

मध्य रेल



सं.: SUR/P/Gen/Cir./2024

मंडल रेल प्रबंधक का कार्यालय
कार्मिक शाखा, सोलापुर

दिनांक: 21/05/2024

परिपत्र सं.061/2024

सभी सम्बंधित : सोलापुर मंडल

सभी शाखा अधिकारी : सोलापुर मंडल

Sub: Timelines for completion of APAR for the year 2023-2024.

उपर्युक्त विषय पर मुख्यालय कार्यालय का पत्रांक CR-HQ0PERS(PUMR)/13/2023 दिनांक 17/05/2024 तथा रेलवे बोर्ड का पत्रांक PC-VII/2024/HRMS/4 दिनांक 15/05/2024 की प्रति आपके सूचनार्थ एवं आवश्यक कार्यार्थ परिपत्रित की जाती है।

उपरोक्त परिपत्र सोलापुर मंडल की वेबसाइट: www.cr.indianrailways.gov.in पर अपलोड किया गया है, इस प्रकार से विजिट कर About us > Divisions > Solapur > Personnel > Circular सेक्शन में देखें।

अनुलग्नक : यथोक्त।

कृते मंडल रेल प्रबंधक(कार्मिक)
सोलापुर

प्रतिलिपि :

DRM, ADRM सोलापुर, कृपया सूचनार्थ।

मंडल सचिव: CRMS/NRMU/AIOBCREA/AISCSTREA सोलापुर, कृपया सूचनार्थ।

I/56569/2024



मध्य रेलवे/CENTRAL RAILWAY

प्रधान कार्यालय/Headquarters Office

कार्मिक विभाग/Personnel Department

सी.एस.एम.टी., मुंबई/CSMT, Mumbai-400001

CR No. 061/2024

Misc 495

क्रमांक CR-HQ0PERS(PUMR)/13/2023

दिनांक 17-05-2024

As per mailing list No.1

विषय: Timelines for completion of APAR for the year 2023-2024.

1. Copy of Railway Board's letter No. PC-VII/2024/HRMS/4 dated 15-05-2024 in connection with the above is enclosed herewith for information and necessary action.

DA: As above.

Digitally Signed by Ashok
Ramchandani

Date: 17-05-2024 17:27:31

Reason: Approved

(Ashok Ramchandani)

APO (Ruling/Legal)

As per mailing list No.2

-/ प्रधान मुख्य कार्मिक अधिकारी

-/ पीसीपीओ/मध्य रेलवे

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 /05/2024

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

Sub: Timelines for completion of APAR for the year 2023-2024.

In order to ensure timely completion of APAR through HRMS for the year 2023-24 in respect of non-gazetted employees of Indian Railways, it has been decided by the competent authority that the following timelines may be followed:

S. No.	Activity	Target Date
1.	Finalisation of hierarchy and online generation of APAR form	31 st May 2024
2.	Submission of self-appraisal to Reporting Officer	30 th June 2024
3.	Submission of Reporting Officer to Reviewing Officer	31 st July, 2024
4.	Forwarding Report by Reviewing Officer to Accepting Authority	31 st August 2024
5.	Appraisal by Accepting Authority	30 th September 2024
6.	Communication of APAR to the Officer reported upon	15 th October 2024
7.	Submission of representation, if any, on APAR	30 days from the date of communication of APAR or 15 th November 2024 whichever is later.
8.	Completing the process relating to representation submitted by the Official	15 days from the date of representation received or 30 th November 2024 whichever is later.
9.	End of entire process	30 th November 2024



2. All the field units are requested to give due publicity to the aforementioned timelines amongst the employees as well as the CR cells to ensure that the APAR process is completed in a time bound manner. It is also advised that the dates indicated against each activity are the last dates and efforts will be made to complete the process before the target dates.
3. This issues with the approval of Competent Authority.



(Jaya Kumar G)
Dy. Director, PC-VII & HRMS
Railway Board
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Copy to:

- i. PPS to AM/HR for kind information of AM/HR
- ii. PCPOs and PFAs of all Indian Railways (as per standard mailing list)
- iii. JS/Railway Board
- iv. GM/HRMS-I&II/CRIS.