



TEA BOARD
14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Ref. No. 29(2)/Estt/2026/6964

Date: 06-03-2026

CIRCULAR

It is being brought to the notice of all concerned that APAR (formerly known as ACR) for the FY 2025-26 (i.e., from 01.04.2025 to 31.03.2026) 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	Time Schedule for preparation/completion of APAR
1.	Submission of Self-appraisal to Reporting Officer by Officer/Official Reported upon (where applicable)	15th May, 2026
2.	Submission of APAR by Reporting Officer to Reviewing Officer	30th June, 2026
3.	APAR to be completed by Reviewing Officer and to be sent to Administration or Accepting Authority (wherever provided)	31st July, 2026
4.	Appraisal by Accepting Authority (wherever provided)	31st August, 2026

Amrita Chakraborty

(Dr. Amrita Chakraborty)

Secretary (I/C)

Distribution:

1.	All HoDs of the Board in H.O (except Dy. Chairperson)	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)	
5.	FAO, Palampur	
6.	All Regional/Sub-Regional Offices of the Board	
7.	IT Cell	Please upload on the website.
8.	PAAs to Dy. Chairperson/FA&CAO/DTD/Secretary	For information.
9.	TBEA	For information.
10.	Establishment Branch	With spare copies