

Government of India  
Ministry of Railways  
(Railway Board)

No. 2017/SCC/03/06

New Delhi, Dated 06/2020

To  
General Managers  
Zonal Railways, PUs  
DG/RDSO, DG/NAIR  
Director/CTIs  
MDs/CMDs of PSUs etc

Sub. Extension in timelines for generation of PAR and submission of self-appraisal for PAR year 2019-20 - reg

Ref. Board's letter of even number dated 22.04.2020.


Attention is invited to this Ministry's letter of even number dt 22.04.20, extending timeline for generation of PAR and submission of self-appraisal for PAR year 2019-20.

2. In the light of situation arising out of spread of Novel Coronavirus (COVID-19) it has been decided to further extend the timelines for distribution/online generation, recording and completion of APAR for the year 2019-20, as a one-time measure.

2.1 The extended timelines for the APAR year 2019-20 shall also apply to the reporting/reviewing/accepting authorities, who have demitted office or retired from service on or after 29.02.2020 and they shall be allowed to record their remarks till the respective extended cut-off dates.

3. Accordingly, a revised time schedule is enclosed. Necessary action may be taken accordingly.

Encl: Time Schedule

  
22/6/20  
(Navin Kumar)  
Joint Secretary (Conf)  
Railway Board

Copy to:

All Officers of Railway Board.

**Annexure**

Time schedule for recording and completion of APAR for the year 2019-2020 for Group A, B and C officers of Central Civil Services

Sl No	Activity	Date by which activity to be completed.
(1)	(2)	(3)
1	Distribution of blank forms/online generation of APAR	By 31 <sup>st</sup> July 2020 or earlier
2	Submission of Self-appraisal to reporting officer	31 <sup>st</sup> August, 2020
3	Forwarding of report by reporting officer to reviewing officer	30 <sup>th</sup> September 2020
4	Forwarding of report by reviewing officer to APAR Cell/ Accepting Authority (wherever provided)	15 <sup>th</sup> November, 2020
5	Appraisal by Accepting Authority wherever provided	31 <sup>st</sup> December 2020
6	(i) Disclosure of APAR to the officer reported upon where there is no accepting authority	31 <sup>st</sup> December, 2020
	(ii) Disclosure of APAR to the officer reported upon where there is accepting authority	15 <sup>th</sup> January 2021
7	Receipt of representation, if any on APAR	15 days from the date of communication
8	Forwarding of representation to the competent authority	
	(a) Where there is no accepting authority for APAR	31 <sup>st</sup> January 2021
	(b) Where there is accepting authority for APAR	15 <sup>th</sup> February, 2021
9	Disposal of representation by the competent authority	Within one month of the date of receipt of representation by the competent authority
10	Communication of the decision of the competent authority on the representation by the APAR cell	Within 15 days of finalization of decision by competent authority
11	End of entire APAR process after which APAR will be finally taken on record	31 <sup>st</sup> March, 2021