



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: 11.03.2024

NOTE

Sub:- Opening of e- APAR window in HRMS for completion of Hierarchy mapping and generation of APAR forms for the year 2023-2024.

Ref:- Rly Board L. No. PC-VII/2024/HRMS/4, New Delhi, dated 15.02.2024

A copy of above referred letter issued by Rly. Board Opening of e- APAR window in HRMS for completion of Hierarchy mapping and generation of APAR forms for the year 2023-2024 is enclosed herewith for kind information and necessary action please.

DA: - As above.

DARB SINGH
MEENA

Digitally signed by DARB
SINGH MEENA
Date: 2024.03.13 17:39:20
+05'30'

Assistant Personnel Officer/Staff
For General Manager (P)

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 (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

File No. PC-VII/2024/HRMS/4

New Delhi, Dated : 15/02/2024

**The General Managers,
All Indian Railways/PUs/TIs
(As per standard mailing list)**

Sub: Opening of e-APAR window in HRMS for completion of hierarchy mapping and generation of APAR forms for the year 2023-24.

In order to ensure that APARs of non-gazetted employees of Indian Railways for the year 2023-24 are processed in a time bound manner, it has been decided to open the window for commencing the crucial stages such as mapping of hierarchy sets and generation of APAR forms for self appraisal in HRMS w.e.f. **19.02.2024**. It is, therefore, requested to take necessary steps to ensure the commencement of activities from the said date in order to avoid any delay in further stages such as reporting, reviewing and accepting.

2. Timeline for completion of various stages will be advised subsequently.
3. This issues with the approval of Competent Authority.

(Jaya Kumar G)

**Deputy Director, PC-VII & HRMS
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Email: jaya.kumarg@gov.in**

- Copy to :** (i) PPS to AM/HR, Railway Board
(ii) PCPOs and PFAs of all Indian Railways (as per standard mailing list)
(iii) JS/Railway Board
(iv) GM/HRMS/CRIS: Necessary action may please be taken to facilitate the field units to start mapping of APAR for the year 2023-24.