



No- MCF/RBL/PCPO/APAR/NG/Vol-III

Date: 04.08.2025

NOTE

Sub- Revised Timelines for completion of APARs for the year 2024-2025.

Ref- Rly Board L. No.2025/CRB & CEO-CC/03/04, New Delhi, dated 25.07.2025

A copy of above referred letter issued by Rly Board regarding Revised Timelines for completion of APARs for the year 2024-2025 is enclosed herewith for kind information and necessary action please.

DA: - As above.


Assistant Personnel Officer/Staff

For General Manager (P)

Copy to: -

1. All PHODs, CHODs, Dy. HODs, MCF/RBL.
2. PS to PCPO for uploading on MCF Website.
3. All Department APAR In-charge/APAR Dealers MCF/RBL.



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

No. 2025/CRB &CEO-CC/03/04

New Delhi, Dated 25.07.2025

The General Managers
Zonal Railways, PUs,
DG/RDSO, DG/NAIR
DG/CTIs
MDs/CMDs of PSUs etc.

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

Sub: Revised Timelines for Completion of APARs for the Year 2024-25- reg.

Ref: (i) This office letters of even number dated 11.04.25, 13.06.25 and 10.07.25.
(ii) DOP&T's letter No.11059/04/2025-AIS-III dated 30.06.2025

Kind attention is drawn towards Board's letters as referred to above, stipulating therein the schedule for completion of the Annual Performance Appraisal Reports (APARs) for the assessment year 2024-25. In view of representations received from various quarters requesting extension of timelines in line with the instructions of DOP&T, the deadline for submission of self-appraisal was extended up to **15.07.2025**. However, no corresponding extension was notified for the subsequent stages of the APAR process.

2. Accordingly, the matter has been re-examined in this Ministry and with the approval of the competent authority, it has been decided to revise the schedule for the completion of APARs for the assessment year 2024-25 as under:-

S.No.	Activity	Existing Date by which activity to be completed by	Revised cutoff date
1.	Forwarding of report by Reporting Authority to Reviewing Authority	31 st July. Auto-forwarding to Reviewing Officer: 31 st July	15 th September, 2025. Auto-forwarding to Reviewing Officer: 15 th September 15 th November, 2025.
2.	Forwarding of report by Reviewing Officer to Accepting Authority	30 th September. Auto-forwarding to Accepting Authority: 30 th September	Auto-forwarding to Accepting Authority: 15 th November.
3.	Appraisal by Accepting Authority	15 th December. Auto-forwarding to the next level: 15 th December	31 st December, 2025 Auto-forwarding to the next level: 31 st December
4.	Disclosure of APAR to the officer reported upon	26 th December	10 January, 2026
5.	Submission of representation, if any, on APAR	10 th January 2026 i.e. within 15 days from the date of communication/disclosure	25 th January, 2026 i.e. within 15 days from the date of communication/disclosure

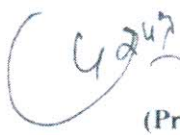


6.	Forwarding representation to the Reporting Authority for comments by the Custodian	20 th January 2026	5 th February, 2026
7.	Forwarding of comments by Reporting Authority to Reviewing Authority	31 st January 2026.	15 th February, 2026
8.	Forwarding of comments by Reviewing Authority to Accepting Authority	10 th February 2026.	25 th February, 2026
9.	Forwarding of comments by Accepting Authority to Competent Authority	20 th February 2026.	05 th March, 2026
10.	Decision of Competent Authority on representation	15 th March 2026	15 th March, 2026
11.	Completion of the entire process	31 st March 2026	31 st March, 2026

3. **The aforesaid relaxation is just a one-time measure for the reporting year 2024-25 only.** Railway/PUs, CTIs, PSUs etc. are requested to give wide publicity to the system of online filing/writing APAR & representation, if any, through SPARROW as per scheduled timeline. It may be noted that the calendar for filing APAR should be strictly adhered to. Any delay in this regard will be detrimental to career progression of the officers.

4. Necessary action may be taken accordingly.

5. This issues with approval of Competent Authority.


 (Prashant)
 Deputy Secretary (Conf)
 Room No.426

Copy to:

Advisor/MR, EDPG/MR, OSD/MR, OSD/Coord/MR, Additional PS/MR, APS/MoSR(J), PS/MoSR(D), Chairman & CEO, Member (Infra), Member (TRS), Member (O&BD), Member (Finance), DG/RHS, DG/RPF, DG/Safety and all Officers of Railway Board.