



दक्षिण रेलवे/SOUTHERN RAILWAY

सं No.P(R) MC – 28 / ACR / Vol.II

प्रधानकार्यालय/Headquarters Office
कार्मिक शाखा/Personnel Branch
चेन्नै/Chennai - 600 003
दि./ Dated: 22-05-2020

पी बी सी सं/ PBC No. 81 / 2020

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

(As per mailing list-'A')

विषय/Sub: Extension in timelines for generation of PAR and
submission of self appraisal for PAR year 2019 – 20
reg.

A copy of Railway Board letter No.2017/SCC/03/06 dated
22-04-2020 on the above subject is enclosed for information, guidance and
necessary action.

K. Sriranganayaki
22/05/2020
(K. Sriranganayaki)

Asst. Personnel Officer/Tfc, M&E
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
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Government of India
Ministry of Railways
(Railway Board)

No. 2017/SCC/03/06

New Delhi, Dated. 22.04.2020

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 15.03.18 and 07.12.18.

With reference to the letters mentioned above, a schedule for completion of APARs of Railway Officers was advised to all Zonal Railways.

2. In the light of situation arising out of spread of Novel Coronavirus (COVID-19), it has been decided to revised the time schedule for some of the activities relating to recording of APAR. This relaxation is a one-time measure only for the APAR year 2019-20 and is subject to condition that no remarks shall be recorded in the APAR for the year 2019-20 after 31.12.2020. Where the reporting, reviewing and accepting authority fail to record their comments within the time frame, the officer reported upon may be assessed on the basis of the overall record and self-assessment for the year, if he has submitted his self appraisal within stipulated time.

2.1 The extended timelines shall also apply to the reporting/reviewing/accepting authorities, who have demitted office or retired from service on or after 29.02.20. They shall be allowed to record their remarks till the respective extended cut-off dates.

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


22/4/20

(Navin Kumar)
Joint Secretary (Conf)
Railway Board

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) 1.	(2) Distribution of blank forms	(3) 31 st May 2020 (May be completed even a week earlier)
2.	Submission of Self- appraisal to reporting officer	30 th June 2020
3.	Forwarding of report by reporting officer to reviewing officer	31 st July 2020
4.	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	31 st August 2020
5.	Appraisal by Accepting Authority, wherever provided	30 th September 2020
6.	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	10 th September 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	10 th October 2020
7.	Receipt of representation, if any, on APAR	15 days from the date of disclosure
8.	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	30 th September 2020
	(b) Where there is accepting authority for APAR	31 st October 2020
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 Dec 2020