




TEA BOARD OF INDIA  
14, B.T.M SARANI (BRABOURNE ROAD), KOLKATA 700 001  
Website: [www.teaboard.gov.in](http://www.teaboard.gov.in) Tel: 033-2235-1331

Dated: 22<sup>nd</sup> January, 2019

**Office Memorandum No. 09/2019**

In terms of Memorandum dated 16<sup>th</sup> January, 2019 issued by the Press & Public Relations Wing, Lok Sabha Secretariat, New Delhi, the Seventeenth Session of Sixteenth Lok Sabha will commence on Thursday, the 31<sup>st</sup> January, 2019, subject to exigencies of Government Business, the Session is likely to conclude on Wednesday, the 13<sup>th</sup> February, 2019. The undersigned is, therefore, directed to state that the office of the Tea Board will remain open on Saturdays and Holidays till the Session is over.

The Officers/Officials concerned from Secretariat, Development Directorate, Promotion Directorate, Research Directorate, Statistics Department & Licensing Branch of Tea Board as well as officers/Officials of Zonal/Regional Offices located at Guwahati, Coonoor, Siliguri, SGDD, Dibrugarh and Palampur will remain present along with minimum two subordinate officials in office during the Saturdays and Holidays. The Heads of the different Directorates and Branches and those of the aforesaid Zonal/Regional offices should be reachable by telephone as well as e-mail. No tour may be undertaken or station leave availed of during this period by the Heads of Directorates and Branches and those of the aforesaid Zonal/Regional offices as above without the explicit prior concurrence of the Deputy Chairman.

  
(Rishikesh Rai)  
Secretary

**Distribution:**

1. FA&CAO
2. ED (Guwahati)
3. DTD
4. ED (Coonoor)
5. Statistician
6. Law Officer
7. DDTP (ND)
8. DDTP (JB)
9. Assistant Secretary
10. Controller of Licensing
11. DDTD (Siliguri)
12. DDTD (Palampur)
13. Director (Research)
14. System Analyst
15. Estate Officer
16. Secy. to Dy. Chairman
17. Jr. Sectt. Asstt. to FA&CAO
18. P.A. to Secretary
19. Guard File

For necessary action.

With the request to upload in Board's Website.  
To be displayed in the Board's Notice Board.

Ref. File No. 13/SECTT/2017/Parliament General Policy File.

**चाय पियो मस्त जियो !**



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