



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: 23<sup>rd</sup> November 2018

**Office Memorandum No. 117/2018**

The Winter Session of the Parliament will be held from 11/12/2018 to 08/01/2019 on all working days. Since most of the Parliament Questions which come to Tea Board are to be answered within the day, the undersigned is, therefore, directed to state that the office of the Tea Board will remain open on Saturdays and Holidays till Parliament 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.

(S. Soundararajan)  
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. Jr. Sectt. Asstt. to DTD/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 !**



भारतीय संसद  
PARLIAMENT OF INDIA  
राजा सभा सचिवालय  
RAJYA SABHA SECRETARIAT

Sectt.

p1. issue a  
circular  
as per procedure  
22/11/18

पता :  
दूरभाष :  
वेबसाइट : <http://rajyasabha.nic.in>  
ई-मेल :  
संलग्नक :  
सं. दिल्ली-110001

टी बोर्ड / Tea Board  
सचिव के निजी अनुभाग  
Secretary's Per. Section  
.....को प्राप्त किया / Received On 22/11/18  
डाकरी सं. / Dy No. 1743

Fax :  
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New Delhi-110001

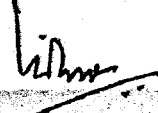
No.RS.17/2018-L.O.

Dated the 20<sup>th</sup> November, 2018

CIRCULAR

**Subject: Commencement of the Two Hundred and Forty Seventh (247<sup>th</sup>)  
Session of the Rajya Sabha.**

The Two Hundred and Forty Seventh (247<sup>th</sup>) Session of the Rajya Sabha will commence at 11:00 A.M. on Tuesday, the 11<sup>th</sup> December, 2018 at New Delhi and according to the present programme, the Session is likely to continue upto Tuesday, the 8<sup>th</sup> January, 2019.

  
(K. SUDHAKARAN)  
DIRECTOR

Copy for information to:-

1. The Chief Engineer (Civil), P.L.B., C.P.W.D., Parliament House Complex, New Delhi.
2. The Chief Engineer (Electrical), P.L.B., C.P.W.D., Parliament House Complex, New Delhi.
3. The Superintending Engineer (Civil), P.L.B., C.P.W.D., Parliament House Complex, New Delhi.
4. The Superintending Engineer (Electrical), P.L.B., C.P.W.D., Parliament House Complex, New Delhi.
5. The Executive Engineer (Civil), PHCWD, C.P.W.D., 36, GRG Road, New Delhi.
6. The Executive Engineer (Electrical) Parliament Works Electrical Division-1, C.P.W.D., Parliament House, New Delhi.
7. The Director (Horticulture) C.P.W.D., I.P. Bhawan, New Delhi.

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