earlier date also, if considered necessary.
- (ii) Custodian/Nodal of APAR should monitors timely process/completion of APARs and review the position regularly and if found any delay in the process of APAR completion, facts may be brought to the notice of the officer superior to take action as mentioned in para 3 above and also apprise the cases of delay in completion of APARs to the notice of GM.
- (iii) Railway has been directed to submit monthly report to the Board regarding the follow-up and status of the APAR process.

5. Railway/PUs, CTIs, PSUs etc. are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

6. This issues with approval of Competent Authority. Necessary action may be taken accordingly.


(Sushanto Bhadra)
Under Secretary (Conf)
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Copy to:

Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord/MR, Additional PS/MR, APS/MoSR(S), APS/MoSR(R), Chairman & CEO, Member (Finance), Member (Infra), Member (T&RS), Member (O&BD), DG/RHS, DG/RPF, DG/Safety, DG/HR, Secy/RB and all Officers of Railway Board.

| Railway/PU/CTI/RRB/Org. | Officer's Posted | PAR Generated | Pending With Reporting Authority/Reporting Officer | Pending With Counter Signature-Reporting Authority | Pending With Reviewing Authority/Reviewing Officer | Pending With Counter Signature-Reviewing Authority | Pending With Accepting Authority/Accepting Officer |
|--|------------------|---------------|--|--|--|--|--|
| BANARAS LOCOMOTIVE WORKS | 185 | 182 | 6 | 0 | 6 | 0 | 21 |
| CENTRAL RAILWAY | 1323 | 1329 | 212 | 14 | 277 | 23 | 172 |
| CHITTARANJAN LOCOMOTIVE WORKS | 261 | 226 | 4 | 0 | 42 | 0 | 18 |
| COFMOW | 17 | 15 | 2 | 0 | 10 | 0 | 1 |
| EAST CENTRAL RAILWAY | 1097 | 1167 | 158 | 13 | 438 | 20 | 174 |
| EAST COAST RAILWAY | 797 | 753 | 144 | 15 | 73 | 3 | 57 |
| EASTERN RAILWAY | 1349 | 1200 | 12 | 0 | 62 | 0 | 88 |
| INDIAN RAILWAYS INSTITUTE OF FINANCIAL MANAGEMENT (IRIFM) | 10 | 7 | 2 | 0 | 0 | 0 | 0 |
| INTEGRAL COACH FACTORY | 233 | 228 | 21 | 0 | 28 | 0 | 9 |
| IRICEN | 29 | 29 | 1 | 0 | 6 | 0 | 9 |
| IRIEEN | 34 | 13 | 0 | 0 | 2 | 0 | 5 |
| IRIMEE | 22 | 15 | 0 | 0 | 4 | 0 | 5 |
| IRISET | 36 | 28 | 0 | 0 | 4 | 0 | 1 |
| IRITM | 20 | 24 | 0 | 0 | 0 | 0 | 6 |
| JAGJIVAN RAM RAILWAY PROTECTION ACADEMY FORCE ACADEMY, LUCKNOW (JRRPF) | 12 | 12 | 1 | 0 | 11 | 0 | 0 |
| NATIONAL ACADEMY OF INDIAN RAILWAYS (NAIR) | 79 | 35 | 1 | 0 | 8 | 0 | 3 |
| NFR CONSTRUCTION | 292 | 267 | 10 | 0 | 69 | 0 | 2 |
| NORTH CENTRAL RAILWAY | 827 | 832 | 91 | 17 | 227 | 16 | 111 |
| NORTH EASTERN RAILWAY | 814 | 875 | 11 | 1 | 241 | 4 | 204 |
| NORTH WESTERN RAILWAY | 994 | 1015 | 6 | 5 | 46 | 7 | 113 |
| NORTHEAST FRONTIER RAILWAY | 901 | 906 | 131 | 20 | 342 | 23 | 148 |
| NORTHERN RAILWAY | 1730 | 1857 | 63 | 6 | 261 | 16 | 129 |
| PATIALA LOCOMOTIVE WORKS | 159 | 119 | 1 | 0 | 5 | 0 | 13 |
| RAIL COACH FACTORY - KAPURTHALA | 191 | 193 | 7 | 0 | 4 | 0 | 18 |
| RAIL WHEEL FACTORY | 127 | 117 | 8 | 0 | 28 | 0 | 14 |
| RAILWAY CLAIMS TRIBUNAL (RCT) | 73 | 63 | 0 | 0 | 20 | 0 | 12 |
| RAILWAY PROTECTION SPECIAL FORCE (RPSF) | 76 | 74 | 8 | 0 | 19 | 0 | 32 |
| RAILWAY RECRUITMENT BOARD | 58 | 0 | 0 | 0 | 0 | 0 | 0 |

| Railway/PU/CTI/RRB/Org. | Officer's Posted | PAR Generated | Pending With Reporting Authority/Reporting Officer | Pending With Counter Signature-Reporting Authority | Pending With Reviewing Authority/Reviewing Officer | Pending With Counter Signature-Reviewing Authority | Pending With Accepting Authority/Accepting Officer |
|---|------------------|---------------|--|--|--|--|--|
| RESEARCH DESIGN AND STANDARDS ORGANIZATION | 358 | 358 | 42 | 0 | 18 | 0 | 15 |
| RWP BELA | 41 | 38 | 1 | 0 | 7 | 0 | 3 |
| SOUTH CENTRAL RAILWAY | 1310 | 1256 | 237 | 17 | 321 | 27 | 275 |
| SOUTH EAST CENTRAL RAILWAY | 720 | 713 | 9 | 0 | 161 | 4 | 64 |
| SOUTH EASTERN RAILWAY | 1028 | 1068 | 133 | 4 | 263 | 9 | 183 |
| SOUTH WESTERN RAILWAY | 712 | 732 | 103 | 4 | 69 | 3 | 74 |
| SOUTHERN RAILWAY | 1407 | 1396 | 198 | 14 | 202 | 32 | 166 |
| WEST CENTRAL RAILWAY | 783 | 815 | 8 | 8 | 253 | 9 | 174 |
| WESTERN RAILWAY | 1497 | 1446 | 4 | 0 | 6 | 0 | 44 |
| CENTRAL ORGANISATION FOR RAILWAY ELECTRIFICATION (CORE) | 268 | 268 | 8 | 0 | 19 | 0 | 1 |
| MODERN COACH FACTORY-RAIBAREILLY | 187 | 174 | 2 | 1 | 40 | 1 | 23 |
| WPO PATNA | 27 | 16 | 10 | 0 | 3 | 0 | 0 |