



Tea Board
14 BTM Sarani
Kolkata 700 001

Dated: 10th July, 2014

Office Order No.16/2014

With a view to provide the latest information on the Tea Board website on the ongoing activities in all the regions of the Board, it is requested that all concerned offices should send the upcoming/concluded activities along with photographs thereof to the concerned officer in H.O. All the Heads of the Departments in H.O. will be the nodal officers for supplying materials to the Publicity Officer who will coordinate and arrange to upload the same on Board's website.

The information may be sent in the following manner

Type Of Activity	Nodal Officer
For developmental and welfare related activities	DTD
Promotion related Activities	DTP(I/c)
Research related matters	Director (Research)
Licensing/auction related matters	Controller of Licensing

(A. Rajan)
Secretary (I/c)

Distribution:

1. All Heads of Department in Board's Head Office, Kolkata (excepting Chairman/Dy. Chairman/Secretary)
2. Executive Director, North East, Jorhat
3. Executive Director, Coonoor
4. DDTD (P), Dibrugarh
5. All Regional/Sub-Regional offices of the Tea Board
6. Adviser (Dev)
7. System Analyst/Programmer with the request to upload in the Board's website
8. Publicity Officer
9. PA(s) to Chairman/Dy. Chairman/Secretary
10. Secretariat Branch

(Ref. No. 9(21)/DTD/NISG/2014)