



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

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

Dated : 13.08.2021

Circular

It has been observed recently that APAR(s) in respect of various officials of the Board in H.O. and/or field office for the past few years are either not readily available or have not been received on time. It is underlined that in absence of timely submission/receipt of APAR, various administrative works are coming to a grinding halt and most importantly grant of MACP, wherever applicable, is being help up for a long time. This in turn is denting the image of the Board and the concerned official is getting dejected.

The above would be exemplified by the fact that recently we have received some representations from senior officers seeking grant of MACP. However, in the absence of APAR, the same cannot be processed and grant of MACP is getting procrastinated much to the discomfiture of the official concerned.

In order to overcome this difficulty and also in order to ward off any delay in administrative work, and to smoothen the entire process of MACP, it is again earnestly requested to all HoDs/ Executive Director (GHY, CNR)/DDTD(s)/SO(NWI) to advise the concerned to be in quest for pending APAR, if any, in respect of officials working under his/her respective jurisdiction. In the event of any APAR found pending, it is requested that the same may kindly be sent to the H.O. after due vetting. It is also requested to kindly ensure timely submission of APAR of all employees hereinafter.

This issues with the approval of Competent Authority.


(Dr. Rishikesh Rai)
Secretary-In-Charge

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