



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

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### **OFFICE MEMORANDUM**

Vide Government of India Office Memorandum issued through S-15/4/2020-DARP(C.No 6594) dated 30<sup>th</sup> March 2020, on the subject of Handling Public Grievances Pertaining to COVID-19 in Ministries/Departments of Government of India, I am directed to inform you that **Shri Pramoda Kumar Dash, Law Officer**, has been appointed as designated nodal officer for handling of public grievances pertaining to COVID -19 in Tea Board India.

The guidelines issued by the Ministry has also emphasised the need for prompt redressal of such public grievances and has asked the departments to pay high priority and has asked for close monitoring of COVID-19 redressal on their respective Dashboards.

It is also mentioned by the Ministry that considering the importance of redressal of COVID -19 grievances, it shall be incumbent on every Ministry/Department to prioritize for expeditious quality addressal of these grievances at the earliest preferably within a timeline of 3 days to provide redressal.

All officers of the Board are hereby requested to provide inputs on an expeditious manner to Shri Pramoda Kumar Dash, Law Officer for the grievances related to Tea Sector pertaining to COVID-19. The reply after initial scrutiny will be placed for approval through **FA& CAO**.

The detail of Nodal Officer for communication is as follows:

Name : Shri Pramoda Kumar Dash  
Designation : Law Officer  
E-mail : [pramodakumardash@gmail.com](mailto:pramodakumardash@gmail.com)  
Phone No: +91 9007203457

(Rishikesh Rai)  
Secretary (I/C)

Copy to:

1. Executive Director : Guwahati & Coonor
2. All Officers at Head Office
3. DDTD : Siliguri and Palampore
4. PA to Dy Chairman
5. FA& CAO
6. Law Officer
7. Programmer : to upload in Board's Website
8. Special Officer : New Delhi