



**Tea Board India**

(Under Ministry of Commerce & Industry, Dept. of Commerce, Govt. of India)  
14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

Website: www.teaboard.gov.in

E-mail: secyboard@gmail.com

Phone No. +91 33 2237 1161

Ref: IT/UPS/2016

Date: 31<sup>st</sup> January, 2019.

**OFFICE ORDER No. 06 / 2019**

Further to the earlier Office Order No. 05/2019; Dt. 25<sup>th</sup> January, 2019, regarding prohibition on staying in office beyond office hours, undersigned is directed to inform all officials of Head Office that henceforth Board's **Central UPS power supply will shut-down sharply at 7:15 P.M.** at every day. All the computer users are hereby requested to make note of the scheduled shut-down time and save all their works and shut-down their computers in proper manner within 7:00 P.M.

In case of any urgent Parliament Questions (PQs), which are to be answered on the same day, the scheduled Shut-down time can be extended for maximum 45 minutes i.e. up to 8 P.M. provided that the concerned official(s) dealing with the PQs inform the Security Section about their work in advance.

This order comes into immediate effect.

*Dr. Rishikesh Rai*

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

**Distribution:**

1.	All the Officers & Staffs of Tea Board attached to Head Office (except Chairman & Deputy Chairman and Secretary)	For compliance please.
2.	Secretary to Chairman & Deputy Chairman	For information please.
3.	Secretariat Br.	For record.
4.	Estate Officer (I/c)	To ensure scheduled Shut-down time of the Central UPS systems.
5.	IT Cell	For uploading in Board's website.