



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 22-05-2019

OFFICE CIRCULAR NO. 14/2019

Further to this office circular dated 19.03.2015 for submission of APAR, I am directed to place the following details on reporting, reviewing and accepting authorities for maintaining APAR with immediate effect for necessary compliance. Specified authorities for reporting, reviewing and accepting of APARs of Tea Board officials:

Sl. No.	Categories of assessed officials	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Officials in GP Rs. 1800 to Rs. 2800 (Level 1 to 5)	Section Officer/Officials in GP Rs. 4200/- to Rs. 4600/- (Level-6&7) or to whom the officials reports.	Officer in GP of Rs. 5400/- (Level-10)	Officer in GP of Rs. 5400/- or Rs. 6600/- (Level-10&11)
2.	Officials in GP of Rs. 4200/- (Level-6)	Section Officer/Officials in GP of Rs. 4600/- (Level-7) or to whom officials reports	Officer in GP of Rs. 5400/- (Level-10)	Officer in GP of Rs. 5400/- or Rs. 6600/- (Level-10 &11)
3.	Official/Officer in GP of Rs. 4600/- and Rs. 4800/- (Level- 7&8)	Officer in GP of Rs. 5400/- (Level-10) or to whom officials/officer reports.	Officer in GP of Rs. 6600/- (Level-11)	Officer in GP of Rs. 7600/- or Rs. 8700/- (Level-12 &13)
4.	Officer in GP of Rs. 5400/- (Level-10)	Officer in GP of Rs. 6600/- (Level-11)	Officer in GP of Rs. 7600/- or Rs. 8700/- (Level-12 &13)	Executive Director /Dy. Chairman
5.	Officer in GP of Rs. 6600/- (Level-11)	Officer in GP of Rs. 7600/- or Rs. 8700/- (Level-12 &13)	Dy. Chairman	Dy. Chairman
6.	Officer in GP of Rs. 7600/- and Rs. 8700/- (Level-12 &13)	Dy. Chairman	Ministry	Ministry
7.	Dy. Chairman	Ministry	Ministry	Ministry

Further, for the Deputy Director Tea Development (P) posted in Siliguri/Jalpaiguri/Palampur, DTD (HQ) is the Reporting Officer. FA&CAO will be the Reporting Officer for DDTP/CL/LO/DD(OL)/Statistician and SO(NWI).

Wherever the reporting/reviewing/accepting authority at the level specified above are not available, the officer in the next higher level will perform the role.

(Dr. Rishikesh Rai)
Secretary (I/C)

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Distribution:

1.	Executive Directors (Guwahati, Coonoor)	For information and compliance please.
2.	All HODs in Head Office, Kolkata (excepting Dy. Chairman/ Secretary/FA&CAO)	
3.	All Zonal/Regional/Sub-Regional Offices of the Board	
4.	Secy to Dy. Chairman/PA to FA&CAO/Secretary	For kind information please.
5.	IT- Cell	With the request to upload in the Board's website
6.	Secretariat Branch	For record please.
7.	TBOA/TBEA/TBWA	
8.	Estt. Branch	With spare copies

Ref. File No. 1(6)/Estt/Misc/2016