



PBC No.05 / 2025



Azadi Ka  
Amrit Mahotsav .

दक्षिण रेलवे Southern Railway  
प्रधान मुख्य कार्मिक अधिकारी कार्यालय

Office of the Principal Chief Personnel Officer

प्रधान कार्यालय, कार्मिक विभाग, चेन्नई-600003

Headquarters, Personnel Department, Chennai-600003

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दिनांक/Dated: 07.01.2025

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS, TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

**विषय/Sub: Extension of timelines for completion of pending APAR for the year 2023-2024.**

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A copy of Railway Board's letter No.PC-VII/2024/HRMS/4 dated 03.01.2025 on the above subject is enclosed for information, guidance and necessary action.

Railway Board's letters dated 15.05.2024 and 01.08.2024 referred therein have been circulated as PBC No.87/2024 and PBC No.149/2024.

संलग्नक/Encl. 02 pages

*AKR*  
07/01/25

सहायक कर्मचारी संबंधी अधिकारी/Asst Personnel Officer / IR & Trg.

कृते प्रमुकाधि/For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU

The General Secretary / DREU

The General Secretary/AISCTREA

The General Secretary/AIOBCREA

The General Secretary/NFIR

IT Section/PB/HQ - to upload in the SR website.

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

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

New Delhi, Dated : /01/2025

To,

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

**Sub : Extension of timelines for completion of pending APAR for the year 2023-2024.**

**Ref : Board's letter of even number dated 15.05.2024 and 01.08.2024.**

Vide Board's letter under reference timelines for completion of APARs for the year 2023-2024 through HRMS was issued. As per the timelines, entire process was to be completed by 31<sup>st</sup> December, 2024.

2. It has been observed that on expiry of the timeline around 25000 APARs are pending across various field units at various levels. After careful consideration of the pendency position, in order to obtain maximum finalization of APARs, it has been decided by the Competent Authority to extend the timeline for finalisation of the APARs pending at reviewing and accepting stages till **January, 31st 2025**. There will be no extension for timelines in respect of pending APARs at self appraisal stage and reporting stage.

3. All field units may take necessary steps to ensure that the pending APARs are completed within the extended timelines. It may please be noted that no further extension of timelines will be granted.

4. This issues with the approval of Competent Authority.

**Signed by Jaya Kumar G**  
**Date: 03-01-2025 16:50:34**  
**Reason: Approved**  
**(Jaya Kumar G)**  
**Joint Director Pay Commission & HRMS**  
**Railway Board**  
**Tele. No. 011-47845125**  
**E-mail ID: jaya.kumarg@gov.in**

**Copy to :**

- i. PPS to AM/HR for information of AM/HR
- ii. JS Railway Board
- iii. GM/HRMS/CRIS: The APARs pending at Self appraisal and reporting stage may be force forwarded to the reviewing stage and the portal may be closed for submitting

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the self appraisal and reporting level.