

Southern Railway

No. U/Z.707/APAR/2026

Divisional Office
Personnel Branch
Madurai. Dt: 19.08.2026.

NOTE

Sub: Extension of timelines for completion of APARs for the year 2025-2026 – reg.

Ref: Railway Board's letter No. PC-VII/2026/HRMS/14 (Pt) dated 19.08.2026.

Railway Board has now given revised timelines for finalization of APAR of Group C employees as per their letter referred above (copy enclosed).

Personal level monitoring of the progress at each level is highly necessary now in order to finalize the APARs as per the revised time schedule.

Each APO is advised to take stock of the pendency details of their department and make necessary arrangements for personal level monitoring so that APAR moves from one authority to another quickly.

This work may be accorded priority and feedback may be given to the undersigned on every alternate day.

Encl.: As above.


19/8/26.
(T. Sankaran)
Sr. DPO/MDU.

APO/T, APO / M&E, APO / SEM

Copy to: Ch.OS/CON – To follow it up.

Copy to: All Cadre dealers – It is noticed that updation is not done in respect of about 80 employees. Dealer concerned to complete the work by Monday, 24.08.2026.

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

File No. PC-VII/2026/HRMS/14 (Pt)

New Delhi, Dated: 19.8.2026

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 2025-2026
Ref: Board's letter No. PC-VII/2026/HRMS/14 dated 01.04.2026

Kindly refer to Board's letter referred above wherein timelines for completion of various stages of e-APAR for the year 2025-2026 have been specified.

2. Though the timelines for finalisation of hierarchy, self appraisal and forwarding by Reporting Authority are over, it is observed that a number of APARs are still pending at these stages. In view of such pendency in completion of e-APARs, as a one time exception, it has been decided by the competent authority to extend the timelines for completion of various stages of e-APAR for the year 2025-2026 as under:

S. No.	Activity	New Target Date
1.	Finalisation of hierarchy online generation of APAR form	15th September, 2026
2.	Submission of self-appraisal by reporting officer	15th September, 2026
3.	Submission by reporting officer to reviewing officer	30th September, 2026
4.	Forwarding report by reviewing officer to accepting authority	30th November, 2026
5.	Appraisal by accepting authority	31st December, 2026
6.	Communication of APAR to the officer report above	Immediately after completion
7.	Submission of representation, if any, on APAR	15th January, 2027 or 15 days from the date of disclosure, whichever is earlier.
8.	Completing process relating to the representation submitted by the official	15 days from the date of representation received or 31st January, 2027, whichever is earlier.
9.	End of entire process	31st January, 2027

3. It is informed that any APAR pending for self-appraisal deadline shall be auto forwarded to the Reporting Officer. It is also informed that the aforementioned relaxations are also applicable for the ex-employees in Railway Board. All Field Units may take steps to ensure that the APARs are completed within the timelines. No further extensions shall be provided for APAR of 2025-2026.

4. 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) PCPOs and PFAs of all Indian Railways (As per standard mailing list)
(iii) JS/Railway Board
(iv) GM/HRMS/CRIS for kind information and necessary action