



TEA BOARD  
14, Biplabi Trailokya Maharaj Sarani  
Kolkata - 700001

Dated: 04.08.2020

**OFFICE MEMORANDUM NO. 59/2020**

It is to inform all concerned that due to Covid 19 situation, the officers and staffs of Tea Board are asked to attend office on rotation to keep the Covid spread under control.

The undersigned is directed to inform that if an employee is scheduled to attend office on particular day(s) and he/she does not attend office, he/she has to take prior sanction of leave from competent authority.

(Dr. Rishikesh Rai)  
Secretary (I/C)

**Distribution:**

1	All Heads of the department in Board's H.O. (excepting Deputy Chairman/FA&CAO/Secretary)	With the request to bring the contents of the Office Memorandum to the knowledge of the officers/officials working under them for compliance.
2	Executive Director (Guwahati & Coonor)	
3	DDTD (Siliguri, Palampur)	
4	SO(NWI)	
5	Director (Research)	
6	Secretary to Deputy Chairman	
7	PA to FA &CAO/Secretary's Personal Section	
8	IT Cell	With the request to upload in the website.
9	T.B.O.A./T.B.E.A./T.B.W.A	
10	Secretariat Branch	
11	Establishment Branch	With spare copies.

File No. 23/2/Estt/97/VOL-I