



कार्यालय महाप्रबन्धक (कार्मिक), पूर्वोत्तर रेलवे/गोरखपुर -273012  
Office of the General Manager (P), N. E. Railway Gorakhpur-273012

कमांक-41

आर.बी.ई. सं.-निल

**File No:** NER-HQ0PERS(POLI)/106/2021-O/o SPO/HQ/HQ/NER **Computer No:** 60189 दिनांक 05.04.2023


सचिव/महाप्रबन्धक  
सचिव/अपर महाप्रबन्धक  
सभी विभागाध्यक्ष  
सभी मण्डल रेल प्रबन्धक  
सभी कार्मिक अधिकारी  
सभी मुख्य कारखाना प्रबन्धक  
सभी अतिरिक्त मण्डलाधिकारी/स्थापना  
पूर्वोत्तर रेलवे।

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

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रेलवे बोर्ड का पत्र **PC-VII/2023/HRMS/3 Dated 03.04.2023** की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।

संलग्नक/यथोपरि



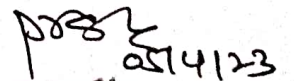
(प्रदीप कुमार )

वकाधि/मुख्या.

कृते महाप्रबन्धक/कार्मिक

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

- 1) महामंत्री/एन.ई. रेलवे मजदूर यूनियन/गोरखपुर ।
- 2) महामंत्री/प्रमोटी अधिकारी संघ/पूर्वोत्तर रेलवे/गोरखपुर ।
- 3) पूर्वोत्तर रेलवे प्रथम श्रेणी अधिकारी संघ/गोरखपुर ।
- 4) महामंत्री/एस.सी./एस.टी. एवं ओबीसी एशोसियेशन/गोरखपुर ।



कृते महाप्रबन्धक/कार्मिक

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

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

New Delhi, Dated : 03/04/2023

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

**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 <sup>th</sup> May, 2023
2.	Submission of self-appraisal to reporting officer	15 <sup>th</sup> June, 2023
3.	Submission of reporting officer to reviewing officer	15 <sup>th</sup> July, 2023
4.	Forwarding report by reviewing officer to accepting authority	31 <sup>st</sup> July, 2023
5.	Appraisal by accepting authority	15 <sup>th</sup> August, 2023
6.	Communication of APAR to the officer report upon	31 <sup>st</sup> August, 2023
7.	Submission of representation if any on APAR	15 days from the date of communication of APAR or 15 <sup>th</sup> 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 <sup>th</sup> September, 2023 whichever is earlier.
9.	End of entire process	30 <sup>th</sup> 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

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Railway Board  
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- 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.