



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Ref. No. 29(2)/Estt/2015/Part/ 1439

Date: 14-03-2024

CIRCULAR

It is being brought to the notice of all concerned that APAR (formerly known as ACR) for the FY 2023-24 (i.e., from 01.04.2023 to 31.03.2024) 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 th April, 2024 |
| 2. | Submission of reported APAR (by reporting officer) to Reviewing Officer. | 30 th June, 2024 |
| 3. | Report to be completed by Reviewing Officer | 31 st July, 2024 |
| 4. | Appraisal of Accepting Officer | 31 st August, 2024 |

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

Distribution:

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| 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 Coonor | |
| 3. | SO(NWI) | |
| 4. | DDTD, 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 |