



## TEA BOARD INDIA

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

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No. 18(1)/Sectt./2020

Date : 18-05-2020.

### CIRCULAR.

Sub : Inputs for printing and publication of 66<sup>th</sup> Annual Report 2019-20 of Tea Board.

Consequent upon closure of fiscal year 2019-20, like previous year, Board is supposed to arrange printing and publication of 66<sup>th</sup> Annual Report 2019-20.

In view of the above all the HoDs and Zonal Offices are requested to provide the suitable draft inputs of Annual Report within their respective jurisdiction, in soft form on following issues for submission to Competent Authority, preferably through FA&CAO.

Chapter No.	Subject.
Chapter-1	Organizational Set-up & Functions.
Chapter-2	India Tea in the International Perspective
Chapter-3	Finance
Chapter-4	Tea Development
Chapter-5	Tea Research
Chapter-6	Tea Promotion
Chapter-7	Licensing
Chapter-8	Statistics
Chapter-9	Human Resource Development
Chapter-10	Hindi Cell
Chapter-11	Vigilance Cell
Chapter-12	Legal Cell & RTI

Accordingly, all concerned may kindly look into the issue for submission of inputs to Secretary, Tea Board, Kolkata within 30<sup>th</sup> May 2020. This issues with the approval of Competent Authority.

  
(Dr. Rishikesh Rai)  
Secretary.

**Distribution:**

1. Executive Director, Tea Board, Guwahati.
2. Executive Director, Tea Board, Coonoor.
3. Director Tea Development, Tea Board, Kolkata.
4. Deputy Director, Official Language, Kolkata.
5. Law Officer, Tea Board, Kolkata.
6. Dy. Director Tea Promotion (ND), Tea Board, Kolkata.
7. Dy. Director Tea Development, Tea Board, Siliguri.
8. Dy. Director Tea Development, Tea Board, Palampur.
9. Director (Research), QCL, Siliguri.
10. Controller of Licensing, Tea Board, Kolkata.
11. Special Officer, Tea Board, New Delhi.
12. Shri D.M. Kakati, Asstt. Director, Tea Board, Kolkata.
13. Asstt. Secretary, Tea Board, Kolkata.
14. Smt. SeemaTewari, Accounts Officer, Tea Board, Kolkata.
15. Statistician, Tea Board, Kolkata.

**Copy to:**

1. Financial Advisor & CAO, Tea Board, Kolkata.
2. Secretary, Tea Board, Kolkata.
3. Secretary to Dy. Chairman, Tea Board, Kolkata.
4. System Analyst/Programmer, Tea Board, Kolkata – for website uploading.
5. Guard File.