



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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File No. 3(1)/Sectt/2018/ 3/3

Dated: 05.03.2018

To

ALL MEMBERS OF THE BOARD & SPECIAL INVITEES

Sub: **Change of date of 235th Meeting of the Board and its various Standing Committees to be held at Kolkata on 24th March 2018 (instead of 23rd March) from 11:00 AM onwards – reg.**

Sir/Madam,

Further to this office Circular No.3(1)/Sectt/2018/280 dated 23rd February 2018, This is to inform that the 235th Meeting of the Board, i.e. the 9th meeting of the newly constituted Board, shall be held on **24th March 2018** at Kolkata from 11:00 AM onwards.

You are requested to kindly make it convenient to attend the aforesaid meeting on 24th March 2018 (Saturday) at Kolkata.

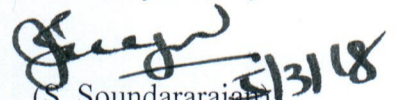
The Committee Meetings will be held in the Morning slot and the Board Meeting will be held in the Afternoon slot.

You are also requested to **intimate your travel plans to the undersigned** (Tel. No. 033-2221-5718, Fax No. 033-2221-5715, e-mail: teaboardsectt2016@gmail.com rakeshteaboard@gmail.com pramodakumardash@gmail.com and secytboard@gmail.com

The agenda items would be circulated shortly.

Inconvenience likely to be caused is regretted.

Yours faithfully,


(S. Soundararajan)
Secretary

चायपियोमस्तजियो ! 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.