

**NORTH CENTRAL RAILWAY**

**NCRPS-6053/2021**

Head Quarter, Office  
Subedarganj, Prayagraj

No. 797-E/Policy/2021/SCT/APAR

Dated: 14.07.2021

All PHODs / CHODs, NCR HQ office, Prayagraj,  
Divisional Railway Manager AGRA, JHANSI & PRAYAGRAJ,  
CWM/JHS WS, CWM/ MLR WS, CWM/ RSK/STLI, CWM/CPOH Prayagraj,  
Sr.DPO AGRA, JHANSI & PRAYAGRAJ, Dy.CPO/Const PRYJ, DyCPO/WS/JHS,  
SPO/MLR, APO /RSK/STLI, CEE/WS/ JHS, Dy.CE/WS/JHS, Dy.CMM/GSD JHANSI,  
Dy.CE/ Bridge Line JHANSI AGRA, Prayagraj, Dy.CE/ TMC Line JHANSI DyCE / CSP  
Prayagraj, Staff Officer/RPF/NCR/HQ/Prayagraj. Dy FA&CAO/G/NCR,  
Principal- ETC/ Kanpur. Principal- IRTMTC / Prayagraj, Principal- CITA / Kanpur,  
Principal- Supervisor Training Centre /Jhansi, Principal- Area Training Centre/Jhansi,  
Principal- Transportation Training Centre, Subedarganj / Prayagraj, Principal- Basic Training  
Centre, Loco/Jhansi, Principal- BTCC&W/Jhansi, Principal- BTC, Wagon Workshop/Jhansi,  
Principal- C&W training Centre/ Kanpur, Principal- Permanent Way Training Centre/JHS,  
Principal- Electric Training Centre/TRD/Jhansi.

**Sub:** Extension in timeline for generation of PAR and submission of  
self-appraisal for PAR year 2020-21-reg.


**Ref:** Railway Board Letter No. 2017/SCC/03/06 dated 30.06.2021

...X...

Copy of Railway Board's letter NO. 2017/SCC/03/06 dated 30.06.2021  
alongwith its enclosures, is annexed herewith for further necessary action.

Policy Letter Circulated under NCRPS is also be available on website  
[www.ncr.indianrailways.gov.in](http://www.ncr.indianrailways.gov.in) (About us→Department→Personnel→NCR Policy Circulars).

**DA:** as above

  
(Lavkush Singh Rawat)  
**APO/IR**  
For General Manager/P

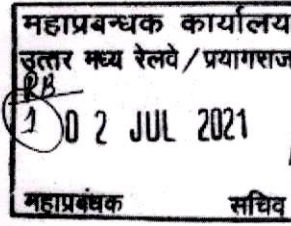
- C/- Secretary to GM for kind information to General Manager.
- C/- Secretary to AGM for kind information to AGM.
- C/- All Personnel Officer in HQ.
- C/- All Recognized Union and Associations

NCR  
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Government of India  
Ministry of Railways  
(Railway Board)

No. 2017/SCC/03/06

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



New Delhi, Dated 30.06.2021

Sub: Extension in timelines for generation of PAR and submission of self-appraisal for PAR year 2020-21 - reg

Ref: Board's letters of even number dated 04.05.21 and 17.06.21.

With reference to the letters mentioned above, time schedule for completion of APARs for the year 2020-21 of Railway Officers have been extended.


2. In the light of exigent situation, it has been decided to revise the cut-off dates for self appraisal, reporting, reviewing and acceptance of PAR is revised for the year 2020-21, which is as under:

Activity	Cut off dates
Distribution of blank forms/online generation of PAR	31 <sup>st</sup> July'2021
Submission of self-appraisal to Reporting Authority	31 <sup>st</sup> August'2021
Forwarding of Report by Reporting Authority to Reviewing Authority	30 <sup>th</sup> September'2021
Forwarding of Report by Reviewing Authority to Accepting Authority	15 <sup>th</sup> November'2021
Appraisal by Accepting Authority	15 <sup>th</sup> December'2021
Disclosure of APAR to the officer reported upon	31 <sup>st</sup> December 2021
Receipt of Representation, if any, on APAR	15 days from the date of disclosure
Forwarding of representations to the Competent Authority	15 <sup>th</sup> January'2022
Disposal of Representation by the Competent Authority	Within one month of the date of receipt of representation by the Competent Authority.
Communication of the decision of the Competent Authority on the Representation by the APAR Cell	Within 15 days of finalization of decision by Competent Authority
End of entire APAR process, after which APAR will be finally taken on Record	31 <sup>st</sup> March'2022

2.1 For the APAR year 2020-21, the reporting, reviewing and accepting authorities, retiring/demitting office on or after 28.02.21 shall be allowed to record their remarks till the respective extended cut-off dates.

2.2 It has also been decided to delink the submission of summary of Medical Report from recording and completion of PAR for the year 2020-21. The timeline for conduct of Annual Medical Examination and thereafter submitting the summary of Medical Report for the Par year 2020-21 upto 31.12.21 shall stand.

3. Necessary action may be taken accordingly.

  
30/6/21  
(Navin Kumar)  
Joint Secretary (Conf)  
Railway Board

Copy to:  
All Officers of Railway Board.