



टीबोर्डभारत Tea Board India

14, बी.टी.एमसरनी (ब्रेबोर्नरोड) कोलकाता 700001

14, B.T.M Sarani (Brabourne Road) Kolkata 700 001


[www.teaboard.gov.in](http://www.teaboard.gov.in)

Dated: 18-12-2020

**CIRCULAR**

Further to this Office Circular No. 14/2019 dated 22.05.2019, the undersigned is directed to inform the following towards writing/assessment of APAR for the FY 2019-20 in respect of Officer (s) at Level - 11 as per 7<sup>th</sup> CPC (GP-6600 as per 6<sup>th</sup> CPC) for information and compliance of all concerned please. For writing/assessing the APARs at least upto Reviewing Stage in respect of the Officers of Tea Board at Level-11 (GP-6600) this circular is being issued until further orders.

Sl. No.	Categories/Name of Officers	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Controller of Licensing, DTP(I/C), Law Officer, SO(NWI)	Secretary	Dy. Chairman	Dy. Chairman
2.	DDTDs in Head Office, Director (Research) and Project Director, DDTDs in Siliguri/Jalpaiguri/Palampur	DTD	Dy. Chairman	Dy. Chairman
3.	Secretary (I/C) and DTD	Dy. Chairman	Joint Secretary (Plantation), MoCI	Joint Secretary (Plantation), MoCI

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

**Distribution:**

1.	All HODs in Head Office, Kolkata (excepting Dy. Chairman/Secretary)	For information please.
2.	All Zonal/Regional/Sub-Regional Offices of the Board	
3.	DDTD (Siliguri, Jalpaiguri, Palampur)/ SO (NWI)	
4.	Secy to Dy. Chairman/PA to FA&CAO/Secretary's Personal Section	For kind information please.
5.	IT Cell	With the request to upload in the Board's website
6.	Secretariat Branch	
7.	TBOA/TBEA	
8.	Estt. Branch	With spare copies

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