PBC No. 42 / 2026

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) 182 / P / Vol.VII दिनांक/Dated: 30.03.2026

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: Consideration of representation against APARs – reg.

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A copy of the Railway Board's letter F.No. 2025/CRB&CEO-CC/03/12 dated 24.02.2026 alongwith a copy of PPS to GM / Southern Railway letter dated 13.03.2026 on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl. 02 pages

B INDUMATHY Digitally signed by B INDUMATHY Date: 2026.03.31 16:21:19 +05'30'

वरिष्ठ कार्मिक अधिकारी / समन्वय / Sr.Personnel Officer / Co.ordn.

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
Ministry of Railways
(Railway Board)

No. 2025/CRB&CEO-CC/03/12 New Delhi, Dated 24.02.2026

To,
General Managers
Zonal Railways, PUs
DG/RDSO,
Director/CTIs
MDs/CMDs of PSUs etc

(Kind Atten: DS(Conf)/AS(Conf)/Sr.PPS/PPS/Custodian APARs)

Sub: Consideration of representation against APARs– reg.

Ref: Board's letter no.2017/SCC/03/09 Dated 09.06.2017

In terms of Board's letter referred to above, representations against APARs from the year 2016–17 onwards are required to be considered by the Competent Authority, i.e., the authority one level above the Accepting Authority, with the remarks of the Reporting, Reviewing, and Accepting Authorities, wherever they are in service. Accordingly, Railways forward representations of officers against APARs to the Board in cases where the Competent Authority is posted in the Railway Board's office.

2. However, it has been observed that in some cases, representations against APARs are forwarded by the Railways to the Board without obtaining remarks from the Reporting, Reviewing, and Accepting Authorities. Further, in certain instances, officers have submitted representations directly to the Board without routing them through the proper channel, i.e., through the concerned Railway/PU/CTI/PSU, etc., where they are presently posted.

3. In this regard, it is emphasized that officers should refrain from submitting representations directly to the Board. Officers should submit their representations to the concerned Railway/PU/CTI/PSU, etc., where they are presently posted. The concerned Railway/PU/CTI/PSU shall forward such representations to the Railway Board through the proper channel, duly accompanied by the remarks of the Reporting, Reviewing, and Accepting Authorities, wherever they are in service. This procedure shall be followed irrespective of whether the representation is within the prescribed time limit or is time-barred, so as to avoid multiple submissions of the same representation to the Competent Authority.

4. Railways/PUs/CTIs/PSUs, etc., are requested to bring these instructions to the notice of all concerned officers and ensure strict compliance.

(Sushanto Bhadra)
Deputy Secretary (Conf)-II
Room No.144 A
Tel. 011-47845578

6580600/2026/O/o Ch OS/Rules/Pers/HQ/SR

SOUTHERN RAILWAY

General Manager's Office
Chennai-600 003

No.Z.561/I/C

13th March 2026

Secretary / PPS / PS to

CAO/CN/MS CAO/CN/ERS CAO/RSP/MS PCOM PCCM PCE PCEE
PCME PCSTE PCMD PCMM PCPO PCSC PCSO PFA SDGM
PCMD/HQ Hospital/RH/PER
DRMs/MAS TPJ MDU TVC PGT SA
CWMs/CW/PER LW/PER GOC PTJ
DGM/G CPRO DGM/OL Dy.CE/EWS/AJJ

Sub: Consideration of Representation against APARs – reg.

Copy of Deputy Secretary (Conf), Railway Board Letter No.2025/CRB&CEO-CC/03/12 dated 24.02.2026 regarding consideration of representation against APARs is sent herewith.

It is requested that this may be brought to the notice of all the Officers of your Department/Division/Workshop.

Encl: One

13/3/26

(N. Bharathi Gandhi)
PPS to GM
for General Manager

Copy to: AGM for kind information please.

Government of India
Ministry of Railways
(Railway Board)

No. 2017/SCC/03/09

New Delhi, dated 9.06.2017

The GMs & equivalent,
All Zonal Railways/Production Units, CTIs etc.

Sub: Consideration of representations against APARs from the reporting year 2016-17 – reg.

Ministry of Railways have decided the following procedure for dealing of representations against APARs:

i) For Junior and Senior scale officers, the APAR representations will be put up for finalization at the level of GM i.e. one level higher to the Accepting Authority with the remarks of Reporting, Reviewing and Accepting Authority.

ii) For officers where GM is the Accepting Authority, APAR representation will be put for finalization at the level of DG/Functional Member i.e. one level higher to the Accepting Authority with the remarks of Reporting, Reviewing and Accepting Authority.

iii) For officers where DG/Functional Board Member is the Accepting Authority, APAR representation will be put up for finalization at the level of Functional Member/CRB i.e. one level higher to the Accepting Authority with the remarks of Reporting, Reviewing and Accepting Authority.

iv) For officers where CRB is the Accepting Authority, APAR representation will be put up for finalization at the level of MR with the remarks of CRB.

v) For officers where MR is the Accepting Authority, the APAR representation will be put up for finalization to MR with the remarks of CRB.

vi) Once a representation is finalized as per the above procedure, no further appeal/memorial etc. shall be allowed.

3. The revised procedure for dealing with representations indicated above will be applicable in respect of APARs from the reporting year 2016-17. Representations against APARs of previous years shall continue to be dealt with as per the old procedure.

S. Patnaik 9.6.17

(Sagarika Patnaik)
Director (Conf.)/G
Railway Board
Phone-23047594

Copy to:-

1. PS/MR, PS/MOS(S), PS/MOS(G).
2. CRB, FC, ME, MS, MT, MRS, MTR, Secretary, DG/RHS, DG/RPF, DG(Pers.), DG(S&T) and DG/RS.
3. C&IS – for uploading in the REIS website.

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