



Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

Ref. No. 29(2)/Estt/2015/Part

Dated : 13.08.2021

Circular

It is hereby brought to the notice of all concerned that as per OM No. 21011/022015-Estt (A-II)-Part II dated 17th June, 2021 issued by DOPT in regard to submission of APAR, the following revised timeline is given hereinafter for timely submission of APAR for FY 2020-21 (01-04-2020 to 31-03-2021)

Activity	Date by which activity is to be completed
1. Submission of self appraisal to the reporting officer	31 st August, 2021
2. Forwarding of report by reporting officer to reviewing officer	30 th September, 2021
3. Appraisal by Accepting Authority wherever provided	15 th December, 2021
4. End of entire APAR process after the APAR will be finally taken on record	31 st March, 2022

It is requested to all that the above timeline may please be adhered to scrupulously.

This issues in supersession of earlier circular dated 18-03-2021.

(Dr. Rishikesh Rai)
Secretary-In-Charge

Distribution:

1.	All HODs of the Board	With the request to bring the contents of this circular to all the officials working under their respective jurisdiction.
2.	Executive Director (GHY and CNR)	
3.	DDTD (Siliguri, Palampur)/SO(NWI)	
4.	All Regional/Sub-Regional Offices of the Board	
5.	Secretary to Dy. Chairman	
6.	PA to FA&CAO/Secretary	
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