



Ref no:TB/FIN/FA/Orders & Circulars /837

Dt. 20.09.2021

Circular

Sub: Details of Rent/Lease properties taken by Tea Board- Providing of:

It is observed that several Rent/Lease properties has been taken by Board's various Offices i.e.Zonal Offices, Regional Offices & Sub-Regional Offices.

In view of the above, all Zonal Offices, Regional Offices & Sub-Regional Offices are urged to provide data as per the format below in M/s Excel within 03 days of issuing of this circular.

Sl no.	Name of Office	Area taken on Rent/Lease	Amount of Rent	Start date of Contract	Valid Till	Remarks
1.						
2.						

Devi
20/9/2021
(FA & CAO)

Distribution:

1.	Executive Director, Tea Board, Coonoor	With the request to please bring the contents of this circular amongst all offices under their control
2.	Executive Director, Tea Board, Guwahati	
3.	All HODs' in Head Office (excepting Dy. Chairman)	
4.	DDTD (Siliguri, Jalpaiguri, Palampur)	
5.	Special Officer (NWI), New Delhi	
6.	Secretary to Dy. Chairman,	
7.	IT Cell	With the request to upload the Board's website.
8.	TBEA/TBWA	
9.	Establishment Branch	With spare copies.



यदि आप अपना पत्र हिन्दी में लिखेंगे तो उतनी ही जल्दी जवाब मिलेगा, जितना कि अंग्रेजी में लिखने से मिलता है।