



दक्षिण पूर्व मध्य रेलवे
South East Central Railway
मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

सं. पी-एचक्यू/रुलिंग/पॉलिसी/14

दिनांक: 02.05.2025

प्रति,
सर्व संबंधित

स्थापना नियम सं. - 63/2025

विषय: - Timelines for completion of APAR for the year 2024-2025.

रेल्वे बोर्ड के पत्र सं. PC-VII/2025/HRMS/15 दिनांक 01.05.2025 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.

आर. शंकरन
(आर. शंकरन)

वरिष्ठ कार्मिक अधिकारी (मुख्या.)
कृते प्रधान मुख्य कार्मिक अधिकारी

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

File No. PC-VII/2025/HRMS/15

New Delhi, Dated : 01.05.2025

To,

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

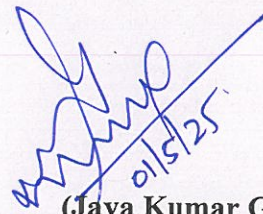
Sub : Timelines for completion of APAR for the year 2024-2025.

In order to ensure timely completion of APAR through HRMS for the year 2024-2025 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	31 st May, 2025
2.	Submission of self-appraisal to reporting officer	30 th June, 2025
3.	Submission of reporting officer to reviewing officer	31 st July, 2025
4.	Forwarding report by reviewing officer to accepting authority	31 st August, 2025
5.	Appraisal by accepting authority	30 th September, 2025
6.	Communication of APAR to the officer reported upon	15 th October, 2025
7.	Submission of representation if any on APAR from the date of communication	30 days from the date of communication of APAR or 15 th November, 2025, whichever is later.
8.	Completing the process relating to the representation submitted by the official	15 days from the date of representation received or 30 th November, 2025, whichever is later.
9.	End of entire process	30 th November, 2025

2. All the Field Units are requested to give due publicity to the aforementioned timelines amongst the employees as well as the CR cells to ensure that the APAR process is completed in a time bound manner. It is also advised that the dates indicated against each activity are the last dates and effort may be made to complete the respective processes well before the last dates.

3. This issues with the approval of Competent Authority.



(Jaya Kumar G)
Joint Director, Pay Commission & HRMS
Railway Board
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Copy to : (i) PPS to AM(HR) for information to AM(HR)
(ii) PPS to Secretary, Railway Board for information of Secretary, Railway Board
(iii) PCPOs and PFAs of all Indian Railways (As per standard mailing list)
(iv) JS/Railway Board, for ex-cadre staff
(iv) GM/HRMS/CRIS for kind information and necessary action