



PBC No. 85 / 2025



दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No: P(R) 436 / P / HRMS

दिनांक/Dated: 02.05.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM,
Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS,
Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD,
DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub:Extension of timelines for completion of APAR for the year
2023 - 2024.**

A copy of the Railway Board's letter File No. PC-VII/2025/HRMS/15 dated 01.05.2025 on the above subject is enclosed for information, guidance, and necessary action.

Railway Board's letter No. PC-VII/2024/HRMS/4 dated 13.03.2025 referred to therein is enclosed herewith.

संलग्नक/Encl. 02 pages

CHILAKALAPUDI
ANJANIKUMAR

Digitally signed by
CHILAKALAPUDI ANJANIKUMAR
Date: 2025.05.02 14:26:15 +05'30'

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.
कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary / DREU

The General Secretary/AISCTREA

The General Secretary/AIOBCREA

The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

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 : Extension of timelines for completion of APAR for the year 2023-2024.

Ref: Board's letter No. PC-VII/2024/HRMS/4 dated 13.03.2025

Kindly refer to Board's letter referred above wherein extended timelines for completion of APARs for the year 2023-2024, pending at acceptance stage were specified.

2. It has however been observed that a number of APARs are still pending at acceptance stage and by extension the representation stage. Various references regarding the delay in finalization of APARs have also been received in this office and Railway Board has taken very serious cognizance of the matter.

3. As such, in order to ensure completion of the APARs of year 2023-2024 pending at acceptance stage, it has been decided by the competent authority to grant one final extension in the timelines as follows:

S.No.	Action	Deadline
1.	Accepting APAR grading for year 2023-2024	10 th May, 2025
2.	Submission of representation, if any, on APAR grading for year 2023-2024 from the date of communication	20 th May, 2025
3.	Disposing the representation	31 st May, 2025

4. It is also advised that no further extensions shall be granted in any circumstance for finalization of the APAR for any stage for the year 2023-2024 and responsibility shall be fixed for the pending APARs.

5. This issues with the approval of competent authority.

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

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
(iv) GM/HRMS/CRIS for kind information and necessary action

I/3120040/2025

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

File No. PC-VII/2024/HRMS/4**New Delhi, Dated: 13 /03/2025 To,****The General Managers,
All Indian Railways**

**Sub : Extension of timelines for completion of pending APAR for the year
2023-2024.**

**Ref : Board's letter of even number dated 15.05.2024, 01.08.2024 &
03.01.2025**

Vide Board's letter under reference timelines for completion of APARs for the year 2023-2024 through HRMS was issued. As per the timelines, entire process was to be completed by 31st January 2025.

2. It has been observed that on expiry of the timeline around 8500 APARs are pending across various field units at various levels. After careful consideration of the pendency position, in order to ensure 100% finalization of APARs, it has been decided by the Competent Authority to extend the timeline for finalization of the APARs pending at accepting stages till **15th March 2025**. There will be no extension for timelines in respect of pending APARs at self-appraisal stage, reporting stage and reviewing stage.

3 . All field units may take necessary steps to ensure that the pending APARs are completed within the extended timelines. On completion of the extended timeline, the portal will be closed for all the stages in respect of APARs for the year 2023-24.

4. As regards, APARs for the year 2024-25 it has been decided to open the process for submission of self-appraisal and reporting in respect of APARs especially in cases where the reporting officials are retiring in March 2025 and April, 2025 to facilitate complete the process of reporting timely.

5. This issues with the approval of Competent Authority.

Signed by Jaya Kumar G**Date: 13-03-2025 13:25:15****Reason: Approved****(Jaya Kumar G)****Joint Director Pay Commission & HRMS****Railway Board****Tele No. : 011-47845125****e-mail ID : jaya.kumarg@gov.in****Copyto:**

- i. PPS to AM/HR for information of AM/HR
- ii. To all Principal Financial Advisers.