



PBC No. 151 / 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: 21.07.2025

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  
2024 - 2025.**

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A copy of the Railway Board's letter File No. PC-VII/2025/HRMS/15 dated 16.07.2025 on the above subject is enclosed for information, guidance, and necessary action.

Railway Board's letter dated 01.05.2025 referred to therein have been circulated as PBC No. 86 / 2025.

संलग्नक/Encl. 02 pages

**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 : 16.07.2025

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 2024-2025.**

**Ref: Board's letter No. PC-VII/2025/HRMS/15 dated 01.05.2025**

Kindly refer to Board's letter referred above wherein timelines for completion of various stages of e-APAR for the year 2024-2025 have been specified.

2. Though the timelines for finalization of hierarchy and submission of self appraisal 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, it has been decided by the competent authority to extend the timelines for completion of various stages of e-APAR for the year 2024-2025 as under:

S. No.	Activity	New Target Date
1.	Finalisation of hierarchy and online generation of APAR form	20 <sup>th</sup> July, 2025
2.	Submission of self-appraisal to reporting officer	31 <sup>st</sup> July, 2025
3.	Submission of reporting officer to reviewing officer	31 <sup>st</sup> August, 2025
4.	Forwarding report by reviewing officer to accepting authority	30 <sup>th</sup> September, 2025
5.	Appraisal by accepting authority	31 <sup>st</sup> October, 2025
6.	Communication of APAR to the officer report above	15 <sup>th</sup> November, 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 <sup>th</sup> December, 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 31 <sup>st</sup> December 2025, whichever is later.
9.	End of entire process	31 <sup>st</sup> December 2025

... 2/-

3. It is informed that any APAR pending for self-appraisal after the deadline shall be auto forwarded to the Reporting Officer. It is advised that the aforementioned relaxations are also applicable for the ex-Cadre employees in Railway Board. All Field Units may take steps to ensure that the APARs are completed within the timelines.

4. This issues with the approval of competent authority.

Encl: As above



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