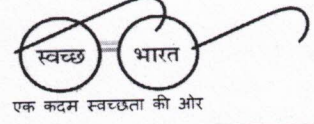




दक्षिण पूर्व मध्य रेलवे
South East Central Railway



मुख्यालय कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEAD QUARTER PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004
सं. पी-एचक्यू/रुलिंग/पॉलिसी/ 14 दिनांक: 07.04.2022

प्रति,
सर्व संबंधित

स्थापना नियम सं.- 109/2022

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

रेल्वे बोर्ड के पत्र सं.2017/SCC/03/06 दिनांक: 24.03.2022 की प्रति सूचना, मार्गदर्शन तथा आवश्यक कार्यवाही हेतु प्रकाशित की जा रही है।

उपरोक्त नियम दफ्तरे की अधिकारिक वेब-साइट <http://www.secr.indianrailways.gov.in> एवं PCPO के share folder (10.206.2.18) पर निम्नलिखित लिंक पर उपलब्ध हैं:-

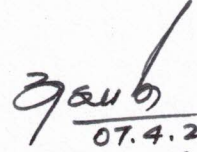
Web-site-

Home page—Dept./Div of SECR—HQ—Personnel—Rules & Publications

Share Folder-

Personnel—PCPO—Ruling—html—Estt. Rules

संलग्न:- यथोक्त.


07.4.22

(अशोक कुमार शर्मा)
उप मुख्य कार्मिक अधिकारी (एच.आर.डी)
कृते प्रधान मुख्य कार्मिक अधिकारी

SECR

Government of India
Ministry of Railways
(Railway Board)

EP-109/22
2022

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 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	05 th July
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority	25 th July
5.	Appraisal by Accepting Authority	15 th August
6.	Communication of APAR to the officer reported upon	31 st 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 th September whichever is earlier
8.	Forwarding of representation to the Reporting Authority for comments by the Custodian	30 th September
9.	Forwarding of comments by Reporting Authority to Reviewing Authority	15 th October
10.	Forwarding of comments by Reviewing Authority to Accepting Authority	31 st October
11.	Forwarding of comments by Accepting Authority to Competent Authority	15 th November
12.	Decision of Competent Authority on representation	15 th December
13.	End of entire process	31 st 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)
Joint Secretary (Conf)
Room No.219
#011-23384320

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, all Officers of Railway Board.