पूर्व मध्य रेल
EAST CENTRAL RAILWAY

कार्यालय
महाप्रबंधक (का.)
हाजीपुर

PCPO's Cir. Sl. No.87/2025

No.ECR-HQ0PERS (RULE)/0001/2025 (Com.No.309129) Date: As Signed

1. CAO (Con.)/उत्तर एवं दक्षिण/पटना।
2. सभी PHOD/CHOD/पूमरे/हाजीपुर।
3. DRM/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
4. मुख्य कार्मिक अधिकारी/प्रशासन/पूमरे/हाजीपुर।
5. मुख्यालय के सभी कार्मिक अधिकारी।
6. CWM/पीडी/डीडीयू, यांत्रिक कारखाना/समस्तीपुर एवं हरनौत।
7. Sr.DPO/पूमरे/दानापुर, डीडीयू, धनबाद, सोनपुर एवं समस्तीपुर।
8. उप महाप्रबंधक/विधि/पटना।
9. प्राचार्य/क्षेत्रीय रेल प्रशिक्षण संस्थान/मुजफ्फपुर एवं भूली।
10. सभी मुकार्याधी/कार्याधी/पूमरे/हाजीपुर।

विषयः- Extension of timelines for completion of APAR for the year 2024-2025.

संदर्भः- Railway Board's letter No.-PC-VII/2025/HRMS/15, Dated-16.07.2025.

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विषयांकित से संबंधित संदर्भित पत्र की छायाप्रति सूचना एवं अग्रेत्तर आवश्यक कार्रवाई हेतु प्रेषित की जा रही है।

A copy of above referred letter on the subject matter is being forwarded herewith for information and needful onward action please.

DA: As above.

Signed by
Prakash Kumar Singh
Date: 25-07-2025 16:35:19

सकाधि/ई.एस.एम.
कृतें महाप्रबंधक (का.)/पूमरे/हाजीपुर

प्रतिलिपि/– निम्नलिखित को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषितः–

1. महासचिव/ईसीआरईयू/पूमरे/हाजीपुर।
2. महासचिव/एस.सी.एवं एस.टी.एशोसिएशन/पूमरे/हाजीपुर।
3. सकाधि (एम.पी.पी.)/पूमरे/हाजीपुर–कृपया इसे वेबसाइट पर अपलोड कराने की व्यवस्था करें।
4. महासचिव/ओ.बी.सी.एशोसिएशन/पूमरे/हाजीपुर।

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

File No. PC-VII/2025/HRMS/15 **New Delhi, Dated : 16.07.2025**

To,

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

Sub : Extension of timelines for completion of APAR for the year 2024-2025.

Ref: Board's letter No. PC-VII/2025/HRMS/15 dated 01.05.2025

Kindly refer to Board's letter referred above wherein timelines for completion of various stages of e-APAR for the year 2024-2025 have been specified.

2. Though the timelines for finalization of hierarchy and submission of self appraisal are over, it is observed that a number of APARs are still pending at these stages. In view of such pendency in completion of e-APARs, it has been decided by the competent authority to extend the timelines for completion of various stages of e-APAR for the year 2024-2025 as under:

S. No.	Activity	New Target Date
1.	Finalisation of hierarchy and online generation of APAR form	20th July, 2025
2.	Submission of self-appraisal to reporting officer	31st July, 2025
3.	Submission of reporting officer to reviewing officer	31st August, 2025
4.	Forwarding report by reviewing officer to accepting authority	30th September, 2025
5.	Appraisal by accepting authority	31st October, 2025
6.	Communication of APAR to the officer report above	15th November, 2025
7.	Submission of representation if any on APAR from the date of communication	30 days from the date of communication of APAR or 15th December, 2025, whichever is later.
8.	Completing the process relating to the representation submitted by the official	15 days from the date of representation received or 31st December 2025, whichever is later.
9.	End of entire process	31st December 2025

OS/Ruling
23/7/25

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3. It is informed that any APAR pending for self-appraisal after the deadline shall be auto forwarded to the Reporting Officer. It is advised that the aforementioned relaxations are also applicable for the ex-Cadre employees in Railway Board. All Field Units may take steps to ensure that the APARs are completed within the timelines.

4. This issues with the approval of competent authority.

Encl: As above

16/7/25

(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
(iv) GM/HRMS/CRIS for kind information and necessary action

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