



**TEA BOARD**

14, Biplabi Trailokya Maharaj Sarani  
Kolkata-700001

Ref. No. 29(2)/Estt/2015/Part/ 4115

Date: 12-03-2025

**CIRCULAR**

It is being brought to the notice of all concerned that APAR (formerly known as ACR) for the FY 2024-25 ( i.e., from 01.04.2024 to 31.03.2025) for all the Group 'A', 'B' and 'C' (including 'MTS') and Technical Posts in Tea Board will have to be submitted within the prescribed schedule.

The APAR formats are available in the Board's website. Accordingly, all concerned are hereby requested to download the said format for filling up the requisite Annual Performance Assessment Report and to submit the same on priority basis to their respective Reporting Officers. The APARs, after reporting may be sent to the next superior officer for reviewing/accepting as the case may be and after completion the APAR may be sent to the Secretary, Tea Board under "Closed Cover" for record.

Sl. No.	Activity	Date by which the activity has to be completed
1.	Submission of Self-appraisal to Reporting Officer	15 <sup>th</sup> April, 2025
2.	Submission of reported APAR (by reporting officer) to Reviewing Officer.	30 <sup>th</sup> June, 2025
3.	Report to be completed by Reviewing Officer	31 <sup>st</sup> July, 2025
4.	Appraisal of Accepting Officer	31 <sup>st</sup> August, 2025

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

**Distribution:**

1.	All HoDs of the Board in H.O (except Dy. Chairman)	With the request to bring the content of the Circular to the knowledge of all officers/officials working under them.
2.	Executive Director, Guwahati and Coonoor	
3.	SO(NWI)	
4.	FAO, Siliguri & Palampur	
5.	All Regional/Sub-Regional Offices of the Board	
6.	IT Cell	Please upload on the website.
7.	PAs to Dy. Chairman/FA&CAO/DTD/Secretary	For information.
8.	TBEA	For information.
9.	Establishment Branch	With spare copies