



TEA BOARD

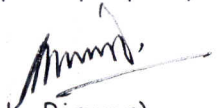
14, Biplabi Trailokya Maharaj Sarani
Kolkata - 700 001

Dated: 20.05.2013

OFFICE MEMORANDUM NO: 98/2013

The undersigned is directed to state that the Executive Committee/Board in its meeting held on 30.03.2013 at Kolkata has approved the Tea Board's Office Procedure Manual for its immediate implementation in the Tea Board. The said Office Procedure Manual has already been uploaded in the Tea Board's website.

Therefore, all concerned of the Tea Board is hereby requested to go through the same carefully to keep the office decorum and discipline properly.


(B.K. Biswas)
Assistant Secretary

Distribution :-

1	All officers of the Board in Head Office, Kolkata (excepting Chairman/Dy. Chairman/Secretary)	With the request to bring the contents of this Office Memorandum amongst all officials working under them.
2	All Regional/Sub-Regional Offices of the Board in India	
3	Executive Director, Coonoor/Jorhat	
4	F.A & C.A.O.	
5	All DTP posted in abroad.	
6	Shri G. Boriah, Advisor, Tea Board	
7	System Analyst	With the request to upload in the Board's website.
8	P. As to Chairman/Dy. Chairman/Secretary	
9	Secretariat Branch	
10	T.B.O.A/T.B.E.A/T.B.W.A.	
11	Estt. Branch ---- with spare copies.	

Ref. File No. Law/03/2012

(Hindi version follows)