



TEA BOARD INDIA

**(Under Ministry of Commerce & Industry, Deptt. of Commerce, Government of India)
14, B. T. M. SARANI (Brabourne Road), Kolkata 700 001, West Bengal**

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Website :: www.teaboard.gov.in

File No.3(2)/Sectt/2019-239 BM. / 830

Dated : 6th June, 2019

To

ALL MEMBERS OF THE BOARD

Subject: 239th Meeting of the Board and its various Standing Committees to be held at Kolkata on 27th June, 2019 from 11:00 AM onwards - reg.

Sir/Madam,

I am directed to state that the 239th Meeting of the Board and its various Standing Committees will be held at Kolkata on 27th June, 2019 from 11:00 AM onwards.

You are requested to kindly make it convenient to attend the aforesaid meeting on 27th June, 2019. You are also requested to intimate your travel plans to the undersigned e-mail: secytboard@gmail.com & teaboardsectt2016@gmail.com & pramodakumardash@gmail.com

Board Members shall be provided with to and fro admissible class air-tickets, accommodation (not exceeding for two days) and transport.

The agenda items would be circulated shortly.

Yours faithfully,

P. K. Dash
6.6.19

(Pramoda Kumar Dash)
Assistant Secretary (I/C)

Contd...

Copy forwarded to:

1.	To all the Board Members	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 Director (Plantation) to the Govt. of India Ministry of Commerce & Industry Deptt. Of Commerce, Udyog Bhawan, New Delhi-110107	For kind information please
4.	The Executive Director, Tea Board, Guwahati, Assam	May kindly attend the meeting along with the request to intimate the North India based members.
5.	The Executive Director, Tea Board, Coonoor, Tamilnadu	May kindly attend the meeting along with the request to intimate the South India based members.
6.	The Dy. Director of Tea Development, Tea Board, Siliguri	May kindly attend the meeting along with the request to intimate the North Bengal based members.
7.	The SO (NWI), Tea Board, New Delhi	With the request to inform Hon'ble MPs (Board Members).
8.	All Officers of the Board in H.O/Regional/ Sub- System Analyst Regional Offices .	For information please.
9.	System Analyst.	With the request to upload in the Board's Website and look into the activities of Protocol Officers.
10.	Estate Officer.	For information and look into car and accommodation arrangements.
12.	Secretary to Dy.Chairman	For information of Dy. Chairman.
13.	Exe. Asstt. to Secretary / FA&CAO	For information.
14.	Guard File of the Secretariat Branch	For record.