



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

Dated: 9th September, 2020

Office Memorandum No. 75 / 2020

In terms of Circular No. RS.1/2/2020-L.O. dated 2nd September, 2020 of Rajya Sabha Secretariat, Parliament of India, New Delhi, the 252nd Session of the Rajya Sabha will commence on Monday, the 14th September, 2020 subject to exigencies of Government Business, the Session is likely to conclude on Thursday, the 1st October, 2020. 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 (I/C)

Distribution:

1.	FA&CAO	
2.	Executive Director (Guwahati)	
3.	Executive Director (Coonoor)	
4.	DTD	
5.	Law Officer	
6.	Controller of Licensing	
7.	DTP (I/C)	
8.	Assistant Secretary (I/C)	
9.	Statistician I/C	
10.	DDTD (Siliguri)	
11.	DDTD (Palampur)	
12.	Director (Research)	
13.	IT Cell	With the request to upload in Board's Website.
14.	Estate Officer (I/C)	To be displayed in the Board's Notice Board.
15.	Secy. to Dy. Chairman	
16.	Jr. Sectt. Asstt. to FA&CAO/Secretary's Personal Section	
17.	Guard File	

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