



TEA BOARD

14, Biplabi Trailokya Maharaj Sarani
Kolkata-700001

Dated: 07.05.2018

OFFICE MEMORANDUM NO. 46/2018

The undersigned is directed to state that the Ministry of Commerce & Industry, Department of Commerce, Govt. of India vide letter No. F-20019/6/2017-E-3-Doc dated 28.03.2018 (copy enclosed) has directed to prepare an action plan enumerating the list of activities to be carried out during the celebration of "Swachta Pakhwada - 2018" for the Department of Commerce from 01.11.2018 to 15.11.2018, followed by the guidelines as detailed in the enclosed consolidated guidelines.

As a part of such celebration in Board's Head Office, Kolkata and its Regional/Sub-Regional Offices, the competent authority has been pleased to draw an action plan as under :-

1.	Formation of four Committees for the Board's Head Office, Kolkata, Zonal Office, Guwahati and Regional Offices at Coonoor and Siliguri for reviewing the activities of the concerned offices under their jurisdiction. It is requested to inform the details of such Committees to the Board's Head Office, Kolkata ;
2.	They may forward the date-wise activities as per guidelines including organising short-speech competition on the awareness of Swachta Pakhwada and a cleanliness programme amongst all officials of the Board to the Board's Head Office, Kolkata ;
3.	Displaying of Flex/Banner in all offices of the Board during the period of celebration. The style and captions of the flex/banner will be informed to the concerned offices separately ;
4.	Submission of photographs/video clippings to the Board's Head Office, Kolkata after closure of the programme ;
5.	Concerned offices may submit their requirement of fund for this purpose indicating details thereof to the Board's Head Office, Kolkata for making request for releasing additional fund for this purpose to the MOC&I, Govt. of India within 15 (fifteen) days from the date of issuance of this Office Memorandum ;
6.	Tea Promotion Directorate will take necessary action for publicity of the activities undertaken by Tea Board for this purpose.

P. K. Dash
7.5.18
(P.K. Dash)
Assistant Secretary (I/C)

Distribution:

1.	Executive Director, Coonoor & Guwahati	For necessary action please.
2.	DDTD, Siliguri & Palampur	- Do -
3.	All Regional/Sub-Regional Offices of the Board	- Do -
4.	All Heads of Department in H.O, Kolkata (excepting Dy. Chairman & Secretary)	
5.	System Analyst	With request to upload in the Board's website.
6.	Secretary to the Dy. Chairman, PA to the Secretary & FA & CAO	
7.	Secretariat Branch	
8.	T.B.E.A./T.B.W.A./T.B.O.A.	
9.	Establishment Branch ...With spare copies	