



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

क्रमांक-108

आर.बी.ई. सं.- NIL

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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 : Timeline for recording of APAR for the reporting year
2022-2023 onwards-reg.

सन्दर्भ :-रेलवे बोर्ड का पत्र सं. 2017/SCC/03/06 दिनांक 24.07.2023

रेलवे बोर्ड का पत्र सं, 2017/SCC/03/06 दिनांक 24.07.2023 की प्रतिलिपि सूचना,
मार्ग दर्शन एवं आवश्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है ।

संलग्नक/यथोपरि

(प्रदीप कुमार)
वकाधि/मुख्या.
कृते महाप्रबन्धक/कार्मिक

प्रतिलिपिनिम्नलिखित 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 एसोसियेशन/गोरखपुर।

कृते महाप्रबन्धक/कार्मिक

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

No. 2017/SCC/03/06

New Delhi, Dated 24.07.2023

**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 2022-23 onwards - reg

Ref: Board's letter No. 2017/SCC/03/06 dated 24.03.22.

Attention is invited to Board's letter mentioned above stipulating therein the schedule for completion of APARs.

2. It has been decided that the timeline for completion of APAR from the reporting year 2022-23 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 th May
2.	Submission of Self-appraisal to reporting officer	Within one month or 15 th June whichever is earlier
3.	Forwarding of report by reporting officer to reviewing officer	31 st July
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority	30 th September
5.	Appraisal by Accepting Authority	31 st December
6.	Communication of APAR to the officer reported upon	10 th January
7.	Submission of representation if any on APAR, from the date of communication of APAR	Within 15 days from the date of communication or 25 th January whichever is earlier
8.	Forwarding of representation to the Reporting Authority for comments by the Custodian	05 th February
9.	Forwarding of comments by Reporting Authority to Reviewing Authority	15 th February
10.	Forwarding of comments by Reviewing Authority to Accepting Authority	25 th February
11.	Forwarding of comments by Accepting Authority to Competent Authority	05 th March
12.	Decision of Competent Authority on representation	20 th March
13.	End of entire process	31 st March

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 2022-23 onwards. Any delays in this regard will be detrimental to career progression of the officers.

4. Necessary action may be taken accordingly.


(Ravi Shekhar)
Director (Conf)
Room No.152-J
Tel. 011-47845731

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 and all Officers of Railway Board.