Estt. Srl. No- 35/2026
RBE No- Nil

पूर्व तट रेलवे/EAST COAST RAILWAY
मुख्यालय कार्यालय, कार्मिक विभाग, रेल सदन, साउथ ब्लॉक भुवनेश्वर
Headquarters Office, Personnel Department, Rail Sadan,
South Block Bhubaneswar-751017

No.ECoR/Pers/R/APAR

Date: 07.04.2026

ALL PHODs/CHODs,
DRMs/CWM
CAO (Con)/BBS & WAT.
East Coast Railway.

Sub: Timelines for completion of APAR for the year 2025-2026.

उपर्युक्त विषय पर रेलवे बोर्ड पत्र सं. PC-VII/2026/HRMS/14, दिनांक 01.04.2026 की प्रति लिपि सूचना, मार्गदर्शन एवं आवश्यक कार्रवाई हेतु अग्रेषित है।

A copy of Railway Board's Letter No. PC-VII/2026/HRMS/14, dated 01.04.2026 on the above quoted subject is forwarded herewith for information, guidance and necessary action.

Encl: As above,

7/4/26.

(S C Hota)
Assistant Personnel Officer-I
for Principal Chief Personnel Officer

Copy to:-

1. Secretary to GM for kind information of GM.
2. Secretary to AGM for kind information of AGM
3. Chairman RRB & RRC-BBS,
4. Dy.CPOs/Sr.DPO, DPOs/SPOs, WPO/APOs of Personnel Department,
5. General Secretary- ECoRSC & ECoRSU.

for Principal Chief Personnel Officer

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

File No. PC-VII/2026/HRMS/14 **New Delhi, Dated : 01.04.2026**

To,

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

Sub : Timelines for completion of APAR for the year 2025-2026.

In order to ensure timely completion of APAR through HRMS for the year 2025-2026 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	31st May, 2026
2.	Submission of self-appraisal to reporting officer	30th June, 2026
3.	Submission of APAR by reporting officer to reviewing officer	31st July, 2026
4.	Forwarding APAR by reviewing officer to accepting authority	31st August, 2026
5.	Appraisal by accepting authority	30th September, 2026
6.	Communication of APAR to the officer reported upon	15th October, 2026
7.	Submission of representation if any on APAR from the date of communication	30 days from the date of communication of APAR or 15th November, 2026, whichever is later.
8.	Completing the process relating to the representation submitted by the official	30 days from the date of representation received or 15th December, 2026, whichever is later.
9.	End of entire process	15th December, 2026

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 effort may be made to complete the respective processes well before the last dates.

3. This issues with the approval of Competent Authority.

Digitally signed by
Jaya Kumar G
Date: 01-04-2026
11:15:57

(Jaya Kumar G)
Joint Director, Pay Commission & HRMS
Railway Board
Ph. No. 011-47845125
e-mail ID : jaya.kumarg@gov.in

Copy to : (i) PPS to AM(HR) for information to AM(HR)
(ii) PPS to Secretary, Railway Board for information of Secretary, Railway Board
(iii) PCPOs and PFAs of all Indian Railways (As per standard mailing list)
(iv) JS/Railway Board, for ex-cadre staff
(iv) GM/HRMS/CRIS for kind information and necessary action