

NORTH CENTRAL RAILWAY

**Headquarters Office
Prayagraj**

NCRPS No. 6207/2023

No. 797-E/NCR/Policy/APAR

Dated: .04.2023

All PHODs / CHODs, NCR HQ, PRYJ,
Divisional Railway Manager,NCR, Agra, Jhansi & Prayagraj,
CWM,NCR, Workshop Jhansi, CWM,NCR,CMLR Jhansi,
CWM/ RSK/Workshop Sithauli, CWM/CPOH Workshop, NCR, Prayagraj.
Sr.Divisional Personnel Officer, NCR, Prayagraj, Jhansi & Agra.
Dy.CPO/HQ & Genl, IR & Const, Gaz, NCR, HQ, Prayagraj.
Dy FA&CAO/G/ NCR/ Prayagraj.
Dy.CPO, CMLR, NCR, Workshop Jhansi. Dy.CPO,NCR, Workshop Jhansi.
APO/Rail Spring Karkhana/ NCR/ Sithauli. Chief Medical Supdt/PRYJ, JHS & AGC.
Dy.CMM/GSD/NCR/Jhansi.Dy.CEE/Workshop/NCR/ Jhansi.
Dy.CE/ TMC/Line/ NCR/ Jhansi. Dy.CE,CSP, NCR, Prayagraj.
Dy.CE/ Workshop/ NCR/ Jhansi. Dy.CE/ Bridge/ Line/ NCR/ Prayagraj, Jhansi & Agra.
Principal- ETC/Kanpur. Principal- IRTMTC/Prayagraj, Principal- CETA/ Kanpur,
Principal-Supervisor Training Centre/JHS, 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/JHS, Principal- C&W training Centre/ Kanpur,
Principal- P.Way Training Centre/JHS, Principal-ETC/TRD/JHS.
Staff Officer/RPF/NCR/HQ/Prayagraj,

Sub: Timelines for completion of APAR for the year 2022-2023.

Ref: Railway Board Letter No. PC-VII/2023/HRMS/3 dated 03.04.2023.

Railway Board's vide letter No. PC-VII/2023/HRMS/3 dated 03.04.2023 is annexed herewith for information and further necessary action / compliance please.

This should be brought out in the notice of for all concerned staff working under your control and further circulation of the same.

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

DA: as above Digitally Signed by Adesh
Kumar Mishra
Date: 13-04-2023 15:40:59
Reason: Approved

(Adesh Kumar Mishra)
Asstt. Personnel Officer/HQ
for General Manager/P

Copy to:

1. Secretary to GM for kind information of General Manager.
2. Secretary to AGM for kind information of AGM.
3. All Personnel Officer in HQ.
4. All Recognised Union and Associations.

Received via mail

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

Chos/Policy
eseva/Conf.

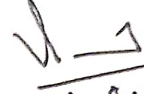
File No. PC-VII/2023/HRMS/3

PCPO

New Delhi, Dated : 03/04/2023


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

CPo/A


6.4.2023

By CPo/Ho
600/1114

Sub: Timelines for completion of APAR for the year 2022-2023.

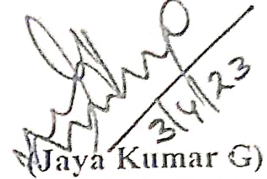
In order to ensure timely completion of e-APAR in respect of non-gazetted employees of Indian Railways, it has been decided by the competent authority that the following timelines may be followed:

S. No.	Activity	Target Date
1.	Finalisation of hierarchy and online generation of APAR form	15 th May, 2023
2.	Submission of self-appraisal to reporting officer	15 th June, 2023
3.	Submission of reporting officer to reviewing officer	15 th July, 2023
4.	Forwarding report by reviewing officer to accepting authority	31 st July, 2023
5.	Appraisal by accepting authority	15 th August, 2023
6.	Communication of APAR to the officer report upon	31 st August, 2023
7.	Submission of representation if any on APAR	15 days from the date of communication of APAR or 15 th September, 2023 whichever is earlier.
8.	Completing the process relating to representation submitted by the official	15 days from the date of representation received or 30 th September, 2023 whichever is earlier.
9.	End of entire process	30 th September, 2023

Continued...2/-

2. All the field units are requested to give due publicity to the timelines amongst the employees as well as the CR cells to ensure that the APAR process is completed in a timely manner. It is also informed that no extension will be granted as done in the previous years to complete the process and if APARs are not completed within the timelines, the same will be treated as not written for the period. The dates indicated against each activity are the last dates and efforts shall be made to complete the process before the targeted dates.

3. This issues with the approval of Competent Authority.



3/4/23

(Jaya Kumar G)
Dy. Director, PC-VII & HRMS
Railway Board
Ph. No. 011-47845125
e-mail ID : jaya.kumarg@gov.in

Copy to : (i) PPS to PED/HR
(ii) PCPOs and PFAs of all Indian Railways (as per standard mailing list)
(iii) JS/Railway Board
(iv) GM/EPS/CRIS.