

EAST COAST RAILWAY



प्रधान मुख्य कार्मिक अधिकारी का कार्यालय/
Office of the Principal Chief Personnel Officer
रेल सदन, द्वितीय तल, भुवनेश्वर- 751017
Rail Sadan, IInd Floor, Bhubaneswar-751017

स्थापना क्रमांक/Estt. Srl. No. 67/2022
पूतरे/कार्मिक/आर/ECOR/Pers/R/APAR

Non-RBE
Date: 20.04.2022

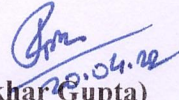
सेवा मे,
सभी प्रमुख विभागाध्यक्षों/समन्वयक विभागाध्यक्षों, पूतरे/भुवनेश्वर
मं.रे.प्र/व.मं.का.अधिकारी/मं.का.अधिकारी-खोरधा रोड, बालतेरू, संबलपुर,
मु.कारखाना प्रबंधक/कारखाना कार्मिक अधिकारी- मंचेश्वर, अतिरिक्त रजिस्ट्रार/रेल दावा अधिकरण,
उ.मु.का अधिकारी(नि.)/भुवनेश्वर
महासचिव/इकोर श्र. कां., महासचिव/इकोर श्र. यू.,
महासचिव/एआईओबीसीआरईए, महासचिव/ एआईएससीएसटीआरईए

Sub: Timeline for recording of APAR for the reporting year 2021-22- reg.

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. 2017/SCC/03/06 दिनांक 24.03.2022 की प्रतिलिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's letter No. 2017/SCC/03/06 dated 24.03.2022 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,


(Prakhar Gupta)

Dy. Chief Personnel Officer (HQ)
For Principal Chief Personnel Officer.

प्रतिलिपिप्रेषित/Copy to :

- 1) महाप्रबंधक के सचिव/पूर्व तट रेलवे, भुवनेश्वर
- 2) उप म.प्र., प्र.मुकाधि/मुकाधि(प्रशा.),
- 3) अध्यक्ष(रेलवे भर्ती प्रकोष्ठ), उप मुख्य प्रबंधक(सू.प्रौ),
- 4) मुकाधि के निजी सचिव/सहा.कार्मिक अधि.(II/बिल),

Government of India
Ministry of Railways
(Railway Board)

No. 2017/SCC/03/06

New Delhi, Dated 24.03.2022

To
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 2021-22 onwards - reg

Ref: (i) Board's letter of even number dated 15.03.18.
(ii) Board's letter No. 2019/SCC/03/06 dated 06.09.19.
(iii) DoP&T's OM no. 22/09/2022-CS.I(APAR) dated 16.03.22.

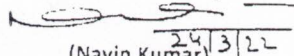
Attention is invited to Board's letters mentioned above stipulating therein the procedure for online representation and schedule for completion of APARs.

2. It has been decided that the timeline for completion of APAR from the reporting year 2021-22 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 th May
2.	Submission of Self-appraisal to reporting officer	Within one month or 15 th June whichever is earlier
3.	Forwarding of report by reporting officer to reviewing officer	05 th July
4.	Forwarding of report by reviewing officer to APAR Cell/Accepting Authority	25 th July
5.	Appraisal by Accepting Authority	15 th August
6.	Communication of APAR to the officer reported upon	31 st August
7.	Submission of representation if any on APAR, from the date of communication of APAR	Within 15 days from the date of communication or 15 th September whichever is earlier
8.	Forwarding of representation to the Reporting Authority for comments by the Custodian	30 th September
9.	Forwarding of comments by Reporting Authority to Reviewing Authority	15 th October
10.	Forwarding of comments by Reviewing Authority to Accepting Authority	31 st October
11.	Forwarding of comments by Accepting Authority to Competent Authority	15 th November
12.	Decision of Competent Authority on representation	15 th December
13.	End of entire process	31 st December

3. Railway/PUs, CTIs, PSUs 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 2021-22 onwards. Any delays in this regard will be detrimental to career progression of the officers.

4. Necessary action may be taken accordingly.


(Navin Kumar)
Joint Secretary (Conf)
Room No.219
#011-23384320

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, all Officers of Railway Board.