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Azadi Ka  
Amrit Mahotsav



आधुनिक रेल डिब्बा कारखाना, रायबरेली  
**MODERN COACH FACTORY,**  
**RAEBARELI**  
**(Personnel Department)**

कार्यालय,  
महाप्रबंधक (कार्मिक),  
आरेडिका, रायबरेली-229120

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

Date: 02.05.2025

**NOTE**

Sub: - Timeline for recording of APAR for the reporting year 2024-2025 onwards-reg.  
Ref: - Rly. Board L. No. 2025/CRB & CEO-CC/03/04, New Delhi, Dt. 11.04.2025

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A copy of Rly. Board L. No. 2025/CRB & CEO-CC/03/04, New Delhi, Dt. 11.04.2025 on the above subject, decide timeline for finalization of Hierarchy and online generation of APAR form/Submission of Self-appraisal to Reporting Officer/ Reporting /Reviewing/ Accepting Date- 15<sup>th</sup> May, 2025/ 15<sup>th</sup> June, 2025/ 31<sup>st</sup> July, 2025/ 30<sup>st</sup> September, 2025/ 15<sup>th</sup> December, 2025 completion of APARS for the year 2024-2025 is finalized by due date i.e. 31.03.2026 Copy of the Board letter is enclosed here with for kind information, guideline and necessary action please.

DA: - As above.

*[Signature]* 02.05.25  
Assistant Personnel Officer/Bills  
For General Manager (P)

सहायक कार्मिक अधिकारी  
Assistant Personnel Officer  
आधुनिक रेल डिब्बा कारखाना, रायबरेली  
Modern Coach Factory, Raebareli

Copy to: -

- 1 All PHODs, CHODs, Dy. HODs, MCF/RBL.
- 2 In-Charge NG-I, NG-II, F. Sec. of P. Branch, MCF/RBL.
- 3 PS to PCPO for uploading on MCF Website.
- 4 SSE/Gen (Mech) SSE/Gen (Elect)

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

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

New Delhi, Dated 11.04.2025

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

**Sub:** Timeline for recording of APAR for the reporting year 2024-25 onwards - reg

**Ref:** Board's letter No.2017/SCC/03/06 dated 27.03.2024

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Attention is invited to Board's letter mentioned above stipulating therein the schedule for completion of APARs.

2. It has been decided that the timeline for completion of APAR from the reporting year 2024-25 and onwards may be followed as mentioned below :

S.No.	Activity	Date by which activity to be completed by
1	Distribution of blank forms/online generation of APAR	15 <sup>th</sup> May
2	Submission of self-appraisal to Reporting Authority	15 <sup>th</sup> June. Auto-forwarding to Reporting Authority: 15 <sup>th</sup> June
3	Forwarding of report by Reporting Authority to Reviewing Authority	31 <sup>st</sup> July. Auto-forwarding to Reviewing Officer: 31 <sup>st</sup> July
4	Forwarding of report by Reviewing Officer to Accepting Authority	30 <sup>th</sup> September. Auto-forwarding to Accepting Authority: 30 <sup>th</sup> September
5	Appraisal by Accepting Authority	15 <sup>th</sup> December. Auto-forwarding to the next level: 15 <sup>th</sup> December
6	Disclosure of APAR to the officer reported upon	26 <sup>th</sup> December
7	Submission of representation, if any, on APAR	10 <sup>th</sup> January 2026 i.e. within 15 days from the date of communication/disclosure
8	Forwarding of representation to the Reporting Authority for comments by the Custodian	20 <sup>th</sup> January 2026
9	Forwarding of comments by Reporting Authority to Reviewing Authority	31 <sup>st</sup> January 2026.
10	Forwarding of comments by Reviewing Authority to Accepting Authority	10 <sup>th</sup> February 2026.
11	Forwarding of comments by Accepting Authority to Competent Authority	20 <sup>th</sup> February 2026.
12	Decision of Competent Authority on representation	15 <sup>th</sup> March 2026
13	Completion of the entire process	31 <sup>st</sup> March 2026



3 Railway/PUs, CTIs, PSUs, All Central Ministries/Departments, Metro Organizations, etc. are requested to give wide publicity about the system of online filing/writing APAR, representation if any through SPARROW as per scheduled time line. It may be noted that the calendar for filing APAR will be strictly adhered to from the year 2024-25 onwards. Any delays in this regard will be detrimental to career progression of the officers.

4. Necessary action may be taken accordingly.



(Sushanto Bhadra)  
Under Secretary (Conf)  
Room No.152A

**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.