



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Ref. No. 29(2)/Estt/2015/Part/ 596


Date: 20-03-2020

CIRCULAR

It is being brought to the notice of all concerned that APAR (formerly known as ACR) for the FY 2019-20 (i.e., from 01.04.2019 to 31.03.2020) for Group 'A', 'B' 'C', 'MTS' and Technical posts in Tea Board will have to be submitted within the prescribed schedule.

The 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". Schedule for preparation of APAR as per the DoPT OM No. 21011/1/2005-Estt (A) (Pt-II) dated 23.07.2009 may be referred.

Sl. No.	Activity	Date by which the activity has to be completed
1.	Submission of Self-appraisal to reporting officer by officer to be reported upon	15 th April, 2020
2.	Submission of report by reporting officer to Reviewing Officer.	30 th June, 2020
3.	Report to be completed by Reviewing Officer	31 st July, 2020
4.	Appraisal of Accepting Officer	31 st August, 2020


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

Distribution:

1.	All HODs of the Board in H.O	With the request to bring the content of the Circular to the knowledge of all officials/officers working under them.
2.	Executive Director, Guwahati and Coonoor	
3.	All Zonal/Regional/Sub-Regional Offices of the Board	
4.	IT Cell	With request to upload in the website of Tea Board
5.	Secretary to Dy. Chairman/PA to FA& CAO/Secretary's Personal Section	For information.
6.	TBEA/TBWA/TBOA	
7.	Establishment Branch	With spare copies