

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

No. 2017/SCC/03/06

New Delhi, Dated 13.06.2024

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

Sub: Timeline for recording of APAR for the reporting year 2023-24 – reg.

Ref: Board's letter No. 2017/SCC/03/06 dated 27.03.2024.


Attention is invited to Board's letter mentioned above stipulating therein the schedule for completion of APARs from the reporting year 2023-24 and onwards. In view of engagement of Railway's staffs/officers in Lok Sabha Election-2024, difficulties have been reported by the officers in adhering to the timelines given in the Board's letter referred above.

2. Accordingly, the matter has been re-considered and it has been decided that the timeline for completion of APAR for the reporting year 2023-24 may be revised as under:

S.No.	Activity	Date by which activity to be completed
1.	Distribution of blank forms/online generation of APAR	---
2.	Submission of Self-appraisal to reporting officer	15 th July Auto forwarding date to Reporting authority -16 th July
3.	Forwarding of report by reporting officer to reviewing officer	15 th August
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority	15 th September
5.	Appraisal by Accepting Authority	15 th October
6.	Communication of APAR to the officer reported upon	31 st October
7.	Submission of representation if any on APAR, from the date of communication of APAR	Within 15 days from the date of communication or 15 th November whichever is earlier
8.	Forwarding of representation to the Reporting Authority for comments by the Custodian	30 th November
9.	Forwarding of comments by Reporting Authority to Reviewing Authority	15 th December
10.	Forwarding of comments by Reviewing Authority to Accepting Authority	31 st December
11.	Forwarding of comments by Accepting Authority to Competent Authority	15 th January
12.	Decision of Competent Authority on representation	15 th February
13.	End of entire process	31 st March

3. **The aforesaid relaxation is just a one-time measure for the reporting year 2023-24 only.** Railway/PUs, CTIs, PSUs etc. are requested to give wide publicity to 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 should be strictly adhered to. Any delays in this regard will be detrimental to career progression of the officers.

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


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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/RHS, DG/RPF, DG/Safety, DG/HR and all Officers of Railway Board.