



PBC No. 86 / 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: Timelines for completion of APAR for the year 2024-2025.

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.

संलग्नक/Encl. 02 pages

CHILAKALAPUDI
ANJANIKUMAR

Digitally signed by
CHILAKALAPUDI ANJANIKUMAR
Date: 2025.05.02 14:26:56 +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)**

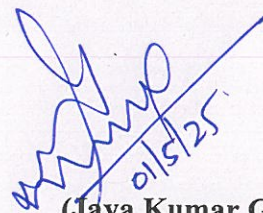
Sub : Timelines for completion of APAR for the year 2024-2025.

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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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, for ex-cadre staff
(iv) GM/HRMS/CRIS for kind information and necessary action