



## TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Dept. of Commerce, and Govt. of India)  
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

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Dated: 25.08.2017

To

ALL MEMBERS OF THE BOARD & SPECIAL INVITEES

Sub: 233<sup>rd</sup> Meeting of the Board and its various Standing Committees to be held at Kolkata on 18<sup>th</sup> September, 2017 from 11:00 AM onwards - reg.

Sir/Madam,

This is to inform that the 233<sup>rd</sup> Meeting of the Board, i.e. the seventh meeting of the newly constituted Board, shall be held on 18<sup>th</sup> September, 2017 at Kolkata from 11:00 AM onwards.

You are requested to kindly make it convenient to attend the aforesaid meeting on 18<sup>th</sup> September, 2017 (Monday) at Kolkata. You are also requested to **intimate your travel plans to the undersigned** (Tel. No. 033-2221-5718, Fax No. 033-2221-5715, e-mail: [secytboard@gmail.com](mailto:secytboard@gmail.com) & [teaboardsectt2016@gmail.com](mailto:teaboardsectt2016@gmail.com)).

The agenda items would be circulated shortly.

Yours faithfully,

Sd/-

(S. Soundararajan)  
Secretary

**चाय पियो मस्त जियो !**

**Chai piyo mast jiyo !**

Forwarded to:

1.	To all the Board Members & Special Invitees	For kind information please
2.	The Secretary to the Govt. of India Ministry of Commerce & Industry Deptt. Of Commerce, Udyog Bhawan, New Delhi-110107	For kind information please
3.	The Joint Secretary (Plantation) Ministry of Commerce & Industry Deptt. Of Commerce, Udyog Bhawan, New Delhi-110107	With the request to depute representative of MoC, DoC for the meeting as Invitee of the Board
4.	The Additional Secretary & Financial Advisor to the Govt. of India, Ministry of Commerce & Industry Deptt. Of Commerce, Udyog Bhawan, New Delhi-110107	For kind information please
5.	The Director (Plantation) to the Govt. of India Ministry of Commerce & Industry Deptt. Of Commerce, Udyog Bhawan, New Delhi-110107	For kind information please
6.	The Executive Director, Tea Board, Coonoor, Tamilnadu	With the request to inform South India based members and provide them air tickets/transport, as the case may be along with a request to attend the meeting.
7.	The Executive Director, Tea Board, Guwahati, Assam	With the request to inform North East based members and provide them air tickets/transport, as the case may be along with a request to attend the meeting.
8.	The Dy. Director of Tea Development, Tea Board, Siliguri	With the request to inform North Bengal based members and provide them air tickets/transport, as the case may be.
9.	The Dy. Director of Tea Development, Tea Board, Palampur	With the request to inform Himachal Pradesh based members and provide them air tickets/transport, as the case may be.
10.	The SO(NWI), Tea Board, New Delhi	With the request to inform Hon'ble MPs (Board Members) and issue them Air Tickets/Transport facilities accordingly.
9.	The Estate Officer, Tea Board, Kolkata	For information and necessary action please.
10.	All Officers of the Board in H.O/Regional/Sub-Regional Offices and Director of Tea Promotion Abroad	For information please.
11.	Exe. Assistants to Chairman / Dy. Chairman / Secretary /FA&CAO	For information please.
12.	System Analyst/Programmer	With the request to upload in the Board's Website.
13.	Guard File of the Secretariat Branch	For record please.