

TEA BOARD
MINISTRY OF COMMERCE & INDUSTRY
DEPTT. OF COMMERCE,
GOVT. OF INDIA
14, B.T.M. Sarani
Kolkata-700 001.

Dated: 19.03.2015

C I R C U L A R

Further to reference to this office circular No.29(1)/Estt/2006 dated 24.03. 2006 on submission of ACR on reviewing and accepting authority and subsequent revision of APAR format as per DOPT guideline, I am directed to place the details on reporting, reviewing and accepting authorities for maintaining aforesaid APAR w.e.f. 2015-16 for necessary compliance.

Specified authorities for reporting, reviewing & accepting of APARs of Tea Board Officials :

Sl.No.	Categories of assessed officials	Reporting Officer	Reviewing Officer	Accepting Officer
1.	Officials in GP of Rs. 2,800/- and below	Section Officer/ Senior most official in GP of Rs.4,200 to 4,600/- to whom the officer reports	Officer in GP of Rs.5,400/-	Officer in GP of Rs.6,600/-
2	Official in GP of Rs.4,200/-	Section Officer/ Senior most official in GP of Rs.4,600/- to whom the officer reports	Officer in GP of Rs.5,400/-	Officer in GP of Rs.6,600/-
3.	Official in GP of Rs.4,600/-	Officer in GP of Rs.5,400/-	Officer in GP of Rs.6,600	Officer in GP of Rs.7,600/-
4.	Officer in GP of Rs.5,400/-	Officer in GP of Rs.6,600/-	Officer in GP of Rs.7,600/- or Rs.8,700/-	Dy.Chairman
5.	Officer in GP of Rs.6,600/-	Officer in GP of Rs.7,600 or Rs.8,700/- to whom officer reports	Dy. Chairman	Chairman
6.	Officer in GP of Rs.7,600/-	Officer in GP of Rs.8,700/-	Dy. Chairman	Chairman
7.	DTD(GP of Rs.8,700/-)	Dy.Chairman	Chairman	
8.	Secretary(GP of 7,600 or Rs.8,700/-) on deputation	Dy.Chairman	Chairman	
9.	Dy.Chairman,F.A. & CAO,Executive Director and Director of Tea Promotion (abroad)	Chairman	Jt. Secretary/ Addl.Secretary to Deptt of Commerce	

Wherever the afore mentioned specified authorities are not in position, the next higher authority in hierarchy to whom the officer reports will assume the role thereof in addition to his own duties or otherwise for the purpose of initiation/review/completion of the reports.

(A. Rajan)
Secretary I/c

Distribution:

1. All HODs/Zonal/Regional/Sub-Regional Offices
2. PAs to Chairman/Dy.Chairman/Secretary/E.Ds(Coonoor)& North-East
3. System Analyst : To upload on the website
4. Estt. Branch : Spare Copies
5. T.B.O.A./T.B.E.A./T.B.W.A.