

**Eastern Railway**

No. CPO/CC/Centralize APAR Position/21

Kolkata, dt. 19.02.2024

All PHODs  
Eastern Railway  
Kolkata

Divisional Railway Manager  
Eastern Railway  
Sealdah, Howrah, Asansol, Malda

Chief Works Manager  
Eastern Railway  
Liluah, Kanchrapara, Jamalpur

**Sub:-** Opening of e-APAR window in HRMS for completion of hierarchy mapping and generation of APAR forms for the year 2023-24.

**Ref:-** Railway Board's letter No. PC-VII/2024/HRMS/4, Dated- 15.02.2024

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Enclosed please find a copy of Board's letter No. PC-VII/2024/HRMS/4, Dated- 15.02.2024 wherein it is mentioned that the window is open for initiation of various stages such as mapping of hierarchy sets and generation of APAR forms for self appraisal in HRMS from **19.02.2024**.

Hence, it is requested to instruct the officials concerned to ensure the initiations of APARs of your department/units from the said date in order to avoid any delay in further stages.

D.A. As Above



(S. K. Chattopadhyay)  
Sr. Personnel Officer (Admn)  
for Principal Chief Personnel Officer

**Copy to:-** PS to PCPO, PA to CPO/Admn, PA to CPO/IR, PA to CPO(G), Chairperson/RRC, Dy. CPO(NG), SPO(Admn), SPO(Engg), APO(RP&P), APO(Rectt.) APO (Co-ord), APO(G), APO(T)  
:- for information and necessary action please.



(S. K. Chattopadhyay)  
Sr. Personnel Officer (Admn)  
for Principal Chief Personnel Officer

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

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

New Delhi, Dated : 15/02/2024

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

**Sub: Opening of e-APAR window in HRMS for completion of hierarchy mapping and generation of APAR forms for the year 2023-24.**

In order to ensure that APARs of non-gazetted employees of Indian Railways for the year 2023-24 are processed in a time bound manner, it has been decided to open the window for commencing the crucial stages such as mapping of hierarchy sets and generation of APAR forms for self appraisal in HRMS w.e.f. 19.02.2024. It is, therefore, requested to take necessary steps to ensure the commencement of activities from the said date in order to avoid any delay in further stages such as reporting, reviewing and accepting.

2. Timeline for completion of various stages will be advised subsequently.
3. This issues with the approval of Competent Authority.

  
(Jaya Kumar G)

**Deputy Director, PC-VII & HRMS  
COFMOW Building Room No.6, 4<sup>th</sup> Floor  
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- Copy to :**
- (i) PPS to AM/HR, Railway Board
  - (ii) PCPOs and PFAs of all Indian Railways (as per standard mailing list)
  - (iii) JS/Railway Board
  - (iv) GM/HRMS/CRIS: Necessary action may please be taken to facilitate the field units to start mapping of APAR for the year 2023-24.