



उत्तर मध्य रेलवे

प्रधान कार्यालय  
कार्मिक विभाग  
प्रयागराज-211015  
दिनांक 28.04.2022

No.797-E/NCR/HRMS/2022

ALL PHOD/CHODs	Dy.CE/Const./JHS
NCR/HQ/PRYJ	Dy.CE/Const./AGC
DRM/ PRYJ, JHS, AGC	Dy. CE/TMC/L/JHS
CWM/WS/ JHS, STLI	Dy.CE/CSP/PRYJ
CWM/CPOH/PRYJ	Principal/CETA/CNB
CSTE/Proj/Co/NCRPU	APO/CMLR/WS/ JHS
Dy.CPO/C/PRYJ	Dy.CPO/HQ/NCR

विषय: Timeline for recording of APAR for the reporting year 2021-22  
onwards-reg.


संदर्भ: रेलवे बोर्ड का पत्र सं. 2017/SCC/03/06 दिनांक 24.03.2022

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रेलवे बोर्ड के उपरोक्त संदर्भित पत्र दिनांक 24.03.2022 के द्वारा कर्मचारियों की वर्ष 2021-22 की वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट (APAR) भरने की समयसीमा (Timeline) जारी की गयी है।

अतः सर्वसंबंधित से अनुरोध है कि संदर्भित पत्र में दी गयी Timeline अनुसार कर्मचारियों की वर्ष 2021-22 की APARs पूर्ण करने के कार्रवाई सुनिश्चित की जाय।

संलग्नक: यथोक्त।

  
(लवकुश सिंह रावत)  
सहायक कार्मिक अधिकारी/आई.आर.  
कृते महाप्रबंधक/कार्मिक

Government of India  
Ministry of Railways  
(Railway Board)

No. 2017/SCC/03/06

New Delhi, Dated 24.03.2022

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 2021-22 onwards - reg

Ref: (i) Board's letter of even number dated 15.03.18.  
(ii) Board's letter No. 2019/SCC/03/06 dated 06.09.19.  
(iii) DoP&T's OM no. 22/09/2022-CS.I(APAR) dated 16.03.22.

Attention is invited to Board's letters mentioned above stipulating therein the procedure for online representation and schedule for completion of APARs.

2. It has been decided that the timeline for completion of APAR from the reporting year 2021-22 and onwards may be followed as mentioned below:

S. No.	Activity	Date by which activity to be completed by
1.	Distribution of blank forms/online generation of APAR	15 <sup>th</sup> May
2.	Submission of Self-appraisal to reporting officer	Within one month or 15 <sup>th</sup> June whichever is earlier
3.	Forwarding of report by reporting officer to reviewing officer	05 <sup>th</sup> July
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority	25 <sup>th</sup> July
5.	Appraisal by Accepting Authority	15 <sup>th</sup> August
6.	Communication of APAR to the officer reported upon	31 <sup>st</sup> August
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 <sup>th</sup> September whichever is earlier
8.	Forwarding of representation to the Reporting Authority for comments by the Custodian	30 <sup>th</sup> September
9.	Forwarding of comments by Reporting Authority to Reviewing Authority	15 <sup>th</sup> October
10.	Forwarding of comments by Reviewing Authority to Accepting Authority	31 <sup>st</sup> October
11.	Forwarding of comments by Accepting Authority to Competent Authority	15 <sup>th</sup> November
12.	Decision of Competent Authority on representation	15 <sup>th</sup> December
13.	End of entire process	31 <sup>st</sup> December

3. Railway/PUs, CTIs, PSUs etc. are requested to give wide publicity about 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 will be strictly adhered to from the year 2021-22 onwards. Any delays in this regard will be detrimental to career progression of the officers.

4. Necessary action may be taken accordingly.

  
(Navin Kumar)  
24/3/22  
Joint Secretary (Conf)  
Room No.219  
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Copy to:  
Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord/MR, Additional PS/MR, APS/MoSR(U), PS/MoSR(D),  
Chairman & CEO, Member (Infra), Member (TRS), Member (O&Bd), Member (Finance), DG/RHS, DG/RPF,  
all Officers of Railway Board.