



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: ²⁰16.03.2018
22.

OFFICE MEMORANDUM NO. 28/2018

The undersigned is directed to state that in the exigencies of Board's work as well as to curtail the financial burden of the Board, the competent authority has been pleased to accord approval towards introduction of the following new timings in operation of the lifts of Board's Head Office, Kolkata with immediate effect :-

1.	Front lifts	From 9.00 A.M. to 7.00 P.M.
2.	Rear lift	From 6.00 A.M. to 9.00 A.M. and from 7.00 P.M. to 10.00 P.M.

P.K.D.
20.3.18

(P.K. Dash)
Assistant Secretary (I/C)

Distribution

1.	All Heads of Department in HO, Kolkata (excepting Dy. Chairman & Secretary)	For information.
2.	All Branches/Departments in HO, Kolkata	
3.	Estate Officer (I/C)	
4.	Secretary to Dy. Chairman & Secretary	
5.	MPEDA & Spices Board, 5 th Floor	
6.	I.T. Cell	With the request to upload in the Board's website.
7.	Secretariat Branch	
8.	T.B.E.A./T.B.W.A./T.B.O.A.	
9.	Estt. Branch	with spare copies

Ref. File No. 1/44/2003/1/SO