



दक्षिण रेलवे / SOUTHERN RAILWAY

No. P(R)MC/28/P/APAR/Vo.II

प्रधानकार्यालय / Headquarters Office
कार्मिक शाखा / Personnel Branch
चेन्नई / Chennai - 600 003
दि. / Dated: 06-07-2020

पी पी सी सं / PBC No. 103/ 2020

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc.,

(As per mailing list-'A')

Sub: Extension in timelines for generation of PAR and submission
of self-appraisal for PAR year 2019-20- reg

A copy of Railway Board's letter No.2017/SCC/03/06 dated
22-06-2020 on the above subject is enclosed for information, guidance and
necessary action.

Railway Board's letter dated 22/04/2020 referred to therein has
been circulated as PBC No. 81/ 2020.

Enc:As above

(S. JANAKIRAMAN)

वरिष्ठ कार्मिक अधिकारी/निदेशक

Senior Personnel Officer/Rule

For Principal Chief Personnel Officer

संलग्न / Encl: as above

प्रतिलिपि / Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR
Ch.S&WI / System to upload in the website

**Government of India
Ministry of Railways
(Railway Board)**

No. 2017/SCC/03/06

New Delhi, Dated 22.06.2020

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

Sub: Extension in timelines for generation of PAR and submission of self-appraisal for PAR year 2019-20 - reg

Ref: Board's letter of even number dated 22.04.2020.

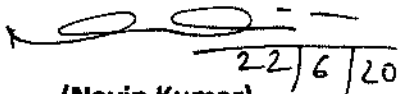
Attention is invited to this Ministry's letter of even number dt 22.04.20, extending timeline for generation of PAR and submission of self-appraisal for PAR year 2019-20.

2. In the light of situation arising out of spread of Novel Coronavirus (COVID-19) it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20, as a one-time measure.

2.1 The extended timelines for the APAR year 2019-20 shall also apply to the reporting/reviewing/accepting authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

3. Accordingly, a revised time schedule is enclosed. Necessary action may be taken accordingly.

Encl: Time Schedule


(Navin Kumar)
Joint Secretary (Conf)
Railway Board

Copy to:

All Officers of Railway Board.

Annexure

Time schedule for recording and completion of APAR for the year 2019-2020 for Group 'A', 'B' and 'C' officers of Central Civil Services

Sl.No.	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1.	Distribution of blank forms/ online generation of APAR	By 31 st July 2020 or earlier
2.	Submission of Self- appraisal to reporting officer	31 st August, 2020
3.	Forwarding of report by reporting officer to reviewing officer	30 th September 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 th November, 2020
5.	Appraisal by Accepting Authority, wherever provided	31 st December, 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	31 st December, 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	15 th January, 2021
7.	Receipt of representation, if any, on APAR	15 days from the date of communication
8.	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	31 st January, 2021
	(b) Where there is accepting authority for APAR	15 th February, 2021
9.	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10.	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
11.	End of entire APAR process, after which APAR will be finally taken on record	31 st March, 2021